



MARSH HILL NURSERY SCHOOL

PROSPECTUS 2023-2024



Marsh Hill Nursery School, 275 Marsh Hill, Erdington Birmingham B23 7HG

Telephone: 0121 464 3090

Email: enquiry@marshiln.bham.sch.uk

Headteacher: Mrs H Masaun



NURSERY SCHOOL PROSPECTUS 2023-2024

Our address is: Marsh Hill Nursery School
275 Marsh Hill
Erdington
Birmingham
B23 7HG

TEL: 0121 464 3090

E-MAIL: enquiry@marshiln.bham.sch.uk

WEBSITE: www.marshiln.bham.sch.uk

Our Local Education Authority is:

Birmingham City Council
Education Department
Margaret Street
Birmingham
B3 3BU

Executive Director of Education and Skills:

Sue Harrison

Welcome to Marsh Hill Nursery School

Dear Parents,

Welcome to our school - we want your child to be happy! Your help is very important. A GOOD RELATIONSHIP between home and school is a significant aid to a child's early experience of school.

Please remember - you are always welcome in the nursery to talk to the nursery staff. The best time is usually at the end of the nursery session. If you want to discuss anything privately, please make an appointment with your child's teacher. If it is urgent she will see you at any time. If necessary, you can always speak to a senior member of staff.

Staffing at Marsh Hill Nursery School

Headteacher	Mrs. H. Masaun
Assistant Head Teachers	Mrs. L. Hawkins (SENDCO) Mrs. L. Hill Mrs. J. Barker
Class Teachers	Mrs. L. Miles Mrs. M. Irabor
Early Years Teacher	Miss. S. Allen Mrs. J Wilkes
Teaching Assistants	Mrs. J. Bailey
Nursery Officer	Miss. S. Guinan
Playworkers:	Miss. M. Bibi Miss. E. Lopez Mrs. S. Qureshi Miss. K. Halliday
Office Manager	Mrs. P. Sehra

School Organisation

Marsh Hill Nursery School is a LA maintained School and comes under the authority of the Director for Education and Skills. The Nursery has provision for up to 176 children, aged between 2 and 4 years. Children attend on a part-time basis, either for 5 morning or 5 afternoon sessions and are taught by qualified teachers and nursery nurses.

We also offer a limited number of full time places (30 hrs) for eligible working parents.

Aims and objectives of the school

Aim: To provide a happy, safe and secure learning environment in which all individuals develop and flourish.

Objectives: To enable growth in the main areas of development.

There are seven areas of learning in the Early Years Foundation Stage (EYFS) that are split into two groups:

Three **prime** areas:

- Personal, Social and Emotional Development (PSED)
- Communication and Language (CLL)
- Physical Development (PD)

And four **specific** areas:

- Literacy (L)
- Mathematics (M)
- Expressive Arts and Design (EAD)
- Understanding the World (UW)

The Curriculum of the school is designed to help achieve these objectives. In a nursery school the curriculum is embodied in activities rather than set lessons or separate subjects. Children learn through play at this stage - indeed play is the child's work. Unless children have acquired a task-like attitude to play it will be difficult for them to adjust to the more structured environment of the primary school. It is important, therefore, that play in the nursery school should not be haphazard, or totally spontaneous. Our aim is to strike a balance between spontaneous play and structured or guided activities.

Our Teaching Programme includes varied activities designed to encourage children's development. Provision is made for imaginative play; for experience with natural materials (sand, water, clay); for designing, constructing and making; for experimentation in creative activities and for physical boisterous play. Through these experiences, children's powers of language and their understanding of the natural and the built world will be extended. Physical abilities and co-ordination will develop and levels of concentration and persistence will be raised.

There is a great emphasis on language development in the school, particularly on concept-related language, which will later be the basis for mathematical understanding; on expressing language in sentences and using sentences in sequence; plus a rich vocabulary, essential before children start to read.

Science, mathematics, I.C.T. (computer studies), music and the humanities are also included in the curriculum, which is based on the curriculum guidance for the Foundation Stage.

