



## **Introduction**

Welcome to Shiplake Village Nursery. In this prospectus we aim to provide parents with information about our setting, it's staff, management and governing frameworks. We broadly outline how we approach our curriculum and summarise our key policies.

At Shiplake Village Nursery, our primary aim is to provide a safe, happy and stimulating environment, in which children can learn through play and positively develop their social, emotional, physical and intellectual capabilities. Each child is valued and respected as an individual and we believe every child must have the opportunity to reach their full potential.

We value strong relationships with parents, recognise the wide-ranging needs of children and families and endeavour to play a part in meeting each individuals requirements. We believe that all children have a right to grow up in an environment that is free from prejudice and discrimination.

## **Our History, Location and Structure**

Shiplake Village Nursery was established in 1966 and has occupied its current premises since 1990. The Nursery is conveniently situated next to Shiplake Memorial Hall and surrounded by open countryside. There is ample parking making it easy for drop off and collection.

The Nursery has use of a well maintained garden, which has willow structures and raised beds for planting and playing in. The Nursery room provides a light, spacious and attractive environment for the children inside. The room is planned to maximise the children's learning experiences and there are two children's sized toilets, which help build confidence and independence. We have a maximum of twenty children in any session.

Shiplake Village Nursery is registered on the Early Years Register and both the voluntary and compulsory Childcare Register. It is a registered charity (No. 1004084), and is run by a committee of volunteer parents. Although independent from the state system, Shiplake Village Nursery enjoys a close relationship with the neighbouring Shiplake CofE Primary School. We are members of the Pre-School Learning Alliance, registered with the Charities Commission and inspected by OFSTED.



## **Opening Hours and Admissions**

Shiplake Village Nursery accepts children from 2 1/2 years to school age.

We are open from 9am to 3pm. The morning session runs from 9am to 12 noon and the afternoon session runs from 12 noon to 3pm. We are open term time only. It is possible to extend the morning session (subject to availability) until 1pm in our "lunch club", where the children enjoy their packed lunch with staff and friends.

We run "Rising 4's" sessions all day on a Wednesday. These sessions are available to children starting school the next academic year. During the Wednesday morning session, the children go with the Nursery staff to Shiplake Primary School, which aids their transition to school when the time arrives.

Once a completed application form has been received and the administration fee paid, your child is added to the waiting list, which is arranged on a date of birth and registration basis. In addition, our policy may take into account the start date requested and the balance of the group as a whole. (Please see our website or noticeboard for more details of our Admissions Policy.)

The Registrar will always try to accommodate changes you may require to your child's sessions, but it would be subject to availability. We do find that there is greater availability of sessions at the beginning of the academic year and less as the year progresses and places are taken.

We recommend a minimum of two sessions for a child who is starting Nursery for the first time, building up as the child becomes settled and secure.

If your child is due to leave the Nursery, the Registrar requires a half term's written notice. Unfortunately, failure to do so may incur a charge to cover the notice period.

A late payment penalty may be applicable where invoices remain unpaid beyond their due date. Further details of this will be provided when the invoices are issued.

## **Fee Structure**

The fees paid by parents cover our general running costs and every day equipment. Invoices for Nursery sessions are sent out at the beginning of each term. Unfortunately, we cannot reimburse for any absences or holidays.

There is a £25 (non-refundable) administration fee payable on application for a place.

All children are eligible for Nursery Education Funding (NEF) from the term following their third birthday. Funding may be claimed for a maximum of 15 hours per week across their pre-school education. This equates to 5 sessions at Shiplake Village Nursery. We provide the appropriate forms



for you to fill in so that the claims to entitlement can be made. This entitlement can be shared across two settings if desired.

The fees for children not qualifying for government funding or additional sessions beyond the funded hours are as follows:

Standard session	£17.00
Lunch club	£5.00
Drop-in session	£19.00

Shiplake Village Nursery is a charity and as such does not aim, nor want to make a profit, however we do of course need to cover our ever increasing costs. Where **funded** sessions are claimed for children we need to make up the shortfall between the government funding and the actual running costs of the Nursery. This is a balancing act on a year-by-year basis, and voluntary contributions are one way we achieve this, as detailed below:

Funded Session (6 hours) Voluntary Contribution £6  
Funded Session (3 hours) Voluntary Contribution £4

(These prices and voluntary contributions are subject to change and are reviewed by the Committee annually.)

Un-scheduled sessions, otherwise known as “Drop-ins”, can be pre-arranged with the Nursery Manager. Lunch club can be booked in person on the day. Both are dependent on availability.

We accept child-care vouchers as means of payment. Further details are available upon request.

