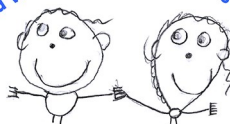


Atherstone Nursery School
and Warwickshire Early Years Hub



'Bright Start, Bright Future'
'Chances to explore, discover and grow'

Nursery School

Prospectus

Children aged 2-5 years

Atherstone Nursery School
and Warwickshire Early Years Hub
Kings Avenue
Atherstone
CV9 1JZ

Tel: 01827 794164

Email : admin1000@welearn365.com

Website: www.atherstonenurseryschool.co.uk

@ May 2024



Atherstone Nursery School and Warwickshire Early Years Hub

Caterpillar Nursery—2 year olds

15 hours education per school term week—Mornings or Afternoons

3 Options available:

Option 1—purchase sessions as mentioned on page 13

Option 2—claim 2HELP funding from Warwickshire County Council (Government funding from parents on income support etc)

Option 3—Claim 2 year old working parent funding (Government funding for working parents)

Butterfly Nursery—3 year olds

15 hours education per school term week—Mornings or Afternoons

or

30 hours education— childcare costs available funding for working parents from Government

(<https://www.childcarechoices.gov.uk/>)

Vision Statement

Bright Start, Bright Futures.

‘Chances to explore, discover and grow, to make a difference today, tomorrow and together.’

Principles and Values

All children are entitled to high quality teaching and learning in a rich and stimulating environment across all seven areas of the EYFS. This will equip them with the skills, knowledge and understanding they need today and prepare them well for tomorrow.

Curriculum development is educator development: what we do, and how we do it matters equally. We support and respect each other and work as a reflective team, sharing best practise and ideas. We value each other’s strengths and we listen to each-other’s perspectives.

Each child’s development is unique. We strive for the best outcomes for all children and families in an environment that is welcoming, nurturing, safe, enabling and inclusive.

We value and respect parents/carers as partners and work together to provide the opportunity for children to reach their individual potential.

We use a holistic and restorative approach to embed integrated working with other agencies to support all children and families.

We understand, recognise and value the place of our children and families within their local community.

We strive to prepare our children and families to contribute to its future success and sustainability.

WHAT OFSTED SAYS ABOUT OUR NURSERY SCHOOL

Ofsted inspection judgement means

An outstanding school is highly effective in delivering outcomes that provide exceptionally well for all its pupils' needs. This ensures that pupils are very well equipped for the next stage of their education, training or employment.

Here is a sample of some of the comments, from our last OFSTED inspection in January 2019. The full report will be available from the School Office, on request, or on our website www.atherstonenurseryschool.co.uk

Overall Effectiveness -

This school continues to be Outstanding

- The leadership team has maintained the outstanding quality of education in the school since the last inspection.
- The attractive learning environment is vibrant, and it is organised to promote children's independence, with plenty of opportunities for investigation and exploration.
- Parents are highly complimentary of the work of the school, commenting on the 'fantastic nursery' and the 'amazing school'.
- Children are happy to come to school because they are excited by their learning and because they have excellent relationships with the adults they work with.

THE CURRICULUM

Young children learn best through 'active learning' when they are working at self chosen activities. They work from first hand experiences and are encouraged to make choices, explore, examine, investigate, discuss and solve problems. Through their experiences children are developing knowledge, concepts, attitudes and skills. Highly trained educators provide materials and experiences to promote growth and learning in the areas of social, intellectual, physical, emotional and spiritual development. Much of the work is child initiated with the educators supporting the children's learning by extending their knowledge and understanding. This work is balanced by activities that are adult led to develop particular skills or ideas, e.g., our project work that aims to increase the children's awareness of their environment and their place within it.

The Nursery is planned and organised in line with the Early Years Foundation Stage Curriculum through which the children work towards the Early Learning Goals.

The Early Learning goals are divided into seven areas of learning.

These are;

Personal, Social & Emotional Development

Physical Development

Communication and Language

Literacy

Mathematical

Understanding the World

Expressive Arts and Design

Please see our Curriculum, Teaching, Learning and Assessment Policy for further information.

Across the seven areas of learning, we place great emphasis on developing children's independence, creativity and critical thinking, alongside the curiosity to play and explore.

Personal, Social & Emotional Development

Successful personal, social and emotional development is vital for very young children in all aspects of their lives and gives them the best opportunity for success in all other areas of learning. It is crucial that adults provide the experiences and support that young children need to develop a positive view of themselves.



