

Neville's Cross Primary School and Nursery



**Providing Term Time
Nursery Education
& Wraparound Care
for 3 and 4 year olds**

Welcome to our Nursery

Welcome to our wonderful nursery! We provide high quality education and care for children aged 3-4 years, through a range of fun and exciting activities which follow the interests and development stages of individual children.

Our vision is to create a happy and friendly environment where all children feel safe, secure and valued. Alongside our experienced and caring team of staff, children are encouraged to follow their own interests, developing their thinking and independence in an environment which supports creativity, curiosity and imagination.

Our nursery setting is led by Miss Suggate, a highly experienced nursery teacher.

Our Aims

- To have fun playing and learning together
- To offer children an exciting and carefully structured curriculum, following the Early Years Foundation Stage Framework, which enables the children to develop their own interests and plan and initiate their own learning.
- To develop positive and supportive relationships with parents and families, ensuring every opportunity for all children to develop to their full potential.
- To value and celebrate the richness of diversity through an understanding that all children and families are unique.
- To nurture and develop children's creativity and curiosity giving them time to develop their own ideas.
- To create a stimulating and challenging environment which engages children's interests and promotes independence.

Our Nursery Staff

Miss A Suggate	Nursery Teacher
Mrs H Wilson	Nursery Assistant
Mrs S Sedgewick	Nursery Assistant
Mrs E Sugden	EYFS Apprentice
Mrs R Brannan	Head Teacher

Admissions

Parents may apply for their child's name to be placed on a waiting list from the beginning of the school year (1st Sept to 31st Aug) in which their child is two.

Subject to availability, children can start to attend nursery as soon as they turn three, however these sessions need to be paid for. Parents can claim for 15 or 30 hours funding from the term *after* the child's 3rd birthday. Parents can only claim a funded place following the child's third birthday or the term following the date the eligibility code was issued (whichever is the later). If you are not entitled to 30 hours free childcare, your child is still able to attend our nursery setting for 30 hours, however, any extra hours over the 15 hours free entitlement must be paid for in advance.

Parents cannot claim 30 hours free childcare once their child has reached compulsory school age (the term following their fifth birthday) or in addition to a full time reception place in a maintained school or academy. Therefore, parents cannot use their eligibility code to claim their 30 hours if their child is in a full-time reception place.

Application forms and further information regarding application deadlines can be found on our website together with our Admission Policy.

Starting Nursery

Once your child is ready to start nursery and has accepted their nursery place we will invite you to a new parent event and also invite you and your child to a stay and play session prior to them starting nursery. You will also receive an admission pack.

From a child's first visit to the setting to supporting your child's transition to school, we will work in partnership with you throughout your family's journey with us. Miss Suggate will be your child's keyperson and her team are there to support your transition into nursery and also to support your child's ongoing learning and development needs.

Nursery Sessions

All children from the age of three are entitled to universal 15 hours free childcare and some families may be eligible for a 30 hour extended free childcare offer (see separate section of this guide).

Neville's Cross Primary School and Nursery are able to offer families several term time only options.

15 hour offer: Option 1

Monday – Friday: 8.45am – 11:45pm

30 hour offer: Option 1

Monday – Friday: 8:45am – 3:30pm

15 hour offer: Option 2

Monday: 8:45am – 3:30pm

Tuesday: 8:45am – 3:30pm

Wednesday: 8:45am – 11:45pm

15 hour offer: Option 3

Wednesday: 12:30pm – 3:30pm

Thursday: 8:45am – 3:30pm

Friday: 8:45am – 3:30pm

Transition Arrangements

Once a nursery place has been confirmed, families will be invited to visit the nursery for a pre-start meeting. At this meeting parents meet the nursery team, visit the nursery environment and ask any questions.

We will also invite children and one parent to stay and play sessions prior to them starting so that they can familiarise themselves with our nursery setting and meet the staff.

We work closely with parents to tailor transition into nursery towards the individual child and this will be agreed at the pre-start meeting. Some children may need a slow introduction to the nursery setting and other children may immediately settle to spending the whole day with us.

Playing and Learning

Our nursery setting is resourced to provide opportunities for every child to grow and develop. Each child's learning experience with us will be unique and our highly trained staff are there to nurture and support your child. Bespoke planning will incorporate your child's interests and support their development across the 3 prime and 4 specific areas of learning. Activities are both age and stage appropriate and follow the Early Years Foundation Stage (EYFS) principles.

Weekly opportunities include art, stories, songs, messy play, music and physical development as well as literacy and numeracy. Whether it's experimenting with a range of puzzles and construction indoors or learning about the natural world in our nursery outdoor space or engaging in imaginative role play, there is always something to inspire children within our nursery setting.

