

Starting School 2009-2010

If your child was born between 1st September 2004 and 31st August 2005, she or he will be due to start school during the 2009/2010 school year.

During November 2008 you will receive Bradford's Common Application Form and information on how to apply for a Reception place.

All children at Wibsey Nursery will be given the Common Application Form and pack regardless of which school they wish to apply for.

Please make sure that you fill in the Bradford Common Application Form. **You must return the form to your first preference school or to Education Bradford by the date shown on the application form (usually January).** Applications may also be made on-line.

If you are applying for a voluntary-aided school (Catholic and some Church of England schools), make sure that you have also filled in the school's Supplementary Information Form.

Important

Your child will not automatically get a reception place if she or he attends the nursery.

You must fill in the application form even if your child has an older sibling in school.

Information correct at time May 2008.

Starting School

The Nursery Curriculum is based on the QCA Curriculum Guidance for the Foundation Stage. This is made up of the six areas of a child's development.

- Personal, Social and Emotional Development (PSED).
- Communication, Language and Literacy (CLL).
- Mathematical Development.
- Knowledge and Understanding of the World.
- Physical Development.
- Creative Development.

These areas form the foundation for the National Curriculum which is taught in the main school.

The six areas of learning are addressed throughout the Nursery year through a variety of topics. A different topic is planned for each half term.

Autumn Term	1 Myself 2 Celebrations and Colour
Spring Term	1 Favourite Stories 2 Toys
Summer Term	1 Homes 2 Animals

We monitor children's progress by a series of observations which are recorded in your child's Progress Profile. You will receive a report at the end of the year which summarises your child's progress.

We will ask you to complete a short questionnaire about your child at home when your child first starts Nursery this will help us to have a complete picture of him / her.

As part of developing your child's knowledge and understanding of the world he / she will be involved in preparing food for snack time. To help cover the costs of the ingredients we ask for a voluntary contribution of 50p a week. This also helps to pay for snack and baking ingredients.

The Curriculum

June 2008

Dear Parent

I am very pleased to welcome you and your family to Wibsey Primary School. We are very proud of our school and, as you get to know us, I hope that you will soon begin to feel part of our large family.

We believe that education is a partnership and we value the things that you and your child have been involved with at home. The partnership between yourselves and the school is crucially important and I look forward to working closely with you to the benefit of your child.

We aim to provide a safe, secure, attractive environment at Wibsey that celebrates what children achieve and sets out clear expectations in all areas. We emphasise positive behaviour and the reinforcement of respect, appearance, attitudes and the importance of belonging, and being part of a large family.

Our Mission Statement is 'Striving for our children to achieve their full potential'. At Wibsey Primary School we work together to promote a happy environment in which all children are provided with opportunities to develop and achieve their full potential, not only in their academic achievement, but also in their personal development.

As a school we are committed to school improvement and are continually reviewing and updating our practice.

I am sure that your child will have many happy days at Wibsey Primary School and that you will feel that we value your contribution to your child's education.

Yours sincerely

B J HILLAM
Headteacher

INVITATION

Please accept this invitation to stay sometimes and share in the many activities.

- Cooking / Food Preparation
- Reading stories.
- Working and talking with children as they paint, glue, work with sand, water, bricks, etc.
- Helping on our educational visits.
- Join us for coffee every Friday morning / afternoon after October half term when you will be able to meet other parents.

The staff

Mrs Doyle
Miss Malone (Mrs Goldsborough)
Miss Carter (Mrs Larvin)
+ 1 Classroom Assistant

Mrs Doyle is the Nursery Teacher helped by 2 Nursery Nurses, **Miss Malone and Miss Carter**. A Classroom Assistant also works in the Nursery along with students from local Secondary Schools and colleges who are on placements as part of their training.

Your children will be allocated to a **Key Worker** (Mrs Doyle, Miss Malone or Miss Carter) who will take the main responsibility for your child throughout the year. You will meet your child's Key Worker on your visits to the Nursery during June and July.

The Key Worker is your first point of contact if you have any queries, worries or even good news or information about your child.

Visiting before starting

You and your child will be invited to visit Nursery before the summer holiday break.