Special Educational Needs

All the children have an equal entitlement to learning opportunities and those who may experience learning difficulties will be supported in partnership with parents and other agencies if necessary. The Special Needs Co-ordinator will ensure that children will have support as outlined in the Code of Practice for Special Educational Needs.

For further information about the School's Special Educational Needs Policy, Disability Equality Scheme and Accessibility Plan, please see your child's teacher.

School Hours for Part-Time Pupils

Morning session **8.40 a.m. to 11.40 a.m.**

Afternoon session **12.30 p.m. to 3.30 p.m.**

Except Wednesdays 8.40 am - 11.00 am & 1.00 pm - 3.30 pm

(Nursery is closed from **11.00 am - 1.00 pm** on Wednesdays for staff training and planning. We would appreciate you collecting children promptly by 11.00 am to enable staff to start on time at the end of the morning session).

Registration and Departure

Arrival at school

Children should always be handed personally to a teacher - parents are welcome to come into the classrooms and have a few words with the teacher at the beginning or the end of the session. Please ensure that your child arrives at school on time.

Please ensure that the children are punctual as registers are sent to the office at 8.50 a.m. and 12.40 p.m. Registers have to be accurate in case of an emergency evacuation of the school. It is vital that if children are late, that the Headteacher or Office Manager be informed by the parent so that the necessary adjustments can be made to the registers.

Departure from school

Please collect your child promptly. Young children get upset if they are left after all the children have gone home. **For safety reasons, only authorised adults will be allowed to collect a child from school and these adults must be specified beforehand.** If there is an unexpected change of person collecting, please inform the school by telephone as soon as possible, as staff will not let your child go with an unauthorised adult without confirmation.

Child Protection

Where there are concerns about a child's welfare, there may be a need to contact other agencies without first notifying parents or carers. This is a legal obligation and not a personal decision. The decision will be made in partnership between the Education Services and Social Care Services. The Designated Safeguarding Lead (DSL) is the Headteacher, Mrs Masaun.

School Fund - We ask for **£1 a week**, to be paid half termly, which includes any drinks and snacks the children have in Nursery. The money is also used to pay for small day-to-day expenses, e.g. cooking ingredients and play dough, as well as larger equipment. Visits by the Animal Lecture Service and Puppet Theatre etc. are also paid for from school funds, as is our Christmas treat and parties. It is also used to subsidise our school trips.

School Charges - Charges will be made for lost or damaged items:

Library Book	£5.00
Take Home Activity Bag	£5.00

Food - Please do not send children with sweets, crisps, etc. A healthy snack and drink is provided daily in Nursery for children. We also ask parents not to give children sweets etc., when they collect them at the end of the session. Under no circumstances must nuts or nut products be brought onto the premises as we may have children with severe nut allergies.

Illness - When children are unwell, keep them at home and **inform the school**. Staff do not give medicine to children at school, so if your child is on a course of antibiotics, please keep him/her at home. If your child requires an asthma inhaler to be available at all times, mark it with the child's name and hand it to the child's teacher, with any special instructions for its use (written down). **If your child has been sick, or had diarrhoea, it is wise to keep them away from other children for about 48 hours to avoid passing on infections.**

Attendance - We pride ourselves on a high level of pupil attendance. Certificates are presented to individuals who achieve 100% over the year. Staff are required by law to record a reason for absence in the class register so parents are responsible for letting the school know.

Personal Insurance - The city carries no personal accident insurance on behalf of pupils. Parents who feel that this type of insurance cover is necessary for their children are advised to take out an appropriate policy with an insurance company. The personal property of pupils brought into school is not insured by the city. It is the responsibility of parents to ensure that such items of value are adequately insured through their own private policies. It is sensible to leave valuable items at home. The fact that the city does not have insurance cover in respect of personal accidents to pupils or their personal property would not of course affect its legal liability should it have in some way been negligent.

Photographs - Photographs are taken by the staff of special events, children playing, etc. as a matter of course and parents enjoy seeing them displayed. These do not leave the school premises or appear on the Internet without parental approval.

