

Endon Hall Nursery



Address: Hillside Avenue, Endon, Staffordshire, ST9 9HH Telephone: 01782 502645

E-mail: office@endonhall.staffs.sch.uk headteacher@endonhall.staffs.sch.uk

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. Mrs Brown is very ably supported by Miss Dawson and Mrs Boustead, 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 9am and 3pm Monday to Friday, during term time.

All 3-4 year olds receive 15 government funded hours (NEF) 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 hour session costs £12. 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.

9am – 12pm (3 hours)	£12 (if not NEF funded)
12pm – 1pm (1 hour Extended morning session)	£4 (if not NEF funded)
12pm – 3pm (3 hours)	£12 (if not NEF funded)
9am – 3pm (6 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 pupils in the Nursery can access Phoenix Club either side of their Nursery sessions if required.

Phoenix Breakfast Club: 7.30am - 8.45am (£5 including breakfast)

Phoenix After School Club: 3pm - 6.00pm (£7 including a light snack)

Phoenix Breakfast & After School Club: 7.30am - 8.45am and 3pm - 6.00pm (£11.00 including breakfast and a light snack)

Phoenix Holiday Club: Full day 8am – 6pm (£25)
Half day (£15)

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 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 will apply. Ofsted criteria apply and we echo these requirements.

Healthy Eating / Snacks / Lunch

Free milk will be provided during each session. Parents/carers may wish to provide a healthy snack for mid-session.

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 £2.10 per day. This is payable by the parent/carer. 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 1st of every month). Payments are to be made as per the invoice issued.

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 in result in termination of your place(s).

We have been advised by our Local Authority Early Years Liaison Officer that, in order to ensure fair and equal terms and conditions, we cannot accommodate requests for regular 'pay as you go' sessions. Parents/carers who do not require the same sessions each week, due to working patterns etc, are asked to provide us with a basic plan of the sessions required for the term and payment will be also be required in advance. We are unable to accommodate arrangements where parents/carers are billed at the end of the term based on sessions attended.

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 3pm 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

One month's 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) Pupils requiring a **full time place** i.e. 5 full days per week (15 funded hours + 15 paid hours)
- 4) Pupils 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 pupils 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 pupils who do not meet criteria 1 and 2. Once contracts are signed, one month's 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 meetings 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.

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 1st 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 high expectations that our pupils 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:

White t-shirt (available with school logo)

Red shorts

Indoor – Black school pumps

Outdoor – Trainers

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 school elastics, scrunchies 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.

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 and the governors of Endon Hall. Endon Hall staff will lead the Nursery, with pupils Safeguarding and Health & Safety being a priority at all times.

Supervision of pupils 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 3pm (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 pupil.

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.