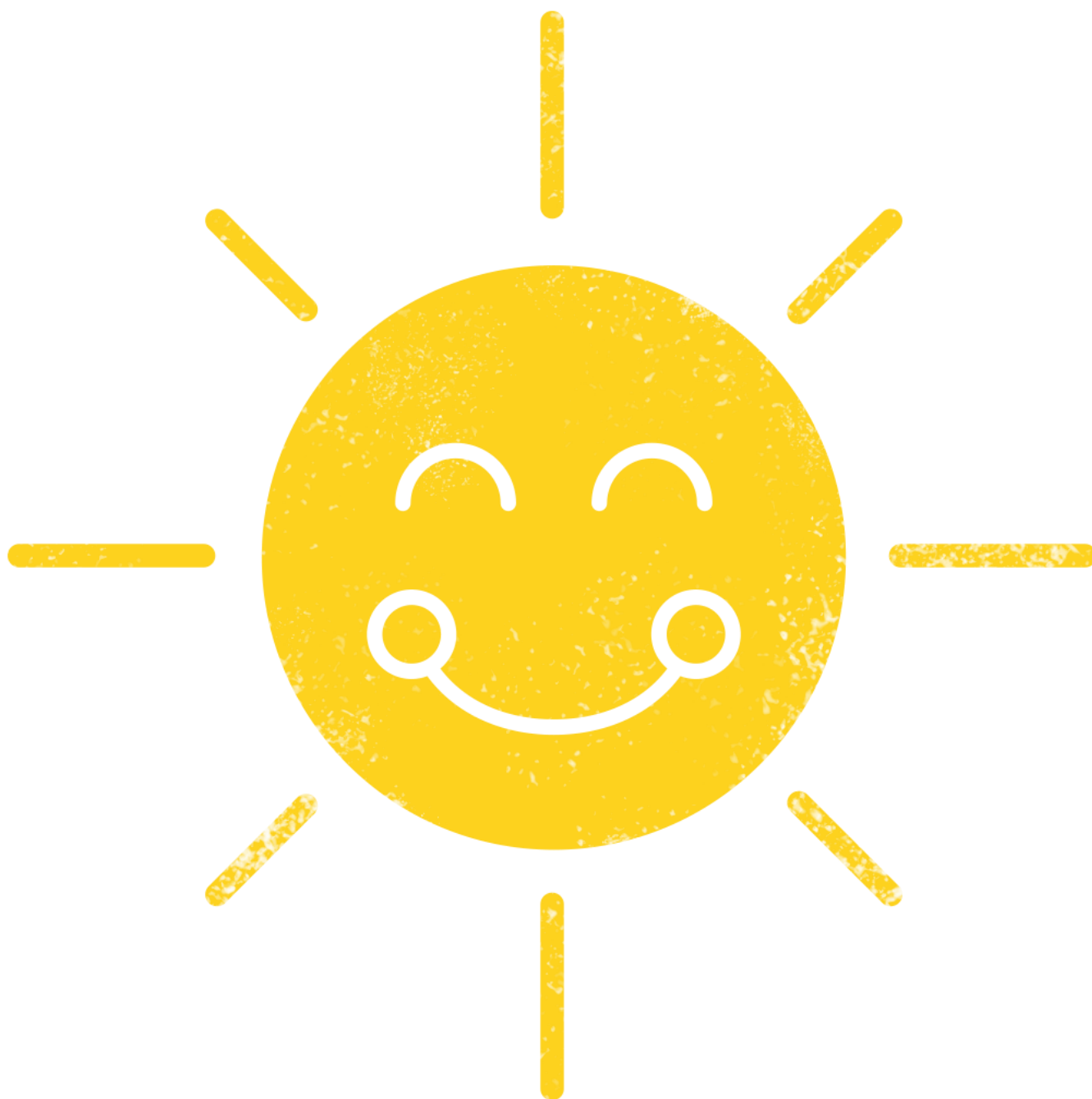


SUNBEAMS NURSERY

ST ALPHEGE CE INFANT SCHOOL



Prospectus 2018-19

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Welcome

On behalf of Sunbeams Nursery, I would like to warmly welcome you to our happy and friendly Nursery. Starting Nursery is often a young child's first steps away from their family environment and we are very aware of the responsibility of this task. We aim to foster an atmosphere of care and security, which is so important in giving children the confidence to try for themselves.

