



# ST. GILES NURSERY SCHOOL



Rated Outstanding by Ofsted  
**Teacher Led Education for All**  
**Childcare and Education 2-4 years**

8am - 4.30pm Monday - Friday  
15 & 30 hours funded sessions available  
for 2, 3 and 4 year olds

Call to arrange a visit or visit our website

**01522 531876**

**[www.lincolnstgilesnursery.co.uk](http://www.lincolnstgilesnursery.co.uk)**

*Find us on Facebook*



# Welcome Pack

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Scan here to access our website.



Thank you for choosing St Giles Nursery for your child. This welcome pack will provide you with some information about our nursery, with regard to our aims, organisation and policies.

We are a Local Authority maintained nursery school in Lincoln welcoming children aged 2-4 years old.

The school was established in the 1940s and has been providing high-quality Early Years education and care ever since. We are proud to have had six consecutive Outstanding Ofsted reports.

**'All children, including the most vulnerable, are well cared for and get off to the best possible start. Children thrive in stimulating and highly motivating learning environments, both inside and outside.'** *Ofsted 2018*

We offer 15hrs *Universal* funded places for 2, 3 and 4 year olds, 15hrs *Extended* funded places for working parents and we also provide affordable purchasable sessions.

Our nursery is open from Monday to Friday, 8.00am to 4.30pm during term time. We offer breakfast club from 8am-8.30am, funded sessions from 8.30am- 2.30pm and after school club from 2.30pm-4.30pm.

We provide a happy and caring atmosphere in which your child can learn and develop to their full potential. To do this we provide a safe and welcoming nursery. A place where we can establish a relationship between home and school, based on trust, shared knowledge and mutual respect.

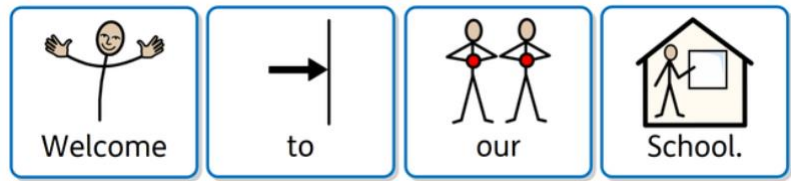
We hope you find the information in this welcome pack clear and useful. If there is anything you would like to discuss with us at any time, you only have to ask or make an appointment.

We look forward to working together to make sure your child has a wonderful time; growing and learning alongside new friends.

**'Children should be *safe and protected, happy and healthy*, and are able to *learn and achieve*. Everyone should work together to *tackle poverty* and there should be *community aspiration* to support children and their families to do well in their lives in every aspect.'** – *The belief of St Giles Nursery.*

Best Wishes  
Amy Stancer-  
Head Teacher                      and the St Giles Nursery team...

## Welcome to St Giles Nursery...



### Our idea of excellence...

We aim to provide a home from home experience, where children feel they belong to the St Giles Nursery School family. We support your child's developing confidence in a happy, warm and friendly place which offers all the opportunities young children need to learn and get ready for school.

### An excellent place to explore....

We will ensure each child is made to feel safe and welcome in their new environment, so that they feel comfortable with being away from home.

The premises is ideal for children as it is extremely safe, with a secure passageway for entering the premises. Into school, there are spacious hallways for children and families to move freely into the large spacious learning rooms. It is also well designed for fire safety, with being on the ground floor and frequent exits available. The garden areas also have a large access. The outdoor space is well secured with fencing, this enables children to explore, run and have fun in the wealth of natural and large scale activities provided. We have the big garden, little garden - all with different experiences and learning opportunities. We include Forest School experiences for all 3 and 4 years olds in our Orchard.

The opening hours of the Nursery will enable families to arrive and depart safely at a time that suits their needs and commitments. Families should be able to bring and leave their children with the confidence that their child is content and that they may leave safely with adequate time to travel on to work or other commitments.

### Brilliant people to belong with...

A child's first years are a critical time for development and growth. The professionals working in our nursery have a wealth of knowledge about child development and providing the best opportunities for each child. We encourage our teachers to have a passion for learning, knowing that in understanding more, we can share this learning with our children and families. The variety of skills and competencies the team holds will be well managed and employed using the expertise of the Head Teacher who is both an Experienced Qualified Teacher and Early Years Trainer.

We pride ourselves in using the EYFS (2017) to guide and strengthen our best practice within; understanding each child as a precious individual; our positive relationships and our engaging indoor and outdoor environment. The management team also provides a wealth of opportunities for the team to access reading and current literature to inspire, question and develop their thinking and practice.

The Nursery team understand the importance of recognising children's natural rhythms during the day and will provide many inviting places to be active, but also space to reflect and rest.




Children are celebrated as individuals and supported by playful adults who encourage and promote the child in their journey through development and learning. Educators provide for children's developing play and also for teaching through adult led and adult initiated activities. Parents' essential knowledge of their child is treasured and strong relationships between home and the nursery promotes the best outcome for children.

Children and adults will grow together, building friendships and enjoying activities both indoors and outdoors together. Nursery educators will recognise each child's individual paths, their interests, stage of development, needs and next steps, and partner them and their families along the journey.

### **A partnership for achieving...**

The nursery will aim to be a strong participant in community life. The nursery will provide opportunities for local employment, training opportunities, development of positive relationship with the schools and Children's Centre. We will enjoy working together to provide family sessions where children and their families can play and learn together, working in collaboration with the professionals within the Children's Centre. The nursery will be a keen participant in local events and developments within the area, building a relationship with local community groups.

### **The Perfect Start...**

- We will offer children and staff as safe caring and a stimulating environment.
  - Our nursery will nurture children's well-being to guarantee they meet their potential and establish a lifelong love of learning
  - Our nursery, in partnership with the Children's Centre will enable all of the St Giles Nursery Family, (children, their families and staff) to have opportunities to develop in ways they enjoy and to be successful.
  - We will harness the enjoyment of being outdoors and provide children with a healthy understanding of keeping safe and taking challenges.
  - All children will build strong relationships with their key person and be supported to develop the skills and knowledge in readiness for school.
  - The St Giles Nursery School family, children and adults, will be encouraged to listen and respect one another and value one another's opinion.
  - Our Nursery School will become an active member of the wider community, developing children's understanding of their importance within the world.
- 
- A child's hand, wearing a red sleeve, is shown painting a vibrant rainbow on a white surface. The rainbow is composed of thick, expressive brushstrokes in red, orange, yellow, and green. The background is a soft, out-of-focus image of a child's face and hands, suggesting a creative and playful environment.

