



Somerville Federation

Somerville Nursery and Somerville Primary Schools

Aiming High Together



SOMERVILLE FEDERATION

Somerville Nursery School Prospectus 2023-24

Welcome to Somerville Nursery School



SOMERVILLE NURSERY SCHOOL

(Federated with Somerville Primary School)

BRENTWOOD STREET

WALLASEY

MERSEYSIDE

CH44 4BB

TEL: 0151 638 1567

E-mail: schooloffice@somervillenursery.wirral.sch.uk

The information contained in this document relates to the school year 2023-24 and, although correct at the time of publication, it may be subject to change during the school year.

Staff 2023-24

Executive Head Teacher:

Mr P. Dickson

Assistant Head Teacher:

Mrs S. Booth – SENCO / Forest School Leader

Teaching staff:

Mrs H. Butterfield – Teacher

Mrs H. Saville – Early Years teacher / Forest School Leader / PEEP Practitioner

Mrs H Stewart – Teaching assistant / Room leader

Miss G. Cleary – Teaching Assistant

Mrs D. Holsgrove – Teaching assistant

Miss S Lavery – Teaching Assistant

Mrs L. Nisbet – Teaching Assistant

Mrs Povey – Teaching Assistant

Mrs J Edwards – Classroom Assistant

Midday Assistant

Mrs J Edwards

Secretary:

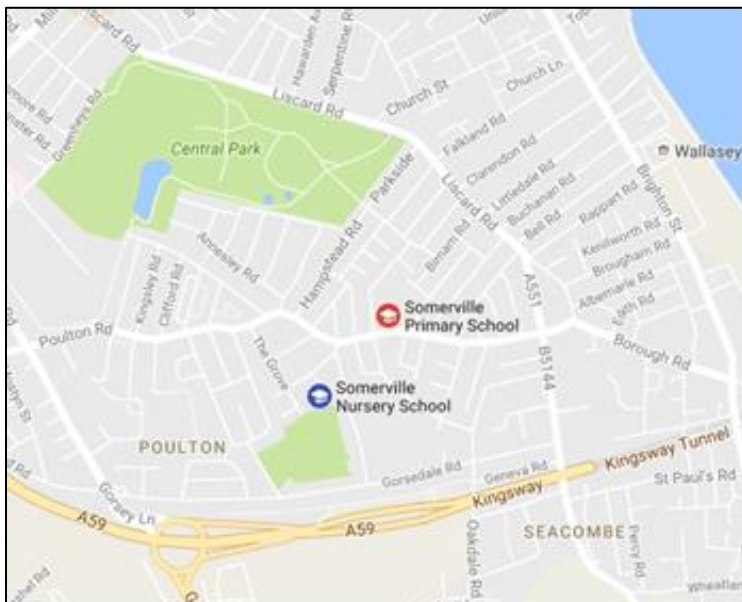
Mrs H. Irlam

Site Manager:

Mr P. Thompson

Cleaner:

Mrs H Atherton-Atkinson



Dear Parents/Carers

I would like to extend a very warm welcome to our Nursery School. The school has been established since 1946 and over this time has developed a strong reputation locally, with generations of families choosing the Nursery School for their child's early education and care.

From the 1st February 2016 Brentwood Nursery School became part of the Somerville Federation and in June 2016 the Nursery School changed its name back to its original school name of Somerville Nursery School.

Choosing the right early years setting is an important decision for parents / carers and you must be confident that the setting will meet your child's needs. Our wonderful grounds and building offer an engaging learning environment, within which our children are happy, motivated and challenged.

The school has a warm, friendly atmosphere and we enjoy a close relationship with the families of our children and the local community.

Our children are at the heart of what we do, and we ensure that children are given opportunities to play and learn and to become happy, responsible and confident.

We pride ourselves on our high levels of parental satisfaction and our welcoming and secure environment. We look forward to working closely with you and your family to support your child and to ensure they get off to the best possible start and enjoy every day spent with us.

Mrs S Booth

Assistant Head Teacher
Somerville Nursery School
(Less than 160 metres away from Somerville Primary School.)
Somerville Nursery School
Brentwood Street
Wallasey
Merseyside
CH44 4BB

Tel: 0151 638 1567

E-mail: schooloffice@somervillenurseryschool.wirral.sch.uk

Governing Body

Our Governing Body are highly valued and actively involved in the daily and strategic leadership of our school. When a vacancy for a Parent Governor arises, all parents are written to, inviting them to apply. The Parent Governor is currently vacant. The Chair of Governors is Mr.C.Griffiths. Should you wish to bring a matter to the Governors' attention please feel free to discuss it with either the Executive Head Teacher, or in writing to the Governing Body c/o Somerville Nursery School.

