



Parents' Guide to Nursery & Pre-School

2025/2026



Contents

	Page N°
Welcome	3
Our Vision and Aims	3
Staff	4
Session Times	5
Ethos of Nursery and Pre-School	5
Teaching and Learning	6
Early Years Foundation Stage (EYFS)	7
The Key Person Approach	9
Preparing Your Child for Nursery or Pre-School	9
Settling In	9
Collection Procedure	10
Clothing and Uniform	11
Medical and Short Term Illness	12
Sun Protection	15
Photographs	15
Mobile Phones	15
Nursery and Pre-School Behaviour Policy	15
Nursery and Pre-School Code of Behaviour	18
Health and Safety	18
Specialist Activities	19
Musical Minis	19
Jiggle Wiggle Dance	19
Sensory Messy Play	19
Spanish	20
Digital Discoverers	20
Mini Cooks	20
Extra-Curriculum Toddler Dance	20
Communications	21
Financial and Administration Matters	22
Complaints and Compliments	22
The PTA	22
Board of Governors	22
Contact Details	23
Finally	23

Welcome

Dear Parents

My staff and I would like to welcome you to Avalon School and Nursery / Pre-School, and hope your child has a happy and successful time here.

The education of your child will be a partnership between home and school. The school is built on trust and open communication between parents and staff. You are free to come into school and speak to your child's teacher at the beginning and the end of the day, or to make an appointment at a convenient time. Mrs Prandle and I also operate an 'open door' policy for children, parents and staff.

The following pages contain basic information about Avalon but please do not hesitate to contact us with any queries – however small.

I hope you find this information useful.

Yours sincerely
Mrs J Callaway
Headteacher

Our Vision and Mission Statement

At Avalon, our motto "Reaching further, together" reflects everything we stand for. We believe that children thrive when they feel safe, supported, and inspired—both as individuals and as part of a caring community.

We are proud to be a welcoming, family-feel school, where every child is known, valued, and encouraged to reach their full potential. We recognise that each child is unique, and through our personalised approach and curriculum, we help them grow in confidence, curiosity, and independence.

Our teaching builds not only strong academic foundations but also the emotional, social, and practical life skills our pupils need to flourish.

We place a strong focus on positive relationships, wellbeing, and collaboration, creating a nurturing environment where children feel proud of themselves, their school, and their achievements.

We aim to:

- Foster a love of learning through a meaningful, engaging, and relevant curriculum

- Promote academic excellence, creativity, and critical thinking
- Support every child's emotional wellbeing and self-belief
- Develop teamwork and collaboration, helping children connect and grow together
- Build strong links with families and the wider community, working in partnership
- Encourage values of respect, empathy, and kindness in all we do

At Avalon, we guide children to become thoughtful, self-assured, and well-rounded individuals, prepared to make a positive difference in the world.

Staff

Headteacher:

Mrs J Callaway Designated Safeguarding Lead

Deputy Headteacher:

Mr M Ashton SENDCo

Teacher

Mrs J Dixon Spanish Teacher
Mrs L Jones Computing Teacher

Nursery / Pre-School Staff:

Mrs A Prandle Nursery/Pre-School Manager
Mrs J Duffy Nursey/Pre-School Deputy Manager
Mrs J Bache
Mrs E Eagling
Mrs A Elliott
Mrs L Hunt Nursey/Pre-School SENDCo
Miss A McCaughley
Mrs R Moody
Miss J Rice

Administration Staff:

Mrs A Evans School Business Manager / Headteacher's PA
Ms A Sharman Finance Assistant
Mrs S Waite Admin & Communications Assistant

Catering Staff:

Mrs H Probert Catering Manager
Mr M Spence Catering Assistant
Mrs A Gardner Lunchtime Welfare Assistant

Maintenance Staff:

Mr W Spence Site Manager
Mr M Spence Assistant Groundsman

Nursery and Pre-School Sessions Times

Full Day	8.00am to 6.00pm
School Day	8.00am to 3.30pm
Morning Session	8.00am to 1.00pm
Afternoon Session	1.00pm to 6.00pm




Ethos of Nursery and Pre-School

Avalon is a 'family' school which engenders a happy, caring atmosphere in which children can understand and appreciate their own and others' needs and strengths, and where children will have faith in their own ability whilst knowing when and how to seek help.












