



## We Cannot Wait to 'Welcome You' To Basnett Street Nursery School & The Chatterbox Club



Basnett Street is a maintained nursery school run by the local authority. We provide flexible provision to meet all individual needs and can offer 30 hour funded places and more working in partnership with The Chatterbox Club which is an extended provision of the school and you can access full days for children from 2 years. It can also offer the 2 year old government free funded 15 hour places if you meet the eligibility criteria. For further information please contact Lancashire Family Information Service on 0300 123 6712 or go to [www.lancashire.gov.uk](http://www.lancashire.gov.uk)

At Basnett Street, we provide a welcoming, safe environment in which children are provided with exciting, stimulating and multi-sensory 'hands on' learning experiences, that meet the needs and interests of all our children.

Please feel free to call into the nursery at anytime, where a member of staff will be happy to spend some time showing you around and answering any questions.

### \*\*\* MISSION STATEMENT \*\*\*

'A diverse and exciting place to learn;

A place where all children are valued;

A place that nurtures and cements early foundations for life long learning'.



Mrs Lindsay Ingham  
Headteacher

Basnett Street Nursery School And The Chatterbox Club



## Basnett Street Nursery School Staff



**Mrs Lindsay Ingham**  
BA Hons. in Primary Education  
& Music with QTS, NPQH  
Headteacher



**Miss Beth Margison**  
Deputy Headteacher



**Ms Emma Barker**  
BA Hons. Education, PGCE in Early Years  
Lead Teacher/SENCO



**Mrs Abida Bhatti**  
Teaching Assistant  
Level 2



**Mrs Gillian Burnie**  
Teaching Assistant  
Level 3



**Mrs Kate Cunliffe**  
Teaching Assistant  
Level 3



**Miss Mehvish Mahmood**  
Teaching Assistant  
Level 2



**Miss Kiran Ali**  
Teaching Assistant  
Level 3



**Mrs Suzanne Marney**  
Teaching Assistant  
Level 3



**Mrs Victoria Swales**  
Teaching Assistant  
Level 2



**Mrs Laura Wright**  
Teaching Assistant  
Level 2

**Basnett Street Nursery School And The Chatterbox Club**



**Basnett Street Nursery School Staff**



**Mrs Carol Carpenter  
Business Manager**



**Mrs Julie Lee  
School Administration  
Officer**



**TBC  
Site Supervisor**



**The Chatterbox Club Staff**



**Mrs Grace Walker  
Club Manager**



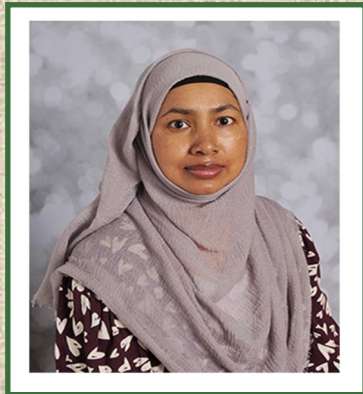
**Mrs Kim White  
Deputy Manager**



**Mrs Fatay Begum  
Early Years Practitioner  
Level 3**



**Miss Atiqa Shakir  
Early Years Practitioner  
Level 3**



**Mrs Fatema Bhanoo  
Early Years Practitioner  
Level 3**



**Mrs Mahima Rahman  
Early Years Practitioner  
Level 3**



**Mrs Nihah Khan  
Early Years Practitioner  
Level 3**



Basnett Street Nursery School and The Chatterbox Club provide a flexible provision enabling children to be able to access full days from 8:45am to 3.40pm and a lunch club from 11:45am -12:40pm A packed lunch is required at lunch time. Please speak to staff to find out what options are available.



AM or PM Session 8.45am - 11.45am 12.40pm - 3.40pm	Lunch Club 11.45-am- 12.40pm*	Full Day 8.45am - 3.40pm
£22.50	£7.50*	£52.50

\* Costs will include a consumable charge of £2.07p per hour that will apply when using funded hours. This is to cover other consumable resources.

**Basnett Street Nursery School And The Chatterbox Club**



## Early Years Foundation Stage

At Basnett Street, our curriculum is ambitious in providing a learning environment unique to our setting, which provides an abundance of opportunities for children to develop as individuals, through play and exploration. Our environment brings the curriculum to life, widening experiences to support children to link learning and gain a deeper knowledge, which can be used ready to support the future extension of all learning. The impact of our curriculum, ensures that children are ready for the next stage of education when they leave Basnett Street Nursery School.

