



Steeple Claydon School and Nursery  
Meadoway, Steeple Claydon  
Buckingham, MK18 2PA  
Tel No: 01296 738590  
Email:

[steepleclaydon.nursery@btconnect.com](mailto:steepleclaydon.nursery@btconnect.com)



Steeple Claydon Nursery School is an important part of our village community and since September 2019 is now incorporated within the main school building. With a separate, secure entrance and exit and an enclosed outside play area, we can meet all the needs of a pre-school child, offering a safe, stimulating and happy environment.

**Our aim is:**

- To enhance the development and education of children under statutory school age in a parent involving, community based group.
- To provide a safe, secure and stimulating environment.
- To work within the Early Years Foundation Stage framework, to ensure equality of opportunity for all children and their families.

**We offer your child:**

- A specially tailored curriculum supporting individual stages of development.
- Individual care and attention made possible by a high ration of adults to children.
- Fun and friendship with other children and adults.
- The support of an individual key person.
- Opportunities for the family to be directly involved, in the activities of the group and in their child's progress.

**Management:**

The Nursery is part of Steeple Claydon School, managed by the Board of Governors and the Headteacher.

**Admissions Policy:** Steeple Claydon Nursery is inclusive and accessible to all children and families from all sections of the local community and surrounding areas. The Nursery is registered to take 24 at each session.

We arrange our waiting list in birth order. In addition our policy may take account of the following:

- eligibility of funding
- the vicinity of the home to the Nursery and
- Siblings already attending the Nursery.

In accordance with the Disability Discrimination Act (DDA): we are committed to provide for all children and it is our policy to accept children who require intimate care.

**Opening hours:** Monday – Friday 8.45am – 3.15pm

Session time	Session cost
Morning 8.45am – 11.45am	£15.00
Lunch 11.45am - 12.15pm	£2.50
Afternoon 12.15pm – 3.15pm	£15.00

**Staff:** The nursery staff are trained to a high standard and training is continuous. Each staff member has an enhanced Criminal Records Bureau disclosure which is renewed in accordance with guide lines (presently every 3 years).

Staffing ratios: 1:4 for 2 year olds and 1:8 for the 3 years and above, as set out in the Statutory Framework for the Early Years Foundation Stage.

The Nursery operates a Key Person system, where a member of staff works closely with both parents and the child to ensure the child’s developmental needs and wellbeing are met.

The Nursery Leader is qualified to level 3 or above. Staff receive safeguarding training and first aid qualifications, which are updated every 3 years. A qualified first aider is present at all sessions. The Nursery has trained staff in Special Educational Needs; any additional training will be undertaken if necessary to accommodate children with specific needs.

**Fees:** Fees are calculated per hour and are payable in advance at the beginning of each term or in installments (by arrangement). **Fees continue to be payable if your child is absent.**

**Universal 15 hour funding is available for all 3 and 4 year olds**

Funding is available to all 3 and 4 year olds, from the term after their 3<sup>rd</sup> birthday. (see chart below).

<b>A child born on or between</b>	<b>Will become eligible for a free place from</b>
1 April and 31 August	1 September following their third birthday
1 September and 31 December	1 January following their third birthday
1 January and 31 March	1 April following their third birthday

Children are entitled to 15 hours of flexible funding per week for a maximum of 38 weeks per year.

Any additional hours your child attends Nursery will be charged at the current fee rate.

Once funding has been allocated by Bucks County Council at the beginning of each term, any additional sessions, during that term, are payable by the parents or carer.

## **2 year funding, and extended 30 hour funding:**

Please visit the websites below if you believe you are entitled to extended 2 or 3 year funding.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

<https://www.gov.uk/30-hours-free-childcare>

Each child's attendance at the Nursery is conditional upon continued payment of any fees due or the receipt of funding.

## **If your child is no longer going to attend the Nursery, 6 weeks notice is required.**

**Policies:** Our policy statements are available on request.

The policies have been written to meet the needs of the Nursery and are adopted by Steeple Claydon Nursery and parents.

