

Welcome to Huttoft Nursery

This prospectus should give you the key information you need to find out about our Nursery.

Some additional information is contained in our Welcome Pack which is shared with the parents/carers of a new child on admission to the Nursery.

The Welcome Pack can also be made available on request –

Contact: 01507 490284

E-Mail: Sarah.White@huttoft.lincs.sch.uk

(May 2015)

1. **INTRODUCTION**

The Management Committee of Huttoft Nursery was set up in November, 1999 to provide term time Early Years Education for children in the community. The Nursery is Ofsted registered to provide full time day care in term time for children aged 2 – 4 years. A copy of our latest Ofsted Report is available at www.ofsted.gov.uk

2. **LOCATION**

The Nursery sessions are held in Huttoft School's purpose built and fully equipped Nursery unit, organised into provision areas including construction and small world play, role play, sand, water, discovery and a large 'messy area' for creative activities. For physical development the Nursery has two fenced outdoor play areas with large toys. One of the areas has access to an adjoining grassed area. Regular use of the School's Hall is made for circle games, music and movement and soft play.

3. **STAFFING**

The regular Nursery staff are Mrs. Denton (Nursery Leader), Miss McPherson (deputy nursery leader), Mrs. Whitehouse, Mrs Lowes and Miss Warsap. Mrs. Denton is a qualified teacher and has the additional qualification of Early Years Professional Status. All the other staff have an NVQ Level 3 in Childcare and take part in regular in-service training to keep up to date with best practice.

Every member of staff working in the Nursery has been CRB/DBS checked before commencing their employment here.

During their life at Nursery each child is allocated to a 'Key Person' group. The 'Key Person' is one of the staff members who has special responsibility for working with a small number of children giving them reassurance to feel safe and cared for. You and your child will be told who that person is. Whilst the Key Person will play an important role in your child's time at Nursery, all members of our staff will always be attentive to your child's needs and Mrs. Denton takes overall responsibility for all the children.

4. **ADMISSION REGULATIONS AND ARRANGEMENTS**

The Nursery staffing is assigned according to the ages of the children attending. – they are in line with Ofsted regulations.

Individual children are admitted, subject to a suitable vacancy, at any time after their second birthday

In the event of requests for places exceeding places available, the admissions criteria for the Nursery will be as follows:-

- a) child's date of birth (with oldest taking priority)
- b) brother or sister attending Huttoft Primary School, or recently left
- c) residence within the School's traditional catchment area (as designated by free school transport)
- d) medical or special needs
- e) other applicants

Please contact Mrs Denton in the Nursery or Mrs White in the school Office for a Nursery Welcome Pack, information about opening times and availability of places. There is a Registration Fee which all parents are subject to – currently £20. It includes a Reading Packet a uniform tabard and a Learning Journey for your child.

5. **TODDLER GROUP – TINY TOFTS**

Every Friday morning, we hold a Pre-school 'stay and play' style session in the school Hall for parents/carers and their children from birth to four years. The session begins at 08:40 and ends at 10:10. Refreshments, activities, and age appropriate toys are readily available and a member of the Nursery staff is always on hand to chat with. For further details please see the school website or contact Mrs. Denton in Nursery.

6. VISITS TO NURSERY/OPEN SESSION

Parents/carers are warmly welcomed to come and see the Nursery at work, by appointment, at any time of year.

Please check our website at www.huttoft.lincs.sch.uk for contact details and further information.

7. SESSION TIMES AND FEES

- a) The Nursery is open every day in term time (38 weeks per annum). Sessions begin at 08:30 or 11:30. Finishing times are flexible. Parents choose between 11:30, 13:30, 14:40 (to coincide with the end of the school day), 15:30 or 16:00. Fees are £3.50 per hour. Children staying all day can pre-order a hot lunch or bring a packed lunch from home. Hot lunch menus are issued fortnightly and payment must be returned with the menu booking form. Menus can also be viewed via the school website.
- b) The Nursery is registered with Ofsted and receives Nursery Grant (2 year old) and Nursery Grant (3 and 4 year old) Funding. Nursery grant funding for children aged 2 years is dependent upon certain criteria. Please speak with Mrs. Denton to find out if you are eligible.
- c) All children are eligible for Nursery Grant Funding commencing the term after their third birthday. This provides up to 15 hours per week 'free' Nursery. Fees are due for any Nursery time required above 15 hours. Fees are payable on invoice by cash or cheque. Cheques should be made payable to Huttoft Nursery. Fees must be paid when children are sick (other than hospitalisation). Fees include a drink, a fruit snack and toast.

