



Oulton Broad Primary School

NURSERY APPLICATION PACK



OULTON BROAD PRIMARY SCHOOL

Christmas Lane, NR32 3JX
01502 565930



Inspiring
Confidence

Headteacher- Mr J White

www.oultombroad.suffolk.sch.uk

Deputy Headteacher- Mrs L Fox

admin@oultombroad.suffolk.sch.uk

Dear Parent / Guardian

Firstly, we would like to thank you for showing an interest in our Nursery.

Our Nursery offers 2 sessions, which run each day. The morning session that runs between 8:30am-11:30am and the afternoon session is 12:20pm-3:20pm. If we have capacity, once all of the children have been allocated the standard 15 hours, we will look to offer up to 30 hours per week. There is an option for you to state your preferences within this pack. We try our best to accommodate you with your preferences but we have found this to be a struggle in the past and therefore we cannot promise your child will receive your first choice.

We aim to confirm whether your child has a place with us in the term before they are due to start. Places will be allocated based on the following criteria:

- **Date of birth:** first allocation will always go to children who will have their 4th birthday during the academic year following the September they are admitted, wanting to take their standard 15 hr free entitlement with us
- Staff with nursery age children
- **Looked after Children** (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- **Children who are the subject of a recognised child protection plan** (under current legislation and drawn up by social care services) where a specific school nursery placement is identified
- Siblings currently in school
- Children who are ordinarily residents in the catchment area,
- Families wanting to take the extra 15hr free childcare for working parents,

If tied on all the above, preference will go to the child whose name was registered for a Nursery place first.

If we have spaces available in January and April each year, we will contact parents on our waiting list to offer the opportunity to start earlier than planned. There is no guarantee we will have capacity and spaces will be allocated on a first come basis. If we do not, your child's details remain on our records until they are due to start with us in the September before they start reception.

The full Nursery Admissions Policy is available under policies on the school website.

If you have any questions or would like to see how our school works, please do not hesitate to contact us. We have put together a video so you can get a feel for the nursery <https://www.oultombroad.suffolk.sch.uk/nursery/>

We look forward to welcoming you.

Yours sincerely

Jamie White
Headteacher





Nursery Application form

<i>Your child's information</i>			
Surname:			
First name(s):			
Date of birth:		Gender:	
Address including postcode:			
Ethnicity:			
Home language:			
Religion:			
Medical practice (doctors) and telephone number:			
Previous nursery/ school:			
<i>Your child's original birth certificate will need to be seen & copied for our records</i>			

Please outline any disabilities, medical conditions, allergies, specific dietary requirements or developmental needs:

It is a requirement of the Education (Pupil Registration - England) regulations 2006 that details of both parent are recorded in the School Admissions Register. If either parent has limited or no contact with the child and/ or a court order is in place, please make an appointment to discuss your situation.

<i>Priority contact one - parent/ carer</i>	
Full name (including title):	
Relationship to child:	
Address (if different to child)	
Home number:	
Mobile number:	
Work number:	
Email address:	

Priority contact two	
Full name including title:	
Relationship to child:	
Address (if different to child)	
Home number:	
Mobile number:	
Work number:	
Email address:	

Emergency Contact information If priority 1 or 2 are not available	
Full name including title:	
Relationship to child:	
Address (if different to child)	
Home number:	
Mobile number:	
Work number:	
Email address:	

Emergency Contact information If priority 1 or 2 are not available	
Full name including title:	
Relationship to child:	
Address (if different to child)	
Home number:	
Mobile number:	
Work number:	
Email address:	

Admissions criteria:	
Will your child be taking up their universal 15 hours at the school?	Yes/ No
Is your child now or previously a LAC (looked after) child?	Yes/ No
Is your child subject of a recognised protection plan?	Yes/ No
Does your child currently have a sibling at the school?	Yes/ No
Please state sibling's name(s):	
Please state whether you would prefer mornings or afternoons: (this is not guaranteed)	
Would you be looking for extended hours if they were available?	Yes/ No
If known, please advise which days and hours you would be looking for: (this is not guaranteed)	

Signed:

Date:



Parental Consent Form

Pupil information

Name:	
Class:	

Please indicate whether you have given your consent in each case by ticking the box on the right-hand side; and sign and date the form on the last page.

