



Rossall

# Rossall Nursery Welcome Pack 2011-12



# Introduction



We are really looking forward to welcoming you to our wonderful nursery. We hope your son/daughter will enjoy their time at Rossall Nursery. At Rossall we wish to offer you the highest level of support at all times.

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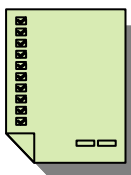
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# Contact Us: Who does what at Rossall?

Whilst up to now your primary contact has been with the Admissions team, once you have completed the admissions process please make sure your new first point of contact is the Nursery Manager in the first instance; if you are struggling to gain contact with the Nursery manager you can alternatively contact the Junior School secretary (Mrs Justine Morris).



## Head of Nursery, Infants and Juniors

Mrs Katie Lee

Tel: 01253 774222

e-mail: [k.lee@rossall.org.uk](mailto:k.lee@rossall.org.uk)

### Nursery Manager

Mrs Annette Murray

Tel: 01253 774228

e-mail: [nursery@rossall.org.uk](mailto:nursery@rossall.org.uk)

### Junior School Secretary

Mrs Justine Morris

Tel: 01253 774222

e-mail: [j.morris@rossall.org.uk](mailto:j.morris@rossall.org.uk)

### Headmaster

Dr Stephen Winkley (P.A. Mrs Lesley Jones)

Tel: 01253 774247

e-mail: [l.jones@rossall.org.uk](mailto:l.jones@rossall.org.uk)

### Admissions Team

Mrs Michelle Metcalfe –Registrar

Tel: 01253 774260

Fax: 01253 779415

Email: [m.metcalfe01@rossall.org.uk](mailto:m.metcalfe01@rossall.org.uk)

Mrs Julie Barkhuizen – Assistant Registrar  
& Website Manager

Tel: 01253 774273

Email: [j.barkhuizen@rossall.org.uk](mailto:j.barkhuizen@rossall.org.uk)

Mrs Annette Mellor – Registry Assistant

Tel : 01253 774225

Email: [a.mellor@rossall.org.uk](mailto:a.mellor@rossall.org.uk)

Mrs Claire Bailey (maternity leave)

Email [j.dakin@rossall.org.uk](mailto:j.dakin@rossall.org.uk)

Mrs Jacqui Dakin – Agent Liaison Officer

### Fees Administrator

Miss Kirstie Allen

Tel: 01253 774233

Fax: 01253 774279

e-mail : [k.allen@rossall.org.uk](mailto:k.allen@rossall.org.uk)

### Medical Centre Nurses :

Karen Pook

Tel : 01253 774287

Fax: 01253 875943

e-mail : [medical@rossall.org.uk](mailto:medical@rossall.org.uk)

Lyn Kane

### General Enquiries

#### Reception Desk

Mrs Anne Mather

Tel : 01253 774201

Fax : 01253 772052

e-mail : [reception@rossall.org.uk](mailto:reception@rossall.org.uk)

Mrs Karen Love

# Curriculum—what will my child be learning at Rossall Nursery?

The curriculum is carefully planned to work towards the Early Years Foundation Stage Curriculum and the International Baccalaureate Primary Years Programme.

Activities and experiences for the two and four year olds are planned within the areas of learning as specified in the Early Years Foundation Stage Curriculum.

The six areas of learning are:

- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Creative Development
- Personal, Social and Emotional Development
- Physical Development

Meeting individual needs of all children lies at the heart of the Early Years Foundation Stage Curriculum. We deliver personalised learning, development and care, to help all children to get the best possible start in life.

All children are encouraged to participate in a wide range of activities to extend and build upon their existing skills, interests and knowledge through themes that are meaningful and interesting to the children. It is also important that the children have fun, enjoy coming to nursery and gain a thirst for learning.

In addition, the Early Years Foundation Curriculum is planned in conjunction with the Primary Years Programme for the three and four year olds. It focuses on the total growth of the developing child, encompassing social, physical, emotional and cultural needs in addition to academic development. This is taught through six transdisciplinary themes which provide a relevant, engaging, challenging and significant educational framework for all children.

The themes are:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organise ourselves
- Sharing the planet



# School Policies

All our School policies are on the school website ([www.rossallschool.org.uk](http://www.rossallschool.org.uk)) – please feel free to read them at your leisure. If you would like a hard copy please contact the Junior School Secretary Mrs Justine Morris.

