



# Broad Square Primary School

## Prospectus



Congratulations on gaining a place in our Nursery or Reception for your child. We are really looking forward to welcoming you all in September 2023!



## Welcome

Thank you for your interest in Broad Square Primary School. Please take a few minutes to read through this prospectus as it will give you the information you will need as your child begins their time with us. Please do not hesitate to speak to us if there is anything that you want to ask or need more information about.

A very warm welcome to our school. Our aim at Broad Square is to provide high quality care and education for all children, in a welcoming and comfortable environment that is provided by our excellent staff.

In Nursery and Reception, we encourage children to learn through exploration and experimentation by providing a wide variety of well planned activities and experiences, derived from the Early Years Foundation Stage Framework.

We ensure, by careful and cooperative planning, that the curriculum (Early Years Foundation Stage) in both the Nursery and the school is mutually supportive and beneficial to the children.

EYFS Staff are flexible within the environment and have the opportunities to work in all areas, ensuring continuity of provision. Our approach for EYFS is based on learning through play to gain the children's interests, within both the indoor and outdoor areas. When children are interested in and motivated by a stimulating learning environment, they will naturally develop socially, emotionally, physically and intellectually.

Each child at Broad Square is treated as an individual and can access activities at their own ability level and through careful assessment and observations. Staff can then further develop each child's learning through planning.

## Nursery Session Times

Nursery hours are Monday to Friday term time only. We offer 15 hours funded (free) education in the following sessions:

Monday – Friday AM sessions – 8:30am-11:30am  
and  
Monday – Friday PM sessions – 12:30pm – 3:30pm

We also offer 30 hours for working parents who are entitled to them through the Government's scheme; these hours are:

Monday – Friday – 8:30am – 3:30pm  
(Lunch hour is not included within the 30 hours and must be paid for, see fees below)

## Nursery Lunch Fees

Children that are attending for **30 hours** will be charged £2 a day (£10 a week) for the lunch time hour as this hour is not included in the 30 free hours. During this hour children will eat their packed lunch provided by parents. If you wish for your child to have a hot dinner this will be charged at £20 per week. Payment must be made regardless of attendance as this money is to cover the lunchtime staff and childcare for that hour. Payments must be made in advance on the Monday of that week, alternatively you can pay termly in advance. Non-payments may result in your child losing their place (see charging policy for more details).

Payments of fees should be made on the 'MyEd' app, please see the school website for advice on how to download and join this communication app. This app is also used as our main method of

communication – we are able to send texts and emails through it and you can access areas of our website quickly too.

For **part-time** children there is an option to pay for your child to stay for the whole day (subject to availability of places), this will be £60 a week and payments must be made in advance on the Monday of that week, alternatively you can pay termly in advance. Please speak to Karen Palombella, School Bursar, should you wish to find out more.

Alternatively, if your child attends Nursery **part-time** they are more than welcome to stay for lunch at the cost of £10 per week for a packed lunch or £20 per week for a hot dinner.

Fees will be reviewed every year; we will always aim to provide affordable education and childcare for the children attending our Nursery. At least one month's notice will be given of any fee changes.

### **Reception – A Typical Day**

Reception children should arrive at school at 8:45am, and will enter school through their classroom door (from the EYFS outdoor area). School finishes at 3:20pm.

Reception children learn together in an environment, which is developed around the children's interests. We pride ourselves on being an exciting and engaging place to be - encouraging our children to be independent learners through a range of practical activities. We follow a thematic curriculum, which allows us to be creative with our lessons.

As our Reception children enter the classroom they learn primarily through a variety of play and real-life experiences. Our teaching is delivered through carefully planned activities within the indoor and outdoor learning environments. The children access their environment freely; however, they understand that they must complete a range of adult-focused activities throughout the week that will scaffold and extend their learning.

