



Welcome to Our Nursery

We are delighted that you have chosen St Hugh's Nursery for your child and are confident that they will thrive and enjoy their time here greatly.

St Hugh's Nursery provides a wonderful play and learning environment for children in their early years, where they will enjoy a rich and varied range of play-based activities, in a happy, caring and nurturing setting.

About St Hugh's

St Hugh's is a very successful, independent, co-educational school for children aged 2 – 13. We are set in the historic and picturesque Lincolnshire village of Woodhall Spa, with 32 acres of private grounds for your child to enjoy. The school boasts excellent facilities, including a heated, indoor swimming pool, an outdoor adventure playground and the latest IT facilities, which children in the Nursery are able to share.

Early Years Foundation Stage

Our Early Years Foundation Stage (EYFS) Nursery is an integral part of the school and we firmly believe that we can offer your child an unrivalled learning experience during their formative years.

Run by a team of experienced and highly trained staff, our Early Years Nursery includes dedicated indoor and outdoor learning areas, the latest play equipment and teaching resources.

We believe in fostering the interests and talents of all the individual children in our care. We want to help them develop lively and enquiring minds at a young age and build strong foundations for their future learning and development.

The Nursery helps to provide a seamless transition into the Reception classroom, as parents and children are already familiar with all the staff and the layout and routines of the school. During the Summer Term before entry to Reception, our children have the opportunity to spend time in the Reception classroom, eating in the School dining room and getting to know their new teacher.

For those children moving to alternative schools, we liaise closely with other local schools, arranging for Reception teachers to visit children on site prior to them moving to a new school.



Our Mission

“We aim to provide a happy, caring and secure environment in which all children within our setting are given the opportunity to reach their full potential.”

Our Educational Aims

- For every child to be a competent learner, who can be resilient, capable, confident and self-assured.
- For children to learn to be strong and independent from a base of loving and secure relationships with parents, key adults and their peers.
- For the environment to play a key role in supporting and extending children's' development and learning.
- For children to develop and learn in their preferred style and at their own pace.



The Curriculum

The foundation stage curriculum is organised into seven key areas of learning and development:

Prime Areas

- Personal, Social, Emotional Development
- Communication and Language
- Physical Development

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Our child-initiated, free flowing approach to learning ensures that your child will explore all the seven areas above, on a daily basis, through cross-curricular activities - with the emphasis very much on learning through play.

Each half term there will be a broad topic, which will stimulate child initiated interests. The children will enjoy an extensive and well-balanced curriculum that will see them learning many new skills, but also having lots of fun and play with their peers.

This will include:

- Use of the outdoor play space, including a large adventure playground, climbing frames, slides, sit-on toys, a vast playing field and smaller apparatus.
- Weekly swimming sessions in our own heated pool, with fully qualified lifeguards and instructors.
- An introduction to French through songs and games with a qualified linguist on a weekly basis.
- Joining with Key Stage 1 pupils for weekly celebration assemblies.
- Off-site visits and visitors to the classroom, linked to their topics or special events, some of which may be chargeable.

N.B. Parents are invited to attend various events throughout the year, including the Nativity play, Sports Day, child development discussions and relevant assemblies.



The Nursery Day

Times

The Nursery is open for 34 weeks of the year from 8.30am – 3.30pm, Monday – Friday.

In addition we provide an Early Years Stay and Play facility, which runs from 3.30pm until either 4.40pm or 5.20pm.

Dropping Off and Collecting

The Nursery doors open at 8.15am ready for an 8.30am start. You will be greeted by a member of the team and welcomed in to settle your child. In the cloakrooms your child will have a named coat peg for personal items.

We operate a self-registration process to promote independence and name recognition. This is to be completed on arrival. A member of the team will show you how this routine works.

At the end of the session, a member of staff will open the door for you to collect your child.

Please Note: We require permission before allowing anyone other than parents to collect children from the setting at any time. Therefore parents must inform staff if their child is being collected by someone other than themselves.

Settling In

We understand that the transition from home to Nursery is very important for both you and your child. As such, we will work in partnership with you to ensure your child feels happy and secure when left in our care.

Each child is allocated a key person from the Nursery Team, who will work closely with you and your child. This provides the child with a special person within Nursery with whom to forge a supporting relationship. The Key Person is also responsible for overseeing your child's development and ensuring they get the most from their Nursery experience.

