

Prospectus 2025 - 2026



“The school vision, “helping every star to shine,” is really at the heart of everything that this school does.”

(Ofsted April 2025)

Our staff team

Headteacher & SENCO

Mrs Leanne Harrison

(BA.Hons. QTS, NPQH)

Senior Teacher & SENCO Support

Nicola Morville

(BA Hons. QTS,

Specialist SENCo Certificate)

Teacher & Forest school lead

Catherine Cross

(BA Hons, QTS PGCE)

Teacher

Saadia Ramzan

(BA Hons, QTS)

Teacher

Mel Dekker

(BA Hons, QTS)

HLTA

Saima Arif

Teaching Assistants

Sabahat Hussain

Malaikah Bibi

Nabillah Rashad

Emma Hardie

Jennifer Jones

Sabia Begum

Mia Fatima

Rafia Khan

Rehana Khan

Nicole Nash

Evie Large

Administration Officer - Sue Bowden

Site Supervisor - Mark Morville



Welcome to Woodfield

We are a maintained Nursery School and cater for children aged 2 to 4 years old. We accept the 15 hours and 30 hours childcare funding alongside providing paid places. Described by our parents as a "home from home", at Woodfield our aim is to welcome you in with a smile and provide you with the time and support you and your family need as you make this special step.

We are lucky to have 5 qualified teachers and teaching assistants who have specialised in early years education. We are passionate about Early education and work closely with your family to provide the best educational start for your child.

We are a happy and vibrant school at the heart of Brierfield. We aim to provide our children with an exciting curriculum, across our two classes, that is progressive, language focused and based on a core book spine.

We always strive to follow children's interests and strongly believe in developing children's independence and wonder about the world around them. We have a lovely outdoor space and spend as much time outside as possible.

We want your children to feel happy, safe and secure which is why we choose to have small key person groups across both classes. Our staff know the importance of relationships in the early years and, when your child joins our setting, they will spend time to get to know you and your family.

Welcome to the Woodfield family " Helping Every Star to Shine." We look forward to meeting you.



Mrs Leanne Harrison
Headteacher

Our school vision



Helping every star to shine

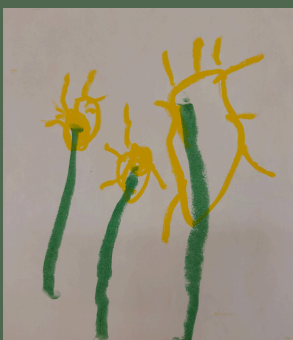
Our vision is to support every child to shine and become compassionate, confident and resilient young learners. We aim to capture the imagination of every child by developing creative, challenging teaching and learning opportunities based around individual needs and interests. Children at Woodfield are encouraged to be proud of their achievements and, through our staff observations and interactions, be given opportunities to grow.

At Woodfield, our Early Years Foundation Stage curriculum is delivered by highly skilled qualified teachers and practitioners who are creative, reflective and have the highest expectations for all children to shine. We embrace our community and the need to develop cultural capital for our children. We explore our local area together and further afield as part of our curriculum offer. We want our children to become fluent speakers and we celebrate their bilingual skills. Through skilled questioning, we encourage our children to be curious and develop a respect for the natural world around them.

The learning environment at Woodfield plays a pivotal role in ensuring that our children experience a calm, safe space where they can shine. Our indoor environment, flooded with natural light, is well resourced with natural materials. We present the children with stimulating provocations alongside familiar continuous provision. Our outdoor area is spacious and provides opportunities for children to develop their language and cooperative play.

A strength of our school is the positive relationships we develop with our children and families. These relationships ensure that children feel safe and happy. All children are linked to a key worker and this relationship starts on their first day. Parents are welcomed into school often through parent workshops and key workers are always available during transition times where concerns or celebrations can be shared.

Our building is fully accessible, on one level with sloped entry, providing an inclusive learning environment for all. The strong relationships we develop with our families allow us to meet any individual needs a child might present. We endeavour to make reasonable adjustments to ensure that all children are able to shine in their own unique way.



Spring Daffodils - Spring 2025

The school day

Breakfast club

7:45 - 8:40am

Morning session

8.40am – 11.40am

Lunch club

11:40am - 12:30pm

Afternoon session

12.30pm – 3.30pm

Fees and hours

At Woodfield, we accept the government funded 15 and 30 hour places. We also offer additional sessions, for parents in receipt of 15 hours, at an additional cost.