## Nursery Information

We offer the **Early Years Entitlement funding for 2, 3 and 4 year olds.**

**3 & 4 year olds** are entitled to 15 hours per week over 38 weeks. 3 and 4 year old children are entitled to free early education from the relevant date (next term) following their 3rd birthday until they reach compulsory school age (the beginning of the term following their 5th birthday).

From September 2017 many working parents of 3 to 4 year olds in England will be eligible for 30 hours of funded childcare, rather than the current 15 hours. At St Giles Nursery school we propose that this will be 30 hours free for 38 weeks per year, which is equivalent to school term times.

Not every child will be eligible for the 30 hours but everyone will still receive the 15 hours funded childcare that is currently available.

The eligibility rules for 30 hours funded childcare are as follow:

- Your child will be aged 3 or 4 when the scheme starts (September 2017).
- Both parents must be working - or the sole parent is working in a lone parent family.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000.
- You live in England.

Parents will not necessarily need to actually work 16 hours a week, but their earnings must reflect at least 16 hours of work at NMW or NLW. This means that a working parent who is over 25 will need to earn a weekly minimum equivalent of £139 (at this year's rates). Parents on zero contract hours who meet the criteria are included in the entitlement criteria.

**YOU MUST REGISTER FOR A PLACE A TERM BEFORE YOU CHILD RECEIVES THE FUNDING**

*[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)*

Eligible **2 year olds** will be able to access the 15 hours funded offer.

The criteria for 2 year old funding includes:

- Families that receive Universal Credit and have annual gross earnings of no more than £16,190.
- Children who have a current statement of special educational needs / an education, health or care plan - Children who attract Disability Living Allowance (DLA).
- Children who leave care through adoption orders, residence orders, or special guardianship

Children can access their 15 hours in sessions from the term after their 2<sup>nd</sup> Birthday (e.g. If born in July- would access the September funded sessions, if born in October- Access January Funded sessions and if born in March- the April/May funded sessions).



## If your child is 2

(and will turn 3 within the academic year September – August)

### Pre Nursery Class (Garden and Explorers)

2 year funded sessions are offered as every morning OR afternoon  
Monday – Friday. Exact session times will be dependent on your child's key group.

Additional morning OR afternoon session - **£22.00**

Plus **£5** for lunchtime session (Packed lunch to be provided)

If you wish to pay for 2 year sessions these are priced as follows:

Morning OR afternoon session - **£22.00**

Full Day Session (including additional midday care) - **£40.** (Packed lunch to be provided)



## If your child is 3

(and will turn 4 within the academic year September – August)

### Nursery Class (Castle)

3-4 year funded sessions are offered as every morning OR afternoon  
Monday – Friday. Exact session times will be dependent on your child's key group.

30 hour funded sessions are offered as 8.30am – 2.30pm Monday – Friday.  
Your child will need to bring a healthy packed lunch.

Additional morning OR afternoon session - **£22.00**

Plus **£5** for lunchtime session (Packed lunch to be provided)

### Additional Extras

Breakfast Club from 8am - £5

Afterschool Club - £7 per hour (until 4pm)

Emergency Nappy & Wipe charge -£1 per day (emergencies only)





Nursery is closed on all local and public holidays, weekends and school holidays. Please see the school calendar for details.

If you are late to drop off or collect outside session hours, please use the intercom and wait to be escorted into the nursery. Please be patient, staff may be busy settling the children. Please let staff know if your child is going to be late or absent.

If a parent / carer has not collected their child 10 minutes after the session has ended then the contact numbers on the Child Information Form will be called. **It is very important that contact telephone numbers are kept up-to-date.** Staff often have commitments after their working sessions- if you are more than 15 minutes late, or frequently late, parents will incur an hourly charge (see Missing Child and Child Collection Policy for further details).

If a child needs to be collected by somebody other than the usual authorised parent / carer then the Nursery must be informed in advance. As well as an agreed password before the child is released into that person's care, the person collecting must be recorded on the Collector's List. Children must be collected by an adult (over 16 years of age). **Collection of a child from the Nursery School by somebody other than the parents / carers will not be granted unless prior notification has been given.**

### Fee Payment

Fees are paid in advance by cash or cheque before the half term. Fees can also be paid by card or PayPal using our online ParentMail system. We accept childcare vouchers from various employer schemes, including Busy Bees, Accor, Care4, Imagine and Sodexo. We also accept payment from Social Services, Care To Learn, and colleges. The Nursery School administrative team will support parents in accessing child care information systems to make informed decisions about their childcare funding choices.  
[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

All fees must be paid by the due date, a late payment surcharge of £5 will be incurred for late payment. The School Leadership Team will offer support towards repayment, as appropriate. The Nursery School reserves the right to withdraw a placement until payment is received.

### Absence

If a child is absent from the nursery due to sickness or any other short notice reason then full payment is still required and no refunds can be given. This is because the St Giles Nursery School will continue to hold the vacancy for the child and eagerly await your child's return. The management withholds the right to discuss this further with families on an individual basis, in situations of emergency or difficulty for the family.







Amy Stancer, joined the Nursery School in September 2016. She has been a passionate teacher, consultant and lecturer in Early Years for 19 years. Amy enjoys Outdoor Learning, Problem Solving and having a Friendly Chat with the children and families. Amy has a PGCE in Education, Early Years Education and Special Educational Needs. She loves to read about learning and development and is often involved in research and thinking with Nurseries and universities across the world.

*Ofsted said, "You ensure that staff share your aspirational vision for every child to have good quality learning experiences to accumulate knowledge and achieve their very best."*

Clare Fraser is the Family Wellbeing Practitioner. She has had many roles in supporting young children and their families. Clare's role is to promote child wellbeing and to offer a whole family center approach to support families with any questions about parenting, child development and learning. We all understand that there is no guide to your child, but together we can use your knowledge and our experience to enable your child to thrive. Clare has a BA honors Degree in Early Childhood and is currently studying a Master in Practical Practice with Children, Young People and Families.