We aim to develop in each pupil:

- 🦋 An awareness of others' needs and strengths.
- 🦋 A sharing, caring attitude for others.
- 🦋 Self-worth.
- 🦋 Self-confidence.
- 🦋 Self-reliance.




 Self-motivation.

Teaching and Learning

At Avalon Nursery and Pre-School, we are committed to providing safe, caring, friendly environment for children to explore through learning experiences. Our aim is to:

-  Offer young children a welcoming, stimulating safe environment where they can learn through play.
-  Foster and maintain good relationships with parents and carers.
-  Help to prepare and ease the transition of children in to the final part of the Foundation Stage at Infant school.
-  Be aware of and take account of any special physical, educational or cultural needs the children may have.
-  Equal opportunities for every child.
-  Help children develop co-ordination and manipulative skills by providing activities both indoors and outdoors.
-  Stimulate the children's imagination and aesthetic awareness by providing a variety of resources and experiences.
-  Help young children to communicate confidently with adults and their peers.
-  Encourage children to become aware of others by learning to share.
-  Encourage children to progress towards the Early Learning Goals as part of the Early Years Foundation Stage.
-  Provide an environment where children are encouraged to experiment, investigate, take risks, make mistakes and have fun!

To ensure the effective delivery of these aims, our objectives are to:

-  Provide a secure, happy and stimulating environment in which children feel confident to ask questions and to learn.
-  Use the child's experience as a starting point for development.
-  Provide differentiated materials to meet the needs and abilities of all children.

- 🌀 Create a framework that will address continuity and progression.
- 🌀 Provide resources to meet curriculum needs within the school's budget.
- 🌀 Involve parents, discussing and informing them of their children's progress and welfare both formally and informally.

At Avalon we place the emphasis on the education and care of the individual. We believe all children should have high aspirations and expectations.

All children's development is closely monitored through observations, assessments, planning and tracking and where appropriate 2 year progress checks. At Avalon we use an e-learning journal to document children's development. This enables practitioners to identify early intervention to make effective provision and improve long term outcomes for children. We carry out regular observations on Eylog which is an EYFS compliant and secure online learning journal. It is an integrated web and tablet based secure application for providers to easily capture observations and manage the learning and development journey of a child in an electronic format. Parents can access their child's learning journey on their mobile devices and computers/laptops through secure logins. We encourage parents to contribute photos to their child's journal strengthening parent partnerships. Parents are invited to attend meetings in the autumn and spring terms to share information and discuss progress.

Early Years Foundation Stage (EYFS)




Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five.

The EYFS sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.





At Avalon your child will be learning skills, acquiring knowledge and demonstrating their understanding through the 7 areas of learning and development as set out in the EYFS.



The three Prime areas that are crucial for igniting children's curiosity and enthusiasm for learning are:

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




The other four areas are known as the Specific areas, through which the prime areas are strengthened and applied are:

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

These areas of learning are all interconnected so any activity your child does will support them in all areas of learning.

Children learn and develop in different ways and at different rates and at Avalon we recognise that each child is unique. At all times the children's individual needs, interests and stage of development will be considered in order to plan a challenging and enjoyable experience in all the areas of learning and development.

In planning and guiding children's activities, we will continually reflect on the different ways that children learn and use the following characteristics of effective teaching and learning to support this:

-  playing and exploring - children investigate and experience things and 'have a go'.
-  active learning - children concentrate and keep on trying if they encounter difficulties and enjoy achievements.
-  creating and thinking critically - children have and develop their own ideas, make links between ideas and develop strategies for doing things.

For more information on the EYFS, please see our notice board or use the links below:

<http://www.foundationyears.org.uk/>
<http://www.4children.org.uk/>

The Key Person Approach

Each member of staff is a key worker for a small group of children within the nursery. They are responsible for the children's welfare and recording individual progress. It gives them the opportunity to become aware of a child's individual needs and share their information with parents/carers and colleagues. Parent interviews will be held twice a year. Between the age of 2 to 3 years, your child's keyworker will undertake a 2 year progress check. This will be completed with parents, practitioner and a link health professional.



