



Nursery Welcome Pack

Thank you for choosing an Ashbridge Nursery for your child. We have a wonderful opportunity to make sure they receive the best possible education, develop their individual talents and strengths and encourage positive attitudes to learning - important both now and in the future.

Like you, we want your child to be happy at Nursery and settle quickly. To support this, we have included details about Nursery life, organisation and general practices. We hope that you find this information helpful. Further details can be found on our website, which includes important policies, procedures, current inspection reports and regularly updated information - www.ashbridgeschool.co.uk.

Whilst these details are relevant to all our children, please contact me if you wish to discuss any aspect relating to your individual child. The details in the pack are in addition to Nursery regulations, terms and conditions received at the time of enrolling.

Ashbridge Nursery at Lindle Lane and Ashbridge-on-Ribble are members of IAPS, the Independent Association of Preparatory Schools, through the links with Ashbridge School. A copy of 'A guide for parents' from IAPS can be found in your nursery brochure for your information and further details of our membership to this prestigious organisation can be found at www.iaps.org.uk.

As you have seen, Ashbridge nurseries are happy and exciting places and I am confident your child will settle successfully, enjoy the learning experiences on offer and achieve well.



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Our Vision is

**Aspiration, Attitude, Achievement
Potential nurtured, success realised**

Ashbridge children will be:

- High academic achievers.
- Unique, respectful, self assured individuals.
- Skilled, independent and eager for challenge.
- Confident, self motivated life long learners.

Every child at Ashbridge will achieve success through experiencing:

- The highest standards in academic excellence.
- A challenging curriculum tailored to the individual's needs.
- The dedication and expertise of a highly effective and specialist team.
- Positive attitudes and consistent moral values.
- Continuity of excellent care and education from birth to eleven years.
- An Inspirational outdoor environment providing unique learning opportunities.

We aim to:

- Ensure that children enjoy their time at Nursery, are happy, motivated and develop a positive attitude to learning
- Maintain high expectations and achieve high standards in all aspects of Ashbridge life and learning
- Offer a curriculum that is relevant, challenging, interesting and accessible to all children
- Create an environment that enables children to develop talents, strengths, interests and enriches their own experiences of the world
- Provide a secure, supportive, purposeful environment in which children develop their sense of identity and self esteem
- Promote an acceptance, tolerance and celebration of all cultures within our society and the wider world
- Develop positive links between parents, children, staff and the local and wider community in order to support children's learning.



COMMUNICATION SYSTEMS

Effective two way communication between home and Nursery is very important and we have many systems in place to support this. Parents are welcomed in and may have daily contact with the team / teachers at the start and end of each day.

Our website has information on all our services with separate sections for each of our nurseries and the school. Details to keep everyone informed about Ashbridge life, special events and forthcoming activities are included and relevant news and dates can also be found on the website.

We have very active Twitter accounts @ashbridgeschool, @ashbridgemaxy, @ashbridgeonr and @fledglings40 with some individual age ranges having additional accounts; please ask your child's key person for the details. We also have a Facebook page; Ashbridge Independent School and Nursery, which you can 'like' to see pictures of events and other activities.

In addition, display screens in entrance areas and parent notice boards carry information relevant to your child's individual nursery.

Regular Senior and Management Meetings are held each term to reflect on and review our services and together with parents and guardians we plan our development.

Daily Record Sheets and Notices

For the younger children, written daily record sheets are completed and issued which give details of a child's day in nursery. Practitioners share details about the learning experiences children enjoy with parents at the end of each day. See also 'Supporting and Sharing Learning at Home' on page 11. We welcome parent contributions to records and your child's key person will make sure you have the opportunity to do so.

Messages

Messages can be passed on by either speaking directly to the key person, Nursery Manager, Team Leaders or by telephone or email. Letters and information may be emailed or sent home/placed in children's individual drawers or pigeon holes, advising you on general nursery information. We ask that you please make sure you check and respond to messages as soon as possible.

ATTENDANCE AND ABSENCES

Nursery opens at 7.00am and closes at 6:00pm each week day for 52 weeks each year.