The first visit will be for a morning or afternoon when you will be able to get to know the staff particularly your child's Key Worker. You will also see the Nursery in action with the present children

enjoying their normal activities. During this session there will be a small amount of paperwork to complete and you will be able to buy the Nursery sweatshirt if you wish.

The second visit will be arranged so that all the children and parents due to attend the Nursery in the morning (or afternoon) session will be able to meet, to get to know each other.

Starting in September

The children will be admitted in small groups over a period of two weeks. Parents **MUST** stay for the first session but you may leave from the second session if your child is happy and settled.

We will ask you to complete a short questionnaire about your child at home when your child first starts Nursery, this will help us to have a more complete picture of him / her.

Attendance

It is important for your child's educational development that he / she attends Nursery regularly. If your child is absent please inform Nursery **Tel. 01274 783338** and confirm by letter on return.

If you know that you are going on holiday then a holiday request form (available from the Nursery) should be completed.

Nursery attendance is monitored through the school's Attendance Policy and irregular or poor attendance will be followed up.
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What to wear

We have a Nursery sweatshirt, which you may wish to buy from Nursery.

Please mark all your child's clothing clearly – coat, pump bag and most importantly, sweatshirt (78 identical sweatshirts are difficult to return to their rightful owners).

Please do not send your child to Nursery in their best clothes; yes, we provide aprons but young children find controlling glue, paint and water very difficult.

The children will have access to Outdoor Provision regardless of the weather. Please do not send them to Nursery in their best coat because Outdoor Provision includes PAINT. In wet weather we ask you to bring your child's wellington boots to prevent wet feet.

It is expected that all children starting Nursery will be toilet trained but there will be accidents and a spare set of clothes in your child's pump bag would be a great help. Thank you.

Healthy Eating

Milk is provided free of charge for children in the Nursery. Also, as part of the National Fruit and Veg Scheme all children receive a piece of fruit daily.

Getting Started

*Wibsey Primary School
North Road
BRADFORD
BD6 1RL
Tel: 01274 678016/775545
Headteacher: Mrs B J Hillam*

June 2008

Dear Parent

DATA PROTECTION ACT

Schools, Local Authorities (LAs), the Department for Children, Schools and Families (DCSF), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), Ofsted and the Learning and Skills Council (LSC) all process information on pupils in order to run the education system and Department of Health (DH) and Primary Care Trusts (PCTs) process information on pupils in order to tackle the year on year rise in obesity among children, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time schools are required to pass on some of this data to LAs, the DCSF and to agencies that are prescribed by law, such as QCA, Ofsted, LSC, DH and PCTs.

The **Local Authority** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. LAs have a duty under the Children Act 2004 to cooperate with their partners in health and youth justice to improve the well-being of children in their areas. As part of this duty they will be required to maintain the accuracy of the information held on the Information Sharing (IS) Index about children and young people in their area (see IS Index under Department for Education and Skills).

The **Qualifications and Curriculum Authority** uses information about pupils to administer national curriculum assessments throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DCSF to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

The **Learning and Skills Council** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

The **Department of Health** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

Primary Care Trusts use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

The **Department for Children, Schools and Families** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DCSF will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

The Children Act 2004 provides for the Secretary of State to issue Regulations requiring the "governing body of a maintained school in England" to disclose information for inclusion on the Information Sharing (IS) Index. The purposes of the index are to:

- Σ help practitioners working with children quickly identify a child with whom they have contact;
- Σ determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled; and
- Σ enable earlier identification of needs and earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child; and

- Σ encourage better communication and closer working between practitioners.
- Σ The index will hold for each child or young person in England:
- Σ basic identifying information: name, address, gender, date of birth and a unique identifying number based on the existing Unique Identifying Number/National Insurance Number;
- Σ basic identifying information about the child's parent or carer;
- Σ contact details for services involved with the child: as a minimum school and GP Practice but also other services where appropriate; and
- Σ the facility for practitioners to indicate to others that they have information to share, are taking action or have undertaken a common assessment in relation to a child.

