



Mulberry House Nursery

Parents' Information Handbook 2019 - 2020

**Mulberry House Nursery
Margaret Street
Wakefield
WF1 2DG**

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WELCOME FROM THE HEADMISTRESS

A very warm welcome to Mulberry House Nursery!

Mulberry House is a friendly and exciting nursery offering young children a safe and stimulating environment in which to begin their education. We believe your child will be very happy here and will enjoy their start in the Wakefield Grammar School Foundation.

In this Handbook we have endeavoured to include as much information as possible but if you have any additional questions please do not hesitate to contact us. We hope you will keep this handbook to refer to when necessary. We will notify you of any changes as and when they occur.



AIMS

Mulberry House Nursery aims to give a good all round education to each child in our care, encouraging academic excellence, nurturing talents, developing an individual's potential and maintaining traditional values in the modern context.

To facilitate these aims we provide a happy, caring and stimulating atmosphere in which children can develop motivation, initiative and a spirit of enquiry. Children develop a love of learning and are excited by all the opportunities afforded to them

While achieving their full potential through excellent teaching, praise and encouragement, our children will be well prepared for the next phase of education within the Wakefield Grammar School Foundation, which educates girls and boys from age 3 to 18.

ETHOS

Mulberry House Nursery provides a happy environment where children have a chance to develop self-motivation and a spirit of enquiry. A broad based curriculum is followed with expectations that the children will enjoy their time in Nursery, have fun and be well prepared for the next stage in their education.

The staff and I look forward to getting to know you and your child while they are in our Nursery.

Mrs R Edwards
Head of Junior School



1. Timings of the Nursery Day

07.45	Early Morning Care (EMC) begins.
08.25	EMC children brought to Nursery by a Nursery Teaching Assistant. Morning routine of putting bags away and settling into the morning activities.
08.30	Nursery door opened.
08.30 – 08.55	Morning welcome activities and registration
08.55 – 12.00	Planned activities alongside continuous provision Morning Snack Time. Outside Playtime
12.00 – 12.30	Lunchtime routine – hands washed/aprons on – group at a time. Lunch in Dining Hall
12.30 – 13.20	Lunchtime activities
13.00	Part time children are picked up
13.20 – 15.15	Registration Afternoon activities alongside continuous provision Afternoon snack story
15.15	Home time Parents/carers collect children Children are taken to After School Care (ASC)
15.20 -15.50	Waiting room in Nursery for children with siblings in the Foundation
18.00	After School Care ends for all children

2. NURSERY STAFF

Head of Junior School	Mrs R Edwards
Deputy Head Mulberry House	Mrs Z Manion
Deputy Head Academic	Mr R Ribeiro
Nursery Teacher	Mrs E Shuttleworth
Nursery Teaching Assistants	Please refer to website
Music Teacher	Mrs L Browning
Mulberry House Secretary	Mrs K Wood

3. KEY WORKERS

DEFINITION

A key worker has special responsibility for a group of children within the Early Years Foundation Stage (EYFS) setting. By establishing a meaningful attachment with each child within their group, the key worker will enable each unique child to thrive and grow within all areas of their personal and social development.

The key worker will also aid the child to progress in all other areas of the EYFS curriculum. They will enable the child and parents/carers to build up relationships with a specific member of staff, thus ensuring information is shared to provide the best possible care for each child.

Under the guidance of the Nursery Teacher, each key worker will initiate and maintain appropriate records and will ensure any information pertaining to a child in their group is documented and circulated to relevant staff and parents/carers. As children get older, sustained individual attention becomes less necessary and the children will build meaningful relationships with all the Nursery staff.

Key workers will be allocated during the first few weeks that a child is in Nursery. The Key Workers will talk to Parents at consultation times and be the first port of call for any enquiries from Parents.

4. ABSENCES

If a child is absent from Nursery, please telephone or email the school by 8.50 am to let us know. On their return, either a letter or a pink excuse form must be sent to Nursery, giving the reason for the absence. We are required to account for all absences by law.

Requests for any kind of absence from school should be made in writing to the Head at least two days in advance. Parents are asked to arrange their holidays during the school holidays so that no teaching days are missed.

5. ACCIDENTS

Children sometimes have accidents, usually trips and falls and bumps. These are recorded in an accident book and parents are either told verbally when they collect their child or it is written in the child's home book. If a child has an injury to their head a head injury letter will be issued and any child should be monitored at home and school for 48 hours.

