



PROSPECTUS

Introduction

Coogee was originally built in 1900 as a school for the children of Streetly Village. At that time the building was small and just a simple school house, however since then, there have been many changes and improvements, but the original school house structure is still part of the building.

The name 'Coogee' appeared many years ago when the school was run by a family who came from a district of Sydney in Australia called Coogee Beach.

Mr and Mrs Cory owned it from the early 80's and Mr and Mrs Medina have made extensive improvements and developments since 2004.

However we continue to take great care to preserve the friendly, homely atmosphere of Coogee to ensure that children and families feel happy and secure whilst at nursery.



Our most recent OFSTED was March 2011. We are delighted to say we received Outstanding in every area and therefore Outstanding was our overall grade. We are proud of our high standards and have maintained Outstanding from our previous OFSTED inspection in October 2007. Download the report here -

<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY291152>

** the quotes in blue are from our Ofsted report in 2011.*

Aims and Objectives

1. To carefully manage the transition between leaving their home and settling into our nursery.

"Children easily settle into this nursery environment because practitioners prioritise children's happiness."

2. To ensure that all children feel valued, respected and included.

"Equality of opportunity and inclusion underpins every aspect of this inclusive nursery."

3. To involve parents as partners working and talking together to provide opportunities for children to become confident and successful learners.

4. To provide learning through play in a happy, secure, well-planned environment with directed and undirected activities both indoors and outdoors.

5. Staff to provide a good role model for the children in relationships with children, with parents and with other staff members.



Coogee Nursery School



0121 352 0187

Your local, friendly, home from home nursery.

"Practitioners are passionate and dedicated about their work and clearly enjoy working with children and their families."

6. We follow the 'Early Years Foundation Stage' (EYFS) 0-5 years. This is a National Curriculum for the under 5's.
7. We follow the 'EYFS where we plan and assess the children's progress in each of the six areas of learning:

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy development
- Knowledge and understanding of the world
- Physical development
- Creative development.

We plan and chart each individual child's development. A wonderful personal profile is collated as a child progresses through the nursery.



"practitioners are reflective, inspirational and all hold high aspirations for quality education."

"motivational leadership and team work ensures the nursery runs smoothly on a day to day basis."

Facilities

Coogee has three separate well equipped rooms for various activities. Children are divided into small groups according to their age and development. Activities include arts, crafts, dance, music, educational games, small world play, role play and computer based learning. Every child experiences the many activities in all 3 rooms and enjoys our lovely outdoors in each session.

"Coogee is a busy nursery with a vibrant atmosphere."

There is an extensive outdoor facility with plenty of play equipment. The curriculum is taken outdoors whenever possible; to explore play, promote physical development, knowledge and understanding of their environment and imaginative play.

"there is a superb balance between indoor and outdoor play as children have use of highly resourced areas."

"children have excellent opportunities to appreciate fresh air and exercise and enjoy and learn in the outdoor environment."

We also have a baby changing room and separate boys and girls toilets.



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Staff

Mrs Medina is a fully qualified teacher with many years experience. We employ fully qualified and experienced staff who work together to provide a homely secure atmosphere in which the children can learn through play and gain confidence.

We are registered with Staffordshire County Council as a pre-school nursery for children aged 2 to 4 years old. We have 8 staff with Mrs Medina for a capacity of **25 children**. Staff attend regular courses throughout the year.

Parent Partnership

We pride ourselves in having good relationships with all our families. We like to include families in all our experiences and celebrations. Working closely with parents ensures the most successful outcome for each child.

"Preparation for starting nursery is excellent as families are offered sensitive settling in procedures and staff are on hand to offer additional support."

"Parents and carers speak extremely highly of the nursery, impressed by the dedication of practitioners and state the nursery has very approachable staff and the children settle in well."

"Inclusive practice is very effective as practitioners have an exceptional knowledge of each child's background and needs."

"Relationships with parents and carers are nurtured and promote the importance of family, continuity and community."

"Parents and carers receive individual guidance about precise ways they can support their children's learning. This is supplemented by daily conversations, diaries, newsletters, consultation meetings and a very informative website."



Consultation meetings are held every term with parents and carers. All children have detailed individual folders tracking their development in all areas of the EYFS curriculum.

Our flexible policy allows your child to settle in quickly. Parents and carers can accompany the children on initial visits. Hours can be built up gradually and we encourage daily contact when information can be shared.

We have a notice board to inform parents of our aims and objectives for the week and the topic to be covered.

There are many different circumstances which require a school policy and most of these are written and available to all parents and carers. All new parents will be required to confirm that they have read these or acknowledge that they have full access to them.



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The quality and standards of the EY Provision and Outcomes for Children

“Children make excellent progress in the Early Years Foundation Stage because inspirational teaching motivates children. They play an active role in their learning, offering their ideas and resulting in a busy nursery with a vibrant atmosphere. Children direct their own play. Children can help themselves to resources to enhance their play, such as experimenting to see if their trucks get stuck in the muck as in a particular story. Planning, ongoing assessments and evaluation of all the children’s progress are embedded in reflective practice and used very effectively to guide future activities. For example tracking of children’s play interests ensures activities are detailed, focused and incorporate the six areas of learning.

Children’s starting points are recorded by their key workers and parents using a ‘tell us about your little star’ and ‘all about me’ profiles. This includes information about children’s play preferences, home languages and their emotional support needs, for example their comforters. Excellent, trusting relationships between practitioners and children are evident because practitioners take time to listen to children’s conversations and aspirations with interest and sensitivity. Children’s progression through the nursery is marked by a leaving celebration prior to moving on.



The learning environment is constantly being evaluated and improved in order to further enrich the opportunities for the children to enjoy and learn.

Children are developing excellent skills to support their future learning.