Communication and Language

- This area of learning includes:
- Speaking & listening in different situations and for different reasons
- Learning about the sounds that letters make
- Understanding language
- Paying attention
- Using communication to support and develop thinking skills



Physical Development

Physical development is about improving skills of co-ordination, control, manipulation and movement. It helps children gain confidence in what they can do and enables them to feel and understand the positive benefits of being healthy & active.



Mathematical Development

This area of learning includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes & measures. Mathematical understanding is developed through stories, songs, games, practical activities and imaginative play so that children enjoy using and experimenting with numbers, begin to learn about calculating and understand simple concepts related to shape, space and measure.



Literacy

This area of learning includes developing the skills which will lead to:

- Being able to read a wide range of books, re-telling stories and reading simple texts
- Writing for a variety of purposes, and understanding that the marks they make communicate meaning.



Understanding the World

In this area of learning, children are developing the important knowledge, skills and understanding that help them to make sense of the world. This forms the foundation for later work in science, design & technology, cultural understanding history, geography and information & communication technology (ICT). Knowledge and skills are developed through a wide range of practical activities based on investigation and exploration.



Expressive Arts and Design

This area of learning includes art, music, dance, role-play and imaginative play. Being creative enables children to make connections between one area of learning and another and so extend their understanding. Expression through creativity is key in building self esteem and emotional well being.

We aim to ensure that your child has access to a wide range of activities and experiences in a secure and stimulating environment which allows them to make good progress, enjoy learning and achieving new skills.



THE OUTDOOR CURRICULUM and OUR FOREST

Children learn and are taught all the areas of learning outside in our outdoor environment and our forest as well as inside. There are opportunities for developing communication skills, problem solving and skills of exploration and investigation, as well as their creativity and physical skills.

The garden opens up enquiry for the children to explore the natural world around them and make connections about how things work and why things happen. We use the outside area and our forest in all seasons, so please ensure your child always comes with a coat, hat & gloves in the cold months!



GENERAL INFORMATION



**Sessions available for 2 year olds in our Caterpillar Nursery
and
Sessions available for 3/4 year olds in our Butterfly Nursery**

School Hours (hours may vary each academic year)

15 hours funded place

Morning session: 8.45am— 11.45am

Afternoon session: 12.30pm—3.30pm

30 hours funded place (3/4 year olds -Government eligibility criteria to be implemented)

5 days—Monday to Friday: 8.45am—2.45pm

Purchasing Extra Full Sessions

Extra sessions can be purchased if Nursery School has availability and this is only on a termly or academic year basis. See Charging Policy—page 13

Morning Session—8.45am until 11.45am (only available on low intake)

Afternoon Session—12.30pm until 3.30pm (only available on low intake)

Lunchtime Session—11.45am until 12.30pm

30 hours extending day—2.45pm until 3.30pm

Admission Policy

The Nursery School Admissions Policy has to abide by Warwickshire County Council Admissions Policy, and follows all criteria with regard to admissions. A copy can be obtained from the School Office.

Collecting your Child

Please let the Nursery staff know if someone different will be collecting your child. In the interest of safety, we would not allow a child to go home with an adult we did not know, unless we had been notified. In this instance, an adult would be considered to be someone aged 16 years or over. We will ask you to name, describe and state relationship to child to help us identify this individual and to give us an agreed password.

Home Visit

Before your child starts their induction pattern at Nursery your child's keyperson and a colleague will book a virtual home visit (on Teams) to find out more about your child's personal requirements and for you to ask any questions ready for when they start at Nursery School. Home visits will be completed virtually.

Before your child starts

Be positive about their new adventures. Encourage their independence by supporting them in learning to take off and put on their own coats, shoes and wellies.

Our Key Person Approach/Groups

When your child first starts at our setting, they will be attached to a particular member of staff, who will become their keyperson and placed in their family group to build positive relationships. Also to help the children settle in feeling safe, happy, nurtured and cared for and to give them a greater feeling of security. Please feel free to share day to day issues, celebrate achievements or discuss any concerns you have with this member of the team.

We begin with the 'capable child' and we build on what children know already and then move through an individual 'Learning Journey'

Settling In

Your child will have an induction plan that will support them to form relationships with staff. Please be aware of how tired your child may be—there's a lot of work for them in 'settling in'.

