



Tillington Manor PRIMARY SCHOOL

Working **TOGETHER** to achieve the best!

Tillington Manor Nursery

Governor Run provision Policy and Information Booklet

Written by: Kelly Brockhurst **Date:** September 2019

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September 2022 – by K Brockhurst – updates to staffing added

Next review due by: September 2024

'Working together to achieve the best!'

Welcome

This policy and booklet is designed to provide you with key information about what our governor-run provision has to offer and what we aim to achieve.

We look forward to working in partnership with you.

Mrs Kelly Brockhurst

EYFS lead

Contact Details

Address: Tillington Manor Primary School, Stafford, ST16 1PW

Telephone: 01785 337500

Email: office@tillingtonmanor.staffs.sch.uk

Website: <http://www.tillingtonmanor.staffs.sch.uk/>

Our Mission Statement

We are very committed to providing a happy, safe, secure, caring, supportive and nurturing environment where all children are accepted, valued, celebrated and encouraged to be the best that they can be.

We recognise that all children are individual, have different needs and different personalities. We aim to provide high quality, child-centred education which will maximise every child's potential. We are dedicated to whole-child development and want to inspire our children to be actively engaged in their learning, to be as independent as possible, to take risks, to learn from and with others and to believe in themselves. We want our children to know they have a 'voice' and to provide them with the tools to use this. We want to give our children the best start and lay the foundations for later learning.

We work in partnership with children and their families. We support them to enjoy and achieve!

Our Values are:

Enjoyment, achievement and support are at the core of all we do.

Our Nursery aims to:

- Fulfil our Tillington motto of **'Working Together to achieve the best'**
 - ▮ Embed our values into all that we do.
 - ▮ Provide a safe and stimulating environment which allows children to be nurtured as they grow and develop at different rates.
- Offer an inspiring, Early Years curriculum that supports development of the 'whole child'.
 - ▮ Embrace parents and carers as partners, working with them to ensure the best possible outcomes for the child.
 - ▮ Continually reflect on the provision that we offer to ensure that our nursery meets the needs of all.
 - ▮ Provide a staff team that is experienced, well trained and supportive.

Background

Tillington Manor Nursery is managed by the Co-Headteachers and Governors of Tillington Manor. It is overseen by our Early Years lead, Miss Kim Husted. It falls under the same Ofsted regulations as the school and will be inspected in conjunction with the school.

Nursery is led by Mrs Vicki Pace, an experienced, committed member of the school staff who has the qualities and expertise required to make the provision a success. Mrs Pace is very ably supported by the staff team at Tillington Manor, all of whom have a background in Early Years education and/or childcare.

Meet Our Team

Mrs Kelly Brockhurst
EYFS lead



Mrs Vicki Pace
Nursery Leader



Mrs Jasmine Shill
Nursery TA/Leader



Ms Kelly Rothwell
Nursery TA
(starting Nov 2022)



The Nursery link Governor is Mr Richard Thomas.
Opening Times



Tillington Nursery caters for **3 year olds**. It will operate between 8.45am-3.15pm Monday to Friday, term-time only. Wrap-around care at lunchtimes is available. Further wrap-around care (before and after school) is offered through the ClubHouse (please ask the office for details).

It provides the opportunity for **ALL** children to access a curriculum that is adapted to their individual needs whilst also providing opportunities for **ALL** children to learn together and have fun! Children attending Tillington Nursery are benefitted as the provision caters for children with and without additional needs.

Funded Places

3 year olds

All 3 year olds are entitled to a universal 15 hours per week of funded childcare across 38 weeks or 570 hours over the year. Children become eligible from the term after turning 3 years old. If your child is born between:

- ▮ 1 January - 31 March, funded places can start in the summer term (from 1 April)
- ▮ 1 April - 31 August, funded places can start in the autumn term (from 1 September)
- ▮ 1 September - 31 December, funded places can start in the spring term (from 1 January)

30 hour childcare

Some families could receive an additional 15 hours of funded childcare per week, subject to eligibility, increasing their funded place to 30 hours per week.

Families must at least meet the minimum earnings criteria and apply to HMRC.

We would urge ALL families to check their eligibility by applying online to <https://www.childcarechoices.gov.uk/>

For more information about 30 hours childcare from Staffordshire County Council : <https://www.staffordshire.gov.uk/education/childcare/families/EarlyEducation/30hourchildcarepilot/30hourpilot.aspx>

If you are successful in your application for 30 hours childcare, you will then be sent a code by HMRC to the *Gateway Account*. You will need to give your code, National insurance number and child's date of birth to us. We will then validate the code with Staffordshire County Council.