## **Payment of Invoices and Notice**

Invoices for fees will be issued after the start of each term. A late payment penalty may be applicable where invoices remain unpaid beyond their due date. Acceptance of our terms for joining the Nursery includes your liability for the fees. We try to keep our fees as low as possible. If you have difficulty paying the fees please discuss the matter in confidence with the Registrar. For non-attendance, fees are not refundable or transferrable unless there are extenuating circumstances. If you decide to remove your child from the Nursery, we require six weeks’ term time written notice.



## Children's learning and development and the EYFS

It is a mandatory requirement for Shiplake Village Nursery to follow the Early Years Foundation Stage (EYFS). The EYFS is a statutory framework that sets the standards we must meet to ensure that children learn and develop and are kept healthy and safe.

(If you would like to see a copy of the EYFS then please either ask a staff member or find it on [www.gov.uk](http://www.gov.uk))

The four overarching principles of the EYFS are:

### **1.) A Unique Child:**

Every child is a unique child who is constantly learning and can be resilient, capable, confident & self-assured.

### **2.) Positive Relationships:**

Children learn to be strong and independent through positive relationships.

### **3.) Enabling Environments:**

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between staff, parents & careers.

### **4.) Learning & Development:**

Children learn and develop in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

The EYFS describes the seven areas of learning and development that must shape our educational programme. All areas of learning are important and interconnected. These seven areas are:

**1.) Personal, Social & Emotional Development:** making relationships, self-confidence & self-awareness, and managing feelings & behaviour.

**2.) Physical Development:** moving & handling, and health & safe care.

**3.) Communication & Language:** listening and attention, understand and speaking.

**4.) Literacy:** reading & writing

**5.) Mathematics:** numbers, shape, space & measurement.

**6.) Understanding the World:** people & communities, the world, and technology.

**7.) Expressive Arts & Design:** exploring and using media & materials, and being imaginative.



Primary schools are required to follow the EYFS in their reception class. The level of progress children should be expected to have attained by the end of the EYFS (at the end of reception year at school) is defined by the Early Learning Goals. Please see EYFS for further details.

Shiplake Village Nursery uses a non-statutory document called the Early Years Outcomes (DofE 2013) as a guide to making best-fit judgments about whether a child is showing typical development for their age, may be at risk of delay or is ahead for their age.

## **Learning Journey and Assessing Progress**

Assessments play an important part in helping parents, carers and staff to recognise children's progress, understand their needs and to plan activities and support for them. Assessments involve staff observing children to understand their level of achievement, interests and learning styles.

At Shiplake Village Nursery we record our observations on Baby's Days. Observations made by the staff are often in written form and vary in length, some longer observations and some small notes. We also photograph the children and use samples of their work. We use these observations to shape learning experiences for each child.

When a child is aged between two and three, the EYFS says that we must assess your child and review their progress, providing you with a short summary of their development in the first three of the seven areas of development. We call this the "2 year check". This will be completed if one has not been done already.

## **Curriculum**

The Nursery offers a variety of activities appropriate for the children's age and stage of development, including the following:

Water Play	Music & Movement	Role Play
Painting	Construction	Exploring nature
Arts & Craft	Songs & Rhymes	Woodland walks
Play dough	Home Corner	Climbing and physical play
Cooking	Multicultural experiences	
Reading	Sand and Messy Play	

We believe in child initiated learning which is supported by adult led activities to meet the children's needs.

Most children enjoy painting, junk modelling, gluing & finger painting. The process of transforming basic materials into something involves a great deal of learning and achievement. The doing is more important than the end result. Cardboard boxes, tubes, bits of material, corks, string, egg boxes, yoghurt pots and many other items considered merely as junk can be turned into all sorts of exciting things. The children are encouraged to use a wide range of resources in order to express their own ideas.

Children love playing with natural materials like water, sand, clay, leaves & pebbles. In handling these objects, children learn what each material can do and how they react e.g. dry sand will pour, wet sand will mould. Hands on experience of the natural world is vital to children and they are assisted in exploring and understanding both their own environment and the wider world through the use of activities, stories, games & displays.

New experiences in smell & taste can be encouraged by cooking activities and growing fresh vegetables or flowers.

When playing with Lego, stickle bricks, magnetic or wooden blocks and other building toys, children can construct creatively and become skilled with hands and fingers.

Jigsaws, threading and similar toys develop coordination and the ability to match colour and shape. Using such equipment, children learn about mathematical ideas such as size, number, shape, length, height, sorting, matching, counting, comparison, problem solving and reasoning. The children are assisted and encouraged to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume & number.

Songs, games and books help the children become aware of number sequences and, when ready, to use simple mathematical operations such as adding and subtracting.

By playing with musical instruments, children discover how to create new sounds and make their own rhythms. Dancing and singing help children to find new ways of expressing themselves. They can extend their vocabulary and fluency by talking, listening, hearing and responding to stories, songs & rhymes.