To see a copy of the school curriculum policy, please visit our website:  
<https://www.basnettstreet.lancs.sch.uk/>



Basnett Street Nursery School And The Chatterbox Club



## Parents as Partners

We want you to feel welcomed into Basnett Street and work with you to support your child. We very much appreciate your interest and involvement. This can be in many different ways such as reading with your child at home, getting involved in your child's learning and interests, bringing items from home and joining in with special events etc. You will be regularly kept up to date in regards to your child's progress and you will be able to view your child's learning journey through our online portal - Target Tracker.

We know that many parents and grandparents have particular skills, hobbies and talents and it would be so nice to share these with the children. A lot of extra parent helpers are always needed for outings, so perhaps this is a way in which you may like to help.

All our school policies are available to view on our website. Please enquire at the school office if you would like a paper copy of any of our policies.



## Parents Communication

Our main form of communication with you will be face to face. However, we will also communicate with you via:

- Email
- Letter
- Text Message
- Facebook
- Website

You will also be greeted daily by your child's keyworker, so please feel free to discuss any problems or concerns you may have with them.

**Basnett Street Nursery School And The Chatterbox Club**



## Induction Process



Home visits will be carried out before your child starts nursery.

**Start Date for Nursery:** Each child will be allocated a start date. You will then stay with your child for the week or as long as is needed. It is important that both yourself and your child feel safe and have built a relationship with their keyworker before they are left alone.

Evidence really does demonstrate that it is important for the child to feel safe in a new relationship before they can detach from their secure parent/carer. Please trust us with this and enable the time for you to be able to support your induction slowly and at the pace of your individual child.

## Sessions Times

**Morning Session - 8:45am - 11:40am**

**Lunch Club - 11:45am - 12:40pm**

**Afternoon Session -12:40pm - 3:40pm**







## School Information



### Basnett Street Nursery School and The Chatterbox Club Fund

For all children receiving the free early years entitlement funding (15 hours free sessions) there is a voluntary contribution of £2.50 per week or 50p per session for those children in Chatterbox not accessing the full 5 days. This is collected in nursery school and The Chatterbox Club every week. We rely very heavily on this money to fund a wide range of exciting activities such as baking, malleable play, toys/resources, parties and other special events on offer to your children. These charges are separate to the Chatterbox Club's session charges.

### Healthy School

We have fruit sharing days every day and on a Monday we ask every child to bring a piece of fruit which enables the children to continue enjoying fruit sharing.

### Library



Each week your child will bring a book bag, reading journal and book home for you to read together and you can then use the reading journal to let us know whether you enjoyed the story or not. Do not feel you have to write a comment, a smiley face or a sad face will do in the comment box if you so wish. You can keep the book for a week and then return it in your child's book bag.

### Accidents and Medication

All staff are Paediatric First Aid qualified with Gillian Burnie and Grace Walker also First Aid trained. Parents are requested to provide emergency contact numbers in case the nursery school and the chatterbox club need to contact you. If your child becomes unwell during the session or if your child suffers from an accident which requires home or hospital treatment we will use the numbers provided to make contact with you. We are able to give your child prescribed medicines only if your child suffers from a specific medical condition. This should be provided in the original packaging, named and dated and with full written instructions and a medical form completed by parents.

### Parking

In order to ensure the safety of our children and families, we would like to remind you **NOT TO PARK** or wait **ON THE YELLOW ZIG ZAG LINES** outside the building. This is to ensure all our children and parents have a safe journey to and from school.

**Basnett Street Nursery School And The Chatterbox Club**



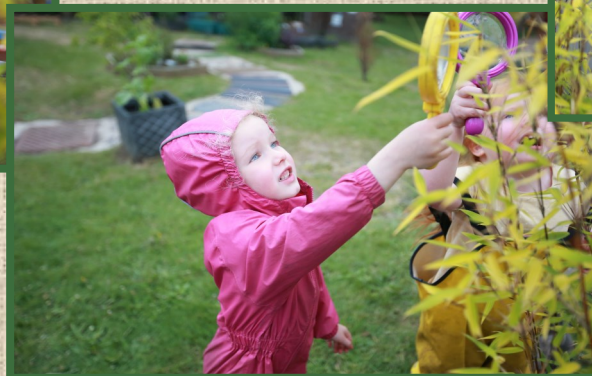
## School Information

### Absence & Illness

Daily attendance is expected but if your child is absent from nursery, please inform the office before their start time or within 30 minutes of the session starting. We always contact parents to enquire about their child's whereabouts if we do not hear from yourselves.

