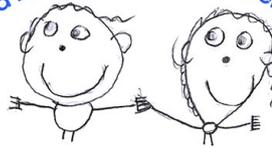


Atherstone Nursery School
and Early Years Teaching Centre



'Bright Start, Bright Future'
'Chances to explore, discover and grow'

Nursery School

Prospectus Children aged 2- 5 years

Atherstone Nursery School
and Early Years Teaching Centre
Kings Avenue
Atherstone
CV9 1JZ

Tel: 01827 713116

Email : admin1000@welearn365.com

Website: www.atherstonenurseryschool.co.uk

@ February 2020

 ey early years
teaching centres



National Support School
designated by

National College for
Teaching & Leadership



 Ofsted
Outstanding
Provider



Atherstone Nursery School and Early Years Teaching Centre

Caterpillar Nursery—2 year olds

15 hours education per school term week—Mornings or Afternoons

2 Options available:

Option 1—purchase sessions as mentioned on page 13

Option 2—claim 2HELP funding from Warwickshire County Council (Government funding from parents on income support etc)

Butterfly Nursery—3 year olds

15 hours education per school term week—Mornings or Afternoons

or

30 hours education— childcare costs available funding for working parents from Government (Gov.uk)

Vision Statement

*Bright Start, Bright Future
'Chances to explore, discover and grow'*

Our Values

We offer a welcoming, safe, enabling and supportive environment for children and their families where they can learn and discover.

We support each other and work as a happy, reflective team, sharing best practice and ideas.

We strive for the best outcomes for all children and families in an inclusive environment.

We value parents as partners and work together to provide the opportunity for children to reach their individual potential.

We embed integrated working with other agencies and each other to support all children and families.

WHAT OFSTED SAYS ABOUT OUR NURSERY SCHOOL

Ofsted inspection judgement means

An outstanding school is highly effective in delivering outcomes that provide exceptionally well for all its pupils' needs. This ensures that pupils are very well equipped for the next stage of their education, training or employment.

Here is a sample of some of the comments, from our last OFSTED inspection in January 2019. The full report will be available from the School Office, on request, or on our website www.atherstonenurseryschool.co.uk

Overall Effectiveness -

This school continues to be Outstanding

- The leadership team has maintained the outstanding quality of education in the school since the last inspection.
- The attractive learning environment is vibrant, and it is organised to promote children's independence, with plenty of opportunities for investigation and exploration.
- Parents are highly complimentary of the work of the school, commenting on the 'fantastic nursery' and the 'amazing school'.
- Children are happy to come to school because they are excited by their learning and because they have excellent relationships with the adults they work with.

THE CURRICULUM

Young children learn best through 'active learning' when they are working at self chosen activities. They work from first hand experiences and are encouraged to make choices, explore, examine, investigate, discuss and solve problems. Through their experiences children are developing knowledge, concepts, attitudes and skills. Highly trained practitioners provide materials and experiences to promote growth and learning in the areas of social, intellectual, physical, emotional and spiritual development. Much of the work is child initiated with the staff supporting the children's learning by extending their knowledge and understanding. This work is balanced by activities that are adult led to develop particular skills or ideas, e.g., our theme work that aims to increase the children's awareness of their environment and their place within it.

The Nursery is planned and organised in line with the Early Years Foundation Stage Curriculum through which the children work towards the Early Learning Goals.

The Early Learning goals are divided into seven areas of learning.

These are;

Personal, Social & Emotional Development

Physical Development

Communication and Language

Literacy

Mathematical Development

Understanding the World

Expressive Arts and Design

Across the seven areas of learning, we place great emphasis on developing children's independence, creativity and critical thinking, alongside the curiosity to play and explore.

Personal, Social & Emotional development

Successful personal, social and emotional development is vital for very young children in all aspects of their lives and gives them the best opportunity for success in all other areas of learning. It is crucial that adults provide the experiences and support that young children need to develop a positive view of themselves.

