



PARENT HANDBOOK

Our Mission

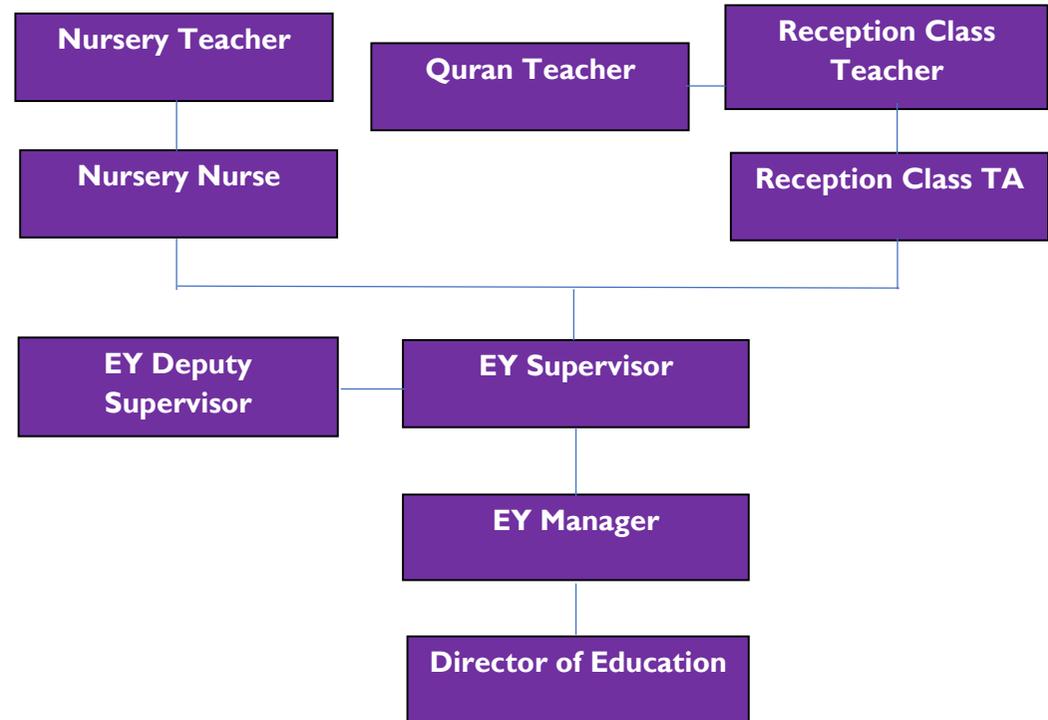
'To deliver a world class education in an environment that nurtures the love for Allah; where both staff and students enjoy the best possible learning experience and actively promote the highest of moral and spiritual behaviour.'



This handbook aims to share important information about Westwood Kindergarten (WK) with new parents. Please read carefully.

STAFFING STRUCTURE

We are a very new setting and our organisational structure does tend to evolve as we adapt staff roles to meet the demands of the day to day running of the Kindergarten.



ATTENDANCE AND TERM TIME LEAVE

It is very important for your child to attend school during every day of term. Unnecessary absences will affect your child's progress. We understand, however, that there are times when your child may need to accompany you on an annual family holiday. You may also need to take time off to attend important family engagements. We would request that such occasions are planned during school holidays so that the education of your child is not disrupted.

The following procedure will be implemented in cases where parents/carers still need to take leave during term time:

- **Permission for authorised leave may be granted in special circumstances or in exceptional circumstances.**
- **We may not authorize leave for students who will be taking SATs, however, we will consider cases on an individual basis**
- **If you wish to take leave during term time, you must apply for permission at least 4 weeks in advance by completing the *Term Time Leave Form***
- **The form will be given to you upon request and should be returned to the Manager**
- **Please do not book your holiday until the Manager has granted leave**
- **You will receive a Permission For Leave letter if your application is successful**
- **You will need to produce proof of travel before leaving**
- **If the school refuses your application and you still decide to take leave, the absences will be treated as unauthorised**
- **More than three unauthorised absences could lead to the termination of your child's registration at the school**

TERM DATES FOR ACADEMIC YEAR 2018-19

TERM 1	
Staff INSET 3 Sep 2018 Safar Break 27 Oct - 4 Nov 2018 Rabi al Akhir Break 21 Dec – 06 Jan 2019	
Opening Date	Closing Date
04 September 2018	26 October 2018
5 November 2018	20 December 2018
TERM 2	
Jumada al Ukhra Break 16 Feb - 24 Feb 2019 Sha'ban Break 06 Apr – 22 Apr 2019	
Opening Date	Closing Date
07 January 2019	15 February 2019
25 February 2019	05 April 2019
TERM 3	
Ramadan Break 25 May - 02 Jun 2019 Eid al Fitr 4-5 Jun 2019* Dhul Qa'dah Break 19 Jul – 04 Sep 2019	
Opening Date	Closing Date
23 April 2019	24 May 2019
03 June 2019	18 July 2019

*Eid Holidays subject to moon sighting.

