



## **GENERAL INFORMATION**

Bentilee Nursery School is administered by the Stoke-on-Trent Education authority and caters for pupils from three years to four years plus. The school is located within Bentilee Family Hub. It is an open-plan building with access to outside paved and grassed areas. The school is situated on a large housing estate and mainly serves the families in this area. The Nursery school feeds many local school including Eaton Park, St Maria Goretti and Maple Court.

**ADDRESS:-** Bentilee Nursery School  
Bentilee Family Hub  
Dawlish Drive  
Bentilee  
Stoke-on-Trent  
ST2 0HW

**TELEPHONE:-** 01782 235065  
**email address:** [office@bentileenursery.co.uk](mailto:office@bentileenursery.co.uk)  
**website:** [www.bentileenursery.co.uk](http://www.bentileenursery.co.uk)

**STAFF: -**

Mrs. A Harvey	Chair of Governors
Miss J.S. Levingstone	Headteacher
Mrs J. Grindey	Teacher
Mrs J. Smith	Senior Early Years Practitioner
Mrs. N. Hill	Family Support Worker & Deputy Safeguarding Officer/ Early Years Practitioner
Mrs S. Ridgway	Office Manager
Mrs S. Barnish	Early Years Practitioner
Miss D. Sharp	Early Years Practitioner
Mrs S. Yildiz	Early Years Practitioner
Miss M. Machin	Early Years Practitioner (maternity leave until Jan 2025 )
Mrs D. Lovatt	Teacher Support Assistant
Mrs. P. Dix	Teacher Support Assistant
Mrs L. Foden	Senior Midday Supervisor
Miss J. Crayton	Casual Midday activities assistant
Miss A. Tinsley	Apprentice- Teacher support assistant

**Bentilee Nursery School**

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Headteacher: Miss J.S Levingstone

Dear Parents,

A warm welcome awaits you from our family at Bentilee Nursery School. We hope that the following information will provide you with an insight into the high quality care and education we offer to you and your child.

It is only possible here to give you a brief outline of our policies and practices but you are always welcome to visit the school and view the policies in more detail. Some of our policies are also available on our school website along with up-to-date information. Please visit [www.bentileenursery.co.uk](http://www.bentileenursery.co.uk)

There are letters, in newsletters, and lots of photos in our gallery of the kind of activities we do at school.

We hope that both you and your child have an enjoyable experience attending our happy and homely Nursery. We are sure that your child, through the fun and varied curriculum we offer, will develop a positive attitude to learning which will motivate him/her through his/her future education.

As parents, you are vital partners in the work that we do. It is important that we build a firm relationship between home and school. If you do require further information upon any aspect of your child's education, please do not hesitate to ask.