We use electronic Learning Journals to record and extend your child's learning and development. Narrative observations are supported by images of your child engaging in a variety of activities. The Learning Journal allows you to monitor progress and add your own observations about your child at home.

Daily Routines

Children are welcomed in by nursery staff and after meet and greet time they will take part in short sessions of focused teaching time where they will access a range of activities covering all areas of learning. After this time the children will have free play in the indoor and outdoor environment, snack and story.

Nursery opens at 8:45am for the morning and full day session. We have a 'soft start' so all children, with a morning or full day place, can come in between 8:45am and 9:00 am. Please arrive between these times in order to help our nursery day start smoothly.

If your child is going home after a morning session, please collect them at 11:45am. If your child is arriving at an afternoon session, please come for 12:30.

Nursery closes at 3:30pm. We have a 'soft collect', so children with a full day or afternoon place, are collected between 3:15 and 3:30pm. We hope this helps you fit in collecting other children from our main school and other schools.

Children are offered a range of snacks every day and to help cover this cost we ask parents to contribute £1.50 per week.

Lunch Time and Snacks

Children who stay with us for the whole school day will eat their school lunch or packed lunch in the school hall with our Reception children. This will begin to prepare them for transition into a school environment.

Nursery staff will supervise the children during their lunch break. The children will begin their preparation for lunchtime with a daily routine of going to the toilet, washing their hands and then lining up to enter the school hall via the

outside doors adjacent to the nursery. On entering the school hall, children's meals will be brought to their table. After their lunch, all of the children will return together to the nursery setting to play until their afternoon session begins.

The school operates a pre-order system for lunches and so parents will choose their child's menu in advance and meals are available at a cost of £2.70. Unfortunately, universal free school meals for KS1 children does not cover nursery meals and child tax free vouchers cannot be used to pay for them.

Nursery Lunch Club

As the morning session finishes at 11:45 and the afternoon session begins at 12:30, we provide a 'Nursery Lunch Club.' We have designated Nursery staff who support the children having lunch in the hall and then playing in nursery afterwards. This session costs £3 per day which can be paid for via ParentPay and this only applies to children who are accessing the full 30 hours provision.

Wraparound Care

We are able to offer extra wraparound childcare hours. These extra childcare hours are available to all families whether taking the option of 15 or 30 hours free childcare (subject to availability). Please see below for options and costs. Sessions must be booked and paid for in advance.

Breakfast Club from 7:30am		£5
Lunch Club (From September 2022)	45 minutes per day	£3
Tea Time Club	3.30pm – 4.30pm	£6
Tea Time Club	3:30pm – 5:30pm	£10

Uniform

The nursery has a uniform which consists of red sweatshirts or cardigans, red or white polo t-shirts, black or grey trousers, skirts or shorts. Parents can choose to buy these either from high street shops or buy items with our school logo from any of our suppliers (School Trends, Etika and Brigade).

Jewellery must not be worn in school as it is very easily lost and broken and can be dangerous when children are playing.

Child Protection and Safeguarding

Safeguarding and promoting children's welfare is our highest priority. We expect all staff, parents and volunteers to share this commitment. Please make sure that a named adult always brings and collects your child – this must be somebody over the age of 16. If a different adult is collecting your child please inform a member of staff as we do not allow children to leave nursery with adults who we do not know. You will be asked for a security password which enables the safety of your child as part of the admission pack. Any different adult collecting your child will be asked for this password.

The safety and security of the premises is maintained by security fencing around the premises; secure external doors and strict entry procedures into nursery. Children accessing outdoor play will never be left unattended. Each day before opening, the nursery will be checked inside and outside by management for potential safety issues. All children will be personally 'handed over' to named adults at the end of their nursery session.

Important: We operate a no mobile phone policy to ensure the safeguarding of all children in our care.

Please do not use your mobile phone until you have left the school premises.

Holidays

At Neville's Cross Nursery, we follow Durham Local Authority holidays. We request that wherever possible children keep to these holiday times as we believe that their nursery education is very important and your child will miss valuable time at nursery if holidays are taken at different times.

Medical Matters

Staff are able to administer PRESCRIBED medication only. Medication must be labelled with your child's name, DOB and dosage. You will be asked to complete a form for the prescribed medication.

If your child requires regular medication, eg inhalers or allergies, separate permission and forms are required. A care plan will be put in place for your child outlining specific details of their medication and how it is to be administered.

If your child has an episode of sickness and/or diarrhoea they must not return to nursery until 48 hours after the last bout of illness.

