Everton Nursery School

Starting Nursery School: Parent/Carer Information Booklet

Please retain a copy of this booklet to refer to during your child's time at Everton Nursery School.

Everton Nursery School and Family Centre

Spencer Street
Liverpool
L6 2WF
0151 233 1969

Head teacher / Head of Centre: Dr Lesley Curtis

www.evertonnurseryschoolandfamilycentre.org
email: evertonnsfc@evertoncentre.liverpool.sch.uk

Our Mission Statement
The mission of Everton Nursery School and Family Centre is to promote the children's educational and social development and help families have and achieve high expectations for themselves and the community.

Our philosophy
The philosophy of the school and centre is based upon providing high quality education with care and services for all young children through working in partnership with their families and the local community.

What the Nursery School offers:
Everton Nursery School provides high-quality wrap-around care through both our **Breakfast Club (8.00am–9.00am)** and our **After-School Provision (3.00pm–5.15pm)**.

The nursery accommodates **104 full-time equivalent places for children aged 2–5 years**. We offer a flexible range of attendance options, including:

- **30-hour places**
- **15-hour part-time places**
- **Full-time, part-time and sessional under-fives places**

Where required, families can access extended hours from **8.00am–5.45pm**, for **38 weeks of the year**, including breakfast and after-school care.

Nursery Classes:

Class Structure at Everton Nursery School

- **Heyworth Class:** 2–3-year-olds (morning or afternoon sessions)
- **Cresswell Class:** 3–4-year-olds
- **Spencer Class:** 4-year-olds

Our classes are named after local streets within the community.

All rooms for **3–5-year-olds** are led by a **highly skilled, qualified Nursery Teacher**, supported by experienced **Early Childhood Educators (Nursery Nurses)**. The **2-year-old provision** is led by a **Higher Level Teaching Assistant (HLTA)** who specialises in early development and care.

Starting at Everton Nursery School
Your child will be taking a big step into the outside world when starting nursery school. Your child can take a long time to get used to being with other children and adults who are outside the accustomed circle of family and friends. It is crucial therefore that you work in partnership with us at nursery school to ensure your child grows in confidence, self-esteem and educationally.

Settling in

A home visit will be arranged and completed by your child's family worker. In September all parents and carers are invited to attend a 'Meet the Head teacher' session. We help children to settle in happily to nursery school by introducing them gradually into the nursery day. No child stays for the full day until we are sure they are ready. As each child is different, we tailor their admittance to suit their needs. The first day in nursery is a short visit and all parents/carers will be asked to stay for this visit – about one hour (please don't bring any other children to this visit if possible). **No mobile phones**. Mobile phones are not allowed inside the school. The length of time your child spends in nursery will gradually be increased until they are staying a full day. This settling-in procedure is undertaken in an individual way for all children – please work in partnership with the nursery staff to ensure this is smooth and effective for your child.

Teaching and Learning at Everton Nursery School and Family Centre

Our curriculum is planned carefully for the developmental needs of all children under 5. The phase of education for children aged 0-5 is called the Early Years Foundation Stage (EYFS), which explores children's characteristics of effective learning through seven areas of learning and development:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The Curriculum

We aim to encourage the all-round development of the child, socially, emotionally, physically, intellectually and spiritually in a safe, secure and stimulating environment through reference to the Early Years Foundation Stage guidance. We are committed to ensure the highest possible standards of learning and teaching for our young children at all times. We provide purposeful and inspiring learning environments for all children to play, learn and explore. We look, listen and note how children grow at their own rates and challenge them throughout their time at our Nursery School through carefully planned sequential learning.

The Learning Environment

Although the nursery may look like an informal playroom, everything has been selected and put out for a purpose. Everything is designed to help children learn and acquire necessary skills. For example; bead threading helps your child develop colour and shape recognition, sequencing, pattern making and hand-eye co-ordination, besides the creative pleasure the experience gives.

Children have access each day to our extensive, carefully planned outdoor environment and at certain times of day can choose to stay indoors or go outside as they wish. Outside they have access to wheeled toys, climbing equipment, sand and water, quiet areas, as well as taking part in planting and maintaining the garden areas. There is an extensive safety surface, and a series of 'hills' and pathways to

explore. The children also use the indoor hall for physical development activities on large apparatus, and for dance, music and movement activities.