Yours sincerely

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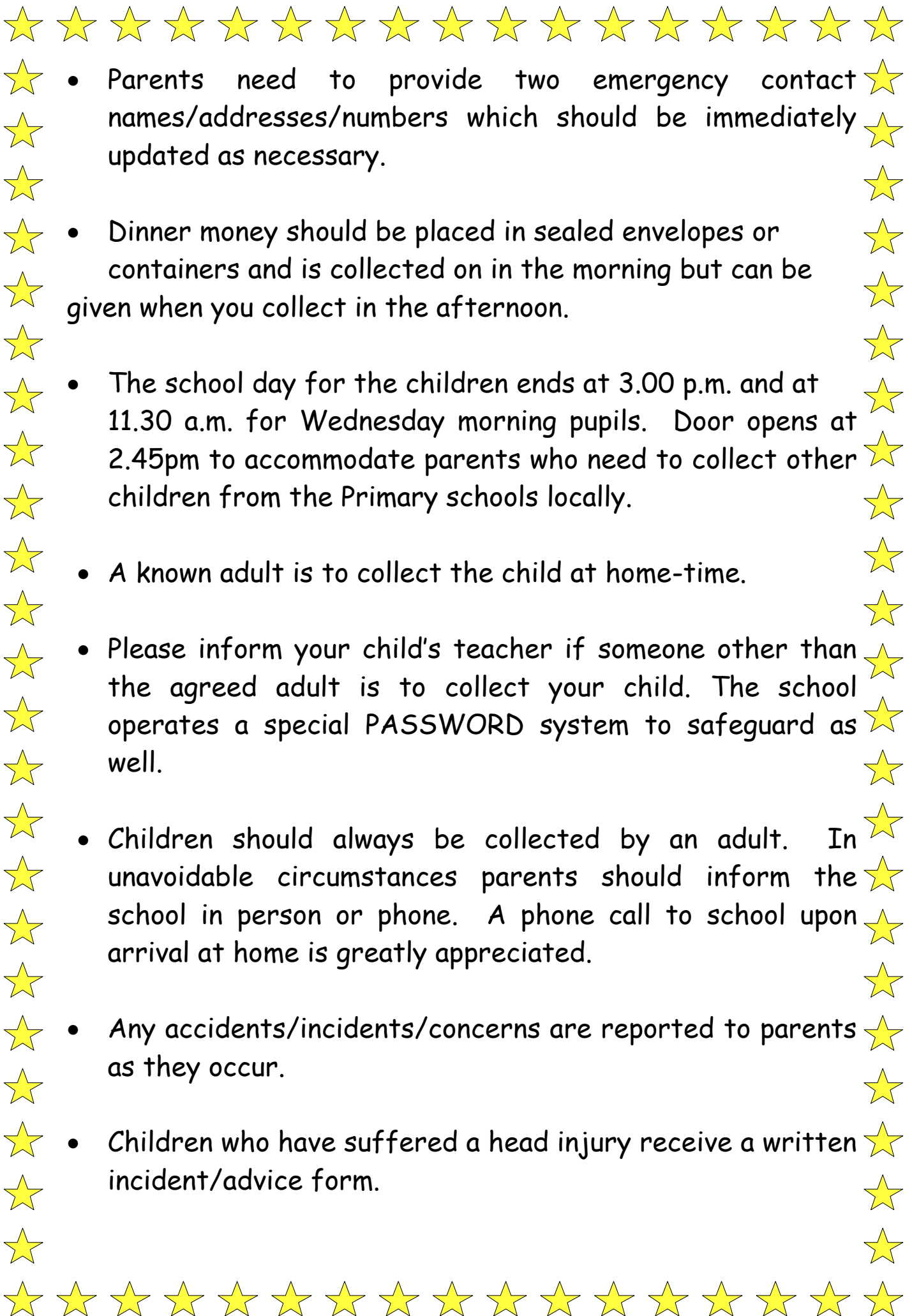
Headteacher (MA Primary Education)



# Bentilee Nursery School

Summary of school procedures: -

- Punctuality and regular attendance is appreciated. The children's school day commences at 9.00a.m. Monday, Tuesday, Thursday and Friday. Wednesday morning pupils commence at 8.30 a.m., afternoon pupils 12.15p.m.
- Always ensure that the school gate is closed after entering and leaving the grounds. Parents and children arriving after these start times should enter through the Centre's ground floor school entrance.
- Medicines are only given in school if prescribed by a doctor or pharmacist, except for asthma inhalers/ventilators or for life-threatening illnesses. In these special cases parents, where the child is well enough to attend school, are asked to fill in an administering medicines form to authorise school staff to administer the medication.
- Children prescribed anti-biotic medicine should remain at home for 48 hours from commencement of the medication.
- Children should remain at home for 48 hours after a bout of sickness or diarrhoea.
- If a child does display signs of live untreated lice parents are asked to collect the child as soon as possible. The child may return to school after treatment.

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- Parents need to provide two emergency contact names/addresses/numbers which should be immediately updated as necessary.
  - Dinner money should be placed in sealed envelopes or containers and is collected on in the morning but can be given when you collect in the afternoon.
  - The school day for the children ends at 3.00 p.m. and at 11.30 a.m. for Wednesday morning pupils. Door opens at 2.45pm to accommodate parents who need to collect other children from the Primary schools locally.
  - A known adult is to collect the child at home-time.
  - Please inform your child's teacher if someone other than the agreed adult is to collect your child. The school operates a special PASSWORD system to safeguard as well.
  - Children should always be collected by an adult. In unavoidable circumstances parents should inform the school in person or phone. A phone call to school upon arrival at home is greatly appreciated.
  - Any accidents/incidents/concerns are reported to parents as they occur.
  - Children who have suffered a head injury receive a written incident/advice form.

