

# Ellergreen Nursery School and Childcare Centre Prospectus



Ellergreen Road  
Liverpool  
L11 2RY



Telephone 0151 233 4594

Website: [www.ellergreennurseryschool.co.uk](http://www.ellergreennurseryschool.co.uk)

Dear Parents and Carers,

I would like to welcome you and your child/ren to Ellergreen Nursery School. It is my hope that this booklet answers many of the questions you may have regarding our school. Should you require any further information, please do not hesitate to contact your child's class teacher or myself. We are always here to assist with any queries or concerns you may have.

At Ellergreen Nursery School, we are dedicated to providing a caring and joyful environment where your child will enjoy learning, and you will feel at ease approaching the staff. We firmly believe that education is a partnership between home and school, and we greatly value your views and involvement.

We hope your children thoroughly enjoy their time with us, and that your association with our school is a positive and fulfilling one. The staff at Ellergreen Nursery School looks forward to working alongside you to ensure your child receives the best possible start to their education.

Yours sincerely,

Jane Rogers  
Headteacher



Although the information was correct at the time of publication, changes may occur during the school year and parents will be notified as they occur.

At Ellergreen, we are dedicated to providing exceptional educational experiences for our children. Located on the Ellergreen Community Campus in Norris Green, our facilities comprise two separate buildings designed to cater to the various needs of our children and their families.

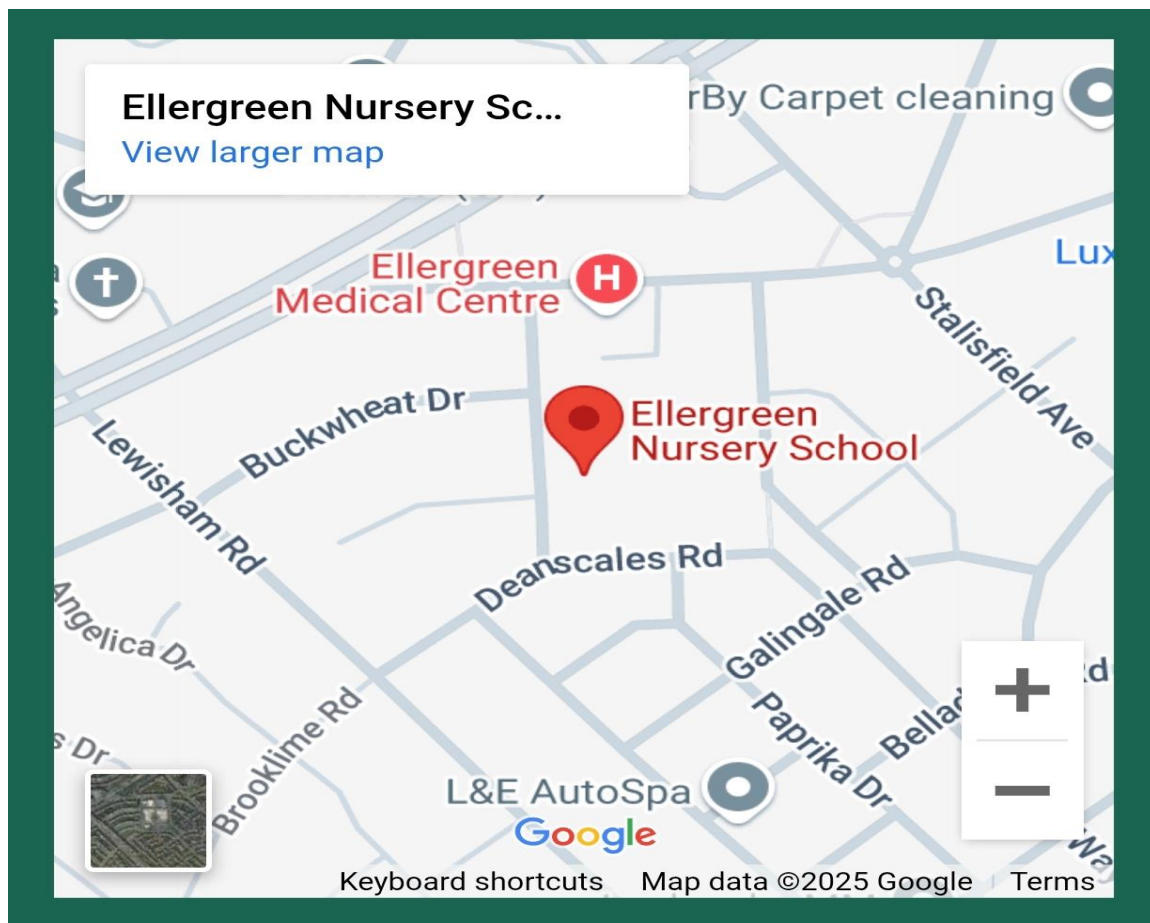
Ellergreen Nursery School can be found within the Ellergreen Community Building, creating a nurturing environment where young learners can thrive. Meanwhile, the Ellergreen Childcare Centre is situated in its own standalone building, conveniently located as you enter the main car park.

