



Welcome to Basnett Street Nursery School and The Chatterbox Club



MISSION STATEMENT

'A diverse and exciting place to learn;

A place where all children are valued;

A place that nurtures and cements early foundations for life long learning'.



Mrs Lindsay Ingham
Headteacher

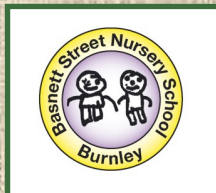
Basnett Street Nursery School is a maintained nursery run by the local authority. We are a flexible provision and can provide up to 30 hour places for 3 and 4 year olds. **The Chatterbox Club** is an extended provision of the nursery and can provide up to 30 hour places for 2 year olds. We work in partnership to provide your child with a welcoming and safe environment to enjoy a stimulating and multi-sensory pre-school learning experience.

Both provisions cater for government funded places and you can check your eligibility online at www.lancashire.gov.uk.

Please read through this information pack to help with your child's induction process into nursery. **Please contact the team at anytime if you require any further information - 01282 457235.**

We look forward to seeing you soon.





Meet the Team - Basnett Street Nursery School



Mrs Lindsay Ingham
Headteacher



Ms Beth Margison
Deputy
Headteacher



Ms Emma Barker
Lead Teacher/
SENCO



Mrs Carol Carpenter
Business
Manager



Mrs Julie Lee
School Support
Officer



Miss Kiran Ali
Teaching Assistant
Level 3



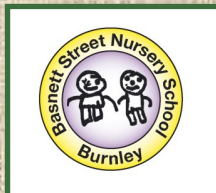
Mrs Kate Cunliffe
Teaching Assistant
Level 3



Mrs Gillian Burnie
Teaching Assistant
Level 3



Mrs Suzanne Marney
Teaching Assistant
Level 3



Meet the Team - Basnett Street Nursery School



Mrs Abida Bhatti
Teaching Assistant
Level 2



Mrs Mehvish Mahmood
Teaching Assistant
Level 2



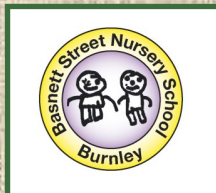
Mrs Ruksana Naaz
Teaching Assistant
Level 2



Miss Aisha Shakir
Teaching Assistant
Level 2



Mrs Victoria Swales
Teaching Assistant
Level 2



Meet the Team - The Chatterbox Club



Mrs Grace Walker
Club Manager



Mrs Kim White
Deputy Manager



Miss Atiqah Shakir
Early Years Practitioner
Level 3



Mrs Fatay Begum
Early Years Practitioner
Level 3



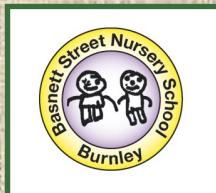
Mrs Fatema Bhanoo
Early Years
Practitioner Level 3



Mrs Mahima Rahman
Early Years
Practitioner Level 3



Mrs Nihah Khan
Early Years
Practitioner Level 3



Session Times and Prices

Both provisions can provide full day childcare from 8.45am until 3.40pm subject to availability and your funding eligibility.

If your child is attending on a 15 hour funded place, you will be assigned either a morning or afternoon place and your child will attend 5 days per week. **Morning sessions run from 8.45am until 11.45am. Afternoon sessions run from 12.40pm until 3.40pm.**

If your child is attending on a **30 hour place**, your child will attend from **9.40am until 3.40pm**. Early access is available from 8.45am and you will be billed for the extra hour as per session prices below.

30 hour children staying for lunch will need to bring a healthy packed lunch as we do not have the facilities to provide lunch onsite. Please ensure your child does not bring any sweets or chocolates in their packed lunch. A drink is not required as milk and water will be provided.

Snack is freely available throughout both morning and afternoon sessions for your child to enjoy. **We ask parents to contribute to snack by bringing in fruit and vegetables each week** - the donation basket is in reception. Your child will have access to milk and water to drink.