We keep detailed registers of attendance which also indicate times of arrival and departure. We ask that you keep us informed if your child is to be absent for any reason by phoning before 9:30 am. If your child is not at nursery on one of their booked days and we have not been contacted by 9:30am, in line with our attendance procedure, we will attempt to contact you to find out why your child is absent. Please note, as per our terms and conditions, no deduction is made for absences, holidays or Bank Holidays. Days or sessions that are booked cannot be exchanged in any circumstances. For permanent changes to your agreed booking, 4 weeks' notice in writing is required. If additional sessions / days are required at short notice, these may be accommodated if available. Please speak directly with a Senior Manager.

A charge is made for late collection or early drop-off of children to their booked session. The current rate is £5.00 per 15 minutes and this would be added to your monthly invoice.



ARRIVAL AND DEPARTURE OF CHILDREN

For safety and security the following procedures apply:-

Arrival

- All children must be brought into the building each day and taken directly to their class or area to be welcomed by the team and marked onto the register.

Departure

- On leaving the premises children will be marked off their class register on collection and the time recorded.
- Please note, children should always be accompanied when leaving the building/premises and when on the car park to ensure their safety.
- Storage for car seats is available in the car parks on entrance areas for your convenience.

No child is allowed to go with any person other than those indicated at enrolment by the parent / guardian. If anybody other than the specified persons calls to collect a child, we endeavour to contact the parent / guardian but under no circumstances will we release the child if we cannot get confirmation from the parent / guardian to do so.

In the event of a child not being collected from nursery we will endeavour to contact parents and carers as per our Late and Non-Collection Policy. After 1 hour Children's Social Care will be contacted and we follow their procedures. Two members of staff will remain on site at all times until suitable arrangements have been made and the child has been collected.

Please note that it is essential to keep us informed of any changes to the information on your child's enrolment details and a form for updates is available at reception or from the Nursery Management Team.

EMERGENCY CONTACT

There is someone on site at all nurseries from 7:00am – 6:00pm every day except weekends and Bank Holidays and contact should be made on the main nursery phone line at all times. If there is an emergency that cannot wait until working hours, please contact Director of Operations, Grace Cole on 07970054753 or email info@ashbridgeschool.co.uk. Please note this phone number should be used in emergencies only.

NURSERY ESSENTIALS

Your child will need to have a nursery bag which we supply, that can either stay in nursery or go home each day. The bag should contain a full change of clothes, including a few pairs of spare underwear if your child is toilet training, a comforter (if required); a warm hat, scarf and gloves in winter and a sun hat that provides good coverage in summer. Children should also have a coat to suit the season and wellington boots once they start walking. If your child is taking milk from a bottle; either breast or formula, this can also be brought in and should be given to your child's key person with details of when they are to have milk and how much, if necessary. We provide cow's milk (or allergy alternatives) for children to drink once they no longer require formula or breast milk.

DIETARY NEEDS, ALLERGIES OR MEDICAL CONDITIONS

For children with dietary needs, allergies or specific medical conditions we require additional written information and medical confirmation. This is to be completed at the time of enrolment and updated regularly. Please contact the Nursery Manager for further details.

MEALS AND SNACKS

We feel it is vitally important that children eat well, both for their health and fitness and our menus reflect our policy on healthy eating. Meals and snacks are prepared by experienced and qualified staff and dietary needs on medical or religious grounds can be catered for. We ask that parents / guardians discuss a child's needs with a member of the leadership team at the time of enrolment.



In Nursery, children are offered porridge in the morning between 8.30 and 9.00am, a hot lunch and afternoon tea. Samples of the menus are available from your child's key person and are also on the website.

Please note that in line with our policy on providing and maintaining a healthy nursery, we ask that no food, cakes, sweets or drinks are brought onto the premises without specific permission. This also supports our policy on allergies and medical needs and we require everyone's co-operation in this matter.

Water is offered to all children at meal times and children also have access to water throughout the day. We encourage children to drink water regularly as this helps to improve concentration and is vital for their health and wellbeing.

EDUCATIONAL VISITS AND SPECIAL OCCASIONS

In line with our aims and policies we sometimes take the older children out on visits and you will be informed of these in advance.

A comprehensive educational visits policy and risk assessment, ensure the safety and wellbeing of children on visits and a full copy of these details are available to you on request. We also arrange for special events and visits to take place in nursery to enhance children's learning. Should you not wish for your child to take part in a particular visit please discuss this with a member of the Nursery Management Team in advance so alternative arrangements can be made for your child if necessary.