Preparing Your Child for the Nursery or Pre-School

How can you help at home?

Plan and do activities together.

To help your child on a practical level you can encourage independence by:

- 👉 Allowing your child to go to the toilet alone, learning to wash own hands.
- 👉 Putting on shoes, coats, hats, aprons etc on their own.
- 👉 Using a wide variety of writing materials e.g. crayons, pencils, chalk, felt tips etc.

Settling In

When children begin to attend the Nursery or Pre-School, the following policy will be applied:

Parents or carers may stay with an unsettled or distressed child for up to one hour at which time we suggest that the child and parent/carer go home and try again at the next session.

Or

The parent / carer may leave the child and wait for an hour in the hallway until the child settles


Or

The parent / carer may leave the child for a set time and increase that time over a period of weeks until the full session time is reached.

Anxious parents will be reassured that most children settle very quickly and that they would be contacted if the child continues to be distressed.

Parents are also reminded of the importance to their child of coming back at the time promised. Contact a member of staff in cases of emergency.

Tactic to help children settle would include;

 Telling your child that mummy, daddy or grandma, aunt etc is coming back soon or in time for lunch, or after we play etc.

 Trying to distract your child:

- By reading them a story.
- Introducing them to other children.
- Offering a choice of activity.
- By painting or drawing a picture for mummy or another member of the family.
- Helping with special tasks to make them feel important.

If you or the staff at Avalon feels that your child is not settling in then the matter will be discussed with you to try and work out strategies to help. Your child settling in and being happy here is one of our main priorities.

Collection Procedure

If your child is going to be picked up by someone other than the designated person please ensure that they know the password otherwise your child will not be allowed to leave with anyone other than the regular collector.

Please inform the Nursery or Pre-School of any absences before the beginning of a session.

It is important to adhere to session times, as it can be distressing and unsettling for the child (especially if they are collected late). In cases of emergency contact the setting directly to explain the situation.

Parents of children attending wraparound (3.30pm to 6.00pm) are asked to ensure that they have collected their child(ren) by 6pm. Unfortunately should parents collect their child(ren) after 6pm late charge of £15.00 may be incurred.

Clothing and Uniform

- 👉 The clothes, including shoes, worn by your child should be comfortable with fastenings that your child can do or undo easily.
- 👉 Please bear in mind that although aprons are worn during many practical activities children may get glue or paint on their clothes.
- 👉 All uniform should be clearly marked with your child's name.

Nursery and Pre-School Uniform

All uniform must be of regulation pattern

Boys

Autumn & Spring Terms

Regulation brown jogging bottoms
Yellow t-shirt
Regulation brown sweatshirt with badge

Summer Term

Regulation mid-grey tailored shorts
Yellow t-shirt
Regulation brown sweatshirt with badge

Girls

Autumn & Spring Terms

As for boys
Or
Regulation brown gym tunic
Yellow t-shirt
Dark brown tights or knee length socks

Summer Term

School summer dress
Regulation brown 'V' neck cardigan
Short plain white socks

Uniform is available from:

UNIFORMITY Clothing Ltd

22-26 Handbridge Road, Chester, CH4 7JE

www.uniformityschools.com

On the wearing of uniform, Avalon has a strict code which includes the following;

- Other than one wristwatch no jewellery may be worn;
- Long hair must be worn tied back when below shoulder length;
- All articles of clothing, including belts, must be clearly marked with name tapes;
- Footwear must be clearly named inside with marker pen.

Medical and Short-Term Illnesses

If your child is unwell please do not send them to Nursery or Pre-School. This is unfair to your child and the other children and staff.

If your child has an infectious illness please inform a member of staff as soon as possible. Your child should not come back to school until they are no longer infectious.

If your child has an accident or injury within the setting, this will be recorded and parents will be asked to sign the accident form at the end of the sessions (where a child is to be collected by someone other than the parent, that person will be requested to sign the accident form).

If your child is unwell then they should be kept off school to aid their recovery and prevent the spread of infection.