Should you wish to get in touch with us, please feel free to reach out using the following contact details:

Telephone: 0151 233 4594

Email: [ellergreen-ao@ellergreen.liverpool.sch.uk](mailto:ellergreen-ao@ellergreen.liverpool.sch.uk)

We look forward to hearing from you and welcoming you to our vibrant community!



## School Aims

At Ellergreen Nursery School, we are dedicated to fostering a nurturing environment that promotes the holistic development of children aged 2 to 5 years. Our school aims reflect our commitment to ensuring that each child flourishes during their early years. We strive to provide a safe and stimulating atmosphere where children are encouraged to explore and learn through play. Our focus is on developing essential skills, including social, emotional, and cognitive abilities, to empower children for future learning. We promote inclusivity and celebrate diversity, ensuring that every child feels valued and respected. By collaborating with families and the community, we aim to support each child in reaching their full potential, laying a strong foundation for lifelong learning.



## **We strive to:**

- Foster and support each child's development through a stimulating learning environment, encouraging them to become confident and independent learners.
- Cultivate self-esteem, resilience, independence, confidence, and essential social and learning skills in children and their families.
- Collaborate with parents and carers to facilitate a smooth transition from home to our setting, laying a solid foundation for their future.
- Maintain a welcoming, safe, and secure environment for all children, families, staff, and visitors.
- Ensure that every child reaches their full potential, providing equal opportunities for all.
- Engage with other settings and agencies for the benefit of children and families.
- Share best practices to enhance the quality of education provided.

### School Governors

At the heart of our school's governance is the dedicated body of School Governors, who work collaboratively with the Headteacher to ensure the effective management and operation of our Nursery School. The Governors hold a crucial role, encompassing responsibilities across all areas of school life, including finance, curriculum development, personnel matters, and health and safety regulations. They are entrusted with significant legal duties, powers, and responsibilities that guide the strategic direction of the school. The governing body has regularly, meeting at least once each term, and is supported by a Resource and Personnel Committee to address specific operational needs. Through their commitment and oversight, our Governors play an integral role in fostering a thriving educational environment for all children.

#### The Governors of Ellergreen Nursery School and Childcare Centre

<b>NAME</b>	<b>POSITION</b>	<b>COMMITTEE</b>	<b>TERM OF OFFICE</b>	
<i>Elizabeth Van de Waal</i>	<b>Co-opted Governor Chair / Safeguarding</b>		4 Years	20.06.23 19.06.27
<i>Sheila Devlin</i>	<b>Co-opted Governor Vice Chair</b>	<i>Resource Committee</i>	4 Years	29.11.23 28.11.27
<i>Helen Anwyl</i>	<b>Local Authority Governor SEN</b>		4 Years	14.03.22 13.03.26
<i>Maureen Murphy</i>	<b>Co-opted Governor</b>	<i>Resource Committee</i>	4 Years	14.03.22 13.03.26
<i>Jane Rogers</i>	<b>Headteacher</b>	<i>Resource Committee</i>		01.09.10 Present
<i>Steve Wignall</i>	<b>Co-opted Governor Health &amp; Safety</b>	<i>Resource Committee</i>	4 Years	14.03.22 13.03.26
<i>Laura Anderson</i>	<b>Co-opted Governor</b>	<i>Resource Committee</i>	4 Years	22.03.23 21.03.27
<i>Molly Levey</i>	<b>Co-opted Governor</b>		4 Years	29.11.23 28.11.27
<i>Carol Henderson</i>	<b>Parent Governor</b>		2 Years	20.06.23 19.06.25
<i>Charlotte Donegan</i>	<b>Staff Governor</b>		4 Years	29.11.23 28.11.27
<i>Sharon Cody</i>	<b>Associate Governor</b>		4 Years	22.03.23 21.03.27
<i>Nicky Whitfield</i>	<b>Clerk to the Governors</b>			01.01.17 Present

*None of the above Governors have any business or financial interests in relation to the school.*

*None of the above Governors have governor roles at any other schools.*

*One of the above Governors is a spouse to a member of staff from the school but has no material interests arising from this relationship.*

*Governors can be contacted at any time by writing to them at the school.*

*Parent Governors bring to the meetings the parents' point of view, but they speak and act as individuals. They are elected by parents when vacancies occur.*