Continuous Provision -Continuous provision describes all the different areas of play in the classrooms both indoors and outdoors.

Adult led Learning - The adult leads the learning experience with a planned learning intention.

Child led Learning - The adult plays with the child facilitating their ideas allowing the child to take the lead. This takes place during continuous provision.

Enhanced Experiences at Everton Nursery School

- Physical Education
- Environment Programme / Eco Sessions
- Royal Philharmonic Orchestra music sessions
- Dance
- Outdoor Play
- Forest School programme/Campfires
- Yoga
- Woodwork
- Educational Visits

The 'Family Worker' (Key Worker) system

Before your child starts nursery, you will have been allocated to a 'Family Worker'. This will be one of the members of staff from the wing in which your child will be based. Once or twice a day, Family Workers spend time working only with their Family Worker group. In this way, they get to know each child very well and are able to use this knowledge to assess and plan for their particular needs and to share this with the family. The Family Worker links with the family as well as the child. Parents/carers are encouraged to greet and link with their family worker daily. The Nursery School staff are available at the beginning and end of each day to discuss any matters with you. For a private meeting please link with the class teacher to arrange an appropriate date and time. All meetings with parents are attended by two school staff members. We do not give permission for meetings to be recorded. Parents are welcome to bring an additional meeting if required.

Assessment and record-keeping

Our assessment focuses on the whole child, where children are seen as individuals and achievements are celebrated. We have developed a model of effective, meaningful and principled assessment of young children's learning. We will not spend unnecessary amounts of time writing observations or gathering evidence of children's learning. We believe that if we are capturing the moment, we cannot be part of the moment. More information about the school education app 'Learning Journals' can be found in the home visit pack.

Everton Peer Massage Programme

We invite your child to participate in the Everton Peer Massage Programme each day. Your child will learn massage moves which they will deliver to their friends. The programme is a child-to-child massage programme and all children will be fully clothed. There are many benefits from massage. It is fun and your child will gain experience of gentle touch, which in turn will inevitably have a calming effect upon the children. If you do not want your child to participate, or you would like more information please speak with me or your child's Family Worker.

WellComm

Your child's school have commissioned an Independent Speech and Language Therapy Service called Talk About Town Limited (www.talkabouttown.co.uk). The school have requested that an assessment is arranged for your child. This is an additional service and children are entitled to continue to access appointments with the local NHS Speech and Language Therapy Service. If you DO NOT want your child to be involved in this process, please make a member of the staff team aware. If you are happy for your child to take part Speech and Language Therapist Rachel will conduct assessments six weeks after your child's start date.

In Harmony Liverpool

In Harmony Liverpool is inspired by Venezuela's El Sistema and uses orchestral music-making to improve the health, education and aspirations of children and young people in Everton. The In Harmony team work with children at Everton Nursery School exploring musicianship from age 2.

Children with additional needs

Everton Nursery School is committed to providing equality of opportunity, and to meeting the needs of individual children in accordance with the Children with Disabilities Act 2002 and Children and Families Act 2014.
Where children with additional needs are admitted, we will liaise with the nursery school senco the other agencies concerned to ensure that the child can access the curriculum and receives appropriate support where this is necessary.

Supporting the identification of children with special educational needs.

- Co-ordinating provision for children with SEND.
- Liaising with parents of children with SEND.
- Liaising with other providers, outside agencies, educational psychologists and external agencies.
- Ensuring that the school keeps the records of all pupils with SEND up to date.

Punctuality and Lates

It is important to bring and collect your child on time. Please see the classes below to find out the exact times of your child's class. Any time after 9.30am is late. 9.31am is classed as late. PLEASE NOTE: Arrival thirty minutes after your start time **without** telephoning the school (0151 233 1969) will mean no admittance to the school for lunch. This means you will be asked to collect your child at 11.30 ahead of the lunch time. To enable your child to fully participate in the nursery day, please make sure that your child arrives on time and is collected promptly.