Transition arrangements for the next phase of the children’s education are extremely well supported through effective links with local schools and other settings.”

Safeguarding you child

The nursery setting is fully secure with an intercom system on our main gate. It is kept shut at all times and is self locking. Also the garden is fully fenced and gated.

“Safeguarding children is given excellent consideration.”

“Detailed risk assessments ensure children’s health, safety and wellbeing.”



The nursery works closely with Staffordshire early years advisory team to support children with all kinds of special needs.

“Collaborative working with key agencies is exemplary.”



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Hours

Coogee Nursery is open 8.45 a.m. to 3.15 p.m. each day and children may attend all day or morning/afternoon sessions. We advise parents that children should attend at least 2 sessions per week to maintain continuity.

Coogee Nursery is only closed for 4 weeks a year. Coogee is closed on Bank Holidays plus 1 week at Easter, 1 week at the end of August (Bank Holiday week) and approximately 2 weeks at Christmas.

The year is divided into 3 school terms:

Spring Term - January to Easter

Summer Term - Easter to Mid-August

* Summer School – 3 weeks in August (9am-1pm).

Autumn Term - September to Christmas

** Summer school is optional. Summer school is designed to amuse and entertain children during 3 weeks of the main school holidays and is available to any child between the ages of 2 - 6 yrs.*

Fees

Fees are paid at the start of each term or at the beginning of each month according to the number of sessions/days booked and are currently:

Full day s= 6.5 hrs=8.45am - 3.15pm	£
Morning Sessions = 4hrs=8.45am - 12.45pm	£
Afternoon Sessions = 2.5 hrs=12.45pm - 3.15pm	£

Nursery Education Grants for 3 and 4 year old children are claimed on your behalf from Staffordshire Education Authority.

Refreshments and Lunches

Drinks, fruit and a snack are provided at break time.

Children who attend full days bring a packed lunch which is stored in a refrigerator until lunchtime when all children sit together with the staff.

Drinks are provided. Children have access to drinking water at all times, but are encouraged to bring their own named water bottles each day.

Application and Registration

There is often a waiting list for entry into Coogee and parents are advised to apply well in advance of their child's start date, which is usually after their second birthday. Coogee is not licensed to take children under 2 years of age.

Entry is strictly by rotation of application and therefore we are not able to guarantee places unless booked early and existing children moving on to their next schools dictate availability. There is a school open day each Spring. Parents are required to give a minimum of 1 calendar month notice of a child leaving. Current legislation requires that we hold full registration information on all children attending and a registration form is attached to this prospectus.



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Contact Information

Proprietor and teacher

Mrs J R Medina (Jane)

Assistant Manager

Miss G Rushton (Gemma)

Deputy

Mrs D King (Debbie)

Other Staff Members:

Mrs K Sawyer (Kathy)

Mrs V Aston-Green (Vicki)

Mrs L Taylor (Louise) maternity leave

Mrs K Appleby (Katie)

Mrs N Smith (Nicola)

Miss L Thomas (Laura)

Address:

Coogee Nursery School

17 Burnett Road

Streetly

Sutton Coldfield

West Midlands

B74 3EL

Telephone: 0121 352 0187

Email: coogeenursery@aol.co.uk

We encourage students to gain qualifications by offering our setting as a placement.

Conditions of Acceptance



PLEASE READ CAREFULLY - these conditions are **IMPORTANT**

Securing Places

When a place is offered it will be confirmed in writing, stating the start date.

Cancellation of places

If notification is given more than 1 month prior to the arranged start date, the cancellation of the place will be accepted. Failure to give 1 month's notice to cancel a placement offered, will result in payment of the 1st month's fee.

Change of Address

Any change in address or telephone number must be notified, **IN WRITING**, to the proprietor of the Nursery.

Fees

Fees are payable at the beginning of each term or monthly via voucher schemes e.g. Accor & Busybees.

Cancellations

A month's notice must be given **IN WRITING** before a child is removed from the nursery otherwise 4 weeks fees are due in lieu of notice.

Withdrawal

The proprietor may require the withdrawal at any time of a child whose conduct or attitude is, in the proprietor's opinion, unsatisfactory or if he/she considers such withdrawal is in the best interest of the nursery.

Holiday / Illness

In case of absence through illness, the nursery must be informed of the nature of the illness.

There can be no remission of fees on account of absence whatever the reason. (Holiday or illness).

We hereby accept the above conditions.

AGREEMENT CONFIRMED _____ DATE _____

Child Registration Form



Full names of child _____ Male/Female _____

Date of Birth _____ Religious Denomination _____

Names and addresses of parents who have parental responsibility for the child

Name of parent _____ Name of parent _____

Occupation _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

Local Authority _____ (Where council tax paid)

Who has legal contact with the child? _____

Who does the child normally live with? _____

Telephone numbers where parents may be contacted:

Mother - Home _____ Work _____

Father - Home _____ Work _____

Mobile Telephone No: _____

EMERGENCY TELEPHONE NUMBERS - give the names of two responsible persons whether relative or neighbour, and state relationship to Child.

1 _____

Has he/she any special health problems of which the nursery should be aware of?

Is any special medication/treatment required? _____

Any special dietary requirements? _____

Name of Doctor: _____ Telephone No: _____

Address: _____ Postcode: _____

PHOTOGRAPHY

We frequently take photographs and your authority is required for photos of your child to be taken. (photos are kept in school records and may be included on the Coogee website around the setting.)

Fees- are due at the start of each term period following receipt of the Coogee invoice.

Termination - a notice period of not less than 1 calendar month is required.

I hereby enclose a non refundable £20 registration fee. We understand that completing and signing this form does not necessarily guarantee a place for our child.

We _____ wish to apply for our son/daughter _____

to be admitted to Coogee Nursery School, Streetly. Date: _____