

Minchinhampton Academy Nursery

Information for Parents



2025-2026

**Welcome to Minchinhampton Academy
Nursery**

Nursery Team

Nursery Manager:	Anita Shepherd Early Years Teacher Status (EYTS) Paediatric First Aid Safeguarding
Deputy Manager:	Tracy Hobbs NVQ 3 Children's Care, Learning & Development Paediatric First Aid Safeguarding
Teaching Assistant:	Miss Emma Padget

Here at Minchinhampton Church of England Primary Academy, we have an experienced and passionate Early Years Foundation Stage (EYFS) team working across our Nursery and Reception.

We aim to provide a welcoming, rich, stimulating, enabling and inclusive environment together with an engaging curriculum for each child across the Foundation Stage. Minchinhampton Academy Nursery is an integral part of the school community; a place where all children have opportunities to develop physically, cognitively, emotionally and socially to become confident and independent learners. Our close relationship with the Reception class includes sharing spaces, story times, activities, assemblies and a Christmas production. All of which greatly benefit all our children and for our youngest ones, it eases the transition into their Reception year and the rest of the school.

Nursery contact details:

Minchinhampton Academy Nursery
School Road
Minchinhampton
Gloucestershire
GL6 9BP
Telephone: 01453 883273
E-mail: nursery@minch.dgat.org.uk

General Information

1. Nursery Funding

ALL children are entitled to 15 hours of free nursery education from the term after their 3rd birthday and if both parents are working, subject to their meeting certain criteria, they may be eligible for 30 hours. Children are able to start at Nursery the term in which they turn 3 although the government funding may not be available until the following term. More information regarding funding can be found at www.childcarechoices.gov.uk

Any additional hours taken over and above the free entitlement will be charged at the rate of £7.00 per hour for 3 & 4 year olds, and £8.00 per hour for 2 year olds. Bills are produced in advance 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.

2. Opening Times (term time only)

Morning sessions run from: **Monday to Thursday 8.50 am - 11.50 am**

Afternoon sessions run from: **Monday to Thursday 11.50 am - 2.50 pm**

Term times correspond with those of Minchinhampton Primary Academy

From September 2025 there will be the option for pre-school children (those who will be starting school in September 2026) to attend breakfast club and/or after school club.

Children may attend breakfast club any time from 7.45 am until the start of Nursery (8.50 am). After school provision will be available from 3.00 pm up until 5.30 pm.

If you are interested, please email: funclub@minch.dgat.org.uk for more information.

3. Information about Collection

To ensure the safety of your child, no child will be released to anybody other than the registered parent/carer unless prior arrangement has been made with the Nursery Manager. 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 and please ask to be put through to Nursery. Late collection of your child may incur additional charges.

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 - a copy of the Uncollected Child Policy can be found at the end of this booklet.

4. Starting at Our Setting

We want your child to feel happy and safe with us. To ensure that this is the case, each child is assigned a Key Person who, alongside the whole team, will work in partnership with you to decide on how best to help your child to settle into the Nursery.

5. Home to Nursery Profile

To further support settling in and getting to know your child, we ask that you complete a 'My profile' before your child attends the Nursery (which will be emailed to you). This will provide us with important information about your child, their likes, dislikes, family members and special friends, and any favourite activities. 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.

6. Nursery Sessions

Although most of our planning is in the moment and fluid, meaning it can be adapted to meet the needs and interests of the children as we go, we do have a loose structure to each day which may include circle time, snack time, phonics, singing and music time, planned activities, lots of stories, PE in the hall, exploring the school grounds and above all, lots and lots of free play!

We have our own delightful Nursery garden to play in as well as another amazing EYFS garden which we share with the Reception class. We also have access to our wonderful school grounds with many areas to explore; including play equipment, tyres, a running track, a wildlife garden and a vegetable garden.

7. 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. These items can often also be found at the PTA second-hand uniform sales.

Except in extreme weather conditions, we endeavour to go outside every day; therefore, it would help us if you could please label outdoor coats, wellies and sunhats with your child's name.

We 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.

We do like to encourage the children to explore, investigate and get involved in everything on offer and so it is likely that they will get messy during the day. Please bear this in mind when choosing clothing for them to wear to Nursery - please don't send them dressed in their best clothes, they are likely to get messy! With this in mind, please could you send your child in with a change of clothes - just in case!

