THE BOLITHO NURSERY

It is our aim *'to provide a stimulating and caring environment where all children feel safe and secure, knowing that they are loved and valued for themselves, and to develop their potential for a rounded education in the broadest sense'.*

The Bolitho Nursery

Our nursery caters for children from the age of three months upwards, progressing from day care to part-time nursery school as it becomes appropriate for each child's development. The children can then progress through the school beginning in the Infant Department, which takes them to the end of Key Stage One.

There are different rooms for each age group, ensuring a safe environment, with the right amount of stimulation appropriate to the development of every child. However, there are also parts of each day when the children are integrated across the age groups to enrich both their socialising skills and the educative process. The rooms are light and airy with lively displays of the children's work, showing the creative and educational content of their activities. We also encourage the children to participate in activities that offer real life experiences, some of these activities have no end product, but offer an abundance of developmental opportunities.

The friendly, tranquil and caring atmosphere created by the dedicated staff gives both the children and their parents the confidence to enjoy the times they spend apart.

BABY ROOM

The 'BABY ROOM' where the under fifteen month olds spend most of the time, has the full requirements for their needs. We keep a detailed diary of each day for parents to take home every time they collect their baby. This way parents know what their babies have done, who they did it with and when they did it! It is important that we work in partnership with each other.

The Staff have many years of experience, which helps to provide the continuity needed.

Meal times are a social occasion that both staff and babies enjoy. High chairs and bouncy chairs are used for the very young. The meals are prepared freshly each day in our own kitchens and most needs can be catered for.

A fully equipped nappy area has a variety of mobiles and toys provided to entertain the babies during the changes.

There is a sleeping area equipped with for those children needing a nap and a regular check is made every ten to fifteen minutes on these children.

Babies are free to play anywhere in the play area. Each day a wide variety of toys is put out to promote all aspects of development.
Weather permiting, babies use the garden area which has a gazebo for shade and a good selection of outdoor toys.

THE TODDLER ROOMS

The 'TODDLER ROOMS', where the children from fifteen months to approximately twenty-seven months play, eat and sleep, are fully equipped for their needs. Children have opportunities to create, cut and stick, paint and be involved in many different activities suitable to the stage they have reached.

The children are encouraged to enjoy stories and share jigsaws, as well as playing freely with the many toys and resources available to them. A large selection of toys is available to promote and encourage the children's playtime and development.

There are many opportunities for play in and around the role play area using different resources to create varied imaginative situations.

Sticking activities and painting, for example, are regularly undertaken and are taken home or displayed around the rooms. Sand and water play add further variety, whilst the children enjoy experimenting with modelling mediums like playdough.

The staff and the children all enjoy cooking. Consequently any opportunity to 'make and bake' is taken. The treat of tasting to look forward to is heightened by the exciting smells.

The kitchen area is used for meal times and for all 'messy' activities!

The children move on to the next stage of their development into the first adjacent building, where they can meet and explore further challenges.

NURSERY UNIT

The Nursery Unit is for children aged between two and three years approximately. It comprises two playrooms, each filled with a variety of different toys and play equipment for the children to enjoy.

There is also a nappy changing area, complete with low-level toilets and potties perfect for encouraging the children to develop toilet training skills.

There are bright colourful displays covering the walls, showing work that the children have produced. Creative activities are done on a daily basis, where the children get involved in painting, sticking, modelling with playdough and also sand and water play.

Imaginative play is encouraged in the 'playhouse', 'kitchen' and 'home corner'. The children also love dressing up, where they pretend to take on the role of a different character and admire their reflection in the mirror on the wall.

Every morning the children have calendar time, where they sit as a group while the register is called. They then talk about the weather, and sing songs and number rhymes which help promote good communication and social skills, to prepare the children for the next stage in their development.

The children enjoy story time and sit together to look at books on the cushions. Sharing and taking turns are always encouraged during free play, when the children choose what they would like to play with, whether it is puzzles, threading, pushing a doll's pram or playing with the cars and garage. The toys are rotated daily to give a more varied choice.

Our aim is for all children to build good relationships with staff and their peers, and to feel happy and safe in a nursery environment.

THE FOUNDATION STAGE

The Foundation stage begins in the term after your child's third birthday and is completed at the end of the Reception year. Pre-school children in the mornings so that the older children can explore areas of learning in more detail whilst the younger ones enjoy their time at a level more suited to their stage of development.

