

# Heyhouses C of E Nursery School



## Parents Handbook



# Heyhouses Church of England Nursery School

Welcome to our Nursery School. We are an independent private day nursery with charity status specialising in the care of children from two and half to four years of age.

## Our mission statement:

*"We seek to enable children  
to reach their full potential  
educationally, spiritually and socially  
so that they may become all that God has created them to be".*

*First Steps in Building a Future*



# Staff

It is our policy to have a higher ratio of staff at all sessions than the legal requirement. All staff & volunteers have enhanced DBS clearance.

## **Nursery School Manager:**

Mrs Joanne Kaced B.Ed. (Hons) EYPS

## **Deputy Manager:**

Miss Robyn Whiteside BA - After Nursery School Leader

## **SENCo:**

Mrs Julie Ward

## **Senior Nursery Practitioners:**

Miss Darcy Porter - Breakfast Club Leader

Miss Sam Surtees - Deputy SENCo

## **Nursery Nurses:**

Mrs Jean Knight, Mrs Julie Swarbrick

Mrs Kat Lennon

## **Nursery Practitioner:**

Miss Natalie Bretherton, Mrs Emma Winning, Harriet Lynch

## **Qualified Nursery Assistant:**

Mrs Celma Naylor

## **Nursery Assistants:**

Mrs Debbie Lamb, Miss Laura Littler

## **Afterschool Club Catering Support Worker:**

Miss Samantha Bates

## **Finance Manager**

Mrs Hester Holdsworth

## **Business Support Officer**

Mrs Sarah Fisher

## **Nursery Business Administrator:**

Mrs Suzanne Williams



## Sessions

Nursery is open Monday to Friday during term time. We are very flexible in the times when children can attend nursery. We are open from 8 am for Breakfast Club and for those parents who require additional care we are open until 5.45 pm. You have several options which can be reserved at the beginning of the term or arranged according to your needs.

You may choose:

- Full time / Full day      8 am or 9 am - 4 pm or 5.45 pm
- Part time - mornings    8 am or 9 am - noon or 1 pm
- Part time - afternoons   12 pm or 1 pm - 4 pm or 5.45 pm

## Fees

Every child is entitled to **15** hours a week of FREE childcare and education for 38 weeks per year the term after they are 3:

- Autumn term - 14 weeks
- Spring term - 11 weeks
- Summer term - 13 weeks

It is called the Early Education Funding (EEF). The hours can be taken anytime between 8 am and 5.45 pm.

An additional 15 hours is also available for eligible families, nursery will offer a limited number of these funded places.

Any hours taken above the 15 or 30 hours of funded entitlement will be invoiced according to the fees set by the trustees. Parents **MUST** complete the **Parental Agreement Form EVERY** term. The funding claim is carried out by nursery.

We also have a limited number of places for 2½ year olds funded and unfunded children. Funding for 2 & 3 year olds is available the term after they are 2 or 3, this is at the discretion of the nursery. Children may attend nursery before funding becomes available.

To receive the maximum benefit from the activities a minimum of **three** sessions per week must be taken and 24 hours for the extended funding.

There may be some years when nursery is open for additional days, due to the statutory holiday pattern. Families will be given the option to send their child to nursery and pay for the additional hours or keep them at home. The additional days will be set by nursery to ensure ratios are not compromised and are not negotiable.

## **FEES MUST BE PAID IN ADVANCE EITHER WEEKLY OR MONTHLY**

Prompt payment of any fees is requested. Parents are encouraged to pay online or set up a standing order. A copy of the Trustees Statement regarding fees is on display in the reception area.

## Our Curriculum

Our Curriculum reflects our belief in our core values linked  
to our belief that every child is competent,  
capable and has great potential.

We set out an exciting safe learning environment that supports children's well-being and engagement promoting learning and development across the seven areas of the EYFS curriculum.

The Early Years Foundation Stage is made up of seven areas of learning; there are three Prime Areas and four Specific Areas.

