



# **RIVINGTON PARK Independent School & Nursery**

## **Nursery Brochure 2010/11**

**Knowle House, Rivington Lane, Horwich, Bolton. Lancashire. BL6 7RX**

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Dear parent

Welcome to Rivington Park

Thank you for your enquiry. We are pleased to have this opportunity to introduce ourselves to you.

We believe that a good education is a passport to success. The care and education that your child will receive in the early years can be of much greater importance and value than everything that follows. Rivington Park has proved popular with an ever increasing number of parents for over twenty years. They appreciate the added value we provide for their children, the care and concern we extend to all, the range of activities and the breadth of the curriculum offered.

We are committed to creating the very highest standards of education and childcare for the children in our care. Every child is valued as an individual and encouraged to flourish so that they can become confident independent learners with strong community values.

We would be very happy for you to visit us. You are welcome to call in at any time or, if you wish, you may telephone to make an appointment.

If you have any further queries please do not hesitate to contact us.

Yours sincerely

Michael Ruaux BA PGCE  
**Headteacher**

## **AN INTRODUCTION TO RIVINGTON PARK NURSERY**

Rivington Park Nursery opened in Oct 1990 providing childcare and education for children from 0-4 years. It is located in a large 300 year old house surrounded by woodlands, fields and moorland in the peaceful village of Rivington. Although situated in this unspoiled setting, it is within easy reach of Chorley, Wigan and Bolton.

We are a small nursery with a happy family atmosphere and strong community values.

Rivington Park is registered with the Department for Education and Employment and is regularly inspected by Ofsted.

### **OUR AIMS**

To provide excellent all day care and education for children 0-16 years each weekday from 7.45 a.m. - 6.00 p.m.

To discover and develop each child's natural abilities and to help them achieve their full potential.

To create and maintain a supportive, stimulating yet disciplined atmosphere in which every child and adult feels secure, valued and confident.

To plan a broad and balanced range of activities which form a curriculum that is relevant to individual needs (including special educational needs) informed by observation and assessment.

To provide a good ratio of staff to children, where staff employed are of the highest quality and have access to continuous support and training.

To provide equal opportunities for the personal, social, physical, cultural and academic development of every child.

To provide a well organized physical environment with access to appropriate resources both inside and outside, giving due attention to health and safety.

To promote a close working partnership with parents to support the child's learning and development.

To regularly monitor and review our provision.



## **OUR OBJECTIVES**

At Rivington Park we are committed to providing a high quality service for children and parents where care and education go hand in hand. We believe children will only realise their true ability in happy, relaxed but disciplined and secure surroundings.

We recognise that parents are a child's first and most important educators. We believe that by working in close partnership with parents and by providing a happy relaxed but disciplined and secure environment that all our our children will have a greater chance of achieving their potential.

## **RIVINGTON PARK NURSERY**

### **OUR NURSERY STAFF**

All our nursery staff are of the highest quality, hold a recognised childcare qualification and have many years experience.

We are constantly reviewing and evaluating our working practices as a team and our individual personal development. This we do daily in the nursery and regularly through staff training.

The management team is led by the Headteacher & Nursery Manager Michael Ruaux. It also comprises the Mrs Taz Ruaux (Director) and Miss Laura Thoday (Head of Primary). Assistant Managers Hayley Cooper and Hayley Moss crop are also part of the Nursery Management Team. Together with all our staff they strive to ensure that the highest levels of supervision are promoted and maintained to enable the overall aims of the nursery and the positive development of each child to be achieved.

### **THE NURSERY CURRICULUM**

At Rivington Park we offer a carefully targeted, well planned education, which begins on the child's first day. The nursery fully implements the Every Child Matters framework and EYFS curriculum.