SESSION TIMES

Nursery	Morning	8:30 am – 11:30 am
	Afternoon	12:00 pm – 3:00 pm
Reception	Monday to Thursday	8:30 am – 3:00 pm
	Friday	8:30 am – 11:45 am

SNACK TIME

Parents must provide a healthy snack for their child, this should include fruit in a tub that is clearly labelled with your child's name.

Milk will be provided by WK.

LUNCH CLUB

Children who choose full days have additional care from 11:30 am – 12:00 pm. The cost for lunch clubs is £3.00 per day. Parents will need to provide a packed lunch and a drink.

KEY WORKERS

Each member of staff acts as a 'key person' for a small group of children for whom she has particular responsibility. She will aim to build a relationship with you and your child and will be your first 'point of call' for any communication. She will help your child to settle, collate observations and put together your child's learning journal. She will work with you to ensure that we provide for your child's development, needs and interests.

At the end of every day your child's key worker will be there to share your child's experience. This will include what they have and have not enjoyed. If you would like to discuss your child's day in more detail, we will arrange an appointment for you to come in and speak in person or over the phone if staff are not immediately available.

SETTLING-IN

We want your child to settle quickly and easily. In order to achieve this, we use a range of strategies to help. We can offer shorter sessions initially, until your child is happy and settled. If the settling in process takes longer, we will discuss this and implement a strategy that works best.

CLOTHING FOR NURSERY CHILDREN

All items of your child's clothing should be clearly labelled. We recommend that your child does not wear their best clothes, as the daily activities at WK may include messy activities such as water play and painting.

Dungarees, belts and braces make it difficult for young children to go to the toilet. Velcro fastening shoes are preferable as opposed to lace up shoes as they are easier for children to put on themselves promoting self-help skills.

Please leave all valuable/treasured items at home. We ask that jewellery is not worn.

Things your child will need to bring to WK

- A set of spare clothes, this should include **pumps**, socks, underpants and vests.

- A pair of indoor slippers
- Comforters and blankets
- Warm suitable clothing for outdoor play (in the winter: gloves, scarves, hats etc).
- A pair of wellington boots for rainy/snowy days
- A sunhat and sunscreen for sunny days

CLOTHING FOR RECEPTION CLASS

Reception class children should come to school in school uniform. Please refer to the school uniform policy (*Appendix A*)

In the event of soiled clothes, your child will be given spare clothes (provided by the school). These will need to be washed and returned the next school day.

SCHOOL TRAVEL PLAN

Parents must follow the school travel plan. This means not driving up beyond the tramline on the West Street junction. Please refer to the school travel plan for more details (*Appendix B*).

HOME VISITS

The Early Years Supervisor and your child's allocated key worker will visit you and your child at home before your child attends the setting. This is to help your child become familiar with his/her key worker, making the settling in process less daunting.

ATTENDANCE, SICKNESS AND ABSENCE

We encourage your child to attend every day unless they are unwell. Please let us know the reason on each day that your child will not be attending. We discourage holidays during term time. We are duty bound to inform the Local Authority for prolonged absences. **Absences for more than 10 days will result in the local authority funding being discontinued. In this case, parents will be responsible for paying fees.**

We ask that parents inform the Kindergarten before 9:30 am, if your child is to be absent for any reason.

If your child is showing any signs of a contagious illness, we ask that s/he is kept at home until they fully recover. We follow the 'Public Health Agency Guidelines Regarding Infection Control in Childcare Settings'.

If a child becomes ill during a session, parents/emergency contacts indicated on the registration form will be contacted and you will be asked to collect your child.

If the child is prescribed antibiotics, s/he will not be able to return to the Kindergarten until 48 hours after commencing antibiotic treatment.

Medicines will be administered in compliance with the Kindergarten's 'Administering Medicines' policy.

LATE PICK UP

Children must be picked up on time. There is an additional charge for supervision of your child after the session has ended. The cost for extra supervision is £1 for every 5 minutes.