'The role of the educator is to dance with each child differently' and each child will have their personal journey to settling in.

IMPORTANT—CONTACT DETAILS

Please do keep your contact details up to date with the office at Nursery School eg. Change of mobile number, Change of address

EMAIL communication

We will send out our Newsletter link and other general letters to your email address provided. The newsletter is posted directly on our website each month. We will also send out a link to the learning focus share every three weeks, We will use email rather than paper copies of letters to support in using paper as little as we can to save trees and forests.

Refreshment & School Fund

Every child has access to a drink of milk or water. To encourage healthy eating, a healthy eating snack bar operates during the session. To offset costs, it would be really helpful if parents could bring in a punnet of fruit, per child, per week – either on a Monday or Wednesday – which staff will wash & prepare. Please be sure to tell us of any allergies and food intolerances, your child may suffer from.

We have a School Fund of £2.00 per week, which we would like you to contribute to as it is used for purchasing such items as cooking ingredients, snack, seeds for growing, etc. It also pays for some of the outings that we organise for the children. Here are the account details

Account Number—38951760

Sort Code—30-94-93

Please quote your child's name on the transaction.

Behaviour

We expect and praise good moral and social behaviour. Children are encouraged to be kind and considerate to each other.

We comment frequently on the good things children do, to build self esteem. We also explain in simple language what behaviour is not desirable and why.

The staff will not tolerate any acts of either verbal or physical aggression directed towards themselves or any other member of the staff. Any person demonstrating aggressive behaviour will be asked to leave the premises and be removed from the site. We have a parent/carer code of conduct in place.

In cases of physical aggression we will not hesitate to report the matter to the police and seek immediate assistance if necessary.

Special Educational Needs & Disabilities

The School offers excellent facilities and opportunities for children who have, or may be later identified as having, 'additional needs'. Please advise staff if your child has additional needs to ensure that the appropriate level of support can be planned before they start.

The School helps to identify early, any children with additional needs and parents/carers are kept regularly informed about their child's progress. The School involves and works with a number of outside agencies to help and support children with additional needs Education Psychologists, Speech Therapist and the Disability, Illness, Sensory & Communication Support Service.

A copy of the School's Special Needs and disabilities policy is available on request and on the website.

We have a Federation SENDCO—Sharon Wood, who can meet with you to talk about your child. Please just call the office to book an appointment.

Birthdays

We are happy to celebrate your child's birthdays in their key person group sessions by way of singing Happy Birthday to them and lighting the candles on our Nursery School model cake. Sometimes parents'/carers ask if they can bring birthday cake in to celebrate, we say no to this due to allergies. However, if you want to bring in individually wrapped sweets that children can give out at the end of session you can do, but there is no pressure to do so.

Policies

Copies of all policies are kept in the School office and are available for you to read at any point. The majority of our policies are on the school website for you to access.

GDPR -(General Data Protection Regulations)

Current legislation - Data Protection Act 1998, Computer Misuse Act 1990, Privacy & Electronic Communication Regulations 2003.

Parents/Carers will be given a **Privacy Notice for Parents/Carers and Pupils** document on induction to Nursery School. This will give you details on how our Nursery School deals with individuals information.

Child Protection

'Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parent/carers should know that the law (Children Act 2006) requires all school staff to pass on **any** information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.

The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to Social Care. **Permission will only be sought where such discussion will not place the child at increased risk of significant harm.**

Schools will seek advice from Warwickshire Children and Families Front Door and other organisations when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm.

Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers must appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.'

Internal concerns may be documented. Any documents will be held confidentially and password protected. These will not automatically be shared with parents until the point of referral is reached. In the application documents in your new starter pack it requests you to sign to show that you are aware of this process.

Statement from the Ofsted report January 2019

This school continues to be outstanding

Keeping children safe is a high priority and a central part of the school's work. All staff are trained to spot the signs of mistreatment, and they know how to report any concerns they have about a child. Leaders act on any concerns swiftly, and the school works effectively with a range of agencies to provide additional support where needed. In addition, when it is appropriate, the school's own family support worker provides immediate support for families who are experiencing difficulties that could have a negative impact on a child's welfare.