- Parents are encouraged to inform their child's teacher of any concerns/incidents that may affect their child's performance at school.
- Parents' advice/ideas for improving our service are welcome at all times.
- The school operates an "open door" policy. Please feel free to come to discuss any concerns or worries that you may have at any time with any member of the teaching staff. If necessary appointments can be made at mutually convenient times.



# Bentilee Nursery School



## Exclusion Procedure for Illness/Communicable Disease Minimal Periods of exclusion from the setting.

<u>Illness/Disease</u>	<u>Minimal exclusion/absent period</u>
Vomiting/sickness	48 hours after symptoms cease
Diarrhoea/upset tummy	48 hours after symptoms cease
Gastro-enteritis, food poisoning, salmonellas and dysentery	Until free from illness and on advice from GP
Conjunctivitis	24 hours after the start of treatment
Chickenpox	5 days from appearance of rash and all blister spots dried up
Hepatitis A	7 days from onset of jaundice
Measles	5 days from appearance of rash
Meningococcal Infection - Meningitis	Until fully recovered from illness and on advice of GP
Mumps	Until swelling has subsided and not less than 5 days from onset of illness.
Whooping Cough	5 days after starting antibiotics
Poliomyelitis	Until free from infection and on advice of GP
German Measles (Rubella)	5 days from onset of rash
Scarlet fever	Minimum of 3 days after commencing antibiotics.
Streptococcal throat infection	Until the skin is fully healed
Impetigo	Until the skin is fully healed
Plantar warts	No exclusion. Should be treated and covered.
Scabies	Until treatment is received
Hand, foot and mouth disease	Until clinically well
Ringworm of the scalp	Until treatment has started
Ringworm of the body	Until treatment has started
Worms	Until treated
Head Lice	Child must have been treated
Influenza (Flu)	Until clinically well
Typhoid Fever	Until declared free from infection from GP
Tuberculosis	Until declared free from infection by GP

We advise that you do not attend the setting

- \* During the first 2 days of your child taking antibiotics.
- \* If your child is suffering from a high temperature and/or is generally unwell.



# BENTILEE NURSERY SCHOOL



## Admissions and Induction

The Local Authority manages the Admissions procedures for all schools in the City.

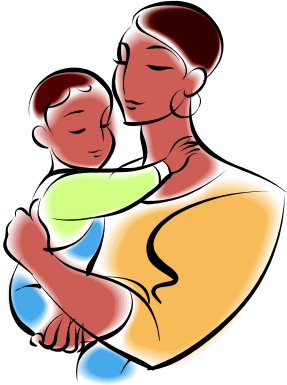
You can register your child for a nursery place as soon as they are born at the school. Please bring with you your child's birth certificate.

Parents are required to complete an Admission Request for nursery education in the Autumn Term prior to September admissions. Please contact the school about how to do this on line or get a form from school.

The school has a pupil admission number of 78. This means we offer 15 hours free provision in the Autumn term (September to December) for 78 children aged 3 years by the 31<sup>st</sup> of August.

In the Spring term & Summer term we offer 65 part time places, 15 hours free provision over two and a half days Monday, Tuesday and Wednesday morning. We also offer 65 part time places, 15 hours free provision over two and a half days Wednesday afternoon, Thursday and Friday. This is open to children aged 3 years by 31<sup>st</sup> December (who can start in the January) and to children aged 3 by 31<sup>st</sup> March (who can start in the April).

Parents and children receive invitations to stay and plays during the term before their child starts school. This is an opportunity to meet



the staff, discuss school procedures, children to play and to discuss any queries parents may wish to raise.

**We offer additional hours to make the week full time. Prices discussed presently are £40.00 for a school day and £20.00 for half a day. Lunch on a Wednesday would have to be a packed lunch brought from home, on the other days it would be a school dinner.**

Home visits are offered during the half your child is admitted by our Family Support Worker. You may request a visit during this time or alternatively arrange to meet Mrs. Hill at school.

We operate a *staggered in-take* procedure which means that children are given a set starting date during the first few weeks of the term so that not all the new children are admitted on the same day. On their first day a parent/carer is required to stay with the child for an hour during which time they both participate in the group's activities and the parent has a short discussion with the key person/group teacher.