*Please speak to Jane Rogers (Headteacher) if you would be interested in joining our Governing Body.*

## Meet the Team



**Nicky Whitfield**  
Finance Officer



**Jane Rogers**  
HeadTeacher  
SENCO



**Laura Pattinson**  
SENCO



**Claire Parry**  
Class 3 Teacher



**Kerry Feeney**  
Class 2 Senior  
Teacher



**Deb Henham**  
Class 1 Teacher



**Natasha Yong**  
L3 Early Years  
Practitioner



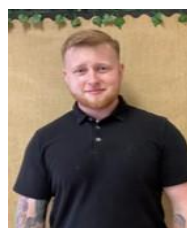
**Kerry Strong**  
L3 Early Years  
Practitioner



**Kate Thomas**  
L3 Early Years  
Practitioner



**Jo Bate**  
L3 Early Years  
Practitioner



**Sol Murphy**  
L3 Early Years  
Practitioner



**Pat Wignall**  
L3 Nursery  
Nurse



**Allison O'Neil**  
L3 Early Years  
Practitioner



**Emily Beckett**  
L3 Early Years  
Practitioner



**Jaimee  
Trubshaw**  
Nursery  
Assistant



**Keira Hartley**  
L2 Early Years  
Practitioner



**Caitlin McGarry**  
Level 2 Early Years  
Practitioner



**Gabby Baccino**  
Apprentice



**Bea Reilly**  
Apprentice



**Grace Jones**  
Apprentice

## General Information



Ellergreen Nursery School is a maintained OFSTED registered Nursery School situated within Ellergreen Community Centre in Norris Green. We are dedicated to providing high-quality nursery education for up to 120 children aged between 3 to 5 years. Our skilled team consists of qualified teachers and experienced Early Years practitioners who are passionate about fostering children's learning and development.



## Childcare Centre

In our Childcare Centre, we cater to children aged 2 to 3 years with both full and part-time provision. We offer funded and paid placements during term time, providing an equivalent of 28 full-time places. Our team of highly qualified childcare practitioners creates a safe, nurturing, and stimulating environment, ensuring that every child receives the highest standards of education and care.



## Waiting List

We understand that securing a place for your child is a priority for families. Waiting list forms are readily available from the office or can be downloaded from our website at [ellergreennurseryschool.co.uk](http://ellergreennurseryschool.co.uk). Should you experience any changes in your address or telephone number, we kindly ask that you keep us informed to ensure we can maintain effective communication.

## Admissions

Children are generally allocated places in the nursery school the term following their third birthday, dependent on available vacancies. We recognise that starting school is a significant transition for young children. Our dedicated team takes the time to ensure that all children settle in happily from the outset. Each child has a unique pace of adjustment; therefore, we work closely with parents and carers to ensure that their child feels secure and confident. The initial day at our nursery is designed as a brief visit, typically lasting no more than an hour.

To facilitate this important settling-in process, we implement a series of nursery visits and staggered starting dates, allowing families and staff to build relationships. This approach also enables parents and carers to collaborate with our staff to help their child ease into the nursery environment over several sessions.



## Session Times

We are pleased to offer the 15 hours funded educational provision in a variety of formats: 5 morning sessions (8.30 am - 11.30 am) or 5 afternoon sessions (12.15 pm - 3.15 pm).

*Children are expected to arrive punctually and be collected at the designated time at the end of the school day. If you have older siblings attending other schools, kindly inform the staff to arrange for early pick-up accordingly.*

## Funding and Attendance

Additionally, parents and carers have the option to pay for extra sessions should they require them. For those eligible for the 30-hour funding option, we encourage you to speak with Nicky Whitfield, our Finance Officer, to discuss available placements.



Our Nursery School is able to offer 15 hours free education plus an additional 15 hours free childcare to parents providing they meet the eligibility criteria:

- 30 hours from the term after 3rd birthday until reception
- All parents/carers (whether two-parent/carer or lone parent/carer) are working and earning the equivalent of 16 hours a week at the National Minimum or Living Wage
- One/both parents/carers is away on leave (parental, maternal etc)
- One/both parents/carers is on Statutory Sick Pay
- There is an income cap. If one parents/carers income exceeds £100k the household will not be eligible.

More information is available here:

[https://search3.openobjects.com/mediamanager/liverpool/fsd/files/30\\_hours\\_info\\_for\\_parents\\_liverpool\\_accessible.pdf](https://search3.openobjects.com/mediamanager/liverpool/fsd/files/30_hours_info_for_parents_liverpool_accessible.pdf)

*Our commitment is to support children throughout their nursery experience, with the expectation that they will remain with us until they transition to their reception class in a primary school.*



As a reminder, parents are asked to provide a packed lunch for their child, as our facilities do not accommodate hot meal preparation.