### **Our Wonderful EYFS Staff 2023/24**



**Head Teacher**

Mrs Foden



**Deputy Head & Safeguarding  
Lead and EYFS Lead**

Mrs Taylor



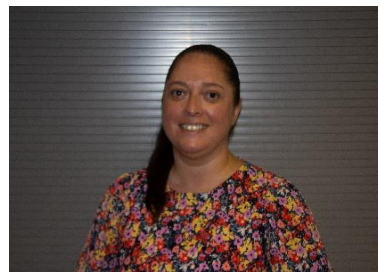
**SENCO and Assistant Head  
teacher**

Miss. Jones



**Reception Teacher**

Miss Buckley



**Reception Teacher**

Miss Davies



**Nursery Teacher**

Mr. Yeomans



**Nursery nurse (reception)**

Mrs Allen



**Teaching assistant (Nursery)**

Mrs Kosek



**Teaching assistant (Nursery)**

Miss Palombella



**Nursery nurse (reception)**

Mrs Griffiths



**Lunchtime supervisor**

Miss Curry



**Lunchtime supervisor**

Mrs Redmond



**Admin Team**

Karen Palombella Business Manager, Elaine Tomlinson Administrator, Alex Swan Administrator

## The EYFS Curriculum

Children in Nursery and Reception follow our EYFS curriculum, which has been carefully designed to be an effective Early Years Curriculum that builds on the strengths and meets the needs of the children.

It guides, but does not replace, the professional judgement of our EYFS practitioners. The curriculum consists of everything we want children to experience, learn and be able to do. It meets the requirements of the educational programmes in the statutory framework for the Early Years Foundation Stage (EYFS).

We use Development Matters to shape our EYFS curriculum. This focuses on developing children's skills and experiences, building on their previous experiences and preparing them to successfully access the Key Stage 1 curriculum.

The seven areas of learning and development are:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We fully support the principle that young children learn through play, and by engaging in well planned structured activities. Our curriculum is based around carefully planned topics that are implemented in a variety of ways through whole group, small group and individual situations.

Continuous provision, using indoor and outdoor environments, is carefully planned and enhanced.



Communication and language is a priority in EYFS and practitioners work with children to ensure that interactions during child initiated and adult led sessions are literacy rich. Resources and activities planned by practitioners are specifically designed to develop subject specific vocabulary and sentence structures from an early age.

### The aims of our EYFS:

- Provide a structured, secure, caring and very well-resourced learning environment; both inside and out, which meets the individual developmental needs of all children.
- Enable all children to become confident, motivated and happy learners, developing the skills and attitudes necessary for their own future learning.
- Build strong links with parents and families from this young age.
- Promote home/school communication to best support our children.

### Assessment in the EYFS:

Ongoing assessments take place daily within EYFS in a variety of ways as practitioners make observations of children in a variety of situations within the environment. We capture significant 'WOW' moments and these are recorded through a secure, cloud-based system 'Evidence Me'. A range of work is also collated in children's learning folders and work books. Samples of work and observations are shared with parents/carers regularly via Evidence Me and in parent/carer meetings. Parents/carers are encouraged to share observations of their children from home with practitioners in school.

## Characteristics of Effective Teaching and Learning

When planning and guiding children's activities, we reflect on the different ways that children learn. This is about helping children to see themselves as competent learners and to develop their skills and abilities. Three characteristics of effective teaching and learning are:

- **playing and exploring** – children investigate and experience things, and 'have a go'
- **active learning** – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **creating and thinking critically** – children have and develop their own ideas, make links between ideas, and develop strategies for doing things



## Settling in Procedure

Starting Nursery and Reception can be a difficult time for both children and parents/carers. We aim to make the process as smooth as possible. At Broad Square we have a child centred settling in procedure. This may be different for each child as the length of time it takes to settle is unique to each child. Please work with us, as it is important that your child feels safe and happy in the Nursery before you leave them.

We provide meetings for parents/carers before their children's start date, normally in the summer term. During this meeting, parents/carers will meet staff and their children can start to become familiar with the setting.

Children will start school in small groups throughout the first few weeks in September, in order to allow them to settle well into the school setting.

### **Be prepared for your child to do short sessions at the beginning if necessary.**

In Nursery, the first session is for about 1 hour and is for you and your child to come and play together. It is also a chance for you to have a look round and complete the necessary paperwork. At this session you will meet your child's teachers and while your child plays you can ask any further questions that you may have.

