

Wrexham Early Years Centre

Canolfan Blynyddoedd Cynnar

Wreccsam



Hand in hand, together we can

Law yn llaw, gyda'n gilydd, mi allwn

Prospectus

2014 / 2015

Welcome to Wrexham Early Years Centre

Prince Charles Road

Wrexham

LL13 8TH

Telephone number: 01978 356177

Mobile number: 07507 218380

mailbox@wrexhameycentre.wrexham.sch.uk

www.wrexhameycentre.co.uk



Croeso

Witajcie

Bemvindo

Nameste

Al Salaam a' Laykum

We would like to welcome you and your child to Wrexham Early Years Centre. We really look forward to working in partnership with you while your child is here with us in school.

We aim to offer your child the very best opportunities during his / her year in school. Our qualified and experienced staff do all they can to ensure that your child's first experiences in school are exciting, challenging and full of fun! We hope to work with you to develop and broaden their learning experiences, so that when they leave the Nursery, they will be confident, enthusiastic learners who are looking forward to the next stage of their education.

Our Aims

In Wrexham Early Years Centre, we aim to create...

- A welcoming, caring and happy learning environment where all achievements are celebrated
- A family school where all are welcomed
- A place where curiosity and independence are encouraged - where learning is fun!



Nursery Term Dates

Autumn Term 2014 - September 2nd - December 19th

Half Term - 24/10/14 - 03/11/14

Spring Term 2015 - January 6th - March 27th

Half Term - 13/02/15 - 23/02/15

Summer Term 2015 - April 14th - July 17th

Half Term - 22/5/15 - 01/06/15

Session hours - 9.00 am - 11.30 am

At Wrexham Early Years Centre, we promote good attendance to enable our children to take full advantage of the educational opportunities we offer. Our Parent Coordinator monitors attendance daily and works closely with families to support good attendance.

It is extremely important that your child attends school regularly in order to benefit from all the activities on offer.



What to do if your child is absent from school?

If your child is unwell please keep them at home and let us know if they are not coming to school, by contacting us on Wrexham 356177 or 07507 218380. If possible, please advise us beforehand if children have to attend a medical appointment during school hours.

Please phone on the first day of absence leaving your child's name and reason for absence. These messages may also be left on the school's mobile phone, or delivered in person. We ask that parents please keep us informed of their child's absence by 9.15am that day. If we have not received a call, our Parent Coordinator will ring and enquire about the reason for absence. At Wrexham Early Years Centre, all absences are accounted for and recorded.

Please try to avoid term time holidays.

It is also important that your child arrives in school on time, in order that they don't miss out on all the activities that take place during the morning. We ask parents to ensure that children arrive at school in good time for registration each day.

Please help us by bringing your child to school for 8.55 am and collecting them on time.

Nursery attendance - 2013 / 2014 = 83%

Home / School Links

At Wrexham Early Years Centre, we place a high value on our partnership with parents.

Our 'Hand in Hand' group is run by [Miss Rachel Costeloe](#) and [Mrs Sara Williams](#). The aim of this group is to further encourage the partnership between the home and Centre by actively involving parents/carers in the education and care of their child and through providing a family support network service. We will be holding informal drop-ins for parents and will be organising opportunities to speak to a range of professionals in small, relaxed group settings. These will be on a variety of things such as speech and language activities and toilet training.

If there is anything that particularly interests you, please let us know. Mrs Melanie Jones our Family Learning Coordinator will be organising drop-ins and workshops over the coming months which we will inform you of in due course.

Our Home / School Links Coordinator, [Mrs Sara Williams](#) and [Miss Emma Dransfield](#), our Parent Coordinator are here to help you with any concerns or issues that you might have.

We greatly appreciate our relationship with parents.

Who works in Wrexham Early Years Centre?

Rhian Hughes	Headteacher
Rachel Costeloe	Teacher / ALNco - Additional Learning Needs Coordinator
Elizabeth Jones	Teacher / ALNco - Additional Learning Needs Coordinator
Jackie Whalley	Teaching Assistant Level 4 / School Uniform/SMILE Coordinator
Sara Williams	Teaching Assistant Level 4 / Home School Links Coordinator
Toni Gwilliam	Teaching Assistant Level 4 / Health and Safety Coordinator
Emma Dransfield	Teaching Assistant Level 4 / Parent Coordinator
Helen Davies	Teaching Assistant Level 4 / Community Coordinator
Yvonne Rowley	Teaching Assistant Level 2 / Health and Hygiene Coordinator
Rachel Davies	Teaching Assistant Level 2 / Resources Coordinator
Melanie Jones	Teaching Assistant Level 2 / Family Learning Coordinator
Rebecca Blakeley	Teaching Assistant Level 2 / Transport Coordinator
Nina Pryce	Administrator (School Secretary) Clerk to the Governors
Julie Miller	School Caretaker



