



## *Little Whittle*

Nursery Department of  
Whittle-le-Woods CE  
Primary School

## *Whittle-le-Woods CE Primary School*

### **Parent Information Pack and Registration Documents**

#### School Mission Statement

Our Christian family leads and encourages everyone to:

- ✝ Flourish; soar in faith and talents
- ✝ Serve others courageously
- ✝ Be excited and curious to learn

We do this within our safe, happy, diverse and nurturing Christ centred environment ensuring 'all have life and have it to the full' John 10:10

**Whittle-le-Woods CE Primary School**  
Preston Road, Whittle-le-Woods Chorley PR6 7PS Tel 01257 262732

Dear Parents/Guardians

We have produced this pack to answer some questions you may have and to give you information about the most important policies and procedures that will affect you and your child when they attend our nursery provision.

Our nursery provision is overseen by the school governing body and we are very happy to discuss anything about nursery with you. You can also telephone school or call in and see us in operation. Little Whittle is under the control of the Governing Board of Whittle-le Woods CE Primary School. It is run within the school's Christian Ethos; Vision; Mission; the primary school's policies and under the school's extended services. The nursery department is led by Mrs C Cummins and also managed by Mrs E Steele (BA Hons Education) under the direction of Headteacher Mrs D Metcalfe and the senior leadership team just like the rest of the school. We will run the nursery with a ratio of 1:8 (pupils to adults) even though we have Mrs Steele and Mrs Cummins overseeing the nursery with qualified teacher status and could operate with a 1:13 ratio; we want the best outcomes for our pupils and use lower adult pupil ratios.

### **General Information**

Little Whittle Nursery provides early education and childcare for children aged 3-5yrs.

At nursery children have plenty of space to play with access to the nursery classroom, the Reception classroom, school hall, the nursery out door space, the Reception outdoor learning space and the school grounds. The staff and children design the environment and space so that a balance of adult/child led activities and play or rest opportunities are available each day to meet a range of interests and needs.

### **Little Whittle School Unit**

Little Whittle School is to be based in a purpose build unit within the main school grounds approached from Factory Lane. The building is designed with the required floor area for up to a maximum of 26 children, however we aim only to run the class with a maximum of 24 children in the setting at any one time. The unit has its own designated outdoor learning space, but children will also be encouraged to engage in activities in and around the main school with the nursery staff. When it is appropriate, they will even enjoy joining other classes for activities in the main school



### **Early Years Foundation Stage (EYFS) at Whittle-le-Woods CE Primary**

EYFS is a two-year stage of learning comprising:

Nursery (3-4 year olds)

Reception Class (4-5 year olds)

### **Our curriculum intentions for EYFS**

We aim to provide an exciting, loving, learning environment that meets the learning needs of all children and prepares them for 'life in all its fullness'.

As a school everything we do is Christ centred and the bible verse **John 10:10** is at the heart of all we do.

**'I have come so that they may have life, life in all its fullness'**

This is what we want for the children in our care and we prepare youngsters to be ready for a full life and to be people who fight for justice so every individual can enjoy 'life in all its fullness'. We teach and foster love and respect for every individual; eagerness to learn; a joy in sharing what we have and care for all God's creation.

We offer children a rich curriculum with opportunities to experience new things so all within our learning community can find and celebrate their God given talents.

### **Curriculum Implementation for EYFS**

The curriculum for our youngest pupils comes from their interests.

In order to provide a highly effective enabling environment in which children flourish and achieve their potential we consider our observations, assessments and planning cycle. To do this we:

- **Notice-** from a range of evidence that we gather including staff observations and assessments, discussions with parents and children. Staff plan for developmental needs of children and nursery environmental changes are in direct response to the children, what staff have observed, assessed and planned for
- **Recognise-**using subject knowledge and information about your child we make assessment judgements to identify where they may be in their developmental pathways
- **Respond-** once we identify the learning needs and interests of your child we can plan an appropriate environment, alongside planned learning opportunities that will challenge and extend their development
- **Expect-** to ensure progress is made we set success criteria that identifies the targets that we expect by a specific time frame

Indoor and outdoor learning environments are fully used to create interest, enjoyment, imagination and excitement. These develop knowledge and problem solving skills.