Parents can increase (or decrease) the number of sessions their child attends. In either case, a week's notice to the Nursery is necessary and in the event of withdrawal, notice in writing and 2 weeks' fees in lieu are requested.

Nursery fees may be increased slightly from time to time. Advance notice will be given in our Newsletters and on the we a)

- d) Nursery children may attend the school's Holiday Clubs and daily Breakfast Club – details of which are published in school newsletters. There is a charge for both.

8. **CLOTHING**

Children should wear suitable home clothing and practical footwear. The Nursery is active and may involve 'mess' at times (glue, paint etc) for which we provide waterproof aprons for the children to wear over their tabard and clothes. Even then, there are times when accidents happen, so we would appreciate your tolerance if the children have evidence of these activities on their clothing when they come home.

Over their home clothes, a Nursery 'uniform' tabard should be worn. A uniform tabard is included as part of the Registration Fee. Replacement tabards are available to purchase from the Nursery.

9. **CURRICULUM**

The Nursery is structured to provide activities, opportunities and experiences in the three areas of learning development as required by the Statutory Framework for the Early Years Foundation Stage.

These three prime areas are –

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

Each area of learning and development is implemented through planned, purposeful play and through a balance of adult led and child initiated activities. Activities and experiences are based upon the children's current interests and emerging needs.

Assessment is continuous and play is an important part in helping us to understand your child's needs and to plan activities and support. Each child has a 'Learning Journey' which is a file of evidence of the variety of activities that he or she has taken part in throughout the time in Nursery. It is then built on further in the Reception class. Parents and carers are encouraged to contribute to their child's Learning Journey and information about how to do this is provided regularly. Your child's Learning Journey is available

to view at any time Nursery is open.

At the end of the Foundation Stage the Learning Journey is returned to parents and provides a unique story to treasure.

10. **SHARING PROGRESS AND DEVELOPMENT**

Each parent/carer is invited to a short Consultation appointment with Mrs Denton every term. This gives us the opportunity to talk with you about your child's achievements, look at progress through the Learning Journey, and discuss any concerns you may have. This pattern of regular Parent/Staff Consultations is continued into Huttoft School commencing with a meeting early in the Autumn Term of Reception.

In July our 4 year olds who will be starting school in September, will bring home a brief report outlining their progress in the curriculum areas. It includes a space for the parent and the child to comment.

11. **PARENTAL INVOLVEMENT**

We are always pleased to have your help either on a regular basis or just occasionally. It gives you the opportunity to feel part of Nursery life. All our parental helpers MUST have an enhanced **D**isclosure and **B**arring **S**ervice (DBS) clearance naming our setting.

More formal opportunities for you to see and join in our activities are notified to you in the Newsletters. These Newsletters are sent home by pupil post – a copy is always available on the school website or from the School Office. We try to keep an open dialogue with parents and hope that concerns and successes are shared as they occur at Nursery and at home.

12. **CHILD PROTECTION**

It is the duty of the Nursery Management Committee to respond to any situation where staff feel a child is 'in need'. The 'need' will normally be addressed by referral – first to a parent/guardian, then if necessary to another support agency(ies) e.g., Social Services, Police.

13. **PHOTOGRAPHING OF CHILDREN**

To ensure a common practice and safety in the use of photographs in Nursery, all parents are requested to complete and return a Parental Consent Form which details our practice. A form is issued to each new parent and once completed, retained on site.

14. **SPECIAL ACTIVITIES**

The Nursery organises two parties for the children – Christmas time and in the Summer as a picnic. In addition the children are involved in a number of the school's activities too, including a specific race on sports day, access to the Book Fayre, sharing of the Harvest Loaf, school photographs, visiting artistes and Hall and playground activities.

Towards the end of the Summer Term we hold a 'Toddle and Waddle' with picnic for all the children and their parents/carers. This takes place on the school's playing field beside the Nursery and the older school children encourage the Nursery children with activities along the route.

15. **SPECIAL EDUCATIONAL NEEDS**

We welcome all children to our Nursery regardless of their need or disability. We have a named Special Educational Needs Co-ordinator in the Nursery, Mrs. Denton. She works in close liaison with Mrs. Hurrell, the school's Special Educational Needs Co-ordinator. The role of the 'SENCO' is to identify a child whose progress is being delayed or hampered and to liaise with the relevant external professionals e.g., Speech Therapist, Early Years advisor, Health Visitor, Educational Psychologist, towards providing the best possible support for that child. Through a series of meetings involving parents/carers and the relevant professionals it is expected that the needs of the child will be clearly identified and programmes of work put in place to meet those needs. A copy of our SEND Policy is included in our Nursery Welcome Pack.