## Communication

At our school, we prioritise building strong relationships with all families. We understand the importance of communication, and parents/carers are encouraged to reach out whenever necessary. Our dedicated staff are available for informal chats daily; however, a prior appointment may be required for more in-depth discussions.

To keep families informed and engaged, we regularly share information through various channels, including text messages, Tapestry, Our School App, Twitter, Instagram, and our Ellergreen website. These platforms are consistently updated, ensuring that parents/carers are fully aware of the exciting learning opportunities taking place in their child's class.



## Parental involvement

At our Ellergreen Nursery School, we believe that parents play a vital role in their child's education. There are numerous ways for parents to actively engage in their child's learning journey:

- Participate in a variety of activities during our Stay and Play Sessions and attend workshops held at school.
- Utilise Tapestry to share home experiences and milestones with our team, enhancing the connection between home and school.
- Accompany your child on educational visits, enriching their understanding of the world around them.
- Spend quality time reading your child's library book, fostering a love for reading and developing literacy skills.
- Consider becoming a Parent Governor, providing invaluable insights and support to the school's governance.
- Share your unique skills, whether it be sewing, gardening, painting, cooking, or simply enjoying meaningful moments with your child.

Together, we can create a rich foundation for your child's Early Years education.

## Curriculum



At Ellergreen Nursery School, our Curriculum is designed to foster a joyful and enriching learning environment for young children. We believe that every child is unique and deserves the opportunity to explore, discover, and learn through play. Our holistic approach is centred around seven areas of learning, which are categorised into prime and specific areas.

There are seven areas of learning broken down into prime and specific areas. The three prime areas are:

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

These prime areas encompass essential skills that children must develop to fully access the specific areas of learning.

The four specific areas include:

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**



Play is an integral component of everything we do. We understand that when children are engaged and allowed to make choices, they are more likely to learn effectively. We offer an extensive range of activities available at all times, enabling children to reinforce and revisit these activities at their own pace and level. We strive to minimise disruptions to play, allowing children to maximise their learning experience in a nurturing environment. Our skilled staff members are adept at engaging with children during play, responding dynamically to encourage their development further.

Every child is given the opportunity to play outside daily, regardless of the weather conditions. It is crucial for children to dress appropriately; in winter, this means a warm, waterproof coat, and in summer, a sun hat and sun cream. Outdoor play can involve getting wet, muddy, and messy, which we believe is a pivotal part of the learning journey. While we provide



waterproof clothing, we kindly request that parents supply Wellington boots for this purpose. We teach children the skills to manage their mess, recognising that exploration is at the heart of their development. The outdoor environment is vital for children to experience the world around them, as this helps them make sense of their experiences.

At Ellergreen Nursery School, we value the exploration that comes with play. We understand that it is not always important to demonstrate perfectly crafted artwork; rather, the value lies in children experimenting with various techniques to discover what works best for them. Our role is to provide resources, time, and ideas to support their learning while allowing them autonomy.

We strongly discourage children from bringing toys from home to the nursery, and we appreciate your support in maintaining this policy. Furthermore, children visit the class library weekly and can borrow one book at a time. Regular reading, discussing stories, and modelling reading behaviours are critical for fostering a love of literature.



Children make significant progress across all areas of learning through the play activities we offer. Our staff carefully monitor each child's progress through systematic observations, ensuring that learning opportunities are tailored to their interests and developmental needs. It is natural for young children to engage in the same activities repeatedly; however, this repetition serves as an essential foundation for deeper learning. If a child favours sand play but requires support in mathematics, staff might incorporate counting into the activity by hiding objects within the sand or challenging them to build sandcastles with a numerical goal.

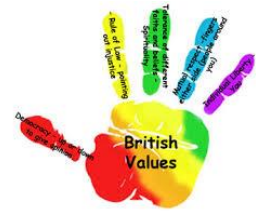
The Early Years Foundation Stage (EYFS) framework outlines the seven areas of learning and development that shape educational provision in early years settings. These areas are interconnected, highlighting the importance of a balanced approach to children's development that encompasses academic, social, emotional, and physical growth.



As children navigate these areas, our focus on Personal, Social, and Emotional Development fosters their ability to build friendships, understand emotions through The Zones of Regulation, and make independent choices. Communication and

Language development is promoted through rhymes, songs, and engaging storytelling, while Physical Development provides opportunities for various movements and self-care activities.

