

# 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 staff are experienced and committed, with the qualifications, qualities and expertise required to make the provision a success.

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, one hour costs £5.

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. The cost is £5 per hour.

8.45am – 11.45am (3 hours)	£15.00	(if not NEF funded)
11.45am – 12.45pm (extended lunch)	£5.00	(if not NEF funded)
11.45am – 3.15pm (3.5 hours)	£17.50	(if not NEF funded)
8.45am – 3.15pm (6.5 hours but charged at 6 hours)	£30.00	(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	(£5.25 including breakfast)
Phoenix After School Club:	3.15pm – 5.30pm	(£7.75 including a light snack)
Phoenix Breakfast & After School Club:	7.30am - 8.45am and 3.15pm - 5.30pm (£12.00 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 currently £2.34 per day. This is payable by the parent/carer and has to be ordered online with Chartwells (our caterers). Alternatively, you can send your child with a packed lunch.

Lunch will be provided by our school kitchen at 11.55am, 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 11.45am if the morning session is attended; after 12.45pm 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.

Our uniform suppliers are Motif Marketing on Millrise Road, Milton and National Schoolwear Centres, Hanley. We encourage children to take pride in their appearance, both in school and when they are out in the community or on an educational visit.

### Uniform items

- Grey skirt/pinafore/trousers/shorts
- Red checked dress (in the summer)
- White polo shirt (Nursery—Year 2)
- White shirt (KS2)
- Red jumper/cardigan (with school logo)
- White, grey or black socks or tights
- Black shoes (flat soles)
- Plain red, white or black hair bands, clips or bobbles only
- School tie (KS2 only)

## **PE Uniform**

- White polo shirt (ideally with school logo but not essential)
- Red shorts
- Red jumper/cardigan (must have school logo)
- Black tracksuit bottoms (ideally with school logo but not essential) or black leggings (EYFS only)
- Black pumps/black or white trainers

### **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 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 11.45am/12.45pm (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.