



# Prospectus



Sarah Gilbert  
Head teacher



Liz Jenkins  
Deputy Head  
and SENDCo

## Welcome to Chapel Street Nursery School

We hope that you will enjoy your time being part of our Chapel Street Nursery School community and that this brochure will give you and your family information about our school and what we can offer you.

We are a Luton Borough Council maintained Nursery School, and we offer both Nursery School education during the normal school day as well as Childcare through our extended hours day-care. We are open for 38 weeks a year during term time.

You can contact us at Chapel Street  
Nursery School, Russell Street, LUTON,  
Beds LU1 5EA  
Tel 01582 413552  
[admin@chapelstreet.nurseryluton.com](mailto:admin@chapelstreet.nurseryluton.com)  
[www.chapelstreet.luton.sch.uk](http://www.chapelstreet.luton.sch.uk)

### Our school Values and Ethos

#### Values

- We are a fully inclusive setting and respect the child for who they are and where they come from.
- We value parents as the first educator of the child and develop strong links with our families.
- To ensure Chapel Street is a safe and healthy setting where our children enjoy coming.
- To ensure our staff are well trained and up to date with current research.

#### Ethos

- We endeavour to instil a lifelong desire to learn by providing high quality teaching.
- Strive for brilliance.
- We will start from where a child is in their development and their interests. Identify next steps to extend children's skills and help them reach their full potential and be confident and social young people.
- We know that children learn through play and exploring and we will provide opportunities for children to play and explore both indoors and outside.
- We foster independence in our children giving them freedom of choice; we encourage them to manage risk.
- We work towards being a valued part of our community providing services that meet the needs of our families.



Opening times:  
8am until 4pm Monday to Friday

## Admissions

### FUNDED PLACES

Funded places are available for all children from the term after their 3<sup>rd</sup> birthday. Funded places of up to 30 hours are also available for 3 and 4 year olds who are eligible. Parents can apply online via childcare choices or call 0300 123 4097.

We also offer free places for 2 year olds from the term after their 2<sup>nd</sup> birthday for families who are eligible. Parents can apply online via the links above, or contact the Family Information Service on 01582 548888.

15 hour funded places must be taken Monday to Friday 9.00am-12.00pm or 1.00pm-4.00pm during term time.

30 hour funded places must be taken Monday to Friday 9.00am-3.00pm.

### PAID-FOR

Paid places are available for any 2 year olds who don't qualify for a free place. These are available from their 2<sup>nd</sup> birthday.

Additional hours can be paid for 8.00am-9.00am for all children and 3.00pm-4.00pm for those children using 30 hour funding.

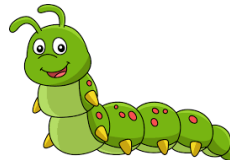
For more information go to  
[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If you are interested in joining our Nursery School, you can speak to a member of the office staff on:  
Tel. 01582 413552 or  
Email. [admin@chapelstreet.nurseryluton.com](mailto:admin@chapelstreet.nurseryluton.com)



### Butterflies and caterpillars Class

Children who are 2 and 3 will be in one of these classes



### Ladybirds and Honeybees Classes

Children who are 3 and 4 years old and are moving on to reception the following year will be in one of these classes



**The Meadow** is a provision within the nursery for children who have severe and complex needs. Children who require additional support to access the curriculum can spend part of their session in the meadow learning through specific interventions.



## Our Curriculum

We follow the Statutory Framework for the Early Years Foundation Stage in all areas of the nursery. You can find more information about it [here](#). Our curriculum is NURTURING and is built on experiences and actions that we want our children to do by the time they leave for reception. Please see here to see those experiences →

We use real and natural resources within the nursery which are open ended in their use. Teachers produce long term plans to ensure that the children can progress throughout their time at nursery in all areas of the curriculum (communication and language, physical, personal, social and emotional, literacy, maths, understanding the world and expressive arts and design). Medium and short term plans are then devised to plan the continuous provision and learning which will ensure all the children are on track. Any child who is working towards being on track will have experiences developed to encourage and promote progression.

We have a large garden for children to free flow in and out of during their session. Experiences are planned for the garden to enable learning to occur. We do go outside in all weathers so appropriate clothing is a must.