They include the following: Admissions, Fee Policy, Behaviour Management, Complaints, Confidentiality, Data Protection, Disciplinary and Grievance, Equal Opportunities, Diversity and Special Educational Needs, Food and Drink, Health and Safety, Intimate Care, No Smoking, Parental involvement, Safeguarding Children, Guidance on the management of medicines, Selecting play equipment and toys, Settling in to Nursery School, Staffing and employment, Student placements, Sun protection, Uncollected child policy, Lost child policy and the use of an Epi-pen.

Our policies are designed to ensure a comprehensive framework to offer the best possible experiences for the children, their families and the staff in the Nursery and are reviewed on a regular basis .

**Additional Needs:** Our Nursery school aims to have regard to the Department for Education's code of practice on the identification and assessment of Special Educational Needs and to provide a welcome and appropriate learning opportunity for all children.

Children with additional needs, like all other children are admitted to the Nursery school after consultation between the parents, Nursery school leader and other professionals working with the child. The Nursery has two trained Special Educational Needs Co-ordinators who work closely with parents and other professionals across the range of special needs. Staff will receive training if needed to care for individual children.

**Behavioural Management:** The Nursery believes that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. The Nursery staff use praise and positive reinforcement to promote good models of behaviour.

When children behave in unacceptable ways, physical punishment will neither be used nor threatened.

Staff will work closely with children and parents, giving support to identify any difficulties and work with them towards a better pattern of acceptable behaviour. Where appropriate this might be achieved by using sanctions such as a period of 'time out' within the same room/area of play.

**Curriculum:**

Within the Nursery, all children are supported through a key person system in developing their potential at their own pace. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum for all children from 2 ½ to rising 5's which leads to nationally approved learning outcomes and prepares children to progress with confidence through the Early Years Foundation stage. The Nursery uses its close connection with Steeple Claydon School to develop links introducing the children to the facilities, by use of the hall throughout the year and visits arranged with the reception teacher over the summer term.

**Communication, Language and Literacy:** In both small and large groups, children are encouraged to extend their vocabulary and fluency by speaking and listening, by hearing and responding to stories, singing songs, through role play and rhymes. Children are helped to understand that written symbols carry meaning. They are encouraged to develop their fine motor skills through a wide range of activities, encouraged to draw and make marks for themselves. A well stocked book corner gives every child the opportunity and encouragement to become familiar with books, learning how to handle them and become aware of their use for reference and stories.

**Library:** The children are able to choose a library book to take home and share with the family. Parents can purchase the Steeple Claydon School book bags from the Nursery which can then continue to be used within Steeple Claydon School.

**Personal, Social and Emotional Development:** Within a safe, secure and friendly environment, the children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to play indoors and outside independently and as part of a group, sharing and co-operating with other children and adults. Through activities, conversations and practical example they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are encouraged and given the opportunity, as appropriate, to take responsibility for themselves and also for the Nursery, its members and property.

**Mathematics:** Individually and with adult support through play, we help children become familiar with numbers, sorting, matching, counting, weighing and dice games: activities that form the basis for early mathematics. As they develop mathematical understanding, children are assisted to learn and use mathematical vocabulary. They learn to identify objects by shape, position, size, volume and number. Through songs, games, play and taking turns they become aware of sequences and simple adding and subtraction.

**Understanding of the World:** Children are allowed to explore and experiment with a range of natural and manufactured materials in a safe and stimulating environment, both indoors and outside. They learn to observe the features of objects and substances, recognising differences, patterns and similarities. Alongside play, through different topics, children are

assisted in exploring and understanding their environment within the Nursery, in the community and the wider world. A range of safe and well maintained equipment enables children to extend their technological understanding, using simple tools and techniques, as appropriate, to achieve their intention. A range of multi-media equipment enables the children to understand how to operate programmable toys and familiar objects found in their home environment.

