

# Brewster Avenue Infant and Nursery School

Nursery Brochure 2024-2025



**Learning Together, Growing Together**

Headteacher: Miss Becky Thompson

Brewster Avenue Infant and Nursery School  
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Follow us on Twitter: [@brewster\\_avenue](https://twitter.com/brewster_avenue)

# Welcome

Dear Parents and Carers

On behalf of the children, staff and Governors I would like to welcome you and your family to Brewster Avenue Infant and Nursery School.

Our school motto is *"Learning together, growing together"* and our primary aim is to work together to ensure every pupil achieves and learns to their potential in all areas of school life, within a happy, secure, exciting and challenging environment. We value a broad and balanced education and ensure that all children access not only academic but creative and physical areas of the curriculum both within the school building and outside in our fantastic grounds.

We believe in the importance of every child and adult who enters our school and want all those who become a part of our school community to feel valued, happy and respected and to recognise their role in developing and improving our school.

We have a fantastic team: children who enjoy their learning and behave well; staff who guide your children to be good learners and make progress through a creative curriculum; governors who help lead and manage the school strategically; and you as parents and carers who support your children and the school.

We hope that as you read our school brochure you will gain a sense of the value that we place in each child and our desire to ensure achievement remains high within a caring and happy community.

The staff and I look forward to meeting you and your child to ensure that their first experiences of school life are both happy and successful. If you have any questions, please do not hesitate to contact me via the school office or visit our school website for more information.

Yours sincerely

*Miss Thompson*

Miss Becky Thompson  
Headteacher

# About our school

Brewster Avenue Infant and Nursery School was opened in 1951 and is a mixed community school for children aged between 3 and 7. We are situated close to the centre of Peterborough, down a residential street, on a site that offers us a little oasis in the centre of a busy city. Each year group has an outdoor learning space.



Our grounds boast a large field and enclosed playground to the back of our site, including an allotment garden and environmental area with pond.



We have a Woodlands Learning area and we are continually looking for ways to develop and improve the outdoor learning opportunities we offer.



Our school building comprises six large infant classrooms and a spacious nursery class, together with a large hall and kitchen. Wide corridors and small group rooms provide additional learning spaces.

Our school vision is that we are all

*Learning Together, Growing Together*

We value and respect each child and adult whatever their gender, race, culture, religion or abilities and we expect each child and adult to do likewise

We foster each child's creative, moral, social, physical, intellectual, emotional and aesthetic development

We help each child to develop a sense of his or her own worth

We create a secure and stimulating environment where children will find happiness and satisfaction in their work and play

We praise rather than blame, reward rather than punish, expect good rather than bad and work towards the best in all things

...and we like to SMILE!



# The Governing Body

Governing Body	
Chair of Governors	Hollie Robinson
Clerk	Clare Weston
Headteacher	Becky Thompson
Staff Governor	Helen Cave
Parent Governors	Emily Stevens Agnes Gallovich-Levai
Co-opted Governors	Sara Basuc Amanda Bull Ben Hackney-Williams Adrian Meadows
Local Authority Governor	Graham Casey

The Full Governing Body meets once every half term to support and challenge with the leadership and direction of the school. The minutes of all Full Governing Body meetings are available, on request, from the school.

## Parent Partnership

We believe it is important that the school has strong links with the community and that parents and carers should be involved in the education of their children for the benefit of both parent and child.

In the autumn and spring terms, parents are invited to talk to their child's class teacher to discuss progress. Teachers write an end of year report which is delivered at the end of the summer term, with an opportunity to follow it up with a discussion with the class teacher if required. Staff will always be happy to talk with parents and carers to discuss and resolve any concerns.

We communicate with parents and carers in various ways, for example through daily contact at drop-off and collection, our regular newsletters, questionnaires, Twitter and workshops. Parents are also invited to attend special events through the year in the nursery.

The school's website has a wealth of information including our weekly newsletters and copies of key policies.