Equal Opportunities

Atherstone Nursery School and Warwickshire Early Years Hub staff, governors and parents/carers work in partnership with the local community and other stakeholders to create an inclusive organisation where everyone feels safe, welcome, respected and valued. We strive to create an environment which is challenging, stimulating, creative and enjoyable. All participants are supported and encouraged to achieve their own potential, making the difference in becoming independent and lifelong learners who are able to make a positive contribution to our society.

The School has an Equalities Statement and constantly strives to ensure all children have the opportunity to experience a broad and balanced curriculum.

Health & Safety

The School has a comprehensive Health & Safety policy. A copy of this is available upon request and on the website.

Sex Education

This is not taught as a formal part of the curriculum but can occur naturally as part of focus learning areas, for example, life cycle of animals. Nursery staff will answer any questions sensitively and appropriately to the age of the children.

The Local Neighbourhood

The School is situated in a residential area and our neighbours are very tolerant of us. We do rely very much on their goodwill, so please do not block the entrance to drives with cars – a slightly longer walk from your car eases any possible tension about parking & is better for your child's health & wellbeing. Please make sure you do not park in the Fire Station and coned Zig-Zag areas. The PCSO Team will issue warning notices to those parked illegally.

Illness

Please keep your child at home if he/she is not well. You need to let us know, either by phone or electronically, if they are ill, on the first day of absence. Absences can be phoned through and recorded on our telephone message service 01827 794164.

Office staff will telephone you on the first day of absence if you have not notified us.

Please keep your child at home for at least 48 hours after the last attack of sickness or diarrhoea. This is to avoid the spread of infection to children and staff.

If you need to give your child Calpol as they are feeling unwell, please keep them at home until they are feeling better.

No Smoking

In the interests of safety and setting a good health example to the children, the School and its' grounds is a no smoking zone, this also includes e-cigarettes.

Dogs

In the interests of safety and hygiene, no dogs are allowed into the Nursery and its' grounds, with the exception of guide dogs.

Clothes & Uniform

It is not compulsory for children to wear uniform. We do have a school sweatshirt and T-shirt which you can buy at reasonable cost from www.yourschooluniform.com.

Please be aware that the range of exciting & creative experiences we offer can result in children getting quite messy and we would strongly recommend that you send them in old clothes.

We would also ask you to ensure that children are sent in appropriate seasonal clothing and footwear, eg. Sunhats when hot. They will always need a coat as we go outside every day, and shoes should be safe, preferably with Velcro fastenings. Flip flops, heels etc are unsuitable for small children to run around in.

To encourage independence in going to the toilet we would ask you to always send your child in loose fitting joggers or similar – belts, braces and dungarees often stop a child from reaching the toilet in time!

You will be provided with a school canvas bag for your child's spare clothes. Please put your child's name on all their belongings. Please remember to put spare socks in their bag too.

Mobile phones

In light of recent child abuse prosecutions, we politely request that mobile phones are only used on the school site to respond to urgent matters. We would also request that whilst bringing, collecting or waiting on site that you refrain from using your mobile phone. Mobile phones **must** not be used in teaching spaces.

Jewellery

The children participate in a very active curriculum, please limit jewellery to stud earrings to prevent potential accidents.

Lending Book Library

One of the best ways to encourage children to enjoy reading is to share books with them. Our home-school library allows your child to borrow a book to read together at home.

Nursery will provide your child with a nursery book. You will then be given a timetable of library days and on that day we will change your child's books with them.

If they do get lost or damaged, please tell us so that we can repair or replace them. We know accidents do happen.

Outings and Visits

As well as outings to the park, woods, etc, we take the children out locally to the shops, etc. Please sign the consent section (part of the Nursery Admission Form) in your admissions pack if you agree to your child going off site.

Information

We have many ways of working in partnership with parents/carers and sharing information with you. Newsletters are added to our website and the link emailed to you, informing you of dates, outings, curriculum activities and health and safety issues.

Every three weeks we will email you an update of the key learning moments.

Parents/carers are welcome at the School at any time and are free to talk to the staff at the beginning of the session or make an appointment. We welcome parents/carers into the Nursery to help in a variety of ways. Anyone wishing to volunteer their help on a regular basis, must be checked by the DBS for clearance. I am sure you will appreciate that this is for the safety of all children in our care. We also welcome Parent Governor members. You will be an asset to our governor team.

Lunch Time

We offer our 30 hour children (3/4 year olds) a lunch time facility.

