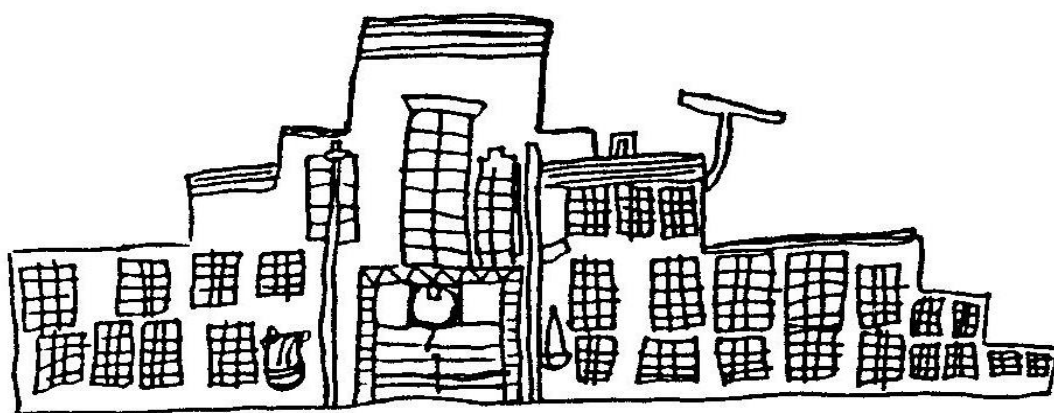


Important information relating to Clarendon Primary School Nursery



Purpose

The following information aids to act as a summary of key information we feel parents/carers will find useful when joining the nursery. More details about specific aspects of provision can either be obtained by contacting the school office or speaking with a member of nursery staff or by looking at the Policies section of the school website.

About our nursery

Clarendon Primary School Nursery was established in April 2016 to provide care and education for children aged 2 to 5 years old. We offer a diverse and inspirational curriculum to the children to ensure learning is stimulating and fun. It offers a play based curriculum and the experiences required to ensure the expectations of the Government's Early Years Foundation (EYFS) framework are met.

Our Nursery setting is a warm and welcoming environment which supports the transition from home to nursery and from nursery to school. We believe that with our extensive range of indoor and outdoor facilities, along with the care and nurturing support provided by our staff, children will enjoy coming to nursery each day to learn and play alongside other children. Within the Nursery we offer a range of extra-curricular activities which include outdoor learning, cooking, story time in the school library, and PE sessions. We also provide an excellent nutritionally balanced menu prepared by our Twelve15 our catering company.

Nursery admissions

All places at Clarendon Nursery are allocated according to our published Nursery Determined Admissions Arrangements. This information is available on the school website.

Note: For parents who wish to request to privately-fund an additional 15 hours of nursery provision, please complete and sign the terms and conditions document included in Appendix 1.

Attendance

Nursery children are expected to attend nursery as per the attendance pattern stated in your child's offer letter. Sessions are:

- Hedgehogs: Mondays & Tuesdays 8.40am (for 8.45am start) - 2.55pm, Wednesday mornings 8.40am (for 8.45am start) - 11.45am
- Squirrels: Wednesdays 12.00 noon - 3.00pm, Thursdays & Fridays 8.40am (for 8.45am start) - 2.55pm
- Foxes: Mondays, Tuesdays, Thursdays & Fridays 8.40am (for 8.45am start) - 2.55pm, Wednesdays 8.40am (for 8.45am start) - 3.00pm

Here at Clarendon Nursery we do ask that all nursery children arrive on time for their sessions, and that you make sure that you leave plenty of time to walk your child(ren) here. We try to settle the children as quickly as possible in the morning, and late arrivals can be disruptive to everyone in the nursery. We do understand that there may be a legitimate reason why your child is late, so please, If your child is late, absent, or has an appointment please either call the school or email clarendonschool@googlemail.com to let us know.

Reporting a pupil absence

If your child is absent from nursery, parents should telephone the nursery before registration begins. For morning sessions this is before 8.45am and for Squirrels' Wednesday afternoon session this is before 11.30am.

To report a pupil absence, parents should contact the main school office on 01784 253379.

Family holidays during term time

As a nursery we know that a pupil's absence, during term time, can seriously disrupt their learning. If you are planning a family holiday or time away during term time then please put this in writing addressed to the Attendance Officer and include the dates of your child's absence.

Please note: Where we have not been notified of an extended period of absence and we are unable to make contact with you, this may affect your child's ongoing allocation of their nursery place.

Payment for School Meals

If you wish your child to have a school meal, this charge is set by Surrey Commercial Services and updated annually. At the time your child starts Clarendon Nursery you will be advised of the current charges. As we are a cashless school, all payments for school meals are made on our ParentMail system. Your child's meals are bookable at least a week in advance, and payable at the time of booking. Hedgehogs have a meal on Monday & Tuesday, Squirrels on Thursday and Friday and Foxes every day.

