



Prospectus 2018

Introduction

Welcome to Shiplake Village Nursery. In this prospectus we aim to provide parents and carers with information about our setting, its 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 individual's 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 situated next to Shiplake Memorial Hall and field and is in close proximity to Shiplake CofE Primary School grounds. There is ample parking making it easy for drop off and collection.

On the 1st April 2018 Shiplake Village Nursery merged with Shiplake CofE School and is now managed by the Governors of the School. Combining operations will be a positive move, encouraging improved experiences and outcomes for children, as well as ensuring a seamless transition to the Reception class.

The Nursery has use of a well maintained garden, which has willow structures and raised beds for planting and playing in. We also have immediate access to open countryside and woodland. 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 child sized toilets, which help build confidence and independence. We have use of a fully equipped kitchen and there is a lobby with the children's cloakroom and adult bathroom.

We have sole use of the nursery room. The garden, lobby and kitchen have shared use but we have sole use during nursery opening times.

We are Ofsted rated 'Good' are registered on the Early Years Register and both the voluntary and compulsory Childcare Register.

Our Staff

The Nursery employs a Manager, Deputy Manager, Registrar and team of Nursery Assistant/Teaching Assistants who all hold current DBS checks and meet EYFS regulations and child to adult ratios.



Holly Ackroyd: Acting Manager, joined the Nursery in February 2018. Holly has experience both in a nursery and as a nanny and holds a Foundation Degree in Early Years and a Level 3 Diploma. Holly is the mother of twin boys. Holly has completed training in Generalist safeguarding, Designated Safeguarding Lead, Paediatric First Aid, Food Safety Level 2, FGM V3, Prevent Duty and Special Educational Needs



Chloe Park: Acting Deputy Manager, joined in July 2018. Chloe holds a BTEC Level 3 in childcare. Chloe has completed training in: Emergency Paediatric 3, Advanced Safeguarding, Forest School Session, Nutrition for Children, Food Hygiene Level 2 and Prevent Duty.



Jessica Turner: Nursery Assistant joined Shiplake Nursery in February 2017. Jessica has three school aged children who all attended the nursery. Jessica has the relevant training in: Safeguarding, FGM, Child Protection, Food Safety Level 2, Prevent Duty and Paediatric 1st aid



Karen Hawkes: Registrar joined in 2016 as a committee member and was appointed Registrar in March 2017. Karen has three school aged children who attended the Nursery. Karen has completed training in Generalist Safeguarding.

Our staff continue their professional development through regular supervision sessions which lead to focused training.

We will occasionally be supported by Teaching Assistants from Shiplake Primary School and Agency staff. All supporting staff will have completed Safeguarding training and be fully DBS checked. Parents are informed if there are any changes to the usual Nursery staff caring for the children.

Management Team

Nursery Manager (Acting)

Mrs Holly Ackroyd

Nursery Deputy Manager (Acting)

Mrs Chloe Park

Headteacher Shiplake Primary School

Mrs Katherine Page-Howie

Deputy Headteacher

Miss Leigh Leadbetter

Chair of Governors

Mrs Sarah Blomfield

Staff Ratios

Staffing arrangements are put in place to meet the needs of children and ensure their safety. Children are adequately supervised and always within sight or hearing.

We work to the following ratio and qualification requirements as a minimum:

For children aged 2years:

- At least one member of staff for every four children
- At least one member of staff holds a full and relevant level 3 childcare qualification
- A least half of all other staff hold a full and relevant level 2 qualification

For children aged 3yrs and over:

- At least one member of staff for every eight children]
- At least one member of staff holds a full and relevant level 3 childcare qualification
- At least half of all other staff hold a full and relevant level 2 childcare qualification

Opening Hours

Our opening hours are:

Monday to Friday

Morning session

- 9am – 12noon

Extended session to include lunch club

- 9am - 1pm

Monday to Thursday

Afternoon session

- 12noon - 3pm

Admissions

Shiplake Village Nursery accepts children **from 2 years to school age. Our minimum admission is two 3 hour sessions**, preferably on different days.