After that first session the length of time your child stays will depend on their needs. Their needs will be assessed and met over the coming days depending on how they cope and settle during each session. Please make sure you are available to be contacted during this time and we will update you on your child's progress.

If at any time during your child's sessions at Nursery they become very distressed and we are unable to settle them, a member of staff will contact you to inform you of the situation. All parents/carers

are welcome to call the Nursery at any time to enquire how their child is, whether it is a settling in session or their normal Nursery times.

In Reception, children will be allocated a start date and we hope that they will begin full-time with us from that date. We will work with you, and if there are any concerns about settling in, we will discuss this with you and put a plan in place.

### Snack Time

During the morning and afternoon sessions children will have a snack. At Broad Square we value the importance of social interactions, therefore children have snack all together. During snack children will have the opportunity to talk and have discussions as a group.



There is a choice of milk or water to drink and food served includes healthy snacks such as toast, fruit, cheese, breadsticks etc. Sometimes we may try more exciting things such as Chinese food to celebrate Chinese New Year or cuisines from around the World.



In Nursery, we ask for **£2 a week** or alternatively you can pay **£10 for the half term**. In Reception, we ask for a **£3 contribution each half term**.

**Please let us know if your child has any allergies or dietary restrictions.**

### Lunch

All children in Nursery and Reception may have a school lunch if they would like to. Universal Free School Meals begins in Reception, but we would encourage all parents/carers to consider their child having a hot lunch from the moment they start in Nursery. This may also encourage your child to try some new foods and will help them with using cutlery.

Nursery children will be helped and cared for by our lunchtime staff and will eat their lunch in the Nursery setting. If your child attends Nursery during a morning and afternoon session they're more than welcome to stay for lunch at the cost of £10 per week for a packed lunch or £20 per week for a hot dinner.

Reception children go into the lunch hall earlier than the other children in the school, so that it is a calm and quiet area for them to eat and enjoy conversations with one another.

As we are a healthy school we would ask that packed lunches do not contain any sweets or fizzy drinks. We also ask that foods that have a choking risk (e.g. whole tomatoes and grapes) are cut in half. If you would like any guidance on packing healthy lunches, please do not hesitate to contact us.

### Dropping off/Picking up

As we start activities with the children soon after they arrive, **the children must be on time**. They need the settling in time at the start of their day and the chance to take part in targeted small group activities and teaching time, which is important to their education.

We finish the end of the day with story and rhymes, again important to your child's learning, so please aim to pick up from 3.20pm at the earliest (11:30am for children who attend the morning session). It is really important to collect your child on time, as they can get very tearful if someone is late. Also the staff have training and meetings after school.

Reception children's day ends at 3:20pm.

If for some reason you are genuinely unavoidably late, please ring the office and we can reassure your child that you are on your way.

The safety of the children is of utmost importance to us; therefore, we need the full names and relationship to the child for anyone who is authorised to pick your child up from school. **Please let us know in advance if someone other than the usual adult is collecting your child**, otherwise for safety reasons we cannot let them go. Please provide a password to the office, if your child is going to be collected by another adult.

An adult (at least 16 years old) must collect them rather than a big brother or sister in school.

Please note that staff will always phone you if we don't recognise the person asking to collect your child if they are not on the pick-up list or unable to provide the correct password.

**If a child is not collected on time, a late collection charge of £10 for the first 15 minutes and £1.00 per minute thereafter will be incurred (for those children attending Nursery).**

### **Absence and Illness**

If your child is ill, please contact the school office to let us know or use the StudyBugs App ([www.studybugs.com](http://www.studybugs.com)) to inform us of the reason. If you feel that your child is not well enough to attend Nursery or Reception, please see the NHS advice on the StudyBugs App or contact our school office for guidance or advice.

Staff are only able to give medication that has been prescribed by a GP and is in its original box with your child's name and date it was prescribed. Parents/carers will be asked to complete and sign a medication form. Allocated staff have been trained in administering medications.