Communication and Language

- This area of learning includes:
- Speaking & listening in different situations and for different reasons
- Learning about the sounds that letters make
- Understanding language
- Paying attention
- Using communication to support and develop thinking skills

Physical development

Physical development is about improving skills of co-ordination, control, manipulation and movement. It helps children gain confidence in what they can do and enables them to feel and understand the positive benefits of being healthy & active.

Mathematical Development

This area of learning includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes & measures. Mathematical understanding is developed through stories, songs, games, practical activities and imaginative play so that children enjoy using and experimenting with numbers, begin to learn about calculating and understand simple concepts related to shape, space and measure.

Literacy

This area of learning includes developing the skills which will lead to:

- Being able to read a wide range of books, re-telling stories and reading simple texts
- Writing for a variety of purposes, and understanding that the marks they make communicate meaning.

Understanding the World

In this area of learning, children are developing the important knowledge, skills and understanding that help them to make sense of the world. This forms the foundation for later work in science, design & technology, cultural understanding history, geography and information & communication technology (ICT). Knowledge and skills are developed through a wide range of practical activities based on investigation and exploration.

Expressive Arts and Design

This area of learning includes art, music, dance, role-play and imaginative play. Being creative enables children to make connections between one area of learning and another and so extend their understanding. Expression through creativity is key in building self esteem and emotional well being.

We aim to ensure that your child has access to a wide range of activities and experiences in a secure and stimulating environment which allows them to make good progress, enjoy learning and achieving new skills.

THE OUTDOOR CURRICULUM and FOREST SCHOOL

Children learn and are taught all the areas of learning outside in our play area and our forest school as well as inside. There are opportunities for developing communication skills, problem solving and skills of exploration and investigation, as well as their creativity and physical skills.

We use the outside area and forest school even in the winter, so please ensure your child always comes with a coat, hat & gloves in the cold months!



GENERAL INFORMATION



**Sessions available for 2 year olds in our Caterpillar Nursery
and
Sessions available for 3/4 year olds in our Butterfly Nursery**

School Hours (hours may vary each academic year)

15 hours funded place

Morning session: 8.45am— 11.45am

Afternoon session: 12.30pm—3.30pm

30 hours funded place (3/4 year olds -Government eligibility criteria to be implemented)

5 days—Monday to Friday: 8.45am—2.45pm

Purchasing Extra Full Sessions

Extra sessions can be purchased if Nursery School has availability and this is only on a termly or academic year basis. See Charging Polic—page 13

Morning Session—8.45am until 11.45am (only available on low intake)

Afternoon Session—12.30pm until 3.30pm (only available on low intake)

Lunchtime Session—11.45am until 12.30pm

30 hours extending day—2.45pm until 3.30pm

Admission Policy

The Nursery School Admissions Policy has to abide by Warwickshire County Council Admissions Policy, and follows all criteria with regard to admissions. A copy can be obtained from the School Office.

Collecting your Child

Please let the Nursery staff know if someone different will be collecting your child. In the interest of safety, we would not allow a child to go home with an adult we did not know, unless we had been notified. In this instance, an adult would be considered to be someone aged 16 years or over. We will ask you to name, describe and state relationship to child to help us identify this individual and to give us an agreed password.

Home Visit

Before your child starts their induction pattern at Nursery the group leader and a colleague enjoy visiting you and your child at home to discuss your child's personal requirements and for you to ask any questions ready for when they start at Nursery School.

Before your child starts

Be positive about how they are going to cope with everything. Encourage their independence by supporting them in learning to take off and put on their own coats, shoes and when using the toilet.

Our Key Person Approach/Groups

When your child first starts at our setting, they will be attached to a particular member of staff and placed in their 'Group' to build positive relationships, making your child feel special. Also to help the children settle in feeling safe, happy, loved and cared for and to give them a greater feeling of security. Please feel free to share day to day issues, celebrate achievements or discuss any concerns you have with this member of the team.

