

NURSERY PARENT HANDBOOK



Ashbridge

INDEPENDENT SCHOOL & NURSERIES





Ashbridge

INDEPENDENT SCHOOL & NURSERIES



ASHBRIDGE VALUES

At Ashbridge, our aim is to provide a **nurturing** and **inspiring** environment, to enable our children to feel **secure, happy** and **thrive**.

Our committed and highly experienced team ensure our children develop a **deep love for learning**, by immersing them in an enabling environment packed full of opportunities for learning, exploration and discovery.

Our Promises to Your Family

- We will take the time to really get to know your child, in order to support their emotional wellbeing, and to tailor their learning experiences.
- We will promote an environment that prioritises nurturing and positive relationships between practitioners and children.
- We will provide diverse learning opportunities and enabling environments that spark curiosity and encourage children to make important choices about their own learning journey.
- We will work to develop a strong parent partnership with you, to ensure we understand your hopes and concerns for your child, so that we can consistently meet your family's needs.

If it matters to you, it matters to us.

NURSERY LIFE

Opening Times and Sessions

Arrival and Departure

Nursery Essentials

Key Person Policy

Curriculum

Monitoring Progress

Inspection



NURSERY LIFE

Opening Times and Sessions

Our nurseries are open from 7:00 - 18:00, Monday to Friday, 52 weeks of the year (excluding Bank Holidays). We offer the flexibility of full day, morning, afternoon and extended morning or afternoon sessions to fit in with your working lives and other commitments. In order to benefit from the full nursery experience it is a requirement that all children attend a minimum of two full days. You are welcome to drop off and collect your children at any time within the booked session. If your child is going to be absent from nursery for any reason, please call us before 9:30 am to let us know.

Arrival and Departure

The safety of our children is of utmost importance and we have robust security systems and procedures in place. All entrances are secured with a key code, and you will always be greeted by a friendly face. You will take your child to their classroom where team members will welcome your child and complete a handover with you. When you collect your child team members will always give you feedback on your child's day, including what activities and learning they have taken part in, what they have eaten and any other moments they would like to share. We have car parking available for your convenience and also provide car seat storage in car parks should you need to leave your car seat on site.

Nursery Essentials

As part of our offer we provide all nappies, wipes, suncream and non-prescription medicines such as paracetamol and ibuprofen. We also provide waterproof puddle suits for children in the baby unit and some outdoor wear for older children. You will be provided with a drawstring bag which you can bring your child's essential items in. All children will need a coat and hat suitable for the season, wellington boots, and changes of clothes including socks and underwear. For children who are learning to be independent with toileting we ask that more changes of clothes are brought in to nursery. As children get older they will take part in Forest or River School experiences and a separate kit list is provided for this. Please ensure all items are clearly named.

NURSERY LIFE

Key Person Policy

Our key person policy ensures children form strong bonds with their practitioners and teachers, which aids their development, feeling of security and emotional wellbeing. Whilst all the team in your child's room will get to know them and care for them, your child's key person will play the central role in caring for your child. This includes taking care of their feeding and changing or toileting needs as well as supporting their development and liaising with you as parents and carers.

Curriculum

Whilst our curriculum is underpinned by the statutory Early Years Foundation Stage (EYFS), it also incorporates a broad range of learning opportunities and experiences unique to us at Ashbridge. We draw upon influences from a number of early years approaches, together with a focus on outdoor learning. The Ashbridge Approach document that you have been provided gives you much more information about our curriculum and approach to learning.

Monitoring progress

Our software, iConnect, allows us to track and monitor your child's progress to ensure they are meeting their expected age-related milestones, and to allow us to tailor learning opportunities to their stage of development. Our Parent Zone app allows you to see special moments in your child's nursery day, as well as giving you the ability to upload pictures and descriptions of milestones they have reached at home.

Inspection

Our nurseries are inspected by OFSTED and the Independent Schools Inspectorate (ISI) and we welcome their visits to showcase the fantastic work of our practitioners and the wonderful children that make up the Ashbridge family. Ashbridge Nursery Hutton and Ashbridge on Ribble are inspected by the ISI whilst Ashbridge Nursery at Maxy Farm and The Fledglings are inspected by OFSTED. Our inspection reports are available on the website and we are rightly proud of the fantastic reports all settings have received.