Behaviour / Discipline

To ensure a calm, safe and enjoyable environment in the nursery, children will be expected to follow the school's 5 golden rules. These are:

- Always listen carefully and be respectful of others.
- Always do our best.
- Follow instructions the first time.
- Be caring, polite, courteous and co-operative.
- Walk quietly and sensibly around school.

Within the Nursery children will be rewarded in similar ways to those used in school, e.g. use of praise stickers, certificates, Marvellous Me etc.

In the event of a child becoming disruptive or not following the rules, reminders to do so will be given. Where a child doesn't respond to these, we have several strategies we can use, including a 'time out' to help them calm down, reflect and then re-join the session in a positive way, or we also take children who need a calming space on a 'sensory break', which may be a walk around the grounds or to a quiet room, until they are ready to return to the setting.

If a child's behaviour is deemed unsafe/detrimental to either themselves or others please be ensured that this will be discussed in partnership with yourselves as parents so that an appropriate support plan can be set up and implemented.

Safeguarding

The safety of all children is of paramount importance. In line with Clarendon's safeguarding policy all staff will be subject to an enhanced DBS check prior to employment and will undertake regular safeguarding training and training updates. This is to ensure that all staff appropriately undertake the statutory roles and responsibilities associated with our duty of care for all children at Clarendon. On occasions this can include liaison with other professionals, (including Children's Services) to ensure the best possible advice and support is obtained for the families and children we work with.

The Headteacher, as the Designated Safeguarding Lead (DSL) will be available or contactable during nursery times; however in the event of them not being available the Deputy Headteacher will be responsible.

Health, safety and medical treatment

The nursery endeavours to keep all children safe at all times. To this end, all nursery staff understand and follow the school's fire safety and evacuation procedures, and are trained in paediatric first aid.

Should an incident occur, that requires parental support and attention, the nursery will take the necessary steps to ensure you are advised at the earliest possible opportunity. If an incident does not require immediate consultation with a parent, the child will be given the appropriate

first aid, and a full explanation will be given to you or the person collecting that day. All accidents are recorded in the Accident Record book and reviewed/investigated where it is felt necessary.

If a child requires medical attention beyond that safely available within the nursery setting, in line with school procedures, an ambulance will be called immediately to ensure appropriate specialist medical treatment is obtained as soon as possible. In the event of a child requiring hospital treatment, and a parent/carer or emergency contact not being available to reach them by the time an ambulance needs to leave school, a member of staff will accompany the child and liaise with parents/carers at the hospital. (In any event, parents / carers will be notified of known events leading up to the incident as well as the subsequent actions taken).

In the event of medical concerns or an accident that is felt not to require urgent medical attention, but is causing the child undue upset or discomfort, a member of the nursery team will contact parents and request their early collection. On arrival, a member of staff will advise the parent/carer of any medical attention given as well as any other appropriate medical attention/advice sought.

To help us ensure we always provide your child with the best possible care, we request that parents disclose to the nursery any known medical condition, health problem or allergy that may affect your child during their time in nursery.

For health and safety reasons the school request that scooters and bicycles are not ridden anywhere on the school premises. Furthermore, any scooters or bicycles left on the premises during the day are done so at the parent's own risk. These items should be left or padlocked in the bike shed provided and will be removed if left in other places as they pose as a trip hazard for other site users.

The giving of prescribed medication

Whilst staff will administer prescribed medication to children, such as asthma inhalers and/or auto injectors (epi pens), it is the parent's responsibility to ensure these are given to a member of the nursery staff and that they are in date and in correct working order.

Where a child has been prescribed medication by a doctor, this can also be administered by staff in the nursery providing it is required during the hours attended; however any medication given must be in the original packaging, clearly-labelled with the child's details and must include the prescriber's instructions. Parents must also complete a Pupil Medication Request form.

The application of sun tan lotion

When the weather is expected to be warm, parents are requested to ensure they have applied a long-lasting sun tan lotion to their child. Please note: the nursery does not have sun tan lotion available due to potential skin allergies and it is therefore the responsibility of parents to ensure their child is adequately protected.

Infection & illness

As the nursery cannot accommodate children who are unwell or harbouring an infectious illness, (e.g. sickness and diarrhoea) where a child is not well enough to attend nursery parents must inform the nursery before the start of the session.

Please note: If you have administered pain relief such as paracetamol or ibuprofen on the morning of your child's planned attendance at nursery, the child should not attend that day as the medication may mask an underlying infection/illness and nursery staff are not able to administer pain relief medication should it be required later that day.