EXECUTIVE HEAD TEACHER

Mr P. Dickson

PARENT GOVERNORS

Mr P Hollowday
Miss K Murt
Vacancy

CO-OPTED GOVERNORS

Mr. C. Griffiths
Ms. G. Bain
Mrs. P. Jordan
Mrs J. Longshaw
Miss H Simpson
Mrs S. Booth

Chair of Governors
Vice Chair

LA GOVERNOR

Mrs. L. Andrews

STAFF GOVERNOR

Mrs. A. Crampton



Somerville Federation

Somerville Nursery and Somerville Primary School

Our Vision, Mission and Core Values

Our Vision: ***Aiming high together***

Our Mission: ***Inspire and challenge to ensure successful futures***

Our Core Values:

Happiness

Respect

Resilience

Responsibility

Our school vision, mission and core values are firmly established in the heart of everything we do and are shared with pupils, parents and carers. With our vision, mission and core values in mind staff and governors identify and work on focused areas of improvement collaboratively and efficiently.

Admissions

As a Maintained Nursery School, we accept applications from families across the Wirral.

We offer the following provision:

2 year old room

15 hours for funded 2-year-olds*, mornings or afternoons

A limited number of paid for sessions for 2-year-olds, mornings or afternoons

* Check eligibility here:

<https://www.wirral.gov.uk/early-years-and-childcare/free-childcare-two-year-olds>

Foundation 1 (3-4 year olds)

15 hours funded 3 /4-year-olds, mornings of afternoons

30 hours funded 3 /4-year-olds*

* Check eligibility here:

<https://www.wirral.gov.uk/early-years-and-childcare/free-childcare-three-and-four-year-olds>

For F1 children, some extended sessions may be available such as lunch sessions, which you must pay for. Paid top up sessions are subject to availability and are charged at £15 per morning or afternoon session and / or £2.50 for lunchtime provision (see our charging and remissions policies)

School Day

The times of our daily Foundation 1 and 2 Year Old sessions are as follows:

Morning sessions are **9:00am -12:00noon** and afternoon sessions are **12:30pm – 3:30pm**

Please ensure your child arrives and is collected promptly as late arrival or pick up can be distressing for children.

The School Gate will be opened each morning at 8:50am and locked just after 9.10am once the majority of parents have left the site. Please wait with your child until a member of staff greets you at the door.

Children must be collected by an adult known to the staff. No child is allowed to come to the school by themselves, or be brought / collected by a person **under the age of 16 years.**

In the afternoon the school gate will be opened at approximately 3.20pm for you to collect your child. Staff will not allow a child to leave the school with an unknown person. (In an emergency please telephone). If you need to collect your child before the end of the session, please inform a member of staff.

In total, the number of children Somerville Nursery can accept each year is 78 children into the Foundation 1 class and 32 into the 2 year old provision.

If you would like a place at Somerville Nursery School please contact us for an application form or download one from the website. Please return completed forms along with a copy of your child's birth certificate.

Funding for your child will start in the term after their second or third birthday. Children can start with us in September, January or April, depending on their birthday.

Important

If your child has a place in Somerville Nursery School, this does not mean that they will automatically get a place in the Foundation 2 class at Somerville Primary School.

Special Educational Needs

We are a fully inclusive school and offer places to children who have a range of additional needs. We aim to work in partnership with parents/ carers and other professionals to ensure that all our children are happy and secure and can access a learning environment and curriculum which will meet their individual needs. Please contact us and we will be happy to discuss your child's needs.

We aim to identify any difficulties that children may be experiencing as early as possible and offer support. Our objective is to ensure that all children have equal opportunities in their learning through provision that matches their needs. Where children are experiencing difficulties, we will talk to you about it. We have excellent relationships with a range of support agencies, and believe that early identification of a possible need helps to ensure the children are well supported. If you have concerns, please speak to the Assistant Head Teacher / SENDCO, Mrs Booth



Attendance

We strongly encourage good attendance by all children. Good attendance is a key factor in helping your child to achieve well. It also establishes good habits for primary school. Poor attendance has a direct impact on your child's education and progress in school. However, we also realise that at this young age many children will pick up a host of minor childhood illnesses and cannot avoid absence. If your child is unable to attend school, or if you have any concerns about attendance, please let us know as soon as possible by phone or email.