Heyworth Class

8.45am start – 11.45am Finish
12.30pm start – 3.30pm Finish

Cresswell and Spencer Class

8.45am start - 3.15pm finish
Important: Please use the school app (arbor) or telephone number if you are late.

Collecting your child

If you are unable to collect your child from nursery school and have asked someone else, please let your child's nursery staff know about this and give them the name and description of the person.
If it is a 'last minute' arrangement, please telephone the school. Please do not be offended if we challenge the person collecting your child if you have not informed us of any change in collection. We have a responsibility for the safety of your child and prefer that they go home with an adult.
The policy of the school/centre is that your child cannot be collected from the school/centre by anyone under the age of 16. Also please note that any adult under the influence of alcohol or drugs will NOT be allowed to collect your child from nursery.

Please make sure we have THREE emergency contact numbers on your childs starting form. Please keep this information up to date. Any changes of telephone, address or email must be shared with the reception staff and can be updated via Arbor.

Attendance

Regular attendance at nursery school is essential and provides a routine and pattern for Primary School. If your child is ill or cannot attend nursery for any reason please let the school/centre know by using the Arbor app on the first day of their absence and every consecutive absent day. We adopt the local authority 'first response' approach which requires staff to make contact with you if your child is absent without reason. If we are unable to make contact with you staff will visit your home to complete a welfare check. If your child is persistently absent from nursery your child's place will be discussed with the head teacher and potentially terminated.

Sickness

If your child is ill in nursery school it is important that we can contact you or a relative or friend if you are not in. Please provide three external contact details.
If your child has vomiting and / or diarrhoea, please stay away from nursery **for 48 hours.** If your child has an infectious illness such as chicken pox, measles or conjunctivitis please let the school know. **Children should be fully fit before they return to nursery school.**
Accident forms and 'bump on the head' forms are given to parents following an accident or injury. Staff will also telephone parents if they feel your child needs to be collected from school to seek medical advice. Parents will also be contacted to collect your child from nursery if they appear unwell, have a high/low temperature and / or other reasons. Staff will always act in the best interest of the child.

Administering Medication

In general, medicines are not administered in nursery (this includes sun-cream unless prescribed by a doctor for medical reasons of which a letter from your child's doctor is required). The Headteacher/Head of Centre may agree that certain medication can be administered, e.g. inhalers for asthma.
Once a decision has been made about your child requiring medication at nursery school, you will be required to complete a form to give permission for nursery staff to give your child medication if needed. You will also be asked to sign a form on collection of your child, after the medication has been administered by a member of the medication team.

Child Protection

Parents/carers should be aware that the nursery school will take any reasonable action to ensure the safety of its children. In cases where the nursery staff have reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher/Head of Centre will have no alternative but to follow Liverpool Child Protection Procedures and inform Children's Services of the concern. Parents/carers will not always be fully informed of concerns unless the Headteacher/Head of Centre is certain that the safety of the child will not be prejudiced by doing so.

Footwear

We aim that children should develop independence and confidence during their time in nursery school, and this includes the ability to dress and undress themselves. Footwear should be comfortable, safe and easy. No laces please! Velcro fastenings are ideal.

Jewellery

Children should not wear jewellery in nursery. Nursery staff will remove any jewellery worn by children and return it to you at the end of the day. Children with pierced ears should wear stud earrings only.

Snack and Lunch

We give parents and carers to opportunity to make a voluntary contribution of £5 per half term or £10 per term via Arbor. This will cover the cost of the breakfast snack, baking ingredients and other materials for your child's classroom. Children are provided with a breakfast snack each day which includes toast, cereal, fruit and other healthy options. Children are provided with an afternoon snack each day which includes fruit, sandwiches, wraps and other baking activities.

Toys , bags and food items.

Children are not permitted to bring any toys or bags into nursery. All children will be given their own blue bag for belongings. Toys are not to be brought into nursery as typically these become lost and cause upset. Please do not give your child food to bring into school. This is in line with the school allergy policy.

