

# **Minchinhampton Academy Nursery**

## **Information for Parents**



**2020-2021**

## Welcome to Minchinhampton Academy Nursery

Minchinhampton Academy Nursery is situated in a purpose built unit for children, which is part of Minchinhampton C of E Primary Academy.

The Nursery is an important and integral part of the school which greatly benefits the children by not only helping to prepare them for entry into Reception but also easing the transition process.

All staff are very experienced and have qualifications in Early Years education. They are committed to providing a high quality of provision with an aim to create a rich, stimulating, welcoming environment where all children, parents, carers and visitors feel secure and valued as individuals.

### Nursery contact details:

Minchinhampton Academy Nursery  
School Road  
Minchinhampton  
Gloucestershire  
GL6 9BP  
Telephone: 01453 883273 ext 3  
E-mail: [t.watt@minchschoo.net](mailto:t.watt@minchschoo.net)

## Nursery Staff

**Nursery Manager:**

**Mrs Therese Watt**

Early Years Teacher (with EYPS)  
BA (Open)  
Certificate in Early Years Practice (Level 4)  
Designated Safeguarding Lead  
EY SENCO (CAF trained)  
Paediatric First Aid  
Letters & Sounds

**Deputy Manager:**

**Mrs Tracy Hobbs**

NVQ 3 Childrens Care, Learning & Development  
Paediatric First Aid  
Safeguarding

All updated training certificates can be viewed in the folder situated in the box by the Nursery entrance.

The staff also regularly attend courses run by the LA. All staff in the Nursery (including supply staff) have undergone all relevant safeguarding and police checks.

## Mission Statement

At Minchinhampton Academy Nursery we believe each child is special. We seek to give the children the very best by creating a unique place where play is valued and where the children have fun and learn through exciting, challenging experiences.

Minchinhampton Academy Nursery aims to provide a stimulating learning environment where children of all abilities will have opportunities to develop physically, intellectually, emotionally and socially, to become both confident and independent learners.

## The Aims of the Nursery

### Our Aims

We aim:

- ◆ To provide a stable, secure, safe and caring environment in which children can develop confidence and independence
- ◆ To offer a stimulating and challenging curriculum which is suited to individual children's needs, enabling them to reach their full potential, both socially and intellectually
- ◆ To enhance each child's curiosity, motivation and independence through the sensitive support of adults
- ◆ To use and value what each child can do
- ◆ To assess individual needs and help the child to progress
- ◆ To value, support and extend the child's language and communication
- ◆ To allow for discoveries and freedom to learn from mistakes
- ◆ To build self-esteem
- ◆ To foster independence and self-confidence
- ◆ To provide equal opportunities regardless of gender, race, belief and ability
- ◆ To establish a caring ethos, where we treat everyone with respect
- ◆ To involve parents/carers and value their contributions
- ◆ To develop a sense of community through promotion of cooperation and collaboration
- ◆ To provide a service to the local community

## General Information

### Nursery Funding

All children are currently entitled to 15 hours of free nursery funding from the term after their third birthday. Children with two working parents may be entitled to 30 hours of free nursery funding. Anything over and above the 15 hours (if you are not entitled to 30 hours) will be charged at the rate of £4.50 per hour (for 3 & 4 year olds) and £5.00 per hour (for 2 year olds - until eligible for nursery funding). Bills are produced on a termly basis.

**PLEASE NOTE THAT AS WE ARE ENTIRELY SELF FINANCING, WE REQUIRE HALF A TERM'S WRITTEN NOTICE OF INTENTION TO LEAVE THE NURSERY OR REDUCE SESSIONS. FAILURE TO DO SO WILL INCUR ADDITIONAL CHARGES.**

### Opening Times (term time only)

Morning sessions run from Monday to Thursday 9.00 am - 12 noon

Afternoon sessions run from Monday to Thursday 12 noon - 3.00 pm \*

Term times correspond with those of Minchinhampton Primary Academy, but on occasion Inset days may differ.

In order to allow staff to set up for the day's activities we are unable to accept children before 9.00 am.

### Information about Collection

To ensure the safety of your child, no child will be released to anybody other than the registered parent/carer unless details are written in the 'Alternative Collection' book and signed by the parent/carer. If in exceptional circumstances you anticipate being late collecting your child, we respectfully ask that you ring to let us know to help avoid unnecessary distress for your child. The school number is 01453 883273 (there is an option to be put through to Nursery by pressing 3).

If a child is not collected at the end of a session we have to follow safeguarding procedures as set out by Gloucestershire Safeguarding Children Board (see Appendix 1 - Uncollected Child Policy).