In an event that your child is slightly under the weather and you are unsure as to whether they are well enough to attend nursery, please contact the nursery team **prior to your child's**

arrival as they will be happy to discuss your child's individual circumstances. Any advice given is based on guidelines provided to the school by the Health Protection Agency. Further information can be found on their website: www.hpa.org.uk. N.B. in the event of a child contracting or being diagnosed with certain contagious illnesses, e.g. chicken pox it will be necessary to 'exclude' them from the nursery for the recommended period of time to ensure any contagious illness does not spread to other children and staff. Guidance with regards to how long these 'exclusion' periods are can be obtained from either your child's GP or the school, who again will follow the recommendations provided by the Health Protection Agency.

Dropping Children Off in the Morning

Children start nursery at 8.45am and the gates are open at 8.40am every morning.

Please note: gates will close at 9.00am and if your child is late, you will need to bring them to the main school office (after 9.00am only) where a member of the nursery staff will be notified, and, when available, will come and collect them.

Nursery staff kindly request that you do not use your mobile phone at the time of drop off/pick up of children as staff may have an important message/information to relay.

Collection of children

Nursery finishes at the following times:

- 2.55pm on Mondays, Tuesdays, Thursdays and Fridays
- 3.00pm on Wednesdays. (Gates will be opened at 2.55pm, due to parents needing to collect siblings).

It is the parents/carers responsibility to ensure that children are collected on time and that nursery staff are aware of who will be collecting your child. In the event of a different adult needing to collect your child, no child will be allowed to leave unless prior notification and a password has been given, regardless of whether the person is known to the nursery staff or not.

Late collection of children

In line with school policy, parents/carers must collect children from the nursery by the designated collection times, identified above.

Due to the allocated hours staff work in the nursery and in line with our Uncollected Child Policy, which states that we reserve the right to charge parents for the additional hours worked by nursery staff, please note that where children are not collected by the designated collection times, a late collection penalty charge of £25.00 will be payable. Whilst we appreciate that, on the rare occasion, unavoidable delays can happen we do require the adult collecting the child to telephone the nursery as soon as they are aware that this is likely.

N.B. In line with school safeguarding procedures, where a child is left uncollected with no collection plans in place with either the parent or an emergency contact, contact will be made with Social Services via The Emergency Duty Team.

Equal opportunity

The nursery is committed to caring for all children. With this in mind, staff will treat all children in their care with equal concern and without prejudice to their religion, racial origin, cultural background, gender, disability or special needs. The nursery will also work in partnership with parents, and where necessary, other professionals to ensure any identified needs are appropriately supported.

School uniform / essential nursery items

The children in the nursery are strongly recommended to wear a “nursery uniform” that is practical for any activities being undertaken, that is easy for parents to wash and that will help the children feel part of our school community. The “uniform” consists of a school jumper with Clarendon logo, black tracksuit bottoms/leggings, a polo top (ideally white and unbranded) and trainers. Please note: footwear should not include flip flops, crocs or other open-toed shoes as these are often dangerous when completing active, play-based activities. (Children not wearing appropriate footwear will need to do so before being left at the nursery setting.) Furthermore, due to the school’s health and safety policies, no hoop earrings are permitted, as they can get caught when children are playing and taking part in physical-based activities. We also recommend the children to have a Clarendon book bag instead of a backpack, due to limited peg space.

As children engage in a whole range of wet and messy play activities, which can sometimes result in them needing to change, all children need to bring a spare set of named clothing to nursery. Spare clothing consists of a top, a pair of trousers, underwear, socks and spare footwear. The spare clothing does not need to be uniform. A pair of named wellington boots can also be left at nursery for outdoor messy play.

Toilet training/nappies

Whilst children who are not yet toilet trained will be changed and, when dry during the day, will be supported by nursery staff with any toilet training programme being followed at home, the nursery does not set up and implement toilet training on behalf of parents.

When parents are planning to start toilet training their child they should speak to a member of the nursery team so that a plan can be put in place in both settings as this will help ensure the maximum benefits of any programme are obtained.

As children who have just started using the toilet often have small accidents in the early days, alongside the spare set of clothing already provided for wet and messy play, your child will also require a further set of clothing which they can change into at these times. These items should be clearly labelled with your child’s name in a separate carrier bag and placed on your child’s peg. Nursery staff will notify you if any of these items of clothing have been used so they can be replaced in advance of the next session. Please note: the nursery does not have sufficient spare clothing to lend to children in the event of their ongoing changing requirements.

If your child is not yet toilet trained and therefore still using nappies, we ask that during nursery sessions they wear nappies and not pull ups, as this helps reduce the time it takes to change a child therefore maximising the time they have to engage in the wide range of learning opportunities available.