You will need to send your child with a packed lunch. Our lunch box guide is to think 'healthy eating' - fruit, yogurts, sandwiches, cheese, breadsticks, tomatoes, celery, crackers. Please place your child's name on their lunch box.

We ask that such things as sweets, large bags of crisps, chocolate biscuits are not sent in your child's lunch box.

Family /School Partnership Agreement:

- Support each other in your child's learning, motivation, communication, enthusiasm and positive behaviour
- Consult on the services provided and the way school/home continually improves with support
- Make the School/home a happy and enjoyable place for everyone

We believe that Children should leave our School with:

- Motivation, curiosity, creativity and perseverance which enables them to learn
- Communication skills to help them socialise, be part of a group and learn effectively
- A strong sense of well-being and good self esteem which enables them to take their place in our community
- A sense of empowerment which give them the confidence to reach their full potential



CHARGING POLICY

Aims

This statement sets out the Schools approach to charging, describes each type of activity which will be charged for and explains when charges will be made.

Principles

- All nursery education provided within school hours will be free. This includes materials and equipment provided in school hours by the WCC or the school. 'School hours' are those when the Nursery School is actually in session and does include the break in the middle of the day.
- The School invites parents and carers to make voluntary contributions towards any part of the Schools activities to permit the provision of activities, which might not otherwise be possible. For example a suggested contribution of £2.00 per week provides for healthy snack times, baking, visitors, and additional 'special' resources and activities.
- General fundraising and sponsorship will also be used to permit additional activities. Parents/carers will be informed of the decision to ask for contributions at the planning stage of activities.
- No charges will be made which exceed the actual cost when divided between the participants.
- When parents/carers accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity.
- Parents /Carers are requested to provide a punnet of fruit per child attending the nursery each week.

Extended Paid Services

30 hours children (3/4 year olds) may pay for an extra 45 minutes from 2.45pm to 3.30pm
= £5.25 per day

Paid Sessions

***also applies to Caterpillar 2 year old Nursery**

Sessions can be purchased if Nursery School has availability and this is only on a termly or academic year basis .

| | | |
|---------------------------|---------------------------|---|
| Morning Session: | 8.45am to 11.45am | £21.00 |
| Afternoon Session: | 12.30pm to 3.30pm | £21.00 |
| Lunchtime Session: | 11.45am to 12.30pm | £5.25 (Butterfly Nursery—3 and 4 year olds only) |

An agreement will be requested to be signed by parents to clarify sessions and regular full settlement payments.

All paid time is subject to availability.

USEFUL NAMES & ADRESSES

School address - Atherstone Nursery School & Warwickshire Early Years Hub
Kings Avenue, Atherstone, CV9 1JZ
tel (01827) 794164
email; admin1000@welearn365.com
Website: www.atherstonenurseryschool.co.uk
Facebook: atherstone nursery school

Warwickshire Education Authority - Johnny Kyriacou, Directorate of Children, Young People & Families
Saltisford Office Park, Ansell Way
Warwick CV34 4UL
tel (01926) 410410

* * *

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|-------------------------------|---|---|
| <u>Senior Leadership Team</u> | Mrs Nicci Burton Mrs Karen Barratt Mrs Barbara Charles Mrs Sharon Wood Mrs Grace Shergold Mrs Carole Jackson | Executive Head of Federation Business Manager, HR and Finance Manager Safeguarding Lead & Pastoral and Family Support Manager Federation SENCO Head of School Atherstone Nursery School Head of School Bedworth Heath Nursery School |
|-------------------------------|---|---|

| | | |
|----------------------|---|---|
| <u>Nursery staff</u> | Mrs Mel Hillyer Mrs Joanne Charles Miss Sue Carthy Mrs Lisa Siggee Mrs Debbie Douglas Miss Michaela Abbott (Maternity) Miss Louise Wainwright Miss Elly Mitchell Mrs Samantha Foulkes Miss Ellis Tomes Miss Grace Pattinson Miss Megan Whiting Miss Vicky Cooper Miss Clare Millard Mrs Hayley Graham Mrs Jo Michie Mrs Shelia Sincock Miss Lauran O'Mahony Miss Shannon Bassford Miss Paige Evans Miss Kallianne Simpson | Nursery Lead Teacher Nursery Lead Teacher Senior Early Years Educator Senior Early Years Educator Senior Early Years Educator Early Years Educator/SEND support Early Years Educator/SEND support Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Early Years Educator Lunchtime supervisor Supply Early Years Educator Supply Early Years Educator Early Years Educator Early Years Educator Level 3 Apprentice Level 3 Apprentics |
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| | | |
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| <u>Office Staff</u> | Mrs Sue Redman Mrs Alex Kibble | Administration Assistant Administration Assistant |
|---------------------|-----------------------------------|--|

| | | |
|----------------------------|------------------|------------------|
| <u>Centre support Team</u> | Mrs Jackie Reece | School Caretaker |
|----------------------------|------------------|------------------|