*“It is thanks to your hard work and effort that Ryan will be entering the school community with confidence and the ability to further develop the skills you have taught him.”*

**Mrs Cloke**

*“When I left my five month old baby all those years ago, I never envisaged I would have a happy, confident, friendly, fun loving little boy, all these qualities I feel are due to the contribution you and your staff have made.”*

**Mrs Sutton**

## How are the children grouped in the nursery?

There are 4 main groups in the nursery:-

Babies:	up to 12 months	(Staff Ratio 1 adult to 3 children)
Younger Toddlers:	12months-2yrs	(1 adult to 3 children)
Toddlers:	2 - 3 years	(1 adult to 4 children)
Pre-school:	3 to school age	(1 adult to 8 children)

It is possible for children to move groups at any time if we feel they have outgrown their group and after consultation with the parents.

Each group has a member of staff who is responsible for the smooth running, direction and implementation of our policies within that group. Within each group every child has their own named **key worker** who will take responsibility for planning your child's **next steps** in their individual learning journey. This is recorded in your child's Individual Learning Journey Record.

Your key worker", develops a close relationship with your child and you as parents. They work in partnership with parents to promote your child's development and happiness.

*"The feeling of relief, knowing our only son was enjoying nursery was a tremendous weight off both our minds."*

**Mr and Mrs Taylor**



### The Babies Room

The babies are provided with a variety of stimulating activities and experiences. Parents are closely consulted about their baby's sleeping and feeding routines, their developmental progress and well-being. There is an abundance of toys designed to challenge and stimulate. We also provide for 'heuristic play' which involves the babies using all their senses as they handle and explore everyday objects.

Our greatest concern is to make them feel loved and emotionally secure. Our staff are sensitive and responsive when dealing with the needs, moods and feelings of the children.

The children are given a great deal of love and stimulation in our care, by the staff who play with them.

### The Toddler Group

Once the young babies have found their feet and want to widen their horizons - which can be anytime from 12 - 14 months onwards, depending on the child, then we would gradually integrate them into the Toddler Group. Here the staff caring for the toddlers will plan activities and experiences from these main areas of learning: Social, linguistic, imaginative, creative, investigative and exploratory and physical.

The activities provided consist of both indoor and outdoor play and include:- sand and water play, clay and play dough, painting and drawing, cutting and sticking, jigsaws and puzzles, construction toys, imaginative role play, singing and playing with musical instruments, listening to stories and looking at books, outdoor play on trucks etc., physical play with balls and climbing frames etc., walking and enjoying the countryside.

Throughout the day the staff are constantly playing and talking with the children, extending their conversation and providing play materials to support their learning. Their day is a balance between quiet and noisy activities with the children being encouraged to do many things for themselves.

*“Thankyou for giving Alasdair a special start to his life....for the constant reassurance that he was in good hands.”*

**Mrs Humphries**



## The Pre-school Group

Children move into the pre-school group, full of enthusiasm and confidence and their developing concentration, patience and co-operation with others allows them to spend longer on many tasks, knowing they sometimes have to wait or maybe share and work with another child.

Each day activities similar to those of the Toddler Group are offered but usually extended to follow the child's interest and development. The children learn to use play materials with increasing skill, imagination and understanding.

Usually there is a 'theme' that the activities are based on, which, depending on the interest and imagination of the children and staff continue for varying periods of time.

Pre-school children are introduced to Jolly Phonics which is a language/reading scheme. Jolly Phonics is great fun for the children who readily learn about the characters related to the letters at the same time they also learn the shapes and sounds of each letter followed by the ability to combine the letters together into words.

Through play the pre-school staff help the children develop their learning skills. These skills are developed through many practical activities in imaginative play, construction, investigating and also tracing, pattern making, copying,

Jolly Phonic work books, matching and sorting, counting, playing specially designed number and language games, using the computer and looking at books. The children also enjoy taking books home to share with parents.

The children work to their own level at their own pace although they are usually very eager and need very little encouragement from us.

*“Richard has always been rather shy, but has gained so much confidence since going to nursery.”*

**Mrs Leadbetter**



For pre-school children, swimming is available at an additional charge. We regularly go for walks outside the nursery, and also have visitors from the community who come into nursery to talk to the children.

Our nursery day is filled with playing, watching, learning and doing - and above all, being given the chance to grow, enriched with the understanding that everyone is loved and cared for in a happy environment.