School Meals

Children who attend for a full day must bring a packed lunch. We encourage healthy eating in our school and ask you to support this by providing nutritious and healthy food in your child's lunch box – no chocolate / sweets / fizzy drinks. Water is available to drink. The lunchtime supervisory assistant/s support the children while they are eating lunch. All staff who work with children are qualified in Paediatric First Aid and are guided by the school's policies and procedures.

Lunchtime commences at **12:00noon and finishes at 12:30pm**

If you are receiving certain benefits, a FREE packed lunch is available for your children at Somerville Nursery School...**BUT YOU MUST APPLY!** Look at the benefits:

- A free school meal for your child, which is good for their health and their learning.
- Savings for you, worth over £350 a year.
- Extra money for the school through Pupil Premium.

To find out if you are eligible, please go to: www.cloudforedu.org.uk/ofsm/sims-wirral

Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of early years' experience by improving the teaching, learning, facilities and resources, with the aim of impacting positively on your child's progress and development. EYPP is available for eligible children from the term following their third birthday. **We would encourage all parents to check if they are eligible – it only takes a few minutes. If you have any difficulties please contact us and we will be happy to help:**

<https://www.wirral.gov.uk/early-years-and-childcare/early-years-pupil-premium#wqSM-3>

Fruit, Milk and Water

Fruit Money

Each family attending is asked to **contribute £1.00** per week towards the cost of fruit and other healthy snacks.



Milk

Free milk is offered to all children. If you do not want your child to have milk, please inform the class teacher or room supervisor.



Drinking Water

Research has shown that water is beneficial to the health of all children and can also help with concentration levels. As such children have access to water throughout the session.

School Uniform

School uniform is not compulsory; however sweatshirts and cardigans are for sale at the School Office. Please make sure all items of clothing are clearly marked with your child's name. **NO RESPONSIBILITY CAN BE TAKEN FOR LOSS OF CLOTHING.** Gloves or mittens should be attached to coat sleeves with tapes. Open toed sandals should not be worn to school in the interests of safety when playing outside. Shoes that fasten with Velcro are preferable as these promote independence. Children must bring a coat to nursery every session - we have outdoor play every day **and the weather is very unpredictable.**

We expect children to get messy and scuff their shoes. They always manage to find places between the protective aprons supplied by school to get blobs of paint and glue on themselves (so do the staff!). We can do messy things in the playrooms which are not practical in your own homes, so please do not send children in their best clothes. We will let you know if they need to dress up for special occasions. Children will also need to access toilets / changing facilities. As such, please ensure that children wear practical and comfortable clothing which encourages independence.

Your child will also need to bring a change of clothing in case of accidents. For Health and Safety reasons, please DO NOT put them in a plastic bag.

We supply children with 'Legionnaire' style sunhats for outdoor sunny weather play, which cover the children's heads and necks. Children should **not** wear vests or strappy tops in the summer, as shoulders need to be covered to prevent sun burn. Please make sure you apply a long lasting, high factor sunscreen to your child before attending school in the summer months.



Please provide your child with a pair of wellingtons for outdoor play and Forest School. The Nursery School provides waterproof suits.

For Health and Safety reasons, it is not appropriate for children to wear jewellery to school. Children with pierced ears must wear studs only and parents must accept full responsibility for any injuries which might occur while wearing ear studs. The school has no provision for the safe keeping of jewellery or personal items, so we request that all personal property of this kind is left at home.

Child Welfare

Children Who Are Unwell

Please inform the school if your child has to stay at home through sickness or any other valid reason. If your child has received treatment from your doctor, please make sure the doctor has given permission for your child to return to the school. Children who have had vomiting or diarrhoea are asked not to attend nursery until 48 hours after the last bout of vomiting or diarrhoea.

Some illnesses are more serious, and children will need to stay at home and seek medical advice. If we have a case of a serious illness, parents will be notified and we will operate under the guidance of Local Public Health.

We encourage parents to take up children's vaccinations. If there is any aspect of your child's health you are concerned about, please seek medical advice. You can also talk to us, as we can usually refer you on to a Health Visitor to help.

If children become ill in school, we notify the parents / emergency contacts immediately so that children can be collected and taken home. As a consequence, we need to have up to date and correct information on how to contact you or another emergency contact. **It is parents' responsibility to ensure we have up to date emergency contact telephone numbers.** If you change your mobile number, it is important to tell us straight away.



First Aid in School

In the unlikely event that your child requires emergency treatment during the school day, we will alert the emergency services first and inform you second, unless you advise us in writing otherwise. All childcare staff have paediatric first aid training, and will administer basic first aid. Parents will be telephoned if there is an accident which is more than a routine cut or graze. Parents will be asked to sign an Accident Record Form, if a child has had an accident in school.