The following are guidelines from the Health Protection Agency for common childhood illnesses but for more information or if you are unsure please contact your GP, Nurse or www.nhs.co.uk:

Rashes and skin infections

Infection or complaint	Recommended period to be kept away from Nursery or School
Athlete's foot	None
Chickenpox	Until all vesicles have crusted over
Cold sores	None
German measles	Four days from onset of rash
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed or 48 hours after starting antibiotic treatment
Measles	Four days from onset of rash
Molluscum contagiosum	None
Mpox	Until confirmed safe to return to school
Ringworm	Exclusion not usually required.
Roseola	None
Scabies	Child can return after first treatment
Scarlet fever	Child can return 24 hours after starting appropriate antibiotic treatment
Slapped cheek	None once rash has developed

Shingles	Excluded only if rash is weeping and cannot be covered.
Warts and verrucae	None. Verrucae should be covered for PE

Diarrhoea and vomiting

Infection or complaint	Recommended period to be kept away from Nursery or School
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting
E-Coli / Typhoid / Shigella	Child should be excluded for 48 hours from last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting
Cryptosporidiosis	48 hours from last episode of diarrhoea or vomiting

Respiratory infections

Infection or complaint	Recommended period to be kept away from Nursery or School
Flu/Covid	Until recovered
Respiratory Infections Including Coronavirus	Until no temperature and recovered Coronavirus – 3 days from positive test
Tuberculosis	Always consult GP
Whooping cough	3 days from starting antibiotic treatment, or 14 days from onset of illness if no antibiotic treatment

Other infections

Infection or complaint	Recommended period to be kept away from Nursery or School
Conjunctivitis	None
Diphtheria	Exclusion is essential. Consult GP
Glandular fever	None
Head lice	None
Hepatitis A	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Hepatitis B or C	None
Meningococcal meningitis / septicaemia	Until recovered
Meningitis due to other bacteria	Until recovered
Meningitis viral	None
MRSA	None

Mumps	Exclude child for five days after onset of swelling
Threadworm	None
Tonsillitis	None

If your child is feeling well enough to attend school but still requires some prescription medication then the following guidelines will help you decide if staff can assist in the dispensing of their medicine. Please note that staff are not required by law to dispense medicine and some may feel unable to do this. If this is the case you will be referred to the school medical co-ordinator who will hopefully be able to help.

Staff are required by our school policy to ask you the 5 following questions to determine whether it is safe for your child to be in school and if we can help with medication;

What is the medicine for?

This is to find out whether your child is contagious and should not be in school. Staff may need to refer to our Department of Health medical guidelines or the Medical Co-ordinator if they have any doubts.

Has the medicine been prescribed by your child's GP?

Only prescription medicine can be given in school according to the directions of a doctor. Calpol/cough mixture etc cannot be given as this requires staff to make a clinical judgement on your child. If your child suffers from prolonged or regular pain your GP can prescribe Calpol etc on prescription.

Is the medicine in the original container with the doctors instructions attached?

Medicine can only be given if stored in the original container; with the correct directions attached. This is the only proof staff have of the correct dosage to give your child and could prevent a serious error.

Is this a 'three times a day' antibiotic?

If yes, then medical guidelines tell us that it is perfectly acceptable for the doses to be given before school, when collected and at bedtime. This eliminates the need for medicine to be administered at school which is always preferable. If your child attends our crèche facility then the after school dose can be given at school.

Is this medicine going to be required by the child long term?

This helps us to decide whether you need to complete a Medicine Permission and Health Care Plan form.

If, after these questions, we agree to give medicine then you will be asked to complete and sign a Medical Permission Form with the member of staff agreeing to





dispense your child's medicine. This is so you can explain any special arrangements to them.

The medicine and form will then be stored safely (according to instructions) in a locked room. Your child will be given their medicine at the specified time and if they refuse to take a dose you will be notified by telephone. We are not permitted to force a child to take his/her medicine.

Medicine should be taken to school office to complete a Medical Permission Form. Nursery staff will then take your child to the school office to administer medication.