If a child has an accident that causes us concern, a member of the Nursery staff, or Mrs Wood, the school secretary and designated first aider, will contact you.

6. ASSEMBLY

Time together or assemblies take place each day in some form. The Nursery children will be invited to take part in special assemblies with the rest of the school either in small groups or as a full unit. They are also invited to meet special visitors and to attend some workshops when they are age appropriate.

7. ASSESSMENTS

Teachers continually assess pupils both informally and formally. These will be shared at the Parent Consultation days or upon request at any time. Please ask your child's key worker if you require further guidance.

8. BAD WEATHER ARRANGEMENTS

When Nursery and School is cancelled before 8.45 am

As a general principle, we will not close the Nursery and School unless there are exceptional circumstances. If the need to close ever arises, then a decision will be made as early as possible to maintain the safety of children and staff. All local BBC radio stations will be informed and there will be a message on the Foundation website www.wgsf.org.uk.

Please check the website daily in cases of continuous bad weather. Messages may also be sent out to parents via their mobile phones. Please keep the school office notified of any changes to mobile phone numbers.

9. COMMUNICATIONS BETWEEN HOME AND NURSERY

When a child joins Mulberry House Nursery the parents join too. We welcome parental involvement and appreciate participation both in the Nursery and in FOSJH activities.

We are always available should parents wish to discuss any matters and you do not have to wait for an official Parents' Meeting. If we do not know there is a problem or query, we cannot help. Please speak to your child's key worker, Mrs Shuttleworth or Mrs Manion the Deputy Head teacher.

The Nursery contributes to the regular Mulberry House Newsletter which is available on the website. The website is an important source of information. Our website address is www.wgsf.org.uk. Notification of the publishing of the regular newsletters will be sent out to parents to e-mail addresses.

Your e-mail address is also used to allow you to log on to our Firefly school portal to access information, letters and reports. Please notify the school office if you change your e-mail contact details.

During the year parents will receive information from the Nursery to keep parents informed about events in the Nursery and School. We realise that parents are all busy, but we would appreciate it if important points and dates could be noted. The Nursery children will each have a home book, which is a useful way of passing messages from and to home and school on a day to day basis. You may also phone or e-mail the class teacher.

Contact Names and Telephone Numbers

It is of the utmost importance that Nursery records are up to date at all times. Should your circumstances change at any other time, please inform the Nursery immediately of change of name, address or telephone numbers for parents or other contact names to enable us to contact you. Please ensure we have at least two contact telephone numbers.

10. COMPLAINTS PROCEDURE

Mulberry House Nursery aims to provide the highest quality education and care for all our children and we aim to offer a welcome to each child and family and to provide a warm and stimulating environment in which the children will thrive.

If a parent has any concerns about any aspect of the provision at Mulberry House Nursery then they should raise their concerns by:

- Seeing the child's key worker and the Nursery teacher
- If this does not have a satisfactory outcome, or the concern recurs and cannot be rectified then a meeting with the Deputy Head or Head teacher will be arranged.

It is hoped that any concern will be resolved following the initial discussion with a member of the Nursery staff. A copy of the school Complaints Policy can be found on the website.

11. NURSERY CURRICULUM

Mulberry House Nursery follows the revised Early Years Foundation Curriculum but is not limited by its boundaries. The curriculum display in the Nursery and the Parent Consultation days intend to keep parents informed about their child's activities and progress during their time in the Nursery. Children will need to have a basic understanding of spoken English to communicate their needs to staff.

12. TOILETING

When children join Mulberry House Nursery they should be out of nappies and pull ups. Parents should make sure their child is able to have a degree of self-care and the ability to communicate their needs.

There are a number of child friendly toilets around Nursery for children to access. It is normal for young children to have occasional toileting accidents and we would ask parents to provide spare clothes and underwear to be kept in your child's Nursery bag.

13. FINANCIAL MATTERS

Fee bills and other financial matters are dealt with by the Bursar and Clerk to Governors at the Governors' Office: Mr L Perry ACMA

158 Northgate
Wakefield
WF1 3UF
Telephone: 01924 231600

14. FOOD AND DRINK

Nursery children should not bring food or water bottles in to Nursery. All food and drink is supplied by school.

It is most important that products containing nuts are not brought into Nursery or School as there are children who suffer from an acute allergy to them.

Snack Time – morning and afternoon

The snack is provided by the Mulberry House Kitchen staff. Snack time is a sociable event. It consists of a variety of fruit and vegetables in season as well as bread and butter and cheese and crackers. The children also have a cup of milk or water.