Carole Lingard  
Admissions and Key Person

Carole Lingard has been at our nursery for 20 years. She leads and supports in the garden room.

Our Nursery meets the Early Years Foundation Stage (EYFS) welfare requirements. We have several teachers and highly qualified Early Years Educators. We also welcome volunteers and students into the nursery. These wonderful people bring individual strengths and enable children to spend more time with interesting people.

Our noticeboard displays our staff members. Why not have a look at our team photos and meet some of them when you visit the nursery?

Everyone working at St Giles Nursery has been DBS checked before they commence employment. Staff are recruited within an Equality of Opportunity framework.

All staff access annual training to ensure they are up to date with the latest Early Years thinking and mandatory skills and knowledge. We also run in-house training sessions for our staff team and parents. You are very welcome to attend information sessions to find out more about the Early Years.

### Keeping Children and Families Safe

The nursery team will be well trained in safeguarding young children's well-being and this is a paramount focus for St Giles Nursery School. They will 'be alert to any issues for concern in the child's life at home or elsewhere.' Your child's safety and well-being is our priority. All staff will have completed the mandatory safeguarding training and many exceeded it.

The nursery has a policy and procedure to safeguard children. The key actions of safeguarding are in line with the guidance and procedures of the Lincolnshire Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures includes an explanation of the action to be taken in the event of an allegation being made against a member of staff, cover the use of mobile phones and cameras in the setting and also our duty to anti-radicalisation. Please ensure you are familiar with the responsibility the nursery has to safeguard children by reading the policy, both on the website and in the Main Reception.



Safeguarding children is everybody's responsibility. If you think a child might be the victim of abuse or neglect you can call the NSPCC 0800 800 5000 or the Lincolnshire children's customer service centre

01522 782111

### Development and Learning through Play

*"The most effective kind of education is that a child should play amongst lovely things." ~ Plato*

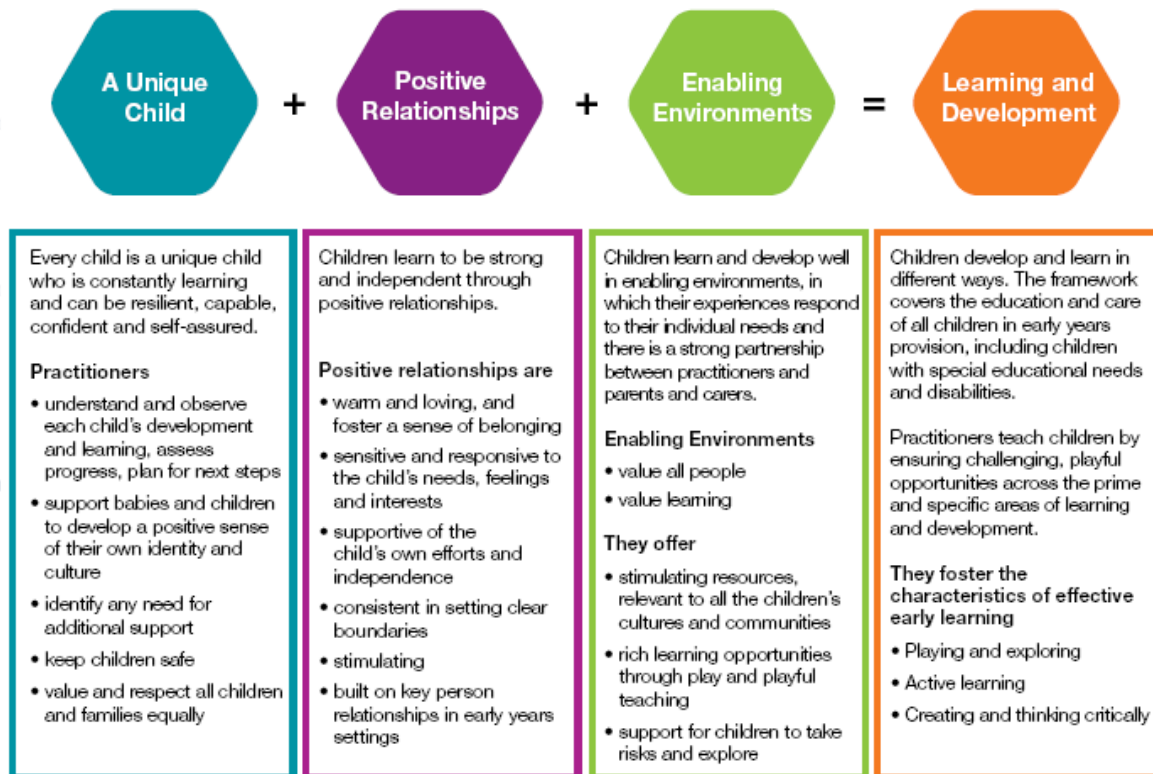
St Giles Nursery believes children should 'Belong, Explore and Achieve'

To do this we make;

- the time to grow close to others and enjoy the uniqueness of who we are
- the time to feel... and understand that others understand your feelings, value them and have feelings of their own- sometimes the same and sometimes different.
- the time to listen and look with someone who you trust and will show you new things and give you new challenges, but help you on your way to success.
- the time to find awe and wonder of the experiences and opportunities of life

- the time to explore, re-explore, look closely and challenge your thinking as you make connections in your experiences
- The time to make mistakes and have another go.

The nursery adheres to the Statutory Framework for the Early Years Foundation Stage (2017) alongside the guidance from the Development Matters (2012) and Learning Outcomes (2014) and other best practice guidance from published specialists and Ofsted.



The curriculum framework at St Giles Nursery will be shaped by the seven areas of learning and development. 'All areas of learning and development are important and inter-connected.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are: **communication and language; physical development; and personal, social and emotional development.**' (Statutory Framework 2017)

We also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are: **literacy; mathematics; understanding the world; and expressive arts and design.**

If you would like to know more, please refer to the '*What to Expect When*' in your welcome pack, but also come in to nursery and talk with the team and observe how your child is learning. All you need to do is make an appointment and the Head Teacher or Home Visitor will be happy to spend some time sharing the wonders of Early Years learning.