### **The Three Prime Areas are:-**

- Personal, Social and Emotional Development
  - Physical Development
- Communication and Language

### **The Four Specific Areas are:-**

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

To obtain more information on the EYFS you could go to:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

<https://foundationyears.org.uk/wp-content/uploads/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf>

Through our curriculum we endeavour to develop a lifelong love of learning. We provide opportunities to explore, question and investigate. We enable all children to achieve their potential, to know their rights and be encouraged to become global citizens.

We tailor our curriculum to meet the needs of the children.

We consider what each unique child brings to the setting. We plan visits and experiences that are relevant to our children and their interests.

We look at how to challenge all children to achieve their potential whatever their starting point.

We provide a learning environment that supports high quality interactions.

## Our Learning Environment

Children at Heyhouses CE Nursery School always have access to an exciting indoor and outdoor play space.

We also use the grounds of Heyhouses CE School for walks and Forest School activities.

The children have opportunities to explore:

- \* block play with Community Playthings wooden blocks and other construction according to age and development.
- \* loose parts and natural resources
- \* music such as musical instruments and a sound speaker
- \* sand and water play
- \* gravel kitchen
- \* monkey gym and climbing walls
- \* creative area
- \* Woodwork
- \* \* Gardening.
- \* Sensory room
- \* home corner because 'all children know how to be at home'.
- \* role-play areas are sometimes developed in addition:
  - \* Small-world play with animals, dinosaurs and people along with natural resources.
  - \* Writing and book areas with a core set of high-quality books used across the year
  - \* Malleable, with sensory play being particularly beneficial to the children attending with a special educational need or disability.
- \* Linked reading and writing opportunities are offered in all areas of the nursery.

## Our day at Nursery

All practitioners are highly skilled, experienced and ratios of adults to children are high.

We create flexible routines that support sequential learning and enable children to make sense of their day at nursery.

We differentiate activities to enable all children to participate.

We support sequential learning by planning experiences to build sufficient knowledge and skills for their future learning. E.g. Learning to bake a bread roll or re-tell a familiar story.

We promote deep engagement through acknowledging children's interests.

Consistently introducing the children to new vocabulary whilst they play.

We share your child's learning by observing and recording what your child is learning via 'Evidence Me' an app you can connect to. You can also share your observations with Nursery.

All staff and our Inclusion Champions are skilled at adapting the routines, curriculum and environment to provide what the children need so that we can support them to learn and be happy.

8.00 – 8.45 am – Breakfast Club, breakfast is served until 8.30 am

8.55 am 'Welcome Time' in groups, walks and news.

10.00 snack time

10.15–11.15 am – Indoor & Outdoor Activities

11.20 am – Tidy Up Time

11.30 – Group Time – group activities & Storytime

11.55 – 12.00 pm – Farewells & Lunchtime

Lunchtime

12.55 pm – Welcome Time in groups and calm time

1.15 – 3.00 pm – Indoor & Outdoor Activities Snack from 2.45 pm

3.00 pm – Group Time – group activities & story time

3.20–4pm pm – Farewells & Outdoor/Indoor play

4.00 – 5.45 pm – After School/Nursery Club, light tea is served around 4.15 pm

## My Day at Heyhouses CofE Nursery

**8.55 am** When I arrive at nursery I wait quietly with my family for the door or gate to open. Sometimes I feel a bit nervous, but once I see my key person or another familiar adult I feel happy and safe. I say goodbye to my family, knowing I will see them later. I sanitise my hands, hang up my coat and bag on my peg and find my name card which gives me a real sense of belonging.

**9.10 am** My friends are here now and we all like to go on a walk together around the school grounds.

We see lots of things on our walks. I like listening to the birds and looking for mini-beasts under the logs. My key person sometimes sets up a treasure trail to follow. When I get back to Nursery I sit with my group and sing a special 'Welcome' song. I listen to my friends and share my news and ideas.