The children will often be invited to help prepare the snack. As the snack is handed around the children are encouraged to say 'Thank you' or 'No thank you' thus developing suitable responses and manners.

Lunch Time

The meals are prepared in the kitchen and menus are displayed on the school notice board and on the website. The children are helped to use a knife and fork correctly and to try new foods. Water is served with lunch.

Water

There is a water fountain in Nursery and children can have a drink whenever they choose.

15. FOSJH – PARENT TEACHER ASSOCIATION

FOSJH exists to provide an opportunity for friendly and co-operative contact between parents and school. It is run by a committee, with three members of staff and the President, who is the Head teacher. The Chairperson and other officers are elected annually. The Annual General Meeting, to which all parents are invited, is held during the Autumn Term.

We are fortunate to have a very active Committee, which puts a lot of time and effort into arranging a variety of social and fund-raising events during the year. We are always looking for new parents to join the committee and would invite you to express your interest to Mrs Manion.

The funds raised by FOSJH are used to assist in the provision of facilities for education at the school in addition to those normally provided. Staff and children are most appreciative of the extra funds and the benefits gained from the purchases. Recently we have invested in new outdoor play equipment for the Nursery playground.

16. GOVERNORS

Mr Simon Chamberlain, MSc, BA (Hons), ACI Arb (Deputy Spokesman)
Mrs Jane Claire
Mr Malcolm Golightly, MIMS, FCIDP (Spokesman)
Mrs Caroline Gorton, ACA, BA (Hons)
Mrs Caroline Harrison, BA, FCA
Mr Jonathan Jeffries
Professor David Jenkins, BSc, DPhil (York)
Mrs Helen Massey, BSc (Hons), MRICS Cert Mgmt
Mr Alistair McKinlay, BA (Hons), DipLaw, PGDip
Dr Mahendra Patel, PhD, FRPharms, FHEA, Fellow of NICE
Miss Elizabeth Peckett, MA, MRICS
Mrs Penelope Plumpton, BA (Hons), PGCE
Dr Mr Martin Shevill, B.Ed MSc
Ms Alison Tetley, BA (Hons), FCA
Rev'd Canon Leah Vasey-Saunders
Mr Tim Welton, BA (Hons), PG, Dip

17. HAIR AND JEWELLERY

Long hair **must** be neatly tied back each day or secured out of faces by a plain navy blue or tortoiseshell hair band or clips. **NO EARRINGS** may be worn. No jewellery or watches should be worn by Nursery children for health and safety reasons.

18. HISTORY OF THE NURSERY

Mulberry House Nursery was originally opened in September 1996, offering places to 40 children. It was refurbished in the summer of 2012 to create a secure, warm and stimulating environment in which young children can play and learn. Due to demand, the Nursery has expanded to offer up to 60 full time or equivalent places.

19. HOMEWORK

'Homework' or an appropriate activity is given as and when relevant. The children take a story book home to share with their parents once they have settled (and are considered ready,) and routines are established. Other activities may include finding things or asking adults some questions. Children are also introduced to the individual phonic sounds from the Read Write Inc synthetic phonic scheme and parents will be given the weekly sound to work on at home.

20. LEAVING NURSERY/SCHOOL

A full term's notice in writing to the Clerk to the Governors or to the Head teacher is required before a pupil is withdrawn from any part of the school. Should you be considering withdrawing your child from Nursery or school please discuss it with the Head teacher first.

21. LOST PROPERTY

PLEASE LABEL EVERYTHING.

Place the nametape where it can be easily seen by your child. The neck or waistline is a suitable place for most items. There are lost property boxes in Nursery which are sorted regularly but if your child has 'mislaid' anything please check these for missing items.

22. MEDICAL AND ADMINISTERING OF MEDICATION

Parents should inform the Nursery in writing of all medical condition or special dietary needs. It is **vital** for the children's health that this form is completed and updated if appropriate.

SCHOOL CAN ONLY ADMINISTER PRESCRIBED MEDICINE. Medication forms are available from the school offices.

If it is necessary for children to have prescribed medication in Nursery (either on a short or long term basis) parents are requested to:

1. Complete a medication form stating precise details of dosage and time for the administration of the medicine.
2. Be responsible for ensuring that any medicine is handed in to the Secretary in Mulberry House, immediately the child comes into school. Parents should ensure they collect the medicine at home time.

Nursery staff are not allowed to apply creams/ointments to children. This includes sun cream.