The children are encouraged to manipulate sand, foam and paste. To strengthen muscles children are required to use pens, pencils and handle small objects with control and precision.

Books and stories develop a child's imagination and extend their experience of the world. Books can bring tremendous pleasure and can expand other play activities. The children are helped to understand that written symbols carry meaning, to be aware of the purpose for writing and, when ready, use drawn and written symbols for themselves.

The Nursery has two computers and ipads for the children to use during the sessions and we have a variety of programmes designed for pre-school children covering a number of subjects. We ensure that all the children are given the opportunity to access the computer and that we closely supervise the use of this resource.

Our “role play corner” enables the children develop their language, imagination and confidence through creative role play.

We take great care to plan a broad and balanced curriculum that covers the seven areas of learning of the EYFS. We plan to stimulate and engage the children based on their interests and learning potential.

### **The Day**

We use a common sense approach to the days structure which is shaped by the children and also other factors such as the weather, seasonal and cultural celebrations. So, whilst there is no such thing as a typical day, it might look a little like this:

- Drop off and self-registration, settle to an activity.
- Free play: offering a range of adult and child led activities inside and outside which cover the 7 areas of learning outlined in the EYFS (this is explained in more detail in the “curriculum” section of this prospectus.)
- Snack time: we offer the children a rolling snack. This means the children are free to decide when they would like to stop playing for a snack. The children independently wash their hands. They choose either milk or water and from a variety of fruit and veg. The children sit down and enjoy this time together with their friends. The children are encouraged to pour their own water or milk.
- Letter of the week: each week children are encouraged to bring in an object or toy which starts with the letter of the week. Children put their object or toy into the letter bag by the door. Towards the end of each session, staff and children will explore the letter sound through show and tell.
- Story Time: we hold this indoors and outdoors and we encourage parents, grandparents or carers to come and contribute.
- Midday: End of morning session. Afternoon session commences.
- Hand wash and Lunch: children and staff sit down and enjoy their packed lunches together.
- Free play – offering a range of adult and child led activities inside and outside which cover all 7 areas of learning outlined in the EYFS. (this is explained in more detail in the “curriculum” section of this prospectus.)

- Snack time: as above.
- Letter of the week: as above.
- Story time and goodbye
- 3pm: End of session

### **Special Events**

We celebrate festivals from around the world throughout the year and annually welcome parents to an Easter, sports day and Christmas event. We are welcomed by Shiplake Primary School to their Christmas play and sports day celebrations.

We are keen to develop links with the wider community and have enjoyed visits from Dentists, GP's, vets, nurses and firemen with their fire-truck. We have also visited our local farm on-board the farmer's big red tractor!

In recent years, we have made our Nursery into a farm for the day by inviting Basil's Mobile Farm to the setting, where we learn how to feed and care for familiar animals such as lambs and chickens.



## **Settling In**

Children react in many different ways to their first day at Nursery: some leave you without a backward glance, others will become quite upset. If you think your child will take some time to settle, don't worry. We have various different ways of tackling this and work closely with you and your child and on an individual basis.

When numbers are high, we operate a staggered intake, with no more than two new starters in any one session. We find this very effective in reducing stress levels in the setting and ensuring a calm environment for new and existing children.

We encourage a minimum of two settling in sessions the term before your child starts at Nursery.

## **The role of the Key Person**

We believe children settle best when they have a key person to relate to, who knows both them and their parents well and who can meet their individual needs.

We allocate each child with a key worker before they start and will make them known to you during settling in sessions.

The key worker's role is to ensure that your child's care is tailored to meet their individual needs. In order to do this, they will be responsible for observing and assessing your child. The key worker normally forms a strong bond with your child through playing and talking to them.

## **Transition to Primary School**

All sessions at our Nursery promote teaching and learning that is focused to children's "school readiness".

Wednesday morning and afternoon sessions are specifically allocated to children who start school the following September.

On a Wednesday morning the staff walk with the children to Shiplake Primary School and a variety of activities take place, for example, a music and movement session in the main hall, a story in the reception class or play-time when they interact with the infants in the play-ground. They may meet the reception teacher or head teacher. The main focus is on familiarity.

Closer to the time, at Nursery, the children will role play with the school uniforms and talk about how they feel about going to school. They will formally meet the reception teacher who will be taking them in September.

## Our Staff

The Nursery employs a Manager, Deputy Manager and team of Nursery Assistants which meet EYFS regulations and child to adult ratios.

**Cherry Greyston:** is an invaluable asset to the nursery and is currently appointed as our Nursery Manager. Cherry brings a wealth of knowledge, passion and enthusiasm to the nursery with over 20 years experience in childcare, NNEB, ADCE ILM Level 3 in Childcare Management

**James Constable:** our Deputy Nursery Manager, has a level 3 Diploma in childcare. James joined in February. James has previously worked in a day nursery.