There is good interaction between the two groups and also with the Reception class of the school, where the children mix to learn the Letterland songs and hear the stories about these busy characters.

The three-year-old Nursery group and Pre-Reception group and the Reception class all experience a balanced curriculum in line with the Early Learning Goals. The children link into the topic work being studied by all the Infants and are able to take advantage of joining in the discussions with the visitor to these classes as well as having some visitors of their own.

The three-year-old Nursery group and Pre-Reception group are cared for from 8:30am until 4:00pm in the Infant building, returning to the Toddler rooms until 5:45pm.

The Infant school works a full day from 8:45am until 3:25pm, with a break for morning play, then lunch and playtime break in the middle of the day. We begin every morning with assembly, which helps to focus the children's attention. Once a week we are joined at this assembly by the little ones from the nursery.

Educational Provision for the Foundation Stage is in line with Dfee policy and the Early Learning Goals.

Educational Programmes and Activities: children follow a suitable programme for their age and ability,

including language development through Letterland. Interaction with the Reception Class is an important dimension to rapid progress. The children experience some of the topic work, linking into the appropriate aspects of each term's topic being undertaken by the Infant Department.

Opportunities for role-play development are provided with the dressing-up box and the house and shop facilities are available at 'free-play' times.

Days of the week, months of the year, the seasons and weather patterns form a basis for science and sequencing. Counting and number recognition are built into everyday activities and include the basic language needed to develop numeracy.

The children are encouraged to use the computers in their classrooms at many times during each day.

One of the major advantages for the children and the staff is the access to the facilities of the main school. The gymnasium, for example, is available for the nursery at various times where the children can experience small apparatus, and free and structured 'movement to music' sessions.

KEY STAGE ONE

All the Infants, including the Reception class, share the expertise and facilities of the main school and have Music, French and P.E. lessons each week with the specialist teachers.

It is our aim to develop every child's skills and abilities to a level suitable to a literate seven year old.

Reading has to be given a priority both for learning and for pleasure but emphasis must also be given to speaking, listening skills and to writing.

We encourage the presentation of each child's work to be neat with joined and flowing handwriting at an early stage.

It is our aim to provide an environment where children can explore mathematical ideas, make discoveries and extend their existing knowledge. This gives us a broad basis for the number programme while consolidating and enriching the skills the children are acquiring by using a wide range of mathematical equipment both in, and out of, the classroom.

Our Topic work programme caters for Science, History and Geography with a two year rolling programme of six topics covering the required elements of the national curriculum.
The topics include Ourselves, Machines, Homes and Habitats, Food, Materials and Sound, Colour and Light.
We also study the Seasons as an ongoing topic throughout the year, as and when appropriate.

The school is very proud of its achievements at Nursery and Infant levels. Our Ofsted inspections have been very positive. It has been stated that 'provision in all the six areas of learning is generally excellent'. The Bolitho School offers high quality nursery education.

This prospectus is merely an illustration of the Nursery and Infants schools. Prospective parents are encouraged to make an appointment to visit us and see the school on a working day when the children are present.
Please telephone to arrange an appointment on
01736 363271 (Main School Office) or
01736 332677 (Nursery)

SETTLING IN POLICY

Parents and carers, who wish to stay with their baby or young child when they first start at our Nursery, are always made welcome. It is ensured that there is a key person for parents and carers to talk with, to discuss how their baby or child is settling in, and they will be able to share expert knowledge of their baby or child with any member of staff.

Some children get upset or angry at times during this settling in period but this is understandable and all children are allowed to express their feelings. If a parent or carer prefers, children can be introduced gradually to the nursery, perhaps starting with an hour, increasing to the hours that will be required.

If your child or baby wishes to bring an item or comforter from home, which is very special to them, this is strongly advised. If a child becomes too upset we would not hesitate to contact the parent or carer.

Time and space are always given to children to allow them to focus on activities to experience and develop their own interests.

Other Policies

The details of other nursery and infant policies are available from the Department Heads upon request.