# Staffing September 2024

Headteacher	Becky Thompson	
Deputy Headteacher & SENDCo	Amanda Bull	
Teachers	Nursery	Norah Lester
	Class 1	Ella Waterhouse
	Class 2	Alayna Moss & Karen Durban-Haskins
	Class 3	Lital Serjeant & Emma Bell
	Class 4	Steven Perrett
	Class 5	Helen Cave
	Class 6	Monika Komisarczyk
Teaching Assistants	Karen Bucciero Hayley Convertino Rocky Corbino Erin Lovett Hayley McAllister Hayley Pearson	Sanja Poole Teresa Riley Maria Rowlands Kiera Street Steph Taylor
Office	Office Manager	Megan Reynolds
	Finance Manager	Jo Jones
Site	Caretaker	Lee
Kitchen	Cook in Charge	Mim Cozzetto
	Catering Assistants	Cheryl Hoskins & Mandy Smith Dron
Lunchtime Supervisors	Hayley McAllister – Lunchtime Play Leader Sarah Borley Pascall Horsfall Yusra Omarkhan Lilith Rickerby	

# School Term Dates

## September 2024 - July 2025

Autumn Term 2024	
Opens	Thursday 5 <sup>th</sup> September
Half Term	Monday 28 <sup>th</sup> October - Monday 4 <sup>th</sup> November
Ends	Friday 20 <sup>th</sup> December
Spring Term 2025	
Opens	Tuesday 7 <sup>th</sup> January
Half Term	Monday 17 <sup>th</sup> to Friday 21 <sup>st</sup> February
Ends	Friday 4 <sup>th</sup> April
Summer Term 2025	
Opens	Wednesday 23 <sup>rd</sup> April
May Bank Holiday	Monday 5 <sup>th</sup> May
Half Term	Monday 26 <sup>th</sup> to Friday 30 <sup>th</sup> May
Ends	Wednesday 23 <sup>rd</sup> July

# Brewster Avenue Nursery

We are lucky to have an education nursery class in our school, one of only six in Peterborough. We are currently offering a morning class with places for 26 children. All nursery places are for 5 consecutive days a week and children attend the same time every day.

Children are dropped off at the nursery door at 8.50am. They are then collected from the green gates outside the main office at 11.50am.



Children can join the nursery at the start of the September term following their 3<sup>rd</sup> birthday. The school manage nursery admissions and application forms can be collected from the school office.



# Early Years Foundation Stage

We work towards Early Learning Goals which the children should meet by the end of the Foundation Stage (Reception year).

Children progress through 3 prime areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

And 4 specific areas of learning:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

## Evidence Me

Evidence Me is an app that we use to provide a simple way to record observations of each child's learning. The app is used from nursery to Year 2.

There is a parent app too, so you can regularly see the observations of your child's learning and add photos and comments about events and activities that they have done at home too.

The observations on the app are the main assessment method for EYFS and form part of the record of learning for KS1 (together with children's exercise books).