Through our comprehensive curriculum, children are equipped with the skills and confidence to explore the world around them. At Ellergreen Nursery School, we're committed to nurturing each child's natural curiosity, ensuring they feel valued, and inspiring a lifelong love of learning.



### Our School Day



(Each class's timetable will be slightly different but the same activities are covered)



At our school, we take great pride in creating a nurturing environment that supports each child's development and learning journey. We warmly welcome your child each morning, ensuring they feel valued from the outset.

### Funky Fingers

Upon arrival, they engage in funky fingers activities, designed to enhance gross and fine motor skills through engaging tasks like playdough modelling and threading beads. Each day's activities are thoughtfully planned to inspire creativity and dexterity. Furthermore, our lively Dough Disco every Wednesday combines rhythm with dough manipulation, fostering finger strength while promoting social interaction and fun, ultimately enriching your child's overall learning experience.

### Continues Provision and Emotional Regulation



A vital component of nursery life focuses on personal, social, and emotional development, allowing children's characters to flourish in a loving environment. Within this framework, children are encouraged to form positive relationships and play with various peers, fostering an understanding and empathy for others' feelings, guided by The Zones of Regulation. This system helps children identify emotions and learn self-regulation techniques, laying a crucial foundation for their future interactions in school and beyond.

Continuous provision plays a key role in enabling exploration and the consolidation of learning. For instance, in the construction area, children independently investigate how high they can build structures using wooden blocks, experimenting with balance and stability. This freedom allows them to redesign their towers multiple times or

incorporate other materials, testing their engineering skills. In this way, continuous provision promotes independence and creativity, fostering resilience, cognitive growth, and the ability to navigate friendships and negotiate play scenarios effectively.

### Carpet Time / Group Time:

- After a period of play, children gather on the carpet for a special group time, a highlight of the day where they engage in collective learning experiences.
- This segment includes Neli N, where children learn the word of the day, expanding their vocabulary and spark curiosity about the language.
- During this time, children participate in songs, finger plays, rhymes, and storytelling, all integral in developing their listening skills and phonetic awareness. They also take part in movement games and relaxation exercises that build a sense of community, cooperation, and shared enjoyment, helping them to express their thoughts and emotions in a group setting.



### Lending Library



Each Wednesday is dedicated to our Lending Library Day, where children have the opportunity to choose books to take home and share with their families. This initiative is designed to foster a love for reading and cultivate early literacy skills.

## Ellergreen Home Reading Books

### Our Book Bags

The book bag is for your child to use whilst he/she is at school with us. We ask that you child brings their bag into school every day, as it is not only to keep the books clean and dry on the journey to and from school and home, but also for sending important letters and your child's work home with them each day.

Inside of the bag you will find a book which your child has chosen, a reading diary for your child to record their favourite part of the book, a 'Tips for Reading with Young Children' letter and question card/s which you can use when talking to your child about the book.



### Books



Every Wednesday the children will choose a new book to take home for the week. Please send your child into school with their previously borrowed book and reading diary on this day.

We would like to encourage you to share the book with your child by looking at the pictures, reading the text to your child and allowing your child to retell the story in their own words, as many times as they would like. There are some helpful tips included in the book bag with more information to support reading with children.

Please help your child to take care of our books. We would ask that you do not eat or drink when looking at them with your child and beware of younger siblings with pencils and pens – they do enjoy adding their own stamp. However, we do understand accidents do happen, especially with young children.

## Snack time



During both the morning and afternoon, children enjoy access to healthy snacks that nourish their growing bodies and minds. Snack time not only provides essential nutrition but also serves as a social occasion where children engage in conversation with peers,

developing crucial social skills and turn-taking.

Through enjoyable cooking activities, such as creating fruit salads or making their own sandwiches, children enhance their cutting skills while being encouraged to adopt healthy eating habits and independence. A staff member will support these activities, guiding children as they design their own menus and experiment with 'paying' for their snacks, which introduces foundational numeracy skills in a nurturing environment.

## Voluntary Contribution



In order to meet the costs of snacks and fund the educational visits that we may have, we ask for a voluntary contribution of £1 per week from all

parents/carers which is collected at the start of the session by the staff who have opened the main door. Please send all monies into school in a named envelope.

### Outdoor time



We believe that regular engagement with the outdoor learning environment is a cornerstone of our educational philosophy, providing children with unique opportunities for exploration that complement their indoor experiences. Our outdoor space offers a stimulating environment for movement and physical play, which is vital for their physical, social, and emotional development.

Engaging in a variety of outdoor activities encourages children to unleash their imagination and creativity, fostering a foundation for lifelong learning. Our offerings include construction play with an assortment of materials, planting and gardening that nurtures an appreciation for nature, loose parts creativity that inspires imaginative play, and a delightful mud kitchen for sensory exploration.