At **10.00am** It's snack time, so I wash my hands and find a space to sit down at the table. I can have milk or water and a snack of fruit, vegetables, rice cake or breadsticks. We chat with each other and our adults. We like working out how many cups we need for the table.

**10.15-11.15.am** I have fun with my friends, we can all play together either inside or in the garden. I like to decide what to do by myself, but if I do not know what to do, the adults will always help me. If I am really interested in something they will let me explore it so that I can learn more about it.

**11.20am** I need to tidy up and put things away that I have been playing with. I always know where to find the things I need. When I play and learn about new things, it's very exciting!



**11.40am** I go to my key group area with my friends and we sing songs, read a story or play a game with our key person. They know the things that I like to do, the way I like to do them and how best to support me.

**12.00 noon** Some of my friends go home, but I go to the toilet and wash my hands because I stay for lunch. I know that there will always be an adult at my table so we can chat while we eat.

**1.00pm** More of my friends arrive after lunch and again I can play where I like. If I need extra help with anything, an adult will help me in a smaller group. If I wish I can relax in the calm time session with blankets and calming music. My key person offers a group time session we do lots of fun things like 'Teddy Gym' or play musical instruments. I can play with my friends, we like to make play dough or dance in the garden.



**2.45pm** I have to tidy up now and get ready for snack time. I'm learning to pour my own drink.

**3.00pm** Before I go home we sit together in our group, we talk about what we have been doing in nursery today. We have done lots of playing and lots of learning. I love listening to a story and singing nursery rhymes. Some of my friends will go home with their brothers and sisters when they finish school. I play in the garden with my friends until my Nana collects me at 4pm. I say good bye to my



friends. My key person will make sure I collect my coat, bag and water bottle. I check my special folder and take home pictures and important letters for my family. I love to tell my family what I've been doing in nursery but sometimes I forget. My key person puts photo's on 'Evidence Me' for my family to see. This helps me to remember all the fun I've had.





## How do you get to know my child?

Each child has a key person who is their special person and is your first point of contact once your child is allocated a place at Nursery. They get to know your child really well and are available to discuss anything relating to your child. We will introduce ourselves with a home visit before your child starts at Nursery.

This is a lovely opportunity for you and your child to get to know your key person who will be working with you. We find the home visit begins our relationship with you and your child on a personal note and helps your children settle as they start. We also invite you to a play session, where you can explore our nursery environment with your child.

We use an app called 'Evidence Me' to share your child's learning and development with you. Through the app we capture moments with photos and videos. We link experiences to learning and development and share them with you.

By recording your child's 'Learning Journey' digitally you can comment and add your own photo's from home too. We will also invite you to various events where you can chat to your child's key person and learn about how to support your child's learning at home.

<http://help.evidence.me/evidence-me-help-for-parents/>



## Lunches & Snacks

Children may bring a packed lunch or pay for a hot meal supplied by the primary school. Healthy snacks with a drink of milk or water are provided during the morning and afternoon at snack time. Water is available at all times. Breakfast is available between 8.00 am – 8.30 am and a **light tea** is provided for the after nursery children at 4.15 pm.

Invoices for lunches are issued at the end of each month and payment is due 1 week later.

## Uniform

Nursery uniform is highly recommended. It has been chosen to suit the practical needs of pre-school children and consists of yellow polo shirt and pale blue sweatshirt or cardigan with the nursery logo. These are currently available to purchase from nursery. These are to be worn with navy blue shorts or trousers. In the summer term girls can wear blue or yellow checked dresses.

Nursery also encourages the use of **SMALL** drawstring bags which can be used for spare clothes etc these can be left on the named pegs in the nursery. They can be purchased from nursery along with the uniform.

## Extras

- \* Please send your child to nursery with a spare set of clothes, clearly labelled.
- \* If your child is still in nappies please bring enough nappies and wipes for the day.
- \* Please bring a pair of wellies (named) to nursery that can be left here for your child to use outside
- \* We do not encourage children to come to nursery with dummies unless they are extremely unsettled.