**New ideas and designs,** I have used my own ideas and a variety of different materials to make art and models.



**Understand and communicate,** I can follow instructions and can express my ideas and feelings. I can hold a conversation using a wide vocabulary.



**Real life writing experiences,** I have developed my gross and fine motor skills and enjoy mark making for a variety of purposes.



**Trips and exciting adventures,** I have completed experiments, engaged with animal and insect encounters, forest school and trips out. I have grown vegetables.



**Utterly love reading,** I have heard a variety of stories and learnt facts from books. I can retell a story using a variety of resources and can follow simple recipes for playdough. I can read my name.



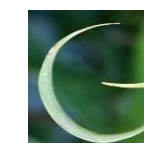
**Regulate my emotions,** I have made friends and I can share and take turns. I recognise how I feel and how my friends feel. I can calm myself down using yoga, counting and breathing.



**I am so independent,** I can put on and take off my coat, shoes and jumper. I can feed myself using cutlery and I know how to keep myself safe. I can use the toilet independently and I can remember to wash my hands.



**Numbers are great.** I have enjoyed practical maths challenges and developed a deep understanding of numbers 1-5. I have developed a great maths vocabulary around shape, measure, pattern and size.

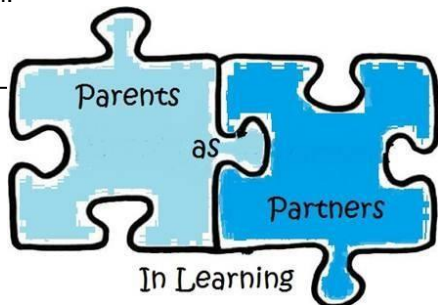


**Groove to the beat.** I have responded to different cultural rhythms, rhymes and music and made up my own dances and music.

## Working with Parents

Throughout our Nursery School, we like to work in partnership with parents. You are the experts on your child, and have been educating them since the day they were born. We want to work with you to provide the best possible outcomes for your child.

We are very keen to have parents, grandparents or other family members in to provide support in the nursery, on a one off basis or weekly. This might be to read books, sew, garden or talk about something to do with our topic. We never leave unqualified people or those without a DBS check alone with the children.



## Healthy Eating

Throughout the Nursery School we promote healthy eating. Our menus are checked and our chef makes sure we provide healthy options for the children. We work hard to ensure that full time children who may have all their meals with us eat 5 pieces of fruit and vegetables every day. We also provide healthy snacks, which are available during the morning and afternoon sessions.

The menus are spread over a 4 weekly rota and are displayed in every classroom as well as being published on the website. Copies are available on request. We encourage all the children in making healthy decisions about what to eat. The children have access to activities where they are able to practise skills like spreading, cutting and pouring, where all the choices are healthy. We might have fruit, breadsticks, pitta bread, hummus, vegetables or dried cereals. Water is always available to drink.

## Thrilling Thursday

Every Thursday, parents and carers are invited to come into nursery at the beginning of the session (9.00am or 1.00pm). An activity is planned each week that is linked with the book the children are reading in literacy and is aimed to help show you how we teach the children and give ideas of activities that can be done at home.

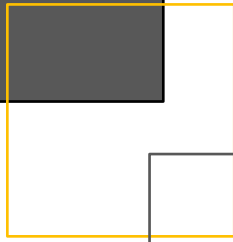
## Parent Consultation

Every term, parents are invited to make an appointment with their child's key worker to discuss how they are progressing and whether they are 'on track' in their learning or whether they are 'working towards'.

We send home a two year check for each child who is two and a report for all children who leave in July when they turn four. The leaving report is also sent on to the children's new primary schools. Before they leave us we have graduation celebrations for parents to attend, where the children are presented with a certificate. We take photographs of the children before the event so that you can have a picture of your child in their gown.



At Chapel Street we support Operation Encompass. This is a charity that enables effective interventions to many thousands of children who have experienced domestic abuse. It ensures that if the police are called to the home of a child or a child has been involved in a domestic abuse/violence incident, the police share information with the Designated Safeguarding Lead at the child's school prior to them arriving the next day. This enables the school to provide the appropriate support.



