

Whitefield Nursery



Information Pack 2025-26



Whitefield Infant School and Nursery

Our Mission Statement

At Whitefield Infant School and Nursery we are all learners; children, staff and parents. We aim to provide a safe and secure environment in which children develop a lifelong love of learning. Through our broad, balanced and creative curriculum, we develop our children's understanding of the world around them. We place high importance on providing children with language rich, first-hand experiences to make learning meaningful and bring it to life.

In our school, we believe that the moral, social, spiritual, cultural and emotional development of each child is of key importance. Within an inclusive environment where care and respect are paramount, we encourage all children to have high aspirations, take risks and reach their full potential. Every child's individual learning journey is valued.

Our Aims

- To create an **environment** of excellence, in which children (and staff) feel motivated, happy and secure.
- To provide a creative **curriculum** which is knowledge rich, progressive, purposeful and connects to our community and the world in which we live.
- To encourage confident, independent and resilient **learners**, developing the skills they need to become life-long learners and **valued citizens** in their community and beyond.
- To foster a strong sense of **belonging** within our diverse community, developing **attitudes** which will be positively helpful to the individual child, the whole school and our community.
- To build **positive relationships** with the **wider community** to support and nurture children and their families throughout their school journey.





Whitefield Nursery
Every Street
Nelson
Lancashire
BB9 7HF

Telephone: (01282) 612807



Staff:

Head teacher:	Mrs E. Mason
Nursery Leader:	Mrs R. Burns
Foundation Stage Leader:	Mrs J. Hutchinson

Dear Parents,

We would like to welcome you and your child to our Nursery. We hope that your child will be happy with us and enjoy a wide range of enriching experiences all of which make up the Nursery Curriculum.

The Nursery is an integral part of Whitefield Infant School. You and your child will be given the opportunity to meet the staff and join in many school activities.

On behalf of the Governors and all staff of Whitefield Infant School and Nursery, we welcome you and your child to the School Community.

Best wishes,

Mrs E. Mason
Head teacher

Mrs R. Burns
Nursery Leader

Admission Policy

The Nursery is administered by Lancashire Education Authority and this policy complies with the Policy of the Education Authority. Parents may register their child's name onto the waiting list from the age of two years.

This may be done during school hours at the office in the Infant School building. The school secretary is available to discuss the application form with parents. If bilingual support is needed there are bilingual members of staff who will provide advice and assistance.

Completing an application cannot guarantee a place at the Nursery, and should there be more names registered than there are places available, it is inevitable that some children will not be provided with a nursery place. Children offered a place are normally expected to spend at least three terms in attendance.

Places are not allocated on a first come first served basis. Places are allocated according to the policy of Lancashire Education Authority in the following priority order:

1. Children in public care at the time of the application and who are still in public care at the time of admission into school.
2. Children for whom the local authority accepts that there are exceptional medical, social or welfare reasons which are relevant to the school concerned.
3. Children with older brothers and sisters attending the school when the younger child will start.
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school via a straight line (radial) will have priority.

The Nursery serves the geographical area of Nelson, within the boundaries of Manchester Road, Scotland Road and the M65.

It is important to inform the Head Teacher of any change of circumstances, which could affect the decision of the Admission Panel. Successful applicants will be contacted during the early summer term and arrangements made for pre-admission visits to the Nursery.

Although there is no formal right to appeal should a place not be allocated, decisions can be reviewed where substantial new evidence becomes available.

All children not being offered a place will remain on the waiting list during the autumn term and will be considered individually should vacancies arise during this term.

Where a child moves into the area having previously been attending an Education Authority Nursery School or Class, consideration will be given to offering a place, but not at the expense of a medical, social or developmental priority admission.

Induction Procedures

Once a parent has accepted a place for their child, they will be invited to an induction meeting in Nursery. At this meeting, starting dates will be given and parents will be invited to a further meeting about the curriculum.

It is Nursery policy to admit children on a flexible basis until the teacher/parent feels the child is settled. It is important that these arrangements remain flexible to cater for the individual needs of the children, building up to a full session.