Sun Protection

Sun protection for your child;

-  Children should wear loose, cool clothing.
-  A hat should be provided for your child.
-  If required your child can wear sunglasses.
-  Sun cream should be applied to your child prior to attending nursery. Staff can reapply sun cream throughout the day. Parents will need to complete a permission form to allow staff to apply suncream.

Photographs

During the observation and assessment process for your child photographs will be taken and used within their learning journals.

Mobile Phones

Due to child protection the use of mobile phones by both staff and parents is prohibited. We ask that you respect this and leave any calls until you are out of the nursery grounds. Many thanks for your co-operation on this matter.

Nursery and Pre-School Behaviour Policy







Avalon sets high standards of behaviour through encouraging and praising good behaviour. We have high expectations of behaviour from adults (parents/carers,

staff, visitors), and children. Staff are aware of the ability of children to express their feelings. Staff are sensitive to the emotions displayed by the children. At Avalon we encourage children to respect themselves, each other, adults and the environment. We apply simple rules fairly and consistently. We aim to provide a happy, caring environment with challenging experiences.

Our agreed rules are based on the following principle:

Unwanted behaviour is behaviour likely to hurt, injure or upset another child, himself/herself or an adult. Unwanted behaviour shows a lack of respect for others, disrupts their play and learning and damages their property.

In order to achieve these aims;

-  We encourage desirable behaviour such as kindness and willingness to share by setting a good example, talking to the children and praising them. Staff are aware of the ability of children to express their feelings. Staff are sensitive to the emotions displayed by the children.
-  Every practitioner in the setting will be a positive role model for the children with regard to friendliness, courtesy and care.
-  All adults will ensure that rules are applied consistently, so that children have a clear knowledge of their boundaries. These will be appropriate to child's age and stage.
-  All staff will take steps to avoid a situation which may lead to undesirable behaviour, however, if a child responds in an unacceptable manner the following action will be taken;
 - Children will be given 1-1 adult support to identify what is wrong and provide support for the children involved.
 - Where appropriate this might be achieved by a period of 'time out' and it will always be made clear to the child involved that it is the behaviour and not the child that is unwelcome. We explain why unsociable behaviour is not acceptable.
-  Leading by positive examples from adults. In certain circumstances, such as racist language, physical abuse or dangerous behaviour an instant adult response is required.
-  Parents are always informed of any concerns.

The main boundaries and goals of the setting are:

-  To be kind and comfort each other.

- 👉 To take turns to share.
- 👉 To use equipment and resources safely.
- 👉 To move safely around school.
- 👉 To help to tidy away, when asked.
- 👉 To handle books, toys and special things with care.

Things we never do;

- 👉 We do not use physical punishment in any form, under any circumstances.
- 👉 We do not label a child, only the unwanted behaviour.

Procedures for dealing with unwanted behaviour

- 👉 Investigate and try to understand why the child is exhibiting challenging behaviour.
- 👉 Redirect – distract to another activity or join in with the activity.
- 👉 A firm ‘No’ and a clear explanation of why the behaviour is unacceptable.
- 👉 Speak calmly, clearly and firmly to gain control.
- 👉 Give warning of the consequence, for example, removal from the situation or removal of the toy.
- 👉 A fresh start afterwards.

Unacceptable procedures in managing behaviour

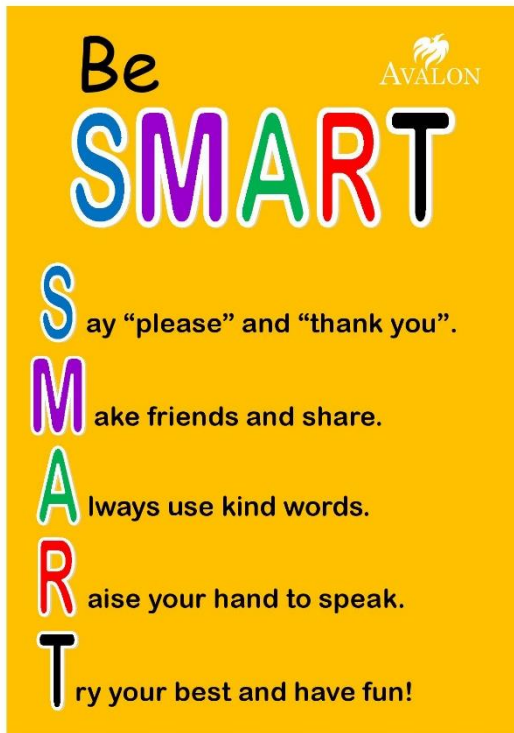
These should never be used and if seen, must be reported immediately to the person in charge. Such conduct could result in staff dismissal.