MOBILE PHONE AND CAMERA USE ON PREMISES BY CUSTOMERS AND VISITORS

For children's safety, the use of mobile phones whilst on nursery premises is prohibited except within designated areas. Signage is placed in all prominent areas to this effect. In addition, please note that parents / guardians and visitors are not permitted to use any recording device or camera, including those on a mobile phone, on the premises without prior consent from the Senior Management Team.

During special events and performances, photographs may be taken by parents / guardians for personal use only.

SOCIAL MEDIA AND ONLINE SAFETY GUIDELINES

As detailed in the Technology and Online Safety Policy available on our website, we ask that if parents have any queries, concerns or complaints about the nursery these should be raised with us directly and not through social media platforms. We also respectfully ask that you do not have links to our staff through their personal social media accounts. Whilst Technology and Online Safety is continually evolving, as an organisation we aim to empower both adults and children with the knowledge to identify online risks. The safe use of technology and the implementation of systems and controls are of great importance in safeguarding children. Your support in this is vital; for further details please see www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety and www.internetmatters.org.

ACCOUNTS, FEE ADMINISTRATION and FUNDING

Fee collection is administered by our Bursars Karen Conroy and Janette Corrigan who are based at our Ashbridge on Ribble site and can be contacted on 01772 561186 or via email on karen.conroy@ashbridgeschool.co.uk janette.corrigan@ashbridgeschool.co.uk

All fees are payable monthly in advance, are collected by Direct Debit on the 1st of the month. They are reviewed annually in September each year by the Development Forum. Any changes to fee rates are communicated to customers in writing. Further details regarding fee payment and notice period are included in the Regulations, Terms and Conditions.

Funding towards childcare costs:

As a universal funding offer towards childcare costs, once a child becomes 3 years old, the Government provides for 15 hours of funding towards childcare per week for all children. On enrolment, we request that a parental agreement be signed in order for us to claim this universal funding on your behalf. Many customers may also be eligible for



additional Government funding of 30 hours towards childcare costs and details of eligibility can be found www.childcarechoices.gov.uk.

As Ashbridge is open for 52 weeks each year, this 15 hour funding, and any further funding for which customers are eligible, is stretched across the year resulting in substantial reductions to weekly fees. For those children who attend nursery for one and a half days or more each week, the fifteen hour funding equates to 10.96 hours per week of free childcare for 52 weeks per year. Some children are also eligible for 2 year FEE funding dependent on their family circumstances.

We advise that customers check their eligibility for additional funding on the childcare choices website and contact us for further details of ways in which funding can be used as contribution to your childcare fees with us. Please note that our admissions policy and certain Government conditions of use apply. If you are eligible for 30 hours of funding, information about how this reduces your fee payments is available from the management team or bursar.

CHILDCARE VOUCHERS

In addition, we also accept and are registered with a wide range of childcare vouchers which can be used as part payment towards fees. Customers are advised to check with their employer to see if this benefit is available to them. The following procedures apply: - customers who choose to pay for part of their child's nursery fees with a childcare voucher need to be aware that we can only credit a child's account when our bank is credited and not when the vouchers have been handed in or a deduction made from your salary. Until such time as the voucher payment is credited to the company account, fees remain outstanding. When this is the case, customers need to contact the voucher companies concerned in order to identify why the funds have not been credited. In our experience there have been instances where vouchers have been cancelled, lost or credited to the incorrect person and your vigilance in checking this is advised. When the amount of the voucher received does not cover the fee then payment is taken by direct debit.

If you have any queries or questions regarding invoices, fees or payment methods, please contact Karen Conroy or Janette Corrigan who will be happy to help. In addition, if you do experience any difficulty with payment of fees, we ask that you contact our accounts department well in advance to avoid any necessary action being taken. Late payments are a breach of the contract signed at enrolment and in the event of late or non-payment of fees, the company reserve the right to follow procedures and ultimately exclude a child from nursery or school.

STANDARDS AND RESULTS

High standards of teaching and learning are the basis for our success and our Early Years provision is extensive and full of opportunity. Our children consistently achieve excellent outcomes in all areas and their learning is regularly monitored to ensure this. Parents are kept informed of individual's progress and attainment through meetings and reports. Please ask a member of the Nursery Management Team for further details.