Mealtimes and refreshments



Mid-morning and mid-afternoon all Nursery children are offered either milk or water to drink and a healthy snack (such as fresh or dried fruit, vegetables etc.) provided by the school. Children booked in for a morning session can opt for a varied two-course, freshly cooked meal at lunch-time which is prepared on site in the school kitchen. Alternatively, a packed lunch can be supplied from home. Water is available for the children throughout the day.

What will your child need?

We do offer a branded top, which can be purchased from the School Shop in the Main building.

All children will require:

- Outdoor trainers for playtimes and wellies when appropriate.
- Swimming costume/trunks and a towel.
- Sun cream in warmer weather - clearly labelled with child's name
- A sunhat - available to purchase or you can provide your own.

Although we try our best to protect your children's clothes whilst in Nursery, there are still times when this will be insufficient. Please ensure that clothes are fully machine washable! We spend Tuesday afternoon's in the woods and grounds of the school. Please make sure your child is dressed appropriately for the outdoors.

N.B. Please ensure that all your child's clothing and school related items are clearly labelled with their name.

Comforters

If your child has a comfort item i.e. soother, blanket, toy etc., please let us know and pop it in a bag on their peg in case of emergencies.

Show and Tell

Each day we have a Show and Tell session where the children can bring an item from home to talk about with the group. Ideally, this should be linked to the half termly topic but as the idea is to get the children talking, it should be something they can easily talk about.

Toilet Training

We will work closely with you to support toilet training of your child. We have child friendly and stage appropriate bathroom facilities and we will discuss with you and agree a consistent approach for your child.



For those children still wearing nappies, each child has a named basket for you to replenish with nappy/cream/wipes supplies.

Swimming

We offer twice weekly swimming sessions to ensure that all children can access this experience. The sessions are delivered by a qualified swim instructor, supported by a qualified life guard. The children are taught in small groups with additional staff in the water to support individual needs. We provide arm bands and flotation devices as required.

All children will need their own trunks or costume, towel and swim nappies where required. Please see the fees section of the handbook for details on the cost of these sessions.

Staff and Communication

Our Nursery team is experienced, friendly and always willing to share your child's experiences and funny moments. We try to be as approachable as possible so if you have any questions at all, please feel free to ask. If we are unable to chat at

length at that time, we can arrange a mutually convenient time to discuss your child.

In addition to this, your child's learning journey is available at all times, detailing progress and development and we encourage you to contribute to this. An annual progress report is provided during the Summer Term.

Meet the Team

Head of Early Years:

Mrs Natalie Wallis – BA (Hons), PGCE



I believe very strongly in the 4 P's: Provision, Play, Progress and Parents.

I ensure that the provision in the classroom, indoors and outside is outstanding. It highlights the children's interests and is relevant to their next steps in learning.

I place great emphasis on child initiated play; when a child shows me what they have learnt, what they know, or how they are thinking during their play, I know that their learning is truly embedded.

I track children's progress through a mixture of assessment, observation and discussion. I monitor closely the next steps in their development, and I encourage a holistic view of the child, one where every element of a child's development is taken into consideration.

I encourage regular discussions with parents. They are the greatest source of information about their child's needs, interests and likes. The link between home and school must be strong and supportive, in order to best serve the child.

I am incredibly passionate about the Early Years of a child's development, and I know that my enthusiasm and hard work mirrors that of the dedicated Early Years Team here at St Hugh's School.

Mrs Lindsey Wright – B. Ed Hons in Early Years



As the proud parent of 2 lovely children I appreciate the speed at which children develop and this is maximised through providing a safe indoor and outdoor environment where experimentation and exploration can take place to learn and develop new skills. Building confidence to undertake challenging activities that extend their knowledge is a life skill that allows the young learners to demonstrate how important these formative years are. Progress will be monitored and communicated with parents and carers

with successes celebrated and new goals encouraged through child-initiated play, adult-led activities and group time. Working in partnership with parents is invaluable in the Early Years setting and we are always here to support the learning of your child.

Miss Amy Whitby-Smith

I started working at St Hugh's in early 2014 as a Gap student and I joined the Early Years Department after a few months where I began working towards my NVQ Level 3 qualification in Childcare. I am now close to the completion of this and have begun studying for a Foundation Degree in Early Childhood. I enjoy observing how and why the children learn and watching the children progress and develop as they move through the department.



Mrs Connie Hawkins – NVQ Level 3 in Children's Learning, Care and Development

I trained at the Chiltern College in Reading, Berkshire which is one of the leading Childcare Training Colleges in the country. I have a wealth of experience working with children and parents within their own homes and within a Nursery setting. I absolutely love working with children and supporting their learning and development.



