

Ditchling (St Margaret's) CE Nursery

Welcome Pack



Welcome to Ditchling (St Margaret's) CE Nursery

Dear Parents/Carers,

I am delighted to be able to write to you as you begin the start of your journey with us.

It gives me great pleasure on behalf of all the staff, families, governors and Hurst Education Trust to warmly welcome you to our wonderful nursery.

We are an inclusive community where Christian values empower us. With God's guidance, we work with confidence and wisdom to inspire a love of learning for the future.

Together we will:

Persevere when times are challenging

Show **respect** to all those around us

Above all, be **kind** to one another living '**life in all its fullness**' John 10:10

We look forward to meeting you and your child before they start at the nursery so that we can find out their interests, which we can integrate into their learning as soon as they start and enable them to flourish.

We hope you find the 'Welcome Pack' helpful. Any further information about the children's learning and our policies are available on the school website:

<https://ditchlingprimary.co.uk>

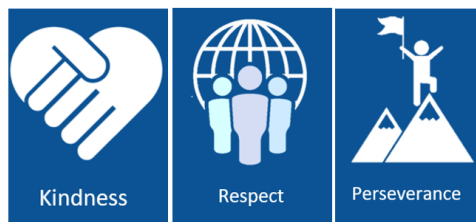
If at any point, you have any questions please do not hesitate to ask.

We very much look forward to welcoming you soon.

Miss Nikki Elliott

Headteacher

Learning Together. Building Success.



Our Ethos at Ditchling (St Margaret's) CE Nursery

Visitors to our nursery are very welcome; whether they are viewing as a potential family, or sharing knowledge and experiences they have with staff and children. We are proud to say that many of our visitors comment that they enter a warm, happy, nurturing environment. This is something we strive to achieve every day and is the ethos that motivates us. We believe that if the children spend quality time in this safe atmosphere with friends, they will feel free to play and excel in all areas of their development. Staffed by three full-time experienced practitioners, the children have their own special keyworker, but are cared for and known well by all.

Being part of the school is a great advantage to the nursery. The children benefit daily from using many parts of the school facilities, including Forest School, field, library, hall and canteen. There is great excitement if nursery children see a sibling, friend or member of staff they know. Nursery children take part in the school's celebrations and have year 5 buddies regularly visiting. These buddies, when they are in year 6, become reception buddies to the same children. With input and visits to and from the reception teacher the nursery makes sure it follows the same phonics and mark making practices, so that the transition to the reception class is as smooth as can be.

Every child is respected for being unique and valued whilst being encouraged to grow in independence and self-confidence. The children all learn Makaton signing which helps to support the children and aid communication. The nursery has its own Interactive whiteboard which allows the children, along with books and role play, to research; be shown and understand the amazing diverse world around them.

The school values of Respect, Kindness and Perseverance are interwoven through the activities provided in the nursery's routines and boundaries. Children are actively encouraged to try new things, have pride in their attempts, learn from failures, support each other and make their own decisions and judgements, surrounded by friendship, fun and laughter.

We aim for every child to be the best that they can be, enabling all to flourish ready to move on to their future.



Welcome from the team



Miss Elliott
Headteacher



Mrs Sayers
Deputy
Headteacher/
Inclusion Leader



Mrs Game
Early Years and
Infant Phase
Leader



Miss Saffron
Revell
Nursery
Manager



Miss Tara
Catton
Nursery
Practitioner



Miss Bryony
Catton
Nursery
Practitioner



Mrs Natasha
Claringbull
Nursery Cover
Assistant

All our staff here at Ditchling (St Margaret's) CE Primary and Nursery School undergo regular professional development courses and all are Paediatric First Aid trained (which is renewed every 3 years). Our Nursery Manager and full time practitioners are trained to a minimum of NVQ Level 3.

Child Protection and Safeguarding

Ditchling Primary is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns.