INSPECTION

Lindle Lane and Ashbridge-on-Ribble are regularly inspected by the Independent Schools Inspectorate (ISI). In our combined inspection at Lindle Lane in June 2013, we were judged as 'Excellent', the highest grade, in all areas. In addition, in June 2017 when inspectors visited both Lindle Lane and Ashbridge-on-Ribble we were graded 'Outstanding' in all areas and fully compliant with all ISS regulations. The Fledglings were inspected by Ofsted in December 2014 and were also judged as 'Good' in all areas and our nursery at Maxy Farm is registered with OFSTED and will be inspected in line with the OFSTED inspection schedule. A copy of the most recent inspection reports can be found via links on our website.

SENIOR MANAGEMENT TEAM, CONTACT DETAILS

Ashbridge Senior Management Team consists of directors, the Headteacher and key personnel across the nurseries and EYFS departments. The team has extensive experience and expertise and can be contacted by phone at each nursery site or by email using the details below.

Name	Job title	Qualification	Email address
Karen Mehta	Headteacher	B.Ed (Hons) NPQH	head@ashbridgeschool.co.uk
Hilary Sharples	Director of Quality, Head of Early Years, SENCO	Certificate of Education	hilary.sharples@ashbridgeschool.co.uk
Grace Cole	Director of Operations	BSc (Hons) MRICS, NVQ 3 Childcare	grace.cole@ashbridgeschool.co.uk
Charlotte Bingham Brindle	Communication and Compliance Officer	BSc (Hons) PGCE QTS	charlotte.binghambrindle@ashbridgeschool.co.uk
Ruth Thompson	Lindle Lane - Nursery Manager	BTech Early Years	ruth.thompson@ashbridgeschool.co.uk
Andrea Pratt	Lindle Lane - Nursery Co-ordinator	NVQ 3 Childcare	andrea.pratt@ashbridgeschool.co.uk
Julie Fazackerley	Maxy Farm - Head of Nursery	NVQ 3 Childcare	julie.fazackerley@ashbridgeschool.co.uk
Tamsin Morris	Maxy Farm – Baby Unit Manager	NVQ 3 Childcare	tamsin.morris@ashbridgeschool.co.uk
Laura Wood	Maxy Farm – 2-3s Manager	BTech 3 Childcare	laura.wood@ashbridgeschool.co.uk
Alex Goch-Saraczyn	Ashbridge-on-Ribble – Nursery Manager	MBA Management and Marketing, NVQ 3 Childcare	alex.goch@ashbridgeschool.co.uk
Natalie Pratt	Ashbridge-on-Ribble – Nursery Manager	Childcare and Education 5	natalie.pratt@ashbridgeschool.co.uk
Emma Newlove	The Fledglings – Nursery Manager	NVQ 4 Childcare	fledglings@ashbridgeschool.co.uk

Other key team members are listed below and they can be contacted by phone at nursery or by email. Further details of the team including photographs of all relevant team members are also displayed within reception areas.

Nicola Livesey	BA (Hons) QTS	Lindle Lane – Nursery SENCO
Alex Michaels	NVQ Level 4	Lindle Lane – Team Leader
Emma Murray	NVQ Level 3	Lindle Lane – Team Leader
Linda Leigh	BA (Hons) QTS	Lindle Lane – Early Years teacher / Forest School Leader
Sophie Thresh	BA (Hons) QTS	Lindle Lane – Early Years teacher
Bob Nicholson	Certificate of Education	Lindle Lane – Horticultural Manager
Laura Martin	BA (Hons)	Lindle Lane – Music teacher
Milly Glaister	MA PGCE QTS	Maxy Farm – Early Years teacher
Jenny Melling	BA (Hons)	Maxy Farm – Forest School leader
Martha Eastwood	BA (Hons) QTS EYT	Ashbridge-on-Ribble – Early Years teacher
Abi Stirling	NVQ L3, Forest School L3	Ashbridge-on-Ribble – Forest School Leader
Janek Dekto	BTEC L3, Forest School L3	The Fledglings – Team Leader and Forest School Leader
Gillian Graham	Certificate of Education, EYP	The Fledglings – Early Years teacher
Caroline Woolrich	PGCE	The Fledglings – Early Years teacher
Erica Isaac-Clegg	BSc (Hons), certified accountant	Business and Finance Manager
Karen Conroy	Experienced finance administrator	Bursar
Janette Corrigan	Experienced finance administrator	Bursar



THE NURSERY DAY, TEACHING, ORGANISATION AND CURRICULUM

The Nursery is designed to meet the range of ages and stages of development. Children are allocated a key person when they start Nursery in order that they form positive relationships with a particular member of the team who gets to know them well. Our youngest children are accommodated in our baby areas, with facilities for older children being in age based classes.