Time of Sessions

Morning Session - **8.30am to 11.30am**

Afternoon Session - **12.15pm to 3.15pm**

Attendance

Regular attendance and punctuality are vital if we are to help children to develop their full potential and to raise their achievement. It is important, therefore, that we work together to secure good attendance and punctuality for all our children.

If your child is absent because of illness or any other reason, you **MUST** let us know. Please ring School (Tel. 01282 612807) or speak to a member of staff to let us know why they will not be attending.

Family Holidays

When children are taken on family holidays during term time, they miss out on their valuable education. It is better, therefore, if family holidays are taken during school holidays. We are not able to authorise term time absence unless there are exceptional circumstances. Your child may lose their place at Nursery if you take them out of nursery during term time without applying for authority from the school.

Parents should be aware that admission of a child to Nursery does not guarantee a place at Primary School. Parents must formally apply for a place for their child at the School of their choice.

The Areas of Learning and Development

There are seven areas of learning and development we provide at Whitefield Nursery in order to fully meet the EYFS curriculum. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, the prime areas, are communication and language, physical development and personal, social and emotional development. At Whitefield, we also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are literacy, mathematics, understanding the world and expressive arts and design.



Our curriculum in the Nursery involves activities and experiences for children, as follows.

Communication and Language Development (Listening, attention and understanding)

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

Physical Development

(Gross motor skills and Fine motor skills)

This involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children are also encouraged to develop independence such as putting their cots on and doing up zips. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

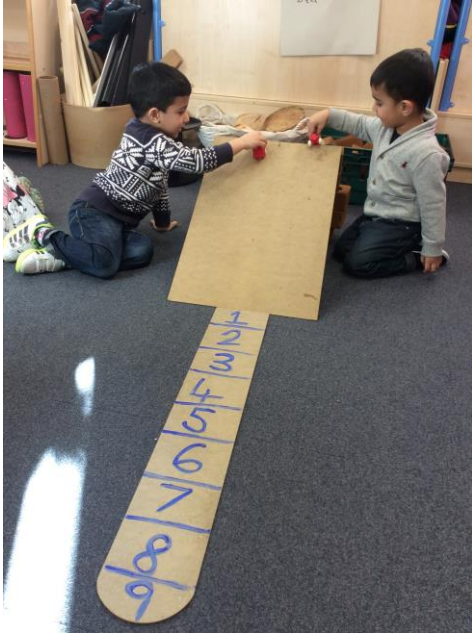


Personal, Social and Emotional Development (self-regulation, managing self and building relationships)

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

Literacy Development (Comprehension, Word reading and Writing)

This involves encouraging children to link sounds and letters through phonics supporting them in the early stages of reading and writing. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest and develop a love of reading from an early age.



Mathematics (Number and Numerical patterns)

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

Understanding the World (Past and Present and People, Culture and Communities and The Natural World)

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



Expressive Arts and Design (Creating With Materials and Being Imaginative and Expressive)

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



Assessment

Observations are used to inform assessments which then feed into planning. Children are observed in the context of planned (but self-chosen by the child) activities and in terms of their responses to provision enhancements. This evaluation then provides staff with further knowledge that informs planning. This is done through our 'Day In The Life' strategy which helps to build a picture of the whole child and determine if a child is 'on track' or 'not on track'. These findings are then shared with parents and next steps are planned accordingly.

Special Educational Needs

Any child in the Nursery with Special Educational Needs will have an Individual Education Plan. If the child is supported by an outside agency, this is drawn up by the Support Worker and the Area Team Leader of that agency. If the child is not supported, it is drawn up by the Teacher-in-Charge and the School's SEN Coordinator.

The main aim is for every child to have full access to the Nursery Curriculum.