When children are ready, their Key worker will accompany your child as part of a small group into the 'Big School'. They will visit and participate in activities in the Reception outdoor play area, the hall and enjoy outdoor activities around the rest of the main school. Children will also join the Reception and Key Stage One children for simple worship time in the hall.

We aim to provide the best possible experience to prepare children for primary school life in the school you choose for them. Nursery children will get to know the Reception staff at Whittle-le-Woods CE School well through regular contact initially in the nursery then in school which helps them to grow in confidence within a Reception classroom. We will make contact with staff at the primary school that you choose for your child and invite their staff to visit them in our nursery setting. We have always felt that effective transition activities are vital and as a school we will continue to work closely with other schools to ensure your child gets the best possible start if they do not come into our main school.

### **Impact of our nursery provision**

The impact of our provision will be that each child will have a flying start in their primary schooling ready to excel. Not only will they be primary school ready, but will also have grown in confidence to seize opportunities of the Reception year of EYFS having become used to 'Big School' in a caring, loving and nurturing Christian community.

This pack contains written information about the nursery, included is:-

- A Registration and Consents Form which needs to be completed for all children attending nursery and which must be signed and returned to school office before your child/ren can start attending.

- Important information including arrangements for contacting nursery staff, booking, arrangements, uniform, meals, Early Education Funding and fees.
- A copy of our Safety and Security Policy setting out the responsibilities of parents, children and staff.
- Parents Guide to the EYFS
- Booking Form/s

### **Eligibility/Admissions**

Any child of the above age is eligible subject to a place being available for them.

(Nursery attendance does not automatically assume a school place and the normal admissions criteria and process through Lancashire County Council applies as with all children applying for a school place with us).

### **Opening Hours**

Breakfast Club	7:45-8:55
Morning Session	8:55-11:55
Lunch	11:55-12:40
Afternoon	12:40-3:40
After School Club	3:40-6:00



### **Breakfast Club**

The Breakfast Club start at 7:45pm and breakfast is provided if you wish your child/ren to have some. The children are then able to do quiet activities and/or play. You **must** sign your children into club each morning before you can leave them. Nursery children should be dropped off at the nursery using the Factory Lane entrance.

### **Nursery Day**

The nursery day starts at 8:55am and includes opportunities for children to learn and play in a safe and supportive environment. When arriving for an 8:55am start, parents should bring children onto the school site via the main school gate on Preston Road then walk down the rear stone steps onto the lower playground to the nursery. Pick up at 3:40pm should also be via the main school gate on Preston Road. At 8:55am and 3:40pm only parents who have buggies/prams should use the Factory Lane gate. Lunch time collection and drop offs at nursery (11:55 and 12:40) from nursery should be via the Factory Lane gate.

We thank parents for their understanding about this. The route for drop off/collection access to nursery is summarised below:

### **How to come to nursery**

7:45-8:45	Come to nursery via Factory Lane
8:45-9:05	Come to nursery via the main gate on Preston Road
9:05-11:45	During sessions come to the school office via main gate
11:55-12:45	Come to nursery via Factory Lane
12:45-3:30	During sessions come to the school office via main gate
3:30-5:30	Come to nursery via Factory Lane
5:30-6:00	Come to the school hall

### **Lunchtimes**

Children can be collected at the end of their morning session 11:55am using the Factory Lane entrance. If children are staying with us for the afternoon session following a morning session, children will have a lunch break. Children will also arrive after lunch, 12:40pm, ready for starting their afternoon session. This is a busy time for us in school so please be extra aware of our safety and security procedures.

### **After School Club**

The after school sessions start at 3.40pm (when nursery school ends) and finish at 6.00pm during normal school days. A healthy light snack is provided (not classified as tea). Nursery children usually join school pupils after 5:30 pm and until 6pm at the main school After School Club which is located in the main school hall accessed via the door on the staff car park.

