

Stowford Nursery



PROSPECTUS

The Nursery lies within its own boundary in the school grounds and therefore has a safe and secure outdoor play area. However, children can also access the wide and inviting expanse of the wooded areas, the huge sandpit and other activities on the school field. The children at Nursery also have access to facilities within the school building such as the school hall and the music room.

Stowford Nursery is part of Stowford School and sessions are led by a qualified Early Years teacher supported by experienced and appropriately qualified staff.

Our Mission

Our aim is to create a fun, exciting, secure and stimulating learning environment in which our children feel happy, valued and respected by:

- Working closely in partnerships with parents and other settings
- Planning a varied curriculum with a focus on the three prime areas: 'Personal and Social', 'Physical' and 'Speech and Language'
- Individual care and attention, made possible by a high ratio of adults to children, promoting children's happiness and wellbeing
- Enabling and promoting fun, friendship, confidence and independence
- Working with the Foundation Class team in the school to ensure continuity and progression and a smooth transition into school

Sessions

We offer two Nursery sessions from Monday to Friday:

Morning 9.00 am - 12.00 noon

Afternoon 12.00 noon - 3.00 pm

If your child is staying at Nursery all day then they will be able to eat their packed lunch (provided by parent/carer) at 12.00 noon, where they can enjoy a sociable lunchtime with their friends before joining the afternoon session.

When your child first starts at Nursery you may wish them to begin with fewer sessions during the first term, building up to five per week in the next term. So, for example, your child may attend on Monday and Tuesday mornings from September, building up to every weekday morning after Christmas. Another child may wish to attend for two full days on Mondays and Tuesdays and for a morning only Fridays. Of course, if you would like them to attend more than five sessions per week, this can certainly be accommodated if places are available. (Please refer to the paragraph on Funded Hours below.)

We aim to please, but we also aim to provide the best education that we can. Please talk to us about your needs.

We also offer an 'Early Birds' session from 8.00 am until the start of Nursery at 9.00 am, as well as 'Roosters' after school sessions from the end of Nursery at 3pm until 5.45 pm (in increments after the first full hour). These sessions are run by our qualified staff and are also available to children from the school - so children can mix and play, if they wish, in a family atmosphere.

Our Nursery currently offers education and care for children from the age of 3. A few places are available for 2-year old children in the term during which they will celebrate their third birthday (Rising 3).

Our last school OFSTED inspection in September 2017 was graded as 'good':

"Good partnership working with parents and other settings ensures continuity of care and learning for children."

"Staff provide highly stimulating environments for children. In particular, the outdoor areas enable children to learn to take risks and challenge themselves, thereby developing good skills for their future learning."

"Staff interact and communicate very well with children, helping them to learn good social skills."

"Staff do not rush children to complete activities. This helps to develop their concentration skills and enriches their learning experiences."



EARLY YEARS ENTITLEMENT FUNDING FOR TWO TO FOUR YEAR OLDS

Children qualify for Early Years Funding with effect from the term following their 3rd birthday. This means that Devon County Council will fund a maximum number of 15 hours per week during term time - up to a maximum of 570 hours per school year. Extended Entitlement of an additional 15 hours funding (totalling 30 per week) - up to a maximum of 1140 hours per school year - is also available for working parents who reach the criteria required. Parents will need to apply for this funding direct (it is not available automatically) and then advise nursery of their Eligibility Code.

Early Years funding for 2-year olds may also be available, but please note that Stowford Nursery is unable to accept a 2-year old child until the term during which they become 3 (a 'Rising 3'). If you are not entitled to 2-year old funding, but still decide to start your child as a Rising 3, please be aware that sessions attended during that term will be chargeable.

We would advise also that, if your child attends more than the maximum number of funded hours allowed per week or per year - either just at our provision or a mixture of two provisions (if you are 'sharing' funding) - then parents must pay for the additional hours and will receive an invoice during the relevant term.

In order to apply for funding, the Stowford School admin team will need to see your child's original birth certificate, receive a completed Registration Form and, on a termly basis, have written confirmation from a parent/carer of expected hours of attendance (a form will be provided for checking and signature during 'Headcount Week'). Information is provided to Devon County Council in order for funding to be received. If you receive an invoice, there will be no charge generated for the hours funded by Devon County Council.