THE BOLITHO SCHOOL NURSERY

FEE STRUCTURE WEF 1 SEPTEMBER 2007

	Children up to 2 years	Children aged 2 years and over
Hourly Rate	£4.20	£3.75
Full Day	£33.40	£29.70
(to include Lunch)		
Weekly Rate	£154.00	£137.50
(to include lunches)		
Breakfast/Tea	£1.15 for all ages	
Lunch	£1.75 for all ages	

The Bolitho Nursery is available for children from three months to four and a half years. Sessions normally start at 8:00am and finish at 5:45pm.

There is a reduction of 10% in the fees of a second child while both are attending either the Nursery or The Main School.

Fees should be paid weekly or monthly. Please make cheques payable to **The Bolitho School**.

The parents must provide baby milk, nappies and any special foods. The Head of Nursery or Deputy must be informed of children being collected by someone unknown to staff.

Children must be collected promptly at the end of a session. If a parent exceeds the appointed time, a £20 charge will be added on to the fee.

To enable us to plan our staff rota, we ask for:

NO NOTICE	**FULL SESSION WILL BE CHARGED**
Less than 24 HOURS NOTICE	**HALF THE SESSION WILL BE CHARGED**
More than 24 HOURS NOTICE	**RETAINER FEE OF £3.00**

In the event of sickness, a telephone call between 8.00am and 9.00am should be made to (01736) 332677 The Nursery Unit or (01736) 363271 The Main School Office.

STAFF

INFANT DEPARTMENT

Mrs Helen Curnow	Head of Infant and Nursery Department and Reception Teacher
Mrs Michaela Pender	Year 2 Teacher/SENCO
Mrs Kerry Kemp	Reception Teacher Part-time
Miss Emma Harrington	Year 1 Teacher
Miss Sarah Bailey	Pre-Reception Group Leader
Mrs Sue Cripps	Pre-Reception Group Assistant
Mrs Claire Waldie	Pre-Reception Group Assistant

NURSERY DEPARTMENT

Rachel Eddy	Deputy Head of Nursery/Nursery Nurse/SENCO

NURSERY UNIT

Sarah James	Nursery Nurse
Vanessa Linscott	Nursery Nurse
Marlene Davey	Nursery Nurse
Yvonne Williams	Nursery Carer
Doreen Blewett	Nursery Carer
Tammy Clarke	Nursery Carer

TODDLER UNIT

Emma Matthews	Nursery Nurse
Rachel Eddy	Nursery Nurse
Sophie Edwards	Nursery Nurse
Sam Hampton	Nursery Nurse
Geraldine Bennetts	Nursery Carer
Debbie Payne	Nursery Carer

BABY UNIT

Lucinda Wherry	Nursery Nurse
Kelly Lawrence	Nursery Nurse

ADMINISTRATION	Mrs Dennise Curtis

THE BOLITHO SCHOOL NURSERY APPLICATION FORM

Name of Child:
Date of Birth:
Name of Parent/Parents:
Address:
Postcode:
Home Telephone Number:
Work Telephone Number/s:
Name of person to be contacted in an emergency:
Emergency Telephone Number:
Doctors Name and Address:
Telephone:
Please indicate what days and times you wish your child to attend:
(Please note the minimum session is 2 hours)
Please give details of anyone else who will be collecting your child if you are unable to do so:
Does your child have a special toy or comforter?
Do we have your permission for routine walks?
Do you accept us using photographs, which include your child participating in activities, for promotional material?
Do you accept us using photographs, which include your child participating in activities, for creative displays?
Do we have your permission to apply suncream when necessary?

IMPORTANT, PLEASE COMPLETE THE FOLLOWING MEDICAL INFORMATION

Any medical information we need to know e.g. allergies/special care needs.

Are all immunisations up to date?

Please tick which of the following your child has been immunised against

Diphtheria ☐ Whooping cough ☐ Tetanus ☐ Polio ☐ HIB ☐ MMR ☐ Please list any other ☐

Do we have your permission to administer Calpol?

Do we have your permission to check for head lice?

Do we have your permission to seek any necessary emergency medical advice or treatment? ☐

If this permission is not given will you please put in writing any action you would wish us to take.

Please indicate if your child has any special dietary needs:

Medical conditions requiring a special diet need a diet information sheet. (Available on request)

Parents are requested to keep children at home if there is the suspicion, in the morning, that the child might have contracted a tummy bug, conjunctivitis or any other illness that might be contagious.

Signed:

Date:

A registration fee of £10 is payable when your child is entered for the Early Nursery.