Additionally, children have access to various equipment, such as scooters, balls, and skittles, promoting physical fitness and social interaction. Outdoor play alleviates stress and anxiety while nurturing friendships, problem-solving skills, and holistic well-being, enriching children's lives with the wonders of the natural world.

### Story Time



Books and stories are central in nurturing your child's imagination and understanding of the world around them. We offer a selection of age-appropriate books designed to engage children's senses and interests. Story Time provides a cherished

opportunity for children to gather and enjoy shared narratives, stimulating critical thinking while expanding their vocabulary. This invaluable daily routine fosters essential language and listening skills, preparing children to recognise the joy of reading for pleasure and instilling a lasting habit of storytelling.

### Lunch time



At our school, we encourage children to bring a healthy lunch and a bottle of water in their named lunchbox to promote hydration and nutrition. Parents are urged to pack tasty yet wholesome items that support energy levels throughout the school day. We believe in instilling healthy eating habits early, emphasising a balanced diet with guidance on portion sizes and food groups. Lunchtime is also a valuable social experience, allowing children to converse with peers, practice turn-taking, and build relationships. Children learn independence by washing their hands, retrieving their lunchboxes, and opening their food items with staff support as required. (We are a nut free school)

### Your Child's Progress

We are committed to nurturing the whole child and ensuring they thrive in their educational journey. Our dedicated staff conducts informal assessments through careful observations during play, thereby gaining invaluable insights into your child's development across all areas of learning. We encourage parents and carers to actively engage in this process by sharing discussions, insights, and photographs from home via Tapestry. Throughout the year, informal conversations about your child's progress are welcomed, and you will also have the opportunity for more in-depth discussions, ensuring a collaborative approach to your child's growth and development.

### School Uniform



Parents can choose whether their child wears a uniform or their own everyday clothes to Ellergreen Nursery School.

School sweatshirts can be purchased from the school office for £7 each.

If you choose for your child to not wear a uniform, they need suitable clothing for school such as a warm tracksuit for winter and shorts and t shirt in the summer. Children play outside in all weathers so please ensure they have a suitable coat and footwear.



**If you choose for your child to wear a school uniform:**

#### School Uniform (ideas)

- Ellergreen Sweatshirt
- Polo shirt or T shirt
- Grey or black skirt / pinafore / trousers / shorts (in the summer)
- Checked dress (summer)

### Footwear

- Trainers with a Velcro fastening/ shoes with a Velcro fastening (NO LACES)
- Wellington boots to be left in school

Children will engage in lots of messy play activities. This is all part of their Early Years learning journey and they will occasionally go home very messy.

Please can you provide a full set of spare clothes so we can change your child if needed. Please label your child's clothing including shoes and wellies to avoid confusion and upset when property is lost. These clothes will be transferred into a pump bag on your child's coat peg. You will be informed if you need to send in extra clothes for their pump bag.

**Jewellery:** Children should not wear jewellery in nursery. Nursery staff will remove any jewellery worn by children and return to parent/carers at the end of the day in a named envelope. If earrings have to be worn in school, **they must be studs.**

### Policies and Procedures

Ellergreen Nursery School maintains an extensive range of policies and procedures that facilitate the effective functioning of our Nursery School and Childcare Centre. These documents are designed to ensure the well-being and safety of all children. Parents and carers are encouraged to review them at their convenience on our website: [ellergreennurseryschool.co.uk](http://ellergreennurseryschool.co.uk).

### Confidentiality

Our engagement with children and families necessitates the handling of confidential information. In adherence to the General Data Protection Regulations (GDPR), all staff are committed to ensuring the secure storage of personal data. For further details on our data management practices, we invite you to review the Privacy Notice accessible on our website.

We seek the consent of parents and carers prior to publishing any personal information related to their child, including routine activities such as sun cream application or permissions for sharing on platforms like Instagram and our school website. Consent can be retracted at any time through a written request addressed to the Headteacher.

It is crucial to note that we are obligated to share information with relevant authorities if there are grounds for suspecting or believing that a child may be at risk of abuse. Ensuring the safety and wellbeing of our children is our paramount priority.

### Child protection/safeguarding





At Ellergreen Nursery School, we place the utmost importance on the safety and well-being of every child. Our commitment to safeguarding is reflected in our rigorous protocols and regular staff training, ensuring that all team members are equipped to recognise and address any concerns. We strive to foster an environment where children feel secure and protected, and where their welfare is paramount.