Children **must** also be signed out by the authorised adult/s named on your registration form. This is for child protection and insurance purposes. If someone other than these people will be collecting, you will need to give us consent beforehand and if the person picking up is not known to staff they need to know your agreed password.

### **Settling In**

We understand for parents and children starting nursery can be a daunting time and a big milestone in your child's early life. We want to ensure it is a positive experience therefore we do suggest a couple of visits to nursery to support your child with the transition before officially taking up a nursery place. We usually suggest visiting with a parent initially and then a short visit alone with us. Our staff will also try to arrange home visit for your child to meet staff in a familiar setting.

### **Meals and Snacks**

Healthy breakfast & afternoon snacks (if staying before/after school) and drinks are provided. During nursery sessions snacks and drinks are provided via the class café. A school lunch for children doing a full day can be provided for £2.30. Alternatively, children can bring a packed lunch from home.

If your child is booked in for a 10 hour, extended day, the cost of lunch is included. A vegetarian option can be provided and we can cater for children with allergies.

### **Intimate Care**

Should your child require support with intimate care during their session this will be undertaken in the toilet area by a member of staff and staff will be monitored by a second member of the staff team in line with our school safeguarding intimate care policy. This will be recorded on the nursery intimate care log, both staff will sign date and write the time in the log and you will be informed. We request that pull-ups should be worn by children rather than nappies when they are required. Children should have their own pull-ups/spare set of leggings/joggers/underwear in school and these can be kept in a school PE bag on their peg.

### **Uniform**

Nursery uniform consists of a plain white polo shirt and our red school sweatshirt with logo. The school sweatshirt should be purchased through the school office. Children should also wear black leggings/joggers or shorts. Children should come with a waterproof coat on dull/



rainy days as we enjoy playing & learning outdoors everyday- come rain or shine!

### **What do I do next if I want to book a space?**

If you are considering using the nursery and want to come and spend time with us (when open) to see what we get up to you are most welcome at any time or alternatively call school.

Please telephone 01257 262732 and email a copy of the registration form to [office@whittle-le-woods.lancs.sch.uk](mailto:office@whittle-le-woods.lancs.sch.uk) or you can come into school with your completed form. The school office will agree a date when your child can start attending and arrange settling in sessions as needed.

We take a permanent/termly booking and you can book additional sessions at short notice providing we have space available and our staff to child ratio allows this.

### **How do I pay for my Nursery Place?**

#### **Early Education Funding 15 and 30hrs**

Every 3 & 4 year old is eligible for up to 15 hours Funded Childcare, from the term following the child's third birthday until they start school. Parents can choose to access the funded childcare flexibility and use more than one provider to meet their needs. The universal funding is available for 15 hours per week for 38 weeks. A total of 570 hours is available.

The 1st September 2017 saw the introduction of an extended entitlement of 30 hours funded childcare for 3&4 year olds. This initiative is aimed at working families who can access a total of 1,140 hours – 30 hours per week over 38 weeks per year, it can be used flexibly and with one or more childcare provider.

#### **Admission into Little Whittle Nursery School**

If you wish to reserve a place for your child, complete the attached admission form and hand this to the school office to process as soon as possible. Please be aware we cannot take children before their third birthday.

The ability to reserve a place is dependent upon availability and with a minimum of five three-hour school sessions per week.

If more places are required than are available, places will be issued in the priority order below:

1. Children who have siblings in the school and whose siblings will still be attending Whittle-le-Woods CE Primary on admission to the main school with priority to children who will start school sooner
2. Children who are being booked into more sessions including breakfast and after school will be given priority
3. Other children and distance to school within this category

*It is advisable that an admission form to request places is handed in as early as possible to ensure you get sessions you need especially if particular days/sessions are required*

#### **Parental Agreement**

Before your child takes up their funded place we ask that parents sign a parental agreement which stipulates the number of funded universal and extended hours our provision will be claiming for on behalf of your child. This form will also detail other childcare providers 'claimed for hours' if parents choose to spread their hours across multiple providers. This is to assist with any over claims and potential disputes around the allocation of funding.