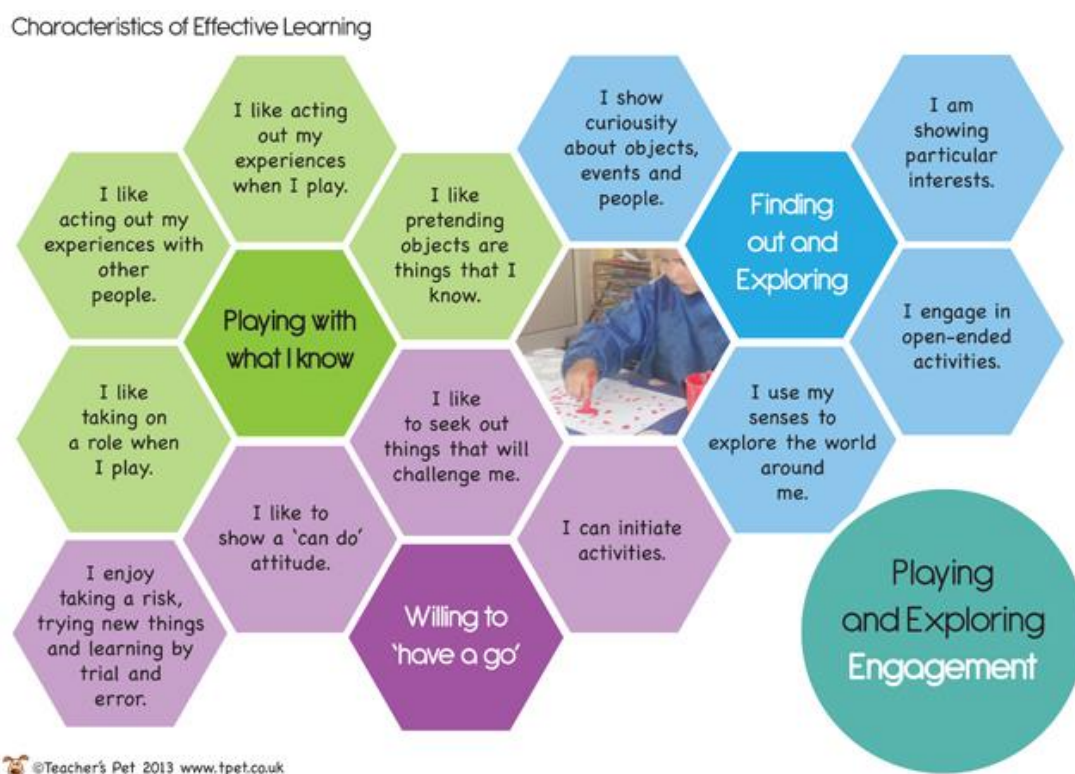
# Characteristics of Effective Learning

Children develop and learn in different ways. The ways in which children engage with other people and the environment underpin learning and development and support them to remain effective and motivated learners.

Our staff enable and encourage children to learn well by ensuring challenging, playful opportunities across all areas of learning, fostering the Characteristics of Effective Learning:

Playing and Exploring  
Active Learning  
Creating and Thinking Critically

We actively encourage our children to think about how they are learning, what their strengths are and identify their next steps for development.

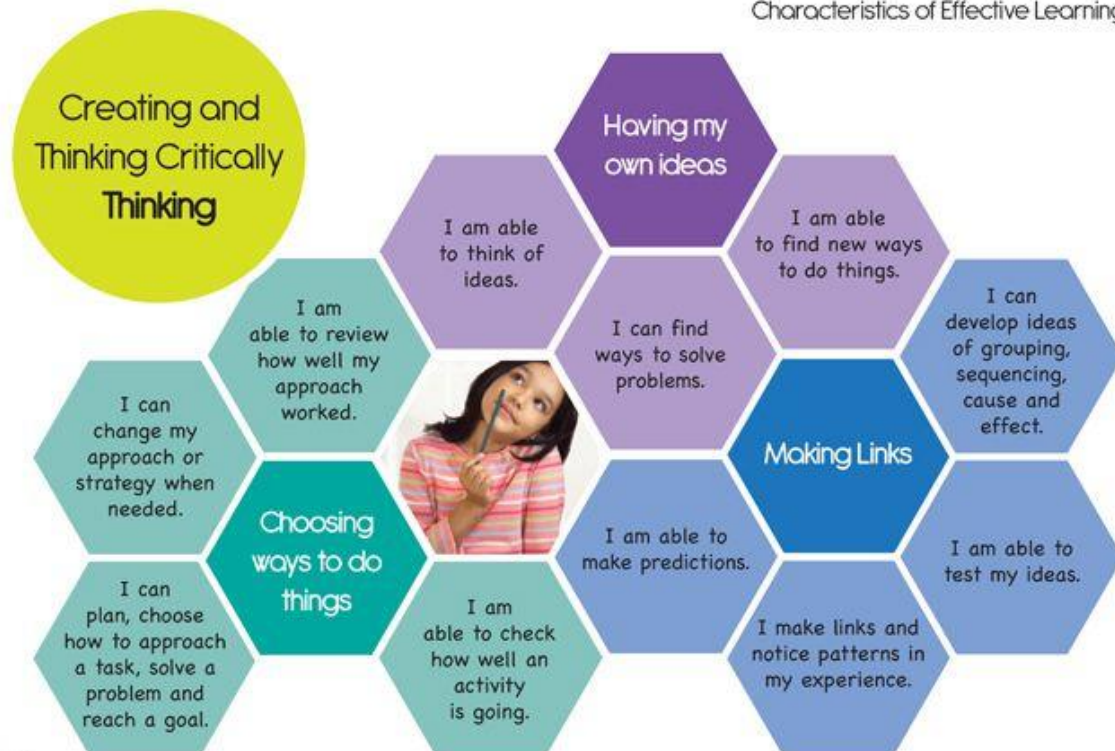


Characteristics of Effective Learning



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Characteristics of Effective Learning



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# Pupil Information

To manage pupil information, we use a system called Arbor. You have an account set up already and need to log in to share your child's registration information with us.