We offer **30 hour childcare places** for the following hours:

Monday -Friday 8.45-3.15pm (+cost of a lunch each day, currently £3.60 per day)

Important:

- ▮ every 3 months you will be prompted by HMRC via text or email to log into the *Gateway Account* and reconfirm your details and eligibility.
- ▮ If your family falls out of the eligibility criteria, you will be offered a grace period of funding before the additional 15 hours stops.
- ▮ All 3 year olds will still be able to claim a maximum of 15 hours per week of funded childcare.

Parents are encouraged to apply the term before their child meets the age criteria to ensure that they can access a place at the start of the term after the child has turned 3.

Charged Places

We are aware that some parents require the flexibility of their children attending sessions in addition to the 15 funded hours. Therefore, you can request additional sessions that are charged at £15 a session. Sessions run in the morning and afternoon as follows;

Morning Session—08:45-11:45- £15.41

Afternoon Session—12:15-3:15 -£15.41

Children attending just for the morning or afternoon have the option to stay for lunch from 11:45-12.15pm. This is charged at £3.60 and a packed lunch must be provided from home . At present we do not have the facility to include hot dinner provision.

Parents can select from sessions, based on availability. 24 hours notice must be given to add an extra session. We do appreciate that, sometimes, there can be an emergency and we would always try to accommodate this if we can. This would be in accordance with staffing ratios.

At Tillington Nursery;

- ▮ We ask that parents pay promptly for the sessions your child has.
- ▮ We are unable to offer refunds for missed sessions. Therefore, you will be charged every week for the sessions you have requested even if your child does not attend.
- You will be given one week's notice if it is necessary for us to withdraw your child's place for non-payment of fees.
- We ask that you will give the school one month's notice should you wish to change contracted hours or terminate your child's place.
- ▮ Any extra sessions taken will be charged for in arrears.
- Late collections (after 11.50 am if the morning session is attended; or after 3.40pm if the afternoon or full day session is attended, on the Nursery clock) will result in a penalty charge.

Please ensure that you keep all your details up to date and notify us of any changes at the office.

Admissions

Admissions to Tillington Manor Nursery shall be determined by the criteria set out below:

- 1) Children on nursery roll whose parents are seeking additional hours / wrap-around care
- 2) Individual needs of children - we are committed to ensuring all of our children receive the very best education and therefore we reserve the right to delay admission to ensure staff have had the necessary training and qualifications in order to meet the needs of pupils
- 3) Pupils requiring a **full time place** i.e. 30 hours or 15 hours (2.5 full days per week) in addition to their 15 funded hours
- 4) Siblings of children already accessing the school/nursery setting.

Quality provision

Our school motto, '**working together to achieve the best**', extends into Nursery, along with our ethos and high expectations for a quality, child-led education.

All children in Nursery will be in the Early Years Foundation Stage (EYFS). This extends from birth to the age of five and provision within Tillington Nursery follows this statutory guidance.

Children in the EYFS learn in different ways, through playing and exploring, active learning and creating and thinking critically. Practitioners create a carefully planned learning environment with activities that link to children's next steps to enhance learning. There are seven areas of learning in the EYFS. There are three prime areas that are fundamental, work together and move through to support development in all other areas. They are;

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

There are 4 specific areas. These 'include essential skills and knowledge for children to participate successfully in society.' They are;

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

Opportunities for children to flow between the indoor and outdoor learning environment are promoted.

Assessment & observations

Assessment is an integral part of the teaching and learning process and is undertaken on an ongoing basis. It helps us to recognise and understand children's needs, observe progress, and plan activities and support to meet needs. Each child has a dojo portfolio that includes observations and photographic evidence. We welcome your input into these as we recognise that parents are partners. We appreciate observations from home and any other settings that your child may attend. We have a wow wall system so you we can celebrate your child's achievements at home in nursery. Feel free to look at your child's portfolio at any time.

Two year old Progress Check

This is a statutory assessment that will take place when your child is aged between two and three. This should have been completed before they enter Nursery setting. The progress check will identify your child's

strengths, and any areas where their progress is less than expected. If there are any concerns we will share these with you and, with your permission, we will consult other professionals for advice in supporting your child.

