

# Even Swindon Primary School Early Years Prospectus

EVEN SWINDON SCHOOL



*Believe, achieve, inspire*



# **Welcome to Even Swindon Primary School**

**Believe, Achieve, Inspire**

I would like to welcome you and your child to Even Swindon Primary School and thank you for taking the time to find out about our very special school.

Making the decision about which school is the right one for your child can be a difficult one, but we hope that this prospectus will help to give you a flavour of Even Swindon Primary School Early Years and the learning opportunities we provide.

We work hard to set high standards for all in terms of both academic and emotional aspects of learning. We want all children to succeed and achieve their potential in a happy and caring environment. We encourage the children to feel part of our "school family" in which everyone is important, special and valued.

We believe that education is a team effort and we feel that your involvement in this process is essential. You will always be welcome into school to share all aspects of your child's development and we encourage you to come into school and work with us if you have time to spare. Parental support plays such an important role in your child's education.

Childhood is a very special time. You have our commitment to ensure that we will make these school years as rewarding as possible by providing a curriculum which is fun, engaging and full of memorable experiences.

Our children are at the centre of everything we do, they are our best advertisement. When you visit our school, you will see how our vision, purpose and values are supporting the development and growth of our children.

We look forward to working with you and your child.

Mrs Alison Lowe  
Head Teacher



## **Even Swindon Early Years Prospectus**

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## Introduction

At Even Swindon Primary School we have purpose built facilities and early years practitioners who cater for the needs of early years pupils. This includes all of the early years which is split into different parts, Early Years and Nursery.



## Aims and objectives

- To provide a high quality education.
- To provide a secure and stimulating environment.
- To develop happy, well balanced, confident children who play and learn independently.
- To work in a close partnership with parents.

*“A child has a hundred languages”. We try to unite and develop all these languages; innovation, construction, fantasy, art, music, dance, building, writing, talking, signing, science, body and soul... The multiple languages are used to help children build knowledge and understand the world around them. The natural environment is incorporated as much as possible”. Reggio Emilia*

## **Penzance Class**

The Penzance class provides a nursery provision and runs the following nursery sessions:

### **Aged two**

- Nursery sessions for children aged two. Sessions run each morning term time only from 8.40am until 11.40am.
- The cost of these sessions is £15.00 per day.

### **Aged Three**

- Nursery sessions for children aged three. Sessions run each afternoon term time only from 12.10 until 3.10pm.
- The cost of these sessions is £11.50 per day. Children can claim up to five funded sessions from the term following their third birthday (subject to availability).
- Extra Nursery sessions for children who attend the morning St Erth Nursery class (sessions run from 11.40am to 3.10pm daily).
- For children attending the morning St Erth nursery sessions who would like to stay for the afternoon the cost is £13.50 per session. If you work over 16 hours then you may be entitled to 30 hours free funding.
- All bookings and payments for childcare must be paid for in advance for the following month by the 25<sup>th</sup> of each month, with the exception of the first payment. For your first payment, we have to wait until your child has started with us before we can accept payment, as we need to set you up with a ParentPay log-in. ParentPay is the online payment system we use and all Nursery session payments will only be accepted if made by Parent Pay. A login and password will be sent to you as soon as your child has started with us and your first payment and all future payments can then be made using this method. Please ensure that your booking form is returned to school by the deadline to enable us to book your requested sessions. For the first sessions, we are not able to confirm any bookings without a completed booking form.
- Late payments are subject to a £3 late booking fee.
- All sessions are subject to availability.

- If you plan for your child to leave Even Swindon Primary School, we require that you give us 4 weeks (28 days) written notice. Please be aware that you will not be able to claim funding for sessions at a different Early Years setting during this notice period and any paid for sessions will have to be paid in full.