Children will have their own *learning journey* books online in an application called Tapestry, where children, adults and families can record the child's learning and development. <https://tapestry.info/> You will be given information about this process and how to access your child's tapestry when you join the nursery.

The nursery has a simple daily structure, to support children in feeling in control of the time. This will be shared with the children and visually shown to build their confidence of 'what will be happening next'.

You will be able to talk to all of the nursery team. We will organise a key person and buddy-key person who will be special people who support your child's learning and development and with whom you can talk about your child.

The nursery builds relationships between children and their teacher or educator as a key person through a 'key group time' where small groups listen, talk and learn in an appropriate space and in a way tailored to meet the children's needs and interests. This may be just a few moments for the youngest children, (saying hello and sharing something special), but will develop to include children in planning their learning, setting challenges and building more discrete skills such as early maths and phonics, in exciting and engaging ways.

Children will be encouraged to actively engage in breakfast and snack time with their key person(s) as this supports a healthy lifestyle and social confidence.



Children may then return to their play, to conclude the session with a short time with their teacher or educator, to talk about their time, share a special story that links to their experiences and sing some special songs and rhymes. Key people will regularly share the children's learning journey with your child (using iPads and memory books); celebrating the learning through photographs, and listening to what the children would like to do next.

*"Almost all creativity involves purposeful play." ~ Abraham Maslow*

Planning for learning and play will be displayed on the boards outside your child's entrance. You can see what they will be learning and have been learning as you enter and leave the nursery. Staff members are always pleased to talk to you about the planned activities and learning for the week. Updates and reminders are written on the whiteboards too. We also send termly newsletters and use Facebook to keep you informed of children's learning.



## Forest School

As a Forest School, we strive extremely hard to promote a love for outdoor environmental learning for all our children and their families. Inspired by the Danish approach to environmental learning, we have worked hard as a team to understand the benefits of being a Forest School and the impact that this can have on our children, their families and the community in which they live. We aim to share with families the huge importance outdoor learning has for their children and the positive impact it can have on their learning, their physicality and their emotional well being.

*'The best classroom and richest cupboard is roofed only by the sky'  
(Margaret McMillan 1925)*



Forest School teaching through a creative and imaginative approach motivates our children and their families to engage in outdoor learning together, and through this aims to promote a love for the outdoors and an enthusiasm and curiosity to want to explore, discover and learn amongst it. We have a unique opportunity to help children to engage and share in outdoor learning through an ever changing and unpredictable climate. Providing them with appropriate clothing promotes an awareness that their children want to and need to be outside, no matter what the weather may be doing, and sharing this experience together hopefully inspires an enthusiasm to continue this into their own family life.

Through engaging in Forest School learning our children and their families are not only benefiting from nurturing a love and curiosity towards outdoor learning, but are also developing their emotional and physical well-being and strengthening their own special bonds as they play and communicate together.





### St Giles Nursery School Typical Day

Activities are undertaken indoor and outdoor throughout the day in all weathers.

<u>Time</u>		<u>Activity</u>
8.30-8.55am	11.30-12pm	Welcome/free play & breakfast
8.55am	12pm	Tidy up time
9.05-9.15	12.05-12.15	Key group time
9.15-11.00	12.15-2pm	Free flow & planned activities. Indoor and Outdoor Learning (Afternoon quiet time for rest 12pm-1.30pm)
10.30-11	1.30-2.00pm	Snack time
11.15-11.30	2.15pm-2.30pm	Gather together ready for home

This represents a typical day however activities will be when we have outdoor trips and planned outings. Staff will be playing, observing and teaching children throughout the day in a fluid and responsive way to children's needs and interests.





# zumbini

Created by Zumba® and BabyFirst for kids ages 0-4, the Zumbini® program combines music, dance and educational tools for our younger children.



Preschool children & parents are welcomed to a 5 week swimming programme.



Miss Hannah teaches Preschool weekly to provide fun dance and drama learning.



## Parental Involvement and Partnership with Parents

Parents and carers are the first educators of their young children. We hope to support your important role, complementing the experiences and activities they provide as the child's first educators and building on experiences you may have shared together in the Children's Centre or other community groups. We believe that a true partnership is built on trust and effective two way communication. Parents and carers are their children's first teachers. When they are with you learning can happen at any time and anywhere, for example through:

- Being generous with praise and cuddles.
- Allow your child to cut out and stick pictures from magazines.
- cooking/baking together.
- planting seeds or bulbs in a pot or garden patch.
- Reading (sharing a book).
- Playing games and singing nursery rhymes.
- Talking about what you can see in the park or on the street.



We would really like to hear how you spend your time together and how your child surprises you with how special they are!

We would like to talk with you, have your written notes, photographs and videos about your child to help us plan experiences your child will really enjoy and help them grow and develop. You can put them onto the tapestry, or we can share them together. Whatever you feel happiest with, we will support you to share in your child's learning at nursery.

Children and Family meetings are held twice a year and you are encouraged to come into the nursery and chat to their child's teacher/educator about their child's learning and development. We will also provide opportunities for parents to learn about the EYFS framework and Learning through Play.

Please let the nursery team know if your child will be attending another setting (including a childminder). We will be positive about communicating with them to ensure your child gets the best joined up care and learning.

### **Making sure we know crucial information:**

It is important that you tell the nursery staff if your child has been given medications at home, prior to them attending nursery, even if they do not wish for the team to give more. This information may be really important in the case of a sudden rise in temperature or a medical emergency.

We also need to know if your child has had an accident- we record the bumps and bruises so that you know we will be watchful, just in case your child is a little under-the-weather.



### **Reading Spaces**

Outside the phases, there are book cases with books available for you and your child to borrow. Simply sign the book out in your key group file and sign it back in as you return it.



### **Community**

At St Giles nursery School, the term 'community' has a number of dimensions including:

- **the school community** – the children and young people it serves, their parents, carers and families, the school's staff and governing body, and community users of the school's facilities and services;
- **the local community** within which the school is located – the school in its geographical community and the people who live or work in that area. This applies not just to the immediate neighbourhood but also to the city or local authority area within which a school is located;
- **the UK community** – all schools are by definition part of this community; and
- **the global community** – formed by EU and international links.