16. **NURSERY MANAGEMENT COMMITTEE MEMBERS**

The Committee is elected annually at an Annual General Meeting. The date of the AGM is advertised via the newsletter and all parents/carers of a registered child at the Nursery are welcome to attend. Both Mrs. Hurrell, the Headteacher of Huttoft Primary School and Mrs. White, the Chair of the Management Committee visit Nursery frequently.

Mrs. Sarah White	Chairperson
Mrs. Alison Hurrell	Secretary and Headteacher of Huttoft Primary School
Mrs. Sharon Stow	Treasurer
Ms Julia Dobbin	Governing Body Representative Huttoft Primary School
Mrs. Niki Houlty	Trustee
Vacant	Parent Representative
Ms. Amber Grieves	Parent Representative
Mrs. Cheryl Lowes	Parent Representative

17. **SUGGESTIONS AND COMPLAINTS**

- a) We welcome ideas and suggestions for developing the Nursery. Please write them on one of the postcards and deposit in the suggestions box located in the Nursery cloakroom.
- b) If you have any concern about your child's well being, please see your child's Key Person in the first instance.

If you feel unable to approach the Key Person then please contact, Mrs. Denton, Mrs. Hurrell or Mrs. White by telephoning Huttoft Primary School on 01507 490284. Alternatively, put your concern in writing to anyone of them c/o., Huttoft Primary School.

- c) If you feel the need to take the complaint further, please contact Ofsted – The National Business Unit, The Ofsted Royal Exchange Building, St. Anne's Square, Manchester M2 7LA Tel: 0300 123 1231.

18. **PLAYGROUND EQUIPMENT**

Parents should note that use of the equipment in the outside playground, before and after Nursery sessions, is at the parents own risk.

The Nursery's insurers will only cover incidents/accidents that occur during designated Nursery activities.

19. **MEDICATION AND ILLNESSES**

- a) Parents/carers must advise the Nursery whenever their child has been given any medication(s) at home prior to their attendance at Nursery. This applies even if no further medication is required as it is important information in the event of a sudden rise in the child's temperature or a medical emergency. Ideally this information should be passed to the Nursery in writing.
- b) Parents/carers must contact Nursery (01507 490284) when their child is poorly and advise what the illness seemingly is. In the case of sickness and diarrhoea the child will be required to remain absent from the Nursery a further 24 hours.

20. **SNACKS AND MEALS**

We promote healthy eating in the Nursery. Fresh fruit is available at morning and afternoon snack times and water is always readily available. Milk and toast are also available. The hot lunches are brought into Nursery. They are cooked with locally sourced ingredients and meet the school nutritional standards. A vegetarian option is available every day. Parents/carers providing a home packed lunch are requested to pack a variety of nutritious, balanced lunch choices, keep chocolate and sweet items to a minimum and to not include nut based foods. All the children are supervised throughout snack and meal times.

21 **ONE WAY TRAFFIC SYSTEM AND PARKING**

An 'unofficial' one way system operates for all traffic using the Nursery and Primary School. Access to Nursery from the coastal main A.52 road, can be gained by turning into Alford Road and then travelling towards its junction with Church Lane, signed Primary School. Turn into Church Lane and follow the road round towards St. Margaret's Church on the left. The Nursery and main School site can be found directly opposite the East end of St. Margaret's. Access to the Nursery from the Alford direction should be by a right turn directly into Church Lane.

Parking whilst depositing and collecting children should be kept strictly to the left hand side of the road to alleviate congestion for local residents. Nursery parents should not use the small cul-de-sac immediately outside School - this area is reserved strictly for staff parking and to ensure the safety of all our children.

Your co-operation with regarding to traffic flow and parking is greatly appreciated – thank you.

22. **TRANSFER TO RECEPTION CLASS (Big School!)**

This is in the September of the School year (1st September – 31st August) in which the child will turn 5 years of age. Almost without exception, the Nursery children transfer to Huttoft School's Reception class. The Reception class is the culmination of the Foundation Stage and it extends and develops the knowledge, skills and understanding learned in Nursery. We take particular care to maintain close links between the two departments.