We begin with the 'capable child' and we build on what children know already and then move through an individual 'Learning Journey'

Settling In

Attend 'induction sessions' and help your child to orientate themselves eg. Where the toilets are, where their coat peg is to hang their coat and bag. Be aware of how tired your child may be—there's a lot of work for them in 'settling in'. Encourage them to 'choose' an activity to begin their session to develop independence. For you and us to encourage general safety rules eg. Keeping shoes on in sandpit, sliding down slide on their bottom.

'The role of the teacher is to dance with each child differently'

IMPORTANT—CONTACT DETAILS

Please do keep your contact details up to date with the office at Nursery School eg. Change of mobile number, Change of address

REMIND text service

Please do sign up to our **REMIND** text service—you will then receive information about Nursery School events and closures.

EMAIL communication

We will send out our Newsletter and other general letters to your email address provided.

Refreshment & School Fund

Every child has access to a drink of milk or water. To encourage healthy eating, a healthy eating snack bar operates during the session. To offset costs, it would be really helpful if parents could bring in 2 pieces of fruit, per child, per week – either on a Monday or Wednesday – which staff will wash & prepare. Please be sure to tell us of any allergies and food intolerances, your child may suffer from.

We have a School Fund of £1.50 per week, which we would like you to contribute to as it is used for purchasing such items as cooking ingredients, snack, seeds for growing, etc. It also pays for some of the outings that we organise for the children.

Behaviour

We expect and praise good moral and social behaviour. Children are encouraged to be kind and considerate to each other. Children may often be rewarded with stickers for good work, being helpful or being brave.

We comment frequently on the good things children do, to build self esteem. We also explain in simple language what behaviour is not desirable and why.

The staff will not tolerate any acts of either verbal or physical aggression directed towards themselves or any other member of the staff. Any person demonstrating aggressive behaviour will be asked to leave the premises and be removed from the site.

In cases of physical aggression we will not hesitate to report the matter to the police and seek immediate assistance if necessary.

Special Educational Needs & Disabilities

The School offers excellent facilities and opportunities for children who have, or may be later identified as having, 'additional needs'. Please advise staff if your child has additional needs to ensure that the appropriate level of support can be planned before they start.

The School helps to identify early, any children with additional needs and parents are kept regularly informed about their child's progress. The School involves and works with a number of outside agencies to help and support children with additional needs Education Psychologists, Special Therapist and the Disability, Illness, Sensory & Communication Support Service.

A copy of the School's Special Needs policy is available on request.

Birthdays

We are happy to celebrate your child's birthdays in their Group sessions by way of singing Happy Birthday to them and lighting the candles on our Nursery School model cake. In line with Nursery School Allergy Policy there are NO treats or birthday cakes allowed to be distributed to children.

Policies

Copies of all policies are kept in the School office and are available for inspection upon request.

GDPR -(General Data Protection Regulations)

Current legislation - Data Protection Act 1998, Computer Misuse Act 1990, Privacy & Electronic Communication Regulations 2003.

Parent/Carer will be given a **Privacy Notice for Parents and Pupils** document on induction to Nursery School. This will give you details on how our Nursery School deals with individuals information.

Child Protection

'Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parent/carers should know that the law (Children Act 2006) requires all school staff to pass on **any** information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.

The staff will seek, in general, to discuss any concerns with the parent/carers, and where possible, seek their consent to a referral to Social Care. **Permission will only be sought where such discussion will not place the child at increased risk of significant harm.**

Schools will seek advice from Social Care and other organisations when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers must appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.'

Internal concerns may be documented. Any documents will be held confidentially and password protected. These will not automatically be shared with parents until the point of referral is reached.

Statement from the Ofsted report January 2019

This school continues to be outstanding

Keeping children safe is a high priority and a central part of the school's work. All staff are trained to spot the signs of mistreatment, and they know how to report any concerns they have about a child. Leaders act on any concerns swiftly, and the school works effectively with a range of agencies to provide additional support where needed. In addition, when it is appropriate, the school's own family support worker provides immediate support for families who are experiencing difficulties that could have a negative impact on a child's welfare.