PEOPLE

Practitioner Team
Nursery Management Team
Senior Leadership Team
Safe Recruitment
SLT Gallery



PEOPLE

Practitioner Team

We are proud of our incredible team members who are all working towards the same goal of providing exceptional care and education for our children. Our team are highly qualified and experienced, and practitioners are carefully selected based on their warmth and passion for childcare. We invest heavily in training and development and all Pre-School classes are led by a qualified teacher. In addition, we employ specialist practitioners for outdoor learning and other specialist areas of learning, to enhance our children's experience. You will be introduced to all members of the team involved in your child's care.

Nursery Management Team

Our Nursery Management Teams promote high quality care and learning, along with exceptional customer service. The teams are made up of dedicated and highly qualified early years professionals who have all spent many years working with young children. You will be provided with information and contact details for your Nursery Management Team and can also speak to them at nursery.

Senior Leadership Team

The Senior Leadership Team is made up of a group of highly qualified individuals who have a broad range of relevant experience. They are heavily involved in the daily running of the nursery and provide support to ensure that every child at an Ashbridge Nursery receives a fantastic early years' experience. You can contact the SLT using the details provided on your contact card.

Safe Recruitment

We have stringent safe recruitment procedures for everyone working for Ashbridge, regardless of their role; including enhanced DBS checks and teaching prohibition checks. We have thorough induction procedures and also hold regular individual and team meetings to support professional development. Additional training and support is provided based on each individual's needs and interests. Managers have undertaken Safe Recruitment training and all team members undergo regular training around key issues such as safeguarding and child protection.

SENIOR LEADERSHIP TEAM



Dr Alice Turner

Director of Quality of Care
MB ChB, BSc
dr.alice.turner@
ashbridgeschool.co.uk
07977 992345



Charlotte Bingham Brindle

Director of Compliance
BA (Hons) PGCE QTS
charlotte.binghambrindle@
ashbridgeschool.co.uk
07771 591600



Grace Cole

Director of Operations
BA (Hons)
grace.cole@
ashbridgeschool.co.uk
07970 054753



Hilary Sharples

Director of Quality
Cert Ed
hilary.sharples@
ashbridgeschool.co.uk
07889 269212



Karen Mehta

Head Teacher, Hutton and
Ashbridge on Ribble
BEd (Hons) NPQH
head@
ashbridgeschool.co.uk
07518 431728



Nazma Ahmed

Director of HR and
Nursery Operations
BSc (Hons) CIPD
nazma.ahmed@
ashbridgeschool.co.uk
07976 754165

HEALTH AND WELLBEING

Healthy Lifestyles

Meals

Accidents

Illness

Immunisation

Medication



HEALTH AND WELLBEING

Healthy Lifestyles

We believe that following a healthy lifestyle from a young age allows children to develop healthy habits for life. At Ashbridge a healthy lifestyle includes spending a significant amount of time being active outdoors and developing a love for nature, teaching children how to recognise and manage their emotions and feelings, and providing nutritious no-added sugar meals and snacks.

Meals

In the morning from 8:30-9:00, children enjoy porridge made with oats, whole milk and cream, or greek yoghurt with stewed fruit. Children over 2 are also offered a choice of a continental selection of wraps with ham and cheese. A hot, nutritious, freshly-prepared lunch such as fish or shepherd's pie is served at 12:00 followed by a variety of fruit, or fruit puree and natural yogurt for babies.

A hot afternoon meal such as pasta or risotto is served at 16:00. Dietary requirements on religious grounds or medical needs such as allergies with supporting information from a medical professional are catered for. We also cater for vegetarian and vegan diets. We ask that no food or drink is brought into nursery, including birthday cakes, to ensure we are meeting our requirements surrounding allergens.

Accidents

Whilst our environment is safe and we do all we reasonably can to reduce unnecessary risk, as part of normal child development, some children will have minor accidents. We have robust accident reporting procedures in place to ensure you are made aware of any accidents that happen whilst your child is in nursery. All team members who work with children undertake a full paediatric first aid course which consists of 12 hours of training and is updated every 3 years. Outdoor Specialist Practitioners also have additional outdoor specific first aid training. In the unlikely event your child has a serious accident whilst in our care we will contact you immediately. We will call emergency assistance if required and arrange for a child to be taken to hospital if necessary.