In the unlikely event that staff members have concerns regarding a child's safety, including possible ill-treatment, neglect, or abuse, our Designated Safeguarding Lead, the Headteacher Jane Rogers, will rigorously adhere to Liverpool Child Protection Procedures. This may involve informing the Liverpool Safeguarding Board to ensure appropriate action is taken. While we aim to keep parents and carers informed, there may be times when we cannot disclose specific details to ensure the continued safety of the child in question. At Ellergreen Nursery School, your child's safety is our highest priority.






Our Safeguarding Team:

Ellergreen Nursery School and Childcare Centre



## SAFEGUARDING

**CASS – 0151 459 2606**

 <p><b><u>KERRY FEENEY</u></b> Senior Deputy Safeguarding Lead School</p>	 <p><b><u>JANE ROGERS</u></b> Headteacher Designated Safeguarding Lead</p>	 <p><b><u>SUE LYON</u></b> Senior Deputy Safeguarding Lead Childcare</p>
 <p><b><u>CHARLOTTE DONEGAN</u></b> Deputy Designated Safeguarding Lead Childcare</p>	 <p><b><u>ELLIE GRAHAM</u></b> Deputy Designated Safeguarding Lead Childcare</p>	

ensure their well-being, children must be brought to and collected from the school by an adult familiar to our staff. If someone else is collecting your child, a password must be provided on the registration form. Under no circumstances will children be allowed to leave with an unknown adult or anyone under the age of 16. The Nursery School

corridor door remains locked during sessions; please use the intercom to gain access when collecting your child early. Thank you for your cooperation.

### **Equal Opportunities**

Staff ensure that all children who attend Ellergreen Nursery School have equal access to all aspects of the curriculum and are included and supported in all aspects of nursery life.

### **Special Educational Needs**

At our inclusive school, we are committed to meeting the diverse needs of all our children. We believe that every child deserves the opportunity to flourish and reach their full potential. Parents who have concerns regarding their child's development or behaviour are encouraged to engage with their class teacher or another member of our supportive team.

For children with identified needs, we develop individual targets through a Progress Plan or a Play Plan, collaboratively completed with their parent or carer. Our dedicated teachers continuously monitor and identify children requiring additional support. An initial concerns form is completed, and a register is maintained to ensure those in need of extra assistance receive targeted help.

Our Special Educational Needs Co-ordinator (SENCO), Laura Pattinson and Jane Rogers, work closely with teachers to devise tailored programmes of support that cater to the unique requirements of each child. Should further support or specialist advice be necessary, referrals can be made to the appropriate services.

We understand the importance of collaboration, and if staff have concerns about a child, they will engage in open discussions with parents and carers to collectively determine the best course of action for the child's development. Together, we can create a nurturing environment that champions every child's success.

### **Attendance**

Regular attendance is crucial for children to fully benefit from their educational experience at our school. We believe that consistent participation fosters a positive learning environment and supports children's social and academic development.



If your child is unable to attend school for any reason, please ensure that you inform us promptly. This can be done by telephone at 0151 233 4594 or via email at [ellergreen-ao@ellergreen.liverpool.sch.uk](mailto:ellergreen-ao@ellergreen.liverpool.sch.uk). In the event that a child does not attend nursery without prior explanation, we will make an initial contact after two days to ascertain the reasons for their absence. Should a child be absent for more than two weeks without authorisation, we will reach out to discuss the continuation of their nursery place.

To facilitate effective communication, it is important that we have accurate contact and emergency telephone numbers. Please notify us promptly of any changes to your telephone number or address. Thank you for your cooperation.

### **Illness**

Children who are **unwell should not come to nursery**. If you have had to give your child Calpol before they come into school this usually means that they are not well enough to come into a busy classroom environment. Often parents/carers say to staff that their child wanted to come into school and then we have had to contact them to say they are unwell. We do not want children coming into school unwell as these illnesses can spread quickly to other children and staff.

If a child becomes ill whilst in nursery we will contact their parent/carer to come and collect them. Parents/carers must ensure that they keep their contact information up to date.

If your child has been sick or has diarrhoea, **they are not to return to school until 48 hours** (2 full days) from their last bout of vomiting or their last loose stool.

A list of illnesses, the recognition, incubation and exclusion periods can be found on the next page.

We need to ensure that all parents/carers follow this guidance in order to stop the spread of illnesses in our setting.

### **Medication**

The safety and wellbeing of all children is paramount. To uphold these principles, we have established stringent procedures regarding the administration of medication.

All medication must be prescribed by a qualified medical professional, including doctors, dentists, nurses, or pharmacists. In exceptional circumstances, topical applications such as gels and nappy creams may be permitted, but only when explicit consent has been provided by the child's parents or carers.