We hope that your child will be very happy with us and that you too will enjoy your association with Sunbeams Nursery and St Alphege CEI School. The following prospectus will give you an overview of our provision. We hope that you will always feel able to approach us with any questions or concerns you may have during your child's time with us.

I am very proud to be the Head of School for this fantastic Nursery and Infant School, with such a committed and hardworking staff and governing body, excellent community links and an active and supportive parent's association.

We warmly invite you to come in and visit. Please contact us at any time for more information or if you are passing call in to meet the staff and see the sessions in action!

Mrs Jacqui Spinks
Head of School

About Sunbeams Nursery

We are proud of the high quality provision that Sunbeams has offered our families since opening in January 2007. We are a Community nursery situated within St Alphege CE Infant school that offers flexible term time only provision from a child's 3rd birthday.

Our Aims

We aim to provide

- ✓ **A happy, friendly and inviting place where everyone is heard and valued**
- ✓ **Close and trusting relationships between children, families and staff**
- ✓ **Excellent support for each individual's development and progress**
- ✓ **A calm atmosphere, encouraging care for each other and good behaviour**
- ✓ **Creative and stretching play experiences through a rich environment that excite a passion for learning**

We aim to provide the very best early play based learning experiences in an amazing environment where children truly come first. In this way we work together to develop confident, well-rounded children who are happy and excited to move on to school.



Provision

Universal 15 hour funding

Currently, all 3 and 4 year olds are entitled to 15 hours per week during term time of free childcare, up to a maximum of 570 hours per year. At Sunbeams your child can enjoy 5 free, 3 hour sessions of quality educational learning through play each week and we make this available to you from your child's 3rd birthday. These sessions may be distributed over the week as you require subject to availability.

You can be **flexible** in your attendance and share your free provision between two nursery settings. You can also purchase additional sessions and your child may attend up to ten sessions a week.

All sessions are subject to availability and will be awarded according to our Admissions Policy which is available to view in full on the school website.

Any sessions over the 15 hours' free entitlement will be charged as indicated on the table below. Please note that the lunch club session is not included as part of the free provision.

Any extra sessions your child is registered to attend will need to be paid for to cover costs even if your child does not attend due to illness or any other reason. If you do not pay your child's fees regularly you put any additional sessions your child is attending at risk. This will not affect your 15 hour entitlement.

Morning Session 8.30 – 11.30 £15.00	Lunch Club 11.30 – 12.15 £3.00*	Afternoon Session 12.15 – 3.15 £15.00
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*We can provide a hot or cold meal for your child through the school's provider Chartwells Catering Service at a further cost of £1.50 per meal.

30 hour provision

We have places available to children of families who are eligible for the 30 hours funded childcare. Parents will need to meet certain criteria to be eligible for the funding and will need to apply for funding themselves. For more information and to check eligibility please visit the government website kent.gov.uk/freechildcare. If eligible, parents will be given an eligibility code to share with us and once confirmed we will be able to confirm your 30 hours of funded childcare with us. We offer a fully flexible 30 hour provision that equates to 9, 3 hour sessions plus 4, lunchtime sessions during the week, term time only, up to a maximum of 1140 hours per year.

These sessions may be distributed over the week as you require subject to availability. You can also purchase additional sessions and your child may attend up to ten sessions a week.

Please note that parents will need to re-check their eligibility every 3 months. If your circumstances change and you are no longer eligible to receive the full 30 hour funded childcare you will enter a period of grace when we can discuss your options with you.

Your universal entitlement of 15 hours per week will not be affected and your child will still receive 5, 3 hour sessions funded provision per week at Sunbeams.

Final note on funding

The government provides funding for a set number of weeks per year. We will endeavour to ensure your child receives their full entitlement. If during the term your child falls short of their entitlement, we will offer you make-up sessions subject to availability. If your child's pattern of attendance means that they will receive more provision than is funded, you will be given the option to purchase the additional session(s) or withdraw your child from nursery for those session(s) at no further cost to yourself. This will not affect your child's allocated sessions.

Admission to Sunbeams

Please complete the expression of interest form on the school website, ring or e-mail the school on www.st-alphege.kent.sch.uk .

Visiting Sunbeams

Families are warmly invited to visit the nursery 'at play' and we are delighted to show prospective families around so that they have a good understanding of the whole range of facilities and opportunities that are on offer.

