


MEET THE STAFF IN WINDSOR OAK ROOM –April 2021

			
Sharon Key person	Lynn Key person	Rachel Key person am	Dal Key person pm
			
Rachel Teacher Inclusion Plus	Kerry Early Years Practitioner Inclusion Plus	Kam Early Years Practitioner Inclusion Plus	Susan Early Years Practitioner Inclusion Plus/ nurture support
			
Susan Inclusion Plus and Forest School Support	Rebecca Administration and Finance Co-ordinator	Clare Receptionist/ clerical assistant	
			
Claire Foster Head Teacher & Deputy Designated Safeguarding Lead	Rena Patel Terrific for Twos Co-ordinator & Designated Safeguarding Lead	Jill Watts Deputy Head Teacher/SENCO/ Deputy Designated Safeguarding lead	Poppy and Pumpkin Our guinea pigs



HELPFUL INFORMATION ABOUT WINDSOR NURSERY SCHOOL

Parkfield Road, Wolverhampton, WV4 6EL

Tel: 01902 558128

www.windsorcentre.com

We are delighted that you are bringing your child to Windsor. This is a little bit of information to start with. We will give you further information when your child starts. We have a website full of information why not take a look

We really look forward to getting to know you and your child. We want your child to have the very best opportunity to learn, to play, to make friends, to move, to appreciate nature, to feel strong and belong. We hope Windsor will offer your child a happy, memorable childhood experience.

Helping your child to feel settled

Your child will be in a family group with around ten to twelve other children. They will have a special teacher to be a key person for them in the nursery. Your child's special teacher will take time to contact you so that they can get to know you and your child better. They will discuss with you when your child will be visiting and starting nursery.

Every child is different. Some children settle straight away and other children need a bit longer. We ask you to stay with your child for a time within the first few sessions while they are getting to know us. We want them to feel comfortable and it is worth investing the time they need at the early stages to give them a good start. Please be assured that we will always contact you if your child really needs you.

Keeping your child safe

All the team are well qualified and experienced in working with young children. Anyone who works at Windsor has had a disclosure and barring service check. All gates and doors are locked. Our designated child protection lead is Rena Patel or if absent Claire Foster or Jill Watts. Please look at our Safeguarding policy under the governance section of our website.

Please telephone us to let us know if your child is not going to be at nursery. Children need to stay at home when they are unwell. They need to be clear of any tummy upset for at least 48 hours before they return to nursery.

If your child is taken ill at nursery we need to be able to call you or a relative to collect them. We must have a number that is up to date and where there will always be someone to answer the call.

We have members of staff throughout nursery who are trained in First Aid. If your child hurts themselves we will tell you about it and ask you to sign our accident book.

All children have a password that their parent chooses on registration in case someone else has to collect them in an emergency. This person must be over 14 years of age.

The use of mobile phones within nursery is not allowed in order to keep the children safe.