A session in Tillington Nursery

Sessions will be shaped by the needs of children attending Nursery. They will be very flexible, particularly for the younger children and those working at earlier stages of development. We will provide open ended resources which allow the children to follow their interests and schemas.

All children will have a key adult whom they can build a strong relationship. Learning will be play-based and child initiated; children need opportunities to move and be active, as well as small spaces where they can feel secure. Staff will model high quality use of language, manners and play when playing with, talking to and sharing interests with your child.

There will be opportunities to explore indoor and outdoor provision and there will be opportunities to mix and play with other children at Tillington Manor.

A typical session will include;

- ▮ Independent learning activities
- Carpet time - circle time activities and speaking and listening
- ▮ Snack
- ▮ EYFS adult-led and child initiated activities (including a short phonics session, as appropriate to age and stage of development)
- ▮ Story and Songs

Induction & settling in

We recognise that every child is unique. Our individualised induction programme aims to make the transition into Nursery as smooth as possible for all children and their parents, supporting all concerned to adjust to this change. Hence we arrange:

- A visit and tour of the setting and an opportunity to meet with staff.
- A home-visit or prior setting visit, if necessary. This is an informal meeting that enables us to meet with you and your child in an environment where they feel happy and secure.
- Opportunities for children to spend time in nursery, both with and without their parents.

The needs of a new child are discussed in detail and where appropriate, care-plans are completed alongside health professionals to ensure that children start with all facilities in place to meet their needs. Parents meet with staff and discuss the child's likes / dislikes, personality, the best way to comfort the child if upset etc. in order to ensure a smooth transition into the setting. This information is used to create a 'One page profile' about the child. There is also the opportunity to meet the school cook to discuss any dietary requirements.

The manner in which children are introduced to the Nursery depends on their individual needs. Some children visit over a period of time with and without their parents. Other children build up without their parents. Once children are attending Nursery without their parents, contact is maintained through the home - school diary and telephone conversations.

General Information

Policies

As a Governor-run provision, Nursery follows Tillington Manor school Policies and Procedures. These are available on the website <https://www.tillingtonmanor.staffs.sch.uk/> If you would like a paper copy, please contact the school office. Policies are reviewed regularly and amended as necessary and we encourage feedback from parents and carers to support this process.

Behaviour Management

Staff model positive behaviour and set clear expectations at all times to ensure that the nursery is a happy and safe environment. Children are taught British Values and staff praise positive behaviour and where possible, ignore unwanted behaviour. We view all behaviour as communication and therefore seek to listen to the child's 'voice' in this. If there is behaviour that may be difficult for staff to manage, then they will ask you to come in for a chat to make provisions for your child and move forward together. For more information, please refer to the Behaviour Policy.

Safeguarding

The welfare, protection and safety of children at Nursery is a priority at all times. We will always act in the best interests of the child. The designated lead for child protection and safeguarding will provide support, advice and guidance to other practitioners on an ongoing basis and in particular if any safeguarding issues arise. All staff recognise their responsibility to those in their care and volunteers, visitors and students are made aware of the safeguarding policy and procedures as part of their induction. It is the responsibility of individuals to follow these procedures.

In order to safeguard ALL children, we operate a NO MOBILE PHONE policy in school. Please ensure you leave your phone in the car or hand it in to the school office. We do not prevent parents taking photographs at school and Nursery events but ask that they are for personal use only and are not shared on any social media sites. We may, at times, request that no photographs are taken.

The Safeguarding Policy is available on the website.

Security

The same stringent security procedures in place at Tillington Manor will apply during Nursery opening times. Supervision of pupils outside of Nursery opening times remains the responsibility of the parent / carer. Children must be escorted to and from the building by their parent or other nominated person who must be over the age of 16 years old. Children will only be allowed home with their parent or other nominated person (by prior arrangement with the staff). If you are going to be late, please let us know.

Where a parent / carer does not arrive by 12noon (if the morning session is attended) or by 3.40pm (if the afternoon or full day session is attended) and no reason is communicated for the late collection, a telephone call will be made to the parent. If the parent is non-contactable the emergency contact provided will be contacted. Where neither the parent nor the emergency contact can be reached, safeguarding procedures dictate that the First Response team will be contacted, to ensure that safe provision is made for the pupil.

Accidents, Incidents and Injury on arrival

Whilst we make every effort to maintain a safe learning environment, we acknowledge that accidents sometimes happen. These are usually bumps and scrapes and are dealt with by staff who are paediatric first aid trained. All accidents are recorded and you will be notified if your child is involved via a letter in your child's bag.

