

# Endon Hall Nursery



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## Endon Hall Nursery – Parent/Carer Information leaflet

Following a full consultation process, carried out during the Summer Term of 2014, Nursery provision was introduced at Endon Hall Primary School in September 2014, catering for 3-4 year olds.

The Nursery is managed by the Headteacher and Governors of Endon Hall Primary School. It falls under the same Ofsted regulations as the school and will be inspected in conjunction with the school. The Nursery is led by Mrs Brown, an experienced, committed member of the school staff who has the qualities and expertise required to make the provision a success. Currently, Mrs Brown is very ably supported by Miss Dawson and Miss White, both of whom have a strong background in Early Years and childcare.

This leaflet gives parents/carers information about the aims, terms and conditions, and specific details regarding the running of the Nursery. A separate document exists, which details the formalities of the agreement.

### Opening Times and Fees

The Nursery will operate between 8.45am and 3.15pm Monday to Friday, during term time.

All 3-4 year olds receive 15 government funded hours (EEF) from the term after they turn 3. This equates to either five 3 hour sessions or 2.5 days. If hours are required beyond the funded hours, a 3.25 hour session costs £12.

Some 3-4 year olds are eligible for 30 hours funding from the term after they turn 3. This equates to a full-time place (9am – 3pm, 5 days a week, during term time) or can be used up to 30 hours i.e. any number of hours above the 15 government funded hours and below the 30 hours. Parents/carers check their eligibility and are issued with an eligibility code, which we verify and then apply accordingly. Eligibility has to be re-checked every 3 months. Please note, a 'full day' is based on 9am - 3pm, 5 days a week, but the Nursery day runs from 8.45am – 3.15pm, to fall in line with the start time for the whole school and the Reception and Key Stage 1 finish time. Funding will be claimed accordingly. Please see below links to useful websites:

<https://www.staffordshire.gov.uk/education/childcare/families/EarlyEducation/30hourchildcarepilot/>

<https://www.childcarechoices.gov.uk/>

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

If parents/carers wish their child to start Nursery before their funding begins, we can accept children at the beginning of the term in which they turn 3, with parents/carers funding the place until the government funding starts. Parents/carers can select from the following sessions, based on availability.

8.45am – 12pm (3.25 hours)	£12 (if not NEF funded)
12pm – 1pm (1 hour Extended morning session)	£4 (if not NEF funded)
12pm – 3.15pm (3.25 hours)	£12 (if not NEF funded)
8.45am – 3.15pm (6.5 hours)	£24 (if not NEF funded)

Our Before & After School provision (Phoenix Club) operates from Monday to Friday, through most of the year. Parents/carers of Nursery children can access Phoenix Club either side of their Nursery sessions if required. Phoenix Club hours and fees are subject to change.

Phoenix Breakfast Club:	7.30am - 8.45am	(£5.00 including breakfast)
Phoenix After School Club:	3.15pm – 5.30pm	(£7.00 including a light snack)
Phoenix Breakfast & After School Club:	7.30am - 8.45am and 3.15pm - 5.30pm (£11.00 including breakfast and a light afternoon snack)	

## Quality provision

Our school motto, 'learning together and having fun', extends into our Nursery, along with our ethos and high expectations for education provision, both academic and personal. The rationale for the Nursery is, first and foremost, to extend the high quality teaching and learning already in place at Endon Hall School to youngsters in our community, from as early an age as possible. The Early Years Foundation Stage extends from birth to the age of five and provision within our Nursery follows this statutory guidance. In addition, the principles of the curriculum we have developed here at Endon Hall School will apply. Ofsted criteria apply and we echo these requirements.

## Healthy Eating / Snacks / Lunch

Free milk will be provided during each session. Parents/carers are asked to send a piece of fruit to share each day.

For those children attending for the full day, the afternoon session and the extended morning session, lunch is provided. If you wish your child to have a school lunch, the cost is £2.30 per day. This is payable by the parent/carer and has to be ordered online with Freshstart (our caterers), two weeks in advance. Alternatively, you can send your child with a packed lunch.

Lunch will be provided by our school kitchen at 12.05pm, in the school hall. The Nursery and Lunchtime staff will supervise during this time.

## Payment of Fees

Nursery fees are payable in advance, either termly (by the penultimate week of the previous term) or monthly (by the 1<sup>st</sup> of every month). Payments are to be made via ParentPay (online) as per the invoice issued, and are based on the sessions stated in the Parent Agreement/Request for Place form.

Fees must be paid for every session reserved and refunds are not payable for holidays taken in term time, sickness or school closure beyond our control. Failure to pay fees on time may result in a late payment fee of £10 and can result in termination of your place(s).

Many parents/carers already use Childcare Vouchers to pay for Phoenix Club. Therefore, this facility is available for payment of Nursery fees. Please inform us as to which company you are registered with and we will ensure we are also registered and able to receive payments.

## Late collection fees

Late collections (after 12pm if the morning session is attended; after 1pm if the extended morning session is attended; or after 3.15pm if the afternoon or full day session is attended, on the Nursery clock) will result in a penalty charge. This will be a charge of £5.00 for the first 0-15 minutes and £5.00 for every 0-15 minutes after that. Charges will be added to the next fee payment.