Children generally move on to the next area as they grow but consideration is also given to children's individual needs. Parents are informed when we feel the time is right for your child to move. Children go for visits before moving permanently, and staff work together to ensure the transition is smooth for both children and families. In the EYFS the daily routine underpins opportunities for children to access and engage in individual learning experiences.

From 7:00 – 9:00 am children settle with their key person and are offered an early morning snack. Children then enjoy a full range of activities until lunch which is served from 12:00 – 12:30 pm. The afternoon session is punctuated by a hot tea at 3:30 – 4:00 pm. Most children are then collected by parents between 4:30 – 6:00pm when their key person and Early Years Teachers are available to discuss the child's day.

Nursery policies and practices are designed to meet individual needs and ensure children are safe and secure. We take account of government guidelines and requirements for the Early Years Foundation Stage. The Early Years Foundation Stage (EYFS) sets out the learning and development stages for children as they grow from birth to five years. The characteristics of effective learning; playing and exploring, active learning, and creating and thinking critically, underpin learning and development across all areas and support each child in becoming a lifelong, effective learner. There are seven areas of learning, the first three being the prime areas of learning which are particularly important in the first three years of life. These are personal, social and emotional development, physical development and communication and language development. The following four specific areas of learning re literacy, mathematics, understanding the world and expressive arts and design and children within the EYFS have open access to play and learn. Here at Ashbridge our policies ensure all areas are included in our Early Years provision.

We place great value in working closely with parents to support children's learning and development and aim to develop practical ways in which learning experiences can be shared between nursery and home. For further details please refer to the section below regarding learning journeys and records and for additional information regarding the EYFS stages of development please go to www.gov.uk/early-years-foundation-stage or www.4children.org.uk where you will find an excellent guidance document entitled "What to Expect When!"

Our Curriculum Policy for children under two gives details of how we operate and our Early Years Policy covers all areas of development for children within the EYFS, both being available on our website.

Along with the Director of Quality and Managers, our qualified Early Years Teachers are responsible for monitoring curriculum provision. The Nursery team who are trained in all matters relating to the curriculum, work closely together to make sure children are both happy and succeed.

Learning outside the classroom and Forest School

Our grounds and well-resourced environments enable us to use the outdoor as part of our EYFS curriculum. Our Forest School approach provides children with the opportunity to learn outside and is led by qualified Level 3 Forest School leaders and nursery practitioners.

The philosophy of Forest Schools is to encourage and inspire individuals of any age through positive outdoor experiences. By delivering this initiative, we aim to develop self-awareness and regulation, motivation, empathy, good social communication skills, independence and a positive mental attitude, along with children's self-esteem and confidence. Children benefit from experiences including enjoying the environment, music, trails and treasure hunts, creativity and arts, building dens and shelters, healthy eating, games and physical activity. Through these activities



children learn how to handle risks, co-operate with others, use their initiative to solve problems, and appreciate the beauty of the natural environment.

In addition children take part in gardening activities and experiences. At Lindle Lane our Horticultural Manager leads additional gardening sessions and children learn to harvest fruit and vegetables, producing food to eat as part of our wholesome menu. All children engage in activities that develop their understanding of the natural world, local wildlife and the importance of sustainability.

KEY PERSON SYSTEM

Ashbridge operates a **key person system** throughout the Nursery/EYFS as we believe that the role of a known care giver/teacher is of primary importance. Children learn through interactions with adults who are trained, knowledgeable committed and responsive with a positive attitude. This role is especially important in caring for babies and children in their first 3 years.