As a setting, we do not provide nappies, wipes and the creams for the children, (largely due to potential allergies some children have to particular products). If your child requires these, then we ask that upon joining, you provide the following labelled items:

- 1 pack of nappies (preferably not pull ups)
- 2 packs of wipes
- 1 tub of nappy cream.

N.B. We will let you know if your child needs any replacement items by verbal and written contact. If you do not provide your child with these items, after notice has been given to you, we may have to send your child home as under our duty of care we cannot leave a child in wet or soiled clothing.

Personal property & belongings

As the nursery cannot be held responsible for any loss or damage to children’s property, children are not permitted to bring in their own toys, books or other equipment.

Complaints

The success of the nursery depends on effective partnerships between staff, parents and children and therefore encourage parents/carers to raise any concerns they have at the earliest opportunity.

In the event that you feel you need to make a more formal complaint, the school's complaint procedure should be followed. In the first instance concerns should be raised with the nursery teacher. If a parent/carer subsequently feels that their complaint has not been resolved or appropriately dealt with and wish to take this further then the Headteacher should be contacted. If, after this, the parent/carer is still not satisfied with the outcome, the complaint should be addressed to:

The Chair of the School Governing Body
c/o Clarendon Primary School
Knapp Road
Ashford
Middlesex
TW15 2HZ

So that we know all parents have read, understood and accept the information outlined above, please sign and return the attached reply slip on the next page



CLARENDON PRIMARY SCHOOL NURSERY – REPLY SLIP

I confirm I have read, understood and accept the information outlined in the “Important information relating to Clarendon Primary School Nursery” information booklet

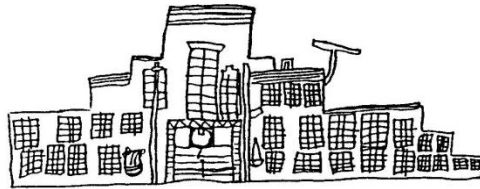
Child’s Name: _____

Nursery Group: _____

Parent/Carer Signature: _____

Date: _____

APPENDIX 1



CLARENDON PRIMARY SCHOOL NURSERY

TERMS AND CONDITIONS

PRIVATELY-FUNDED ADDITIONAL NURSERY SESSION (15 hours)

NOTE: For completion only if you have selected Option E in Section 5 of the Nursery Application Form

PUPIL INFORMATION (please complete as fully as possible)			
Surname	Forename	Middle Name	Gender
			Male / Female
Preferred Forename	Date of Birth*	<i>*on acceptance of a nursery place, the school will need to see a photocopy of the birth certificate</i>	

Registration

On receipt of a completed application form your child will be considered for a place in line with the Clarendon Primary School Nursery Determined Admissions Arrangements. Once your child's 15 hour Government-funded place is confirmed, if requested on the application form your child will also be considered for an additional 15 hours increasing their nursery provision from 15 to 30 hours per week. (These places will be allocated using the attached Nursery Admissions Arrangements and are subject to availability). Once the additional 15 hours has been confirmed, the first half term's fees are payable in advance of their start date, and each half term thereafter. Should there be a delay in taking up these additional sessions after confirmation, fees for that half term will still be payable.

Fees

Fees will be charged half-termly and must be paid prior to the start of the next half term. These are calculated at a rate of £6 per hour for 15 hours per week. Payment will be made via the online payment system which you will have access to once your child starts. For the purposes of calculating the additional half-termly fees, privately funded sessions are allocated to the Wednesday afternoon, Thursday and Friday sessions. The government-funded places are allocated to Monday, Tuesday and Wednesday morning sessions. (Please note: if you decide to cancel the 15 hours of privately-funded provision, core offer session days will be discussed and agreed at the time any change needs to be made).

Fees are payable during periods of absence due to sickness and holidays taken by you within your regular sessions. No refund will be given in the event that the nursery has to close due to circumstances beyond its

control. Please note: calculation of additional fees do not include days when the school/nursery are closed due to Bank Holidays or INSET training days.

A half term's notice is required if you wish to withdraw your child from the nursery or stop using the additional 15 hour session option. Fees are payable during this period of notice.

Fees will be reviewed at least annually. We will give you a half term's written notice of any change.

Late Payment

If payment has not been received within two weeks of the start of the half term being paid for you will receive a final notice informing you that a surcharge of £25 is now due. If payment has not been received within a further week, your child's place will no longer be available at the additionally paid for session option.

Please note: if you are experiencing financial difficulties please talk to the school office as soon as possible.

Having read, understood and accepted the terms and conditions outlined above, I would like to request to privately-fund the additional nursery session option of 15 hours

Signed: _____ Print Name: _____

Date: _____