## **Fees**

Additional nursery sessions may be purchased outside of the funded hours and these are charged as follows:

Afternoon added to a morning session and vice versa (including lunch)-Top up fee £16

An additional morning or afternoon stand-alone session – Top up fee £14

Full day 8:55-3:40 top up fee £30

Breakfast Club £5

After school club £8

Reserved places must be booked via the school office or by email/telephone. In addition, subject to availability, one-off bookings may be made. One-off bookings cannot be made more than a couple of weeks in advance to ensure that we can give priority for people making regular bookings. Please complete the booking form attached to this pack. Further copies can be obtained from the nursery or school office.

## **Wrap Around Care**

Charges are:-

- £5 for Breakfast Club
- £8 for After school club

Can be part of your sessions if you choose 10 hour extended days

## **Payment of Fees**

Invoices are sent out each half term in advance, with payment due prior to the half term starting. Payment Methods: Childcare Vouchers, cheque, parent pay, tax free childcare scheme. Consistently overdue invoices will result in the reserved place being forfeited.

## **What happens if parents are late picking up their child**

We understand that from time to time parents might be unavoidably late arriving to collect their child. If you feel that this might happen, please ring the office to warn staff. If parents are more than fifteen minutes late to collect their child, they will be charged for the next full session. If parents are late picking up from the After School sessions, have not made contact with the school and cannot be contacted, staff would telephone the police and/or Children's Social Care. Please always ensure your emergency telephone numbers are up to date.

## **Admission into Whittle-le-Woods CE Primary School for Reception Class**

Entry into 'Big School' is through application using the Local Authority on-line system. The application process runs from the September to the January prior to admission into Reception Class. A copy of the school Admission Policy can be obtained from school or through our website and this outlines the admission criteria. Please feel free to discuss admission with Mrs Metcalfe if you need further information.

## **Little Whittle Nursery Policies and Procedures**

The nursery operates in line with the Statutory Framework for the EYFS 2017 and alongside our school policies and procedures. Further details and important information concerning the nursery can be found in this pack, in the school prospectus, website and policies. We kindly ask

you to read and understand them upon registration with the nursery/and or after school/before school clubs We have summarised some key policies below.

### Sickness, Accidents, First Aid and Emergencies

As with school, if your child becomes ill during a session, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. Your child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Prescribed medication only can be administered and with specific written instructions from a parent/guardian/doctor. A medicine form can be obtained from nursery staff or the school office and should be completed and handed to nursery staff with the prescribed medicine.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

*Please note: the Registration Form contains an Authorisation giving school/nursery staff permission to act "in loco parentis" e.g. the parent/guardian cannot be contacted in time, the staff member will invoke that authority to take action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation, please delete the relevant paragraph on the Registration Form.*

### **Important Information**

Little Whittle Nursery cannot accept any child to attend a session unless a completed and signed Registration Form is submitted by the parent/guardian.

Parents/guardians are responsible for ensuring that contact details provided are kept up to date.

To contact the nursery during a session please telephone the **school office 01257 262732**

**Whittle-le-Woods CE Primary School is a no smoking site.**

### **Child Protection and Safeguarding Children**

Whittle-le-Woods CE Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. We have a Child Protection Policy and procedures and follow Lancashire's Local Safeguarding Children Board (LSCB) guidelines. Sometimes we need to share information in partnership with other agencies when there are concerns about a child's welfare.

Policies are available for parents on request. Our Designated Senior Leader for Child Protection (DSL) is Mrs Metcalfe, Head Teacher and the Deputy DSL is Mrs Haughin the school's Deputy Head.

### Safety and Security of Children

The safety and security of children attending our school nursery is an extremely important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with nursery; parents, guardians, children and staff.

