

THE BROOK NURSERY



PARENT HANDBOOK 2018-2019

OUR NURSERY PARENT HANDBOOK

We hope that this booklet provides you with helpful information about your child starting at our nursery. You can also log onto our website for more information and regular updates of what is happening in nursery.

www.brook.w-sussex.sch.uk

SESSIONS AVAILABLE:

From the term after their 3rd birthday, every child is entitled to 15 hours free nursery sessions. We provide the following sessions:

8.30 - 11.30 (3 hours)
12.00 - 3.00 (3 hours)
9.00 - 3.00 (6 hours)
8.30 - 3.00 (6.5 hours)

Parents can choose how to use their funded hours. Depending on availability, children can attend extra sessions above the free nursery entitlement which would be chargeable.

30 hours Free Nursery Education - Some working parents may be entitled to an additional 15 hours (30 in total) per week. This new government scheme was introduced in September 2017 and is seen as a credit for working parents. The criteria for the additional 15 hours is as follows:

- Both parents are working (or the sole parent is working in a lone parent family) AND;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW) - basically this means you need to earn a minimum of £125 per week - and earn less than £100,000 per year.

Please note this includes employed and self employed parents as well as parents on zero hour contracts who meet the criteria. Parents who are on maternity, paternity or adoption leave or those who can't work because they are disabled or have caring responsibilities, could also be eligible.

Parents who think they may be eligible for the additional 15 hours should visit www.childcarechoices.gov.uk. When parents have been granted the additional 15 hours, they will be given a code which must be written on to their Free Entitlement Declaration form - this code is then used to request funding. Parents will then need to reapply for this funding every term to guarantee their funding for the following term. This is so that the Government can check that parents are still eligible. Parents will be contacted termly by the Government and asked to update their details. Unfortunately if details are not updated, the funding is withdrawn and additional hours are chargeable.

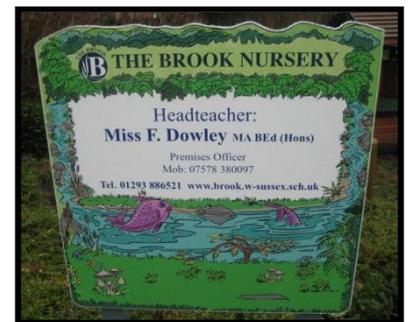
Any sessions attended by your child over the government funded hours will be chargeable at £6 per hour.

STARTING AT OUR NURSERY:

After an initial induction meeting, the children are offered a stay and play session where they can come in after the nursery day, with their parents/ carers. This is a great opportunity to meet the teachers and become familiar with the environment. We will also visit your child at home just before they start. This is a really important part of helping your child to settle and a good chance for you to talk to the nursery staff about your child. The home visit only lasts about 10-15 minutes. Before starting their sessions, we will ask you to make a 'This is Me' scrapbook about your child. This could include baby photos, their family, pets, friends, hobbies, favourite foods and toys.

On the first day

The entrance is around the back of the nursery. A member of staff will always be on hand to greet you and your child. Your child hangs up their coat and belongings and then finds their name, which they pop into a post box to self register. Your child will also be marked as present on the register as they arrive. You are welcome to help your child settle into nursery when they first start.



Many children like to go to the door at the front of the nursery to wave goodbye to you so do remember to check to see if your child is there waving!

DAILY ROUTINE:



We have a routine for each session and for those children staying all day:

Children self register, put their individual snack into the correct coloured tray and then go and play in the main part of the nursery.

At 9.10 am the whole class come together for registration and a chat about the morning. The children then split into smaller groups to work on a short activity with a member of staff. After this we start a 'Discover and Do' session where the outside area is opened up and children are able to 'free flow' across all the different areas in the nursery, self-initiating their own play. Sometimes we also take part in a whole class activity, such as music and movement in the hall.

During the morning we all meet on the carpet to have our snacks and drinks. The children bring their own drinks bottle and water and milk is always available.

