



# ST PATRICK'S COMMUNITY NURSERY 2017/18

# About St Patrick's

St Patrick's Catholic Primary School is led by a dedicated senior management team consisting of myself as Head; Miss Snape, Assistant Head and Mrs Mitchell a class teacher who leads on behaviour and discipline in school

In 2003 we celebrated our centenary year. The old school, situated at the bottom of the hill was replaced by a new building in 1997. The new school has beautiful views across the valley into Halifax. We are situated on a level site and have a purpose built outdoor play area for the nursery children and good car parking facilities for parents.

The mission statement for both the Nursery and School is:

## "Live, Learn, Love with Christ".

We Live with Christ by creating a happy community with a strong sense of belonging.

We Learn with Christ by nurturing and celebrating our special talents and achievements.

We Love with Christ by respecting and caring for everyone.



We have been recognised by Ofsted as a school whose children exhibit good behaviour and attendance; who show polite and caring attitudes towards others; and who make an excellent contribution to the community locally, nationally and globally. Our pupils have an impressive sense of duty and recognise and respond to their neighbours. Our Early Years Foundation Stage has been judged as consistently good and pupils make good progress, particularly in phonics, which gives them a good grounding in future years.

It needs to be pointed out that when you are offered a place in the Nursery, this offer does not extend to school. The process for entry to school is governed by the Governing Body in conjunction with the Local Authority and therefore the normal procedure must be followed, with the completion of the necessary forms to be returned to the Local Authority.

Please read on - this booklet contains all the information you need to know about your child's Nursery Education at St Patrick's.



Your child is eligible for a place at St Patrick's Nursery the term after their third birthday. A place will be offered subject to the admissions policy for the Nursery. Catholic children are given priority but please bear in mind that all parents supporting the Catholic Ethos are welcome.

Mrs L Lomas, Headteacher

# The Nursery Setting and Facilities

Here at St Patrick's we have plenty of space for the children to express themselves - we engage them in educational activities both indoors and outdoors in our play area where the children help grow vegetables and have plenty of safe space to run around.



We play out in the rain and the sun. Our classroom is equipped with suits for playing out when it's wet and sunhats for when the weather is hot. There are also shaded areas in which to play. In the spring we grow our own vegetables and these get served at snack and lunchtime fresh from our garden.



In addition to these facilities the school has a large playing field and our own environmental garden. We don't have to go far to explore nature. Special needs are catered for. The staff are sympathetic to the needs of every child and our nursery has: good, level access; disabled parking facilities; access to disabled toilets and access to the expertise of local authority specialists.

# The Governors

The Governing Body of the school is made up of:

<b>Governor Name</b>	<b>Special Responsibility</b>
Father Nealon	Foundation Governor
Mrs L Lomas	Headteacher
Mrs H Broderick	Joint Chair of Governors /Foundation Governor
Mrs D Banasko	Joint Chair of Governors / Parent Governor
Miss A Snape	Staff Governor (Support Staff)
Mrs C Lynch	Associate Governor
Mrs D Loftus	LA Governor
Mr M Bowden	Foundation Governor
Mr A Michnik	Associate Governor
Mrs W Farrell	Associate Governor
Mr D Stanger	Parent Governor

## The Staff



Miss Vincent

Miss Vincent is the Reception / Year 1 Teacher. She currently holds a Bsc in psychology and a PGCE with Qualified Teacher Status, originally worked as a tracheostomy nurse before becoming a teacher.

Miss Vincent has an extensive knowledge and passion for helping children become bright and successful individuals. She is an active ambassador in teaching practical maths, enabling children to gain a deep understanding of numbers whilst having fun.



Mrs Clarke

Mrs Clarke is a very experienced and highly qualified Graduate Leader in the Early Years. She has a wealth of experience and is always searching for ways to enhance her knowledge and expertise. Mrs Clarke is passionate about building stronger parent partnerships, and understands the need for good communication between home and school to ensure that children enjoy their time in the Early Years.



Mrs Newcombe

Mrs Newcombe is a qualified Early Years Educator and holds a National Diploma in children and young people's development. Mrs Newcombe fully supports the children in their early years' environment and encourages them to become independent in their learning.