### **St Erth Nursery Class**

- Children are admitted to the Nursery classes in the September following their third birthday.
- There are two 26 place nursery class sessions a day. Parents express a preference for morning or afternoon places for their child, who will then attend for five three hour sessions a week. Morning sessions run from 8.40am – 11.40am. Afternoon sessions run from 12.10pm – 3.10pm. **The classes are 'free' as they are funded by the state.**
- We are able to offer 30 hours funded childcare. The eligibility criteria is:
  - Your child will be aged 3 or 4 when the scheme starts in your area
  - Both parents must be working - or the sole parent is working in a lone parent family
  - Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
  - Each parent must have an annual income of less than £100,000
  - 30 hours can only be used across a maximum of 2 childcare providers
- At Even Swindon we accommodate 30 hour requests for those children in our St Erth Nursery AM Class but we limit the availability to 12 spaces. The additional 15 hours will be provided in our Penzance Room (i.e. 30 hours = 15 hours St Erth AM + 15 hours Penzance PM). The full 30 hours entitlement must be taken as follows:
 

5 x morning sessions 8.40am – 11.40 am & 5 afternoon sessions 12.10pm – 3.10pm. Parents will be able to pay for their children to stay between 11.40am – 12.10pm at a cost of £2.00 per day and will need to provide a packed lunch for these sessions. Priority for the 12 x 30 hour spaces will be given to those who want to take the full 30 hours (funded or paid). Priority for the morning Nursery sessions will be given to those who wish to have 30 hours of childcare.

- If you plan for your child to leave Even Swindon Primary School, we require that you give us 4 weeks (28 days) written notice. Please be aware that you will not be able to claim funding for sessions at a different Early Years setting during this notice period and any paid for sessions will have to be paid in full.

## **Parents in Partnership**

As parents you are the first educators of your children. We believe in a close partnership with parents and staff as we join you in educating your child.

We want to work closely with you. Good communication between staff and parents enables us to inform each other of relevant matters concerning your child. We appreciate being informed of any change at home that might affect your child and will treat anything you tell us in strict confidence.

We want to inform parents about the activities and learning situations that your child will be experiencing. Theme plans and plans for activities will be sent to you via parent mail and will also be displayed in the classrooms. Please take time to read these, as they will inform you of the range of activities available to your child and help you to discuss with them the things they are learning during their day/session.

We welcome help from parents and are grateful to anyone who can make new dolls clothes, bring in dressing up clothes, materials and soft wood off cuts, egg cartons, yogurt tubs, margarine tubs etc. We provide many varied activities and find that real things such as unwanted small saucepans, old telephones, clocks, toys, games, jigsaws which children have grown out of, to name but a few, bring alive children's play. Please consult us before you throw anything away - we may be able to use it.

Parents receive regular newsletters about events in the school and the early years centre via parent mail. This can also be found on the school website.

We hold parent meetings during the year when you will be invited to discuss your child's progress. However, there is no need to wait for these if you have questions or concerns. We want you to feel welcome at Even Swindon Primary School and will always have time for you.

## **How you can help us**

### **Bringing and collecting the children**

- Access to the Penzance class and St Erth class is by the gate to the left of the main school entrance. Please ensure your child is fully supervised on the way to and from the school and do not allow them to run onto the school drive or climb on railings etc.
- Our school has a healthy schools status and we encourage all children to walk to school. However, if you do drive your child to school we ask that you park outside the five minute walk zone and travel by foot to school.
- Children must be brought and collected by a person over the age of 16 years.
- At the beginning of the session, please bring your child into their classrooms. You may want to help them find their name and put their coat away. Please tell us if someone different will be collecting your child, or if you are going to be late for any reason. Also let us know if you need to collect your child early.
- We would be grateful if you would ensure that your child is collected on time at the end of each session/day as children can get upset if they are always left until last.
- In the Penzance and St Erth classes there are often messy activities to explore so we ask you to send your child in older clothes.
- Please ensure that your child's coat, hat, jumpers etc are named and that they do bring a coat as we have outside play every day. If possible, avoid coats that have loose cords which can be dangerous if caught in equipment.
- Every child will have his or her own coat peg with their name and picture.
- Please provide sensible shoes: many shoes are not suitable for climbing as they have no grips or they may have buckles that may puncture mats.
- For Health and Safety reasons, children are not permitted to wear jewellery.
- If your child has an 'accident' we will change them and try and provide clean clothes. Please return the clothes as soon as possible as supplies are limited.



## Uniform

- Children wear nursery sweatshirts and we have found this to be very successful. We have made this our uniform to bring our nursery classes in line with the rest of the school. Children enjoy wearing them and it saves your child's normal clothes from getting messy in nursery. It will also provide a practical and smart appearance for all children which will get them used to wearing uniform when they start school. Children are free to wear what they would like on their bottom half; e.g. jeans, trousers, leggings, skirts etc.