Towards the end of the morning, the children help tidy up and then come together for the end of the session. We use this time to reflect on the morning, sing songs or have a story. The children who go home at 11.30 then get all their belongings and wait in the big room to be collected.

For those children staying all day, they then wash their hands and sit down in the main room for lunch. When they have finished their lunch they have a little bit of quiet time. They are then joined by the new children attending our afternoon session at 12pm.



The afternoon session reflects the morning routine with registration, small group time, free flow and whole class time at the end of the day.

OUR STAFF:

We have a dedicated and experienced team that work in the Nursery. We pride ourselves on making learning fun and exciting and providing a stimulating environment in which the children can thrive. We look forward to getting to know all of our families and joining a partnership.

Members of staff

- Mrs Gillott is a qualified teacher and has worked in the Nursery since 2011. She will be working three days a week this coming year.
- Mrs Bagley joined us in 2014. She is an HLTA and manager of the Nursery.
- Mrs Veeramootoo, Miss Clawson, Mrs Bonner and Mrs Bailey all joined us in 2015 and are all nursery assistants.
- Mrs Hibbard is our midday meals supervisor and works every day to cover the lunchtime period.
- Mrs Sutton is the School Business Manager and manages the finances for the Nursery. Please contact her directly for any free entitlement grant or invoice queries.

KEY WORKERS:

Your child will have one of our nursery staff as their key worker. The key worker is responsible for getting to know you and your child and will take an extra special interest in all they do. The whole team work together to plan exciting activities to meet every child's interests and needs and work with your child during small group sessions. Observations and achievements are recorded in note and media form and uploaded into their online learning journal. When you attend our open afternoons or parents evenings, you can chat with your child's key worker. However, your child will work with all staff in the setting who will care for your child, meet their needs and contribute to their learning journal.

IMPORTANT INFORMATION

This next section is arranged alphabetically to help you quickly find other information regarding our nursery.

A

Arrival at nursery -Your child hangs up their coat and bag, puts their snack in the coloured tray and self registers by posting their card in the post box.

Absence - If your child is absent from nursery please telephone on the day and let us know - 01293 880533/01293 886521 or email brooknursery@brook.w-sussex.sch.uk. Also if you are going on holiday please ensure that you let staff know. If we do not hear from you, we will ring you and then your emergency contact numbers to ensure everything is ok so please do remember to call.

B

Behaviour - In nursery we encourage children to make right choices. We believe in talking through any issues



that happen between children to enable them to make the right choice next time. We encourage children to:

- Listen to adults and other children in their setting.
- Follow instructions given by an adult in their setting.
- Be kind to other children and adults and not hurt somebody else.
- Play and move around the setting safely, developing an awareness of hazards.
- Look after resources and the nursery environment.
- Begin to learn about right and wrong.

(See also Rights Respecting Schools).

Bikes - Children are welcome to bike or scooter to nursery and we have a bike/scooter park by the main school entrance where bikes and scooters can be left. However, children are not allowed to ride their bikes or scooters through the top gate due to the risk of having an accident on the slope.

C

Change of clothes - please make sure your child brings spare clothes to keep at nursery for little accidents. We do have spare clothes in nursery but some children like to wear their own. Please make sure they are clearly labelled.

Child Protection - It is our duty to ensure the safety of all the children in our nursery. Therefore, where a member of staff is concerned about or considers that they have good cause to suspect abuse - including neglect and emotional ill treatment - they must report their suspicions to the Headteacher. It is then the duty of the Headteacher to report the concerns to the Education Welfare Officer or Social Services. There is a set procedure to follow and Social Services will be responsible for initiating further investigations. All records of concerns and meetings regarding safeguarding are held on our electronic recording system called CPOMS. Mrs Bagley is the designated Child Protection Officer for the nursery and Miss Dowley, Mrs Couch and Miss Hack are the designated Child Protection Officers for school. Mrs Flowers is our Child protection Governor. Miss Dowley has overall responsibility for all Child Protection and safeguarding issues.

Complaints - The nursery has a detailed Complaints Procedure. A copy is held in the nursery office and Headteacher's office as well as on our website. If you do want to make a complaint, then please ask for this and follow the guidelines in it.