We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Safeguarding and promoting the welfare of children in our school is the responsibility of the whole school community. All adults working in this School are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead. If you have any Safeguarding or child protection concern, you should contact the staff below at school.



Child Protection and Safeguarding

- Designated Safeguarding Lead (DSL)
Mrs Game (Phase Leader)
- In Mrs Game's absence, Miss Elliott (Headteacher), Mrs Sayers (Deputy Headteacher), Mr DeBanks-Hirst, Miss Miller or Miss Saffron Revell (nursery supervisor) will act as DSL
- Designated Safeguarding Governor-
Liz Curry
- Prevent Lead – Mrs Sayers (DHT)



Contact email: office@ditchlingsch.co.uk

If you have any child protection or welfare concerns, you should immediately discuss these with a Designated Safeguarding lead. Concerns regarding SLT may be taken to the Chair of Governors, Geoff Forman chair@ditchlingsch.co.uk

EYFS Curriculum

Our children explore a rich and stimulating curriculum based on the seven areas of learning: Personal, Social & Emotional Development, Communication & Language, Physical Development, Literacy, Mathematics, Understanding the World, and Expressive Arts & Design.

Personal, Social and Emotional Development

This includes developing positive relationships, sharing and taking turns. We nurture enthusiasm for learning and an appreciation of different cultures. The ethos of the nursery is to be kind, caring, and thoughtful to others. Our aim is to develop a sense of belonging and to encourage our children to explore feelings and behaviour towards others. We spend time developing independence and self-care skills. Our adults provide strong and supportive relationships that guide the children to learn to regulate their behaviours. Through adult modelling and guidance, children learn how to look after their bodies and become independent.

Communication and Language

The development of children's spoken language underpins all seven areas of learning. We recognise the importance of oracy and how this forms the foundations for language and cognitive development. Our adults provide quality conversations and a language-rich environment that are crucial building blocks for developing their vocabulary. We promote a love of books, reading a variety of stories, rhymes and poems to the children, providing opportunities for children to use and embed new words.

Physical Development

This includes lots of opportunity to be active and improve the children's skills of co-ordination, control, manipulation, and movement through indoor and outdoor activities. This is combined with developing gross motor skills, such as climbing, jumping and riding a bike. The children will develop fine motor skills, through threading, using scissors, and handling pencils etc.



Literacy

In literacy, we promote a love of books and pre-reading skills by sharing and discussing books regularly with the children. We encourage the children to attempt their own mark-making (early writing). We believe in writing for a purpose and will provide contextualised learning, often based around a focus book.



Expressive Arts and Design

This includes having the opportunity to use a wide variety of different materials, tools and techniques for painting, printing, collage and model-making. The children's interests will be fostered and enhanced, and we will provide stimulating deconstructive role-play experiences to initiate ideas. There will be regular singing, dancing, and music-making. We welcome visitors with different creative expertise to share their skills with us.

Mathematics

Early Years maths is very practical. Playful experiences will be used to promote counting, sorting, recognising pattern, solving practical number problems, and exploring shape, space, and measures. The children will learn rhymes and counting games to help understand the value of numbers.



Understanding the World

The children will explore the world around them, using all of their senses. They will be encouraged to look at similarities and differences and will be given opportunities to build and construct using a variety of tools and techniques. Nursery children attend a forest school session and enjoy learning French weekly.

Learning and Assessment

We ensure observation and assessment is at the heart of all we do, creating plans for inspiring and meaningful learning experiences for every child based on their own fascinations and needs. We use Tapestry, an online Learning Journey, to share their experiences and next steps in learning with parents.

Key Person

We adhere to the recommended staff/child ratios. Children aged 2-3 years have a ratio of 1:5. Children aged 3-4 years have a ratio of 1:8. Each child is allocated a Key Person, so that they are able to build a close relationship with the parent and child and consequently help fulfill their emotional and educational needs.