To finish creating your account you need to set a password. Your username is your email address. Go to <https://login.arbor.sc> and click **Forgot your password?** to finish setting up your account.

You can access your account online (called the Parent Portal) and once you have set up your password, on the Parent App.

The Parent App can be downloaded from either the Playstore on android phones or the Apple Store on iPhones. If you are using a mobile phone, the information is much easier to read on the app, so we recommend you download this.

You will need to complete your child's personal, medical, dietary, authorised collection details and consent on Arbor, before you child can start at the school.

If there are any changes to your child's details whilst at the school, you can change them on Arbor and the office will get a notification of the changes.

From September, we will use the app to send messages (rather than text messaging), so please have notifications switched on. Information about clubs and trips will also be shared on the app.



# Home School Agreement

Brewster Avenue Infant and Nursery School shall:

- Care for your child's safety and well being
- Help your child to develop a positive attitude to school and a love of life-long learning
- Encourage high standards of work and behaviour as your child progresses through school
- Ensure that your child is given equal opportunity to develop his/her potential as a valued member of the school community
- Encourage your child to believe in themselves, feel valued and support their spiritual, moral, cultural, and social development
- Teach your child to develop a positive attitude to others, regardless of sex, race and ethnicity, religion or belief, gender identity, sexual orientation, or disability
- Respond quickly and appropriately to any bullying or racist, homophobic, or disability-related incidents
- Provide a stimulating and balanced curriculum to meet your child's individual needs
- Keep you informed about your child's progress and behaviour and how you can help at home
- Be open and welcoming

Parents/Guardians shall:

- Ensure that their child goes to school every day, is on time and properly equipped for their school day
- Inform the school by 10am on the first day of their child's absence, giving a reason for this absence
- Make the school aware of any concerns or problems that might affect their child
- Support their child with his/her home learning
- Support the school's policies for learning, equality, discipline and good behaviour
- Attend parents' evenings, workshops and discussions about their child's progress, behaviour and learning

Children shall:

- Help grown-ups to get them to school on time
- Take care of their school uniform and belongings
- Follow the school SMILE rules
- Be polite, kind and helpful to others
- Take care not to hurt anyone by what they say or do
- Respect other children's culture, background, feelings, beliefs and values
- Tell a member of staff if they are worried or unhappy or do not feel safe
- Expect to be treated kindly, be listened to, be helped, have a friend, play and join in games, be happy, feel wanted, be safe, and to be special

# Inclusion

## Children with Special Educational Needs

All children are valued, respected and welcomed to our school. We are able to provide an environment which enables access for all pupils regardless of their need.

We are proud of our ability to support all children in their learning and adapt our curriculum to support individual needs. We use a variety of assessment strategies to identify and assess the needs of individual children and work in co-operation with the children, parents, teaching staff and external agencies to offer the best nursery experience possible for children with additional needs.

## Accessibility

The school has carried out an accessibility audit and is confident about meeting the needs of all pupils here. We have designated parking spaces, toilet facilities, a shower, wide corridors and easy access to classrooms. Our accessibility policy and plan can be found on our website.



## Toileting

Most children are able to use the toilet themselves by the time they start nursery. If your child is not yet toilet trained, the summer holiday provides an ideal opportunity for you to start in readiness for September. We have easily accessible toilets within the nursery and encourage the children to be as independent as possible. Small children often have accidents and we are equipped to deal with these, however please send a change of pants and trousers if they may need them.

# Safeguarding our children

Brewster Avenue Infant & Nursery School fully recognises the responsibility it has under Section 157/175 of the Education Act 2002 to have arrangements about safeguarding and promoting the welfare of children.

Parents and carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Records of safeguarding concerns may be kept about your child. School staff will seek to discuss any concerns with parents including referrals to other agencies such as Children's Social Care. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents and carers.

The school operates safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to the "Keeping Children Safe in Education" guidance.

We acknowledge that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property.