If a child is unwell during the Nursery day, we will contact parents so that arrangements can be made for them to be collected. Parents should not knowingly send any child to Nursery who is ill as this can aggravate the condition and spread disease. A child who is sick or has diarrhoea should not return to Nursery for 48 hours.

N.B CHILDREN WHO ARE ILL SHOULD NOT BE IN SCHOOL

Minor accidents are dealt with at Nursery by the staff. However, should we feel that there is any cause for concern, we will contact parents in order that they can make any necessary arrangements. An ambulance will be called for in the event of a serious injury and parents will be immediately informed.

23. MUSIC & FRENCH

The Nursery children enjoy Music and French lessons with a music specialist.

24. NURSERY VISITS AND VISITORS

The curriculum is enriched by a variety of visitors and outings supporting curriculum work.

Outings in recent years have included: Picnic at QEGS Games Field, Pumpkin picking, Chinese banquet and a ride on the Santa Express at Middleton Railway.

25. OFFICE HOURS

The full address of the Nursery is:

Mulberry House Nursery

Margaret Street

Wakefield

WF1 2DG

Mulberry House: 01924 231618

Fax Number: 01924 231602

E-mail: preprep@wghsjs.org.uk

Website: www.wgsf.org.uk

The School Office in St John's House is open from 8.00 am to 4.15 pm during term time and 9.00 am to 4.00 pm in the holidays. The School Secretary is Mrs K Wood. The School Office in Mulberry House is open from 8.00 am to 4.00 pm during term time. The Head teacher's PA is Mrs B Milne.

If parents need to telephone the school please note that outside the above times an answering machine is in use. After School Care telephone (3.30 pm – 6.00 pm) 01924 231618

Parents may phone the office and ask a teacher to return their call if necessary.

26. OUT OF SCHOOL CARE

Early Morning Care (EMC)

The Nursery door is opened at 8.30 am. However there is 'Early Morning Care' (EMC) where parents may leave children from 7.45 am. This is in Mulberry House Hall and a member of the Nursery staff will be there to welcome any Nursery children who may attend. There is no charge for this service. The Nursery children who attend EMC are taken to Nursery before 8.30 am.

After School Care (ASC)

Children in Nursery who have a sister or brother elsewhere in one of the Foundation Schools, may wait in the waiting room in Nursery until 3.50 pm (there is no charge for this facility). Please collect your child from Waiting Room before older siblings. At 3.50 pm any remaining children in Waiting Room will be taken to ASC and a charge will then be incurred.

For those parents who are not able to collect their child at the end of the school day an After School Care facility is available from 3.20 pm until 6.00 pm each day of the week. See separate information for charges. A drink, sandwich and fruit are provided. Children have access to the television, some toys, equipment and books. However, this is a 'minding service' not an extension of the school day.

If you require your child to attend ASC on a casual basis please ring school before 1.00 pm on the day to request a place.

To avoid unnecessary upset for children it is most important that they are collected by 6.00 pm.

27. PARENT INFORMATION BOOKLET

Welcome to Mulberry House Nursery is a booklet to give you information about Mulberry House Nursery. We hope to include necessary information but please ask a member of the Nursery staff if there is anything we have not included

28. PARENT INFORMATION POLICIES

Policies may be accessed on the website.

29. PHOTOGRAPHS

From time to time we may take digital photographs and video film clips of your child which may be used as part of our marketing activities. A copy of our photography and privacy policy is available on request from the office. If you do not wish your child's photograph or image to appear in any of our marketing activities please notify the Head teacher in writing requesting an acknowledgement of your letter.

Each autumn term individual photos are taken and may be purchased. In the summer term form photos are taken except every four years when a whole school photo is taken.

30. REPORTS

The children in Nursery will take home their EYFS Learning Journey and a written report towards the end of the Summer Term. Parents can request to see their child's profiles at any time. Please speak to your child's keyworker if you require any further information.

31. TRANSPORT

Some private coaches have been organized by parents to bring pupils to, and collect them from, school. The majority of these coaches park in Wentworth Street and other areas near to the four schools.

We feel that these coaches are not suitable for Nursery children.

Car parking is limited around Mulberry House and the Junior School and we ask parents co-operation to keep traffic moving by collecting children and leaving quickly to free the available spaces for other car users. There are parking spaces in Margaret Street, but please note that this is a 'pay and display' area. St John's Square does have some parking, but most of the outer area is a permit zone strictly reserved for residents and we ask that parents respect this and do not park there.