Communication with Parents

At Ditchling (St Margaret's) CE Primary and Nursery School we work closely with parents and carers, valuing them as true partners in learning. We will regularly observe your child at play to help us to understand and support their individual wellbeing and development. We want to really get to know the children as unique people with special skills, interests, and ideas. The more we understand about your child, the better we can support their learning.

Our observations will be used to inform our planning and are included in your child's online Tapestry journal. Over time, this will celebrate and tell a story about your child's learning, friends, and the experiences they enjoy. Parents are actively encouraged to upload their own photographs and observations of their child's experiences outside of nursery, as this information contributes to practitioner knowledge and understanding of the whole child.

At Ditchling (St Margaret's) CE Primary and Nursery School, we strongly believe that working together supports your child and gives them the best learning opportunities. Therefore, we value your input into these on-line learning journals and would love to hear about events, activities, or achievements, which have happened at home. Feel free to write us a note, have a chat to a member of staff or bring in a photo or drawing of your children's experiences and 'wow' moments!

Throughout the year, we will share curriculum ideas with you about how you can support your child's learning at home. We share regular newsletters and updates via memos Tapestry. We kindly ask you to check your Tapestry account regularly. We may also share updates via email. We will organise 2 parent/key person consultations throughout the year to discuss your child's achievements and to let you know how they are settling in.



Attendance Statement

At an early age, continuity and consistency are important contributors to a child's well-being and progress. We believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years. Through regular attendance, children build up the secure attachments they need for healthy development. A regular

routine supports children to feel settled and secure. Unsettled children have higher stress levels, which in turn prevents them from being able to benefit fully from the learning opportunities available.

Procedure

Children should arrive at nursery at their agreed start time. If your child cannot attend nursery for any reason, please do contact Miss Hemes in the office, stating the reason for absence. If children are absent without explanation, parents will be contacted to establish a reason for absence.

If children are regularly missing sessions, their session days and times may be reviewed to determine if they are suitable. If a child's attendance falls below 70%, a meeting will be arranged to discuss your child's nursery place. Poor attendance may result in a loss of nursery space. Spaces for the nursery are in high demand, so if a child is frequently missing a session, this may be removed and offered to someone else. Please do contact Miss Hemes if you would like to make changes to your child's nursery hours.

Supporting families

We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between families and Nursery staff. Where children's attendance is not improving, the setting will talk to you about the available support, for example, implementing bedtime routines, supporting you with healthy eating and referrals to early help or other support agencies. We understand that young children can sometimes be reluctant to attend Early Years provision. This could be because they are tired or just want to stay at home with their parents. However, it is always better to support your child's well-being by reminding them that they are safe and will enjoy playing and learning with their friends. Cooperation and communication between home and nursery is the best way to support a child's well-being needs.

Safeguarding

We all have a duty of care to keep children safe and protect them from harm. Poor attendance and/or absence without reason can be seen as a safeguarding concern. Although it is not mandatory for children to attend nursery, it is a requirement that parents inform us of their child's absence and the reason why.

FPTA

The nursery is part of the whole school. Therefore, parents of nursery-aged children will automatically become members of the school FPTA. We hope that we can work together to achieve great things for our children.

Starting Nursery

We aim to support your child in the best way we can by working in partnership with you, we can adjust our starting procedures to meet the needs of your child from their first day.

We want your child to feel safe and secure with us and would recommend that children attend two, one hour settling in sessions prior to them starting nursery. Some children may need extra settling in support if they are anxious or have never attended a setting before. Please do speak with a member of staff if you feel your child would benefit from further settling in support.

Arrivals and collections will be from the nursery gate where most children, supported by a member of staff, are quickly able to leave their parents to join in happily with the nursery's activities.

We kindly ask that you let us know if any happy or sad events in the life of your family, which could have an effect on your child.

During the summer term we may host 'stay and play' sessions for our children starting in September. This is a great opportunity for children to meet staff, explore the setting and become familiar with their surroundings. It's also a great opportunity for parents to meet one another. Please note, parents will need to stay with their child during these visits.