Federated Nursery - Bedworth Heath Nursery School & Warwickshire Early Years Hub
Glebe Avenue, Bedworth, CV12 0DP
tel/fax: (024) 77 752392
Email: admin1002@welearn365.com
Website: www.bedworthheathnursery.co.uk

The Governors

Dean Wainwright
Nicci Burton
Berinder Matharu
Julie Toal
Wendy Dodd
Sue Ingram
Joanne Vallis
Jean Ferraro
Lizzie Castle

Chairman—Co-Opted Governor
Exec Headteacher of federation
Staff Rep for federation
Vice Chair— Co-Opted Governor
Co-Opted Governor
Parent Governor
Co-Opted Governor
LA Nominated Governor
Clerk to Governing Body

Governors:

The Governing body oversees the performance of the school and helps to shape its strategic direction.

The Governing body is made up of representatives nominated by the Local Authority, members of the Community and Parents. Please see the Executive Head of Federation if you require any further information.

A signed, ratified copy of the minutes from each Governing Body meeting is available upon written request from the School's main office.

If you would like to join our governing body please do get in touch.

WARWICKSHIRE SCHOOL TERM & HOLIDAY DATES

Summer term 2024

Starts: Monday 8th April 2024

Early May Bank Holiday: Monday 6th May 2024

Half term: Monday 27th May 2024 to Friday 31st May 2024

Ends: Thursday 18th July 2024

Autumn term 2024

Starts: Monday 2nd September—Teacher training day—nursery closed to children

Tuesday 3rd September—Teacher training day—nursery closed to children

Wednesday 4th September—Teacher training day—nursery closed to children

Thursday 5th September—Home Visit Day—nursery closed to children

Friday 6th September—Home Visit Day—nursery closed to children

Monday 9th September—Returning children back to nursery

Wednesday 11th September—New children to start nursery

Half term: Monday 28th October 2024 to Friday 1st November 2024

Ends: Friday 20th December 2024

Spring term 2025

Starts: Monday 6th January 2025—Teacher training day—nursery closed to children

Tuesday 7th January 2025—Nursery open to children

Half term: Monday 17th February 2025 to Friday 21st February 2025

Ends: Friday 11th April 2025

Summer 2025

Starts: Monday 28th April 2025

Half term: Monday 26th May 2025—Friday 30th May 2025

Ends: Monday 21st July 2025—Teacher training day—nursery closed to children

Teacher Training Days 2024-25

Monday 2nd September 2024

Tuesday 3rd September 2024

Wednesday 4th September 2024

Monday 6th January 2025

Monday 21st July 2025

ATHERSTONE NURSERY SCHOOL & WARWICKSHIRE EARLY YEARS HUB **FIRE DRILL PROCEDURE**

IN CASE OF FIRE:-

ALARM

ANY MEMBER OF THE STAFF discovering an outbreak should, without hesitation, sound the fire alarm.

CALLING THE FIRE BRIGADE

ALL outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Brigade, by a nominated person. DIAL 999.

Nominated lead persons – Nicci Burton, Sharon Wood, Karen Barratt, Barbara Charles and Grace Shergold.

EVACUATION (see below for FIRE DRILLS)

On hearing the alarm, children & parents should be led quietly from the classroom, by the nominated person(s) through the signed Fire Exit to the assembly point by the tree in the Corner outside the front perimeter fence, closing the doors and windows behind them.

Attendance registers should be taken to the assembly points by the nominated person(s) who should check the toilets and foyer area on the way out

With the exception of a search for missing persons by competent persons, **NO-ONE** must be allowed to re-enter the school, without permission from the Fire Brigade.

ROLL CALL

Immediately the group has assembled, a Roll or Count Call should be taken.

ATTACKING THE FIRE

Circumstances will dictate whether fire fighting operations should be attempted.

