Stowford Nursery

PROSPECTUS







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

The Nursery lies within its own boundary in the School grounds and, therefore, has a safe and fully secure outdoor play area. In addition, the Nursery has access to the wide expanse of the wooded areas, the huge sandpit and other activities on the School field. The children at Nursery also spend time during the week using the facilities within the School building such as the School hall, the music room and the School library for story times. The Nursery also has access to the Yurt and fire-pit for Wild Tribe Sessions with qualified Wild Tribe practitioners.

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; 'Communication and Language', 'Physical Development' and 'Personal, Social and Emotional Development';
- 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; and
- working with the Stowford School Foundation Class team in the School to ensure continuity and progression and a smooth transition into school.

Sessions

We offer two daily nursery sessions from Monday to Friday:

Morning 9.00am – 12.00 noon
Afternoon 12.00 noon – 3.00pm

If your child is staying at Nursery all day (from 9.00am until 3.00pm), they will be able to eat their packed lunch (provided by parent/carer) between 12.00 noon and 12.30pm; where they can enjoy a sociable lunchtime with their friends before starting their afternoon session.
NB: Stowford Nursery is a 'term-time only' setting – Term dates can be found on the School website: www.stowford.devon.sch.uk.

When your child first starts at Nursery you may wish them to begin with fewer sessions during the first Term, building up to more per week over the next and subsequent Terms. Of course, if you would like them to attend more than five sessions per week (or your child is entitled to additional funding for up to 30 hours of nursery sessions per week), this can certainly be accommodated if places are available. (Please refer to the paragraph on Early Years Funding.)

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 'Early Birds' sessions from 8.00 am until the start of Nursery at 9.00 am, and 'Roosters Club' from the end of Nursery at 3.00pm until 5.45pm (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, if they wish, and play in a family atmosphere. Fees for wraparound care sessions are detailed under the parent tab of the School website under Child Care.

Our Nursery currently offers education and care for children from the age of 3 – with three intakes per academic year in the Autumn Term [September], Spring Term [January] and Summer Term [April].

Our last school OFSTED inspection in June 2023 was graded as 'good':-

"Pupils receive high levels of nurture and pastoral support. This begins in the Nursery Year, where staff quickly build positive relationships with children. Children in the early years develop routines and independence. They have a curiosity to explore and learn new things."

"Staff teach the phonics and reading curriculums with precision. Children learn to read as soon as they start school. They quickly learn the sounds that letters make and use this knowledge to read a wide range of books."

EARLY YEARS FUNDING ENTITLEMENT:

FUNDING FOR THREE- TO FOUR-YEAR-OLDS

Children qualify for Early Years 'Universal' Funding with effect from the school 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. 'Working Entitlement' Funding of an additional 15 funded hours (totalling 30 hours per week and 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 will then need to advise Nursery Admin of their 10-digit Eligibility Code.

As a 'pre-school' setting, Stowford Nursery is unable to accept children until they are actually 3 years old (from the school Term following their 3rd birthday).

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 or more provisions (if you are 'sharing' funding) - then parents must pay fees for any additional hours, and will receive a monthly invoice during the relevant Term.

In order to apply for Early Years funding from Devon County Council [DCC] on behalf of your child, the Stowford School Admin Team will need to have had sight of your child's original birth certificate, be in receipt of a completed Registration Form and, on a termly basis, have had written confirmation from a parent/carer of expected hours of attendance (a Parent Declaration Form will be provided termly for checking and signature during 'Headcount Week'). Information is shared with Devon County Council in order for funding to be received by Stowford Nursery on the behalf of your child. 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 pre-school-age children, go to www.beststartinlife.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 9.00am and 3.00pm are charged at £6.00 per hour, per 3-hour session [e.g. £18.00 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.

Payment of Invoices: Invoices are issued monthly in advance on the 1st of each month, and are due for payment immediately. Payment should be made via the School's online facility, 'ParentPay' (details and activation codes will be issued with your first invoice). The School also accepts payment via all major Childcare Voucher providers as well as the Government's Tax-Free Childcare Scheme (go to www.gov.uk).

Late Pick Up: Please ensure that your child arrives on time and is collected on time. The safety of the children is of utmost importance and we cannot guarantee having adequate staffing 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.

Changes to Sessions: Changes to sessions 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 attends, please notify the Nursery Administrator via email (nursery@sto.weststst.org.uk).

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 is unable to attend a session for which they are booked, we are unable to refund the cost or to offer an alternative session.

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.

NB: Free School Meals (FSM) entitlement is closely aligned with the EYPP eligibility criteria – we would, therefore, recommend that you also consider applying for FSM if EYPP is applicable. To apply, visit the Devon Citizen Portal for an instant decision. More info at https://www.devon.gov.uk/educationandfamilies/school-information/school-meals.