Daily Routine

As your child arrives at the beginning of the session, they are asked to hang their coat on their own peg, put their drink bottle in the basket and packed lunch in the lunch basket, if they have one. They are then supported to find an activity to engage with. During each session, your child will have the opportunity to take part in rich indoor and outdoor learning experiences. There will be opportunities for your child to work on a one-to-one with their key person, and in small and large groups. The children have daily snack time together and have a range of healthy snacks, milk, and water available to them. The nursery children enjoy regularly using the school library, hall, playground and field.

Drop Off and Collection Times

Nursery sessions are as follows:

Full day 9.20-15:20

Morning session 9.20-11:40

Morning session with lunch 09.20-12:20

Lunch with afternoon session 11:40-15:20

Afternoon session 12:20-15:20

Due to staff ratios, any variation in drop off and pick up times will need to be discussed with nursery staff in advance. Please ensure prompt pick up and drop off times are adhered to.

We also offer wrap around care:

Early bird 8:00-8:40 & 08.40-09.20

Late afternoon 15:20-16:00

Extended afternoon 15:20-16:30

Please refer to fee structure on page 15

Absence

Sometimes children are too unwell to come to nursery. This may be because they:

- have an infectious illness
- have a high temperature
- have had any vomiting and diarrhoea within the previous 48 hours

Please phone the school office (01273 844130) or use the Study Bugs App (studybugs.com) to inform the school that your child is unwell. It is helpful to know their symptoms so we can inform other parents if the sickness is infectious.

Birthdays

We recognise how important birthdays are to children and we love to celebrate them. We have a pretend cake so that the birthday child can blow out the candles whilst their nursery friends sing to them and give them a special card. The birthday child is also a 'super helper' for the day. We kindly ask that children don't bring in any food items, (e.g., cakes), to give to their friends due to allergies within the nursery.

Families

We welcome parents and family members to attend special Stay and Play dates throughout the year. These include Stay and Read and Stay and be active. Parents are also encouraged to share any skills that they may have, for example playing a musical instrument, singing, craft or stories of visiting exciting places. We welcome parents and other family members to join us at 14.30 on any prearranged day to read to the children. In addition, we invite all family and friends to our annual sports day, summer outing and transition assembly/leavers service for our Wise Owls.

If you would like to volunteer to help in the nursery, we ask all parents to attend a volunteers' training session to ensure a shared understanding of safeguarding and health and safety. To comply with the Local Authority guidance, all parents have to have a school-based DBS certificate and have two references, as volunteer helpers.

Nappy Changing and Toileting

Children are not expected to be out of nappies before they start nursery. Parents will need to provide a supply of nappies and wipes in a named bag. Nappy cream will not be applied unless it is for a specific problem, in which case written permission to apply this will need to be obtained from the parents. If it is necessary for the nursery to provide nappies or wipes, a small charge will be added to the invoice.

Older children access the toilet when they have the need to and are encouraged to be independent. If toilet-training is in progress, the staff will assist in this training. If a child wearing pants soils their undergarments, they will be cleaned and changed by staff in the toilets. We respectfully request that 'pull-ups' are only used if toilet training.

Moving into Reception

As part of its ongoing daily practice, the nursery will work closely within, and is a fully integrated part of, the school. Therefore, when the time comes to move into reception, the children will already be familiar with the staff and classrooms, ensuring that your child enjoys a smooth transition. Further information will be given during the transition period.

Nursery Uniform And Equipment

The children need to wear comfortable and durable clothes to nursery. We request they wear a nursery t-shirt and jumper (although not compulsory) with suitable bottoms of your choice.

The following list shows the items that are available to purchase from Brigade Uniforms (<https://www.brigade.uk.com/parents/school/DI4630DS/>). All the garments offer excellent value for money and are made from hard-wearing, machine-washable fabrics, specially decorated with the school logo. They can be ordered online and delivered to school; this saves you delivery costs. Second hand items can also be purchased from our FPTA.