For useful information on any funding availability for 2-, 3- and 4-year olds, go to www.childcarechoices.gov.uk or click the link on our school website.

CONDITIONS OF ADMISSION

To ensure the smooth running of the Nursery, the following terms and conditions are necessary. When you accept a place for your child you will be asked to sign to say that you agree and will adhere to them.

Fees:

Bookings are taken for complete sessions.

Regular unfunded hours between 9am and 3pm are charged at £5.00 per hour per 3-hour session [£15.00 per session].

Fees continue to be payable if a child is absent without notice or for a short time. In cases of prolonged absence, parents should consult the Nursery about fee payment. Each child's attendance at the Nursery is conditional upon continued payment of any necessary fees.



Changes to Sessions:

Changes to sessions must be made at least one month before the change is to become effective, and the requested change will be implemented from the following half-term; subject to sufficient notice being given and the availability of places.

If you wish to make a permanent change to the sessions that your child/children attend/s, please complete a Change of Sessions request form (available from the Nursery or from the school office).

Early Years Pupil Premium:

Devon County Council 'Early Years Pupil Premium' (EYPP) is available for 3 and 4 year-old children whose parents are in receipt of certain qualifying benefits ('Economic'), or who have been adopted, or are in care ('Non-Economic'). Early Years providers (such as Stowford Nursery) are able to claim extra funding through EYPP to support children's development, learning and care. If you think you may be eligible, please ask for an EYPP ('Economic' or 'Non-Economic') Declaration Form and return it completed to the School office.

Payment of Invoices:

Payment is preferred via our online facility, 'ParentPay' (details and activation codes will be issued with your first invoice), or directly into the school account by BACS - details are printed at the bottom of each invoice.

Invoices are issued monthly in advance and are due for payment immediately.

Late Pick Up:

Please ensure that your child/children arrive on time and are collected on time. The safety of the children is of utmost importance and we cannot guarantee having adequate staff levels if children are collected late. Charges will apply if children are collected late and, if the situation is not resolved, then the place at the Nursery could be put at risk.

One-Off Sessions:

In order to provide the best experience for all children, we are unable to offer one-off or ad-hoc sessions. Once your session pattern is booked, this will remain in place for a full half-term period. Please see paragraph above with regard to changes to sessions.

Non-Attendance/Swapping Session:

If your child/children is/are unable to attend a session in which they are booked, we are unable to refund the cost or to offer an alternative session.

Admissions to Stowford School:

Please note that attendance at the Nursery does not guarantee a place in the Reception class. Usual procedures to gain admission to school must be followed.



ABOUT STOWFORD NURSERY

Key Person System and Record Keeping

At Stowford Nursery, we have in place a successful Key Person system. A member of staff, known as the Key Person, is assigned to each child.

Their role is:

- To build a close relationship with a child - someone with whom the child can comfortably identify with;
- To keep parents updated electronically with a timeline of your child's day at Nursery; with photos, videos and notes on their daily activities by means of our *Class Dojo** software.
- To keep a child profile ("Learning Journey" book) containing samples of work, photographs and observations (which you will then be given to keep once your child has completed their first half-term in their Foundation Class). These books are available for you to see at any time during your child's time with us at Stowford Nursery**;
- To analyse observations to ensure that plans meet a child's developing needs and individual interests; and
- To be available to talk to parents/carers.

*We want to ensure that we are working with you to enhance your child's development, so, as well as being able to see the fun learning activities that he or she is experiencing whilst in our care via the *Class Dojo* app, you will also be able to become involved in the timeline by contributing your own photos and notes from home to show us all of the fun things your child does outside of Nursery. Together we can provide the very best experience throughout your child's early years.

**Children's files are only ever discussed between the child's Key Person and parent/carer and with other early years' settings that your child attends. Files can be viewed by a child's parents/carers at any time.

Policies

Policies and procedures for Stowford Nursery and School are available for every parent to read and are accessible on our school website.