If your child becomes ill whilst at school we will contact you to arrange collection of your child as soon as possible.

If your child has asthma, we need their asthma medication in school daily (please see your GP about this). We also keep an emergency inhaler in school; you will need to sign a consent form for this. Please speak to us if your child has any needs that we should be aware of. It is very important that we know if your child has any allergies or dietary requirements so that we can plan appropriate snacks for them. Please see staff if your child's dietary needs change.

Attendance from the first day is vital – your child must attend school every day that they possibly can. If there is ever any problem that we can support you with, you can contact our Attendance and Inclusion Officer, Paula O' Donnell via the school office.

### **Uniform/Clothing**

**Nursery school uniform is not compulsory** but it is available. Uniform is encouraged to promote a sense of belonging, to identify children when outside Nursery and to avoid getting the child's own clothes messy. Our school uniform is as follows:

- White polo shirt (school logo optional)
- Maroon sweatshirt or cardigan (school logo optional)
- Maroon Jogging bottoms or grey school pants/skirt/dress

We ask that children wear sensible 'safe' shoes with **Velcro fastening** that support children as they run and climb outside.



## **Reception school uniform is compulsory.**

### **Uniform list**

#### **AUTUMN/ WINTER**

- Grey trousers, skirt or pinafore
- Maroon sweatshirt or cardigan (school logo optional)
- White polo shirt (school logo optional)
- Black school shoes.

#### **SUMMER**

- Grey shorts, trousers, skirt or pinafore.
- White polo shirt (school logo optional)
- Red gingham school dress
- Maroon sweatshirt, cardigan or tank top (school logo optional)

#### **PE kit (for Reception children)**

- Navy joggers, shorts or leggings
- White t-shirt (school logo optional)
- Trainers or pumps

**All clothes must have your child's name written clearly in them with a name tape or with a laundry marker** (there may be 30 identical sweatshirts in each class and we do not want to lose any of your belongings).

We play outside daily, in all weathers. Please make sure that your child is prepared with a coat, hat, and gloves in winter, sun block and sun hats in the summer. Make sure they wear appropriate clothing on rainy days. If you would like to, you can leave wellies and a rain coat in school for your child.

Please bring in some spare clothes in a bag (drawstring style bag) in case of accidents. If your child has to borrow spares then please wash and return them quickly.

### **Developing Parent Partnerships**

We work in partnership with you, valuing you and learning about your child to ensure your child will get the most from their time with us. At the beginning of each half term, you will receive curriculum information with all the topic content that your child will be learning as well as ideas that you can try at home to benefit your child's learning and development.

It is important that we know about **any changes** at home that might affect your child e.g. a new baby, pet death, family illness etc. so that we can provide support. All information shared is confidential yet helps us to nurture your child.

Children in Nursery have their own book bags and can borrow books from school. These books are for you to read with them at home over the weekend. This is a great way to help your child to develop speaking and listening skills. Book bags should be returned on the following Monday, if children do not bring their book bags back they will not be able to take a new book home on the Friday, we thank you in advance for your cooperation with this!

Children in Reception have their own book bags and reading record. The children will take home a new book each week, which is based on their reading ability and around our school phonics scheme 'Monster Phonics'. Reception children should bring their reading bag to school with them every day. Please read your child's reading book with them every night if possible, and make a note in their reading record. This makes a huge difference to children's confidence and develops a love of reading.

We hope to go on school trips throughout the year to enhance the children's learning experiences, you will be given plenty of notice of these trips and sometimes we may require parent helpers.

We keep parents and carers up to date with children's progress on a regular basis, when children are dropped off or picked up from school. More formal meetings such as parents' evenings will be made available throughout the year to celebrate your child's progress and achievements.

### **Evidence Me**

To keep in constant contact with parents and carers we use an app called 'Evidence Me'. This app allows us to share observations of your child in the EYFS setting with you, allowing you to see their progress and the next steps in their development. With this app, parents/carers can also share exciting observations of their child outside the school environment, allowing for constant contact and communication between parents/carers. Observations made by both practitioners and parents can be added to their individual profile to help assess how your child is progressing in each area of the EYFS.