HEALTH AND WELLBEING

Illness

If you feel your child is too unwell to attend nursery please contact us as soon as possible to let us know they will not be attending. The Medical Exclusion Policy is available on the website and has been written in line with NHS guidance. This details when a child may need to remain at home due to their illness and, in the cases of infectious illness, the minimum number of days a child is required to stay at home. In particular, any child who has presented with sickness and/or diarrhoea should not return to nursery until 48 hours after their last episode. In the unlikely event of your child becoming seriously unwell whilst at nursery we will contact you immediately. As permission is given on the enrolment form, we will call emergency assistance if required and arrange for a child to be taken to hospital if necessary.

Immunisation

Most children are vaccinated in accordance with their age but we understand that due to medical reasons or parental choice some children may not be. If your child has not been vaccinated in line with the usual childhood vaccine schedule, please let us know on your enrolment form. Please also inform us if your child has had any additional vaccinations beyond the usual childhood schedule.

Medication

We will administer paracetamol suspension, ibuprofen suspension, anti-histamine and Sudocrem with parental consent. We will also administer prescribed medication with a signed prescription form and consent from yourselves. Prescription medication must be brought into nursery with the prescription label attached to the bottle or box and children should have been taking prescription medication for 24 hours before having it administered at nursery. No other non-prescription medications other than those listed above will be administered. We do however provide suncream and plasters when required if you have granted permission for this.

SAFEGUARDING

Overview

Notified on Arrival and Observation Forms

CCTV

Health and Safety

Mobile Phones and Devices

Photographs and Videos

Child Protection

Policies and Procedures



SAFEGUARDING

Safeguarding Overview

Safeguarding covers many areas including child protection, health and safety, supervision of children, environments and much more. To protect your child we have stringent policies in place around safeguarding which can be found on the website. Some specific areas of safeguarding practice are detailed below.

Notified on Arrival and Observation Forms

On occasion, you may be asked to comment on and sign yellow notified on arrival or pink observation forms. These forms are completed when you inform us of an injury or other relevant event that has happened outside of nursery, or if we notice something during the day. These forms are one of the ways we record important information communicated between parents and the nursery.

CCTV

We have CCTV in all classrooms and most areas the children access, excluding bathrooms and changing areas. This is in place to keep children and adults safe and is accessed only by authorised individuals in the Senior Leadership Team.

Health and Safety

We have incredibly robust health and safety procedures including daily checks, termly audits and an onsite maintenance team. We also work with external experts who carry out a full health and safety and fire assessment annually as well as providing support throughout the year.

Mobile Phones and Devices

Mobile phones should not be used in nursery. This includes the taking of photos of your child. Should you need to use your mobile phone whilst on site please go to the Reception areas where you will be directed to the nearest mobile phone zone. Team members do not have access to personal devices including mobile phones or smart watches whilst working with children.

SAFEGUARDING

Photographs and Videos

If you have given consent for images and videos of your child to be used by the nursery you will see them being used on our social media pages, in newsletters and for articles, news reports or through other outlets. Photographs and videos are always appropriate and we never use children's names, unless further consent has been given by parents/carers. Please be aware that once images and videos are shared to social media or other outlets that we cannot control the use of them by wider sources. This includes once your child has left the nursery. At family events held in nursery we allow family members to take photographs but these must be for personal use only and images that include other children must never be shared with other people or on social media platforms.

Child Protection

On rare occasions we may have serious concerns for a child's welfare and if this occurs we will aim to work with the family and external agencies in the best interests of the child. We follow Lancashire's safeguarding policies and procedures and work closely with their safeguarding and child protection teams. Whilst it is always preferable for us to work with families surrounding concerns, there may be occasions where we are required to contact Children's Social Care or the Police without parental consent in order to protect a child.

Policies and Procedures

Many of our policies and procedures can be found on our website; www.ashbridgeschool.co.uk. These include Admissions, Behaviour including Anti-Bullying and Exclusion, Special Educational Needs and Disabilities, English as an Additional Language, Curriculum, Health and Safety, First Aid, Safeguarding and Child Protection, Missing Children, Relationships Education, Complaints procedures, Privacy Notice and inspection reports. There are also a wide range of other policies so if there is a particular area you would be interested in knowing more about please just ask. The number of formal complaints in the proceeding year can also be provided on request. Paper copies of policies can be requested by asking your nursery manager.