Documentation is vital; the prescribed dosage must be clearly printed on the container and must align with the instructions provided by the issuing professional. We will only administer medication specifically prescribed for a child's current illness. Notably, exceptions are made for medications like Calpol if they have been prescribed within the previous four weeks and are deemed necessary for ongoing symptoms.

Non-prescription medications, such as Calpol or Boots Children's Allergy relief antihistamines, may only be administered by a member of our leadership team in emergencies—specifically, when a child's temperature exceeds 38.5°C or in cases of suspected allergic reactions.

Parents must provide prescribed emergency medication, such as asthma inhalers or antihistamines, clearly labelled with the child's name. Upon arrival at nursery, all medication should be handed to the class teacher along with a completed permission form. The medication will be administered at the designated times, witnessed by another adult, and parents will sign the form at the end of each day.

### **Exclusion Period for Illness/Communicable Diseases.**

#### **Minimum periods of exclusion from nursery**

<b><u>Disease/illness</u></b>	<b><u>Minimum Exclusion Period</u></b>
Antibiotics prescribed	First day of taking antibiotics to be at home
Temperature	If sent home ill, child must be off for at least 24 hours
Vomiting	If sent home ill child must be off for at least 48 hours from when they last vomited
Conjunctivitis	Kept at home for 2 days, thereafter until eyes are no longer weeping.
Diarrhoea	Until clear for at least 48 hours from last loose stool
Chickenpox	5 days from appearance of rash.
Gastro-enteritis, food poisoning Salmonella and dysentery	Until authorised by GP (written notice required)
Infective hepatitis	7 days from onset of jaundice
Measles	4 days from appearance of rash
Meningococcal infection	Until recovered
Mumps	Until swelling has subsided and in no case less than 5 days from onset of swelling.
Pertussis (whooping cough)	21 days from onset of illness if no antibiotic treatment 5 days from onset of illness if antibiotic treatment
Poliomyelitis	Until authorised by GP (written notice required)
Rubella (German measles)	4 days from appearance of rash.
Scarlet Fever and streptococcal	Child can return 24 hours after commencing appropriate antibiotic treatment.
Tuberculosis	Until declared free from infection
Typhoid Fever	Until declared free from infection.
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment



### Accidents

We prioritise the safety and well-being of all children in our care. While we take great care to prevent accidents, the lively and inquisitive nature of children means that incidents may occur. In the event of an accident, a detailed record will be maintained on an accident form for parents or carers to sign upon collection. Should it be deemed necessary, staff will promptly inform parents or carers regarding any injuries or the need for medical treatment.

### Emergency medical treatment

If at any time it is felt a child needs urgent medical treatment, then an ambulance will be called. We reserve the right to take the child to hospital and a member of staff will accompany the child if the parent/carer cannot be contacted immediately. The member of staff will give the hospital the information provided by the parents/carers during their child's time in nursery. They will not give permission for treatment as they cannot undertake this responsibility. The hospital staff will take this decision taking in to account information supplied on cultural and religious beliefs.

We will try to inform parents/carers immediately, using contact details on the admission form, and arrange to meet the parents at the hospital if felt more appropriate. It is vital that this information is kept up to date and that parents/carers inform us of their timetable and general whereabouts. Please inform the staff of any changes to these details as soon as possible.

### Charging policy

If parents/carers are paying for extra sessions fees must be paid weekly, fortnightly or monthly and are payable in advance on the first day the child starts accessing these sessions. Payments can be by standing order, bank transfer or cash.

If fees are outstanding for more than 7 days, then the setting will serve 7 days' notice resulting in the place being withdrawn if the fees are not paid by the end of 14 days. Please discuss any changed circumstances with the Headteacher as soon as possible. Parents/carers must pay for allocated paid sessions even if they child is absent. If parents/carers wish to terminate their child's paid place they need to give 2 weeks written notice or pay 2 weeks fees in lieu.

### Toys

We realise that children may need the comfort of one of their own toys when they first start school. As we cannot take responsibility for children's own toys, as they may be mislaid or broken, we suggest this is quickly discouraged.

## Complaints procedure

At Ellergreen Nursery School, we strive to ensure that parents and carers are satisfied with every aspect of their child's experience. We recognise the importance of open communication and encourage you to speak to your child's class teacher should any concerns arise regarding the curriculum or other matters. If the issue remains unresolved, the Headteacher Jane Rogers is available to assist further and is committed to finding an appropriate solution.

Should you still find that your concerns are not addressed, you may reach out to the Chair of Governors through the school office to discuss your complaint. The name of the Chair of Governors can be found on our school website, along with our comprehensive complaints procedure.

Last updated: February 2025