### **Key Worker**

Each child will be given a Key Person as they begin their time at Broad Square EYFS. The key worker will get to know your child really well, learning in depth about their abilities and learning needs, and building warm trusting relationships with them and their family, helping them to settle in and make secure attachments.



### **Children with SEND**

Staff strive to meet the individual needs of all children in our school and promote and celebrate the fact that we are all unique. Your child may have additional needs and it is essential that this is known, you should share this with us and the SENCOs, Miss. Buckley and Miss Jones.

We believe that early identification is the key to allowing a child with SEND to thrive. We work closely with health visitors and all outside agencies/specialists to identify needs and support progress in order to overcome barriers your child may have. This may be scary at times but we are here to support you and your child. We also provide appropriate challenges for children who are gifted/talented in any way.

### **Safeguarding**

Broad Square is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. We would expect you to also report to the head teacher or Designated Safeguarding Lead any behaviours of any adults working in school that may concern you. By signing into our school as a visitor you are agreeing to follow the school's safeguarding advice to visitors and where appropriate the code of conduct for staff and volunteers.

Names and pictures of the safeguarding team can be found at the entrance of the Nursery or alternatively the main entrance of the school.

## Full Time Children in Nursery

Your **30 hour code** must be renewed **every 3 months**, please bring your new code into Miss Palombella, School Business Manager, as soon as you receive it. Parents/Carers are responsible for renewing this code, failure to do so may result in your child losing their full time place.

If for any reason your circumstances change and you are **no longer eligible for the 30 hours**, there is a 'grace period' of 3 months. This means your 30 hour place is secure for 3 months. After the grace period if you are still not eligible for the 30 hours, your child will lose their full time place and only be entitled to the 15 hours free education, unless you would like to pay a top-up fee of £60 per week on a weekly basis if we have space available.

We are here to help. Please be as open and honest as possible with us so we can help you to the best of our ability.



## Admissions

If you wish your child to attend our Nursery, you should arrange to complete an admission form, available from the school office.

The order in which children will be admitted into Nursery based on the following criteria:

- LAC children
- Siblings in the school
- Distance from the school

**Admission to our Nursery is not a guarantee of a school place and a LA application form must be completed for all Reception places by the Local Authority Deadline (usually early January).**

In order to attend Nursery your child must be three years old.

Children are generally admitted to Nursery in the September following their third birthday. The children are admitted gradually over a period of days to enable them to settle in and for staff to get to know them. You will be informed of the starting date for your child via a letter.

## Behaviour and Relationships Policy

We believe in helping the children form good relationships with other children and adults, in developing an understanding of what is right and wrong, and why.

For most children, this is the first time they have had to learn to be part of a large group. It is very common for there to be disagreements and for children to be physical with each other until they learn how to get on with others. We encourage the children to take turns, share fairly, look after equipment and resolve conflict through talking. The children in EYFS make simple rules, which help everyone to feel happy and safe. They might include;

- 'We walk inside' – we can run outside
- 'We use quiet voices inside' – we can shout outside
- 'We take care of our classroom' – and help tidy things away
- 'We listen when the teacher is talking' – and put our hand up to say something
- 'We are kind in what we say and do'
- 'We take turns and share'

We reward good behaviour in many ways – with a smile or praise, a sticker or treat.

If we feel a child is not responding to our positive behaviour strategies and boundaries we will talk to your child and use sanctions if needed. We will always keep parents/carers informed of any concerns and work with you towards a positive outcome.

**Term dates – Please see the school website for up to date term dates.**

### **Additional Information**

We hope that this booklet will answer questions that you may have but please feel free to talk to our staff if you need more information or have any concerns.

For those parents/carers requiring more information about our school, copies of our policy documents are available on our website or upon request from the office.

There is also a wealth of information on our school website: [www.broadsquareprimary.co.uk](http://www.broadsquareprimary.co.uk) and we regularly post photographs and information via our school and Twitter account @broad\_square