## Moving on to 'big' school

When your child is about to move to Primary or Infant school, we will liaise with their new school and teachers to make their transfer as smooth as possible. Schools have different policies on when they admit new children, and we support them in that. Once your child is registered with us they will be in the Luton Borough Council education system. You will receive 'Starting School' information in the Autumn term of the academic year before your child is 4. The deadline for applications is usually during January. Parents are encouraged to complete an online application form. When places have been allocated, you will be notified. This is usually just after Easter. Please let us know which school they will be going to. We liaise with the schools and for each child we give them a report, which you will receive as well.



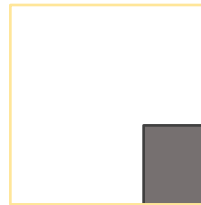
Our policies and procedures are on our website or available from the Headteacher.



## Compliments or Complaints Procedure

At Chapel Street Nursery School, we like to know how we are doing, so we welcome your feedback if we do something really well or if you feel that there is room for improvement. If you have a concern or complaint, we always try to deal with it helpfully and reasonably. If we need to, we try to put things right as quickly as possible. If you have a concern or complaint you need to take it up with the school itself. The local council would not usually get involved in a complaint unless the school had completed its own procedures first. This complaints procedure is for general complaints. The school must follow other procedures for complaints or appeals about the curriculum, special educational needs provision, exclusions and admissions. Staff disciplinary action, child protection issues or criminal investigation will also need to be handled differently. When you discuss your concerns with us we shall tell you which process to follow.

Full details of the procedure can be found on our website, [www.chapelstreet.luton.sch.uk](http://www.chapelstreet.luton.sch.uk)



## Child Protection and Safeguarding Procedure

It is our practice to oversee the safety of our children. We have a legal obligation to report any concerns we may have to the appropriate authority. We have a Child Protection and Safeguarding policy which may be seen on request. Chapel Street has 3 staff members who are trained as the designated safeguarding leads and supervise the Safeguarding processes at Chapel Street. They are Sarah Cain, Sarah Gilbert and Liz Jenkins. If you have any worries or concerns you would like to discuss about Safeguarding, there should always be at least one of these people on site at any one time. They will be happy to meet with you to talk about your concerns.

## These are some of the requirements we have in our Nursery School

- We have several rules regarding illness and medication. There are posters around the nursery telling you what we expect from you in these circumstances.
- Please make sure you put your child's name in their clothes. It is especially important to label coats. Children often pop into other classrooms and may leave their coat behind when they go back to their own room.
- Please bring a spare set of clothes for your child. They may jump in a puddle outside, get paint on themselves or have an accident and need to change.
- **Medication:** This will only be given in exceptional circumstances and the decision to give it or not will be taken on an individual basis, by the Headteacher or a member of the Leadership team. There are forms to be filled in before medication such as inhalers can be given. Medicines are kept in a locked cupboard away from the children.
- **Absences:** We need to be informed as and when a child will be absent due to sickness or for holidays for any length of time. Please advise your child's room as well as the office staff. This is important because when your child moves on to Primary school their attendance rates will be monitored. We are aiming for our whole school attendance to be 85%. To help with this, we have an attendance policy in place. You can find this on our website.
- **Parking** The parking on our premises is for staff use only. It is very limited and there is no room for parents or visitors to park. Pedestrians must use our walk-in entrance, not the car park as the car park can be dangerous with cars reversing etc.
- **Trips:** From time to time we may take your child out on a trip. This may be locally to the shops or further afield to a farm or zoo. Although you will sign to give your permission on the admission form, we will always inform you before taking the children out, to get your permission again which may be asked for verbally or in writing. We always take plenty of adults on any trips to ensure the adult-child ratio is adequate. We aim for each adult to have two children to look after.
- **No smoking policy:** The school and the site operate a total non-smoking policy.
- **No mobile phone policy:** **You must** turn your phone off when you come in our gates. This is because your child needs your attention when leaving you or being collected by you, so that you can talk to them, settle them in, listen to what they are telling you. Your child should always be far more important to you than your mobile phone. This is also a safeguarding matter, and taking photographs is forbidden.