## Bookings

Four weeks' notice is required in writing for any alteration to your requirements or to end your placement.

All contracts will automatically carry forward on a termly basis (3 terms in total per academic year), unless a calendar months' notice is given.

All contracts run to the end of the academic year (i.e. the end of the Summer Term) in which the child joins the Nursery.

## Admissions

Admissions to our Nursery class shall be determined by the criteria set out below:

- 1) Siblings
- 2) Children residing in our catchment area
- 3) Children requiring a **full time place** i.e. 5 full days per week
- 4) Children whose age on entry means they could be accessing the Nursery for over 3 terms

Our rationale for opening a Nursery on site is to enable children who would previously have secured a place in our Reception class (catchment and siblings) to access Endon Hall as early as possible. Therefore, once a session reaches 80% capacity, we will defer a decision for children who do not meet criteria 1 and 2. Once contracts are signed, four weeks' notice is required in writing if either the school or parent/carer wishes to make any alterations to places, or to end a placement.

### Admissions for the Autumn Term:

For those meeting Criteria 1 and 2, decisions are made in February each year for the following September, if the Nursery has been full since the previous September.

Deferred decisions for those not meeting Criteria 1 & 2 are made in April each year, following receipt of our Reception admissions list.

If places remain available after the September intake each year:

### Admissions for the Spring Term:

Decisions for those who meet Criteria 1 and 2:

By 1<sup>st</sup> October

Deferred decisions for those not meeting Criteria 1 & 2:

Upon return from October half term

### Admissions for the Summer Term:

Decisions for those who meet Criteria 1 and 2:

By the start of the Spring Term

Deferred decisions for those who do not meet Criteria 1 and 2:

By February half term

## Toileting

The children in our Nursery will span from age 2 (Rising 3's starting at the beginning of the term in which they turn 3) to age 4. Therefore, it is inevitable that they will be at different stages of independence with toileting when they join us. Wherever possible we would encourage parents/carers to ensure children are dry when they start. However, we know this will be difficult for some children and, therefore, we will accommodate each child's toileting needs as appropriate to the individual. Please talk to us about this to let us know your child's requirements.

## Uniform

We believe that a smart appearance portrays a sense of pride and belonging to our school family. To achieve this, we have clear guidelines on our school uniform and PE uniform. We have high expectations that our children wear it with honour. From Nursery through to Year 6, our uniform is the same.

We have three types of uniform: a Winter uniform, a Summer uniform and a Physical Education (PE) uniform:

### Winter uniform:

#### Girls

Grey skirt, pinafore dress or trousers

White polo shirt

Grey or White knee socks or tights

Red school cardigan (available with school logo)

Black shoes (flat soles)

#### Boys

Grey trousers

White polo shirt

Grey or White socks

Red school jumper (available with school logo)

Black shoes (flat soles)

### **Physical Education (PE) uniform:**

Summer PE uniform -	White t-shirt (available with school logo) Red shorts
Winter PE uniform –	Red jumper (no hoodies) (available with school logo) Plain black tracksuit bottoms (no branded sportswear) (available with school logo)
Indoor footwear –	Black school pumps
Outdoor footwear –	Trainers (white or black)

**Please note:** From Reception onwards, items marked above as being ‘available with school logo’ **MUST** have the school logo, as children wear them all day on their allocated PE day. It is only in our Nursery where this isn’t the case.

### **Summer uniform:**

Weather permitting, girls may wear red gingham summer dresses and white socks; boys may wear grey shorts with grey or white socks.

### **Other:**

- Hair must be tied up at all times and only plain elastics or headbands may be worn.
- The only items of jewellery permitted to be worn are small stud earrings, which must be removed before PE.
- Our school logo cardigans and jumpers, along with our school tie and PE t-shirts, can be purchased from Mr Motif in Milton.
- 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 at all times.

### **Safeguarding / Security**

The same stringent security procedures in place during the school day will apply during Nursery opening times. The Nursery is managed by Miss Lewis (Headteacher) and the governors of Endon Hall. Endon Hall staff will lead the Nursery, with Safeguarding and Health & Safety being a priority at all times.

Supervision of children outside of the Nursery opening times remains the responsibility of the parent/carer. Children must be escorted to and from the building by their parent/carer or other nominated person.

Children will only be allowed home with their parent/carer or other nominated person (by prior arrangement with the staff). Where a parent/carer does not arrive by 12pm/1pm (if the morning/extended session is attended) or by 3.15pm (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/carer. If the parent/carer is non-contactable the emergency contact provided will be contacted. Where neither the parent/carer nor the emergency contact can be reached, the Safeguarding Policy dictates that the First Response team are contacted, to ensure that safe provision is made for the child.

If children are attending Phoenix Club before or after the Nursery day, the staff car park will be accessible between 7.30am and 8am, and again between 5pm and 6pm, for parents/carers to drop off and pick up their child/ren. Parents/carers dropping off or collecting outside of these times must adhere to the normal parking restrictions. These restrictions are in place to ensure the safety of all our children and state that no parking at the front of the school (where the yellow lines are marked) is permitted. We have an agreement with The Plough which means our parents/carers can park on their rear car park. Alternatively, parents/carers are to park further up onto the estate and consider our neighbours as they do so.