In addition, schools themselves create communities – for example, the networks formed by similar or different types of schools, by schools that are part of the specialist schools and in our case Teaching School Alliances, working collaboratively in clusters or in other models of partnership.

Alfreton Nursery School operates across all of the above dimensions, for example by providing drop-in sessions for families in our local community, right through to facilitating the training and sharing of good practice between schools locally and nationally.



We aim to help children and young people to learn to understand others, to value diversity whilst also promoting shared values, to promote awareness of human rights and to apply and defend them. These values are reflected through our Rights Respecting School ethos and our embedded teaching of Fundamental British Values.



## **Policies**

Please refer to the following nursery policies which have been adopted by St Giles Nursery and can be found at [www.lincolnstgilesnursery.co.uk](http://www.lincolnstgilesnursery.co.uk): e-safety, missing child and child collection, complaints, child protection and safeguarding, whistleblowing, equality of opportunity, health and safety (including administration of medicines) visitors policy, EYFS, confidentiality, use of videos and photographic images, toileting.

All policies are available on request within the nursery and policies of the month are displayed on the nursery information board.

During your initial visits, we will ask you to read or talk about the key policies and procedures;

- Promoting Positive Behaviour
- Special Educational Needs and Disability
- Illnesses and Exclusion
- Non Collection of Children
- Safeguarding

## **Meals and Snacks**

St Giles Nursery promotes and encourages healthy eating, healthy teeth and healthy bodies, and we endeavour to pass this knowledge on to the children through a process of praise and encouragement. Children have free access to drinking water throughout the day.



We aim to provide a variety of health foods from all the main groups including fresh fruit and vegetables. In the afternoon we provide a snack to keep the children going until they get home, but it is not a full meal.

<b>Breakfast</b>	A selection of cereals/porridge and toast
<b>Snack</b>	A variety of fruit slices or vegetables
<b>Lunch</b>	Healthy Packed Lunch or School Lunch £2.00 E.g. Tomato and Chicken curly pasta with broccoli & sweetcorn, with cucumber sticks and baby tomatoes. Rice pudding, Malt/Fruit loaf, Apple Slices
<b>Snack</b>	Boiled Egg and whole-wheat cracker

MENU (7 <sup>th</sup> Jan – 11 <sup>th</sup> Jan)		Celery	Cereals (inc. glut)	Crustaceans	Eggs	Fish	Lupin	Milk	Mollusc	Mustard	Nuts	Peanuts	Sesame seeds	Soya	Sulphur Dioxide
Monday	Chicken Sandwich		✓				✓	✓							
	Cucumber/Baby tomato														
	Bread sticks / Fruit Slices		✓				✓								
Tuesday	Tuna Pasta Bake		✓			✓		✓							
	Cucumber/Baby tomato														
	Angel Delight Whip / Fruit Slices							✓							
Wednesday	Ham Sandwich		✓				✓	✓							
	Cucumber/Baby tomato														
	Fromage Frais / Fruit Slices							✓							
Thursday	Chicken and Vegetable Pie		✓				✓								
	Mashed Potato							✓							
	Biscuit / Fruit Slices		✓				✓	✓							
Friday	Egg Sandwich		✓		✓		✓	✓							
	Cucumber/Baby tomato														
	Angel Delight Whip / Fruit Slices							✓							



St Giles Nursery reserves the right to provide food for a child at any time, should the professionals believe the child is hungry.

Staff members preparing food hold the relevant food hygiene certificate and comply with the regulations. The children's dining area will be resourced with healthy snack foods throughout the sessions, which children can access independently. However, key carers will act responsively to children's needs mid morning and encourage their group to join for a snack. This may be on a picnic blanket outdoors, or in a den, or at the table. The staff will have prepared snack boxes which include to a tray, plates, safety knives, beakers and jugs of water and milk.

Children will be encouraged to help prepare the snack and eat it together with adults and children. This will sustain good relationships between children and adults, build time to listen and talk and a broad base for learning.

If you are receipt of certain benefits then you may be entitled to claim **free school meals**. You can find out more information or apply online at <https://www.lincolnshire.gov.uk/parents/schools/free-school-meals/> or telephone (01522) 782030.

## Home Visit

We regard home visiting as one of the most vital stages of our induction process. We positively encourage all parents to look favourably on home visits as a non-threatening, positive experience and one that will be

beneficial to all parties concerned i.e. the children, parents and staff. Mrs Clare Fraser is our home visitor and will call to arrange a convenient time to meet you and your child.

#### **Home Visits Provide:**

- an opportunity for both child and parents to meet the Home Visitor in their own homes where they feel comfortable and secure;
- the opportunity for parents to have individual consultation with the Home Visitor to discuss any concerns about their child. These concerns can be very varied in nature and include health or family problems, fears about how the child may or may not settle in school, questions about the Early Years Foundation Stage curriculum and general Nursery School routine, and about school life. The Home Visitor will also provide information and images to share with the family and child to support their understanding of Nursery School life;
- the child with an opportunity to have individual contact with the Home Visitor and to be able to share whatever is important to them;
- the Home Visitor with the opportunity to gain information which is a vital part of the settling-in process and will help them when working with the child in school, such as likes and dislikes, favourite activities, position in family and previous pre-school experiences.

#### **Settling In**

The first few weeks when a child is settling into a nursery setting is a time of crucial importance to their later happiness in the setting. All children are individuals and while some children will adjust fairly easily to the new environment and new routines, others will take longer to feel comfortable and secure. We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We want you to have confidence in your children's well-being and your role as active partners with nursery.

We aim to make the nursery a welcome place where children settle quickly and easily, consideration will be given to the individual needs and circumstances of children and their families.

Before a child starts to attend the setting, we use a variety of ways to provide families with relevant information. This includes written information (including our welcome pack and policies) and individual meetings with parents/carers;

Before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the setting and may offer a home-visit in discussion with the family.