Gradually children progress through the nursery, accomplishing many tasks and learning to live and play with other people outside their immediate family circle. These achievements form an excellent starting point for the next stage of their life either in our school or one of the many local ones.

*“ When I was small  
and I couldn't talk  
I came to visit  
Rivington Park  
You taught me how  
to swim and count  
and write my name.  
Now I am four and  
starting school,  
I have no trouble in  
the swimming pool.  
Because every  
Tuesday without fail,  
we'd go swimming, for  
a splash and a sail.  
I'd like to thank each  
and  
everyone  
for  
everything you've  
done.  
I'll go to school with a  
good  
headstart  
and a memory of each  
one of you in my  
heart.”*

**Mrs Entwistle**



**Rivington Park Nursery**  
**General Information**

**Opening Times**

Monday to Friday from 8.00 a.m. to 6.00 p.m.

Staff will be on the premises at 7.30 a.m. for those parents who may require an early start. However this is an additional service which must be booked and paid for in advance. The additional charge is detailed below. Staff will also be there after 6.00 p.m. to care for the children whose parents may have been delayed. An extra charge will also be made for this - see fees list.

Closed Bank Holidays and one week at Christmas. Five working days is not charged for at Xmas time.

**Admission**

Children between the ages of two months and five years are welcome.

Full and part time places are available as follows.

Part - time may be full or half days.

Half days - 8.a.m. to 1.p.m. or 1.p.m. to 6.p.m. (minimum of 2)

**Fees**

£50 to secure a place. This is non-refundable.

Fees are paid monthly in advance by standing order.

See separate sheet for current list of fees.

It is not possible to offer reductions for any absences for whatever reason as a place is reserved for your child throughout the year. Nor will there be any reduction for weeks shortened by Bank Holidays. Fees will not be charged for the week we close at Christmas.

**Notice Period**

A minimum of one calendar months notice of withdrawal is required in writing, or fees in lieu of notice.

**Sickness**

Children with infectious diseases, discharge from the eyes, diarrhoea, vomiting or a high temperature, in fairness to themselves and to others should be kept at home until a doctor has certified that he/she is fully recovered. If a child becomes ill during the day we will contact the parents to take them home.

Please see our Policies and Procedures for details of this and our Administration of Medication Policy.

In emergencies we reserve the right to call for assistance and if necessary remove the child to hospital - parents will be contacted immediately.

### **Meals**

We pride ourselves on quality home baking and cooking and plan a 4 week menu. Breakfast, dinner and a small tea is provided. It is assumed that tea is only a High Tea and children will receive a full meal at home.

Please advise staff of any special dietary requirements.

Baby menus are prepared from basic ingredients. We currently base these menus on the Annabel Carmel recipes.

### **Personal Items**

ALL clothing must be clearly marked with the child's name.

Each child has a coat peg for their outside garments plus a small space below for their Wellington boots. We request that your child has a spare set of clothes kept in a draw string bag on this peg.

If your child has a special item ( e.g. teddy, dummy, blanket etc. ) which you feel will help him/her settle in easily and feel secure, please tell us and allow your child to bring it along. Other than these special items, we request that your child does not bring toys, sweets or money to the nursery. Whilst we will do our utmost to take care of your child's possessions, but regret that no responsibility can be accepted for them.

### **Settling In**

All children are different, some don't mind being separated from Mum and Dad for a while, others take a little time to get used to the idea.

We have a flexible settling in procedure to suit each child.

### **Discipline**

Under no circumstances will any child be subjected to any form of physical punishment.

All children are given clear guidelines as to acceptable and unacceptable behaviour and, if there is a problem, the member of staff will deal with it according to our Policies and Procedures. If any problem becomes persistent or totally unacceptable we will discuss it with the parents.

### **Collection of Children**

For security reasons you must inform the staff if children are to be released to anyone other than those whose names you have authorised and with whom we are familiar.

### **Swimming**

Swimming tuition is available for children from two years up, providing they are not in nappies. Lessons are charged for separately. Many of our children gain their 5m, 10m, and 25m, badges before they leave our nursery.