On-site activities

I give permission for my child to:

Use the internet in line with the school's acceptable usage policy	
Take part in food preparation/cooking and tasting activities	

Off-site activities

I give permission for my child to take part in:

Supervised visits/sports events to local destinations (within 3 miles) away from the main school site	
Supervised one-day non-residential visits within the UK (These would still be subject to standard school letter/permission slips)	
Supervised swimming off site	

Medical consent

I give permission for:

My child to be given first aid by a trained member of staff during any on-site or off-site activity including application of plasters	
Staff to administer the medicines as specified on signed medication forms (forms are available from the school office)	

Please outline any medical conditions/allergies/ specific dietary requirements:

Use of information and image (including photographs & video recordings)

I give my permission for:

My child and/or their work (not named) to be photographed or videoed to be used for publications, including but not limited to, the school website, social media, local newspaper, press releases and whole class photographs.	
My child to be photographed or videoed for teaching purposes including, but not limited to, school display boards and learning journals.	

Intimate Care

I understand that staff will endeavour to encourage my child to be independent and I understand that I will be informed discretely should the occasion arise.

I give permission for:

My child to receive intimate care (e.g. help with changing or following toileting).	
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If your child does have specific personal care needs, please speak to the School Office.

The information in this form will be used throughout your child's time at school and will automatically expire one year after leaving school. You may withdraw your consent at any time by contacting the school.

Signed:

Date:



Home School Agreement

At Oulton Broad Primary School we continue to build a strong partnership between staff, parents and carers as we know this is important in helping children to achieve and to enjoy learning. We are determined to create an inclusive culture of learning where all children will be challenged in their thinking, to achieve to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our Home School Agreement.

School

The school will do its best to:

- *Provide a safe, secure and caring learning environment;*
- *Teach and encourage the children to do their best and achieve their full potential as a valued member of the school community;*
- *Develop in each child positive values and a caring attitude towards the school community and the environment;*
- *Provide a balanced curriculum of the highest quality and meet the individual needs of every child;*
- *Set regular homework and to mark it if appropriate;*
- *Inform children and parents/carers what the teachers aim to teach the children each term;*
- *Be welcoming and offer opportunities for parents/carers to become involved in the daily life of the school;*
- *Contact parents/carers as soon as concerns are raised about your child's work, behaviour, attendance or punctuality;*
- *Have a clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy;*
- *Communicate between home and school through notices, newsletters, website and general meetings.*

Parent

To help my child at school, I will do my best to:

- *See that my child attends school regularly, is punctual and properly equipped and ready to learn;*

- Inform the school on the first day of absence;
- Raise any concerns or problems that might affect my child's ability to learn or behave appropriately within school and avoid use of social media to share concerns;
- Support the school to make sure my child maintains good behaviour;
- Support my child with homework and other home learning opportunities and listen to my child read daily;
- Attend parent meetings with the teacher to discuss my child's achievements and progress;
- Support all staff in their efforts to create a caring community which values children and their rights;
- Support the school in getting any help my child may need;
- Read all letters/messages/emails that are sent home;
- Inform the school immediately of any changes to parents/carers and emergency contacts details.

Child

I will do my best to:

- Learn;
- Work hard and listen carefully to instructions;
- Come to school regularly and on time;
- Follow the school and class rules;
- Behave well at all times,
- Behave well at all times to maintain the safety of myself and others;
- Be polite, friendly and helpful to other children and all adults;
- Tell somebody if there is something I am not happy about;
- Do my homework regularly and return it to school on time;
- Bring all the equipment I need every day including my PE kit, book bag and reading books;
- Take good care of the school environment and living things.

School Vision

- High expectations of all pupils and staff
- All pupils will achieve expected levels of progress with more than 40% exceeding expectations
- All teaching to be good or better leading to outstanding learning and progress
- Single Curriculum and Achievement Committee responsible for monitoring pupil progress and achievement, using comparison between the two schools to ensure best practice is identified and shared
- Staff led by a National Leader of Education learning from and with each other to continually improve their practice
- Serving the community - we accept all children from the communities we serve, regardless of background and prior attainment, and work to secure excellent links with parents/carers and the community
- School environments where children feel safe and exhibit good behaviour, which supports good learning and leads to positive relationships between children and between children and adults
- Use of a creative curriculum and enrichment activities to inspire a love of learning and the development of children as confident and well-rounded individuals.