All policies are designed to offer the best possible experience for children and families. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

Individual Needs

The number of adults present enables us to provide attention for each individual child. Every child is able to progress at his/her own rate in all areas of development. We are experienced in working in close liaison with professionals across the range of special needs. If you would like to discuss the Nursery's ability to meet your own child's individual needs, please arrange a time to speak to the Nursery teacher or your child's Key Person, who will then seek advice if necessary. Our full special needs policy is available for parents to access on our website.

Stowford Nursery News



Our weekly focus is kept on display at Nursery. We invite parents to look, and welcome any ideas or suggestions for our planning. This also gives you a focus for conversations with your child about what they have done at Nursery.

The school newsletter is on display on our notice board and can also be accessed on the school website. The newsletter is emailed to parents and a paper copy is available on request.

Activities and events are regularly up-dated on the Nursery page of the school website.

STARTING AT STOWFORD NURSERY

The first days



A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help your child to feel confident and secure in their new surroundings. This takes longer for some children than for others and you should not feel worried if your child takes a while to settle. If you wish to stay with your child for the first one or two sessions you are very welcome.

What to wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in old clothes that are easily washable. It is helpful if your child could come with a change of clothes in case of accidents or messy/water play. It is good for children to practise the skills which will make them independent. Sensible, simple clothing which they can handle themselves will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent upon other people's help. Dungarees, belts and jumpsuits are often difficult for children to manage. Ideally, children will have shoes they can manage themselves - Velcro is best. Flip-flops are not allowed.

When children start Nursery they will be given a Stowford Nursery T-shirt. Additional T-shirts may be purchased from the Nursery at the price of £5.00. This helps to give the children a sense of identity and belonging to the school community. Whilst we encourage children to wear a Nursery T-shirt, **this is not formal uniform.**

The high standard of nursery education at Stowford involves children moving freely between indoor and outdoor learning environments. We would be very grateful if children could bring a pair of wellies to leave at Nursery as we like to get 'out and about' as much as possible!



Illness

If your child falls ill, we will contact you (or any named person in your contact list) to ask you to pick him/her up.

If your child is feeling ill or has a heavy cold, please do not send them on that day - he or she is unlikely to benefit from the session and will spread their cold to everyone else.

In case of contagious illnesses, such as sickness or diarrhoea, your child will be unable to return to Nursery until they have been clear of symptoms for **48 hours**. Conjunctivitis is a nasty but common eye complaint (commonly called pink eye). It requires medication and is highly contagious. Therefore, if you suspect that your child may have this, please seek medical advice.

First Aid



There are always at least two members of staff on duty qualified in paediatric first aid, and this enables us to take every step we can to analyse injuries or illnesses promptly. We also do our utmost to prevent accidents in and around the school. We ask that parents ensure that we have up-to-date telephone numbers in case we need to ring you concerning your child.

If a child has had a minor injury (such as a graze) during the session, we will ask you to sign a form when you pick your child up to say that you have been made aware of the injury.

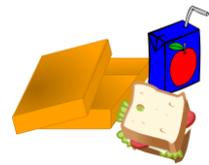


Drinks/Snacks

We will provide milk or water to drink each session, along with a healthy snack. It is very important that you let us know on your registration form if your child has any food or drink allergies.

Although we provide snack-time during each session, we do encourage children to be independent in accessing a drink of water if needed. Fresh drinking water is available throughout each session.

All drinks bottles must be clearly labelled with your child's name. Sports-top style bottles are preferable, and 'Stowford' bottles are available from the school office at the cost of £1.00.



Lunch Sessions

Children who are booked at the Nursery for a full day will need to bring their own healthy packed lunch and a drink of their choice. Stowford is a healthy eating school, so children should not bring sweets or fizzy drinks in their lunch box. Please ensure that lunchboxes are named too.

The lunch session is an enjoyable and friendly session and helps the children develop their social skills, manners and conversation.

Please note: we are a 'nut free' school due to the possibility of allergies.



Inclement Weather

In the unlikely event of serious weather (mainly storms or snowfall), closure of the Nursery may be contemplated. The closure will be reported on the Stowford School website and may also be on local radio stations.