Our 15 hours offer

To support our families seeking 15 hours of childcare, and create a regular routine, for families seeking 15 hours we offer the option of 5 morning sessions or 5 afternoon sessions. The morning session is 8:40am - 11:40am, the afternoon session begins at 12:30pm - 3:30pm.

Our 30 hours offer

To support our families seeking 30 hours of childcare we offer full days, 9:00am - 3:30pm With each day being 6 hours, the 30 hours covers 5 days in school. We can be flexible around these hours. We accept the 30 hours code for both 2 and 3 year old children.

Breakfast club & Lunch

Parents have the option to pay for breakfast club and lunch club to extend their child's day. Please ask Sue in the office for costings and availability.

Uniform

At Woodfield, we value the importance of uniform.

From September 2025 all children will be expected to wear school uniform when attending Woodfield Nursery School.



Our uniform is a green polo neck jumper with the school logo on. A free jumper is given to families as they join our school. Any T shirt is allowed under the jumper. School jumpers are only available to buy from school and cost £9.

Black leggings or jogging bottoms and trainers. Any items of our uniform, excluding the jumper, can be purchased at all local supermarkets.

Sandals and Crocs are not to be worn.

Shoes with heels or flipflops are also not suitable footwear for nursery.

Trainers are the most suitable footwear for a day of play!

School also run a swap shop for any old or outgrown uniform.

Things you will need....

Appropriate Clothes and Footwear

Please ensure your child brings a coat to Nursery every day even if you travel by car as we make full use of our outdoor space. Please ensure your child wears school uniform and trainers which are easy to unfasten. Sandals and Crocs are not to be worn. Shoes with heels or flipflops are not suitable footwear for nursery.

Your child will be involved in messy activities such as painting, sand, baking, water play and forest School so it is important that they have a change of clothes in School in a bag which can be left on your child's peg. We will provide waterproofs and wellies for outdoor play and we have aprons but children will get dirty or wet as they explore our environment.

Some children may have a special item, which will help them to settle – such as a picture of mummy which can be kept in a pocket, a special object which can be used for transition from home to Nursery and Nursery to home if needed.

Please clearly label you child's clothing with their name including those in their spare bag.

Things to leave at home...

Glass bangles and necklaces with strong cord are potential hazards during play.

Please keep these at home.

Only stud earrings may be worn.

We ask that you do not let your child bring sweets or money to School. We do allow sweets as occasional treats such as at birthdays but these will be sent home to enjoy when parents allow.

Precious toys should stay at home, unless they are brought to show at group times and kept safely until home time.

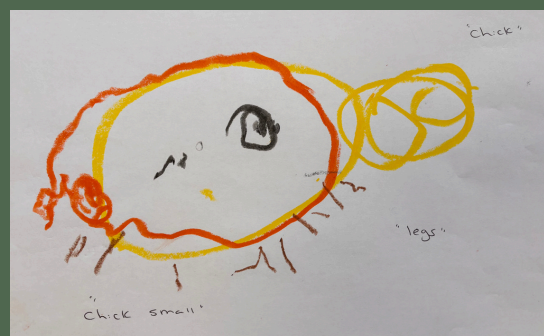
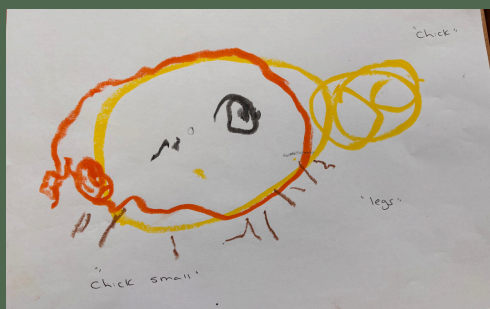
Parents as partners

We believe that working closely with parents is crucial and recognise that parents are a child's first and most important educators. We want to work in partnership with you to have a positive and lasting impact on the success of your child both here at Woodfield and beyond.

Your child will be part of a small key group and your child's keyperson will be your first point of contact in School. Your Keyperson will learn about the interests of your child and through these plan learning activities which will help them develop and make progress. You will have daily opportunities to discuss your child's progress and to share what happens at home as well as regular arranged parent meetings.