Miss Byrne

Miss Byrne is also an Early Years Educator. She has an NVQ3 in childcare.

This qualification ensures that staff keep children safe, helps to promote positive relationships and supports children's play.

Miss Byrne also has a BA (hons) in Counselling Studies adding further knowledge and experience in children's overall wellbeing, including physical and emotional development.

# Delivery of the Foundation Stage Curriculum

The Foundation Stage Curriculum is delivered under the seven areas of learning. These are:

**Communication and language**

**Literacy**

**Physical Development**

**Mathematics**

**Personal, Social, Emotional Development**

**Expressive arts and design**

**Understanding the World**

More information can be found on the Dfe website at:

<http://www.education.gov.uk/schools/teachingandlearning/curriculum/a0068102/early-years-foundation-stage-eyfs>.

The activities on view below will fall into one or more of these categories.



Working together when constructing



Listening and responding



Water Play in our outdoor area



Linking letters and sounds



Celebrating traditions and cultures through food



Showing an awareness of mathematics

## Sessions Offered

St Patrick's is a Nursery with a difference. We want to offer you flexibility. The Government will fund 5 (3 hour) sessions per week, during term time for your child, therefore the first 5 sessions you choose in a standard week are free (providing you are not claiming EEF elsewhere). We recognize that, in order for you to fulfil your work needs, you may need more time than 3 hours per day. We do offer the provision of taking two of these sessions on the same day and linking them with a lunchtime session (priced at £3.40). In addition to this you can take additional chargeable sessions in order to make up a full weeks education and care for your child (priced at £15.15). A full week would be 8.45 am until 3.30pm every day of the week but this would operate during the school term only. A morning / afternoon session includes a snack. A lunchtime session includes a school meal.

There is also the opportunity to extend the length of the day further (at either end) by adding on our before and after school club sessions. Please see the separate booklet 'Pats' People'.

We also offer the additional 15 hours of funding (commonly known as 30 hour funding). We offer this between 7.30am and 6pm, by accessing our Pats' People sessions. The initial 15 hours must be taken in core Nursery time.

### What does it cost if I am not eligible for the 30 hour funding?

You need to work out the cost of a standard week based on the number of lunchtime, morning and afternoon sessions you require. The cost could be anything from **free** (5 sessions only) to £92.75 per week (for a full time place which will include 5 lunchtimes and 5 additional sessions). Follow the table below to calculate the cost of your requirements. For example a total of 7 sessions per week with 3 lunchtime sessions would cost £40.50.

If your child is eligible for free school meals and these have been approved by the local authority then please contact the office who will make any necessary adjustments to the charges applicable to your nursery account.

Based on a Standard 5 Day Week and assuming 5 funded sessions are taken.							
		No. of AM/PM sessions required					
		5	6	7	8	9	10
No. of Lunchtime sessions required	0	0	£15.15	£30.30	£45.15	£60.60	£75.75
	1	£3.40	£18.55	£33.70	£48.55	£64.00	£79.15
	2	£6.80	£21.95	£37.10	£51.95	£67.40	£82.55
	3	£10.20	£25.35	£40.50	£55.35	£70.80	£85.95
	4	£13.60	£28.75	£43.90	£58.75	£74.20	£89.35
	5	£17.00	£32.15	£47.30	£62.15	£77.60	£92.75

- Places term time only.
- Places offered until the end of the summer term in all cases.
- Payments to be made by Standing Order.
- Payments to be settled within 7 days.
- Failure to pay will mean you child's place is no longer secure.
- One months notice to be given for cancellation of a place.
- Full terms and conditions issued with offer of place.

# When is my Child Eligible for Nursery?

Your child is eligible the term after their third birthday. Specifically they are eligible if their birthday falls on or between the dates shown below:

## 2017/18 Academic Year

Third birthday falls :			Term Eligible	Date Eligible to start:
before	1 <sup>st</sup> Sept 17		Autumn 17	5/09/17
On or between	1 <sup>st</sup> Sept 17	31 <sup>st</sup> Dec 17	Spring 18	08/01/18
On or between	1 <sup>st</sup> Jan 18	31 <sup>st</sup> Mar 18	Summer 18	09/04/18
On or between	1 <sup>st</sup> Apr 18	31 <sup>st</sup> Aug 18	Autumn 18	--/09/18

## When can I apply and when will I hear about a place?

You will be sent application forms by a specified date depending on when your child becomes eligible for nursery. Other deadlines are also detailed below.