- Curriculum Policy
- Junior & Infant Curriculum Policy
- ISC Curriculum Policy
- PSHE Scheme of Work
- PSHE Policy
- SRE Policy
- Health and Safety Policy for Pupils on Educational Visits.
- Statement of boarding principles and practice.
- Child Protection Policy
- Policy for Pupils on Confidentiality
- Anti-Bullying Policy
- Junior & Infant Anti-Bullying Policy
- Behaviour Policy
- Junior & Infant Behaviour Policy
- Pupil Supervision Policy
- Junior & Infant Pupil Supervision Policy
- Restraint Policy
- Policy for the use of ICT, Mobile Phones and other Electronic devices
- Taking, Storing and Using Images of Children
- Catering and Food Hygiene Policy
- Spiritual, Moral, Social and Cultural Development Policy
- Junior & Infant Spiritual, Moral, Social and Cultural Development Policy
- Admissions Policy
- Equal Opportunities Policy
- Drugs, Alcohol and Tobacco Policy
- Disability Policy
- SEN and Learning Difficulties Policy
- Junior & Infant SEN and Learning Difficulties Policy
- Nursery SEN Policy
- Accessibility Policy and Plan
- Record Keeping Policy
- Reports and References policy
- Data Protection Policy
- Health and Safety Policy
- Fire Safety Policy
- Missing Child Policy
- Nursery Missing Child Policy
- First Aid Policy
- Infection Control Policy
- Pandemic Policy
- Medical Questionnaire Policy (see First Aid Policy)
- Nursery Administration of Medicine Policy
- Complaints Policy for Parents
- Complaints Policy for Pupils



# Fees & Term Dates

The academic year consists of three terms (trimesters) beginning in September, January and April.

## Fees for the academic year 2011/12

Morning Session	8.00am – 12.00 noon	£16.80
Lunch Session	12.00 noon– 1.00pm	£4.20
Afternoon Session	1.00pm – 5.00pm	£16.80
After school club	5.00pm – 6.00pm	£4.20

## One-off fees

Registration Fee £50

## Payment of Fees

You will receive an invoice before the end of the preceding month the payment is due. Payment may be made by cheque, bank transfer or by debit / credit card.

### Debit / credit card

Debit / credit card payments can be accepted by fax, email or in person at the Bursary. Please note a 1.5% administration is added to credit/debit card transactions and 2.5% for American Express if the fees are paid after the card discount date each month.

### Cheque

Cheques can be sent by post or taken in person to the Bursary at the following address:

Kirstie Allen, Fees Administrator, Rossall School, Broadway, Fleetwood, Lancashire FY7 8JW

Please make cheques payable to The Corporation of Rossall School.

Please note cash is no longer accepted and payment by direct debit is unavailable for Nursery children.

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### Bank Transfer

Rossall's bank details are as follows:

Account name:	Corporation of Rossall School
Account Number:	05008204
Bank:	National Westminster bank
Branch:	Church Street, Fleetwood
Sort Code:	60 08 26
IBAN Code:	GB65NWBK60082605008204
SWIFT Code:	NWBKGB2L

The student's name and account code (shown on the fees invoice) must be quoted on the bank transfer document and a copy of the document must be sent by fax to Kirstie Allen on +44 1253 774279.

## Term Dates and Holidays

Rossall Nursery is open 50 weeks of the year, however we offer an additional 40 week option as flexibility for those parents with older siblings:

### 50 week option

Nursery is closed for 2 weeks at Christmas (usually the two full weeks that include Christmas and New Year)

### 40 week option

2 weeks holiday at Christmas

2 weeks holiday at Easter (to fit in with Rossall School holidays)

8 full weeks in the Summer (to fit in with Rossall school holidays) 40 week

children mostly start back on a Monday, even if the rest of the school don't.

Exact dates are usually confirmed to parents at the beginning of each academic year.



# Uniform

RosShop operates on limited opening hours during the school holidays. To avoid wasted trips and to save your time, we are inviting new parents to arrange an appointment with the shop manager, Mrs Julie Oldfield, where she will give you and your son/daughter individual attention and advise you of the required items for your child. Julie can be contacted on 01253 774252, or by email [j.oldfield@rossall.org.uk](mailto:j.oldfield@rossall.org.uk) or by calling into the shop in person.

## Boys

- Pale blue sweatshirt with school motif or Pale blue V necked jumper
- White polo shirt with school motif or short sleeve white shirt and tie
- Grey shorts
- Grey socks
- Black shoes
- Navy School Coat
- Blue Hat, Scarf and Gloves
- Wellingtons
- Navy All-in-One waterproofs (optional)
- Navy sandals with a covered toe
- Blue sun hat
- High factor sun cream.