### Starting at Our Setting

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work in partnership with you to decide on how to help your child to settle into the Nursery. The Nursery has a settling-in policy, which can be viewed along with other policies in a folder at the Nursery entrance.

## Home to Nursery Profile

You will be asked to complete a 'My profile' before your child attends the Nursery, providing us with important information about your child, their likes, dislikes, family members and special friends, also favourite activities which enable us to settle your child more quickly. It is also an opportunity for you to share any information with us about your child that you feel would benefit them and help us to understand your child's needs. You will also be given the opportunity to meet with your child's Key Person for a pre-entry meeting.

## Nursery Sessions

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. We are fortunate enough to have a canopy outside which means that we are able to use outdoor space all year round. We also use the wider school grounds on a regular basis and also have access to the School Hall.

We visit the Reception classes and their outside area frequently during the year, re-telling stories and sharing activities.

## Clothing

To help strengthen the links between the School and the Nursery, we have introduced an optional uniform. This comprises a royal blue polo shirt with logo and a royal blue sweatshirt/cardigan with logo. All items can be purchased from Bateman's in Stroud.

Except in extreme weather conditions, we endeavour go outside everyday; therefore it would help us if you could please label outdoor coats, wellies and sunhats with your child's name. We do have a mud kitchen which although very popular can also be extremely messy so please bear this in mind when dressing your child - wellies are useful all year round!

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off/putting on coats/boots etc. Clothing that is easy for them to manage will help them to do this. Shoes with velcro fastenings are recommended.

In hot weather we endeavour to protect children from the hottest part of the day. However, as government policy advises, we ask that you apply high factor sun cream before nursery and that your child wears a sun hat and tee-shirt or clothing that protects their shoulders.

## Snacks

We ask parents for a voluntary contribution of fruit/vegetable or carbohydrate snack (e.g. breadsticks, cheddars etc) at each session which will be prepared and shared with **all** the children at snack times. We also give children the opportunity to have breakfast at Nursery. They are able to have cereal straight after registration. The nursery provides each child with free milk under the Cool Milk scheme which is also used in school. We will automatically register your child for milk unless we hear otherwise from you. This is to ensure that enough milk is delivered to Nursery in September. Each child has their own individual (labelled) drinking bottle which is freshly filled with water and is always readily available.

**\*Any allergies or food intolerances should be written on the registration form and discussed with the Nursery Manager before your child attends the nursery.\***



## Lunches

We have to advise you that we have no cold facility for the storage of lunches. Therefore we advise you to add an icepack to the lunch boxes during hot weather.

**Please note that there are children in School with serious nut allergies. We therefore operate a “nut free zone”. Please make sure that your child does not bring nuts, or anything containing nuts onto the school premises. This includes items such as some types of chocolate spread, some cereal bars, and peanut butter.**

## Illness/Absence

The nursery should always be informed when a child is ill or going to be absent. Please call the main school number and select the option to be put through to the Nursery (01453 883273 ext 3).

A child who has a fever needs to have a normal temperature for at least 24 hours before returning to nursery. Parents are asked not to bring their child to nursery after suffering vomiting or diarrhoea for at least **48 hours** following the last symptoms. This is to help avoid spreading the infection.

Medicines should only be brought into Nursery when this is essential. Prior written permission for each and every medicine must be obtained from the parent/carer before any medication can be given.

**\*Please make sure that the Nursery is up to date with emergency contact details\***

**Parents should be aware that it is a statutory requirement for Early Years settings to notify the Children's Safeguarding Board and Ofsted if there are unexplained or prolonged absences.**

**In this respect, we ask that you keep us updated on a regular basis if your child is likely to be absent for a number of sessions.**

### **Communication between Home and Nursery**

You may contact the Nursery during school hours on:

01453 883273 (ext 3)

or by e-mail: [t.watt@minchschoo.net](mailto:t.watt@minchschoo.net)

The nursery staff are available at the beginning and end of each session for informal discussions about your child. Informal parent meetings are held on a regular basis throughout the year and more formal, individual parent meetings are held three times a year to discuss progress and next steps.

**\*ALWAYS LOOK AT THE NOTICEBOARD FOR NEW INFORMATION\***

### **Digital Images/Photographs**

Staff are required to take photographs of children in nursery to provide developmental evidence, information to support displays, for marketing and publicity purposes and for the children and parents at school to view and enjoy. To allow us to include your child in nursery photos you will be asked to sign a parental permission slip before your child attends the nursery. All digital images and photographs of children in the nursery are securely disposed of when not required.