Children are assigned a key person when they join the Nursery/EYFS. Care is taken to ensure bonds are established quickly and children's early attachments to individuals are taken into account. Parents are informed of their child's key person once established in order that effective relationships can be developed. Members of staff each have a group of children for whom they are responsible and as a key person are responsible for meeting the care and learning needs of their key children.

These can include but are not limited to: Feeding, Changing and toileting, personal hygiene, settling down to sleep, passing on of information, teaching and observing the child throughout all aspects of their day in both informal and formal situations, recording observations and identifying the learning in relation to the EYFS, using information from all observations to plan for the needs and interests of each child, maintaining child's profile and development records, providing suitable equipment and activities and offering interesting and challenging experiences. See also: Children under 3 policy.

In addition to our key person system, practitioners work in teams led by experiences manager, team and room leaders. When deploying practitioners, leaders ensure that appropriate numbers of practitioners are always on site to care for children in line with statutory guidelines. Deployment decisions are made not purely on a room by room basis but take into account an assessment of children's needs, safety, wellbeing and the timing and range of activities across the day.

LEARNING JOURNEYS, PROFILES, RECORDS, REPORTS AND ASSESSMENTS

Enclosed in this pack are two profile forms, one for your child and one for your comments. (Parent/Carer profile form and "All about me").

As this information is highly valued, completion of these forms is a condition of attendance and should be completed before your child starts and brought along to your child's settling in visits. The details on the Parent/Carer Profile help us to get to know your child quickly in order that we may meet their individual needs and build sound relationships. The information is most beneficial if you focus your thoughts on the way you see and feel about your child, his/her personality and development. We are also interested in your aspirations for his/her future together with details of your views on the education received so far.

The 'All about Me' profile is for your child to complete with help and forms the basis of your child's individual learning journey and profile which serves as an interesting record for both ourselves and your child as they move through school. This document is reviewed and updated regularly.

In Nursery we keep records about each child's development and progress, these are known as learning journeys and may include developmental milestones, observations and comments, photographs, pieces of work, and the profile forms that you complete. These records are accessible to you, so please ask. Assessments are also completed as both a baseline at the beginning and summary at the end of a child's nursery experience.



In the final year before children move on to school, additional opportunities are available to discuss progress. These are outlined in the information- *Welcome to Pre School* which is issued as your child joins that age group.

Teachers and your child's key person are happy to discuss your child's progress at any time and we hope that you will take every opportunity to view your child's work. Parents are offered the opportunity to meet with their child's key person/teacher at various times throughout each year of attendance. At the age of two years a Statutory Progress Check is completed and discussed. In the Pre School year a report is issued before children move on / transfer to Reception class.

Records from other nurseries where a child has attended maybe transferred when your child starts, and we transfer records on to primary schools when your child moves on.

Extra-curricular activities

Across our settings, a range of extra-curricular activities are offered and are taught by specialist teachers and instructors, including a variety of dance and movement and sports classes. Bookings can be made by completing a booking form available from nursery. Most requests for places can be accommodated and once children are enrolled in a club they are entered onto the register each term unless we are informed otherwise. Fees for clubs are collected by Direct Debit along with nursery fees. For all information regarding clubs, including which clubs take place on the days your child is in nursery, please speak to the Nursery Manager or your child's key person.

HOME/NURSERY PRINCIPLES

The nursery will:

- Encourage your child to do their best at all times.
- Encourage your child to respect their surroundings and others around them.
- Keep you informed about your child's day.
- Provide a broad and balanced curriculum to meet your child's individual needs.
- Keep you informed about your child's progress and how you can help at home.

The family will

- Take time to speak to staff about their child's development.
- Support their child with any home-learning opportunities.
- Make the nursery aware of any concerns or problems that might affect their child's behaviour or learning.
- Keep nursery informed of any relevant changes to personal details.

The child will:

- Be friendly.
- Be helpful and kind.
- Listen and take part.
- Take good care of belongings, the equipment and buildings.
- "Do all my *work* as well as I can".

Together we shall:

- Support each child's learning to help them achieve their best.
- Praise and reward effort and positive attitudes to learning.
- Tackle any learning needs.
- Encourage positive behaviour in line with the behaviour policy.