PARENT PARTNERSHIP

Communication Methods

Contact Details

Professional Communication

Concerns and Queries

Special Educational Needs and Disabilities

Behaviour

Progress Reviews and Reports



PARENT PARTNERSHIP

Communication Methods

Regular open communication is vital to ensure your child receives the best experience whilst at nursery and so we always take the time to talk to you at the beginning and end of each day. You will also receive photographs during the day via our Parent Zone app. The majority of formal communication is via email and we ask that you set all Ashbridge email addresses as a 'safe sender' to prevent any messages going into your Spam folder. You can email members of the nursery management team directly, speak to them at drop off and pick up or call the nursery if you would like to speak to someone or make an appointment for a meeting. You will also be provided with a contact card detailing personal contacts for all members of the Senior Leadership Team. We have active social media accounts on the major platforms and encourage you to follow us to see content from across our nurseries and school.

Contact Details

Providing us with up-to-date details for you is really important in case we need to contact you. Please ensure that we hold the address, phone numbers, email address and place of work for any of your child's parents or legal guardians and a phone number for an additional emergency contact. If your child lives in more than one house please let us know both addresses and which days they are living at each house, as well as informing us if there are any new significant adults in your child's life. We send our annual contact update forms each September but please remember to let us know of any change in your circumstances, or if you move house, change your phone number, email address or place of work in the meantime.

Professional Communication

Our team members pride themselves on the professional and friendly relationships they form with parents and families. We ask that you refrain from requesting friendship or following any of our team members on their private social media accounts. If you do need to get in touch with us out of hours please use the details in this handbook or on your SLT contact card.

PARENT PARTNERSHIP

Concerns and Queries

We hope you are always happy with your Ashbridge experience, but if there are ever any concerns or queries please do not hesitate to contact us. Your child's key person is usually the first person you would speak to if you had a query. More serious concerns may be brought to the Nursery Management Team either by the key person or directly from yourselves. Open and honest communication is important and we hope to address any concerns as soon as we can.

Special Educational Needs and Disabilities

If we have any concerns about your child's progress, behaviours or any other aspect of their development we will always be honest and open with you. Sometimes short or long term personalised support plans are put in place to support your child and we will work together with external agencies if necessary. We have an accessibility plan and work with parents of children with disabilities to provide an accessible environment wherever possible. Together, we make any reasonable adjustments to provide for your child's needs as well as support you in the next steps if your child needs more specialist provision than we can provide.

Behaviour

We implement positive behaviour management approaches and have a good understanding of typical behaviours relating to age and stage of development. In instances where we have concerns about a child's behaviour, this will be dealt with sensitively and in conjunction with families, and we ask for your support in this. Should we have any concerns that a child's behaviour may require external support we will always work together with you in the best interests of the child.

Progress Reviews and Reports

We offer progress review meetings twice a year to all families. Should you feel that you would like a formal meeting at any other time please speak to your Nursery Manager who will make arrangements. You will receive a copy of your child's statutory two year check report as well as a full written report at the end of their pre school year.

FEES AND PAYMENTS

**Deductions to Fees
Fees Payment
Queries
Reviews and Additional
Charges**



FEES AND PAYMENTS

Deductions to Fees

For families with other children in school or nursery, a 10% discount is applied to the child with the lowest monthly cost. All children over the age of 3 are entitled to at least 15 funded hours per week, and many are entitled to 30 funded hours. Your child is entitled to this funding from the start of the term after they have turned three and it is the responsibility of parents to apply for this funding through the Government gateway website. If you are eligible for tax credits, these can also be used towards a proportion of your fees.

Fees Payment

We know how busy life is as a parent so we make sure it's quick and easy to pay your nursery fees. Invoices are sent by email in advance around the middle of each month and include fees and any additional charges including fee paying clubs. In addition to direct debit payment we accept tax-free childcare payments and childcare vouchers. It is a requirement that fees are paid in advance and that any fees not paid for using tax-free childcare or vouchers are paid by direct debit. Even if you pay all your fees using tax free childcare or vouchers, a direct debit must be in place.

Queries

Our bursar team can be contacted on 01772 561186 or bursar@ashbridgeschool.co.uk and can help with all fees and payment enquiries. Please note, all absences including illness and holidays including Bank Holidays are chargeable. For other details regarding fees and payments, please see the terms and conditions attached to the enrolment form and available on our website.