Children are encouraged to attend some 'taster' sessions with parents, who then begin to leave their children as they settle. It is essential that we listen to families and respond to each child's needs as they come into the nursery.

In this way we can work together to encourage the children to see starting nursery as a really positive experience.

Please make an appointment through the school office to visit through the week or attend our next Open Day events, when Mrs Spinks will be available to talk to you in addition to Sunbeams staff.

Environment

The nursery is colourful and stimulating, inviting curiosity and exploration from the moment children first enter.

Our purpose built unit has its own entrance and the internal and external layout lends itself to group, class and individual activities that can offer quieter focussed play and noisy and messy fun too!

The outdoor space is large, bright and offers a safe and partly covered area, allowing for easy access all the year round. We pride ourselves in the physical development opportunities that we can provide. The children enjoy climbing, cycling, digging and building as well as many other opportunities for play and exploration outside.



Sand and water play are offered both indoors and outdoors and are often used as a stimulus for learning early sound and number skills.

Children enjoy a rolling snack bar where they can help themselves to drinks, fruit and carbohydrate snack. This is available to the children through most of the session. Water is available at all times.

The kitchen is fully equipped and all the children have the opportunity to take part in cooking activities. We often take small groups to the bakery next door to buy bread to make our toast as well!

Daily music sessions with singing, playing instruments and dancing bring a joyful way to introduce many skills. We are lucky to share in the many music opportunities that St Alphege CEI School provides.

Early phonic skills are taught through singing, stories and games. The children love spotting sounds and making these together. Maths understanding is developed right through the curriculum, and we focus on the use of resources to reinforce early counting and adding skills.



The Interactive Smart Board, computer and I-pads are used by all the children to practice a variety of skills independently.

We also share many social opportunities with the school, reading stories together, visiting classes, occasionally attending assemblies, watching productions and meeting school visitors.

Staffing

The nursery is managed by a skilled and enthusiastic team of staff led by Mrs Gemma Keeble and Mrs Amanda Humphreys both experienced qualified Early Years teachers, who work closely to plan, reflect and guide learning for every child.



In this way your child will be supported by all the staff but will also be allocated a key person to support and scaffold learning. Staff ensure that fun activities are planned to enrich and expand your child's learning, whilst taking account of their personal interests.

Early Years Specialist Leader of Education (SLE)

Through our links with the East Kent Learning Alliance, we are proud that we have supported Mrs Gemma Keeble, one of our Early Years teachers, to achieve SLE status. This recognises her outstanding leadership within the Early Years and her ability to be used as a model of outstanding practice to support other settings and schools. Her knowledge, expertise and passion for Early Years education has further strengthened our Early Years provision throughout the school.

Learning through the Foundation Stage

When children begin in the nursery they will follow the Early Years Foundation Stage curriculum. This will build on their many rich experiences at home.

The Characteristics of effective learning and the seven areas of learning and development that shape this curriculum, all are important and inter-connected.

The characteristics of effective learning demonstrate the ways in which a child interacts with other people and their environment and enable a child to be an engaged and motivated learner.



Communication and language, physical development and personal, social and emotional development are the Prime areas of learning and development. These are crucial for igniting the children's curiosity and enthusiasm for learning and for building capacity to learn, form relationships and thrive.

Literacy, maths, understanding the world and expressive arts and design are Specific areas of learning and development, through which the prime areas are strengthened and applied.

Communication

Communication is crucial. Parents and carers are welcome to speak to staff at any time, however as session starts can be quite busy we aim to open the door 10 minutes before the end of each session to enable staff to be available to talk to you.

There is a parent board in the lobby which displays useful and important information. There is also a daily information board to highlight the focus of each day. This can be a useful conversation starter for you with your child following each session!

We record your child's achievements and interests in a learning journey which we regularly share with you throughout the year. We also ask for and welcome your contribution to this. Please let us know of any significant events or interests that your child may have.



Illness at school / Accidents

Occasionally children may feel ill whilst at the nursery; if your child is at all unwell we will contact you. It is **essential** that we have up-to-date emergency contact telephone numbers to enable us to reach you. Children get very distressed when they are poorly and need the comfort of home at such times.

Please do not send children to Sunbeams if they have been vomiting or had diarrhoea until they have been clear for 48 hours.

We do have trained and experienced First Aiders in school, but we will telephone you if your child has a nasty fall, head bump or an injury that we feel needs your immediate attention. All accidents are recorded in our first aid book and parents are informed at the end of the child's session.