Equal Opportunities

Atherstone Nursery and Early Years Teaching Centre (ANS&TC) staff, governors and parents work in partnership with the local community and other stakeholders to create an inclusive organisation where everyone feels safe, welcome, respected and valued. We strive to create an environment which is challenging, stimulating, creative and enjoyable. All participants are supported and encouraged to achieve their own potential, making the difference in becoming independent and lifelong learners who are able to make a positive contribution to our society.

The School has an Equalities Statement and constantly strives to ensure all children have the opportunity to experience a broad and balanced curriculum.

Health & Safety

The School has a comprehensive Health & Safety policy. A copy of this is available upon request. Please refer to our Health & Safety leaflets displayed throughout the building. Please do not allow your child or any siblings to use the outdoor play equipment and resources outside of the session times.

Atherstone Nursery School and Early Years Teaching Centre will not be held liable for any incidents or accidents which take place during these times.

Sex Education

This is not taught as a formal part of the curriculum but can occur naturally as part of topics, for example, life cycle of animals. Nursery staff will answer any questions sensitively and appropriately to the age of the children.

The Local Neighbourhood

The School is situated in a residential area and our neighbours are very tolerant of us. We do rely very much on their goodwill, so please do not block the entrance to drives with cars – a slightly longer walk from your car eases any possible tension about parking & is better for your child's health & wellbeing. Please make sure you do not park in the Fire Station and coned Zig-Zag areas. The PCSO Team will issue warning notices to those parked illegally.

Illness

Please keep your child at home if he/she is not well. You need to let us know, either by phone or electronically, if they are ill, on the first day of absence. Office staff will telephone you on the first day of absence if you have not notified us.

Please keep your child at home for at least 48 hours after the last attack of sickness or diarrhoea. This is to avoid the spread of infection to children and staff.

Absences can be phoned through and recorded on our telephone message service 01827 713116.

No Smoking

In the interests of safety and setting a good health example to the children, the School and its' grounds is a no smoking zone, this also includes e-cigarettes.

Dogs

In the interests of safety and hygiene, no dogs are allowed into the Nursery and its' grounds, with the exception of guide dogs.

Clothes & Uniform

It is not compulsory for children to wear uniform. We do have a school sweatshirt and T-shirt which you can buy at reasonable cost from the school office.

Please be aware that the range of exciting & creative experiences we offer can result in children getting quite messy and we would strongly recommend that you send them in old clothes.

We would also ask you to ensure that children are sent in appropriate seasonal clothing and footwear, eg. Sunhats when hot. They will always need a coat as we go outside every day, and shoes should be safe, preferably with Velcro fastenings. Flip flops, heels etc are unsuitable for small children to run around in.

To encourage independence in going to the toilet we would ask you to always send your child in loose fitting joggers or similar – belts, braces and dungarees often stop a child from reaching the toilet in time!

You will be provided with a school pump bag for your child's spare clothes. Please put your child's name on all their belongings.

Mobile phones

In light of recent child abuse prosecutions, we politely request that mobile phones are only used on the school site to respond to urgent matters. We would also request that whilst bringing, collecting or waiting on site that you refrain from using your mobile phone. Mobile phones **must** not be used in teaching spaces.

Jewellery

The children participate in a very active curriculum, please limit jewellery to stud earrings to prevent potential accidents.

Lending Book Library

One of the best ways to encourage children to enjoy reading is to share books with them. Our home-school library allows you and your child to borrow books (only one at a time please), to read together at home. Please fill in your child's library book record. We encourage this by rewarding your child with a certificate.

Outings and Visits

As well as outings to the park, woods, etc, we take the children out locally to the shops, etc. Please sign the consent section (part of the Nursery Admission Form) during the home visit if you agree to your child going off site.

Information

We have many ways of working in partnership with parents and sharing information with you. Newsletters are displayed and distributed, informing you of dates, outings, curriculum activities and health and safety issues. Information for parents is displayed in the Reception Area and information is placed on the Parent Information Board situated with in the Inner Foyer Area. Our foyer television also displays useful information and photographs of the children's activities.