SUPPORTING AND SHARING LEARNING AT HOME

In addition to working within these Home/Nursery Principles it is of great benefit to children's progress and success from the EYFS through to the Primary Department when learning is shared between home and school. Through our procedures of reporting to parents through consultation meetings, daily journals, diaries and our regular newsletters we share information with parents on children's experiences and learning. In addition, through daily opportunity for



communication and dialogue, parents share information on children's learning at home and key people/teachers are able to give details of ways in which parents may support their child further.

HOLIDAY CARE for primary aged children

This service is available during all school holidays at Lindle Lane, and information is sent out with booking forms two weeks before the start of each holiday period. Our Holiday Club is open to children of primary school age and further details are available on the website.

MEDICATION SICKNESS AND ACCIDENTS

It is not our policy to administer medicines to children unless specifically requested to do so by you. To have medicines administered to children you must complete and sign either a prescription or non-prescription **Medication Form** and provide the relevant medication in the original marked container. We make every effort to ensure that the instructions/wishes regarding medication are met whilst also reserving the right to refuse a request if felt necessary. Prescription medication can only be administered if prescribed by a doctor, dentist, nurse or pharmacist. Under no circumstances should children carry any medication on their person or in bags, with the exception of inhalers for asthma, and only then, in line with supervision and agreed practices.

Any child with a rash, sore throat, discharge from the eyes or nose, diarrhoea or other contagious/infectious illness must be kept at home until a Doctor has certified that he/she is fully recovered and well enough to return.

If a child has a minor accident this will be recorded on an **Accident Form** which is signed by two members of staff and the parent / guardian or person designated by the parent of the child. If a child receives a 'bump on the head' then, as a further precautionary measure, a letter will be given to the parent / guardian or designated person in order that they may closely observe the child for any symptoms of concussion.

In the unlikely event of any accident or illness of a serious nature the parent / guardian will be contacted. In addition to an accident form, an incident report is recorded. In such an event procedures laid down in company health and safety policies are implemented.

If a child becomes sick whilst in our care we reserve the right to call for emergency assistance and if necessary remove her / him to hospital. Permission for this is requested on the enrolment form.

Reports are made to RIDDOR when required.

MISSING CHILDREN

In the extremely unlikely event of a child in our care 'going missing', either on or off the premises, we follow the detailed procedures set out in our "Missing Child" policy. This involves carrying out a search, contacting parents / guardians and the Police if necessary and, once the child has been found, evaluating why the child was able to go missing and putting any extra preventative measures in place if necessary.

IMMUNISATION

We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents / carers to inform us at the time of enrolment. This to ensure that children / staff / parents are not exposed to any unnecessary risks. The Nursery Manager must be aware of any children who are **not vaccinated** in accordance with their age and we ask for confirmation of this in writing.

All parents / carers need to be aware that some children who attend our School and Nursery may not be vaccinated. This may be due to their age, medical reasons or parental choice. We do not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer to show that they understand the possible risks. Information regarding immunisations is recorded on children's registration / enrolment documents and should be updated as and when necessary, including when the child reaches the age for the appropriate immunisations.



SAFER RECRUITMENT AND SELECTION

The Headteacher and Senior Team ensure that all staff new to the nursery and school, including volunteers who work on a regular basis, undertake a stringent vetting procedure including enhanced DBS check, suitability to work with children, full references and medical fitness checks before taking up a post. Once employed, or established as a volunteer, all members of the team are continually supervised and supported by the Senior Team on an on-going basis.

SAFEGUARDING AND CHILD PROTECTION

This is an area in which all staff receive regular training. Here, nursery and other services for children and families all work together to support the needs of children. The full **Safeguarding Policy** is available on the website www.ashbridgeschool.co.uk.

We encourage children and parents to talk to us or seek help if they are worried about any issues. If we are concerned about anything to do with a child we will talk to parents / guardians and may make an observation record which includes the use of face and body maps where appropriate. These records are shared with and signed by parents / guardians. An additional form, known as a 'Notified on Arrival' form may also be completed by the key person and yourselves when, on arrival, you notify us or any accident or incident that has occurred at home or outside of nursery. The 'Notified on Arrival' form also includes the use of body and face maps as a method of recording where appropriate. There are times when parent / guardians may need some support or advice so that they can help their child. Support may be available from us, the local education authority, social services and other agencies that may also be able to offer assistance.