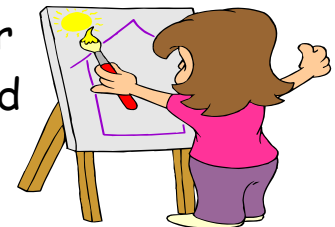
On their second day the child stays without their parent/carer for a morning. If this is successful, the period is extended until the child is staying for their full hours.



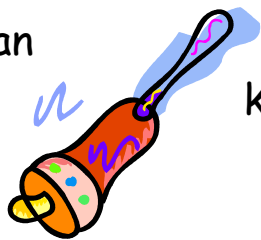
school.

Each child is viewed individually and no child is coerced into staying longer than s/he is ready to. This would have a long-term detrimental effect upon their attitude to

Our aim is to have all our children happy and settled into school as calmly and smoothly as possible in order that they may concentrate upon their play and that they



can begin to develop their social and academic knowledge and skills.



## Bentilee Nursery School

### Preparing your child for school.

Starting



to school is an important occasion for parents and children. It is probably the first time that a child is separated from a parent/carer for a relatively lengthy period, and some children may be, justifiably, apprehensive of the occasion. Parents too will have their own qualms about what their children will be experiencing during their period at school.

There are, however, certain steps that you as a parent can take to ensure that starting to school is not a traumatic



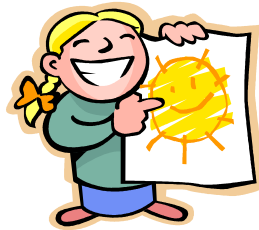
Occasion for either you or your child.

Firstly, children are very susceptible to adults' emotions and if they sense that you are worried or apprehensive, they will become so too. So do talk to your child about how exciting it is to go to school and how lucky they will be to have lots of friends and new toys to play with.

Visit school together before the starting date for short informal visits so that both of you become familiar with the environment, staff and children. If your child sees you chatting to the staff and children, they will know that you accept this stage as a natural part of life and will consider the staff and children as mutual friends.

We offer the opportunity of a Home Visit when your child starts school. This is an excellent opportunity for you and your child to get to know your child's teacher in an informal and relaxed way. The visit lasts for about  $\frac{1}{2}$  an hr and enables you to tell the teacher about your child, and for your child to show their favourite toys, books, etc. Initial Home Visits are a very valuable way of supporting a calm, smooth and speedy settlement into the nursery environment.

Once your child has started paintings, models, etc., show how proud you are of between home and school.



to school he/she will bring home which, if you put on display to them, will help to develop a bond



Children at school are encouraged to be independent in their personal hygiene and your child will feel more confident about school if he/she is able to use the toilet facilities unaided. Try to dress your child in clothes that are easy to manage e.g. jogging pants rather than trousers with difficult buttons. Start now at home to encourage your



child to use the toilet independently and they will feel much more confident when they do start school.

If your child uses a spoon and fork at meal times start to introduce a knife and fork several weeks before they begin to school so that when they start for their first mid-day meal a knife and fork will be familiar tools to them. Discuss with your child about how grown-up they are now that they can do these things for themselves and about how proud you are of them.

Children at school will be involved in many "messy" activities such as painting, gluing, clay-work, gardening, and even though children wear protective aprons, unfortunately clothes do become easily soiled. It is better to dress your child in easy-to-wash everyday clothes rather than special occasion outfits that may become spoilt, that is why our children have a uniform. We also sell second hand uniform.



Much of our curriculum is planned using the outside environment so do ensure that your child is dressed appropriately to suit the weather i.e. scarf, hat, gloves/mittens on cold days, and sun-hats, cotton tops on sunny days. Children participate in outside activities daily throughout the year so a coat is needed on most days.



If you have any worries about your child's speech, sight or hearing as well as mentioning them to your doctor or health visitor, do tell your child's teacher so that we can bear it in mind when planning activities for your child.



Finally, help your children to understand how proud you are of them now that they are old enough to start to school. You need to ease your children into thinking of themselves as school boys/girls. If you have prepared them in the ways we have suggested, then there will be no need for anxiety on either part as the great day approaches.