Curriculum - The nursery curriculum is based on the Early Years Foundation Stage which is a curriculum from birth to 5. There are three Prime areas of learning and four Specific areas.

Prime areas:

- Personal, Social and Emotional Development

- Communication, Language and Literacy
- Physical Development

Specific areas:

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

The curriculum is based on children's interests and needs.

E

Emails - we use emails as part of our 'reduce, reuse and recycle' commitment. Please make sure we have your up to date email address to ensure you receive our newsletters and any other information. If you cannot access emails, please let us know and we will provide you with paper copies.

End of the session - We ask parents and carers to collect the children from outside the nursery door at the front of the nursery at the end of their session.



We start releasing the children slightly earlier at about 11.25am for those just doing a morning session and 2.50pm for those doing an afternoon session so parents can get to other settings if they need to.

Please keep younger children off any outdoor equipment, as any accidents will not be covered by our insurance.

As a security measure we ask you to please inform the nursery staff if your child is going home with somebody else.

We use a password system that you will need to have set up prior to this arrangement. **We will never release your child to someone else unless we have been told in advance and the person picking up knows your password.**

Entrance to the school - There is a separate entrance and pathway from the rest of the school that leads directly to the nursery. Please use this entrance rather than walking across the school playground where other children may be playing.

Equal Opportunities - All children at The Brook Nursery will be valued and appreciated for who they are and what they can do. The curriculum and daily planning will ensure that all children can access the learning opportunities at their own level and gain a sense of achievement and pride.

F

Fears and Worries - We all know that children can develop irrational fears and worries about all manner of strange things! Please do tell the nursery staff if you know that this is the case for your child. It means that we can be ready to reassure if we know in what ways they are likely to become unsettled. **Please impress upon your child the importance of telling the nursery staff if anything is worrying or upsetting them. We can only sort things out if we know there is a problem.**

Friends of The Brook - We have a very active and very supportive Parent and Teacher 'Friends' committee that arrange a number of fund raising events over the course of the school year. These have included: Summer Fun Day, Treasure Hunt, Quiz Nights, Children's Discos, Children's Film Show and a major Carnival event. They also work with Maidenbower Infants and Juniors for Fireworks night and a Christmas Fair. They are always keen for helpers at events and new committee members. The money raised goes towards various projects across both our nursery and school, e.g. buying software, tracksuits, playground equipment, both large and small. You can look on our website for details of any events as well as a section on our newsletter that keeps you informed. If you wish to contact them, either drop your letter into The Friends Post Box in the entrance foyer or email them at pta@brook.w-sussex.sch.uk.

G

Goodbyes - Many years of experience have taught us that tears dry as if by magic when Mummy or Daddy have gone! **Please make your goodbyes as quickly as you can.** We promise that almost before you are out of the gate all will be fine. If you are worried, please feel free to telephone later on in the morning to put your mind at ease. We know every child is different and if a child is really not settling we will work closely with you to devise the best strategy.

Gate - Our gate is magnetised for safety so it cannot be opened during school times, unless by a member of staff. It will open automatically at drop off and pick up times so parents can enter the premises.

GDPR - General Data Protection Regulations is EU-wide legislation which determines how people's personal data is processed and kept safe and sets out the legal rights individuals have in relation to their own data. The regulation applies to all schools from 25 May 2018, and will apply even after the UK leaves the EU.

Please contact our Data Protection Officer (DPO) if you have any questions. Our DPO is Mrs Sutton, Business Manager and she can be contacted on bursar@brook.w-sussex.sch.uk or on 01293 886521.

H

Headteacher - Miss Dowley is **always** pleased to see parents. Feel free to pop in with any worries or concerns you may have. She also welcomes suggestions as to how we can develop our partnership and also feedback on how things are working for you and your children.



Although she has an ever open door, if you have a matter to discuss which will need time, it is best to make an appointment to see her. She can then ensure she is free and that you will not be disturbed and that any preparatory work for the meeting can have taken place beforehand.