Staff use an on-line learning journal called Tapestry and all photographs are uploaded to your child's individual learning journal. You will be asked to complete an authorisation form and then you will receive a log-in so that you can access and contribute to your child's journal. All members of staff use school ipads for this purpose.

### **Policies**

Copies of the nursery's policies and procedures are kept in a folder in a box at the nursery entrance and can be viewed anytime. Copies of these can be made on request.

The nursery's policies help us to make sure that the service provided is a high quality one and that being a member of the nursery is an enjoyable and beneficial experience for each child and her/his parents.

If there are any suggestions or concerns about the nursery policies these should be discussed with the Nursery Manager. Your views can then be taken into consideration when the policy is under review.

## The Nursery Curriculum

Our broad and balanced curriculum is founded in children's first-hand practical experiences. Staff recognise that when children come to Nursery, they bring with them an extraordinary amount of learning. We aim to work in partnership with parents to build on what children already know and can do, and to encourage a positive attitude to learning. The curriculum is currently set out in a document published by the DfE (Department for Education), called the Early Years Foundation Stage (EYFS). We follow this guidance which was revised in September 2012. (A copy is available to view which is kept in a box by the Nursery entrance).

The four themes of the EYFS underpin all the guidance as follows:

A unique child + Positive relationships + Enabling environments = Learning & Development

The Guidance divides children's learning and development into three prime areas:

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

In addition to the prime areas there are four specific areas which include essential skills and knowledge for children to participate successfully in society. These grow out of the prime areas and provide important contexts for learning. They are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

For each area, the guidance sets out early learning goals. These goals state what it is expected that children will know and be able to do by the end of the Reception year of their education.

For each early learning goal, the guidance sets out stages of development, which describe the stages through which children are likely to pass as they move to achievement of the goal. Our setting uses the stages of development that lead to the early learning goals to help us to trace each child's progress and enable us to provide the right activities to help all of the children to achieve and progress.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

### Working Together for your Children

In our nursery we maintain the ratio of adults to children that is set through the Early Years Foundation Stage.

This helps us to:

- Give time and attention to each child;
- Talk with the children about their interests and activities;
- Help children to experience and benefit from the activities we provide;
- Allow the children to explore and be adventurous in safety.

### Partnership with parents

We firmly believe in working closely with parents in order to ensure that every child gets the best possible experience from their time with us. As well as holding regular meetings, we actively encourage parents to give us feedback so that we can continually reflect and improve our provision.

Each child will be assigned to a Key Person when they join the Nursery. The role of the key person is to develop a genuine bond with your child and help provide a settled, close relationship with them.

We recognise that you as parents/carers are the most significant people in a child's life and we would like to include information in the learning journey which has been provided by you. One of the ways we encourage this is the use of 'WOW' vouchers. When you observe your child achieving something at home, simply write it on a voucher (available from nursery) and bring it in to share with us. You can also e-mail or bring us in photographs which we can also include. Alternatively, you could add these to your child's Tapestry journal.

**We look forward to working closely with you  
and your child during the coming year.**



## Minchinhampton C of E Primary Academy

### Nursery

### Uncollected child Policy

#### Policy statement

In the event that a child is not collected by an authorised adult at the end of a session/day, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

#### Procedures

- Parents of children starting at the setting are asked to provide the following specific information, which is recorded on our Registration Form:
  - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
  - Place of work, address and telephone number (if applicable).
  - Mobile telephone number (if applicable).
  - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
  - Who has parental responsibility for the child.
  - Information about any person who does not have legal access to the child.
  - On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the

name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child and we also operate a password system.

- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number (01453 883273 ext 3).
- If an unexpected person arrives to collect a child, they will not be allowed to leave with the child until contact (and confirmation) has been obtained from the parent/carer. The child must remain in the setting and the procedure outlined below will be followed.
- We inform parents that we apply our child protection procedures in the event that their children are not collected by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the procedures below:
  - The child's file is checked for any information about changes to the normal collection routines.
  - If no information is available, parents/carers are contacted at home or at work.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
  - All reasonable attempts are made to contact the parents or nominated carers.
  - The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
  - If no-one collects the child after the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  - We contact our local authority children's social care team:

**Children & Families Helpdesk on 01452 426565**

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- The child stays at school in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.

- Under no circumstances will staff go to look for the parent, nor do they take the child home with them. A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed: **0300 123 1231**

This policy was adopted at a meeting of	Minchinhampton C of E Primary Academy Nursery	<i>(name of provider)</i>
Held on	11 June 2020	<i>(date)</i>
Date to be reviewed	June 2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs Therese Watt	
Role of signatory (e.g. chair, director or owner)	Nursery Manager	