- 👉 Shouting, criticism and comparison. Shouting conveys a loss of control.
- 👉 Labelling a child, rather than the behaviour, as ‘naughty’ or undesirable.
- 👉 Use of any other humiliating and frightening punishment, including name-calling, shouting, offensive language or isolation.

Child Act Regulations require practitioners must not give corporal punishment to a child in their care, or allow any other person working on the premises to do so.

Nursery and Pre-School Code of Behaviour

Children follow the “Be Smart” code of behaviour and are expected to:



Health and Safety

Avalon Nursery and Pre-School promotes a high standard of health and safety which include the following;

- 🌿 A safe and clean environment.
- 🌿 Supervision of children by qualified members of staff.
- 🌿 Sufficient members of staff hold a First Aid Certificate.
- 🌿 Regular fire drills are carried out.
- 🌿 The regular checking of equipment especially electrical items will be carried out. Any damaged items will be repaired or discarded. All electrical sockets are covered with child proof socket covers.
- 🌿 Security of a lockable exterior door.

- 👉 Children will only be released into the care of their usual parent/carer unless authorisation to the contrary is given to staff in advance.
- 👉 Any child who is taken ill during a session will be looked after until the parent/carer can be contacted and arrangements made for their departure home.
- 👉 Smoking is not allowed anywhere in the premises.
- 👉 Hot drinks are never prepared or consumed in the presence of children.
- 👉 We will endeavour to keep exposure to the sun during hot weather to a minimum.

Specialist Activities

All children will take part in specialist activities on a daily basis. The children will participate in Musical Minis, Mini Dance, Spanish, ICT or Messy Play and Cookery.

Musical Minis

Music ignites all areas of child development and skills for school readiness. As children explore music through play, they make discoveries about themselves and the world around them, develop a larger vocabulary and important pre-reading and math skills, and strengthen their social and emotional skills, as well as their actual musical development and appreciation.

Jiggle Wiggle Dance

Children convey their feelings through expressive movement. In our dance class the children will learn how to move creatively, rhythmically, emotionally and imaginatively. They will learn how to travel in different ways on their feet and create different rhythms whilst working to different tempos and genres of music.

Sensory Messy Play

Messy play is all about letting children explore and experiment with different objects and raw materials without any end goals to restrict them. With raw materials such as sand, water, chalk, paint, play dough or paste, children's imaginations can run wild and they can spend a long time exploring these, making their own discoveries, stimulating their curiosity and developing their knowledge.

With messy play, the sensory experience also helps children to understand their senses. By exploring how things feel, smell and taste, this type of play nurtures an awareness and understanding of the world that surrounds them.

It allows them to share their discoveries in different ways through the use of objects and gestures and in order to do this, they need to think through their actions so they can communicate this explanation which also helps develop their communication and language.

Spanish

Children take part in Spanish lessons learning basic new skills in a fun class, full of energy and movement. Research studies have shown that children who learnt a second language at a young age demonstrated cognitive advantages, such as increased problem-solving skills and creativity.

Digital Discoverers

Preschool children will have an Computing lesson within the school IT suite. Here they will learn basic computing skills. They will learn to navigate their way around a computer, retrieve information, gain printing skills, coding and how to use apps to further compliment the seven areas of the EYFS curriculum. The children will learn about E-Safety (staying safe online) and have learning opportunities for problem solving.

Mini Cooks

During cookery the children will use pre-reading and writing skills, use mathematical language, develop their physical skills and extend their vocabulary. Children will learn about the importance of a healthy diet.

Extra-Curricular Toddler Dance

Children taken from 3 years.