Headlice - Alas, these appear from time to time, to be part of nursery / school life. Please check your child's hair weekly for any signs of head lice. If you do find any eggs or live lice at all, please check and treat the whole family promptly. If we are all very vigilant it prevents the lice from spreading around the class. Washing hair, applying lots of conditioner and combing thoroughly with a fine-toothed comb and keeping long hair tied back will help. If you do find any signs of headlice, please let us know and we will alert other parents in the class.

Holidays - If you choose to take your child on holiday during nursery time, fees will still be payable for the whole term. Please inform staff of holiday dates.

Health - Please make sure that the nursery staff are advised if you have any concerns regarding your child's health or specific condition your child may have.



I

Inclusion - We aim to create an atmosphere where children, parents and staff feel valued and appreciated. We believe that everyone can add something positive to our nursery and together we can create a stimulating, secure, forward thinking environment. All children will be valued and appreciated regardless of their ability, gender, race or culture.

Independence - This is the key to how quickly children make progress in the very early days at nursery. Right from the very start, we encourage the children to be independent. Please help us by starting this at home. Let them dress themselves in the mornings (you need to leave lots of time for this!), tidy away their toys and do as much for themselves as they can. You'll be amazed how capable they are when such things are expected of them.

Illness - If your child suffers from diarrhoea or vomiting, they cannot return to nursery until at least 48 hours after their last bout of illness; children returning before this time will be sent home to prevent other children becoming poorly. We would also prefer you to keep them at home if they have a temperature or a persistent cough, as we have found that being at nursery can be exhausting for a child who is really 'under the weather'.

We are not allowed to administer any general over the counter medicines such as cough mixture, Calpol and antihistamines. We can however administer prescribed medication, whether it be for a short term illness such as chest infection requiring antibiotics or for long term conditions such as asthma. If your child requires medication at nursery, you will need to meet with either Mrs Bagley, Mrs Gillott or Mrs Sutton to complete an individual health care plan (IHCP). All medicine has to be prescribed by a GP and have a pharmacy label on the box. Please note we will need to have the IHCP in place before any medication can be given at Nursery. We have staff who are fully trained first aiders.

J

Jewellery - We would ask you that your child wears no jewellery at all. It can be dangerous when working and easy to lose when removed. **The nursery cannot accept responsibility for items from home brought into school.**

L

Learning and Play - you can find a really useful booklet from the Family and Childcare Trust on our website about learning and play. Please visit www.brook.w-sussex.sch.uk and click on Parents/Nursery/Nursery Information.



Lunchtime - Children staying all day in the nursery will need to bring a packed lunch to school. Lunchtime is from 11.25 -12.00.

Lunchboxes - Please choose a lunchbox and water bottle that your child can manage to open themselves and give them plenty of practice at opening and closing it. You know your child's appetite best, but please do try not to overdo it. In our experience new parents are sometimes inclined to provide enough lunch to feed the whole class! If they have too much in their lunchbox children will sometimes decide that if they can't eat it all they won't eat anything! Also, it will take too long and they will miss playtime with their friends. If your child does not finish the food in their lunchbox we will not dispose of it as we do not have the facilities for this. More importantly, we will leave the contents in their box thus allowing you to see exactly what your child has eaten and to adjust their lunches accordingly. Please

ensure that there are NO NUTS and NO EGGS due to severe allergies in the nursery and school.

Lateness - Please try and get to nursery on time for your session as it can be very worrying for little children to be late. We would also appreciate it if you can ensure that you or your child's carer is at nursery, promptly, at the end of the session to collect them. Children can become distressed if there is nobody there at home time to collect them. If you are going to be late, phone ahead and let us know so we can reassure your child and make sure they have something to do.

If your child has not been collected 15 minutes after the end of their session the nursery staff will contact you. If you continually fail to collect your child on time you will be charged a late collection fee.

Lost Property - Items of lost property are kept in a box in the nursery. We will hold regular 'identification parades' to try and reunite things with their owners! Please do remember to name everything then it need not be 'lost' for long!