Before a child starts to attend, we work with his/her parents/carers to decide on the best way to support the child into settling at the nursery. This will be recorded on the child's settling plan and shared with all staff. We will provide each child with an "All about Me" book, this book has the potential to inform records and prompt valuable discussion with the child. Parents/Carers and staff work together to complete an entry profile about the child.



During the settling in period, each child and family will be allocated a key person and made aware of the second key-person. We encourage parents/carers and children to attend settling in sessions before they start, this gains familiarity with staff, peers and routines.

Before a child starts we explain and complete with his/her parents/carers the child's registration records. We reassure parents/carers who are anxious about their child by giving them information about their child's activities and welfare whilst at the setting. Parents are encouraged to contact the nursery to enquire about their child if they wish.

Children are welcome to bring comfort objects to the setting; this includes blankets, teddies or any other object appropriate and these will be stored in their bags when they are not needed.

The nursery welcomes extended family and encourages parents/carers to visit us. *Currently due to Covid 19 restrictions, we ask families to communicate using tapestry and telephone and to wear face masks if there is a necessity to enter the building.*



Each child should bring the following;

- Waterproof coat
  - Wellington boots
  - Gentle wipes
  - Full change of clothes (if toilet training, extra sets of underwear and trousers/shorts/skirts)
  - Nappies and creams (with name written on) as required
- ...in a Small bag/rucksack

Summertime - Sun hat and sun-cream (labelled with your child's name)

Wintertime- Hat and Gloves/mittens, spare socks.

### **School Uniform**

We have some fun, sensory and messy activities both indoors and outdoors. Please send your child in washable clothes that are easy to undo.

**Red** or **navy blue** school sweatshirts and cardigans are available to purchase from the office.

We can also order warm and waterproof coats.





Please label all your child's clothes. This will help adults to support any children who may find it difficult recognising their own garments.

All children will be provided with a peg within our cloakroom. This will be labelled with their name/photograph. To help keep our cloakroom tidy we ask that children's shoes and belongings are stored in their bag.

Please try to avoid allowing children bring with them any precious possessions (toys, jewellery, etc). This avoids risk of loss or damage. However to help some children in settling and confidence building, we understand the need for a security teddy/toy/blanket. We have a safe space to store them while your child is busy playing.

When your child joins the Nursery School we will request your consent to provide the best learning and care that we can. A member of the team will talk you through the permissions we require and why these permissions help your child. E.g. Medical consent, photography and video consent etc

### **Jewellery & Hair**

For their own safety we ask that children do not wear jewellery in nursery. If pierced earrings must be worn, please ensure that these are small, plain studs.

We ask that children with long hair have it tied back.



### **Rest and Sleep at Nursery**

We recognise that young children can become very tired during the day and that it is necessary to provide all children with the opportunity to rest or sleep during their session. We believe that every child's needs are different and this is why we aim to provide flexibility and opportunities for children to take rests and naps as they need and desire.

Within all the nursery phases there are quiet carpeted rest areas with soft cushions where children can go if they wish to rest and relax at any time of the day. Younger children, who stay at nursery all day, are supported by sleep areas in the classroom and a separate calm room between the Garden and Explorer's Classrooms. Children who require a nap may have a dummy (in a dummy pot), comforters and blankets as required.

Familiar staff settle the children (and any preschool children who require a nap after lunch) down for their naps, reading them a story and playing quiet classical music. A member of staff remains either in the sleep room or within earshot at all times when children are sleeping.

### **Security Notice**

The safety and security of your child is paramount while at St Giles Nursery, as such could we please ask parents to kindly take note of the following points:

- Please enter the building from the nursery entrance and bolt the gates behind you.
- Anyone wishing to speak to the Head teacher or other members of the Nursery School Team who is not known to them or our staff will be asked to wait outside and will be escorted in with a member of staff.
- All visitors will be asked to sign the visitor's book on entry to the building and share some identification.
- Mobile phones must not be used whilst in the nursery.
- Dogs are not allowed in the school premises.

### **School Safety Zone**

The area outside the two schools on Addison Drive is a School Safety Zone. This means that drivers are advised to drive at 20mph within the zone between the times of 8.30am- 4.30pm. It means that **cars cannot stop** to drop off or collect children or adults during these times. This scheme is being monitored by the Lincolnshire Road Safety Partnership and community police. Please be aware that is an offence to stop in this zone and fixed penalty notices will be issued.

### **Park and Stride**

Unfortunately, there is no parking for parents within the school premises and so we do ask you to park elsewhere, outside of the zone. We have an arrangement with St Giles Church on Lamb Gardens that parents may use their car park as a 'Park and Stride' site. Therefore you can park here and walk the short distance to nursery during drop off and collection times. Please ask at the office for a car parking permit.



## Inclusion- Supporting all children

St Giles Nursery always values to the wonder and uniqueness of the child and their family.

We also recognise that as we are all unique, we all have strengths and weaknesses, capabilities and difficulties which we can improve and/or overcome with the support of trusted and knowledgeable family and professionals.

When young children's learning and development is not making progress, it is crucial that early identification of the difficulties and needs of the child are identified so that families and professionals can provide support to ensure the child is included and that they continue to reach their potential. Within the Early Years Foundation Stage framework, Early Years Practitioners must plan for each child's care and learning requirements, with a focus on removing or helping to counter underachievement and overcoming barriers for children where these exist.

The majority of children with additional or special educational needs will not require special resources or enhanced staffing to be successfully included in settings; indeed most settings meet the additional needs of their children very well. However some children with complex needs may benefit from an enhanced staffing ratio for a time limited period or from the provision of additional resources or equipment.

Children have special educational needs if they have a *learning difficulty*, which calls for *special educational provision* to be made for them. Children have a *learning difficulty* if they:

- Have a significantly greater difficulty in learning than the majority of children of the same age,
- Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority

Not all pupils with difficulties or disabilities have Special Educational Needs. Many learn alongside their peers with little need for additional resourcing beyond the aids they need as part of their daily life, such as a wheelchair or a hearing aid. It is also true that a child for whom English is an additional language does not on that basis have special educational needs. All children regardless of their strengths and weaknesses are valued members of our nursery. They should feel secure and supported, have opportunities to experience success and know that expectations of

Every Child is Unique

them are high. All children are entitled to a broad and balanced curriculum which stimulates their interest in a wide range of cultural, aesthetic, physical and environmental learning.