**PLEASE NAME EVERYTHING!**



## **Policies & Procedures**

A full set of policies and procedures are available in the reception area and will be emailed to all parents. On the following pages are excerpts from some of the policies.

### **Equal Opportunities**

The Trustees and Staff of Heyhouses Nursery School are committed to equality of opportunity in education for all pupils and in the employment of staff regardless of gender, race, culture or religion.

We aim to provide a range of equipment and resources which reflect our multi-racial society.

Staff at Heyhouses Nursery School have a commitment to treat all children as individuals and to take account of individual needs ensuring equality of opportunity.

We are sensitive and responsive to the needs of children for whom English is an additional language and for children who have particular needs or disabilities.

### **Statement of Health & Safety Policy**

Heyhouses Nursery School is committed to securing the health, safety and well-being of pupils, employees, and others affected by the Nurseries activities, including visitors and contractors.

All reasonable, practical measures must be taken to avoid risk to children, staff and others who may be affected. Risk assessments are carried out on a regular basis, records are kept on file.

### **Illness, Accidents and Emergencies**

- Any child suffering from communicable diseases such as chicken pox, conjunctivitis, or fevers of 101 °F/38 °C or over, should not attend nursery until at least 24 hours after the illness has elapsed or a doctor has certified them clear.
- Any child with sickness or diarrhoea should be kept at home until they have been clear for 48 hours.
- Information will be passed to the parents to notify them of any cases of communicable or infectious diseases that have been reported to the nursery.
- When a child becomes ill at Nursery every effort will be made to contact the parents or carer who will be requested to collect the child as soon as possible.

- In the case of accidents, where possible, suitable treatment will be given and this will be recorded in the accident book and signed by the parents or carer.
- All head injuries are to be treated with caution and a bumped head letter sent home on all occasions.
- If the child is collected by a carer following a bump to the head or other serious accident then the parent must be informed.
- In an emergency, we reserve the right to remove a child to hospital accompanied by a member of staff if the parent or carer is not available.
- If a child is not well enough to be allowed outside to play (unless there is a medical reason e.g. asthma) it should not be brought to nursery.
- Following all health and safety procedures the nursery has a duty to inform OFSTED of any notifiable diseases such as covid, scarlet fever, mumps, meningitis or food poisoning affecting 2 or more people.

Please look at the Spotty Book online for up to date advice.

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf>

### Arrival & Departure of Children

- On arrival parents or carers are asked to sign their child in by initialling next to the child's name and entering the time on the printed list in the foyer. **COVID changes staff sign the children in and out.**
- On arrival, children need to sanitise their hands and are marked in the register. When all the children have arrived they are counted and the number present displayed in nursery.
- Parents are requested to adhere to the core times and to notify Nursery of any occasions when the times at which their child will arrive or be collected from Nursery will be different. The door will be opened at 8.55 for the morning session and 12.55 pm for the afternoon session.
- Parents are asked to inform staff if any adult other than the known parent or carer will be collecting the child from Nursery. Children will not be permitted to leave Nursery with an adult not known to staff unless they are in possession of the child's password.
- In the event of an unknown person to staff or someone who was not expected arriving to collect the child, the parent or carer/emergency contact of the child will be telephoned.

- In cases of parental separation, where one parent is denied the right to collect the child from the Nursery a court order must be upheld by the staff.
- On departure all parents or carers are asked to sign their child out by initialling and inserting the time against the child's name on the printed list.
- In the event of a child not being collected the Nursery School Manager or the nursery nurse on duty will telephone all emergency contacts.
- If the Nursery School Manager or Deputy Manager is unable to contact anyone she will contact social services 01772 685318, this call has to be made by 5.00 pm, after 5.00 pm the number is 0845 6021043 See Policies & Procedures file in the foyer for further details)
- On departure all parents or carers are asked to sign their child out by initialling and inserting the time against the child's name on the printed list.
- In the event of a child being left Nursery School Manager or the nursery nurse on duty to telephone all emergency contacts.