8. Snacks

The school is provided with a variety of fruits and vegetables which we share at snack time along with a cracker or breadstick. We ask parents for a voluntary contribution of a carbohydrate snack (e.g. a packet of breadsticks, crackers) every couple of weeks which will be prepared and shared with **all** the children at snack times. 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 to ensure that enough milk is delivered to Nursery. 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.

9. 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. In order to avoid a choking risk, we also request that you cut any grapes, olives or cherry tomatoes lengthways before putting in your child's lunchbox. We eat lunch in the School Hall along with the rest of the children

which is a great opportunity for the Nursery children to feel part of our school community.

Please note that there are children in School with serious nut and egg allergies. We therefore operate a “nut and egg 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 mayonnaise, egg sandwiches.

10. Illness/Absence

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

A child who has a fever needs to have a normal temperature for at least 24 hours before returning to Nursery (without the use of calpol). 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. The medicine must be in its original container with printed label containing name of child and dosage instructions. We ask that if your child has an inhaler, a second is obtained from your GP so that we can keep a copy in Nursery at all times.

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.

11. Communication between Home and Nursery

You may contact the Nursery during school hours by telephone: 01453 883273 or by e-mail: nursery@minch.dgat.org.uk.

The Nursery staff are available at the beginning and end of each session for informal discussions about your child. Parent meetings are offered twice a year along with a written report.

12. Digital Images/Photographs

Staff are required to take photographs of children in Nursery to provide developmental evidence, to support displays, occasionally 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.

13. Recording Your Child's Development

At Minchinhampton Primary Academy, we use an online assessment tool called 'Tapestry' to record children's activities and achievements throughout the year. Tapestry is a secure online Learning Journal where **Nursery** staff can record photos, observations and comments in line with the Early Years Foundation Stage curriculum to build up an account of your child's experiences during their time with us and allows us to share information with parents and carers. We will also use these observations to monitor your child's progress and plan the next step for your child's learning.

How does Tapestry work?

Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email address and a password. All our staff are given a secure log-in too and use iPads to upload observations, photos or videos. We highly recommend that you regularly check in and read your child's Tapestry Learning Journal to keep

track of your child's learning and development and their time at Nursery. You as parents and carers are the most significant people in your child's life and we would love to include information in the learning journal which has been provided by you. **Please do add comments and photos to your child's Tapestry journal - we'd love to see them!**

14. Policies

Copies of the school's policies and procedures can be found on the school website.

The 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 and carers.

15. Special Educational Needs and Disabilities (SEND)

Please do let us know if you have any concerns about your child's development. At Minchinhampton Academy, our SEND lead is Mrs Amy Kingscote who will be involved in working with you to discuss any concerns that may arise and how best we can support you and your child at Nursery.

The Nursery Curriculum

The required Early Years curriculum is currently set out in a document published by the DfE (Department for Education), called the Early Years Foundation Stage (EYFS) Development Matters. Please [follow this link to their website](#) where you will find everything you need to know!

Children will access the Early Years curriculum through a variety of play-based activities both child and adult initiated. Young children learn by engaging in first-hand experiences and by actively 'doing' - sometimes with other children or adults and sometimes alone. When 'doing', children can explore feelings, experiences and meanings; they can try out, test and embed new ideas and concepts.

The Nursery environment is carefully planned and set up to facilitate children to make their own choice of activity and select resources. Child development studies have shown that when individual choice is encouraged, a deeper level of engagement and learning is evident. With this in mind, we aim to provide as many opportunities to develop individual play ideas and engagement in independent exploration as possible with the support and guidance of our experienced Early Years staff who are dedicated to enable children's learning and development through play.

As well as the learning opportunities initiated by the children, some will be planned and prepared by the staff to introduce and explore new ideas, seasonal interests etc, as well as on the basis of observations of individual children's current interests, learning styles and stages of development. The Nursery children are introduced to the Book Club Phonics scheme used by the rest of the school and also engage with The Power of Reading EYFS resource.

Partnership with Parents

We 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.

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 offering our formal meetings, we actively encourage parents to talk to us - we value highly your insight into your child's development - you know them best!

As already stated, 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 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

- 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	August 2025	<i>(date)</i>
Date to be reviewed	August 2026	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs Anita Shepherd	
Role of signatory (e.g. chair, director or owner)	Nursery Manager	