Parents are welcome at the School at any time and are free to talk to the staff at the beginning of the session or make an appointment. We welcome parents into the Nursery to help in a variety of ways. Anyone wishing to volunteer their help on a regular basis, must be checked by the DBS for clearance. I am sure you will appreciate that this is for the safety of all children in our care.

Lunch Time

We offer our 30 hour children (3/4 year olds) a lunch time facility.

You will need to send your child with a packed lunch. Our lunch box guide is to think 'healthy eating' - fruit, yogurts, sandwiches, cheese, breadsticks, tomatoes, celery, crackers. Please place your child's name on their lunch box.

We ask that such things as sweets, large bags of crisps, chocolate biscuits are not sent in your child's lunch box.

Family /School Partnership Agreement:

- Support each other in your child's learning, motivation, communication, enthusiasm and positive behaviour
- Consult on the services provided and the way school/home continually improves with support
- Make the School/home a happy and enjoyable place for everyone

We believe that Children should leave our School with:

- Motivation, curiosity, creativity and perseverance which enables them to learn
- Communication skills to help them socialise, be part of a group and learn effectively
- A strong sense of well-being and good self esteem which enables them to take their place in our community
- A sense of empowerment which give them the confidence to reach their full potential



CHARGING POLICY

Aims

This statement sets out the Schools approach to charging, describes each type of activity which will be charged for and explains when charges will be made.

Principles

- All nursery education provided within school hours will be free. This includes materials and equipment provided in school hours by the WCC or the school. 'School hours' are those when the Nursery School is actually in session and does include the break in the middle of the day.
- The School invites parents and carers to make voluntary contributions towards any part of the Schools activities to permit the provision of activities, which might not otherwise be possible. For example a suggested contribution of £1.50 per week provides for healthy snack times, baking, visitors, and additional 'special' resources and activities.
- General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.
- No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.
- No charges will be made which exceed the actual cost when divided between the participants.
- When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity.
- Parents /Carers are requested to provide two pieces of fruit per child attending the nursery each week.

Extended Paid Services

30 hours children (3/4 year olds) may pay for an extra 45 minutes to 3.30pm = £4.00 per day

Paid Sessions

***also applies to Caterpillar 2 year old Nursery**

Sessions can be purchased if Nursery School has availability and this is only on a termly or academic year basis . A 10% reduction is given on prices below if paid by Bank Direct Debit.

Morning Session—8.45am until 11.45am £16.20*

Afternoon Session—12.30pm until 3.30pm £16.20*

Lunchtime Session—11.45am until 12.30pm £4.00 (Butterfly Nursery—3 and 4 year olds only)

An agreement will be requested to be signed by parents to clarify sessions and regular full settlement payments. **(all paid time is subject to availability)**

USEFUL NAMES & ADRESSES

School address - Atherstone Nursery School & Early Years Teaching Centre
Kings Avenue, Atherstone, CV9 1JZ
tel (01827) 713116
email; admin1000@welearn365.com
Website: www.atherstonenurseryschool.co.uk
Facebook: atherstone nursery school

Warwickshire Education Authority - Directorate of Children, Young People & Families
Saltisford Office Park, Ansell Way
Warwick CV34 4UL tel (01926) 410410

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<u>Senior Leadership Team</u>	Mrs Nicci Burton Mrs Karen Barratt Mrs Barbara Charles Mrs Sharon Wood	Executive Head of Federation Business Manager Safeguarding and Family Support Head of Nursery/SENCO
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<u>Nursery staff</u>	Mrs Berinder Matharu Mrs Jennifer Amos Mrs Harriet Pegg Miss Sue Carthy Mrs Lisa Siggee Mrs Debbie Douglas Mrs Elizabeth Robey Miss Michaela Abbott Mrs Corrine Warren Miss Elly Mitchell Mrs Emma Mehta Mrs Samantha Foulkes	Nursery Teacher/SENCO Assistant Nursery Teacher Senior Early Years Educator Senior Early Years Educator Senior Early Years Educator Senior Early Years Educator Forest School /Senior Early Years Educator Teaching Assistant Teaching Assistant/SEND support Teaching Assistant Teaching Assistant Teaching Assistant
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<u>Office Staff</u>	Mrs Kate Hopkins Ms Helen Hughes	Administration Assistant Administration Assistant
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<u>Centre support Team</u>	Mrs Jackie Reece	School Caretaker
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Federated Nursery - Bedworth Heath Nursery School & Early Years Teaching Centre
Glebe Avenue, Bedworth, CV12 0DP
tel/fax: (024) 76 364188
Email: admin1002@welearn365.com
Website: www.bedworthheathnursery.co.uk

