

Huttoft Primary School (Academy)

Nursery Brochure

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

Introduction

Huttoft Nursery provides term time Early Years Education for 2 – 4 year old children in the community. It is fully integral with the school's organisational structure. Mrs Hurrell is the Headteacher and Mrs Denton is the Nursery teacher.

Session Times and Fees

- The Nursery is open every day in term time (38 weeks per annum). All sessions begin at 08:30. Finishing times are flexible - parents choose between 11:30, 13:30, 14:45 and 16:00. The session times are detailed at the back of this brochure. There is a Breakfast Club open from 07:30 – 08:30 and an After Nursery Club open from 16:00 to 17:30 every day. 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 (£1.75 per meal) must be returned with the menu booking form. Menus can also be viewed via the school website.
- The Nursery receives Nursery Grant Funding (2 year old) and Nursery Grant Funding (3 and 4 year old) as well as the 30 hour entitlement funding. Nursery Grant Funding for children aged 2 years is dependent upon certain criteria as is the 30 hours entitlement. Please speak with Mrs Denton to find out if you are eligible. Any hours required over the 15 or 30 funded hours are charged for - £4.00 per hour.
- Fees are payable on invoice by cash, ParentPay or cheque. Cheques should be made payable to Huttoft Primary School (Academy). Fees must be paid when children are sick (other than hospitalisation) and when children are on holiday. The 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 that notice needs to be in writing. Nursery fees may be increased slightly from time to time. Advance notice will be given in our Newsletters and on the website.

Staffing

The regular Nursery staff are Mrs Denton (Nursery teacher), Mrs Whitehouse, Miss Hallsworth, Miss McPherson and Mrs Lowes. 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 DBS checked before commencing their employment here and participate in at least annual Safeguarding training.

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.

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:

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

Please contact Mrs Denton in the Nursery or the school office for information about availability of places.

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.

Clothing

All the children in the Nursery wear our Nursery uniform to every session –

- Huttoft Nursery polo shirt and/or Huttoft Nursery sweatshirt

This is a simple uniform to meet our aims of equality, keeping children safe and team building.

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 of 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. There are plenty of opportunities provided throughout the year for you to view your child's Learning Journey during Nursery sessions. At the end of the Foundation Stage the Learning Journey is returned to parents and provides a unique story to treasure.

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 '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.

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 Primary 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 Report outlining their progress in the curriculum areas.

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 **Disclosure and Barring Service** (DBS) clearance naming our setting.

More formal opportunities for you to see and join in our activities are notified to you in our Newsletters. Newsletters are published weekly by email – 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.

Child Protection

It is the duty of the Nursery and School 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.

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.

Special Activities

The Nursery organises two parties for the children – Christmas time and in the Summer as a picnic. In addition the children take part in a number of activities with the main school, including a specific race on Sports Day, Book Fayres, sharing of the Harvest Loaf, school photograph sessions, visiting artistes, Pancake Races 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.

Medication and Illnesses

- 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 and 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.
- 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 Nursery for a further 24 hours.

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. All the children are supervised throughout snack and meals times, all of which are taken in the Nursery. They are cooked with locally sourced ingredients, meet Nutritional Standards and there is always a vegetarian option. Parents/carers providing a home packed lunch are requested to pack a variety of nutritious, balanced lunch choices – foods such as grapes, cherry tomatoes, melon, raisins, carrots are all popular foods. We request that chocolate and sweet items are kept to a minimum – alternatives might be scotch pancakes, malt loaf, a carton of low fat custard or a sugar free jelly. Please do not include any nut based foods as we have a number of children and staff with nut allergy.

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.

Our insurers will only cover incidents/accidents that occur during designated Nursery activities.

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.

Suggestions and Complaints

- We welcome ideas and suggestions for developing the Nursery. Please write them on one of the postcards and deposit it in the Suggestions Box located in the Nursery cloakroom.
- If you have any concern about your child's wellbeing, 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 the school office by telephoning Huttoft Primary School on 01507 490284. Alternatively, put your concern in writing c/o., Huttoft Primary School.

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 A52 road can be gained by turning into Alford Road, signed Primary School and then travelling towards its junction with Church Lane. 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 the church. 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. 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 regard to traffic flow and parking is greatly appreciated – thank you



Huttoft Primary School and Nursery – with effect from 11th September 2017

Our Nursery Session times are now in Modular Blocks as below:-

	MON	TUE	WED	THURS	FRI
7:30 – 8:30 Breakfast Club	1 Hour Charged for - £4.00 Club				
8:30 – 11:30 Morning	3 hours	3 hours	3 hours	3 hours	3 hours
8:30 – 1:30 Short Day	5 hours	5 hours	5 hours	5 hours	5 hours
8:30 – 2:45 Day	6 hours 15 mins	6 hours 15 mins	6 hours 15 mins	6 hours 15 mins	6 hours 15 mins
8:30 – 4:00 Long Day	7 hours 30 mins	7 hours 30 mins	7 hours 30 mins	7 hours 30 mins	7 hours 30 mins
4:00 - 4:30/5/5:30 Helping Hands Club	After School Club Charged for - £4.00 per hour				

Examples of our sessions are:

- 5 Mornings of 3 hours – 15 hours
- 3 Short Days of 5 hours – 15 hours
- 2 Days and 1 Morning – 15 hours with half an hour charged (£2)
- 2 Long Days – 15 hours

All Fees/Funded places are calculated on these Block Times.

- In line with School the Nursery sessions all begin at 8:30am.
Breakfast Club is available at 7:30pm and charged at £4
- Any hours required over the 15/30 funded are charged for (£4 per hour) within the Block times.
- *As published in the Nursery Brochure charges are still payable for holidays taken in term time.*