POLICIES AND PROCEDURES

Our Safeguarding Policy is designed to safeguard children, as part of our overall approach to safety. If we have any concerns, we have a legal duty to follow the current Child Protection procedures set out by Oldham Council.

If you have any concerns, worries or complaints we would encourage you to talk to the Early Years Supervisor as soon as possible. We have found that most problems can be solved in this way, however, our school's complaints procedure would be followed in the unlikely event that an agreement cannot be reached.

REPORTING OF NEGLECT OR ABUSE

Westwood Kindergarten has an obligation to report any suspicions we have that your child has suffered neglect or abuse to the relevant authorities.

LIABILITY

Westwood Kindergarten shall not be liable for any loss or damage to toys, equipment, clothing or other belongings that your child may bring to the setting.

DATA PROTECTION

Details of your name, address and other personal data will be processed and stored in confidence according to the General Data Protection Regulation.

EVENTS THAT ARE BEYOND OUR CONTROL

In the event of an incident beyond our control, we will keep you closely informed. For example: fires, floods and school closure due to extreme weather.

FREE NURSERY EDUCATION

If you wish to take up free nursery education, you are required to complete and sign a Parental Declaration form on a **termly** basis, detailing how and when you will take up free sessions.

All parents will be entitled to 15 hours. Some parents may apply for 30 hours (please contact school office for more information). Parent claiming must provide the school with a valid 30 code from HMRC.

The normal cost per session is £30. Refer to Appendix D for our Tuition Fee Policy.

DAILY EXPERIENCE

Please refer to Appendix C for the Reception Class Timetable.

When your child arrives at the setting, they will meet and greet their key worker. Please help your child find their photographed coat peg as independently as possible. Your child will need to swap their outdoor shoes for indoor shoes and put their snack box away in their labelled tray.

At the beginning of every session, your child's 'self-registration' name-tag will be placed in the classroom. This is to encourage your child to begin to recognise their name, as well as build up a familiar routine with

which they feel secure. As the term progresses, we will remove the children's photograph so just their name remains.

After registration, staff will share an activity designed to further the children's learning in a prime area. This will be based upon the current needs and interests of each group.

Children are then offered a choice of using the indoor or outdoor space. Staff will follow the children during free play and also initiate pre-planned activities. Children may choose their activities or they may be invited to join a specific activity by staff.

Children will then break for snack. After snack time, children will go out to play.

Near the end of each session, all children sit down in a group to discuss their day, the topic they covered and read a book with the room leader.

READING

You are encouraged to read at home with your child.

If your child attends Nursery, feel free to choose a book with your child from our book box to take home. The book must be returned within a week.

If your child attends Reception, they will be given a book every Friday in their homework bag. This must be returned by the following Monday.

You will be notified of any changes to this schedule.

There is a charge of £5 for every lost/damaged book.

HOMEWORK FOR RECEPTION

Create a routine with your child for completing homework. Children will be given two pieces of homework each week.

If you feel that the homework is too easy or difficult, please discuss this with your child's teacher.

LEARNING THROUGH PLAY

Children learn through play. They should not be disturbed when playing because their brain is developing. Through play, children learn about the world in which they are growing up. Children learn and develop by carrying out activities, talking, exploring, investigating, creating and experimenting. We plan a range of play activities and experiences, which help children to make progress in each area of learning and development. Sometimes children take the lead and sometimes adults lead these experiences. The activities are all designed to develop the child holistically.

ASSESSMENT

We assess children through regular observations using Tapestry (an online journal), which records your child's work. We will use this information, together with photographs and collected pieces of work, to monitor and document your child's progress in his/her individual learning journal.

Your child's Tapestry account is password protected for your child's safety. Individual passwords will be given out to parents by the Early Years Supervisor.

You are invited to collaborate in this process by uploading pictures of what your child does at home. Children enjoy sharing their home life

with their friends and teachers at school. You will also be invited throughout the year to share your child's academic progress. We will use tools such as Tapestry and CHAPs (Child Assessment of Progress) documents to relay this information to you.

PERMISSION TO COLLECT

All children must be collected by a parent or an adult who is known to the staff.

In order to safeguard and care for your child we would like you to let us know which adults, other than yourselves, are permitted to collect them from school. We will only release care of your child to the adults listed and approved by you. In an emergency, please notify us by telephone on 0161 459 0030. The authorised person who comes to collect your child must know the password which is on the child's registration form.