Clothing

A coat is needed for outdoor play. All clothing should be clearly marked with your child's name clearly marked. Please provide regular sets of spare clothes for your child including underwear and socks. In Nursery, the children take part in many 'messy activities'. These are part of their Early Years curriculum and first-hand learning experiences. Children are encouraged to wear aprons for painting activities for example, however your child may still come home with paint, glue or mud (from outdoor play) on their clothes - please try not to be upset with your child if this happens. Wellington boots are also required for outdoor play.

Cereal Box

A cereal box is required for Letters, artwork and photographs. Cut the top of the box (like a magazine file) and decorate or wrap in wrapping paper. This can be done so that your child knows what their box looks like. Staff will help you label and put your child's photograph on the box. This box will be used to store letters, pictures/paintings and personal items (something that your child may have brought from home for example).

Toilet Training and Nappies

If your child is not yet toilet trained, please ensure you provide nappies and wipes for your child. We do not accept pull ups, only nappies. Please provide any creams such a nappy cream you wish for the staff to use. Toilet training courses run regularly each term for all parents to attend.

Parking

Please use Spencer street and Margaret street to park cars and walk to your designated class.

Payments at Everton Nursery School

Please download the app 'Arbor' before your child's first full day. If your child has a cooked lunch on-site daily and you pay for lunch, payments are required on the first day of each week your child attends Nursery.

If your child accesses Breakfast Club (8.00am-9.00am) or After School Club (3.00pm-5.45pm), or additional paid daycare sessions, a two-week deposit is required on or before your child's first day to secure the place.

Nursery School dinners

If you are paying for school dinners, these must be paid for weekly via Arbor on the first morning your child has a nursery session each week. PLEASE NOTE: If this is not paid in advance, your child will not be allowed to stay for dinner. The lunch time menu can be found on the school website. **Lunches are cost at £2.40 per day.**

Any parent/carer who does not pay on the Monday or the start of their child's sessions will be asked to TAKE THEIR CHILD HOME FOR LUNCH. The nursery school has NO capacity to support parents/ carers who fall into arrears with payments to the school. Everton Nursery School DO NOT take cash anymore on-site. All payments for lunches, breakfast, after school and extra sessions are to be through Arbor.

Allergies and Dietary requirements

If your child has any special dietary requirements, please let nursery staff know and write this on your child's starting form. If your child has an allergy, please provide an allergy action plan and the relevant medication. Children will not be able to start nursery without this medication or information. All medication must be unopened and have the child's name on (printed by the GP).

School uniform

The nursery school has a jog-suit, which is practical, comfortable and appropriate for young children attending nursery education. There is also a yellow polo shirt available. In the summer months' children are welcome to wear shorts (no summer dresses, football kits or open toe sandals please). School uniform is non-compulsory. All items of uniform and prices are available from the school/centre foyer and can be purchased via Arbor.

Free School Meals

Your child may be eligible for free school meals the term after their 3rd birthday. If you or your partner receive any of the following benefits you can apply.

- Universal Credit - your household earned annual income must be less than £7,400 after tax and not including any benefits
- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- The guaranteed part of State Pension Credit
- Child Tax Credit – with no Working Tax Credit and your annual household income is no more than £16,190, as assessed by the Inland Revenue

If you think your child may be eligible please apply via the local authority website: **www.liverpool.gov.uk and complete the on-line form.** Please note that until the nursery school receives confirmation from the local authority you must continue to pay your child's dinner money. If you have any questions or require support applying, please speak to Reception.

Your First Visit to Nursery:

Please visit with your child on…… at …….am/pm for their introductory visit to Nursery.

The first visit will last for approximately 1 hour. You or a relative are asked to accompany your child on their first visit to Nursery. Please no siblings and NO mobile phones.

During the visit, your child will meet their Teacher and Family Worker again, will be shown where the various play areas of the Nursery class are, where to hang their coat, where to store their wellington boots and where to find the toilets.

Please bring with you:

1) Starting Form completed
2) Cereal Box
3) Spare clothes and Wellingtons
4) Medical information and Medication (if required re allergies and / or medication).

Your Nursery staff are: ……

Your child is in…… ……class

We look forward to meeting both you and your child on your first visit to Everton Nursery School and Family Centre and we hope that your child's stay in our Nursery will be a very happy one.