32. UNIFORM

General

The simple, smart and practical school uniform is worn by every pupil. All clothing and possessions must be clearly marked with the owner's name.

SCHOOL STOCKIST - Uniform can be obtained in the following ways –

WGSF Schoolwear Online – accessed via the school website www.wgsf.org.uk

or Butterflies, 4 Gills Yard, Wakefield. Tel 01924 371364

AUTUMN – 1st HALF TERM

Winter or Summer uniform (optional)

Blazers may be worn with summer or winter uniform in the first half term

AUTUMN – 2nd HALF TERM

Winter uniform compulsory with school coat

School scarves and plain navy blue mittens optional

SPRING – ALL TERM

Winter uniform compulsory with school coat*

SUMMER – 1st HALF TERM

Summer uniform optional

SUMMER – 2nd HALF TERM

Summer uniform compulsory

Sun hat for play times (available from the school office)

All the Nursery children will need the following:

Regulation Rucksack (with a spare set of uniform in it)

Blue Gingham Lunch Tabard (girls) or Black Gingham Lunch Tabard (boys)

ALL ITEMS MUST BE NAMED.

<p>WINTER UNIFORM : NURSERY GIRLS</p> <ul style="list-style-type: none">- Regulation blue coat- Regulation navy blue pinafore- White short-sleeved polo shirt- Regulation royal blue Mulberry House Nursery sweatshirt- Navy blue knee length socks or warm navy blue tights- Sensible black flat outdoor shoes – leather or patent <i>(slip-ons, low heels and shoes that have flashing lights or laces are not acceptable)</i> <p>OPTIONAL</p> <ul style="list-style-type: none">- Mittens, navy- Navy WGHS wool hat- Scarf, regulation style with woven vertical stripes- Navy blue hair ribbons- Navy blue/tortoiseshell hair accessories (No patterned headbands)	<p>WINTER UNIFORM : NURSERY BOYS</p> <ul style="list-style-type: none">- Regulation QEGS dark navy coat- Short charcoal grey trousers. (Bermuda style and turn-ups are not acceptable)- White short-sleeved polo shirt- Regulation royal blue Mulberry House Nursery sweatshirt- Grey knee length socks- Sensible black flat outdoor shoes <i>(slip-ons, low heels and shoes that have flashing lights or laces are not acceptable)</i> <p>OPTIONAL</p> <ul style="list-style-type: none">- Mittens, navy or black- Black QEGS wool hat- QEGS regulation scarf, with woven vertical stripes
<p>SUMMER UNIFORM : NURSERY GIRLS</p> <ul style="list-style-type: none">- School blazer- Regulation school dress- Light blue regulation cardigan- Plain white ankle length socks (no frills or bows)- Dark blue leather sandals <i>(not open toed or open sides)</i> or black shoes as above- Sun hat for the playground <p>OPTIONAL</p> <ul style="list-style-type: none">- Light blue plain hair ribbons- Summer panama hat- Light blue/tortoiseshell slides or headbands (not patterned)	<p>SUMMER UNIFORM : NURSERY BOYS</p> <ul style="list-style-type: none">- Regulation QEGS dark navy blazer- Short charcoal grey trousers. Bermuda style and turn-ups are not acceptable)- White short-sleeved polo shirt- Regulation royal blue Mulberry House Nursery sweatshirt- Grey ankle length socks- Sensible black flat outdoor shoes <i>(slip-ons, low heels and shoes that have flashing lights are not acceptable)</i> <ul style="list-style-type: none">- Sun hat for the playground

MULBERRY HOUSE NURSERY: PE UNIFORM

This will be worn to school on PE days.

GIRLS & BOYS PE UNIFORM (ALL YEAR ROUND)

- Royal blue Mulberry House Nursery sweatshirt
- Regulatory jogging bottoms
- White short sleeved polo shirt
- Pair of white shorts
- Pair of trainers (*not boot style or with flashing lights or laces*) predominantly white with velcro fastening for ease. If coloured soles, to be of a non-marking type
- White ANKLE socks (not trainer socks)

33. TRANSFER TO THE NEXT STAGE OF EDUCATION

Most children move from Nursery to Reception in Centenary House (boys) and Reception in Mulberry House (girls). This transfer is subject to meeting the entry requirements for our Reception class. Parents will be offered a place in Reception for their child by letter. The Deputy Head will contact parents if our Reception class is not the appropriate next step for any particular child.