We are open term time only **38 weeks** per year and our term dates are in line with Shiplake CofE School. You can find our term dates on the Nursery website.

Sessions are booked a term in advance and changes to booked sessions require a half terms notice to ensure staffing ratios are met and not exceeded.

Universal 15 hour funded spaces are available the term after your child turns 3years. We also offer a limited number of 30hour funded spaces.

Our Admissions Policy is included in this pack. Although Shiplake Village Nursery is governed by Shiplake CofE Primary school we currently have a separate Admissions Policy and nursery children will still have to apply via the normal route for a school place.

Start dates can be mid-term as long as there is space and the correct staffing ratios available (however funding may not be available until the start of the next full term). Applications Forms should be returned to nursery with an administration fee of £25. During busy times, waiting lists are arranged on a date of birth and date of registration basis. In addition, our policy may take into account the start date requested and the child to adult ratio.

Children will be offered two settling in sessions prior to their start date. You will stay with your child during their first visit, usually 1 hour and be given a new starter pack. The second settling in session will be for 2 hours and you may leave your child if they are happy.

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 anxiety and ensuring a calm environment for new and existing children.

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.

Fee Structure

The fees paid by parents cover our general running costs and every day equipment. Requests for payment are made termly. Unfortunately, we cannot reimburse for any absences or holidays and pre-booked sessions are not transferrable.

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

Unfunded sessions are charged at:

Standard pre-booked session (3 hours)	£17.00
Extended pre-booked session inc Lunch club (4 hours)	£21.00
Drop-in session (3 hours)	£19.00
Drop-in Lunch club (1 hour)	£5.00

Funded sessions:

Standard session (3 hours)	£3.00 for consumables
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All children are eligible for **up to 15 hours of Nursery Education Funding (NEF) from the term following their third birthday.**

We also accept children eligible for the extended 30 hour funding, however the extended funding places are limited on a first come first serve basis so please check with the Registrar.

Funding entitlement can be shared across two settings if desired. We provide the appropriate funding request forms and a form is required for each setting your child attends. We cannot accept funding applications once the deadline for that term has passed. In this instance you would have to wait until the next term for funding.

We accept payment via Childcare Voucher schemes, please check we are registered with your particular scheme before making payment.

Requests for payment are payable within 14 days. 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. 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' written notice.

Safeguarding

Safeguarding is policies and procedures to ensure that every child, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm.

Our setting has a duty under the law to:

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

Our staff hold up to date safeguarding certificates.

Our safeguarding policies are available on our website and copies are readily available within Nursery.

We sensitively offer support to families in difficulties and 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.

Staff undergo regular supervisions to ensure safeguarding practices are maintained and regularly updated.

Our Designated Safeguarding Lead is Holly Ackroyd (Deputy, Leigh Leadbetter)

The role of the Key Worker

We allocate each child with a key worker before they start and will make them known to you and your child during settling in sessions. The key worker will work with you to get to know your child's individual interests and needs, this allows us to plan for focused activities. Your child's key worker will carry out your child's 2year check (where applicable) and will regularly review your child's development. A daily diary is filled in by your child's key worker which you are encouraged to read and contribute to. Observations will be carried out by all staff in Nursery but your child's observations will be reviewed by their key worker.

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 Foundation Years, SEN and Disability in the Early Years Toolkit.

It is the policy of our Nursery to respond as effectively as possible to the needs of all its children. This will be done with sensitivity and understanding and will involve a close co-operation between staff of the Nursery, appropriate agencies, pupils and their parents.

Shiplake Village Nursery can support parents in the application of an **Early Years Pupil Premium**. This premium can support additional resources required to support a child's learning and development.

Our Special Educational Needs Coordinator is Holly Ackroyd. She is supported by Sophie Underwood who is the SEN Coordinator at Shiplake Primary School (Please see our Policy on SEN for more details.)

Children's learning and development and the EYFS

Shiplake Village Nursery 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.

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.