The Governors

Dean Wainwright
Nicci Burton
Berinder Matharu
Julie Toal
Wendy Dodd
Emma Hutchings
Karen Marshall
Joanne Vallis
Jean Ferraro
Michael Rossington

Chairman
Exec Head of federation
Staff Rep for federation
Vice Chair
Co-Opted Governor
Parent Governor
Parent Governor
Parent Governor
LA Nominated Governor
Clerk to Governors

Governors:

The Governing body oversees the performance of the school and helps to shape its strategic direction.

The Governing body is made up of representatives nominated by the Local Authority, members of the Community and Parents. Please see the Executive Head of Federation if you require any further information.

A signed, ratified copy of the minutes from each Governing Body meeting is available upon written request from the School's main office.

WARWICKSHIRE SCHOOL TERM & HOLIDAY DATES

2019-2020

AUTUMN TERM

Children return
Half Term
Term Ends

Wednesday 11th September 2019
Monday 28th October -
Friday 1st November
Friday 20th December 2019

SPRING TERM

Term Starts
Children return
Half Term
Term Ends

Monday 6th January 2020
January 7th January
Monday 17th February -
Friday 21st February
Friday 3rd April 2020

SUMMER TERM

Term Starts
May Bank Holidays
Half Term
Term Ends

Monday 20th April 2020
Friday 8th & Monday 25th May
Tuesday 26th May -
Friday 29th May
Friday 17th July 2020

Training/Offset Days

Monday 2nd September 2019
Tuesday 3rd September 2019
Monday 6th January 2020
Wednesday 17th June 2020
Monday 20th July 2020

Above dates may be amended during the academic year

ATHERSTONE NURSERY SCHOOL & EARLY YEARS TEACHING CENTRE

FIRE DRILL PROCEDURE

IN CASE OF FIRE:-

ALARM

ANY MEMBER OF THE STAFF discovering an outbreak should, without hesitation, sound the fire alarm.

CALLING THE FIRE BRIGADE

ALL outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Brigade, by a nominated person. DIAL 999.

Nominated lead persons – Executive Head, Sharon Wood, Karen Barratt.

EVACUATION (see below for FIRE DRILLS)

On hearing the alarm, children & parents should be led quietly from the classroom, by the nominated person(s) through the signed Fire Exit to the assembly point by the tree in the Corner outside the front perimeter fence, closing the doors and windows behind them.

FIRE DRILL—ONLY

For the purposes of fire drill only all children will be accompanied to the Nursery Outdoor Play area to assemble with staff.

Attendance registers should be taken to the assembly points by the nominated person(s) who should check the toilets and foyer area on the way out

With the exception of a search for missing persons by competent persons, **NO-ONE** must be allowed to re-enter the school, without permission from the Fire Brigade.

ROLL CALL

Immediately the group has assembled, a Roll or Count Call should be taken.

ATTACKING THE FIRE

Circumstances will dictate whether fire fighting operations should be attempted.

Fire Fighting must always be secondary to **LIFE SAFETY**.

First Aiders at Work staff on site.