We will seek your views regularly about many issues and value your ideas. We will inform you about special events and what is happening in School through newsletters, parent noticeboards outside, the School website and parent text messaging service.

At the end of the year you will also receive a written report of your child's progress, and a copy will be sent to the appropriate Primary School.



Observational art of our hatching chicks - Spring 2025

Our curriculum

We follow the Early Years Foundation Stage Curriculum which is the legal requirement for the education of children from birth to 5 years. We use guidance from the EYFS Development Matters to plan age appropriate activities and experiences to support and enhance children's learning, development and wellbeing through a practical play-based curriculum.

We follow a structured and progressive curriculum, designed to meet the needs of our children and to ensure their all-round development. Learning is achieved through a balance of adult led and child initiated (independent) activities providing opportunity, resources and support for children to learn at the highest level both indoors and outside.

Children engage in active learning involving other people, objects, ideas and events for sustained periods of time. The environment supports every child's learning through planned experiences and activities that are challenging but achievable. We offer warm and trusting relationships with knowledgeable interested adults to support children's learning.

In planning and guiding children's activities we reflect on the different ways of how children learn and reflect these in our practice. All areas of learning and development are important and inter-connected. We ensure that learning is appropriate, relevant and meaningful to children. Giving memorable learning experiences that will secure long lasting and secure understanding of the world around them.

There are three Prime Areas of learning forming the building blocks on which other learning takes place and four Specific Areas of learning

The three Prime areas of learning are:

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

The four Specific areas of learning are:

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

Key Person

A member of staff will be named as your child's Key person; they will have the most contact with you and your child and will work in partnership with you to secure your child's well-being and involvement.

They will visit you and your child at home and get to know you so that there is a familiar face at nursery when you start. They will work with you to help your child to settle in and become a confident learner.



Settling in

Starting nursery can be a difficult time for some children and parents as it may be the first time that you have left your child on their own.

To support our working parents, and to make the transition easy for children to understand we begin with two stay and play sessions. From this, we ask parents to drop off their child and go. This allows the child to settle with their key person without being unsure as to when their parent is leaving.

We do not allow children to stay distressed. After a period of settling, if your child is struggling, we will call to discuss next steps. If you are upset at leaving, phone School later for an update, your child will most probably be busy playing and becoming fully immersed in their new environment.

Attendance

Children are expected to attend Nursery every day and we need to be informed of any reason for absence, especially infectious diseases, vomiting or diarrhoea.

It is important that you contact Nursery if your child will not be in. If you have any particular difficulties, which may affect your child's attendance please see Mrs Harrison our Head Teacher.

We will do whatever we can to be helpful and supportive.

Children miss many things if they do not come to School or arrive late. So that your child can make the most progress possible, please get them to school every day on time.

Remember, your child should attend Nursery for 190 days a year leaving 175 days for family outings and holidays.

Religious absence

School will authorise one day of absence per religious festival, eg Eid, but no more than 3 days in any one academic year. This will be the day set aside by the Religious Body of which the parent is a member, and we will need you to advise us of this in advance. You can do this through by speaking to the staff in the school office or your child's key person.

Holidays & extended leave

At Woodfield we do not authorise extended holidays however we do recognise the value of the learning experience they can offer.

We ask that you try to avoid term times wherever possible. If, however, you do intend to take a holiday in term time please can you complete the holiday form which you can request from the office or your Keyperson.

Your child is in danger of losing their place if they do not attend at least 90% of their sessions

Health & Wellbeing

Personal Care

If your child wears nappies/pull-ups please provide a bag with spares and wipes. We will work with you to support your child with potty training and will keep a record of when we change your child.

Illness

Please can you inform us as soon as possible if your child is going to be absent from Nursery due to being unwell. We follow Public Health England's Guidance on how to control infection in School including maintaining a high standard of health and hygiene. We encourage children to wash their hands regularly and support child immunisation programmes. Advice about immunisations can be obtained from your Health Visitor, local pharmacist or medical practice. NHS Choices website will also give you up-to-date immunisation advice at www.nhs.uk

Allergies and Medical Conditions

You must inform us of any allergies that your child has been diagnosed with on your application form with full details and if any medication has been prescribed. A Health Care Plan will be completed for any child who has a medical condition, which may affect them whilst in Nursery.