**Julie Ferguson:** Nursery Assistant, joined the Nursery in 2013, and has a Level 3 NNEB. She has over 10 years experience in childcare, her previous jobs being a full time Nanny and child-minder.

**Nicola Hughes:** Nursery Assistant and joined Shiplake Nursery in September 2016. Nikki has a Level 3 diploma in childcare. Prior to joining the nursery Nikki was a Childminder (since 2011) receiving an outstanding grade from Ofsted this year. She has previously worked in a Nursery as a nursery assistant.

**Jessica Turner:** Nursery Assistant and joined Shiplake Nursery in February 2017.

**Karen Hawkes:** Registrar, joined March 2017

Our staff continue their professional development through regular supervision sessions which lead to focused training. Courses such as Positive Behaviour, Play Skills and Observation Techniques are some of the courses recently attended. All staff regularly update their First Aid and Safeguarding qualifications.

## Parents and Shiplake Village Nursery

Parental involvement is an integral part of our Nursery. To help you feel welcome we have a parent's noticeboard in the foyer of Nursery. This is an excellent source of information for parents, including staff photos, weekly curriculum, summary children's activities, letter of the week and up-coming social and fund raiser events.

We also have a modern and up-to date website with our policies and links to important documents and contacts.

At the beginning of every week we send a weekly newsletter, outlining the plans for the week. This informs you about topics being covered, specific learning intentions planned, special outings and the letter of the week. h

We operate plastic file system for sending home children's artwork and forms. We leave these out for you to check at the end of each session.

We have green paper leaves which we call 'WOW' leaves, where you can record your child's 'WOW' moments that happen at home. When you return them, we can talk to your child about their achievements, making them feel proud and promoting positive self-regard. It also helps your child's key worker get to know your child well. A 'WOW' moment may be about eating broccoli or doing a roly-poly. 'WOW' what fantastic news!

We encourage feedback and comments and carry out an annual parent questionnaire which is summarised at the Nursery Committee AGM. We also have parent feedback and comments box.

We invite parents to share their passions and skills in show-and-tell sessions and come in to read at story time. In addition if you would like to volunteer to help out, or observe a session to see what we get up to, you are very welcome to arrange this with the Manager. (Safeguarding procedures must be followed.)

We ask parents for donations of fruit and vegetables for snack time and also for essential supplies such as tissues and cotton wool.

## **The role of the committee**

Shiplake Village Nursery is managed by a volunteer Management Committee. The committee is responsible for:

- Managing the Nursery finances
- Employing and managing the staff
- Making sure that we have and work to policies that help us to provide a high quality service
- Making sure we work in partnership with parents
- Fundraising
- Health and safety checks
- Managing our relationship with the Memorial Hall who rent us the Nursery room

By law, the Nursery must have a minimum number of committee members in order to operate and we always welcome any parent or guardian who would like to help the Nursery by joining the committee, which previous and current members have found to be rewarding and enjoyable. We also hope that all parents will support the Nursery in its fundraising and social events.

On the parent noticeboard of the Nursery you will find a photo of the current committee members.

## **Policies and Procedures**

Our policies and procedures are available on-line and in the entrance hall on our parents notice-board.

Included, is our policy and procedures on the following:

- Promoting Positive Behaviour
- Valuing Diversity and Promoting Equality
- Making a Complaint

## **Safeguarding**

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children are protected against the likelihood of abuse at the Nursery and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parent(s) ensures that we are aware of any problems that may emerge. The staff have all undergone safeguarding training and can sensitively offer support, including referral to appropriate agencies when necessary, to help families in difficulties.

## **Supporting Children with Special Educational Needs**

We aim to promote and support the welfare and development of all children including those with special educational needs. Our setting works to the requirements of The SEN Code of Practice (2015).

Our Special Educational Needs Coordinator is Carole Earl.

(Please see our Policy on SEN for more details.)

We hope this booklet has answered most of your queries about Shiplake Village Nursery. If you would like to discuss anything in more detail or arrange a visit, please contact the Nursery Manager who would be pleased to help you with any questions.

We hope that our Nursery will suit your needs and those of your child and we look forward to welcoming you.

## **Useful contact information**

**Nursery address:**

Shiplake Village Nursery  
Memorial Avenue  
Shiplake  
Henley on Thames  
Oxfordshire  
RG9 4DW

**Nursery Telephone number:**

0118 9404738

**Email contacts:**

[registrar@shiplakevillagenursery.co.uk](mailto:registrar@shiplakevillagenursery.co.uk)

[manager@shiplakevillagenursery.co.uk](mailto:manager@shiplakevillagenursery.co.uk)

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