In the event of a more serious injury, you will be contacted immediately. If we are unable to contact you for any reason, staff may, at the discretion of the Headteacher / Nursery lead, seek medical advice and if necessary and permission has been given, treatment.

If a child arrives at Tillington Nursery with an injury, your keyworker will ask you about this and log it on our existing injuries system.

Equality & Diversity

We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences, abilities and needs. We offer a broad and balanced curriculum, and have high expectations of all children. The achievements, attitudes and well-being of all our children matter. We promote the British Values of Mutual Respect and tolerance, Democracy, Individuality and Rule of Law through our daily routines and the EYFS. We value diversity and difference and promote positive attitudes, respectfulness and understanding. Inappropriate attitudes will not be tolerated.

Health and well-being

In order to meet your child's needs, it is important that we are aware of any health needs that your child may have. As part of the pre-induction process, we will ask you to complete paperwork about your child so that we are fully informed. This will be stored securely and shared with staff on a need-to-know basis. A child with a medical condition may require a care plan that will be completed with yourselves and the support of a medical professional (health visitor, school nurse etc.)

Care Plans

A care plan is a confidential document that is accessible to members of school staff and makes them aware of any considerations that need to be given to your child on health grounds. Staff are trained in paediatric first aid and receive additional information specific to individual children's needs as required.

Medication

Staff are trained in medication management and will give medication to children who require it during the school day if it has been prescribed by a doctor. Usually, if a child is in nursery for a whole day, and requires medication 3 times a day, it would be expected that this would be given at home.

Medicine to be administered in nursery must be in date, in the original box with the child's name on and clearly state the dose to be given. Parents must hand any medication into the school office where they will be asked to sign a form to consent to school administering the medication. A record will be kept about the medicine that has been given to your child and you will be informed. We cannot give any medication that has not been prescribed by a GP.

Asthma

If your child has asthma they will need a spare inhaler (in date) in school. He / she will have a relevant care plan in place.

Resting & sleeping

We recognise that children, get very tired during the day. However, when they arrive at our nursery we would expect that they no longer require a sleep. A good bedtime routine is important and this will energise your child for their day at nursery. If you require any support with a bedtime routine then staff will be able to advise you on this. On occasion, where sleep is impacting a child at Nursery, we may meet with you and suggest referrals to professionals such as the school nurse. Within each area of the nursery there are quiet carpeted rest areas with soft seating and cushions where children can go if they wish to relax.

Toileting

The children in Tillington Manor Nursery will be working at different ages and stages of development. We do request that your child does not attend our setting in nappies or pull ups and will support toilet training in conjunction with parents.

Please ensure you send in lots of spare clothes and wipes as required.

We will accommodate each child's toileting needs as appropriate to the individual. We understand that some children with Special Educational Needs may still be in nappies and will meet with parents to produce an intimate care plan to support toileting needs.

If a child is in nappies with no recognised additional or medical needs, we request that you begin to toilet train before coming to Nursery/within 8 weeks of starting.

Healthy Eating

Prior to your child starting with us, you will be asked to inform us about any special dietary requirements, preferences and food allergies that your child has, and any special health requirements. This information will be shared with the staff team to ensure the safety and well-being of your child.

Snacks

Free milk will be provided during each session along with a healthy snack in the morning. Children will have access to drinking water throughout the session and should bring a water bottle which will be re-filled each day.

Lunch

For those children attending over the lunchtime period, a packed lunch must be provided. Nursery staff will supervise the children during this time.

Attendance

Please establish a good pattern of attendance and punctuality. Regular attendance is important for your child as it establishes a consistent routine and supports their learning and development.

If your child is absent, please contact the office on 01785 337500.

In the case of sickness and / or diarrhoea, your child needs to be clear for 48 hours from the last episode. This helps to prevent illness spreading to other children and staff.

Please inform us if your child is going on holiday during term-time.

Other

We request that all items of your child's clothing are clearly named.

We recommend that children have a full change of clothes with them.

Please send your child with a pair of wellies and waterproofs so that he / she can enjoy the outdoor learning environment all year around!

Transitions

We work closely with other settings to ensure smooth transitions. We have a comprehensive transition plan for children moving on to school. We work closely with other agencies and providers, and parents and children, to ensure that families are properly informed and supported through this process.