



## BASNETT STREET NURSERY SCHOOL AND THE CHATTERBOX CLUB

AN EXCITING PLACE TO LEARN

# Welcome to Basnett Street Nursery School & The Chatterbox Club



At Basnett Street we aim to provide a welcoming, safe environment in which children are provided with exciting, stimulating and multi-sensory 'hands on' learning experiences, that meet the needs and interests of all our children.

Basnett Street is a maintained nursery school run by the local authority. We aim to provide flexible provision to meet all individual needs and can offer 30 hour funded places and more working in partnership with The Chatterbox Club. The Chatterbox Club is an extended provision of the school and can access full day care for children from 2 years. It can also offer the 2 year old government funded 15 hour places if you meet the eligibility criteria. For further information please CONTACT LANCASHIRE FAMILY INFORMATION SERVICE on: 0300 123 6712 or go to [www.lancashire.gov.uk](http://www.lancashire.gov.uk)

Please feel free to call into the nursery at anytime, where a member of staff will be happy to spend some time showing you around and answering any questions.

### \*\*\* MISSION STATEMENT \*\*\*

**A diverse and exciting place to learn;  
a place where all children are valued;  
a place that strives for excellence.**



**Lindsay Ingham  
BA Hons with QTS, NPQH**





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## Basnett Street Nursery School

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**Mrs Lindsay Ingham**  
BA Hons. in Primary Education & Music with QTS, NPQH  
**Headteacher**



**Mrs Kim McGrail**  
BA Hons. in Religious Education, PGCE in Early Years  
**Lead Teacher/SENCO**



**Miss Donna Worthington**  
SBM Level 4 Diploma & Foundation Degree of Arts in Administration Management  
**School Business Manager**



**Miss Melissa Berry**  
EBA Hons. In Early Years Education with QTS  
**Teacher**



**Mrs Gillian Burnie**  
NNEB Diploma in Nursery Nursing  
**Teaching Assistant**



**Mrs Kate Cunliffe**  
Level 3 BTEC in Early Years  
**Teaching Assistant**



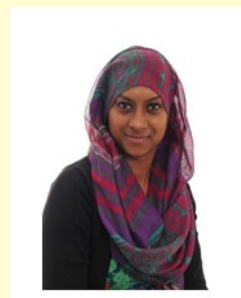
**Miss Abida Bhatti**  
NNEB Diploma in Nursery Nursing  
**Teaching Assistant**



**Miss Vicky Dodd**  
BA Hons. Early Years Childcare  
**Outdoor Leader**



**Mrs Tabasum Nawas**  
Diploma in Early Learning & Childcare Pathway  
**Teaching Assistant**



**Mrs Moyrun Nessa**  
QCF Level 2  
**Teaching Assistant**



## BASNETT STREET NURSERY SCHOOL AND THE CHATTERBOX CLUB

### The Chatterbox Club

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**Grace Walker**

Foundation Degree of Arts  
in The Integrated Education  
& Care of Children & Young  
People  
**Club Manager**



**Kirsty Robinson**

BA of Arts  
in Children, School & Families,  
with EYT Status  
**Assistant Club Manager**



**Jackie Hartley**

NVQ Level 4  
**Early Years Practitioner**



**Uzma Ilyas**

Foundation Degree in Early  
Years with EYPS Status  
**Early Years Practitioner**



**Kelly Wilson**

Level 3 Diploma  
**Early Years Practitioner**



**Fatay Begum**

NVQ Level 3  
**Early Years Practitioner**





# BASNETT STREET NURSERY SCHOOL AND THE CHATTERBOX CLUB

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Basnett Street Nursery School and The Chatterbox Club aim to provide a flexible provision subject to availability enabling children to be able to access full days from 7:45am to 5.45pm with a Breakfast Club from 7.45-8.45am, Lunch Club from 11:45-12:40pm and After-School Club from 3.40-5.45pm.

A packed lunch is required at lunch time, and a light tea is provided for the After-School Club.