# BENTILEE NURSERY SCHOOL

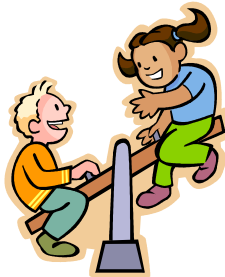
## AIMS

At Bentilee Nursery School we aim to provide a safe, secure and happy environment in which we can meet the individual needs of all our children. We believe that in the *Early Years care* and **education** cannot be separated and therefore we aim to provide for development in all areas of learning, both educational and social skills in accordance

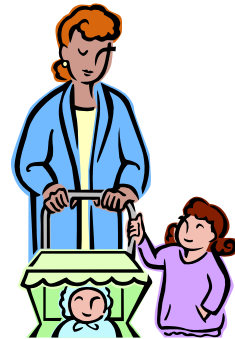


with the Early Learning Goals for the Foundation Stage in education.

Children learn best through **play** and **enjoyment** and therefore it is with an activity and language based curriculum that we plan to introduce the child to new experiences and skills, and thus enable him/her to progress to the next stage of development. By providing a good example we aim to develop their relationships with peers and adults and help them to develop acceptable attitudes of behaviour. We aim to enable each child to become independent and self-sufficient.



Nursery education is not insular and should be seen as a continuum from home leading to primary education. We acknowledge the importance of parents as the child's first educators and aim to work together with parents for the children's future progress. Children enter the Nursery at various levels of development and by communicating and consulting with parents we aim to provide a structured and developmental programme, which will enable each child to make his/her own individual rate of progress.



By creating a caring, attractive and stimulating learning environment for our children we aim to provide a firm foundation on which future learning can build.



# Bentilee Nursery School

## The Early Years statutory Framework

The statutory framework for the early years foundation stage is for children from 0 - the end of the Reception year. The framework is divided into 7 areas of learning consisting of:

***Personal, Social and Emotional Development,***

***Communication and Language,***

***Physical Development*** (including Health and hygiene)

***Literacy,***

***Mathematics,***

***Understanding the World*** (including science, people and communities, culture, the natural world, history, & geography)

***Expressive Arts & Design*** (including music, art, and role play).



Each area has Early Learning Goals which identify skills, knowledge and attitudes that children are expected to have attained by the end of the Reception Year.

Young children learn best through PLAY based activities and therefore we plan our learning and teaching experiences to be very practical, exciting, preparing children for the real world. Children make good progress when they feel safe, secure and happy and working to these ideals underpins all of our practice.

Our school curriculum will reflect the needs of the children in the school cohort and community so they are on track to be school ready.

You will find out more about how children learn when you join in our regular parent and children workshops, story sessions, etc.

**Children make the staff work closely**



**best progress when parents and together.**



# Bentilee Nursery School

## Learning, assessment and records

The most important thing for your child is to learn through play with a purpose.

We want to ensure we give your child the maximum time to play in a safe, fun environment and to be challenged, and supported to try new experiences and skills through,

playing and exploring,  
active learning and creating  
and thinking critically

(the characteristics of effective teaching and learning)

Our school curriculum will support this, which will reflect the needs of your child.

Children's progress is constantly observed, assessed, and recorded throughout their Nursery career. This enables their teacher to plan and provide activities relevant to each child to maximise their learning opportunities.

Each child has an on-going assessment record which is maintained by his/her class teacher. This is used to ensure your child is developmentally on track for their age. With adult help, your child will also be invited to comment on how they feel they are learning by looking at photos, things they have made or done, and reflecting on what they have said at different times in the nursery year.

We will meet with you during the year to discuss how we both feel your child is doing, and how we can work together to help them achieve their full potential.

We are really interested in what your child likes to do at home and is good at doing. We can then build on these experiences and skills that they feel confident with.





# Bentilee Nursery School

## Homework Policy

Young children are learning all day and everyday from birth onwards. They learn from new experiences, daily routines and from interacting with all adults and other children with whom they encounter each day.

Bentilee Nursery School believes that young children learn best when engaged in relevant, practical, and fun activities. The school's curriculum is based upon this philosophy. Children need to practise and consolidate their new knowledge and skills throughout their daily routines. This means that our children's "homework" should reinforce their "schoolwork" and vice averse.

Below we have summarised some "homework" for you and your child to complete together. Always remember to make the sessions fun and enjoyable for both of you. Informal, short but frequent sessions built into your daily routines are most successful.