Effective early intervention with the greatest degree of co-production between children, parents, St Giles Nursery, school, the Local Authority and other agencies will enable the child's needs to be met with success and supports the child to make individualised progress. We share a whole nursery responsibility to ensure all children are given the opportunity to achieve their full potential.

The **Inclusion Lead** within the nursery is: **Emma Bostock**

The nursery has a named and trained Inclusion Leader in response to the requirement of the SEN&D Code of Practice (2014). The SENCo will provide a specialist overview of processes and support alongside other team members who understand the uniqueness of their key children. We recognise the Special Educational Needs (SEN&D) Code of Practice: for 0 to 25 years (2014) in response to the Children and Families Act (2014) and the emerging implications of the local offer.

### **Admissions**

St Giles Nursery School welcomes all families and children. We do not discriminate against any child with regards to their family setting or background nor do we discriminate against a child's sex, race, colour, religion, age or disability. We will ensure that the existence of the setting is widely advertised in places accessible to all sections of the community.

We will ensure that information about our setting is accessible – in written and spoken form and where practicable, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

We will keep a place vacant, if this is financially viable, to accommodate any emergency admission.

Our Nursery will ensure the equal opportunities policy widely known and are proud that our professionals are ambassadors of this policy. We will describe our setting and its practices in terms which make it clear that it welcomes; Fathers and Mothers, other relations and other carers, including childminders. We will describe our setting and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

We operate a waiting list and priority of places will be offered based on the criteria below:

1. All looked after and all previously looked after children
2. Children who have an Education and Health Care plan
3. Children with a 'Child in Need Plan' or a 'Child Protection Plan'
4. A brother or sister attending St Giles Nursery school at the time of application who will still be attending at the expected time of admission
5. Children who will be taking either a full 15 hours or a full 30 hours entitlement with us
6. Closest distance from home to St Giles Nursery School (measured using google maps driving distance)





Once a registration form has been completed parents will be contacted as soon as a place becomes available via telephone and email. If we do not hear back within seven days of the date of the email we will assume that parents no longer wish to reserve a place. Once contact has been made, parents have seven days to

### **ParentMail**

We actively encourage all of our parents and carers to sign up to ParentMail which is our electronic communication system. We use this for sending out various information such as newsletters, trip letters and other useful communications. There is an App that you can download alongside your account to ensure all your communication is kept in one place. ParentMail can also be used to pay for your Nursery Invoice or school uniform.

If you do not choose to sign up to ParentMail you will still receive a paper copy of our correspondence but we do encourage parents to sign up wherever possible.

The children are provided with a wide range of snacks and cooking opportunities whilst at nursery. To enable us to continue with this provision we ask all of our funded children for a minimal snack donation each week. This is £0.50 per day for 15 hour funded children and £1 per day for 30 hour funded children. This is invoiced at the start of each term for the full term.

### **Leaving Notice or Reduction of Sessions**

One month's notice is required in writing should you decide to leave the nursery for any reason. You will be required to do the same should you decide to reduce the number of days/sessions your child attends.

### **Emergency Closure**

An emergency is an event which threatens to disrupt the normal running of the Nursery. This includes fire, burglary, accidents, infectious diseases and adverse weather. This list is not exhaustive. Emergencies may happen inside the nursery or outside it, during session times or outside hours. The Nursery procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of children, staff and other individuals is maintained.

In a real emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this will be the case when dealing with real life, changing situations. However, this procedure gives a common approach which should make coping with an emergency more effective.

In case of an emergency, the Emergency Evacuation Marshall will take overall charge and the Head Teacher will work closely with them. The school contingency plan is as follows:

The priorities are

- |  |   |
|--|---|
| 1. the safety of children                | 3. minimise damage to buildings               |
| 2. the safety of staff and other adults. | 4. getting back to normal as soon as possible |

Please review the **Emergency Closure Policy and Procedure** during your induction or review this policy and procedure on the website.

If the Nursery is forced to close because of an emergency, fees will not be refunded for closures of up to a week (5 nursery days) After this period, the Leadership Team will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will be refunded for closures that are longer than a week.



### **Accidents, Sickness, Infection and Medication**

We ask parents to inform a member of staff if their child has any infectious illness, so that we can display a sign to inform parents, staff and visitors that we have had a case of that infection or illness in nursery. This allows other parents to be on the lookout for the symptoms in their child.

Children who are unwell with an infectious disease should NOT be at nursery and they should NOT return until the risk of passing on the infection has passed. If a child displays the symptoms of an infectious disease, the parents should be contacted to take the child home and to seek medical advice.

Please do not send them for 48 hours after sickness and/or diarrhoea or with conjunctivitis as these are particularly contagious. Any child suffering from an infectious disease should be excluded from the Nursery for the appropriate period of time advised by the doctor. The Staff of the Nursery will keep up-to-date records on children's health. e.g. allergies. If your child needs medication, you will need to complete the relevant forms. See also the Health & Safety Policy (including administration of medicines).

There is always several members of staff with a relevant First Aid Qualification on site and, an 'Up-to- Date' First Aid Box is kept on the premises at all times. Minor accidents are recorded in an accident book. Please inform us if your child contracts an infectious illness/disease or if they have any other medical problems that we should be aware of.

St Giles Nursery will:

- do all it can to support children who become sick while attending the nursery
- ask parents to supply a range of contact numbers so they can be contacted quickly should their child fall ill.
- keep these records updated regularly.
- train staff to recognise the signs of illness and to respond accordingly, in full consultation with the management and children's centre.

- inform parents whenever an outbreak of infectious disease occurs in the setting.
- Where appropriate, inform parents of the symptoms to look out for in their own child and provided with information on where to seek further help and advice.
- Ensure staff in the setting follow strict hygiene routines at all times to minimise the spread of infection.
- Supportively exclude children suffering from certain infectious diseases from the nursery for the recommended periods of time. (See [HPA.org.uk](http://HPA.org.uk) for updated guidance) Poster to be clearly displayed on parent's notice-board and website.