### **Fire, Safety and Accidents**

Most of the nursery staff are trained in first aid and the prevention of accidents.

We monitor all toys and equipment for safety. We keep a record of fire - drills, and any accidents when they occur.

In emergencies we reserve the right to arrange for a child to be rushed to hospital. Parents will be contacted immediately.

### **Car parking and one way system**

At peak times the area outside the School and Nursery can become congested. Please park your car as thoughtfully as possible to allow room for others to park. Keep speed below 5mph on site please.

### **Security**

The entry and exits and outdoor play areas are monitored by security cameras. For additional security, entry into the building is by controlled by code access.

### **Walks/Outings**

The majority of activities will take place within our own grounds, however, occasionally we may wish to take the children on outings. Children will be accompanied by an adequate number of staff at all times. The enclosed enrolment form seeks your permission for this.

### **Suggestions**

The School and Nursery operates for the benefit of the children and their parents. If you have any further requirements, suggestions or ideas, please feel free to discuss them with any member of our staff.

### **Nursery School Fees September 2010**

	<b>Under 3's</b>	<b>Over 3 *eligible for DfES grant</b>
<b>DAILY RATE 8AM—6PM</b>	<b>£ 35.00</b>	<b>£23 Max 3 days at this rate (51 weeks)</b>
<b>SESSION 8AM—1PM OR 1PM—6PM</b>	<b>£23.50</b>	<b>£8 Max 3 sessions at this rate. for 51 weeks</b>

**Fees are due monthly in advance on 1st of each month by standing order.  
No fees are charged for the Christmas & New Year holiday – usually one week  
– when the nursery is closed.**

**Full fees are due for any other time missed because of sickness, holidays, Bank  
Holidays etc.**

### **Early Morning Start:**

**7.30am to 8am is an extra charge of £2**

**7.45 to 8am is an extra charge of £1.50**

### **Late Finish:**

**Normal closing time is 6.00p.m. but there will be a member of staff on the  
premises to supervise children of parents who have been delayed. A charge of  
£1 for every minute after 6p.m. will be made**

**RIVINGTON PARK INDEPENDENT SCHOOL AND NURSERY**  
***Staffing Details***

School Department 2010/11

Head Teacher

Mr Michael Ruaux                      B A (Hons) PGCE

Head of Primary

Miss Thoday                              B A (Hons), PGCE

Reception & Yr 1

Miss Thoday                              B Ed (Hons),

Yr 2,3,& 4

Mrs Mokri                                 B Ed (Hons)

French/ Spanish Teacher

Mrs Jenkins                              B A (Hons) PGCE

Junior and Secondary Physics & Chemistry & Maths

Mr Robinson                              B Sc (Hons)      M Sc PGCE

Junior and Secondary Biology

Mr Fletcher                              B Sc (Hons) M Ed PGCE

Secondary English & Drama

Mr Phillips                                B A (Hons) M A PGCE

Humanities, Business Studies & Economics

Mr Ruaux                                 B A (Hons) PGCE

Music

Mr Christa Norton                      BA

Fencing Master & PE

Mr Stuart Marshall                      GBR Senior Sabreur, Coach (Epee & sabre)

## Nursery Department

### Nursery Manager

**Mr Michael Ruaux**

**BA (Hons) PGCE**

### Nursery Nurse Team

Hayley Mosscrop	Assistant Manager	NVQ Level 3	(NVQ L5 Training)
Katy Taylor	Baby Room Leader	NVQ level 3	
Sabana Dakri		NVQ Level 3	
Natalie Fletcher		NVQ Level 3	
Alana Caloe		NVQ Level 2	(NVQ L3 Training)
Sophie Manville		NVQ Level 2	(NVQ L3 Training)
Beth Mason	Before After School	NVQ Level 2	(NVQ L3 Training)

### NVQ L2 Trainees

Natalie Grimes  
Emma Watson

### Pre School French

Mrs Andrea Jenkins

BA Hons PGCE

### Early Years Teachers

Miss Laura Thoday  
Mrs Annie Mokri

B Ed

B Ed