- Discuss with your child what they have done at school each day.
- Read the topic newsletter and notice board to find out what learning your child is focusing upon each half-term so that you can reinforce new vocabulary and ideas informally in your discussions.
- Complete the weekly topic activities together.
- Bring in any books, pictures, videos that you may have to support the current topic.
- Ensure that your child brings their library/ reading book bag back to school each week and that their reading diary is completed.



- Participate in the school's Toy Pet Loan scheme; preparing your child for the follow-up discussion and writing the return letter jointly with your child.

If you would like any further information, do please talk to staff at any time that is mutually convenient. Do remember that when children learn through play then learning is fun and successful.



Have fun together!



## BENTILEE NURSERY SCHOOL

### HOME/SCHOOL PARTNERSHIP

At Bentilee Nursery School we attach great importance to the relationship between Home and School. Children settle into school more quickly and make speedier progress with their learning when parents and school work together in partnership. We have several Home/School schemes that aim to link the two settings as learning providers for your child.







★ Parent/child events  
★ These happen at least termly and are not in the classroom, allowing  
★ quality time to focus on some activity with small group input from  
★ adults.

★ Parents Support- Brew and a chat  
★ Mrs. Hill is available to meet any parents who want to discuss anything.  
★ Please feel free to ask

★  
★ Termly Stay and Play meetings in school- a chance to meet your child's  
★ key person and discuss how they are getting on, as well as agreeing their  
★ next learning together.

★ We are always interested in new ideas to develop our links  
★ between home and school so if you do have any suggestions  
★ for future schemes do please let us know.



## School Governors

These people support the school as critical friends, do learning walks,  
attend training and meetings to upskill themselves to ensure the  
school is doing the best it can for your child.

Chair of Governors- Mrs. Ann Harvey

Co-opted Governor- Mrs. Louise Foden

Parent Governor - Miss Saffron Duffield

Parent Governor- Miss Ann-Marie Duffield

Co-opted governor-Miss Abigail Davies

★ *Are you interested in becoming a Governor? Please see Miss Levingstone for more  
★ information.*



Special Educational Needs

Through our routine daily observations and assessments any child with a special educational need is identified at an early stage and strategies are developed between the teacher and the school's SENCO to address the concerns. The school is able to enlist help from other agencies such as the speech therapist or the educational psychologist if this is required. The earlier such concerns are addressed the greater the chance of improvement at any early age. Please do inform the school on admittance if your child is currently attending a specialist clinic, or if you would like the school to initiate a referral to a specific agency.

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Safeguarding Children Policy

As part of the overall care of our children we do practice a Safeguarding Children policy. All new governors, staff and volunteers are subject to DBS checks prior to their appointment. Staff are constantly alert to child protection issues and receive regular training regarding procedures for recording concerns about child abuse. It is our moral and legal responsibility to refer any reports/concerns of child abuse to the C.P.A. who will make decisions about further action. We are not involved in any investigative procedures that may follow.

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Complaints Procedure

Any concerns/issues can usually be solved through discussion with your child's group teacher. Often such instances are communication misunderstandings. However, if you feel you have a complaint that has not been addressed do please discuss it further with our teacher or Headteacher. If the complaint concerns the Headteacher then our Chair of Governors is the person to consult.

Any complaints should be investigated during the first day of referral and you will be informed of outcomes within two working days. If you still feel dissatisfied with the outcomes then you should refer the complaint to the Chair of Governors (if it has not already been referred), or to the Local Authority Children and Young People's Services, or to Ofsted.

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# BENTILEE NURSERY SCHOOL

## TERM DATES 2024-2025

### AUTUMN TERM 2024

School opens for children

Monday 2nd September - full timers and 1<sup>st</sup> part of the week

Half-term

Monday 28th October to  
Friday 1st November (inclusive)

School closes for children

Thursday 19th December - children are in school - full timers and 2nd part of the week

*Teacher training day*

*Friday 20th December*

### SPRING TERM 2025

*Teacher training day*

*Monday 6th January*

School Opens

Tuesday 7<sup>th</sup> January - full timers and 1<sup>st</sup> part of the week

Half-term

Monday 17th February to  
Friday 21st Feb (inclusive)

School closes for children

Thursday 10th April - children are in school - full timers and 2nd part of the week