We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

We acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse especially those with communication difficulties. School staff who work with children with disabilities, sensory impairment or emotional and behaviour problems are particularly sensitive to signs of abuse.

Online Safety is included in the curriculum in all year groups and information will be provided to parents.

***The governing body fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children and all staff share this commitment.***

## Internet Use and Online Safety

The internet brings many advantages to learning and entertainment at home and school, but with more use, it is important that children, parents and staff are fully aware of the need for safe use of the internet. The school has a policy and guidance on this subject, which can be found on our website.

# Illness and Injury

If a child becomes ill during the school day parents will be informed. In the case of an accident then one of our first aiders will treat the injury and parents will be informed through an 'Accident Form' that will be sent home that day.

If your child sustains an injury to their head, parents will receive a 'head bump' letter at the end of the day that contains advice and guidance and will be asked to sign to say that they have received that guidance.

In circumstances where the first aider feels further medical assistance is required then parents will be contacted and asked to collect their child so they can decide on the course of action to take or take the child to their GP or Walk in Centre for further advice.

In extreme emergencies the school will contact the emergency services and if the child needs to go to hospital, a member of staff will accompany them until a parent arrives.

# Medication in Nursery

Parents are required to include information about any medical conditions, dietary requirements etc. on the child's Arbor profile and provide updates via the Parent App if necessary.

We will only administer prescribed medicine to pupils in exceptional circumstances, for example Epi-pens/Jext pens and inhalers. Antibiotics, Calpol etc. should be administered by parents before and after nursery sessions.

**All** medicine must have the pharmacy label showing the child's name and dosage. It must be given to the School Office (not the classroom), and a Medical Form completed and signed by the parent before the medicine can be administered.

We work with Health Visitors, Speech and Language Therapists, Physiotherapists and Educational Psychologists as necessary.



# Eating at Nursery

A healthy snack is provided for each child in nursery every day.

You may also like your child to have a carton of milk. Milk is provided and is free up to all nursery children who would like it. Please visit [www.coolmilk.com](http://www.coolmilk.com) or complete and return the Cool Milk flier in your welcome pack.

We are a nut free school. Please **do not** send nut products into nursery. We have children in school who are severely allergic to nuts.

**Please advise the school of if your child has any special dietary requirements.**

# Water Bottles

Water is available to your child throughout the day. Please provide a clearly labelled water bottle that your child can have in school. Your child will bring this home every day to be washed.



# What to Wear

We do not enforce a strict uniform policy in nursery, however we would like to encourage parents to consider school polo shirts and / or jumpers as it helps children to feel a sense of identity.

Embroidered uniform can be purchased from [www.nationwideschooluniforms.co.uk](http://www.nationwideschooluniforms.co.uk). Alternatively, white or green polo shirts and navy sweatshirts or cardigans can be purchased easily and cheaply from Asda, Tesco, M&S etc. We sell 'sew-on' badges at the school office for £1.00.

To make play and toileting comfortable and easy we suggest children wear tracksuit bottoms or leggings.

Children should wear shoes that they are able to take on and off with minimum support – zips or Velcro are ideal.

Children spend lots of time outside. We have wellies and all-in-one suits for wet or muddy days outside, though you may provide wellies as we don't always have the correct sizes. Children will need hats, gloves, sun hats etc. depending on the weather.

On sunny days, please apply sun cream before the start of the session.

To ensure your child's belongings do not get lost, **please clearly label each item with your child's name.**

## Bags

All children will need bag for nursery – a small backpack that they can carry themselves with their water bottle, spare clothes etc is ideal.

Your child will bring a book home for you to share. We encourage you to take photos or videos of your child reading and share your comments about your child's reading on Evidence Me. Your child is responsible for changing their own book and choosing from a range of books appropriate for their level of reading ability.

## Jewellery

We discourage pupils from wearing jewellery at school due to the risk of accident and injury and the likelihood of it getting lost or broken.

Children wearing stud ear-rings must remove them or have them covered on PE days.

# Behaviour and Expectations

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community whose values are built on mutual trust and respect for all.

We approach behaviour in a therapeutic way, understanding that behaviours (positive and negative) are all underpinned by feelings. Where behaviour is not in line with our expectations in school, we help the child to develop an understanding of their feelings and how to manage them.