Administration of Medicines



If your child needs to take medicines whilst in school, this must be first agreed with the Assistant Head Teacher, and you will be asked to sign a permission form stating dosage and times to be given. The school reserves the right not to administer medicines or medical treatment, if staff have not received appropriate training. Generally, school will only administer medication that is prescribed by a doctor and that needs to be taken 4 or more times a day. Parents/carers can come into school and administer the medication themselves if they prefer.

Asthma, Eczema and Allergies

It is important that you let us know before starting if your child has a medical condition, so that we can fully support them in school.

If your child has Asthma we will need to discuss a detailed health care plan with you, so that we can be prepared in the event of an emergency. Please supply school with a spare inhaler and spacer device. This must be supplied in the original box, labelled with your child's name. Inhalers will be kept in their classroom for easy access.

Head Lice

Unfortunately, this is a common problem with young children. Lice are not attracted or associated with dirty hair and anyone can get them. We will inform you if we notice head lice in your child's hair. Please do not be distressed by this and confidentiality will be maintained. We will notify other parents know that we have head lice in school and we encourage all children and families regularly to check their hair to combat the problem.

Safeguarding and Child Protection

Somerville Federation is fully committed to promoting health and well-being of all children in its care. We are required, by law, to follow procedures set out by the DfE in the 'Keeping Children Safe' document and by Wirral Borough Council.

If we see any signs of abuse or neglect, or a child discloses anything to an adult in school, we must report the details into Social Care. Use of the procedures in this way is an obligation placed on school by legislation and in no way infers any parent / carer being accused of any wrong doing or that school is making a judgement.

ALL staff in school are trained in Safeguarding and Prevent. This means that we are trained to spot the signs of abuse, neglect, grooming and radicalisation.

Procedures and policies for Safeguarding and Child Protection are in place. If you wish to see them, they are available on the school website or via the school office.

The designated person for child protection is the Executive Head Teacher, Mr Dickson. In his absence, the deputy designated teacher for child protection at the Nursery is Mrs Booth

All staff, governors and any volunteers who have regular contact with the children are checked through the Disclosure and Barring Service.

Any responsible adult in the school who has knowledge or suspicion that a child has been abused or is at risk of abuse has a duty to refer their concerns to the Wirral Social Services Department which has the statutory authority to investigate.

Health and Safety

School has a policy for Health and Safety. All staff work hard to keep the nursery safe for everyone. We ask parents and carers to follow the rules below to promote health and safety for all:

- Please park considerately - **DO NOT park your car on the zig-zag lines** outside school or block the entrance to the school site.
- All **visitors must report to the main office** and are required to sign in. You will be issued with a badge.
- All **bikes and scooters to be pushed** when within the school grounds
- **NO DOGS** are permitted on the school grounds
- **NO SMOKING** on the school grounds at any time please – this includes vaping
- Shouting, abusive language and violence **WILL NOT BE TOLERATED**
- **MOBILE PHONES** must not be used on the school premises at any time.

Communication

We warmly welcome parents into our school, however, where possible we ask you to telephone first to make an appointment, so we can be sure senior staff are available to meet you personally. We hope you will attend some of the workshops and fun activities we run throughout the year with your children e.g. Christmas Crafts, Little Explorers etc.

'Settling-In Sessions'

New parents and children are encouraged to attend our flexible settling-in sessions in the weeks prior to starting. This gives the children chance to settle in, with the security of a parent being close by, and to get used to new adults and surroundings. These sessions can be arranged flexibly to meet the needs of the parents and children.

Information About Your Child in School

We want the children in our school to feel happy and secure. If you have any worries or concerns about your child in school please talk to their teacher / key person. Occasionally children can get anxious about school, and their key person is often in the best position to resolve any difficulties your child may be experiencing. Our aim is to resolve problems quickly and effectively in order to minimise any anxiety that may affect your child in school.

Your Child's Progress in School

We invite you into school to talk with your child's teacher each term. Children who receive additional support in school, or have Special Educational Needs (SEN), will have an individual education support plan/play plan with written targets. We hold review meetings each term for children with SEN. School also utilises an online learning journal called **Evidence Me**, which you will be invited to join when your child starts at nursery. Here you will be able to access and share photographs and learning updates with the setting. Should you have any queries regarding your child's progress please do not hesitate to contact your child's teacher / key person or the Assistant Head Teacher.

Newsletters/Letters

The school sends out regular newsletters and updates, informing parents of activities and events that happen in school and the local community. Please check your email regularly. Copies of newsletters are available from the school office or via the school website.