Yours sincerely

L. Curtis
Dr. Lesley Curtis 0BE
Headteacher/Head of Centre

We're using Arbor's free Parent Portal and Arbor App

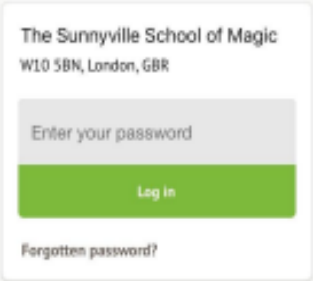
We've chosen Arbor to help us manage our school.

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

How to get started

1. Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter your child's birthday



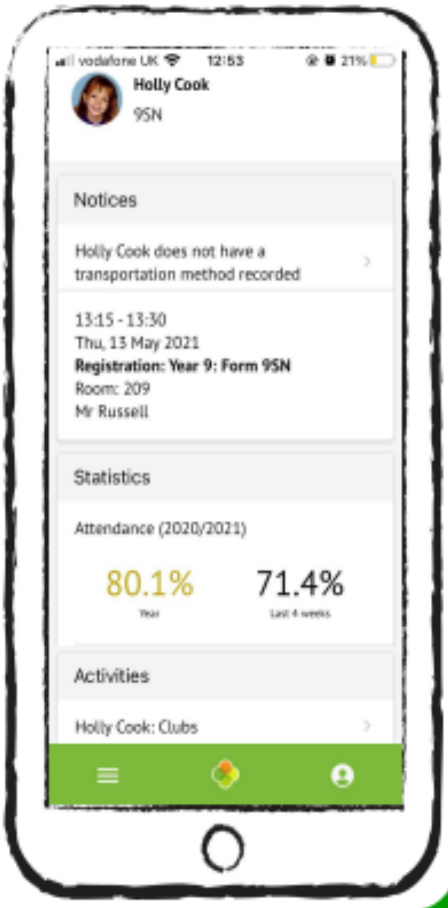
Need help using Arbor?

Contact the school office if you have questions about Arbor, the App or Parent Portal. Tell us the type and model of your phone, e.g. an iPhone SE, and include screenshots or screen recordings.

To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

Some tips to try:

1. Ensure your username is the email address you use for Arbor. Ask us to **check the email address** linked to your account.
2. **Reset your password** from the login page, or ask us to do this.
3. If the login email was sent to you more than 96 hours ago, the **password link will have expired**. Ask us to send it again.
4. Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
5. **Enter the birthday** of one of your children to log in.
6. Only relatives who are **Primary Guardians** of a child can access the Arbor App. Ask us to check you can access Arbor.



Learning Journals – Education App

Step 1 - A link will be sent to the email address you have provided. Please register a user name, password and pin number. (Make a note of this information).

Step 2- Once the login in is complete download the Learning Journals app on the app store. **Do not** do this before you have registered.

Step 3- Share a family photograph using the purple 'Parent contributions' tab.

Step 4- All parents and carers are required to engage in their child's learning by use the 'like' and 'comment' buttons to interact and engage with the staff.

Please note: This app is not used for general school enquiries.

If you require a new login or a password reset, please speak with your child's class teacher not the admin team.

Uniform Price List 2025/2026

Jog Bottoms Size	Price
Aged 2-3	£12.00
Aged 3-4	£12.00
Aged 5-6	£12.00
Aged 7-8	£12.00

Sweatshirt Top Size	Price
20”	£12.00
22”	£12.00
24”	£12.00
26”	£12.00
28”	£12.00

Children in Everton Nursery School are given the option to wear uniform which is a yellow polo shirt, royal blue sweatshirt and jogging bottoms. Uniforms are available to collect from reception 8.30am—3.30pm, Monday—Friday.

Polo Shirt Size	Price
22”	£10.00
24	£10.00
26”	£10.00

We accept Payments Via the Arbor App once registered.

Everton Nursery School and Family Centre, Spencer Street, Liverpool, L6 2WF
Tel: 0151 233 1969 Email: evertonnsfc@evertoncentre.liverpool.sch.uk
Web:www.evertonnurseryschoolandfamilycentre.org