Admissions to Stowford School:

Please note that attendance at the Nursery does not guarantee a place in Stowford School's Foundation class. The usual procedure for admission to primary 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 a child profile in the form of a "Learning Journey" book (and also electronically via our *Class Dojo** software). The child's Learning Journey book will contain 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 <u>any time</u> 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, <u>you</u> will also be able to become involved by contributing your own photos and notes from home to show <u>us</u> 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.

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 Manager 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.



Policies

Policies and procedures for Stowford School and Stowford Nursery 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.

Stowford Nursery News



Our Weekly Focus will be out on display and posted on the Nursery page of *Class Dojo;* parents are invited to take a look at the Focus each week, and we welcome any ideas or suggestions that you may have for future planning. Knowledge of the weekly planning will help you to have informed conversations with your child about what they have been doing at Nursery.

The School newsletter is displayed on our notice board and can also be accessed on the School website. The newsletter contains useful information about what is happening at the School each Term, Term-date reminders, etc., and is emailed to all parents (a paper copy is available on request).

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

Stowford School and Stowford Nursery use an online communications system, *ClassDojo*, to connect teachers, pupils and families through communication features (such as a feed for photos and videos from the school day) and to provide a facility for messaging parents/carers. *ClassDojo* is fully GDPR compliant - you will be asked to complete and sign a consent form for your email address to be added to the system.



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.

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 and Crocs are not permitted.

When children start at the Nursery they will be given a Stowford Nursery t-shirt. Additional t-shirts may be purchased from the nursery. 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 – but there will be times (eg Sports Day, class photo day) that they will be expected to wear the t-shirt that has been provided.

The high standard of nursery education at Stowford involves children moving freely between indoor and outdoor learning environments. We would, therefore, be very grateful if children could bring a pair of wellies to leave at Nursery; as we do 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 them up immediately. It is essential that your emergency contact should be able to collect your child within 15 minutes of a call. Children who fall ill will need to be isolated and, in this event, staff ratios become compromised.

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

In case of contagious illnesses, such as sickness and/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.

UK Health Security Agency advice and guidance:

Should I keep my child off school?

Yes

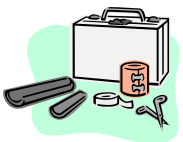
	Until...
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek

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 Nursery. We ask that parents ensure that we have up-to-date telephone numbers in case we need to ring you concerning your child.

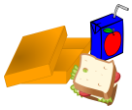
If a child has had a minor injury (such as a graze) during the session, we will ask you to sign a form when you pick your child up to say that you have been made aware of the injury.

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 Nursery 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

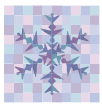


Children who are booked at the Nursery for a full day will need to bring their own healthy packed lunch plus a drink of their choice. Stowford is a healthy eating school, so children should not bring sweets, chocolate (with the exception of chocolate-covered biscuits) or fizzy drinks in their lunch box. 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: Stowford School and Stowford Nursery are 'nut free' settings due to the possibility of allergies. We would remind you not to use peanut butter or chocolate spread as sandwich fillings or to send foodstuffs containing nuts of any kind!

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 transmitted on local radio stations/via Devon County Council update procedures.

Closure of Setting



Stowford Nursery is an OFSTED-registered provider and, as such, is expected to remain open to children during the session hours registered with Devon County Council: 8.00am until 5.45pm, Monday to Friday. Unfortunately, there may be occasions when closure of the Nursery setting could become necessary (such as a utilities failure). If the Nursery has cause to close, parents/carers will be notified via a text message in the first instance at the earliest possible opportunity.

WHAT WILL WE BE DOING AT STOWFORD NURSERY?

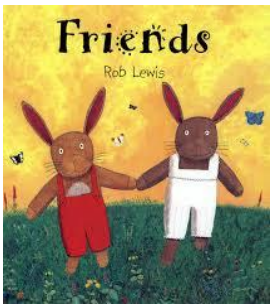
All areas of the Early Years Curriculum will be covered during our planned sessions through a range of fun, exciting and stimulating activities, both inside and outside, in which children will have the opportunity to explore, investigate and experiment using all of their senses.

THE FOUNDATION STAGE

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

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.



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.

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; oral health; healthy food choices; and a disposition to learn.



The specific areas for essential skills and knowledge include:

Mathematics

Children will be supported in developing their understanding of problem-solving 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, and a range of the different maths resources that are used in school.



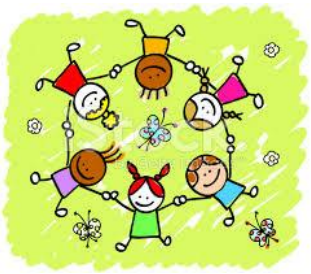
Literacy



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. They will also be given opportunities to talk about their own lives and about the people who are important to them.



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. When 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, both indoors 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 to 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; and
- Express fears or relive anxious experiences in controlled and safe situations.



….AND 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!

"Learn to play. Play to learn."