WHAT WILL WE BE DOING AT STOWFORD NURSERY?

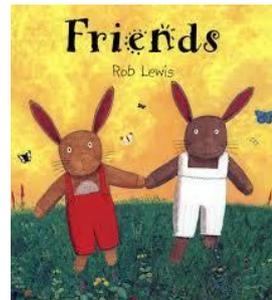
All areas of learning will be covered during our planned sessions through a range of fun, exciting and stimulating activities, both inside and outside, in which children will have the opportunity to explore, investigate and experiment using all their senses.

THE FOUNDATION STAGE

The prime areas at the heart of all learning for the Foundation Stage are:

Personal, Social and Emotional Development

We provide experiences and support which will help children to develop a positive sense of themselves and of others: respect to others; social skills; and a disposition to learn



Physical Development

Children will engage in a variety of activities to help develop their co-ordination, control, manipulation and movement. Activities will be provided to help and support children in developing and understanding of the importance of physical activity and being healthy. We have a daily 'Leap into Life' programme which, on some days, will be led by the school's PE specialist, Miss Kee.



Communication and Language

Children will be provided with opportunities to use their skills in a range of situations to help develop competence in speaking and listening. These form the building blocks for phonics work they will later engage in.



The specific areas for essential skills and knowledge include:

Mathematics

Children will be supported in developing their understanding of problem-solving, shapes and numbers in a broad range of contexts in which they can explore, enjoy, learn and practise their skills. They will be introduced to Numicon; which is a maths resource used in school.

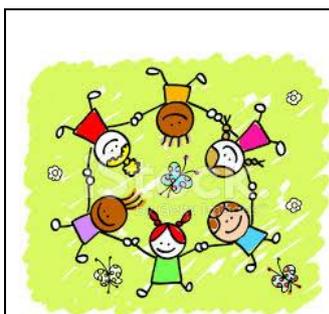


Literacy

Children will hear rhymes and stories every day and have access to a cosy book corner. There will be lots of opportunities for children to make marks; both indoors and outdoors.



Understanding the World



Children will be supported in developing the knowledge, skills and understanding that will help them learn about the world. They will enjoy investigating, exploring and experimenting both indoors and outdoors with a wide range of materials.

Expressive Arts and Design



Children will be provided with opportunities to develop their imagination through art, music, movement, dance, role-play and storytelling. They will be supported in sharing their own thoughts, ideas and feelings, so becoming confident to express themselves.

THE STOWFORD NURSERY ROUTINE

We have a daily routine that we follow. This encourages children to become confident in the setting and helps them to learn and develop independence.

Play is how children learn about themselves, each other and the world around them. We plan activities both inside and outside which encourage children to learn as they play.

Well-planned play, both indoors and outdoors, is a key way in which young children learn with enjoyment and challenge. In playing, they behave in different ways: sometimes their play will be boisterous; sometimes they will describe and discuss what they are doing; and sometimes they will be quiet and reflective as they play.

We aim to develop children's skills and knowledge in all areas of learning. We make observations of what the children do and the things they achieve as they play.

We provide a good balance of adult led and child initiated activities and experiences. A lot of the time, children choose what they want to do from the range of activities on offer. This encourages independence and is very important in developing a good attitude towards learning.

Children will also be encouraged to take part in adult-led activities, both in small groups and with the whole group.

Children will have opportunities to play inside and outside.

The adults in the setting support the children as they play and extend their learning by talking and questioning.

Through play, in a secure environment with effective adult support, children can:

- Explore, develop and represent learning experiences that help them make sense of the world;
- Practise and build up ideas, concepts and skills;
- Learn how to control impulses and understand the need for rules;
- Be alone, be alongside others or co-operate as they talk or rehearse their feelings;
- Take risks and make mistakes;
- Think creatively and imaginatively;
- Communicate with others as they investigate or solve problems;
- Express fears or relive anxious experiences in controlled and safe situations.



FINALLY:-

We hope that your child's time at Stowford Nursery will be a very happy and productive one. If you have any questions or queries, or if we can be of any help, please feel free to contact the staff at any time.

We hope that you will want to come and play with us!