If you require additional hours outside your funding agreement, please speak to us to arrange your flexible contract and you will be invoiced accordingly. Session prices are detailed below:

AM or PM Session 8.45am - 11.45am OR 12.40pm - 3.40pm	Lunch Club 11.45-am- 12.40pm	Full Day Session 8.45am - 3.40pm
£22.50 per day	£7.50 per day	£52.50 per day





Early Years Foundation Stage

At Basnett Street Nursery, our curriculum is ambitious in providing a learning environment unique to our setting, which provides an abundance of opportunities for children to develop as individuals, through play and exploration. Our environment brings the curriculum to life, widening experiences to support children to link learning and gain a deeper knowledge, which can be used to support the future extension of all learning. The impact of our curriculum, ensures that children are ready for the next stage of education when they leave Basnett Street Nursery School.

To see a copy of the school curriculum or other policies, please visit our website - www.basnettstreet.lancs.sch.uk



Parents as Partners

We want you to feel welcomed into Basnett Street Nursery School and work with you to support your child. We very much appreciate your interest and involvement. 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 items from home and joining in with special events etc. You will be regularly kept up to date in regards to your child's progress through planned parents meetings and daily discussions with your child's keyworker.

Alongside daily communication with your child's keyworker, we will communicate with you via the following channels. **Please ensure we have appropriate contact information on the registration paperwork and please update the office of any changes throughout the academic year:**

- Email
- Letter
- Text message
- Facebook
- Website
- Newsletter





Nursery Induction Process



A home visit will be arranged with you before your child starts nursery. **You will receive a letter stating your home visit date and official start date.**

During your child's first week, you will stay at nursery with your child for shorter sessions to help them settle in. Your keyworker will communicate with you on when sessions can be increased and when your child can attend nursery without you.

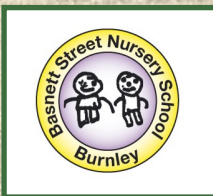
Please be aware that you may need to stay with your child for longer than one week. It is important both yourself and your child feel safe and have built a relationship with their keyworker before they are left alone. We understand this can be difficult when navigating personal commitments, but please trust us with this very important stage of your child's nursery journey.

Do not be alarmed if your child takes longer than another child to settle at nursery. All children react differently and we will work with you accordingly.

Prepping for Nursery

Here are some ideas to help you prepare your child for starting nursery:

- Talk to your child about the fun they will have at nursery.
- Do nursery activities at home such as nursery rhymes, painting, crafting and water play.
- Never threaten your child with 'telling the teacher'.
- Always remind your child that you will leave them at nursery but that you will be back to collect them.
- Dress your child in clothes with easy fastenings to help promote independent toileting.
- Show an interest in what they have done at nursery but do expect them to be reluctant. They may be overwhelmed and will share experiences with you when ready to do so.
- Nursery can be very exhausting. Allow children extra cuddles and time to rest.



Important Information

Snack

There is a fruit basket in reception. **We ask our families to donate fruit and vegetables** every week for children to share at snack times. You do not need to send your child in with a snack.

Nuts

We are a nut free school. Please do not send nuts or food containing nuts into school.

Healthy School

As we are a healthy school, **sweets and chocolate are not allowed** onsite or in children's packed lunch/bags.

Lunch

Children staying for lunch will need to **bring a healthy packed lunch each day**. Our full lunch policy can be found on our website - www.basnettstreet.lancs.sch.uk.

School Fund

We ask for a donation of £3 per week to help fund our exciting activities such as baking, parties, special events and keeping our resources topped up. This can be paid in cash at reception or via bank transfer. This is separate to session charges.

Library

Your child will bring home a new library book each week. Please indicate in the reading journal whether your child enjoyed the book. **This will need returning to nursery every week.** Missing or damaged books may result in a £5 charge.

Parking

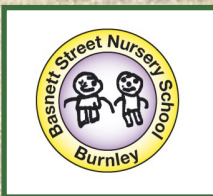
Basnett Street is a very busy street but we ask you to be courteous to local residents when parking.

Please do not use the staff car park, move the yellow cones or park on the yellow zig zag lines outside of school. Emergency vehicles need to be able to access the nursery at all times.