*Teacher training day*

*Friday 11<sup>th</sup> April*

### SUMMER TERM 2025

School opens for children

Monday 28th April - full timers and 1<sup>st</sup> part of the week

May Day

Monday 5th May

Half-term

Monday 26th May to

Friday 30<sup>th</sup> May (inclusive)

Last day for children

Thursday 17th July - children are in school - full timers and 2nd part of the week

*Teacher training day*

*Friday 18th July*

*Teacher training day*

*Monday 21st July*





## So why choose Bentilee Nursery school?

- 4 times Ofsted judged to be an **OUTSTANDING** provider. That means we are the **best** in the area.
- We believe that your **child is most precious** and deserves the best possible start in life.
- We believe in **working very closely with you** as the parent/ carer because you know your child better than anyone else.
- We have our own **Family Support Worker** who supports your concerns and also delivers training.
- We take **safeguarding your child** very seriously and attend all up to date training.
- The Governors take an active part in the day to day running and monitoring of the school.
- We are a **real school** (like a Primary school but catering for children aged 2-4 years) with its **own Headteacher**, with 35 years experience in early years, has a Masters degree and a post graduate certificate in special educational needs and its own **Governing Body**.
- Staff at the school have all worked in schools and understand what being “school ready” means. There is a **specialist early years’ teacher in the room** leading the team of **NVQ Level 3 Early Years practitioners in the 3&4 yr old room**. There is **an Early Years practitioner leading a team of NVQ Level 2 Teacher Support assistants (some with degrees) and a new apprentice in the 2yr old room**. Each child is part of a key person group designated to look after your child’s group and their records who will make strong links with you.
- We have a **teacher support assistant** who supports with daily routines
- We attend all **school related meetings** and training so we know what your child has to learn and by when as they enter the Primary school.
- The **Nursery school** is a recognised early **years training provider** for schools and setting across the City, and helps to train students from colleges and universities.
- We are **specialists in special educational needs** and work closely with the Local Authority Special Educational Needs Service to ensure that if your child has any difficulties with learning we can start to sort them out at Nursery, before they go to the “big school”.
- We have **specialist speech and language staff** to support children with communication and language. (We are a Stoke Speaks Out Level 4 accredited school).
- **We are in Bentilee Family Hub** and use its services to **offer** more than child care with **health visitor** meetings, **training, advice and support**. We are keen to develop this further according to what you need.

Miss Juliet Levingstone Head teacher



Dawlish Drive,  
Bentilee ST2 0HW  
**Tel 01782 235065**

Email : [office@bentileenursery.co.uk](mailto:office@bentileenursery.co.uk)

Dear Parent/s, Carer/s,

Thank you for choosing Bentilee Nursery School for your child. Please call into school to have a look around.

**Children can start the day after their 3<sup>rd</sup> birthday and we offer places for 2 year olds. Please phone or call in to see if you are entitled to 15 hours free provision for your child. Children who start the term after their 3<sup>rd</sup> birthday all get free 15 hours provision.**

Working parents of 2 yr olds can also access 15 hours of free child-care

It would be helpful if you could bring in your child's birth certificate and their Red book (health) for us to register your child with the school.

*Getting to know the school, meet the teachers and getting used to our toys is always a good way to help your child settle better. The school will contact you with some "stay and play" introductory meeting dates over a few weeks, usually 3.15pm to 4pm so you and your child can play and meet the staff and get used to the classroom.*

If your child attends a private nursery, maybe you could come for at least one visit to have a look around and let your child have a play. If this is not an option please ring to let me know, so we can discuss the best way forward.

We offer the part time provision- Monday 9am-3pm, Tuesday 9am-3pm and Wednesday 8.30am-11.30am

Or

Wednesday pm 12.15pm-3.15pm, Thursday 9am-3pm and Friday 9am-3pm. If you could state your preference that would be beneficial, so we can sort out staff groupings.

If your child has started the term after they are 3 years old and you work, you may be entitled to free 30 hours. Please speak to office about how to check if you are entitled.

**We offer additional hours to make the week full time. Prices are £40.00 for a school day and £20.00 for half a day. Lunch on a Wednesday would have to be a packed lunch brought from home, on the other days it would be a school dinner at £2.15 a day.**

Looking forward to hearing from you.

Best Wishes

A handwritten signature in blue ink that reads "Juliet Levingstone".

Miss Juliet Levingstone -Headteacher