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders
Athlete's foot	None
Chickenpox*	Until all vesicles have crusted over
Cold sores, (Herpes simplex)	None
German measles (rubella)*	Four days from onset of rash (as per "Green Book")
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles*	Four days from onset of rash
Molluscum contagiosum	None
Ringworm	Exclusion not usually required
Roseola (infantum)	None
Scabies	Child can return after first treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed
Shingles	Exclude only if rash is weeping and cannot be covered
Warts and verrucae	None

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting
<i>E. coli</i> O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea
Typhoid* [and paratyphoid*] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting
Shigella* (dysentery)	
Cryptosporidiosis*	Exclude for 48 hours from the last episode of diarrhoea

Respiratory infections	Recommended period to be kept away from school, nursery or childminders
Flu (influenza)	Until recovered
Tuberculosis*	Always consult the Duty Room
Whooping cough* (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment

Inhalers shall only be administered to a child when it has been prescribed by a doctor. Medicines and inhalers should be clearly labelled with the child's name and dosage provided. Parents/Carers are asked to record the details on a **'Medical Information Form'** and an **'Administration Form'** will be completed and signed on your collection of the child.



When children are exploring the environment independently, occasional minor accidents may occur. In such instances we will administer basic first aid, alongside soothing any tears away!

All accidents and incidents are recorded on a form which you will be asked to read and sign on collection of your child.

In the event of a more serious accident, incident or emergency, we will contact you immediately and follow any necessary emergency procedures.

Other infections	Recommended period to be kept away from school, nursery or childminders
Conjunctivitis	None
Diphtheria *	Exclusion is essential. Always consult with the Duty Room
Glandular fever	None
Head lice	None
Hepatitis A *	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Hepatitis B*, C, HIV/AIDS	None
Meningococcal meningitis*/ septicaemia*	Until recovered
Meningitis* due to other bacteria	Until recovered
Meningitis viral*	None
MRSA	None
Mumps*	Exclude child for five days after onset of swelling
Threadworms	None
Tonsillitis	None

## **Social Media**

St Giles Nursery is promoted through our website and Facebook page. When you sign an admission form you will be asked whether you give permission for your child's image to appear on these platforms. An image will not be posted unless the correct permissions have previously been given. If at any time you change your mind about permissions for your child to appear on social media you must let us know. We also ask that you if you have taken pictures of your child at a nursery event/trip/show etc, please do not share pictures of that include other people's children on social media.

### **Complaints**

St Giles Nursery School takes all complaints/concerns seriously and all issues will be responded to verbally or in writing where appropriate.

1. In the first instance the concerns/complaint should be made to the **Head Teacher** who will respond to it immediately.
2. If the parent/carer are not satisfied with the outcome they may contact the **Chair of Governors**.
3. If it is still not resolved to the satisfaction of the parent/carer, they should contact **Ofsted** at:

**Ofsted  
Floor 3  
The Royal Exchange Buildings  
St Anne's Square  
Manchester  
M2 7LA  
Tel. 0300 123 1231**

### **Privacy Policy**

St Giles Nursery School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed.

In some cases, your data will be supplied or outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where we supply outsource data to a third party processor, the same data protection standards are imposed on the processor.

Our data protection officer is Melanie Markham (Chair of the Governors) supported by Emma Bostock (Phase Leader). Their role is to oversee and monitor our data protection procedures, and to ensure they are compliant with the General Data Protection Regulations (GDPR).

Why do we collect and use your information?

St Giles Nursery School holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from their previous provider pre-school/childminder or LA.

The Lawful basis we use to collect and use personal data is Legal obligation as set out in the GDPR and UK law, including those in relation to the following:

- The Statutory Framework of the Early Years Foundation Stage 2017
- Working together to safeguard children 2018
- SEND
- Early Years Entitlement

The personal data of children and their families is collected and used for the following reasons:

- To contact you in the case of an emergency
- To support children's learning
- To claim and use statutory funding entitlements
- To monitor and report on children's progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard children and the premises

What is being collected?

The categories of information that we collect, hold and share includes the following:

- Personal information – e.g. contact details, medical and medication needs
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Attendance and booking information – e.g. days and times attended number of absences and absence reasons
- Assessment information, observations photographs and videos
- Who has parental responsibility
- Relevant medical information
- Information relating to SEND
- Behavioural Information
- CCTV video capture



Whilst the majority of the personal data you provide to us is mandatory, some is provided on a voluntary basis. When collecting data we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Who do we get it from?

St Giles Nursery School will gather the required information from parents or carers when you register your child with the school.

St Giles Nursery School may receive information from other childcare providers or early years professionals if consent has been given by the person who holds parental responsibility or, in some cases, without consent where we are legally required by law.

Who will it be shared with?

In order to deliver childcare services St Giles Nursery School will also share your data as required to the following recipients:

- Ofsted during an inspection or following a complaint about our service
- Banking services to process payments
- The Local Authority to process your Early Years Entitlement
- Governments eligibility checker/hub
- The school your child will be attending
- Local police review of CCTV for investigations

We will also share your data with third parties if:

- We are legally required by law
- To protect your child and other children
- To protect our rights or the rights of others
- To protect the nursery premises

How long will we keep it?

Personal data relating to children at pupils at St Giles Nursery and their families is stored in line with school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, after which it will be securely destroyed in line with the school's retention policy. This is directed by Lincolnshire Local Authority.

How do we keep it safe?

St Giles Nursery School prevent unauthorised access to your data and prevents it from being lost, accidentally destroyed, misused or disclosed by:

- Keeping all confidential information in a locked filing cabinet and limiting access.
- Password protected IT systems
- Staff trained to be aware of their data protection responsibilities.
- Policies and procedures which outline safe working practices that follow the data protection regulations.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

#### What are your rights?

Parents/guardians have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how we use your personal data.
- Request access to the personal data that we hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

#### How to make a complaint

If you have a concern about the way in which we collect or use your personal data, you can raise a concern with the Information Commissioner's Office (ICO) who can be contacted on:

Telephone: 0303 123 1113, Monday-Friday 9am-5pm.

#### Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please do not hesitate to ask 01522531876 [enquiries@st-giles-nur.lincs.sch.uk](mailto:enquiries@st-giles-nur.lincs.sch.uk)