Who?	What?	When?
<b>Sept 2017 Intake - Summer term Administration</b>		
St Patrick's	Send out Applications	Fri 5 <sup>th</sup> May 2017
Parent	Application forms to be returned by:	Fri 19 <sup>th</sup> May 2017
St Patrick's	Notification of sessions offered by:	Fri 26 <sup>th</sup> May 2017
Parent	Contract and Terms and Conditions to be returned to St Patrick's by:	Mon 12 <sup>th</sup> June 2017
Parent/Child	Taster Session	Fri 7 <sup>th</sup> July 2017
Parent / Child	Nursery begins on :	Tues 5 <sup>th</sup> Sept 2017
<b>Jan 2018 Intake - Autumn Term Administration</b>		
St Patrick's	Send out Applications	Fri 15 <sup>th</sup> Sept 2017
Parent	Application forms to be returned by:	Fri 29 <sup>th</sup> Sept 2017
St Patrick's	Notification of sessions offered by:	Mon 16 <sup>th</sup> Oct 2017
Parent	Contract and Terms and Conditions to be returned to St Patrick's by:	Fri 26 <sup>th</sup> Oct 2017
Parent / Child	Taster Session	Tues 5 <sup>th</sup> Dec 2017
Parent / Child	Nursery begins on :	Mon 8 <sup>th</sup> Jan 2018
<b>April 2018 Intake - Spring Term Administration</b>		
St Patrick's	Send out Applications	Fri 12 <sup>th</sup> Jan 2018
Parent	Application forms to be returned by:	Fri 26 <sup>th</sup> Jan 2018
St Patrick's	Notification of sessions offered by:	Friday 16 <sup>th</sup> Feb 2018
Parent	Contract and Terms and Conditions to be returned to St Patrick's by:	Fri 2 <sup>nd</sup> March 2018
Parent / Child	Taster Session	Tues 20 <sup>th</sup> March 2018
Parent / Child	Nursery begins on :	Mon 9 <sup>th</sup> April 2018



## Am I entitled to a free place?

Your child, provided they are of an eligible age, is entitled to 38 weeks worth (of 5 x 3hour sessions per week) of free Early Education per financial year. Your child may receive their full entitlement by attending more than one provider claiming EEF.

You may be eligible for an additional 15 hours of funding depending on your income and family circumstances.

Go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more information.

The funding received by the school is called **EEF (Early Education Funding)**. In order to receive the entitlement St Patrick's will ask you to agree to some terms and conditions. It is very important, at this stage, to inform St Patrick's if you are using any other provider claiming EEF.

Once claiming EEF it is also important that you let us know of any changes to the information which you have provided. For example:

- Change of Address
- Change of Name
- Change with regard to provider used

All of these factors will affect your funding and St Patrick's need to be kept up to date with all of this information throughout the year.

The 30 hour funding can be applied for at:

<https://childcare-support.tax.service.gov.uk/par/app/applynow> .

You will need to supply us with a reference in order for us to claim the relevant funding.

## A Typical Day in the Nursery

	From	To	What Happens
Morning Session	8.45 am	8.55 am	Parents are invited in to settle their children / access to continuous provision
	8.55 am	9.15 am	Registration and daily news discussions
	9.15 am	9.30 am	Carpet time - singing and stories
	9.30 am	10.20 am	Free Flow Activities indoor and out
	10.20 am	10.30am	Tidy up and preparation for snack
	10.30 am	10.50 am	Snack Time
	10.50 am	11.00am	Circle Time
	11.00 am	11.45 am	Directed Activity with Key Worker
	11.45 am	No later than 11.45am please.	Children who are here for a morning session leave and those attending a lunchtime session arrive.
Lunchtime Session	11.45am	12.00 noon	Play
	12.00 noon	12.30 pm	Lunchtime - a learning experience
	12.30 am	No later than 12.30pm please.	Children, who are here for a morning and/or lunchtime session only, leave and those attending an afternoon session arrive.
Afternoon Session	12.30 pm	12.40 pm	Parents are invited in to settle their children / access to continuous provision
	12.40 pm	1.00 pm	Registration and Free Flow Activities
	1.00 pm	1.15 pm	Circle Time
	1.15 pm	2.00 pm	Directed Activity with Key Worker
	2.00 pm	2.20 pm	Snack Time
	2.20 pm	3.10 pm	Free flow activities indoors and out
	3.10pm	3.20 pm	Carpet time - singing and stories
	3.20 pm	3.30 pm	Prepare for home time
	3.30 pm	No later than 3.30 pm please.	All remaining Nursery children leave.