Behaviour and expectations are taught and reinforced by the class teacher and during assemblies. In addition to the school rules, each class also has its own classroom code which is agreed by the children and displayed on the wall of the classroom. Therefore, every child knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher will discuss them with the whole class during circle time.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

The class teachers in our school have high expectations of the children with regard to behaviour and they strive to ensure that all children work to the best of their ability. The teachers treat all children in their classes with respect and understanding.

The Leadership Team support the staff by setting the standard of behaviour and the school collaborates actively with parents and carers, so that children receive consistent messages about how to behave at home and at school.

We expect parents and carers to support their child's learning and to co-operate with the school, as set out in the home–school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents and carers immediately if we have concerns about their child's welfare or behaviour.



# Data Protection

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 (DPA 2018).

You can view our Data Protection Policy and Privacy Notices for pupils and parents & carers on our website: <https://brewsteravenueinfants.co.uk/PrivacyNotice.asp>

## Conduct on the school site

Our school is an orderly, safe place where relationships between staff and visitors, especially parents/carers, demonstrate mutual respect and recognition of shared responsibility for pupils' welfare and educational progress. Parental involvement is an important factor in educational success and in dealing with emerging problems at an early stage.

Violence, threatening behaviour and abuse against school staff or other members of the school community is not tolerated.

All members of our school community have a right to expect that Brewster Avenue is a safe place in which to work and learn. There is no place for violence, threatening behaviour or abuse in our school or on our school grounds.

Where such behaviour does occur the Local Authority and, where appropriate, the police, will play a proactive role in taking all possible action to deal with it, in response to the wishes of the school.



# Nursery Attendance

In the Parent/ Provider agreement, we ask you to sign to confirm that you will ensure that your child attends the nursery for 3 hours per day, 15 hours per week, and that you will inform us of any absences.

If your child's pattern of attendance suggests that this is not the case, we may remove the place in favour of someone else on the waiting list.

We may also withdraw your child's nursery place if they do not attend for four weeks or more.

## Absence Procedures

### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence by phone or email;
- or
- Visit the school office and report the absence.

### **Telephone numbers:**

There are times when we need to contact parents/carers about lots of things, including absence, so we need to have your current contact numbers. Please help us to help you and your child by making sure we always have an up-to-date number. If we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

### **Lateness:**

We encourage good punctuality. If your child misses the start of the session, it is disruptive for other children and staff and can be overwhelming or embarrassing for your child. Children who are late should be signed in at the school office and will be taken to nursery by Mrs Reynolds.

### **Leave of Absence:**

Nursery children are not subject to the same rules about family holidays and other leave of absence as children in school, though we do promote and encourage good routines and attendance. Please inform the school office if your child will be absent for another reason e.g. a medical appointment, religious celebration or family holiday.

### **Moving to another childcare provider:**

You are required to give 4 weeks' notice in writing (apart from in exceptional circumstances determined by the council) if you no longer wish for your child to attend Brewster Avenue Nursery but intend to access a free place elsewhere. You still need to give notice if you do not intend for your child to start or return to the nursery after a holiday period.

# Brewster Avenue Admissions

## Nursery Admissions

Children are eligible for a place from the start of term in September after their 3<sup>rd</sup> birthday.

Each year the closing date for September applications is 30<sup>th</sup> April. If places are still available, we may then allocate for January and April starts. Places are allocated from the waiting list in the first week of May and we use the same oversubscription criteria as School Admissions.

## Reception Admissions

Reception places in all Peterborough Schools are allocated by the Local Authority. You can apply online at <http://www.peterborough.gov.uk/admissions> The application deadline for reception places is usually mid-January. **Please note that a place in our nursery does not guarantee a place in the school.**

## Local Authority Admissions Criteria

The Local Authority will admit children with a statement of Special Educational Needs which names a school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children who are both living in the catchment area served by the school and have siblings of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children who do not live in the catchment area served by the school, but who have siblings of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.
6. For admission to Junior (KS2) Schools only; Children who are in attendance at an infant school on the same site at the time of application, have been in attendance at the school for at least a term prior to application and remain there until the end of the summer term.
7. Other children whose parents have requested a place who live outside the catchment area of the school.

For more information on school admissions please go to: <http://www.peterborough.gov.uk/admissions>