There may however be occasions when staff have serious concerns and believe that a child may be at risk of serious harm. At Ashbridge we follow the procedures, which are laid down by the government and local safeguarding board for protecting children and details are within the **Safeguarding Policy**.

CCTV is set up in all classrooms, most outdoor areas and some corridors. These images are backed up securely and are used only if absolutely necessary. There are no cameras in toilets or nappy rooms.

BEHAVIOUR

In order to keep everyone safe and secure, high standards of behaviour are expected in Nursery. However, as we all know, young children do not always behave appropriately. Where this is the case it is dealt with sensitively by an adult who gives children time to explain what the problem is and helps the issue to be resolved. Children are often reminded about our rules and they know that we have them in order for everyone to be happy and keep safe. A full copy of our Behaviour Management Policy is on the website.

SPECIAL EDUCATIONAL NEEDS

At Ashbridge Nursery we are committed to Inclusion. All children have the right to be cared for and educated to achieve the best possible outcomes, to share opportunities and experiences and develop and learn alongside their peers. We provide a high quality, positive and welcoming environment where children are supported and educated according to their individual needs.

We recognise that some children may have additional needs that may require particular help, intervention and support. These needs may be short-lived for a particular time in the child's life or may require longer-term or lifelong support. At all times we will work alongside each child's parents and with consent from parents, any relevant professionals to share information, identify needs and help the child and their family access the support they need. In accordance with our admissions policy, we will offer a place where we are able to meet the needs of a child who may have special educational needs (SEN) and/or disabilities, and will strive to make any reasonable and appropriate adjustments required.



Where we believe a child who attends may have learning difficulties and/or a disability that has not previously been acknowledged, we will work closely with the child's parents and any relevant professionals to establish the child's needs and to secure any action that may be required. We recognise that children with disabilities may not have SEN but may require reasonable adjustments to be made.

Where we have emerging concerns about a child and/or where a child has identified additional needs or a disability, we will find out as much as possible about the needs of the child to ensure we are able to meet them and any support the child or family to ensure the child makes the best progress in their learning and development.

This applies equally to children in EYFS and the Primary departments. For further details please see our SEN policy on the school website.

COMPLAINTS

There are clear procedures in place and the policy can be found on the company website. The Headteacher and Senior Leaders will always be happy to meet with you and help resolve any issues.

Ashbridge is committed to working closely with parents / guardians for the benefit of the children and as such we ask that any concerns or complaints are raised with staff. [See Complaints Policy on the Website.](#)

Copies of all our policies and procedures are available on request from Reception and all key policies including Admissions, Behaviour Management, Exclusion, Special Educational Needs, English as an Additional Language, Curriculum, Safeguarding, Anti-Bullying, Health and Safety, First Aid and Complaints, including the number of formal complaints made in the preceding academic year, are also available on our website.



All about Me (Please complete and return to Nursery on your induction visits)

My name is and I will start Nursery on.....

My Room Leader will be

I am years old and I was born on.....

My home language is I also understand/speak

Tell me about.....

Yourself

Your family

Your interests and hobbies

The things you and your family celebrate

The things you enjoy / do not enjoy

Your most treasured possession

How you like to rest and sleep and your favourite comforter

And the foods and drinks you like:

Your favourite:

Nursery Rhyme..... Story / Books.....

Song..... T.V.Programme.....Toy/Game.....

The things you are most looking forward to when you start nursery are

All about Me - continued

Please draw a picture of yourself / attach a recent photograph of yourself/your family.

Anything else you want to tell us?

THANK YOU 

Received by..... ON.....

For future use - Updated information (please note date)



Parent/Carer Profile (Please complete and return to Nursery prior to your child's start date)

Tell us about your child...

Name: **DOB:**

Their life so far, their current routines and your aspirations for their time at nursery and their future.

Please tell us the name of your child's Health visitor.....
and, if age appropriate, the date they had their 2 year health check.....
(Please provide a copy if available)

Completed by:..... **Relationship:**

Date:.....



Acknowledgement / Receipt *

I / We acknowledge receipt of Welcome Pack and have completed and returned the following:-

- Parent Profile
- Child Profile (all about me)
- Photo and media permission

Name of Child

We understand that policies and procedures may be accessed via the company website and /or are available to me on request.

Signed..... Dated.....

Received by Nursery

Signed..... Date.....