M

Meetings with Parents - staff may need to meet with parents to discuss certain issues such as extra support, if a child is upset or if there is a safeguarding concern. All staff at the school will upload minutes from the meetings onto an electronic system called CPOMS. This is to help us keep a record of the meeting.

Milk - Children are offered free milk in the nursery. A letter will be sent out giving you more details prior to your child starting nursery. Water is freely available during the day. We do not allow any drinks other than milk or water during the school day.

N

Newsletters - A school and nursery newsletter is sent out fortnightly to keep you up to date with the latest developments, give you diary dates and occasionally ask for your help. Spare copies of all newsletters are kept in the nursery. Please ask if you think you may have missed one or would like an extra copy. As an eco nursery, we do try to email out as many letters as we can so please make sure we have your correct email address.

O

Open Days - We have a termly open afternoon where you can come and look around the nursery and school. We do ask you to fill in a small evaluation form about how your child has enjoyed their time in nursery during that time.



Outdoor Area - Your child will have plenty of opportunity for outdoor play. This will be manned at all times by members of the nursery team.

P

Parking - At the Brook we ask parents and carers to be considerate parkers. You will be asked to sign The Brook Parking Promise as outlined below when you join our nursery.

The Brook Parking Promise

- I will park considerately so that children can be seen and walk along the pavement safely.
- I will park in appropriate places avoiding the corners, zig zag lines and resident's drives.
- I will use the informal one way system.
- I will try to walk, scooter or cycle as often as possible.
- I will be a thoughtful driver to keep children safe.

Partnership with Parents and Carers - We highly value the home school partnership. The nursery staff will work closely with parents and carers to meet the needs of the children, both individually and as a group.

Basic written information about the nursery is available to parents, this includes the admissions policy, hours, contact information, staffing, routines and information about activities provided for the children. Newsletters are sent out regularly to keep parents informed about what we have been learning and what we hope to cover next.



A notice board inside the entrance to the nursery will inform parents of urgent and immediate needs and regular information.

Staff are aware of the need to maintain privacy and confidentiality. A room is available for private discussions. Parents will have access to all written records concerning their child. There is access to the file of nursery policies including the complaints procedure.



We expect parents/carers to keep us updated if there are any changes to relevant information e.g. parent contact details and any change of address or telephone number. It is important that parents notify the nursery of any change of circumstances that may affect their child e.g. new baby, family breakup, death or illness of family member or friend.

Painting and Creative Area - We always encourage the children to wear aprons when taking part in potentially 'messy' activities. However, in our environment we plan for a lot of messy play on a daily basis. As you can therefore imagine, your child may come home a little messy but we can reassure you that most dirt will come out in a wash! **We strongly advise that children do not wear best clothes and in fact please put them in those that you don't mind getting messy!**

Parent Helpers - Occasionally we need help in the nursery so if you do have some free time and would like to help, please let us know as we must ensure that every adult in the nursery has been DBS checked. The DBS checks are done online via our office.

Pupil Premium - You are eligible for this if you are receiving Universal Credit with an annual net earned income of no more than £7400, Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Support under Part 6 of the Immigration and Asylum Act 1999, Guarantee Element of State Pension Credit, Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit), Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190. **The nursery will receive extra funding (about 53p per hour) for every child that claims pupil premium so please do register. There is more information in your child's starter pack.**

Q

Questions - If you have any worries or questions, please don't suffer in silence. We are always happy to help and can often quickly reassure you.

R

Rights Respecting School - We hold the Level 2 Unicef Rights Respecting Schools Award. We teach the children that they have both Rights and Responsibilities. We have a School Charter which applies to everyone within our school community. The 'Sparkly' Rights and Responsibilities are listed below and are displayed in the nursery and around the school.

Our Sparkly Rights:



- I have the right to be safe and healthy
- I have the right to have a voice and be heard
- I have a right to be different and be me
 - I have a right to play and have fun
 - I have a right to learn
- I have the right to be a part of this world



S

Snacks - Please bring a healthy snack in a named pot or bag for each session that your child is at nursery. If they are here all day, they will need 2 snacks. They will also need a named water bottle. Please ensure that the snacks are NUT and EGG free.