Health and Safety

When your child is at Nursery their safety is the responsibility of the Nursery staff. You can help us by keeping the following rules:

- Children must be brought to the Nursery by an adult and collected by an adult. **No person under the age of 18 is allowed to do this.** Nursery must be given the names of two adults to collect the children on a regular basis. Should these names change, nursery should be informed immediately. **CHILDREN WILL NOT BE ALLOWED TO LEAVE WITH ANY ADULT OTHER THAN THE TWO STATED.** In an emergency situation, where another adult has to come, a password must be given, and nursery contacted with the password beforehand.
- Nursery staff must be informed if a different adult than usual is to collect a child.
- Nursery staff must know if a certain adult is not allowed to collect a child.
- Nursery staff must be informed in advance if a child is to arrive late or to be collected early because of an appointment.
- Please do not send your child to Nursery if they are ill even if they say they want to come. It is important that we consider the health of all the staff and pupils at this time.
- If your child is asthmatic they need to have medication available in the Nursery.
- Any serious medical conditions or allergies must be made known to the staff.
- We need a telephone number to be able to contact you in case of an emergency. Please keep the Nursery up to date with your telephone number and your address.

Clothing and Footwear

Warm hat for playing out in cold weather. Sun hat for sunny days.

Always bring a coat to Nursery and always label all clothes with your child's name!

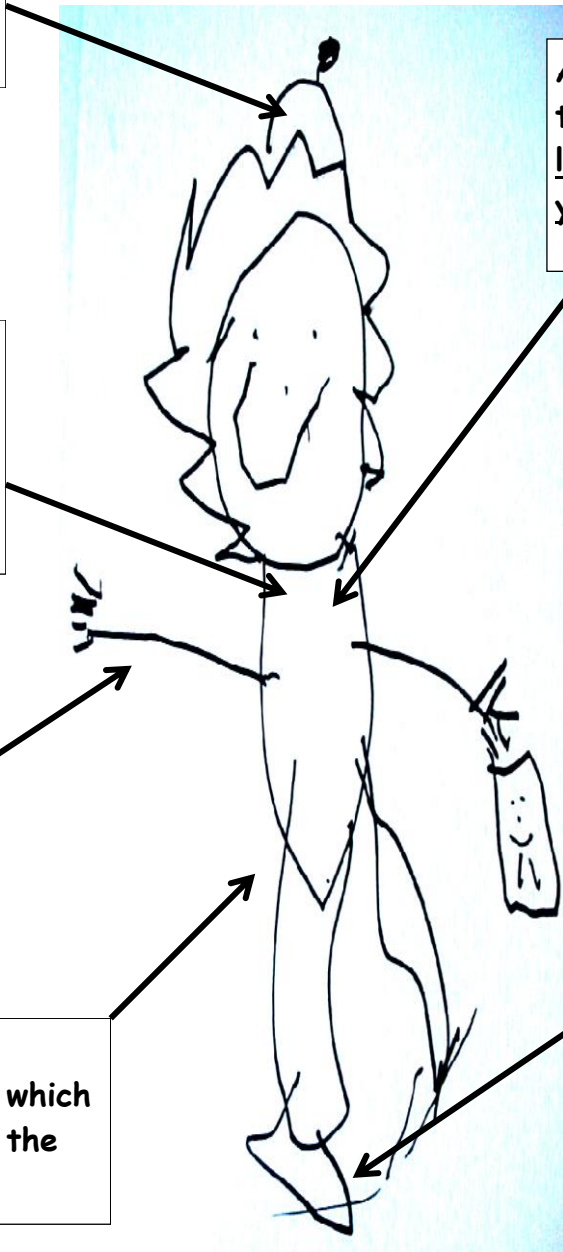
Comfortable clothes for playing and climbing. Children are asked to wear aprons but sometimes they do get dirty.

No jewellery - this can be dangerous if pulled or caught in clothing.

Please wear sun cream on sunny days.

No belts or dungarees. Children need trousers which are easy to manage at the toilet.

Sensible shoes for climbing and playing, trainers are the best. No shoes with heels or slip on's.



Parental Involvement

Education should be a shared experience between home and School. Children are far more successful if there is a harmonious relationship between parents and staff. We are all working for the good of the child.