Accidents and Medication

All staff are Paediatric First Aid qualified with some holding an additional First Aid qualification. You will need to consent to your child receiving emergency medical treatment on your registration paperwork. **Please keep the school office informed to any changes in contact information should we need to contact you in an emergency.**

If your child has a medical condition that requires medication, we are able to administer this. The medicine must be given to us in original packaging, unopened, named and dated and full instructions must be given in an accompanying medical form.



Important Information

Absence and Illness

Good attendance is important for your child's learning and development and daily attendance is expected. Continuous, poor attendance can put your child's place at nursery at risk. **You must ring the nursery daily to inform of your child's absence - 01282 457235.**

Medical appointments should be made outside of session times where possible.

Holidays

As we are a local authority nursery, **we open term time only**. An up to date holiday list is available on our website - www.basnettstreet.lancs.sch.uk.

We encourage holidays to be taken in school holidays and we will only allow a maximum of 10 days extra holiday to be taken without your child's place being at risk.

Safeguarding

Children must be collected by an authorised person who you have named on your registration paperwork and they must be at least 16 years of age. They will need to know your child's password that you have set on the registration form.

If a non-authorised person needs to collect in an emergency, you must inform nursery to prevent delays at pickup time.

Mobile phones and devices are not allowed to be used in nursery and must be put away at the front door.

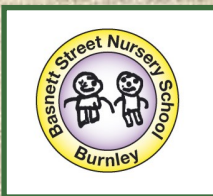
Home Language

We recognise that bilingualism is a true asset and will encourage children to use both home language and English in nursery. Where possible, children will be grouped by home language so they have opportunities to develop their communication skills further.

Online Safety

Our ICT equipment is filtered and monitored to keep your child safe in nursery. **Parents, carers and children are not allowed to bring phones and personal devices into school.**

Please support our online safety focus by monitoring what your child watches at home and being mindful of screen time.



Nursery Kit List

Your child will need to bring a bag into nursery each day containing nappies, spare socks and underwear plus a change of clothing. Please ensure all items have your child's name stamped into them.

We will provide rain coats, waterproof trousers and wellies for outdoor play but you will also need to supply additional items depending on the time of year:

Spring/Summer - please ensure your child has suncream applied before coming to nursery and pack a sunhat. We provide top up suncream if consent has been provided on the registration paperwork.

Autumn/Winter - please ensure your child has appropriate footwear, a warm coat plus hat, scarf and gloves.



Uniform

Uniform at Basnett Street Nursery School is recommended but not compulsory. Wearing uniform encourages a sense of belonging and protects personal clothes but is your choice as to whether you purchase this.

Our uniform is a jade jumper (£10.80) or cardigan (£12.55) and a yellow polo shirt (£8.55). We would recommend wearing this with dark leggings or jogging pants. Comfortable shoes must be worn.



As this uniform is optional, you will not find it in local uniform shops. **To purchase, please follow this link -** <https://www.schooltrends.co.uk/uniform/BasnettStreetNurserySchoolBB103ES>



Children can get very messy at nursery so please do not send them in their best clothes.



Complaints Procedure

Our staff are always available for parents/carers to discuss any concerns.

If you feel your child's keyworker cannot help, you can speak with Mrs Lindsay Ingham (Headteacher) or Mrs Grace Walker (The Chatterbox Club Manager). We will always give serious consideration to concerns and complaints that are brought to the nursery'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 Basnett Street 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 Chairperson of the Management Committee, using The Chatterbox Club address.

The Governors of Basnett Street Nursery School

Mrs T Cullen
Chair of Governors

Mrs H Mansfield
Vice Chair of Governors

Mrs L Ingham
Headteacher

Miss B Margison
Staff Governor

Mrs G Walker
LEA Governor

Kinza Tasaddug
Mrs M Laskawiec
Debra Dawson
Parent Governor

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

Tel: 0300 123 4666

The Trustees and Roles of The Chatterbox Club

Mrs L Ingham
Headteacher
**Trustee
Chairperson**

Ms Beth Margison
**Trustee
Treasurer**

Ms E Barker
**Trustee
Secretary**

Mrs G Walker
Advisory to the Trustees

Carol Carpenter
Clerk