The Governing Body

Chair of Governors: Jane Howells

Governors: Ann Pumford - Vice Chair

Pat Kearsley TBA

Parent Governors Michelle Wilde Jordana Farrow Kevin Arrowsmith

Teacher Governors Rachel Costeloe / Elizabeth Jones

Staff Governor Sara Williams

Rhian Hughes - Head Teacher

Director of Education & Young People - Wrexham County Borough Council - Mr John Davies -
01978 298710

Who are the School Governors?

The Governing Body is a group of people who are involved in making decisions and planning the future of the school. Our Governing Body is made up of people who represent parents and children at the school i.e. parents, teachers, other staff at the school, the local community and the Local Authority. Governors work on a voluntary basis - they are not paid for their duties.

If you need to contact a Governor:

- Drop a note in the school office and staff will hand it to a Governor.
- Speak directly to a Governor.

What happens during the day?



Each day follows a similar pattern. Every child enjoys the structure and security that this format offers.

1. The children start their day by playing outside for approximately fifteen minutes.
2. Circle Time - this is a time when we take part in a range of activities and talk about things that interest the children. We all get together to sing and to join in with poems and action rhymes.
3. Small Group Work - this is a time when we meet in small groups to take part in a range of activities eg learning to use scissors, complete jigsaws, use pegboards.
4. Snack Time - we all have something healthy to eat and drink. This is a positive and enjoyable activity, which allows us to teach manners and develop social and conversational skills.
5. Play Time -The children now plan to play in the various areas of the classroom. This is the time that they try things out, problem solve, practise and experiment. Staff work alongside the children, supporting and encouraging them during their play, being there to share their many experiences.
6. Tidy Up Time - we all tidy up the equipment and put things away.
7. Thank you time / Recall - the children talk about the things that they have been doing that morning. They learn to listen to others and to take turns. They learn how to thank others for being a good friend. This is such an important activity for confidence building.
8. Home Time.



The Foundation Phase Curriculum

What is the Foundation Phase?

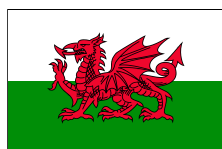
The Foundation Phase is an exciting curriculum for all children aged 3 to 7 in Wales. It is very much a child centred curriculum, allowing children to have fun whilst learning. The activities are pitched at the children's level of development enabling them to learn and succeed at a rate suitable to each individual.

The Foundation Phase is made up of seven areas of learning:

- Personal and Social Development, Well Being and Cultural Diversity
- Language, Literacy and Communication
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development



Welsh / Cymraeg



This subject is incorporated into the daily lives of our children and is regarded as an essential part of their culture and heritage. Your child will learn through singing songs, reciting rhymes and through a variety of enjoyable and practical planned activities. You will notice that many areas and resources in the classroom are labelled in both English and Welsh. We also offer support in helping our parents to learn Welsh.



The Outdoor Classroom

In the Nursery, we use our garden as a valuable teaching and learning area. The children learn through first hand experience in a fun, safe and stimulating environment. The outside space allows children to explore the world around them and provides many challenges covering all areas of the Foundation Phase. These include number trails, sharing stories, insect hunts, gardening, climbing and balancing.



How is my child doing in school?

Throughout the year, your child will be observed by staff to look at and assess what they can understand and what they can do. This information will help us to plan appropriate activities and experiences for your child in order to help them move forward in their learning. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

The school will share all information gathered, with our parents at regular intervals throughout the year. At the end of the year, you will receive a written report on your child's progress and you will be invited to meet with us to discuss the report.

There will be lots of opportunities throughout the year to ask questions about what, why and how your child is doing. Any time that you wish to discuss your child's progress, please speak to a member of staff.



How will I know what's going on in the Nursery?

You will receive regular newsletters, letting you know about things that are going on in the Nursery. They will also tell you the types of things that we are learning about and how you can help your child at home. Let us know if there is a matter that should be included in the newsletter.

Newsletters, posters advertising school and community events and activities etc, will be displayed daily on our Parents information board. There is also a basket by the Parents board with leaflets, booklets and brochures - please help yourself! Our school website will also have information on what's going on in school.