CONTACTING THE SCHOOL

It is extremely important for you to develop a positive relationship with both your child and the school. However, it is also vital that you strike a balance between offering your child too much support and leaving them to become independent to the extent that they are left to fail. Similarly, to achieve the balance between becoming an over-anxious parent and a parent who does not get involved and leaves things till they are too late is also difficult.

Remember that the school is always there to help and guide you regarding your child. Make a habit of asking your child how their day went at school and if they have settled in or if they are having any problems. You know your child best and will be able to judge when it is

important to intervene. If your child is having problems and you have talked to them and reassured them, yet even then things have still not improved, then you should contact the school.

If you have any concerns regarding your child, you can make an appointment to see your child's teacher. This can be done when dropping/picking your child up/off from the kindergarten or by calling the office.

If you have a more serious concern and would like to speak to a senior member of staff you can speak to the Supervisor.

If you feel that your concern has still not been resolved, you can request a meeting with the Manager.

If you have any further concerns after speaking to the Manager, you can contact the Director of Education at admin@westwoodhigh.org

LIST OF POLICIES

We have a range of policies that guide our practice in the Kindergarten. Key policies can be accessed via our website and copies of all policies can be viewed upon request.

The following policies are available for parents upon request (this is not an exhaustive list):

- Accessibility
- Admissions
- Allegations Against Staff
- Anti-Bullying
- Assessment
- Asthma

- Behaviour
- Complaints
- Curriculum
- Data Protection
- Educational Visits
- First Aid
- Health and Safety: *Fire Safety and Emergency Evacuation*
- Health and Safety: *Recording and Reporting of Accidents and Incidents*
- Late Collection
- Promoting Health and Hygiene: *Administering Medicines*
- Promoting Health and Hygiene: *Food and Drink*
- Safeguarding
- Term Time Leave
- Uniform

PARENT CHECKLIST

Does your child have:

- Correct labelled uniform
- Indoor pumps
- A homework/book bag (provided by school)

Does the school have the following information regarding your child:

- Updated address
- Updated contact information
- Updated emergency contact information (the school will require 2 emergency contacts)
- Updated medical information and allergies

- Any additional information that you feel is necessary in making your child's experience at Westwood Kindergarten comfortable and enjoyable

CONTACT DETAILS

Westwood Kindergarten

Kelsall Street

Oldham

OL9 6HR

Office Number: 0161 459 0030

Email: kindergarten@westwoodhigh.org

Safiyah Chowdhury, Nursery Supervisor

Khadija Khan, Nursery Manager

Kamal Uddin Khan, Director of Education

Fees Office: 0161 459 0025

APPENDIX A: UNIFORM POLICY

We want all learners to be dressed smartly and ready to learn. It is important that their clothes are clean and tidy at all times. We have spare uniform available for children who uniform may become soiled during the week.

Girls



- Grey pinafore (knee length)
- White blouse
- Grey Cardigan
- White or grey trousers / leggings
- Black shoes
- Black / white / grey socks
- White headscarf (optional)
- Purple/lilac summer dress

Boys



- Grey V-Neck Tank top/full sleeve
- White Shirt*
- Grey trousers – shorts are not permitted
- Black shoes
- Black / white / grey socks
- White hat (optional)
- White/grey Jubba (optional)

School Bag

School book bags are given by the school.

Lunch/personal bags need to be plain in colour and design

School cardigans and tank tops/jumpers are to be purchased from the school Reception at £15 each.

Parents will be contacted to bring the correct uniform into school for learners who fail to wear the correct uniform without a reasonable excuse.

**You may choose to send your child in short sleeve shirts if you feel that your child may soil long sleeve shirts when using the toilet.*

APPENDIX B: SCHOOL TRAVEL PLAN

This policy outlines the school's travel plan to ensure that the road immediately outside school is safe for school children, staff and members of the public.

Parents signing up to the school travel plan is also a condition for our continued planning approval.

All pupils are encouraged to travel by foot. Pupils living at a distance are encouraged to use public transport where possible. The school is located within close proximity to bus stops on Middleton Road and Featherstall Road South. The Westwood Tram stop is only a minute's walk from school.

Parents who drive to school need to comply with the following:

- If you are driving from Manchester Road, then follow the Vale Drive route and comply with instructions set out on **Plan B**

- If you drive to school using the Featherstall Road South route, you must comply with instruction set out on **Plan A**

Plan A: Featherstall Road South

Please do not drive past the traffic island on West Street. Park your car on Arkwright street, Millon carpark or any of the parking bays alongside the Tramway. Secondary School girls are to walk to school from their cars using the public footpaths. Kindergarten and Prep children are to be accompanied by parents on foot.