The teacher for Toddler Dance is Louise Rutter. This extra-curricular activity for Nursery and Pre-School children is on Mondays.

Children can try out to see if they want to join the class. For more details, including fees, or if you have any



queries please contact the school office for Louise Rutter's contact details.

The uniform for this extra-curricular activity is as follows:









Boys

White T-shirt
Black shorts
Black ballet shoes

Girls

Pink leotard
Pink skirt
Pink or White tights
Pink ballet shoes
Pink cardigan (optional)

Communication

-  If you wish to speak with your child's Key Worker, they are usually available before or after sessions. If a lengthier discussion is required please make an appointment so that sufficient time can be made available to you;
-  Telephone appointments are also available by prior arrangement;
-  A weekly newsletter is emailed every Friday with information regarding the next week in school and any diary dates and/or important information for parents, **parents are asked to read this each week.** This is emailed home and is not printed unless specifically requested by the office;
-  Other information and letters are frequently sent home by e-mail or paper copy should we need a reply. These inform parents of current activities, forthcoming events, etc;
-  For school letters, including the weekly newsletter, our preferred method of communication is via email as this supports the school's eco-policy. It also helps to ensure letters don't get lost / left in school and is also easier from an administration point of view;
-  The school website, **www.avalon-school.co.uk**, is updated regularly with latest school news and events. The newsletters are also on the site along with other school information including the school's key policies;
-  Consultation evenings are held in the Autumn and Spring terms;
-  Written Progress reports with pupil targets are sent home with the children towards the end of the Autumn and Spring terms, with a full end of year report sent home towards the end of the Summer term;

Financial and Administration Matters

The School Office is open from 8.00am until 4.00pm during term time and at various times during the school holidays. If on occasions we are unable to take a telephone call, please leave a message so we can call back as soon as possible. You can also contact the school office via email, schooloffice@avalon-school.co.uk. To help with our administration please ensure that the Admin Team has your up to date contact details.

Complaints and Compliments

We very much value your opinion and we invite you to let us know any suggestions you may have for school improvement. We always appreciated feedback both positive and developmental.

If you have any concerns please let us know straight away. If the matter is urgent please contact the school and we will respond to your concern and seek to work together to resolve the matter as speedily as possible. If you feel the matter has not been resolved to your satisfaction you may obtain a copy of the complaints procedure available on the school website

The PTA

The PTA run various events for the children during the course of the year, funds are used purposefully to enrich and enhance children's learning experiences. All parents are welcome to join the school's PTA. Contact details are on the school newsletter and PTA newsletter.

Board of Governors

The following is a current list of trustees of the charity that is Avalon School Education Trust.

Chairperson: Dr Katy Kidd
Mr Philip Sheard
Mrs Heather Probert
Mrs Patricia Johnston
Mrs Deborah Hillman

The Chair of Governors can be contacted at all times via the school office (details below). The rest of the Governors can also be contacted via the school office.

School Telephone Number: 0151 625 6993

School Email Address: schooloffice@avalon-school.co.uk

Avalon School Charity number: 1088050

Company Number: 4050603

Company Address:
(School Address) 27 Caldy Road
West Kirby
Wirral
CH48 2HE

Contact Details

Mrs J Callaway, Headteacher: jcallaway@avalon-school.co.uk

Mrs A Evans, School Business Manager: annevans@avalon-school.co.uk

ISA (Independent Schools Association)

The organisation to which the Headteacher (on behalf of the School) belongs to.
The ISA is federated to the ISC (Independent Schools Council).

Telephone Number: 01799 523 619
Email Address: www.isaschools.org.uk

ISI (Independent Schools Inspectorate)

The approved body for inspecting independent schools, our latest inspection report can be found on our website.

Telephone Number: 020 7600 0100
Email Address: www.isi.net

Finally

All information is correct at the current time, parents will be notified of any changes to key information. We hope this guide is useful for you and will help to answer your queries. If you have any further questions please contact your child's Key worker or the school office.



Avalon School
Caldy Road
West Kirby
Wirral
CH48 2HE

T 0151 625 6993

E schooloffice@avalon-school.co.uk

W www.avalon-school.co.uk