- Painting overall
- Printed name labels

### Gym (Required by Upper Nursery)

- Blue shorts
- White polo shirt with School motif
- Black pumps

### Ballet Club

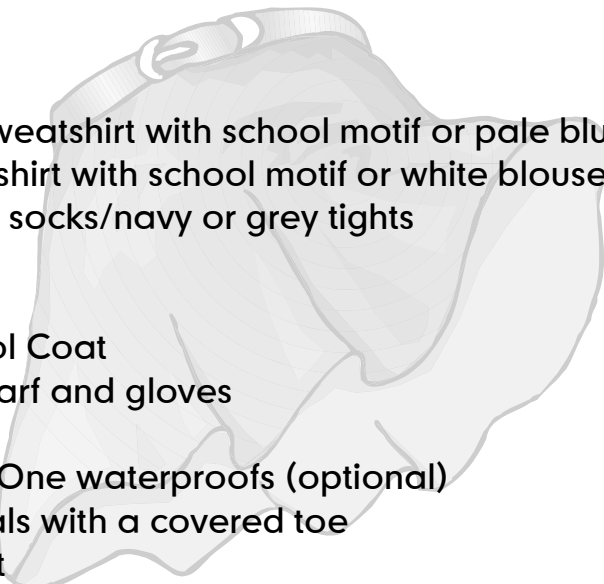
- Gym kit as above
- White ankle socks
- Black ballet shoes

**PLEASE ENSURE  
THAT ALL UNIFORM  
IS CLEARLY NAMED**

We ask that all parents provide a bag of spare clothes for accidents. If your child is still in pull-ups, we ask that you also provide spare pull-ups, wipes and nappy bags.

# Girls

- Pale blue sweatshirt with school motif or pale blue V necked jumper
  - White polo shirt with school motif or white blouse and tie
  - White ankle socks/navy or grey tights
  - Grey skirt
  - Black shoes
  - Navy School Coat
  - Blue hat, scarf and gloves
  - Wellingtons
  - Navy All-in-One waterproofs (optional)
  - Navy sandals with a covered toe
  - Blue sun hat
  - High factor sun cream
- 
- Painting overall
  - Printed name labels

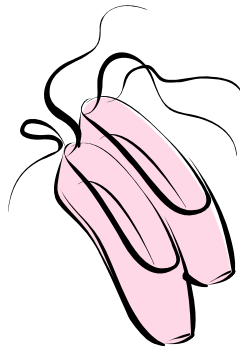


## Gym (Required by Upper Nursrey)

- Blue shorts
- White polo shirt with School motif
- Black pumps

## Ballet Club

- Blue leotard
- White socks
- Pink ballet shoes



**PLEASE ENSURE  
THAT ALL UNIFORM  
IS CLEARLY NAMED**

We ask that all parents provide a bag of spare clothes for accidents. If your child is still in pull-ups we ask that you also provide spare pull-ups, wipes and nappy bags.



## Groups and Special Events



### Adult Lane Swimming

Every Monday and Wednesday

7.30pm – 8.30pm

Cost £3 each

In the Rossall swimming pool



### Zumba Fitness

Every Monday and Wednesday

6.30pm – 7.30pm

Cost £5 each (£2.50 for Rossall Parents)

In the main gymnasium



### Family Swim

Every Sunday 12 noon – 2.00pm

Cost £5 per family

In the Rossall swimming pool



### Parent and Toddler Group

Runs occasional Friday mornings in the school holidays in the Nursery and Infant hall.

9.30am – 10.30am

For 0-2 year olds

Keep checking the website for forthcoming dates.



## Groups and Special Events Cont...

### **Rossall Foundation**

The Rossall Foundation is a separate charity from the School and is a Company Limited by Guarantee. It has its own committee which governs its business but anyone can become a member upon payment of the required membership fee and each member can vote at AGMs. The Foundation's aims are to raise funds for major developments at the School including capital resources for new buildings and facilities such as the £150k raised for the School's new Astro turf playing surface. The Foundation's Director is Kevin Hookham.

**Email:** [k.hookham@rossall.org.uk](mailto:k.hookham@rossall.org.uk)

**Tel:** 01253 774284

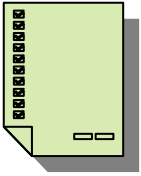
### **The Friends of Rossall**

The Friends of Rossall is a voluntary group consisting of current parents and staff. Its aim is to plan and deliver a range of fundraising events that will be of interest to parents, staff, and the wider Rossallian Community. Monies raised will be used to assist smaller projects around the School. The Friends group run the Rossall Summer Ball, the Firework Display, the Christmas Ball, Burns Night and hope to revive the Rossall School Fete in the near future. The Friends of Rossall Chairman is Simon Hockings, a current parent.

**Email:** [k.hookham@rossall.org.uk](mailto:k.hookham@rossall.org.uk)

**Tel:** 01253 774284





# Forms for Completion

Please make sure you have completed the forms below before your child starts at Rossall Nursery:

- **Form 2 – Insurance and Payment Form**
- **Form 3 – Emergency Contact Details**
- **Form 7 – Medical Form (This must be signed manually – please print, sign and fax to us)**
- **Form 8—Image release form**



# Checklist

## Have you....?

- Paid the registration fee?
- Confirmed your start date and booked your sessions with the Nursery manager?

### Sent the following forms to us:

- Form 2 – Insurance and Payment Form
- Form 3 – Emergency Contact Details
- Form 7 – Medical Form (This must be signed manually – please print, sign and fax to us)
- Form 8 – Image Release Form