Attendance is monitored closely and if attendance is low we will send attendance letters to your home to find out if a place is still required.

Holiday absence forms are available from the school office. Holidays can be taken for up to 2 weeks maximum in school time. Places may have to be forfeited if we have a waiting list.



### Safeguarding Our Children

Children must be brought and collected by an adult over the age of 16 years old. If for any reason the regular person can not collect your child **you must inform nursery of any changes.**

Mobile Phone use is prohibited in the nursery. Anyone dropping off or picking up a child **will not** be able to use their mobile phone whilst they are in the building.

### Online Safety

We can reassure you that all our ICT equipment is filtered and monitored to an extremely high level to ensure your children are safeguarded.

We do not allow parents to bring in cameras or any other video devices to any of the school special events.

**Basnett Street Nursery School And The Chatterbox Club**



## What to Wear



### Uniform (Optional)

School Uniform is available to purchase online from the School Trend Website.

Please see the link: <https://www.schooltrends.co.uk/uniform/BasnettStreetNurserySchoolBB103ES>

It is not compulsory but is available if you would prefer this option. The uniform consists of a Jade Cardigan £12.00 or Jade Sweatshirt £10.00 and a Amber Polo Shirt £8.00. Suitable shoes must be worn.

### Labelling

Please make sure that all items of clothing are clearly labelled with your child's name. This helps us to locate any missing clothing quickly.



**Basnett Street Nursery School And The Chatterbox Club**



## Outdoor Play



Your child will have access to the outdoor play area every day. We provide rain coats, waterproof trousers and wellies. It is important that you provide your child with outdoor clothing that is suitable for the weather depending on the time of year. It would be helpful if you could provide your child with a spare bag of clothes.

### Winter

Warm Coat  
Hat, gloves and scarf  
We provide waterproofs  
We provide wellies

### Summer

Sun hat  
Sun cream applied before the start of the nursery session  
We also provide top up sun cream





## Complaints Procedure

We aim to have staff available to ensure that parents/carers can discuss any issues of concern so as to avoid unnecessary distress.

Parents/Carers may in the first instance take any complaint to the Headteacher Mrs Lindsay Ingham or the Manager of The Chatterbox Club, Mrs Grace Walker. We will always give serious consideration to concerns and complaints that are brought to the school's attention. We will ensure that the concern/complaint is dealt with effectively and with fairness to all parties. Where possible we will always try to resolve complaints informally.

If we feel that the complaint regarding the nursery school can not be resolved informally we will follow Lancashire County Council's formal complaints procedures (if you would like a copy of this please see the Headteacher). If we feel that the complaint regarding The Chatterbox Club cannot be resolved informally, the concern/complaint will need to be put in writing to the Chairperson of the Management Committee, using the Chatterbox Club address.

### The Governors of Basnett Street Nursery School

Mrs T Cullen  
**Chair of Governors**

Mrs H Mansfield  
**Vice Chair of Governors**

Mrs L Ingham  
**Headteacher**

Ms E Barker  
Miss L Hall  
**Staff Governor**

Mrs G Walker  
**LEA Governor**

Kinza Tasadduq  
Mrs E Wraight  
**Parent Governor**

Mrs P. Trudgill  
**Observer**

### The Trustees and Roles of The Chatterbox Club

Mrs L Ingham  
Headteacher  
**Trustee  
Chairperson**

Mrs P Trudgill  
**Trustee  
Treasurer**

Ms E Barker  
**Trustee  
Secretary**

Mrs G Walker  
Club Manager  
**Advisory to the Trustees**

TBC  
**Clerk**

**OFSTED can also be contacted at:**

**The National Complaints Team  
Ofsted National Business Unit  
Piccadilly gate  
Store Street  
Manchester  
M1 2WD**

**Email: [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)**

**Tel: 0300 123 4666**