Absence

If your child is un-well and cannot attend the nursery, please telephone the school office by 9am on the first day of the absence. If the illness persists, please keep the school informed by ringing the school office on 01227 272977.

Please notify us if your child has an appointment during a session. It is important that all children are collected from the school office for appointments; where parents are

asked to sign their child out. Please bring children back to the school office on your return, and sign them in. Children will then be escorted back to Sunbeams.

Medicines

Please make sure the nursery staff are informed of any medical condition your child may have. As your child starts at Sunbeams, you will be asked about your child's medical health history, but please also ensure that you share any developing medical conditions that may occur through their time in the nursery.

If your child requires medicines to be administered at the nursery, please come to the school office to discuss this. You will be asked to complete a form to give permission for a member of staff to give the medicine. If your child requires long-term medications or requires the use of an asthma pump or epipen you will be requested to complete a Health Care Plan with a member of staff.

Health

In the close environment of the nursery, germs spread quickly, so please teach your child about hygiene, particularly hand-washing. Parents should be aware that headlice are common in all settings, therefore do be vigilant when brushing your child's hair.

Toileting

At Sunbeams we understand that every child develops differently and some children may come to us still in nappies. We are very happy to work with families to establish good and healthy toileting routines **when your child is ready**.

Equal Opportunities

The nursery is committed to eliminating discrimination and harassment and to actively promote equality with regard to disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation.

Special Educational Needs and Disabilities (SEND)

Some children will benefit from a little extra support in nursery. It is important that we are aware of any concerns you have about your child's development as your child starts with us so that we can support them most effectively.

We believe in an inclusive educational approach, and celebrate every child's strengths. We provide an individualised approach to learning and social skills.

We use really positive strategies to use to support everyone together.

If we have a concern about the progress or well-being of your child, we will discuss any difficulties with you at the earliest opportunity.

Mrs Rebecca Strike our Inclusion Manager can be contacted through the school office to discuss any queries or concerns at all. Please ring 01227 272977.

Links with St Alphege CE Infant School

Children attending Sunbeams link closely with the rest of the school, and we believe that this gives children added opportunities and confidence when coming to start their reception year.

Progress and well-being and engagement are closely tracked through the nursery and into school and information shared with families to ensure that everyone can support this transition really effectively together.

There is not a formal link between Sunbeams and St Alphege CEI School when applying for a school place, and the school has to follow the Kent Admissions criteria when offering places regardless of where a child has attended nursery.

Early Years Pupil Premium (EYPP)

The Pupil Premium Grant (PPG) was introduced by the Coalition Government in 2012 with the aim of addressing the gap between the achievements of children. Historically, many children who come from families with a lower income go on to achieve less well.

In April 2015 this was also introduced for some families of 3-4 year olds, with nurseries and child-minders getting additional funding to support disadvantaged children. More information will be provided once we've received your child's application.

Keeping in Touch

Information is shared through the school website, Facebook, weekly Newsletters, information boards around the school and also children's home boxes.

Please do try to read these as there is a lot going on in Sunbeams and school to celebrate with your child and keep up with!

Newsletters can be e-mailed to you and if you would like someone to talk through information, we have staff available who will be happy to do so.

Please see our website for up to date information, news and policies.

Contact us:

Executive Head: Liz Thomas-Friend

Head of School: Jacqui Spinks

School Business Manager: Manda Cullen

Chair of Governors: Simon Coulton

Address: St Alphege CE Infant School

Oxford Street, Whitstable, CT5 1DA

Phone: (01227) 272977

Website: www.st-alphege.kent.sch.uk

Email: headteacher@st-alphege.kent.sch.uk

Facebook: www.facebook.com/stalphege

Text: 01227 250106

Our Location



The school is situated on Oxford Street in Whitstable town centre. Parking is restricted and families are encouraged to walk to school if this is possible. However, all of the pay and display car parks in Whitstable are **FREE until 10.00am** daily and there is parking in the many residential roads that surround the school.

We have two entrances to the school site. The main school entrance is on Oxford Street, at the front of the school and the other is via the alleyway that runs between Argyle Road and Cromwell Road at the back of the school.

There is a loading bay opposite the school building for disabled drop-off and pick-up. There is disabled access to the entire school site and disabled facilities and a lift on site.