*A full copy of all policies and procedures can be found in the reception area*

### **Complaints**

In the event of a parent wishing to make a complaint about any matter relating to Nursery, this should be addressed in the first instance to the nursery School Manager, Mrs Joanne Kaced.

A record of the complaint will be kept and an account of the findings and actions taken will be notified to the person who made the complaint within 28 days. All complaints will be confidential.

If the parent feels the matter is still unresolved contact should be made with the Chairman of Trustees, Mrs Atkinson c/o Heyhouses Primary School, telephone 722014. The Office for Standards in Education (Ofsted) can be contacted on 0300 123 1231.

Further information available on their website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### **Communication**

To keep you fully informed of what is happening in nursery we publish a weekly newsletter and a more detailed newsletter is sent out every half term with details of things to come and detailed information about what has been happening during the term.

Other information regarding events in nursery can be found on Facebook and the reception area.

While your child is with us at Heyhouses they will be assigned to a Key Person. This member of staff is your first point of contact. You will be invited into nursery at regular intervals to talk

about their time with us. Reports of progress in all areas are prepared in June for all children in nursery. Further information can be found in the Nursery Prospectus.

### Extra Activities

Extra curricular activities take place from time to time in nursery. These may include football, music, dance and drama. The days may vary each year depending upon the availability of specialist staff.

### Communication Board

In nursery we have a 'Celebrations Board' It also a place to display photographs, certificates and anything you wish to share with everyone about special events and celebrations within your family e.g. new baby, wedding etc.

### Toys

We discourage children from bringing any kind of toy into nursery unless it is related to the topic. When bringing items into nursery please mark it with your child's name.

Nursery is all about having fun - 'Learning through Play'. We use the outdoors whatever the weather and this is reflected in our policies.

### General Notices for Parents

- If your child receives new medication from the doctors, we request that you keep them at home for 24 hours to monitor any reactions.
- Smoking is not permitted on the premises or in the surrounding area
- The use of mobile phones is not permitted in the nursery building
- Please consider our neighbours when parking to drop off your child
- Please give notice in writing if you are changing from a hot meal to a packed lunch or vice versa or going on holiday

**PLEASE ENSURE THAT EVERYTHING BROUGHT INTO  
NURSERY IS CLEARLY LABELLED WITH YOUR CHILD'S NAME.**

**NURSERY CANNOT ACCEPT RESPONSIBILITY FOR  
ANYTHING WHICH IS LOST**

## Friends of Heyhouses Nursery

The only funding we receive is from fees so during the year we hold a number of different events to raise additional funds for specific items which are required in the setting. In September 2009 we formed our first PTA - 'Friends of Heyhouses Nursery'.

They have raised in total over £19,000. They have organised Spring & Christmas Fairs, sponsored walks, aromatherapy evenings and Summer Balls to mention only a few. Items they have purchased for nursery include storage equipment, adjustable tables & chairs, work bench, outdoor clothing, sensory resources, outdoor equipment, outdoor classroom, mud kitchen, climbing equipment and so the list goes on. They do a tremendous job.

All the funds raised are invested in the nursery during the year so that the children can benefit immediately from the fundraising.

Everyone is welcome to come along and be part of the 'Friends' either via the committee or helping in other ways. So as parents and staff we can work together to enhance the resources and equipment in the nursery and provide the best possible experiences for your children.

We would like to thank you for choosing  
Heyhouses Church of England Nursery School.  
We look forward to working with you and your child  
over the coming year.

More detailed information about the Nursery can be  
found in the prospectus or on the website -

[www.heyhousenursery.co.uk](http://www.heyhousenursery.co.uk)

If you have any questions at anytime please do not  
hesitate to contact us:

**Heyhouses C of E Nursery  
Clarendon Road North  
Lytham St Annes  
FY8 3EE**

**01253 640110**

or email:

**[suzanne.williams@heyhousesnursery.co.uk](mailto:suzanne.williams@heyhousesnursery.co.uk)**

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