- Sweatshirts are a royal blue colour with the embroidered train logo and are available to purchase online through our supplier in sizes 20", 22" and 24". A link is available on our school website. If you are unsure of which size you need, you are welcome to bring your child in to our school office to try sizes before you buy.
- Please arrange for your child to be sensibly and comfortably dressed in clothes that they can cope with when going to the toilet, playing in the water or changing for outdoor play. It is important that they are able to develop independence whilst at nursery

## The Early Years Curriculum

During the sessions in the Early Years your child will follow a curriculum based upon the Early Years guidance. The guidance lists three prime areas and four specific areas:-

- Communication and language
- Physical Development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design



Therefore, we plan our activities around these areas and work towards the EARLY LEARNING GOALS, whilst always recognising each child's individual needs. The Early Learning Goals set out what is expected attainment by most children by the end of the Early Years (Reception). When they finish their reception year some children will have exceeded the goals whilst others will still be working towards some or all of the goals.

Young children learn best through first hand experiences and our topics are carefully planned to provide opportunities for investigation and problem solving. We take great care to ensure that the children in our Nursery and Reception years continually follow an Early Years programme that is appropriate to their needs.

***"Our task, regarding creativity, is to help children climb their own mountains, as high as possible. No one can do more". [Loris Malaguzzi](#)***

**Communication and language** development involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

**Physical Development** involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.



### **Personal, social and emotional development**

Involves helping children to develop a positive sense of themselves and others, to form positive relationships and develop respect for others, to develop social skills and learn how to manage their feelings, to understand appropriate behaviour in groups and to have confidence in their own abilities.



**Literacy** development involves encouraging children to link sounds and letters and to begin to read and write.

Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.



**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces, and measures.



**Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



**Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



## **Our Day**

During the day/session the children follow their chosen activities. Each day the staff will set out different activities in carefully designated areas of the room.



Throughout the week staff change the activities depending upon the interest level of an activity. Activities in the classroom areas are planned to provide learning opportunities in the six main areas of development. Children are encouraged to become independent thinkers through carefully planned activities.

All children will have the opportunity to play freely together. During this time children are encouraged to work together, to share and interact with others and to be independent learners. At the end of the session the children are encouraged to tidy up the activities and meet together briefly as a whole class.

## **Focused Group Work**

During the session/day children will work in a group sometimes with an adult and sometimes independently. During this time the children will work upon a particular curriculum area. They will have opportunities to listen to stories, listen to a variety of music, play percussion instruments, develop fine motor skills such as cutting out or drawing, be creative or join in maths or phonics activities.





## Outdoor Play

Children go out to play throughout the year, weather permitting. They will need outdoor clothes appropriate to the weather - mittens or gloves, warm hats and coats during the cooler weather, sun cream (which should be applied before the session at home) and a hat to protect them from the sun and wellies for wet days. Sensible shoes should be worn all year round.



All clothes for outdoor play must be labelled. Each child has their own coat peg; please encourage your child to hang up their own coat. You may leave a small bag containing outdoor clothing upon the peg if you wish. We expect children to try very hard to put on their own coat whilst giving praise and encouragement.

Outdoor play is structured by setting out activities linked to the theme of the week. The staff plan activities to cater for all developmental areas. This is a time of freedom; the children move spontaneously and creatively without the constraints of the classroom and develop overall body control (gross motor control).

## **P.E.**

In Early Years once a week the children will join in a whole class PE session in the hall. The children do not change into a PE kit, so clothes that provide freedom of movement such as track suit bottoms, leggings and t shirts are ideal. We expect the children to try very hard to put on their own socks and shoes. Shoes or trainers that are easy to fasten are ideal as they aid independence; this in turn creates a sense of pride and achievement. Please can you ensure that all items of footwear are clearly named.

## **Behaviour**

An important part of an Early Years education is learning how to play and work with other children, make friends and learn how to deal with emotions & conflict. Class rules are usually talked about at the beginning of the school year and decided by the children and displayed in the classroom.

The Behaviour Policy encourages good behaviour through praise and rewards. Three, four and five year old children are at a very early stage of their social development, minor incidents occur daily in the first few weeks of the nursery but become less frequent as the year progresses.