ITEM	COLOUR	SIZES	PRICE
CLASSIC SWEATSHIRT	BLUE with Nursery Logo	22, 24, 26 inch	£13.10

Things to bring to nursery every day

The children will be taking part in outside activities to support their learning. Please ensure they have **named**:

Welly boots and puddle suit to leave at nursery if possible



Bag with a change of clothes in



Named water bottle (filled with water and returned on each day of attendance)



A named packet of wet wipes



It is really helpful to have **all items** clearly named so they can be easily returned to the child.

Lunch box or pre-ordered and pre-paid lunch via Parent Pay.



In hot weather:

Named sun hat



Please **do not** send in suncream as staff are unable to apply any cream, in line with school policy. We request parents apply a long-lasting suncream before children arrive at the nursery school.

In cold weather:

Named woolly hat



Named gloves or mittens



Fee Structure, Opening Times and Registration

Opening Times - Mondays to Fridays

Possible sessions	Extended Early Bird	Early Bird	Morning Session Without Lunch	Morning Session With Lunch	Afternoon Session	Late Afternoon	Extended Afternoon
TIME	08:00-09:20	08:40-09:20	09:20-11:40	09:20-12:20	12:20-15:20	15:20-16:00	15:20-16:30
Length of session	1 hour 20 mins	40 mins	2 hours 20 mins	3 hours	3 hours	40 mins	1 hour 10 mins
Cost of session 2 year olds	<i>Privately funded</i> £9.98	<i>Privately funded</i> £4.95	Funded hours available ----- <i>Privately funded</i> £17.48	Funded hours available ----- <i>Privately funded</i> £22.50 (plus optional hot meal £2.97)	Funded hours available ----- <i>Privately funded</i> £22.50	<i>Privately funded</i> £4.95	<i>Privately funded</i> £8.78
Cost of session 3-4 year olds	<i>Privately funded</i> £8.65	<i>Privately funded</i> £4.29	Funded hours available ----- <i>Privately funded</i> £15.15	Funded hours available ----- <i>Privately funded</i> £19.50 (plus optional hot meal £2.97)	Funded hours available ----- <i>Privately funded</i> £19.50	<i>Privately funded</i> £4.29	<i>Privately funded</i> £7.60

Funding for 2-year-old children:

Parents can access 15 funded hours per week if they are entitled to 2 year-old funding.

These can be used by signing a child up to a combination of the following sessions:

09:20 to 15:20 (6hr funded session available each day)

09:20 to 12:20 or 12:20 to 15.20 (3hr funded session available each day)

Children can attend any combination of sessions. To ensure continuity and that the children settle well, they need to attend a minimum of two sessions per week.

Please check availability with the school office.

Any hours attended that are in addition to the funded hours, will be charged at £7.50 per hour or part thereof.

Funding for 3 and 4 year old children:

For the Term* following their child's 3rd birthday, parents can access 15 funded hours per term.

These can be used by signing a child up to a combination of the following sessions:

09:20 to 15:20 (6hr funded session available each day)

09:20 to 12:20 or 12.20 to 15.20 (3hr funded session available each day)

Children can attend any combination of sessions. To ensure continuity and that the children settle well, they need to attend a minimum of **two sessions** per week. Please check availability with the school office.

Any hours attended that are in addition to the funded hours will be charged at £6.50 per hour or part thereof.

30 hour funding is also available for pupils whose parents have applied for funding through the government portal (see web link below). This can be used in the same way as the 15 hour funding over available sessions.

Please speak to the school office for more information.

**Term, as stated above, refers to: Autumn Term: September to December (i.e. School terms 1 and 2); Spring Term: January to Easter (i.e. School terms 3 and 4); and Summer Term: after Easter holiday to July (i.e. School terms 5 and 6).*

All fees and charges must be paid by the 1st day of every long term, which will be stated on the invoice.