Toilet Expectations

We understand that a few children who may have just turned 3, may not yet be fully toilet trained and may still be wearing pull ups. No child is excluded from attending our nursery setting and we will work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We do not have 'nappy changing facilities' and encourage children to use the toilets within our setting with support and encouragement from staff. Where children are still not toilet trained we work to quickly develop toileting skills, we exercise good hygiene practices and follow our intimate care policy and procedures.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concerns of adults.

Photographs and Social Networking

We use lots of photographs in nursery for displays, documentation and learning journeys. Before your child begins nursery, you will be asked to sign a consent form to give permission for photographs to be used.

Parents are able to use photographs taken at school events for their own personal use, however these photographs must not be used on the internet or any social media/networking sites. To do so would likely break Data Protection Legislation.

Please remember that recording and photographing other children other than your own child would need permission from all other parents whose children may be included in those images.

The nursery operates a no mobile phone policy to ensure the safeguarding of all children in our care.

Come and visit us!

We encourage parents to attend one of our Nursery open events before making any decisions. Details of these events will be advertised on our website.

Am I eligible for government childcare offers?

Parents can check whether they could be eligible for a range of government childcare offers, including 30 hours, via Childcare Choices at:

<https://www.childcarechoices.gov.uk> or the Childcare Calculator at:

<https://www.gov.uk/childcare-calculator>.

Those who could be eligible for 30 hours and/or Tax-Free Childcare will be directed to the digital childcare service to apply. The eligibility criteria for 30 hours and Tax-Free Childcare are broadly aligned.

Parents will be able to apply for both 30 hours and Tax-Free Childcare at the same time by entering their details once. HMRC will check parents' eligibility for both schemes at the same time. Parents will be able to apply for Tax-Free Childcare and the extended entitlement through the digital childcare service. Parents will not need to apply through the digital childcare service if they only want to claim the universal 15 hours entitlement for 3 and 4 year olds.

How do I apply for 30 hours extended childcare?

As part of the application process, parents will be asked to enter personal details including their name, address and National Insurance number and the same details for their partner (if they have one). Parents need to set up a Government Gateway Account and answer a series of questions which will determine whether they are eligible.

If you are eligible for 30 hours, you will be given an 11 digit 'eligibility code' for your child. As the 'childcare provider' we will need this code (along with your full name, National Insurance number and your child's date of birth) in order for you to claim a 30 hours place.

Parents will be prompted every three months to reconfirm the details they entered on their application are still accurate. This is to check that they are still eligible. They will be prompted, via text message and/or email, four weeks before their reconfirmation deadline and again two weeks before the deadline.

When can I apply for a Nursery place a Neville's Cross?

Parents may apply for their child's name to be placed on a waiting list from the beginning of the school year (1st Sept to 31st Aug) in which their child is two. A form can be collected from the main office or accessed on the website.

Subject to availability, children can start to attend the nursery setting as soon as they turn three, however, these sessions need to be paid for. Parents can claim for 15 or 30 hour funding from the term after their 3rd birthday. Parents

can only claim their 30 hours place the term following the child's third birthday or the term following the date the eligibility code was issued (whichever is the later). Your child is still able to attend our nursery setting for 30 hours however any extra hours over the 15 hours free entitlement must be paid for in advance.

Parents cannot claim 30 hours free childcare once their child has reached compulsory school age (the term following their fifth birthday) or in addition to a full time reception place in a maintained school or academy. Therefore, parents cannot use their eligibility code to claim their 30 hours if their child is in a full-time reception place.

Important: Parents applying for a 30 hour place, should only apply via the government gateway the term before the child's 3rd birthday.

Application forms for a nursery place can be accessed via our school website or collected from the school office located via the main entrance to the school building adjacent to the nursery.

Parents are asked to indicate their preferences for childcare options when applying, although all places are subject to availability. Parents are also asked to sign a contract with the school agreeing to use the school for the universal entitlement of 15 hours free childcare or full 30 hours free extended childcare. Places will be confirmed subject to parents agreeing to the hours on offer.

Nursery Application Timetable

Deadline for applications for admission in the Spring Term starting from January: **30th September**

Offer letters sent out towards the end of October

Deadline for applications for admission in the Summer Term starting after Easter: **31st January**

Offer letters sent out towards the end of February

Deadline for applications for admission in the Autumn Term starting from September 2022: **30th April**

Offer letters sent out towards the end of May

Please note that if your chosen sessions are full you may not be offered the sessions that you have asked for. We will try to offer alternative sessions where possible.

Important: Attendance at Neville's Cross Primary School and Nursery within the nursery setting does not provide an automatic transfer into the Reception class within the main school. School admissions for reception are not controlled by the school and parents need to apply for a school place through the local authority.

For further information please contact the school office.

Neville's Cross Primary School and Nursery

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