Our aim is to provide an environment where:

- There are supportive interactions with adults
- Adults who follow the child's interest
- Adults who provide interesting, motivating and challenging experiences for the children

- Adults and routines that encourage independence
- Strategies that support families to understand how young children learn best and their vital role in it
- Environments which reflect the life of the child and where they can make genuine choices with open-ended materials
- Opportunities to be challenged as well as to consolidate ideas and refine skills
- Experiences are meaningful and motivating to the child
- Staff have high expectations of the children
- Staff have a sound knowledge of child development
- There are opportunities for children, families and staff to reflect and refine their knowledge
- Practice will be individualised to the context of the child as well as the setting

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. Shiplake Village Nursery uses Early Years Foundations framework 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.

If you would like to see a copy of the EYFS Framework then please either ask a staff member or find it on <https://www.foundationyears.org.uk/eyfs-statutory-framework/>

How we support your child's learning

At Shiplake Village Nursery we provide each child with a learning journal where we record our observations. 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. Your child's key worker will use these observations to shape learning experiences for each child. The Learning Journal is available to parents at all times. Key workers meet with parents each term to discuss your child's learning journey.

We will support families where English is an additional language and will use home picture books to support communication for all children. Home visits can be arranged for us to understand children's cultures and home lives.

When a child is aged between two and three, the EYFS says that we must assess your child and review their progress. We will provide you with an information pack when your child becomes eligible. 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.

Facilities and Resources

We believe in the value of child initiated learning and have many resources available for the children to self-select. We support learning with adult led activities and projects. 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.

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. We can also explore these materials when we are out on our woodland walks.

New experiences in smell & taste can be encouraged by cooking activities. We have a Toast Tuesday where children are given the opportunity to make toast, choose healthy toppings and practice their knife and fork skills.

When playing with Lego, stickle bricks, magnetic or wooden blocks and other building toys, children can construct creatively and develop fine motor skills. 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.

Our "role play corner" and resources of animals, vehicles and mini people enables children to develop their language, imagination and confidence through creative role play.

Outdoor learning is accessible to the children regularly throughout the day. We take many resources into the garden but children can also explore the flowerbeds, bug houses, mud kitchen and run, climb and ride vehicles.

The Nursery has ipads for the children to use during structured ICT sessions and use of the ipads during these sessions is closely supervised.

The Day

We use a common sense approach to the day's 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.
- Mix of free play and adult led activities inside, which cover one or more of the 7 areas of learning outlined in the EYFS
- Snack time: The children independently wash their hands. The children sit down and enjoy snack time together with their friends. Sharing of news and WOW moments
- Outdoor play and activities
- Story (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, children are encouraged to pack away their own lunchboxes
- Quiet time while all children finish their lunch.
- Free play and adult led activities inside and outside which cover all 7 areas of learning outlined in the EYFS
- Group time
- Story time and goodbye
- **3pm: End of session**

Group time activities can be difficult for the younger children as it involves sitting and listening as well as participating. Although we encourage 2 year olds to take part in

these activities we recognise that they may occasionally find it too much and will allow them to explore the nursery room under supervision.

Special Events and Birthdays

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

Children's birthdays are celebrated and children leaving to start school are invited to a special leaver's ceremony at the end of the summer term.

We are keen to develop links with the wider community and have enjoyed visits from Dentists, GP's, vets, nurses, farmers and firemen with their fire-truck. We are occasionally lucky enough to have a visiting lamb or chick!

Transition to Primary School

All sessions at our Nursery promote teaching and learning that is focused to children's "school readiness" and we work closely with the Reception Teachers at Shiplake Primary School to support this. We try to involve the Nursery children in as many school activities as we can such as Christmas nativities and sports days.

On Wednesday mornings the staff walk with the children to Shiplake Primary School. They spend time in either the reception classroom and outside classroom or main hall. The children really look forward to this visit. The Reception teacher helps to plan their activities and will spend time with them, 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 from their chosen school as will the key workers to discuss their Learning Journal and the Early Years Tracker assessments which have been carried out. If a child has any requirements for additional support this will also be discussed.