The index will NOT record statements of a child's needs, academic performance, attendance or clinical observations about a child.

All practitioners and system support staff (in LAs who will be responsible for maintaining the data) will have to have relevant training and to have undergone rigorous checks and appropriate security clearance procedures. To ensure high standards of accuracy, information on the IS Index will be drawn from a number of sources including the termly School Census from which, from January 2007, pupils' home address will be collected.

The DCSF will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DCSF may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their

research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- Σ the school at 01274 678016
- Σ the LA's Data Protection Officer
- Σ the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- Σ Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;
- Σ LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT;
- Σ the DCSF's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA;
- Σ the DH's Data Protection Officer at Skipton House 80 London Road London SE1 6LH;
- Σ your local PCT.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

Yours sincerely,

B J Hillam
Headteacher

Timings

Our Nursery is a part time unit which offers five mornings or five afternoons places a week; 39 children attend in the morning and another 39 children in the afternoon.

Morning session	9.00 - 11.30 a.m.
Afternoon session	1.00 - 3.30 p.m.

In order that your child receives the maximum time in Nursery:-

* Morning children may be brought between 8.50 a.m. and 9.00 a.m. and collected between 11.30 a.m. and 11.40 a.m.

* Afternoon children may be brought between 12.50 p.m. and 1.00 p.m. and collected between 3.30 p.m. and 3.40 p.m.

If you have older children in main school we are quite happy that you collect them first before coming to Nursery by 3.40 p.m.

If you are unable to collect your child please let your **Key Worker** know that someone different will be coming to collect him / her as we will not allow your child to leave until we have been informed.

It is important that children under five are brought and collected by an adult and not an older child.

Arrival and Departure

When you arrive with your child they should hang up their coat in the cloakroom, please go through into the Nursery and help him / her post their picture into their pocket. If we have any letters or messages for you we will put them into the pocket for you to collect, so please have a look.

Your child may then wish to show you things in the Nursery or go to a favourite activity.

When you leave, the children often like to wave through the window. Don't forget to wave back!

At the end of the session you will find the cloakroom door open but the internal door locked. Please take your child's coat from the cloakroom and wait under the shelter. The staff will dismiss the children one at a time through the main door. This may take some time at first until we get to know everyone so please be patient with us as we may have to ask who you are collecting.

During the session

When you have left your child at the beginning of the session they will all join in a **Key Worker** activity. It may be letter recognition or a number activity and there will be lots of time to talk about what they are doing.

During the remainder of the session the children have free access to the indoor and outdoor activities (whatever the weather!) There are also planned activities which are adult led; the children may choose to take part in these.

At the end of the session the children join together on the carpet for a story or singing.

About our Nursery

***Wibsey Primary School
North Road
Wibsey
Bradford
BD6 1RL***

Tel: 01274 678016/775545

Headteacher: Mrs B J Hillam

June 2008

A Word from the Governors

Dear Parent

On behalf of the Governors at Wibsey Primary I would like to welcome you and your child to the school. We hope that your child will have a happy, safe and successful time during the coming years. Wibsey Primary is renowned for its caring ethos. The last two Ofsted reports commented on the overall behaviour of the children and made particular reference to the caring nature of the teachers and staff at the school.

The Governors are part of the Wibsey team dedicated to providing your child with the best possible start. However, educating your child is a partnership between the school, yourself and the community which will help your child grow and develop into a responsible adult.

The Governors meet once every half term to discuss matters regarding the school. We support the Headteacher and staff by providing the resources and equipment to deliver the curriculum as a whole. We are also committed to improving the facilities here at Wibsey in order to enhance your child's excellence and enjoyment and make learning a fun experience.

Yours sincerely

Brian Feather
Chair of Governors

Can we contact you?

Please ensure that your details are kept up to date especially mobile telephone contact numbers.

In the event of severe weather such as snow, Nursery children will only be allowed to be taken home with brothers and sisters if we have written permission from you to do so.

It is important that children under five are brought to Nursery and collected by an adult and not an older brother or sister.

For the safety of your child and other people's children, please ensure that the gates to the Foundation Unit and the Nursery are closed at all times.

Health and Safety