If you have any concerns about your child being photographed please speak to the class teacher.

Complaints Procedure - If you should have any concerns about the education your child is receiving please do not hesitate to come into school and discuss them. Most concerns can be resolved by talking to the relevant teacher and this should be your first action. If after a discussion with the teacher you feel that your concern has not been satisfactorily addressed, then you need to speak to the Headteacher, or Deputy Headteacher, who will try to resolve the matter.

Governing Body - The School has a legally constituted Governing Body. As a corporate body they carry responsibility for the strategic management of the School, enabling the Headteacher and staff to run it effectively on a day-to-day basis.

Safety Points

1. The safety of your child is our main concern. The main entrance to the school is situated on Marsh Hill dual carriageway and is signposted. This gate should be closed at all times to ensure your child's safety. This is especially important for parents to remember when they are delivering and collecting a child. **Please ensure your child's safety by closing the gate.**
2. For safety reasons, jewellery should **not** be worn in school. However, stud earrings are permissible.
3. **Dogs are not allowed on the premises** - for obvious health and safety reasons.
4. **Parking** - Parents are asked **not** to park outside the school but to use the surrounding streets for on-road parking.
6. **No Smoking** - smoking is not allowed anywhere on school premises.
7. **Mobile Telephones** - must be switched off when inside the school building.

Here Are Some Ways You Can Help Your Child:

- Be generous with your time - listen and talk to him/her.
- Read stories and talk about the pictures.
- Name and teach colours.
- Teach them how to dress themselves - especially coats.
- Show them how to use the toilet - including flushing the toilet and hand washing afterwards.

Here Are Some Ways You Can Help Us:

- **Put names on children's clothes** (especially school sweatshirts).
- **Dress children in easy to handle clothing** - easy to undo and do up. A child may need to use the toilet urgently and belts and braces can cause problems. Leisure or tracksuits are ideal. Please send children with mittens rather than gloves in cold weather.
- **Do not dress children in "best" clothes.** Nursery school activities involve energetic outside play and messy indoor activities like painting, pasting, etc.

Primary School - During the Autumn Term a letter will be sent to you from the Local Authority asking which primary school you wish your child to attend. You will need to return the form by the date given, usually early January. If you are undecided about where you want your child to go, may we suggest that you make an appointment to see the Headteacher, so that you can have a look round the school and discuss the facilities available - but do not delay in returning the form. If you do not receive this letter please ring 'Admissions and Appeals' on 0121 303 1888, who will send you an information pack.

The school encourages everyone connected with the nursery to walk to school in order to increase physical activity and to decrease childhood obesity, urban congestion and air pollution. To find the best route, go to website www.schooltravelwise.org.uk.

FAIR PROCESSING NOTICE

General Data Protection Regulation

Marsh Hill Nursery School holds information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the nursery as a whole is doing. From time to time the nursery is required to pass on some of this data to Local Authorities, the DfE and to agencies that are prescribed by law, such as Ofsted. Access to this information is strictly limited to those who need it to do their job.

Any information you give will be processed electronically and stored on computer for administrative purposes in accordance with the General Data Protection Regulation (GDPR) 2018 Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal'. If you would like more information about how the DfE use your information, then please go to the following website:

www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

SCHOOL TERM DATES

ACADEMIC YEAR 2023-2024

Autumn Term 2023	Spring Term 2024	Summer Term 2024
Start	Start	Start
Monday 4 th September 2023	Monday 8 th January 2024	Monday 8 th April 2024
To	To	To
Friday 27 th October 2023	Friday 9 th February 2024	Friday 24 th May 2024
Half Term	Half Term	Half Term
Monday 6 th November 2023	Monday 19 th February 2024	Monday 3 rd June 2024
To	To	To
Friday 22 nd December 2023	Friday 22 nd March 2024	Monday 22 nd July 2024
Finish	Finish	Finish

During the year there will be approximately 5 days used for teacher training, when school will be closed for the children.