Breakfast Club	AM or PM session	Lunch Club	Full day	After-School Club
£5.00	£13.50	£4.50	£46.50	£10.00





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## Early Years Foundation Stage

We follow the Early Years Foundation Stage for all the children ages 0 - 4 years. This framework underpins everything we aim to achieve at Basnett Street Nursery School and The Chatterbox Club. Play is the foundation for all of a child's learning and development. Through play we provide opportunities for your child to learn and develop in all areas of the curriculum which are:

### \* Personal, Social & Emotional Development

#### \* Physical Development

#### \* Communication and Language

#### \* Literacy

#### \* Mathematics

#### \* Understanding the World

#### \* Expressive Arts and Design



Evidence of your child's learning and achievements such as observations, photographs and artwork will be filed in their learning journal. Staff, in partnership with parents, use these journals to help them plan interesting and exciting activities which support children's development.

You are welcome to look at your child's learning journal at any time, your comments are most valued.



We strongly recognise the importance of parents working in partnership with us to support their child's learning; we recognise that as parents/carers you are your child's first educators, so it is important that you feel valued and are involved in your child's development and education. We have an open door policy, which means that you can speak to us anytime regarding your child or any other queries you may have.



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## Parents as Partners

### Parent Involvement



We very much appreciate your interest and support. This can be in many different ways such as reading with your child at home, getting involved in your child's learning and interests, bringing interesting items from home and joining in with special events etc.

We know that many parents and grandparents have particular skills, hobbies and talents and it would be so nice to share these with the children. A lot of extra parent helpers are always needed for outings, so perhaps this is a way in which you may like to help.

All our school policies are available to view on our website. Please enquire in the school office if you would like a copy of any of our policies.

### Parents Noticeboard



The information board is situated in the reception entrance. We also have a TV screen in the entrance where we will show important notices. The screen also displays photographs and video clips to show what the nursery children have been doing.





## BASNETT STREET NURSERY SCHOOL AND THE CHATTERBOX CLUB

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### Induction Process



It is important that your child settles well into our school and The Chatterbox Club. We follow a flexible induction period adapted to your child's needs. All children will be allocated a key worker and they will work closely with you to plan your child's induction.

Children must be brought and collected by a responsible adult. Children will not be allowed home with anybody under the age of 16 years. Please always inform staff of any adult other than yourself who will be collecting your child, who is not named on the parental permission slip.

### Sessions Times

**Breakfast Session - 7.45am - 8.45am**

**Morning Session - 8:45am - 11:45am**

**Lunch Club - 11:45am - 12:40pm**

**Afternoon Session -12:40pm - 3:40pm**

**After-school Club Session - 3.40pm - 5.45pm**





# BASNETT STREET NURSERY SCHOOL AND THE CHATTERBOX CLUB

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## School Information

### Basnett Street Nursery School and The Chatterbox Club Fund



For all children receiving the free early years entitlement funding (15 free sessions), there is a voluntary contribution of £2.50 per week or 50p per session for those children in Chatterbox not accessing the full 5 days. This is collected in nursery school and The Chatterbox Club every week. We rely very heavily on this money to fund a wide range of exciting activities such as baking, malleable play, toys/resources, parties and other special events on offer to your children. These charges are separate to the Chatterbox Club's session charges.

### Library



Each week your child will bring a book bag, reading journal and book home for you to read together and you can then use the reading journal to let us know whether you enjoyed the story or not. Do not feel you have to write a comment, a smiley face or a sad face will do in the comment box if you so wish. You can keep the book for a week and then return in your child's book bag.

### Accidents and Illnesses



All staff are Paediatric First Aid qualified with Gillian Burnie also First Aid trained. Parents/carers are requested to provide emergency contact numbers in case the nursery school and the chatterbox club need to contact you. If your child becomes unwell during the session or if your child suffers from an accident which requires home or hospital treatment we will use the numbers provided to make contact with you. We are able to give your child prescribed medicines if your child suffers from a specific medical condition. These should be provided in the original packaging, named and dated and with full written instructions. Please see your child's keyworker for more information.