Website

Somerville Nursery School shares an extensive website with the Primary School. Please access this at: www.somerville.wirral.sch.uk and select the Nursery tab. The website is updated regularly, and is your first port of call for a wide range of information, including: up and coming events; newsletters; school performance updates; holiday dates; school policies etc. Please also access the Nursery Twitter Feed <https://twitter.com/SomervilleNurs2> and our Facebook page: <https://www.facebook.com/SomervilleNurserySchool>

Complaints

We welcome parents' comments and suggestions and will deal with any concerns as they arise.

If you have a concern, please speak to your child's teacher / key person initially, and then, if necessary, to the Assistant Head Teacher / Executive Head Teacher, who will deal with any concern you may have and hopefully reach a mutually satisfactory conclusion.

If at any time you are not satisfied with the way your concern was dealt with, please ask for our school's complaints procedure.

School Policies

The latest versions of our school policies are available for parents/carers on request from the school office. Policies can also be accessed through the Somerville Federation website.

Positive Behaviour and Rules

In school we have high expectations of behaviour from adults and children. Staff are aware of the ability of children to express their feelings and are sensitive to the emotions displayed by children as well as their developing ability to control these emotions.

We aim to reduce incidents of conflict between children by providing, well-planned areas for the children to play in. The school staff will set clear, fair and consistent boundaries of acceptable behaviour that are appropriate to the child's age and understanding and, when appropriate, children help to decide rules to keep them happy, safe and healthy. Children will be made aware that it is their unwanted behaviour that gives the staff concern, not the child him/herself. We will work closely with parents to support children's behaviour.

At Somerville Nursery we take bullying seriously. Bullying may be defined as deliberate and hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying will not be tolerated by adults or children.

Learning and Development

The Early Years Foundation Stage (EYFS) sets the standards that we must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

We aim to create an attractive and stimulating learning environment where children feel confident and secure and challenged. The children have daily access to an indoor and outdoor environment that is set up in discrete areas of learning with planned continuous provision. Within the outdoor environment, we have our Forest School on site, which the Foundation 1 children access at different times of the year. Forest School promotes the holistic development of children through a multi-sensory environment fostering resilient, confident, independent and creative learners.

Effective learning builds and extends upon prior learning and following children's interests. Effective planning is informed by observations of the children to ensure we follow their current interests and experiences. The curriculum is based on the recognition that children learn best through play and active learning and that every child is a unique child. It is organised into seven areas of learning and development, of which three are "Prime Areas," and four "Specific Areas."

The Prime Areas are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development.

The Specific Areas are:

- Literacy
- Mathematics
- Understanding of The World
- Expressive Arts and Design

Through careful assessments and observations, including information provided by parents and others, children's development is assessed.

The balance will shift towards a more equal focus on all areas of learning as children grow in confidence and ability within the three prime areas. However, if a child's progress in any prime area gives cause for concern, staff will discuss this with parents and/or carers and agree how to support the child.

Planning and guided children's activities will reflect on the different ways that children learn and reflect these in their practice. At Somerville Nursery School, we support children in using the three characteristics of effective teaching and learning. These 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; and

Creating and Thinking Critically - children have and develop their own ideas; make links between ideas, and develop strategies for doing things.

Toilet Training and Dummies

We recognise that all children develop at different rates. Where children wear nappies we ask that you provide nappies and wipes in a bag, which can be left in school. Nappies are changed in accordance with the individual child's need and dependent upon their sessions. Once children are ready we will support you with toilet training, using strategies which we know work. Note: Pull-ups do not provide adequate protection and should only be worn when children are toilet training – please speak to your child's key person.

We would encourage all parents to 'ditch the dummy' as soon as possible. Dummies can create arched teeth, affect your child's speech development and interfere with their ability to chat. There are lots of ways to get rid of that dummy and we will happily chat about how this can be approached.

School Library

We have a wonderful collection of books for children to borrow. We feel it is very important to develop a love of books from an early age. Library day for F1 children is a Wednesday. To start good habits, we encourage parents to share a book at home with children each evening.

Equality, Diversity & Inclusion

At Somerville Nursery we believe it is vital for children to be able to function positively within a multicultural society. We encourage children to embrace differences and to learn to respect other people regardless of their race, colour, nationality, ethnicity, religion, belief, disability, gender, sexual orientation or age. We are a fully inclusive school and respect all adults and children who use our building. We encourage children to learn and achieve to the best of their abilities. We value our children, their parents and families and actively encourage parents / carers to share their views and opinions

Thank you for taking the time to read this prospectus.

We hope you found it helpful and informative.

If you have any queries or suggestions please speak to the Executive Head Teacher or the Assistant Head Teacher at the Nursery School.