Menus are posted on the website each week and any special dietary requests can be accommodated. We do encourage the children to eat the hot meal on offer from our kitchen and we endeavour to create a homely atmosphere for the children who have a lunch in school.

# Policies

There are full copies of the policies detailed below available should you require them.

Some of these policies are also available on the website at: [www.stpatselland.org.uk](http://www.stpatselland.org.uk)

- Admissions Policy
- Behaviour Policy
- Charging and Administration Policy
- Equal Opportunities Policy
- Accessibility
- Special Educational Needs
- Anti-bullying / Racism Policy
- Early Years
- Assessment
- RE and Collective Worship
- Whole School Food Policy
- Snow Policy
- Procedure for a child not being collected on time
- Procedure for dealing with a lost child

*Download our App – follow the instructions on our website.*



## Frequently Asked Questions

**Q:** Is there a uniform for nursery?

**A:** No, uniform is optional for the nursery children although they do mix with the reception children who do wear school sweatshirts and polo shirts. Their own clothes are fine (nothing which can be ruined please). Sometimes the nursery children feel happier in school uniform and this is fine with us also.

**Q:** Can I send food for my child?

**A:** There is no need to send food for your child. A morning or afternoon session includes a snack and a lunchtime session includes a hot meal (menus available on the website). If you think that your child will not eat the hot meal on offer then you can order a sandwich for them, any special instructions can be written on the slip and handed into class, or you may use the form letter on the meals section of the website. If you have any further queries on this matter please contact the administrator in the school office.

**Q:** My child has just turned three - is he/she eligible for a place?

**A:** Your child is eligible the **term after** their third birthday. Please see the eligibility table on page 8 of this leaflet and the holiday list on the back. This will help you work out the date which your child could potentially begin Nursery at St Patrick's.

**Q:** If I get a place in Nursery does this mean my child will automatically get a place at school?

**A:** No - places at school are allocated by the Governors of the school using the admissions criteria published in the Local Authority's booklet "Admissions to Primary School". You must re-apply for a place in school by filling in the forms issued by the Local Authority.

**Q:** How will I know how my child is progressing?

**A:** Your child's progress is monitored continually and you can have access to their 'learning journey' information at any time. The class teacher or your child's key worker can answer any questions which you may have upon request.

## St Patrick's Catholic Primary School and Community Nursery

### School and Nursery Term Dates – 2017/18

<b>Staff Training Day</b>	CLOSED	Monday 4 September
<b>AUTUMN TERM</b>	OPEN	Tuesday 5 September
<b>HALF TERM</b>	CLOSE	Thursday 26 October
<b>Staff Training Day</b>	CLOSED	Friday 27 October
	OPEN	Monday 6 November
<b>CHRISTMAS</b>	CLOSE	Friday 22 December
	OPEN	Monday 8 January 2018
<b>HALF TERM</b>	CLOSE	Thursday 15 February
<b>Staff Training Day</b>	CLOSED	Friday 16 February
	OPEN	Monday 26 February
<b>EASTER</b>	CLOSE	Thursday 29 Mar
	OPEN	Monday 9 April
<b>MAY DAY</b>	CLOSED	Monday 7 May
<b>*HALF TERM</b>	CLOSE	Friday 25 May
	OPEN	Monday 11 June
<b>MIDSUMMER</b>	CLOSE	Friday 20 July
<b>Staff Training Day</b>	CLOSED	Monday 23 July
<b>Staff Training Day</b>	CLOSED	Tuesday 24 July

Produced May 2017

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Version 14

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