What does my child wear for Nursery?

We introduced a new school uniform for Wrexham Early Years Centre in September 2014. We decided that it would be really nice to have a uniform that:

- ❖ promotes a sense of pride in the school
- ❖ is convenient for parents
- ❖ is practical and smart
- ❖ is regarded as suitable wear for school and good value for money by most parents.



The uniform consists of a green T shirt, a polo shirt, a sweatshirt, a cardigan and a cap.

We are selling the uniform at the price that it costs us -we do not make a profit on any items sold.

School uniform is preferable but not compulsory. You can buy as little of it as you like.

We go outside in all types of weather to enjoy the garden and the facilities on offer. We have waterproofs, umbrellas and wellington boots for wet days and sun hats for hot days.

Please make sure that all coats, cardigans etc are clearly labelled with your child's name.

Jewellery such as rings, bracelets, necklaces etc are not really suitable for school. If a child's ears have been pierced then only stud type earrings should be worn. This is a safety precaution.



Do you serve healthy snacks in school?

The children have milk and a selection of different fruits every day. Snack time is a very important part of our school day. It is a time when we meet together to enjoy healthy fruit and to develop good eating habits such as good manners. It gives us an opportunity to have a chat about what we have been doing that morning and to share things. We ask for a contribution of £1.00 per week to buy items for snack.

Please let us know if your child is allergic to a particular food. Drinking water is available throughout the day.

Number Games Library

After October half term, we will be starting our number games library where you and your child can borrow a number game. Please take care of the game and keep it safe in the special bag that school provides.



Additional Learning Needs

"This exceptional provision ensures that there are no barriers for any learners who may require additional support".

Estyn Inspection Report

Each year, we have a number of children with a range of additional learning needs in the Nursery. We work closely with a range of outside agencies such as speech therapists and educational psychologists.



Health and Safety / Security

A full fire drill is held once every term, so that all children know what to do in the event of a real emergency.

All staff have received training in first aid. Miss Helen Davies and Miss Toni Gwilliam are our qualified and experienced First Aiders who deal with all accidents that occur in the school. In the event of an emergency, we will contact you by telephone.

It is **essential** that we are provided with an emergency contact number and address, which is regularly updated.

If your child needs an asthma inhaler, then you will need to sign a form giving us permission for your child to use the inhaler. For legal reasons, we are not able to administer medicine to children - it is the parents' responsibility.

Please inform us of all allergies and any medical condition that your child may have.

Head lice are always a problem in any school. If your child needs treatment, please let us know so that we can make sure that other parents check their child's hair.

There is a high level of supervision both inside and outside the Nursery. All our children should be brought and collected from school by a responsible adult.

The school is very mindful of its duty of care and takes every step to ensure the safety of the children. Please let us know if someone else is collecting your child.

Photographs / Press Photographs

- Throughout the year, we take many photographs of the children. If you would like us to email you any photographs of your child, please give your email address to our secretary Ms Nina Pryce.
- The school will require your permission before we can release the name of your child to accompany local and national newspaper photographs, celebrating special events at school.
- Forms are sent out at the beginning of the Autumn Term.



Child Protection / Safeguarding

'The Welsh Office guidance makes it clear that schools have an important role to play in the protection of children from abuse'. This is confirmed in the Wrexham County Borough Council Policy, which sets out procedures to be followed by all staff. The school therefore has a duty to refer any concerns about the well being of pupils to the Social Services Department and the school medical officer for further advice. Copies of our Child Protection and Safeguarding policies can be obtained from the school office.

Equal Opportunities

The school operates an Equal Opportunities policy, which seeks to include and celebrate the religions and cultures of all children. The school promotes an Inclusion policy to prevent any child being treated less favourably than any other child regardless of impairment or disability. The school will challenge any attempt to denigrate a child on his / her difference in race, culture, gender or intellect.

What if I have a complaint?

If you ever have any concerns which you feel are affecting your child in the Nursery, please come and see us and we will do anything we can to solve the problem. We always prefer to deal with the matter at school level but if the problem needs to be investigated further, there is a formal procedure. The complaint can be referred to the Governing Body and if necessary the Local Authority.

Access to documents

Copies of certain education documents are available for you to see. A copy can be supplied within 15 working days after a request has been received.

If there is anything more that you need to know about our school, please
just ask.



We hope that you and your child have a happy and rewarding time here in
Wrexham Early Years Centre