Before children start Nursery it is helpful if they can do the following:

- Speak some English
- **Use the toilet by themselves**
- **Drink from a cup**
- Dress and undress with the minimum of help
- Put their coat on and fasten it
- Recognise their own belongings

There are many ways you can help your children when they are at Nursery. The following are some suggestions:

- When your child brings a book home, read it together and talk about the story and the pictures.
- If your child brings a game home, play it together.
- On open days/evenings come to see your child's work and talk to the teachers.
- Praise all achievements when your child brings good work home.

Please inform staff of any key learning that happens at home. They will then note it on the parent's page in their learning journeys.

If you have any special talents that you would like to share, that would be of benefit to the Nursery or School, we are always pleased to discuss them.



Safeguarding and Child Protection

At Whitefield Infant School and Nursery, keeping children safe is given the greatest priority. Our school works in close partnership with parents to support pupils, ensure their safety and promote their welfare. All staff and volunteers share this commitment and are required to complete a DBS enhanced Police check. The Headteacher and Mr. Wesley, our Home/School Support Officer are the Designated Child Protection Officers, as well as two other staff members as Deputy Child Protection Officers. We work closely with outside agencies to protect the child.

The school has, in place, a rigorous Child Protection and Safeguarding Policy and procedures to ensure the maximum safety of children and adults in school at all times.

Because of day to day contact with children, schools are particularly well placed to see outward signs of abuse, neglect, changes in a child's behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of staff that a child may be abused or is at risk, the school is required to report their concern to an appropriate authority immediately, e.g. Social Services.

The procedures we follow have been laid down by the Lancashire Area Safeguarding Committee.

The entire premises of Whitefield Infant School and Nursery are securely monitored by CCTV cameras, 24 hours per day.

Meet our Safeguarding Team	
	Mrs Mason (Headteacher/DSL) Ext 231
	Mr Wesley (Home School Support Officer/DSL) Ext 211
	Miss Stott (Assistant HT/Deputy DSL) Ext 224
	Mrs Hutchinson (EYFS Leader/Deputy DSL) Ext 218

Please speak to any of these staff members if you have a safeguarding concern.

Holidays 2025-26

Holiday List 2025 – 2026

SCHOOL HOLIDAYS AND INSET DAYS 25/26

<u>Holiday</u>	<u>School Closes</u> (after school on)	<u>School Re-opens</u> (at 8.40 a.m. on)
2025		
Mid-Summer	(Thursday 24 th July 2025)	Tuesday 2 nd September
Autumn Half-term	Friday 24 th October	Monday 3 rd November
Christmas	Friday 19 th December	Monday 5 th January 2026

2026

Spring Half-term	Friday 13 th February	Monday 23 rd February
Easter	Friday 27 th March	Monday 13 th April
<u>May Day</u>	Monday 4 th May	Tuesday 5 th May
Summer Half-term	Friday 22 nd May	Monday 8 th June
Mid-Summer	Wednesday 22 nd July 2026	

In service Training Days (School Closed)

2025 – Monday 1st September - Curriculum InSeT

2026 – Friday 20th March - Curriculum InSeT*
Monday 1st June - Curriculum InSeT
Tuesday 2nd June - Curriculum InSeT
Wednesday 3rd June - Curriculum InSeT

*Changes may be made to agreed dates to accommodate speakers - but not to other holiday dates.

(Eid expected to be Friday 20th March 2026)

Children Learn What They Live

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

If children live with tolerance, they learn to be patient.

If children live with encouragement, they learn confidence.

If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

If children live with security, they learn to have faith.

If children live with approval, they learn to like themselves.

If children live with acceptance and friendship,
they learn to find love in the world.



Privacy Notice - Data Protection Act 1998

We, Whitefield Infant School and Nursery are a Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

support your teaching and learning;
monitor and report on your progress;
provide appropriate pastoral care;
help and improve your health and wellbeing, and
assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information 1, and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service, and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs. P. Snowden.

If you require more information about how the LA and/or DfE store and use your information, then please see related documents:

What the LA does with Pupil and School Workforce data
What the DfE does with Pupil data
Who the DfE passes Pupil data to

If you need any further clarification, please contact the LA or the DfE as follows:

Stephen Clark - Information Unit Manager - 01772-531317

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288.