Reviews and Additional Charges

Nursery fees are reviewed annually and information regarding changes in fees are shared in the summer before fees change in September. As detailed in the terms and conditions, additional charges are in place for late collection of your child, non-payment of fees and cancellation of a direct debit. We politely ask that you read the terms and conditions carefully and adhere to them in order to prevent additional charges being added to your account.

THE NEXT STEPS

**Ashbridge School
Progression
Admissions
School Fees**



THE NEXT STEPS

Ashbridge Independent School

Ashbridge Independent School, based in Hutton, provides a unique and challenging curriculum with a strong focus on the holistic development of the whole child. Surrounded by 11 acres of idyllic land and woodland, outdoor learning is fully embraced. Our children achieve highly in academic subjects, sport and music and move on to a variety of local state and independent senior schools as well-rounded, happy and highly-achieving individuals. In our most recent ISI inspection (March 2022), the school was judged 'Excellent', the highest grading possible, in all areas.

Curriculum

The broad and varied curriculum experienced in nursery continues through school, enabling children to thrive in all areas. As well as a large focus on the core National Curriculum subjects, Ashbridge children enjoy weekly Land Based Studies lessons, Outdoor Education, Art and Music, Modern Foreign Languages and an excellent personal development programme. We employ specialist teachers in PE, Music, Inamojo Wellbeing and Brass as well as utilising class teacher specialisms in Modern Foreign Languages and Outdoor Education. The curriculum is creative, innovative and provides an excellent balanced approach to learning, whilst achieving excellent academic results.

Extra Curricular Activities and Trips

Taking part in experiences and learning outside of the classroom is a key part of the Ashbridge journey and from Reception through to Year 6 there are a wide variety of opportunities for all children. There are over 25 clubs on offer each week as well as peripatetic lessons in a range of musical instruments. Sports fixtures with local state and independent schools are held regularly and the school has represented South Ribble in the Lancashire Games on a number of occasions. All children take part in trips, including at least one annual theatre trip and curriculum based visits such as to the Houses of Parliament, river studies and local places of worship. All Junior children enjoy a residential experience each year in a variety of places from the Lake District, to Edinburgh, to outdoor education centres.

THE NEXT STEPS

Wraparound Care and Additional Services

We recognise that many of our school families need the flexibility of before and after school care to fit in with busy working lives. To support our families, all wraparound care is included in fees and runs from 7:00 until 18:00 daily with no pre-booking required. We also run a daily shuttle service for school children between Ashbridge Nursery at Maxy Farm and school in a dedicated company vehicle at a reasonable termly cost. In the school holidays our Holiday Care service is available to all school aged children and also runs from 7:00-18:00 with all activities and meals included. We run at least one Forest School day per week in all holiday periods held with one of our qualified Forest Leaders.

Progression

If your child is joining us as a baby, school may seem to be in the distant future but it is never too early to start thinking about their continuing education. Children who attend an Ashbridge nursery and continue in Ashbridge School benefit from continuity of care and education and as a result feel secure and confident from their first day of school, right through to their last day in Year 6.

School Fees

We strive to ensure school fees provide excellent value for money. As well as wraparound care, all meals and many clubs and activities are included within the monthly fees payment. Children continue to receive 15 or 30 hours government funding until the end of the term in which they turn 5 and tax-free childcare or childcare vouchers can also be used to pay for a proportion of the fees.

Admissions

Families who wish to continue their child's education at Ashbridge can complete a school enrolment form, available on the website or from any Reception desk. When school places are offered, children attending an Ashbridge nursery receive priority for places over external applicants. Reception class is often oversubscribed so if you are considering Ashbridge School, you can arrange an appointment with the Headteacher, Karen Mehta, to see what the school can offer your child. Please call 01772 619900 or ask a member of the nursery team if you would like to make an appointment to view the school.



Ashbridge

INDEPENDENT SCHOOL & NURSERIES

A large, three-dimensional metal sign spelling 'Ashbridge' in a serif font. The sign is mounted on a stone wall. The background is a lush garden with pink cherry blossoms and green trees.

www.ashbridgeschool.co.uk

01772 619900

info@ashbridgeschool.co.uk