If your child hurts another child the incident will be recorded in the incident book. The name of the child who was hurt and the nature of the injury will be recorded in the accident book. Staff will explain to the child why the behaviour is inappropriate and how the child that they have hurt will be feeling. We will encourage the child to say sorry. If the inappropriate behaviour continues the child will then need some 'thinking time' and if we feel we need to we will speak to you as a parent/carer.

## **Snack Time**

In the Penzance and St Erth classes, children will be provided with a variety of healthy sweet and savoury snacks. When planning snack we take care to cover dietary and cultural needs.

Snack Time is a social time, a time to chat and develop speaking and listening skills. Children help to prepare their own food whenever possible. They pour their own drinks and take turns to serve each other. This 'family dining' style encourages the children to develop good social skills and manners.

Children are entitled to **free milk** until their 5<sup>th</sup> birthday. This is provided by the government's appointed provider, **Cool Milk**. To receive this milk, you must complete the online registration. Once they have reached their 5<sup>th</sup> Birthday, children can continue to receive milk and parents may order this directly with Cool Milk for a small charge each day. This order is placed online directly with Cool Milk.

## **Attendance**

We expect children to attend all of their sessions in St Erth and Penzance class. If your child is not attending regularly and their attendance falls below 80% this would lead to an attendance meeting and could lead to losing your place here at Even Swindon Nursery.

## **Illness**

Young children are very susceptible to illnesses. If your child is going to be absent, you will need to telephone the school office before 9.00am on your child's first day of absence.

If you feel that your child has contracted an infectious condition seek medical advice or talk to the Nursery staff. Please do not send your child to the Early Years Centre if they have vomited or had diarrhoea within the last forty-eight hours to prevent the infection spreading. The Nursery classes can be very tiring for young children and an early return to school can prolong the illness or make it worse.

If your child appears to be unwell or is in distress we will phone the emergency numbers listed on your admission form. To ensure our records are kept up-to-date, any changes to address or contact details need to be made by the parent or guardian on the SIMS Parent Lite app. You will be sent an invite to register once your child has been enrolled at Even Swindon Primary School.

## **Policies and Procedures.**

**PLEASE NOTE, THE OFFER OF A PLACE IN OUR NURSERY AND/OR EARLY YEARS CENTRE DOES NOT GUARANTEE A PLACE IN A RECEPTION CLASS IN SEPTEMBER. YOU WILL NEED TO COMPLETE AND RETURN AN APPLICATION FORM IN THE AUTUMN TERM TO SWINDON BOROUGH COUNCIL WHO WILL THEN DECIDE ON ALLOCATION OF PLACES ACCORDING TO THIER ADVERTISED ADMISSIONS CRITERIA AT THAT TIME.**

The School and Early Years Centre has a comprehensive set of policies and procedures. Copies of policies are available for you to view.

Even Swindon Primary School was inspected by Ofsted during June 2018. If you would like to look at a copy of the report, it is available on the school website at [www.evenswindon.co.uk](http://www.evenswindon.co.uk)

### **Children with Special needs**

We aim to work in partnership and will always liaise with parents if we have any concerns. If you are worried about the language development, behaviour, physical development or a medical condition of your child please let us know so that we can plan for your child's needs and work with outside agencies if necessary. Every child is special but some children will need a 'My Plan' to help staff to cater for their specific needs and to ensure that the child makes progress.

### **School Nurse**

Even Swindon Primary School has regular contact with the School Nurse who is available to give advice.

### **Child Protection**

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South West Child Protection Procedures [www.swcpp.org.uk](http://www.swcpp.org.uk). If you want to know more about this procedure, please speak to the Headteacher/Child Protection Coordinator or visit the web site.

### **Complaints Procedures**

If you have a complaint about any issue at school, this should first be raised with your child's teacher and then the Headteacher. If you are not satisfied with the outcome, you can contact the Governors (via the school office) in person or in writing. If you are still not happy you may contact the Local Education Authority, Euclid Street, Swindon. SN1 2JH

It is hoped that we can deal with most problems whilst they are still small. Please do not allow problems to escalate.



***We would like to welcome your child to Even Swindon Primary School  
and Even Swindon Early Years Centre and hope that your child has a  
very happy time with us.***

EVEN SWINDON PRIMARY SCHOOL

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