Fire Fighting must always be secondary to **LIFE SAFETY**.

First Aiders at Work—Sharon Wood, Megan Whiting and Vicky Cooper

Paediatric First Aiders – All nursery employed staff

Anaphylaxis Awareness L2—Sharon Wood

Mental Health First Aider—Barbara Charles, Grace Shergold and Jo Black

Procedures also followed for LOCKDOWN, IN-VACUATION, INTERNAL INCIDENT

Safety Reminder

Our main entrance gate is very close to the main road, therefore we request you to :

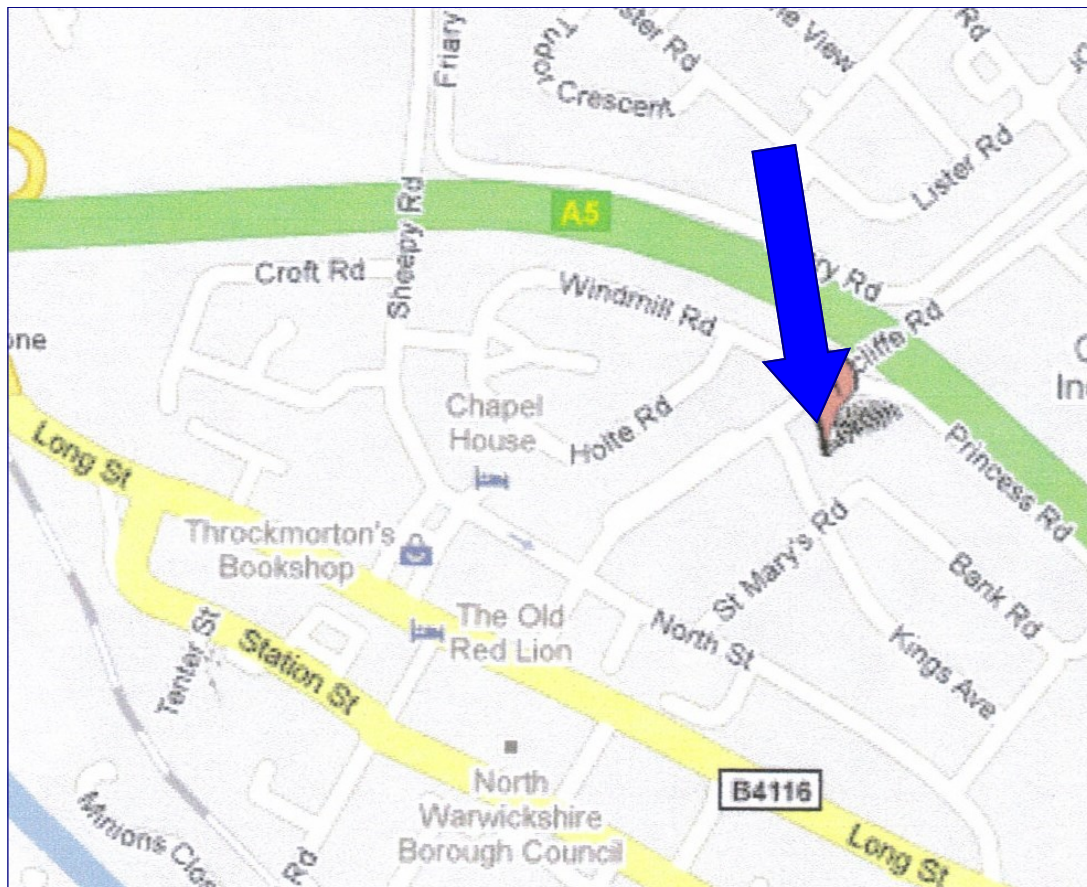
The Main Entrance Gate has a Magnetic Lock System and can only be opened /controlled by the School Office

please use intercom to communicate if you wish to gain access

**REMEMBER TO CLOSE THE SCHOOL GATE
AT ALL TIMES AS A CHILD CAN SO QUICKLY
GET OUT ONTO THE ROAD.**

For the safety of your children we advise that they hold a adults hand when leaving the School site.

Parking is not allowed on the Zig-Zag lines or the double yellow lines around the Kings Avenue/ Ratcliffe Road area.



Atherstone Nursery School and Warwickshire Early Years Hub
Kings Avenue
Atherstone
Warwickshire
CV9 1JZ

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