#### **1. Responsibilities of parents/guardians**

- Making sure that the contact details they have provided to the nursery are correct and that the school office and nursery staff are told about any changes.
- Notifying the nursery/school if their child/ren will be arriving late for any reason.
- Notifying the nursery/school as soon as possible if their child/ren are not attending for a booked session for any reason. Again this so they are not assumed missing. **Please note that refunds cannot be given for cancelled sessions.**
- Letting the school office know during a session if they anticipate being later than planned collecting their child/ren (persistent lateness may be charged for).
- Letting staff/school know if they have any concerns about their child/ren.
- Gaining access to the building to drop off/collect their child/ren ONLY via the designated entrances outlined earlier and not asking children or other parents/guardians to let them in. Keeping all doors gates locked behind them.

#### **2. Responsibilities of children**

- Children are responsible for listening to staff when they are told which parts of the school they may play in because this may be different on different days. For example they may not be able to play out on the field every day.
- Children must not leave the area they are playing in without telling a member of the staff.
- Children must not open any outside doors to let in parents or anyone else, even if they are known to the children.

#### **3. Responsibilities of nursery staff**

Nursery staff are responsible for:

- Checking with the school office whether any messages have been left about non-attendance.
- Ensuring any booked children from breakfast club are ready for the start of their nursery session.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent/guardian on their registration form or who knows the parents' password
- Ensuring the time the child arrives and leaves is in the register and obtaining a signature from parent/guardian.
- Be completely up to date with first aid/food hygiene/safeguarding training and fully understand their responsibilities around child protection.
- Ensuring that all the indoor and out-door learning environments are safe, clean and free from hazards
- Ensuring the school gates are locked at the beginning of the morning and afternoon sessions then un-locked ready for parents to arrive at collection times
- Ensure children are inside when the entrance gate is unlocked.

# *Little Whittle Nursery School*

## Nursery Booking Form

Please complete the attached form to reserve your child's in nursery

	<b>First name</b>	<b>Surname</b>
<b>Child</b>		
<b>Parent 1</b>	<b>Date of Birth</b>	<b>NI Number</b>
<b>Parent 2</b>	<b>Date of Birth</b>	<b>NI Number</b>
<b>Contact telephone number</b>	<b>1</b>	<b>2</b>
<b>Email addresses</b>	<b>1</b>	<b>2</b>
<b>Home address 1</b>		
<b>Additional address if required/second emergency contact Please give name and relationship</b>		
<b>Child's date of birth</b>	<b>Date my child will receive free hours</b>	<b>Siblings in school Y / N</b>
<b>Date you would like your child to start /be admitted</b>	<b>Please select option no.</b> Paid sessions Option ___ Free Hours Option ___	<b>Names of any siblings</b>

In signing this form I understand that:

- My child will keep the school sessions booked throughout the academic year
- If paid for places have been initially selected, indicate a free places option for when you can claim free hours (helps us plan future requirements)
- I will need to select one of the seven options
- My child will keep the breakfast/after school sessions booked
- One full month paid notice must be given for any/all sessions
- Fees will be paid in advance, billed monthly
- If fees are not paid prior to the beginning of the month, my child place in nursery school will be withdrawn

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_

## Booking options - Paid school sessions

**Option 1** Tick any required paid for Breakfast session £5 each

<b>Morning School</b>	Mon	Tues	Wed	Thurs	Fri
Breakfast 7:45-8:55 £5 per day					
Morning Session <b>Total</b> <b>£70 p w</b>	√	√	√	√	√

**Option 2** Tick any required paid for After School session £8 each

<b>Afternoon School</b>	Mon	Tues	Wed	Thurs	Fri
Afternoon Session <b>Total</b> <b>£70 p w</b>	√	√	√	√	√
After school 3:40-6:00 £8 per day					

**Option 3** Tick any required paid for Breakfast or After School Session

<b>Full School</b>	Mon	Tues	Wed	Thurs	Fri
Breakfast 7:45-8:55 £5 per day					
Full Day School 8:55-3:40 <b>Total</b> <b>£150 p w</b>	√ Lunch £2.30	√ Lunch £2.30	√ Lunch £2.30	√ Lunch £2.30	√ Lunch £2.30
After school 3:40-6:00 £8 per day					