Miss Katy Wood



My name is Katy, and I enjoy being a big kid! I've been a nanny for many years, so forming a close bond with children is not only something that comes naturally, but something I actively encourage. I graduated in 2014 from Bishop Grosseteste University with a 2:1 in Education and English. My aim professionally is to teach in a Primary setting and I hope to start my teacher training in the next few years. I'm an active person and enjoy taking learning outside; outdoor learning is my passion! I'm enjoying being a part of the St Hughs Early Years team, and look forward to an exciting time ahead!

Fees

Standard hourly rate - £6.05

Full day rate - £41.50 (8.30am - 3.30pm inclusive of appropriate snacks and drinks. A cooked lunch is optional and will be charged as below. Alternatively, you can provide your child with a packed lunch.)

Sessional rate - £16.65

(3 hour period inclusive of appropriate snack and drinks)

A freshly cooked lunch from the School Kitchen - £2.80

Swimming is charged at £3.20 per lesson. There may be additional charges for trips outside the Nursery with your consent.

Please Note: From the term after their third birthday, children are entitled to the Government Early Years Education Entitlement (EYEE) funded hours free until the term that they are five. **For children accessing this, any additional hours will be charged at the standard hourly, sessional, or full day rate of £6.05/hour, £16.65/session, or £41.40/day.**

Stay and Play

The Stay and Play facility is available to all children in Nursery, by prior arrangement. It caters for a small number of children from Nursery to Year 2, within the Nursery setting. It is an opportunity to extend the day's care for working parents and provides a relaxed atmosphere for the children to unwind.

The Stay and Play facility is staffed by the Early Years team.

A hot meal is eaten in the Dining Room for those staying for both sessions

Session One

3.30pm - 4.40pm - £6.40

Session Two

4.40pm - 5.20pm (including a cooked meal served in the dining room) - £5.85

Both Sessions - £11.15

To minimise any possible upset or confusion, please ensure that your child is collected on time. If there is any change to their usual routine, please inform the staff who will then be able to reassure your child.

N.B. Stay and Play will not run on any Exeat Fridays (weekends where all main school children are on leave), or Fridays prior to half term breaks. Places booked will be charged for, regardless of illness or outings involving an extension to the school day.



Transport

St Hugh's offers a number of minibus services across the County to bring children into school. This service is available to Nursery Age children on request. Please contact the office for additional information about routes and prices.

Term dates

The Nursery opens in line with the School Term dates.

Spring Term 2016: 6th January to 24th March
(Half Term: Friday 12th February to Sunday 22nd February)

Summer Term 2014: 19th April – 9th July
(Half Term: Friday 27th May to Sunday 6th June)

Policies and Procedures

Absence

If your child is unable to attend their usual session, please inform the staff as soon as possible, preferably prior to the session.

Please do not send your child to school if they have had sickness/diarrhoea within the previous 48 hours, are unwell, have a temperature, or have a contagious complaint.

Medication

We recognise that there may be times when children require medication during their time here at Nursery. We are only permitted to administer prescribed medicines in the original container, clearly marked with the child's name and prescription label.

Non-prescription medicines e.g. Calpol may be administered with prior written consent and a reason for doing so.

Key Policies such as Education Needs, Safeguarding & Equal Opportunities policies are displayed in the setting. All other department documentation is readily available to parents upon request.

Complaints Procedure

We hope you will be very happy with St. Hugh's, but if ever you have any concerns you wish to raise, please contact the school. Parents are always welcome to discuss any worries with us and we believe that through open dialogue many concerns can be addressed and resolved very easily. In the first instance this dialogue will usually be with the Nursery Staff but the Headmaster will always take any issue seriously if you feel you need to raise it directly with him.

It is hoped that most complaints and concerns will be resolved quickly and informally. A copy of the complaints policy is available from the school office. In the unlikely event that we are unable to resolve your complaint or you are unhappy with the outcome, you may wish to contact Ofsted Midlands Regional

Office at Building C, Cumberland Place, Park Row, Nottingham NG1 7ZS Tel: 08456 014772 or the Independent Schools Inspectorate: CAP House, 9-12 Long Lane, London EC1A 9HA, 020 7600 0100.

Inspections

Following our latest ISI inspection in October 2012, our provision for Nursery Education was reported to be "Outstanding".



Contacting the school

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Head of Early Years: Mrs Natalie Wallis

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