**Physical Development:** A range of equipment, allows the children to develop confidence and enjoyment in the use and development of their own physical skills, indoors and outside. A high level of adult supervision enables the children to safely use and develop their skills, learning to be controlled in movement, climbing, riding a bike, balancing and running. The children have the use of a secure playground attached to the Nursery and the school grassed area within the school grounds. The children play outside daily and parents are requested that they provide suitable clothing. Occasionally if outside play is impracticable due to the weather: they are encouraged to take part in exercises to music. We operate a system of free access to outside play.

Children are supported in the development of their fine motor skills through drawing, cutting, Play dough, threading, puzzles, painting, pegging washing on lines and through the use of small hand held objects to increase control and precision.

**Creative Development:** Children are encouraged to explore different textures, colours, objects both manmade and natural, indoors and outside. They are encouraged to be creative through construction, dancing, painting, drawing, singing and role play. Every child's work is valued and celebrated.

**Observations:** To ensure that each child's needs are met, with your permission, observations are made, to assess your child's development. These are recorded in a variety of ways, such as: photos, the child's creations/drawings, listening to what the child says and by adult written observations. The observations are shared with parents on a regular basis. Parents meetings are held twice a year to discuss how your child is progressing and any concerns. Additional meetings are always available and any concerns will be discussed with parents or guardians as soon as they are identified.

#### **Promoting Healthy Lifestyles:**

**Food and drink:** The Nursery is committed to promoting healthy food and drinks and has been awarded the "Smile Award" by Bucks Oral Health.

- Snack time – fresh fruit and vegetables and a drink of milk or water is provided.
- Lunch boxes – parents are asked to limit sweet and sugary snacks and not to include fizzy drinks.
- Parents are also asked to try and limit sweet and sugary snacks to meal times only to help promote the care of their child's teeth.
- The Nursery requests that sweets are not brought into the Nursery for birthday treats or when collecting children.

**Allergies:** The Nursery has procedures in place to ensure that allergies are taken into consideration when preparing and serving food. Additional training will be undertaken if necessary.

**Cooking activities:** a list of ingredients is issued to parents prior to the activity so any allergies can be addressed.

**Parental Involvement:**

- Parents are welcome to help at a session through the parent rota system. (A list of dates is displayed on the notice board in the cloakroom each half term for parents to add their names).
- Parents are invited to various events each year these include the Nativity and sports day.
- Parents are given the opportunity of discussing their child's progress through twice yearly consultations with the child's key person.

**Collection of children:**

Children will be collected by the appointed person known to the Nursery staff promptly at the end of the session or lunch, as appropriate. Notification of any changes to normal arrangements is required and these are recorded.

If for any reason there is a delay in collecting your child and the Nursery staff have not been informed, the following will happen:

- After 15 minutes the Nursery staff will try and contact the parent/carer by telephone and again at 5 minute intervals.
- Two members of staff will remain with the child at all times until the child is collected.
- If parent/carer is not contactable, a phone call will be made to the emergency contact number.
- After 30 minutes if still no contact has been made with the parents or the authorised emergency cover, the Nursery Leader will contact the Head Teacher.
- The Nursery Leader & the Head Teacher will contact the social services and/or the police.

**Complaints Procedure:**

Our complaints procedure is set out in our complaints policy, which is available on request from the school office. All complaints are recorded and dealt with in a professional and confidential manner.

## Contact details

The Nursery Leader  
Steeple Claydon Nursery  
c/o Steeple Claydon School  
Meadowway  
Steeple Claydon  
Bucks MK18 2PA  
Tel: 01296 738132  
Email: [nursery@steepleclaydon.bucks.sch.uk](mailto:nursery@steepleclaydon.bucks.sch.uk)

## To report an absence please contact

Telephone: 01296 738132 option 1  
Email: [nursery@steepleclaydon.bucks.sch.uk](mailto:nursery@steepleclaydon.bucks.sch.uk)

## Steeple Claydon Nursery

**01296 738132**

Ellen George

Nursery Leader (level 3)  
First Aider  
Food Hygiene  
SENCO

Sonia Parsley

Nursery Assistant (level 3)  
First Aider  
Food Hygiene

Charlotte Swatton

Nursery Assistant

All staff have undertaken current Safeguarding training, along with various other training courses to update and improve our provision.

Revised September 19