## Booking options - 15 Free Hours school sessions

(There will be a fixed number of these sessions available)

**Option 4** Tick any required paid for Breakfast session £5 each

<b>15 Hours Free Morning School</b>	Mon	Tues	Wed	Thurs	Fri
Breakfast 7:45-8:55 £5 per day					
Morning 8:55-11:55	√	√	√	√	√

**Option 5** Tick any required paid for After School session £8 each

<b>15 Hours Free Afternoon School</b>	Mon	Tues	Wed	Thurs	Fri
Afternoon 12:40-3:40	√	√	√	√	√
After school 3:40-6:00 £8 per day					

**Option 6** 15 hours – two full flexible days- tick which days

<b>15 Hours Free Afternoon School</b>	Mon	Tues	Wed	Thurs	Fri
Breakfast club £5 per day					
8:55-3:40					
After school 3:40-6:00 £8 per day					

## Booking options - 30 Free Hours school sessions

### Option 7

Tick any required paid for Breakfast or After School Session. Lunch is charged at £2.30 unless a packed lunch is brought

<b>30 Hours Free</b>	Mon	Tues	Wed	Thurs	Fri
Breakfast 7:45-8:55 £5 per day					
Morning Session	√	√	√	√	√
Afternoon Session	√	√	√	√	£16
After school 3:40-6:00 £8 per day					

30 hours ends with Friday morning session, Friday afternoon is charged.

### Option 8

30 Hours of child care across three extended 10 hour days 7:45-6pm

See example below

<b>30 Hours Free</b>	Mon	Tues	Wed	Thurs	Fri
7:45-6pm	√ Lunch provided	√ Lunch provided	√ Lunch provided	£43 *	£43 *

An additional whole day can be purchased at £43 \* (If you require five days Option 6 will be cheaper).

**If Nursery has space we will do our best to be flexible and accommodate your needs.**

# Little Whittle Nursery Before and After School Club /Out of School Care

## Registration Form

All children attending must be registered with the club by a parent/guardian completing and signing this form. Attendance fees are shown in the registration pack – general information.

### Child's Details

Child's first name \_\_\_\_\_

Child's family name  
\_\_\_\_\_

Child's date of birth \_\_\_\_\_ School Class \_\_\_\_\_

Child's home address  
\_\_\_\_\_  
\_\_\_\_\_

Child's home telephone number \_\_\_\_\_

Any health or special needs, e.g. diets, allergies? \_\_\_\_\_  
\_\_\_\_\_

**Contact Details** (people authorised to collect child)  
(please supply small photo of each authorised adult if possible)

Name: \_\_\_\_\_

Relationship to child:  
\_\_\_\_\_

Location of work: \_\_\_\_\_

Work/day time telephone number: \_\_\_\_\_

Mobile number:  
\_\_\_\_\_

**Second contact person**

Name

\_\_\_\_\_

Relationship to child \_\_\_\_\_

Location of work \_\_\_\_\_

Work/day time telephone number \_\_\_\_\_

Mobile number \_\_\_\_\_

**Third Contact Person**

Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Work/day time telephone number \_\_\_\_\_

Mobile telephone number \_\_\_\_\_

**Consents**

\*I give/do not give consent to my child receiving medical treatment in the event of an emergency.

Signed (Parent/Guardian) \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

\*I give/do not give permission for staff at Whittle-le-Woods CE Primary School to photograph my child at club for assessment purposes, displays, activities, training folders

\*I give/do not give permission for staff at Whittle-le-Woods CE Primary School to photograph my child at club for use on the school Facebook/Website. I understand my child's name will **NOT** be used

\*

Signed (Parent/Guardian) \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

\*I have read and understood all policies and procedures relating to Little Whille Out of School CARE

Signed (Parent/Guardian) \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_