Paediatric First Aiders – All nursery employed staff

Life Support & Management of Anaphylaxis—Sharon Wood

Mental Health First Aider—Barbara Charles

Fire Marshalls 1 – Kate Hopkins, Helen Hughes

Fire Marshalls 2—as nominated lead person on site

Procedures also followed for LOCKDOWN, IN-VACUATION, INTERNAL INCIDENT

Safety Reminder

Our main entrance gate is very close to the main road, therefore we request you to :

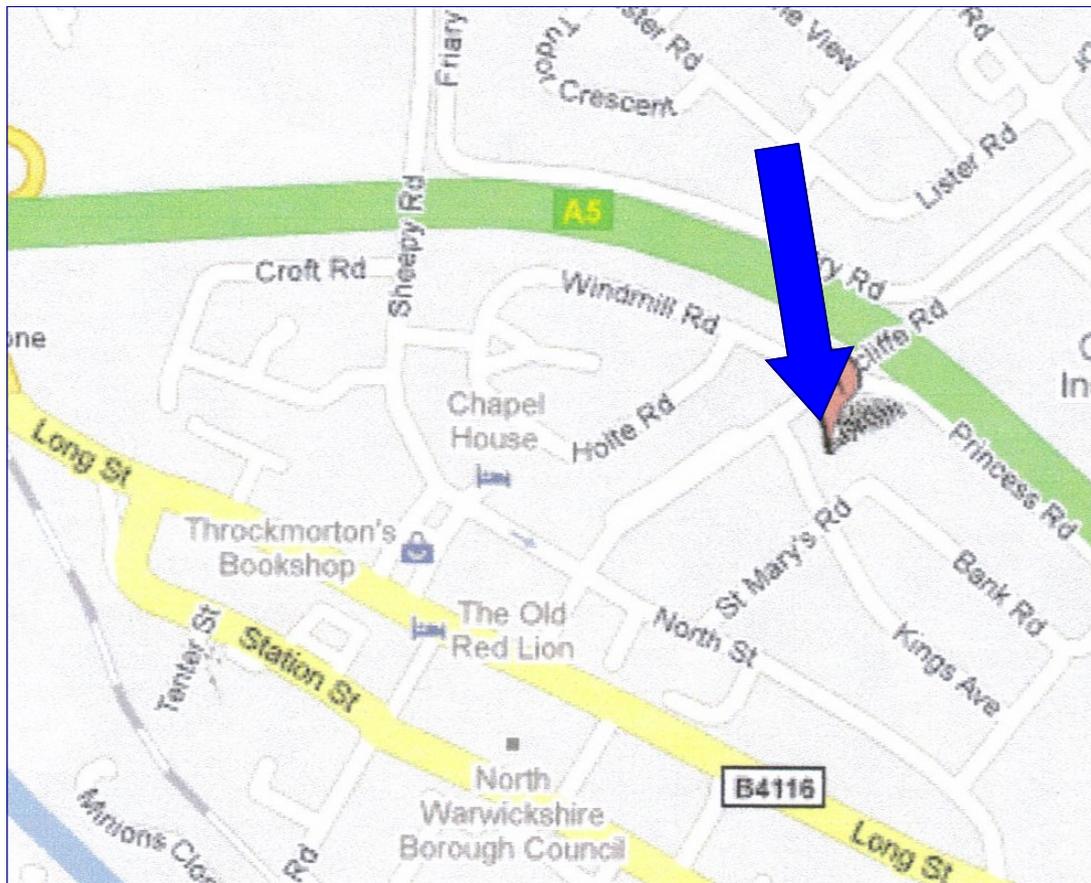
The Entrance Gate has a Magnetic Lock System and can only be opened /controlled by the School Office

please use intercom to communicate if you wish to gain access

**REMEMBER TO CLOSE THE SCHOOL GATE
AT ALL TIMES AS A CHILD CAN SO QUICKLY
GET OUT ONTO THE ROAD.**

For the safety of your children we advise that they hold a adults hand when leaving the School site.

Parking is not allowed on the Zig-Zag lines or the double yellow lines around the Kings Avenue/ Ratcliffe Road area.



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Atherstone
Warwickshire
CV9 1JZ

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Website: www.atherstonenurseryschool.co.uk