Please do not park your car anywhere on West Street or Kelsall Street.

Our School Traffic Warden will be standing on the traffic island to help implement this policy. He will also ensure that there is a smooth flow of school traffic between **8:00 am – 8:45 am, 11:15 am – 12:15 pm and 3:00 pm – 3:45 pm.**

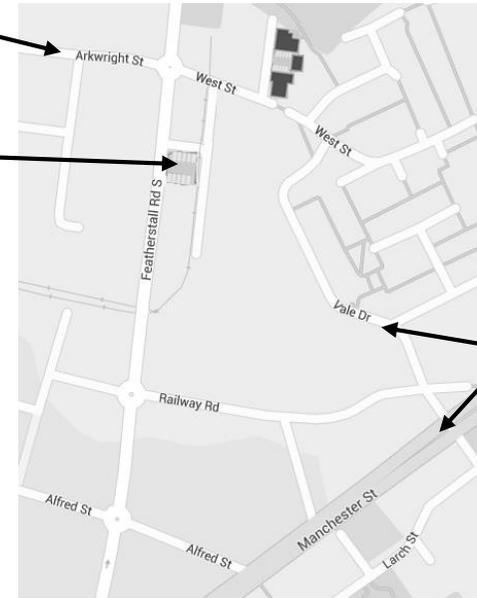
Plan A: Featherstall Road South (continued)

Arkwright St

(wide road)

Millon carpark

(We have an agreement with the Business owner to use this car park during school times)



Manchester Rd leading to Vale Drive



School Carpark

Please do not park in the school carpark unless you are:

- a member of staff
- a holder of a blue disabled badge
- an invited visitor to the school

Park in any of the parking bays along the tramway.

APPENDIX C: RECEPTION CLASS TIMETABLE

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45	Registration & Morning activity				
8:45-9:25	QS	Phonics	Phonics	Phonics	QS
9:25 - 10:00	Free play, one to one sessions	Free play, one to one sessions	Free play, one to one sessions	Free play, one to one sessions	Free play, one to one sessions
10:00-10:30	Snack time/ outdoor play				
10:30 - 10:50	Numeracy Focus Learning	Numeracy Focus Learning	Numeracy Focus Learning	Numeracy Focus Learning	Phonics One to one sessions
11:00 - 11:30	Phonics	Key words	Key words	Key words	Show and tell
11:30 - 12:30	Lunch time/ outdoor play				
12:30 - 12:35	Registration/Carpet time				
12:35-1:00	Literacy focus	Literacy focus	Literacy focus	Literacy focus	
1:00- 2:00	Free play/ one to one reading	Free play/ one to one reading	Free play/ one to one reading	Free play/ one to one reading	
2:00- 2:30	Snack time/Outdoor play				
2:30-2:50	Weekly Topic	Weekly Topic	Weekly Topic	Weekly Topic	
2:50 - 3:00	Home time				

PPA/CPD

APPENDIX D: TUITION FEES POLICY

This policy seeks to inform parents/carers of the school's tuition fee structure for Reception Class children.

Annual fees for the Academic year 2018-2019 has been set at £1250.

Please find details of the payment schedule below:

Academic year 2017/18	Amount (£)	Payment Due Date
Tuition Fee Invoice 1	650	1 September 2018
Tuition Fee Invoice 2	600	1 January 2019

HOW TO PAY

- **WE NOW ACCEPT CARD PAYMENTS**
- **Pay via bacs or at the branch.** We do not accept cash or cheque
- You must always quote your child's unique reference number when making payments
- **You must send a copy of the payment receipt to fees@westwoodhigh.org if you were unable to add a reference**
- **Please retain proof of payment in case there is a pay related dispute**
- Fees are payable by the payment due date
- The amount must be paid in full regardless of student absences
- Termly tuition fee payments are non-refundable

DISCOUNTS

- Parents who pay the full amount for the year in one go are eligible to a £50 discount (this does not include parents with more than one child)

- Parents with more than one child are eligible to a £50 discount per child

Parents who are unable to keep up with fee payments must get in contact with the fees office and arrange a payment plan as soon as possible

Your child risks being deregistered if your fee payments are not up to date by the end of April of each year

Failure to pay in accordance with the payment dates above could result in your child's termination of registration.