Medicines

We will need written consent to administer any prescribed medication to your child. This must be supplied in original packaging with child's name, dosage required and use-by date required on the label. Doctor's will prescribe a second inhaler which can be kept at Nursery for children with Asthma. This will be kept in a sealed labelled container with your child's name and photo on it.

We are not required to administer non-prescribed medications.

Accidents and Emergencies

Unfortunately, minor accidents such as scrapes and bruises may happen if a child falls in Nursery. We will administer appropriate first aid and record the details on an accident form which we will require you to sign when you collect your child. In line with our safeguarding procedures we will record bumps, bruises and marks that your child has from home and will ask you about them. If your child sustains an injury requiring medical attention we will contact you immediately. You will be asked for written consent that we can act in the case of emergency such as calling an ambulance as part of our admission process.

School fund

Nursery School Fund is collected every Thursday, by Sue, either in the reception area or the school yard.

We ask for a voluntary contribution of £2.50 per week paid in cash or preferably half termly by bank transfer (see bank details below)

Account Name: Woodfield Nursery School

Sort Code: 05-06-21

Account No: 20909592

The fund is used to provide many extras for your child such as a healthy snack, baking activities, gardening, adding to the library, special visitors, party food, children's presents for birthdays.

We arrange School outings throughout the year, which are planned to make an impact on children's learning as well as being fun, exciting adventures for the children. We have to ask for further contributions to pay for these outings as without additional funding these activities will not take place.

We offer discounts if you have more than one child attending Woodfield.

Without this contribution we will not be able to provide these extra items and experiences and appreciate your support.

Snack time

We provide milk and a daily healthy snack such as fruit, vegetables, breadsticks. We may at times bake other snacks and try new tastes for example food from other countries.

Please inform staff if your child must not have milk for medical reasons or strongly dislikes it. We always provide fresh drinking water, which the children can have whenever they are thirsty.

We have a healthy eating policy that we ask parents to follow when packing lunches or thinking of birthday treats.

Safety & security

The safety of your child is of the highest importance and we will not allow anyone to pick up your child who is not on our collection list or you have not made prior arrangement with us.

We do not allow anyone under the age of sixteen to pick up your child

Please do not use your mobile phone or camera in the corridors or classrooms

Please make sure that you bring your child to the classroom door so that we can greet them.

There is always a member of staff on gate duty at the start and end of each session.

Visitors to our School are required to sign in at the office and must hold a current DBS certificate if they are working with the children – this includes parent volunteers and students.

Please do not let other parents or visitors in to the School – each parent should wait for a member of staff to let them in.

Please ask for a security lock if you intend leaving your pram/pushchair at School and lock in the pram store outside. Please do not leave personal belongings in prams as we cannot be held responsible for any loss. We charge a £5.00 deposit for the lock which will be returned to you at the end of the year.

You must not leave unattended babies or young children in prams.

Parking

Please be considerate to residents on Sefton Street by not blocking access to their property or parking on the pavements. Do not park on the zig zag lines outside School.

The Nursery entrance must be kept clear at all times to allow staff or emergency vehicles access if required.

Complaints procedure

If you have any worries, concerns or complaints please bring these to the attention of the Head teacher. If you still feel that the matter is not resolved then we have a procedure for you to follow. A copy of which is available from the office. We hope that you will never need to use it.

Insurance arrangements

Woodfield Nursery School has full public liability insurance which is arranged through RPA(Risk Protection Arrangement). Our policy is specific to Educational establishments and is fully compliant with the needs of the School. RPA is an approved scheme set up by the Department of Education as an alternative to commercially run Insurance companies.



Holiday dates

2025-2026

Holiday	Nursery Closes	Nursery Opens
Mid-Summer		Wednesday 3 rd September 2025
Half Term	Friday 24 th October 2025	Monday 3 rd November 2025
Christmas	Friday 19 th December 2025	Tuesday 6 th January 2026
Half Term	Friday 13 th February 2026	Monday 23 rd February 2026
Easter	Friday 27 th March 2026	Tuesday 14 th April 2026
May Day	Friday 1 st May 2026	Tuesday 5 th May 2026
Half Term	Friday 22 nd May 2026	Monday 1 st June 2026
Summer	Friday 17 th July 2026	

Inset Days

Monday & Tuesday, 1st and 2nd September 2025

Monday 5th January 2026

Monday 13th April 2026

Monday 20th July 2026