School Visits - From time to time the children may visit places in the locality and we will ask for parents to come along to help with supervision. Details of any planned visits will be sent to you well in advance.



Supply staff - Occasionally there may be supply cover in the nursery. This is because a member of the nursery staff is either sick or on a professional training course. In any event, supply staff are always well briefed and carry out the programme of work planned.

T

Tapestry - This is the portal provider for our online learning journals in nursery. Once you have signed all the permission forms we will set you up with a username. Once you are uploaded onto the system you will be able to see your child's learning journal from home and talk to your child about what they have been doing in nursery.

Texts - we use a texting service to keep you informed of events and any issues. Please make sure we have your up to date mobile number.

Toilets - Please try and make sure your child is toilet trained. Independent use of the toilet is crucial to a child's early days at school. It is helpful if the children are confident about managing their clothes, wiping their bottoms, washing their hands and flushing the toilet. Accidents do of course happen so please make sure they have a spare change of clothes on their peg.

If your child wets themselves during the day the nursery staff will deal with this. For soiling, we will ask you to either sign a form to say you are happy for us to clean your child up or that we contact you for you to come and clean them up.

Toys - Please discourage your child from bringing toys to nursery. We love to see them but they can so easily get lost or broken, so we would rather not take responsibility for them and thus avoid the obvious upset that this will cause

U

Uniform - It is not necessary for your child to wear a uniform in nursery. However, please do not send your child dressed in their best clothes. We do have a nursery sweatshirt. Please make sure that if you have purchased a sweatshirt that it is 'named' otherwise they all look identical and this could cause a lot of problems.

W

Wellies -We have gradually built up a bank of wellies that previous families have kindly donated so you do not need to supply a pair of your own. If your child is particular about having their own, you are welcome to bring in a named pair. When your child has out grown their wellies, we would welcome any unwanted ones to add to our welly bank.



Write Dance - We use write dance across the nursery and school. It is a programme that uses music and movement to introduce mark making and handwriting movements to children.

y

YOU....

.....are the most important people in your child's life. We work best if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at Nursery.

Be prepared when your child first starts Nursery that they can be pretty exhausted and may not be quite the ray of sunshine that you said goodbye to at the beginning of the day! This will soon pass, as they become accustomed to their new routine - we promise!

If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are here to help.

The Brook

Working together at The Brook to make school a safe and positive place for children and adults

For all adults including staff, parents, carers, volunteers and visitors.

- Adults have a duty of care towards the children in the school.
- Children should not see or hear inappropriate conduct by adults on site.
- The Brook School expects its staff not to be subject to any form of abuse for simply doing their job.
- In order to provide a safe and secure environment for both adults and children in schools, the Governing Body of The Brook School has developed the following Code of Conduct.

Code of Conduct

1. Adults are expected to be appropriately dressed (staff are required to adhere to the Dress Code).
2. All persons must follow health and safety regulations at all times to ensure the safety of themselves, pupils, staff, volunteers and visitors.
3. We ask that staff, families and visitors exercise patience, tolerance and courtesy at all times.
4. At The Brook, we promote respect between all adults and children on the school premises. As part of this, we operate a zero-tolerance policy towards negative and anti-social behaviour including the use of personal social networking sites to discuss or make comments regarding members of staff or pupils that could be deemed to compromise the reputation of the individual concerned or the school. The Brook is an equal opportunity organisation and we will not tolerate any discrimination towards any person at this school.
5. All cases of verbal and/or physical abuse or threatening behaviour will result in the offender being asked to leave and may result in a ban from school premises and, where appropriate, prosecution under Section 3, 4 or 5 of the Public Order Act 1986. All such incidents will be logged. (Copies of the Public Order Act 1986 are available in school)
6. Smoking is not allowed on school premises.
7. Dogs are not to be brought onto the school premises at all, with the exception of assistance dogs and those taking part in an approved educational activity.