Changing sessions

If a new starter wishes to change their initial application, this can be done once, only if there are spaces available and no staffing changes have already been made to accommodate the previously booked sessions.

One term's (6 weeks') written notice is required to change sessions for existing nursery children.

Ad hoc bookings, subject to availability and provision of 2 days' notice, can be booked. Please note that days cannot be swapped or given in lieu if your child has been away on holiday or ill.

Late Payment

If you are having difficulty with payment, please speak to the Bursar at the earliest possible opportunity. Failure to pay within 30 days of invoice will result in the ending of non-funded places. Parents/carers should note that these hours may be offered to other children.

Registration

You will be asked to complete the following forms that must be returned before your child's first day.

Visits in Ditchling consent

Forest school permission

Permission to collect

Tapestry permission

Use of images consent

Parent/child voice/All about me

Late Collection Fee

If you are **10 minutes** or more late to collect your child; you will be charged **£1.00 for every minute** over your booked time.

If you are 15 minutes or more late, there will be a charge of **£7.00**. However, if notification of extreme circumstances is received, this will not happen.

The nursery is open for 38 weeks of the year during school term times only, and fees will be charged 6 times a year in line with the 6 school terms.

Invoices will be sent to parents at the end of the previous term.

15 and 30 Hour Funding Information available here:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>



Food

If you wish your child to have a hot meal at lunchtime, please order and pay for this by 08:15 that day using Parent Pay: <https://www.parentpay.com/> . Meals currently cost £3.06 per day. Please note this is additional to the attendance fee. There is a choice of main meal, vegetarian option, jacket potato, sandwich, or tomato pasta. Menus are displayed on the website. Please tell us about your child's dietary needs. Children are also welcome to bring a packed lunch.

Lunch is eaten in the nursery initially in September where staff can support the children to try different foods, talk to their friends and gain independence. Once settled, children eat in the school hall with their older peers. This encourages children to become part of the school community and helps support their transition to school.

Milk will be provided for your child for free through the Cool Milk scheme. A healthy mid-morning snack will be provided for your child. We kindly ask that children do not arrive at nursery while eating a snack.

If a child doesn't bring their own nappies and wipes, the following will be charged and invoiced:

Per Nappy	30p
Per wipe	5p

Some activities will incur an additional fee for specialist provision.

If you do not wish to pay for specific consumables, for example because you wish to provide your own, please make the nursery aware so next steps can be discussed.

All fees and charges must be paid by the due date stated on the invoice.

Payment of fees is required throughout a term even if a child is absent due to illness/holiday.

To request a change in attendance, please liaise with the school office, giving as much notice as possible.

Leaving the Nursery

A minimum of one term's notice is required to delay your child's start date, change attendance days or to remove your child from nursery. Please note there are 6 terms in a year. Please contact the school office in writing.

Website

We have a school website. Please visit the website:

<https://ditchlingprimary.co.uk/about-us/our-nursery/> and click on the subsequent links to keep up-to-date and see photographs of all the fun activities and learning that we do. Please take time to read our policies, which are also available on the website, as are our nursery newsletters and curriculum overviews.

How to contact us

If you need to contact us, then please use the details below.

Address: Lewes Road, Ditchling, East Sussex, BN6 8TU

Telephone: (01273) 844130

Email: office@ditchlingsch.co.uk

Parent/Child Voice

We would like to know more about your child's likes and dislikes in order to help them settle in quickly. Please complete the comment boxes below and return on your child's first day.

Favourite toys or stories

Things I dislike or things that worry me

Food or drink preferences

Favourite Films/
TV programs

Name
Age

Who I see lots (Grandparents,
friends, cousins etc...)

Who lives in my house



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office@ditchlingsch.co.uk
www.ditchlingprimary.co.uk
www.hurst.education

 @ditchlingprimarynurseryschool

IN PARTNERSHIP WITH



'Living life in all its fullness' John 10:10