The key workers will meet with the Reception teacher of your child's chosen school and discuss their Learning Journal and the Early Years Tracker assessments which have been carried out. If a child has any requirements for additional support this will also be discussed.

Parents are encouraged to support school readiness and are given packs containing information about the types of tasks and activities children are expected to carry out independently in school.

Parents and Shiplake Village Nursery

Parental involvement is an integral part of our Nursery. We welcome parents into Nursery and staff will always make themselves available to parents. We have a closed facebook group where we communicate with parents on nursery activities and share photographs of the children enjoying their activities. We also send parents a weekly update via the Shiplake Primary Schools parentmail system. Our notice boards in the lobby area give parents essential information such as staff training, safeguarding contact numbers, complaints procedure and Ofsted/Early Years information.

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

We use daily diaries to inform parents what their child has eaten and nappies etc. We encourage parents to fill in these diaries during half term holidays so that we have a continuous picture of the child's development. A learning journal is used to record observations, assessments, photographs and artwork, these journals are available to parents at all times.

We have paper leaves available which we call 'WOW' leaves, where parents can record their child's 'WOW' moments that happen at home. We will celebrate these achievements in Nursery to promoting positive self - regard. It also helps keyworker to get to know the child. A 'WOW' moment could be something very small or a big achievement.

We encourage feedback and comments and carry out an annual parent questionnaire. We also have parent feedback and a 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 parents are welcome to volunteer to help with outings or activities, or observe a session to see what we get up to. This can be arranged by 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 PTFA

Shiplake Village Nursery and Shiplake CofE School appreciate and value additional fundraising from our Parent, Teacher and Friends Association.

We very much hope that you can help to support fundraising events with donations as well as volunteering your time. A schedule of fundraising events will be made available to you. The money raised is vital in ensuring we can provide children with a range of exciting resources in order to support both Early Years and National Curriculums.

The PTFA are always looking for parents who can help in a variety of ways. Please speak to a member of staff if you are interested in joining the PTFA.

Class Rep

We operate a 'Class Rep' system who will help to plan and co-ordinate parent focused events and fundraising events. Our current class rep is **Ellen Broughton**

Health and Safety

We carry out daily risk assessments in the nursery room and garden and daily checks in the kitchen. These risk assessments and checks are designed to ensure that children are safe from harm of hazards, the room is clean, food is stored safely and security has not been compromised.

We have additional risk assessments for outings and specific higher risk activities.

All our cleaning products have been COSH tested and our electrical equipment is PAT tested annually. We carry out a fire drill termly.

We have recently been accredited 3 stars in food hygiene.

Accidents and medication

Accidents are recorded in our accident book and parents are asked to sign this on pick up. The accident book is reviewed regularly and risk assessments carried out accordingly.

We have an Administering medicines policy and can support children with special medical needs.

We operate a 48hour sickness policy and have an Infectious Diseases policy.

Policies and Procedures

Our policies and procedures are available on-line and a folder of policies is available in Nursery.

We ask parents to read all policies and complete a registration form with relevant emergency contacts and consents.

Privacy – use of personal data

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject (you and your family).
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects (you and your family) for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Our 'Privacy Notice' is available on our website and explains how we collect, store and use data and the type of data we collect.

Making a Complaint

The nursery takes complaints of any kind seriously. We try to resolve concerns amicably and informally so please speak to the Nursery Manager if you have a complaint. If you prefer to speak to someone else, then you should contact the Head Teacher at Shiplake CofE School. If you would like further information please see our "Making a Complaint" policy on the noticeboard and nursery website.

Arranging a Visit

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.

Useful contact information

Nursery address:

Shiplake Village Nursery

Memorial Avenue

Shiplake

Henley on Thames

Oxfordshire

RG9 4DW

Nursery Telephone number:

0118 9404738

School Telephone number:

0118 9402024

Email contacts:

registrar@shiplakevillagenursery.co.uk

holly@shiplakevillagenursery.co.uk

office.3810@shiplake.oxon.sch.uk