### Parking



In order to ensure the safety of our children and families, we would like to remind you **NOT TO PARK** or wait **ON THE YELLOW LINES** outside the building. This has been identified as a hazard by parents and staff. Therefore it is important that the school is fully supported with this issue, in order to ensure all our children and parents have a safe journey to and from school.







# BASNETT STREET NURSERY SCHOOL AND THE CHATTERBOX CLUB

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## What to Wear



### Our Uniform

School Trends high quality school wear is now available for purchase directly from school. All the garments offer excellent value for money and are made from hard wearing, machine washable fabrics, specially decorated with our school logo. Our school uniform is not compulsory but one is available if you would prefer this option. Suitable shoes must be worn. The uniform consists of a Jade Cardigan £11.00 or Jade Sweatshirt £9.50 and a Amber Polo Shirt £7.50.

### Outdoor Clothes

Our weather cannot be relied upon even in the summer, please make sure your child has a jumper and a coat with them. Wet weather suits will be provided in wet weather.

### Labelling

Please make sure that all items of clothing are clearly labelled with your child's name. This helps us to locate any missing clothing quickly.

### Ordering

Sweatshirts, cardigans and polo shirts can be purchased through the school office, please complete an order form and drop it into school with the full payment.



**\* The children can get very messy at Nursery. Please do not send them in their best clothes. \***





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### Outdoor Play

Your child will have access to the outdoor play area every day. We provide rain coats, waterproof trousers and wellies.

It is important that you provide your child with outdoor clothing that is suitable for the weather depending on the time of year. It would be helpful if you could provide your child with a spare bag of clothes.

#### \* Winter \*

Warm Coat

Wellies

Hat, gloves and scarf

Wellies/Snow boots if prefer to use own

#### \* Summer \*

Sun hat

Sun cream applied before the start of the nursery session





## BASNETT STREET NURSERY SCHOOL AND THE CHATTERBOX CLUB

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### Complaints Procedure

We aim to have staff available to ensure that parents/carers can discuss any issues of concern so as to avoid unnecessary distress.

Parents/Carers may in the first instance take any complaint to the Headteacher of the nursery school Lindsay Ingham or the manager of The Chatterbox Club, Grace Walker. We will always give serious consideration to concerns and complaints that are brought to the school's attention. We will ensure that the concern/complaint is dealt with effectively and with fairness to all parties. Where possible we will always try to resolve complaints informally.

If we feel that the complaint regarding the nursery school can not be resolved informally we will follow Lancashire County Council's formal complaints procedures (if you would like a copy of this please see the Headteacher). If we feel that the complaint regarding The Chatterbox Club cannot be resolved informally, the concern/complaint will need to be put in writing to the Chairman of the Management Committee, using the Chatterbox Club address.

#### The Governors of Basnett Street Nursery School

Mrs T Cullen  
**Chair of Governors**

Mr K Dawson  
**Vice Chair of Governors**

Mrs L Ingham  
Mrs K McGrail  
**Staff Governors**

Mrs G Walker  
**LEA Governor**

Mrs Susan Barrett  
Mrs Helen Mansfield  
**Community Governor**

Mrs Amirah Rashid  
Mrs Kirsty Hassan  
**Parents Governors**

**OFSTED can also be contacted at:**

**The National Complaints Team  
Ofsted National Business Unit  
Piccadilly gate  
Store Street  
Manchester  
M1 2WD**

**Email: [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)**

**Tel: 0300 123 4666**

#### The Trustees and Roles of The Chatterbox Club

Mrs L Ingham  
Headteacher  
**Trustee  
Chairperson**

Mrs P Trudgill  
**Trustee  
Treasurer**

Mrs K McGrail  
Lead Teacher/SENCO  
**Trustee  
Secretary**

Mrs G Walker  
Club Manager  
**Advisory to the Trustees**

Miss D Worthington  
School Bursar  
**Advisory to the Treasurer  
& Minute Taker**

