

The Federation of  
Stoke Hill Schools



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# Nursery Policy

**Date agreed: ...January 2017**

**Term to be reviewed: January 2020....**

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## 1. Admissions

1.1 The admission process follows the Devon guidelines as set out in the 'Stepping Out' Guidance a Guide for parents and school. In brief families are able to apply for the early years entitlement for their child at the beginning of the term after their 3<sup>rd</sup> birthday. (See Appendix 1) . Criteria for admission is separate to school admission see page 9 of the 'Stepping Out' Guide.

1.2 Application forms should be handed into the school office (not the Nursery). Applications will be held on file until they are considered by the school and Governing Body Admission Panel. The panel meets 3 times a year during the preceding half term to a point of entry.

1.3 An offer of a place will be made or declined at least half a term in advance of a start date. This will enable any families attending other provision to give adequate notice. We require half a term's notice in writing if you no longer wish to attend the Nursery. This enables us to make provision for other children. (See Appendix 3)

1.4 Following acceptance of a place, Linda Atkinson, the school Admissions Administrator, will make contact to discuss your preferred pattern of attendance (see appendix 2 timetable of hours available) and ask you to agree a termly contact of hours. The contract that is signed is binding, however if a child may benefit from a temporary reduction in hours to support 'settling in', this will be discussed by the key person.

1.5 If an application is unsuccessful there will be other settings that have places available – see the 'Stepping Out' Guide for Parents and Schools available at [www.devon.gov.uk](http://www.devon.gov.uk) in school admissions. If you are unhappy about this decision the school has a complaints procedure that can be followed.

1.6 After allocating places to children in accordance to the Early Years Funding Team criteria (children receive funding from the beginning of the term following their third birthday), any remaining nursery places may be offered to children who are 3 (day after 3<sup>rd</sup> birthday) on a fee paying basis.

1.7 Children currently in the Nursery will be able to increase their hours up to the funded entitlement, prior to the new intake being offered their choice of hours.

1.8 Applications for children younger than 3 children can be made at any time. These will be acknowledged and kept on file until considered by the admission panel – see section 1.2.

1.9 Following written confirmation of a place you will be invited with your child to a (Nursery) Welcome Meeting. The purpose of this visit is to meet your child's 'Key Person' and spend some time exploring the Nursery Environment.

1.10 Attendance at the Nursery Welcome Meeting is expected as it is an essential part of starting Nursery. A child will not be able to begin at Nursery until a Welcome Meeting has been attended by a parent or carer.

1.11 The Nursery dates are the same as the school dates and current year dates will be made available to you at the Welcome Meeting.

## **2. Attendance.**

2.1 If your child is unable to attend through illness or other reason **please contact the school office before 9am** so that the Nursery remain fully informed of your child's whereabouts.

If you wish to take your child on holiday for more than 1 week, or intend to be absent for any length of time please complete a 'holiday note' available on the Nursery Community board and return it to your child's key person.

2.2 Children need to be collected punctually to allow our ratios to remain within legal limits.

## **3. Child Protection**

3.1 Stoke Hill Infant and Nursery School has a Child Protection Policy. Guidelines are available on request from the school office.

Permission for photographs to be used is in line with the School's Use of Images Policy (appendix 2)

## **4. Health and Safety**

4.1 All aspects of Health Safety are covered by our Stoke Hill Infant and Nursery School 'Health and Safety Policy'. In addition, risk assessments are in place for all areas of the Nursery learning environment.

## **5. Intimate Care**

5.1 Stoke Hill Nursery is committed to ensuring that all staff responsible for the intimate care of children carry out their duties in a professional manner at all times. Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (i.e. changing wet or soiled clothes). Stoke Hill Nursery recognises that there is a need to treat all children with respect when intimate care is given. Staff who provide intimate care are trained to do so.

5.2 Apparatus will be provided to assist children who need special arrangements following an assessment from physiotherapist/occupational therapist as appropriate. All children will be supported to achieve the highest level of independence that is possible given their age and abilities.

5.3 Staff will encourage each child to do as much for him/herself as they can. Care plans will be drawn up for children as appropriate to suit particular circumstances. The needs and wishes of parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

5.4 A record is kept of the member of staff who changed a child, the time and condition of nappy. Parents should provide nappies, disposable wipes and nappy bags. Children not yet toilet trained who may have 'accidents' repeatedly need to wear 'pull-ups', until successfully toilet trained.

5.5 If a child has been physically sick or has diarrhoea, there needs to follow a 48 hour period before returning to Nursery.

5.6 Only prescribed medicines can be administered at the Nursery. Calpol or other pain relief is not given by staff as it can mask more significant, underlying symptoms.

## **6. Physical Contact**

6.1 When physical contact is made with children this will be in response to their needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

6.2 There may be occasions when a child may need comfort and reassurance that may include physical touch such as a caring parent may give. There may be occasions where it is necessary for staff to restrain a child physically to prevent them from inflicting harm on either themselves, others or property. In such cases only the minimum force necessary will be used for the minimum length of time require for the child to regain self-control.

## **7. Staffing**

7.1 The Nursery is staffed by a qualified teacher, teaching assistant and an assistant holding a NVQ3 in childcare. The ratio is above the statutory legislation for Nursery School and is 1:10.

There are often other staff working in the nursery reducing this ratio.

## **8. Equality and Diversity**

8.1 Stoke Hill Nursery is committed to providing for equality of opportunity and anti-discriminatory practice and ensuring that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties, disability, gender or ability.

**9. Stoke Hill is an exploratory nursery.** The children will learn through hands on experiences. These will often be messy so please send your children to nursery in appropriate clothing and footwear. Due to the children's age and development during the course of a normal nursery day the children may get bumps and scrapes. These will be dealt with by a qualified First Aider and you will be informed.

**10. Complaints Procedure.** If there is any aspect of the care given to your child that you are not happy with and attempts to resolve the issue informally fail, you can make a formal complaint using a form which can be obtained from the office. Initially, the complaint will be heard by a staff member (Stage One). If it is still not resolved it will go to Stage Two and be heard by the Headteacher. Finally, if necessary, it will go to the Governing Body's complaints appeal panel. A copy of the Complaints Procedure Policy is available on our website at [www.stokehill.devon.sch.uk](http://www.stokehill.devon.sch.uk).

If you feel that the nursery is not meeting Early Years Foundation requirements you can contact Ofsted at their website: [www.Ofsted.gov.uk](http://www.Ofsted.gov.uk) where you can find Information for parents about Ofsted's role in regulating childcare, or by phoning 0300 123 4666.

Policy adopted by Governing Body on 17th July 2017  
Review date: Spring Term 2020

Signature of Parent/Carer upon receipt .....  
Date .....

***Once you have signed this policy please keep for your information***

## Appendix 1

### Additional Information for Parents and Schools

#### (Stepping Out pages 9 & 10)

#### Schools must have regard to the Code of Practice on the Provision of Free Nursery Education Places for 3 and 4 year olds.

- a) there should be a balance of 3 and 4 year old children attending. Devon County Council funds places in schools so that children can access their early years entitlement from the **term after their third birthday**, ie a nursery must not prioritise places based on the ages of children.
- b) **A session must last for two and a half hours** OR a child must be offered up to 15 hours a week for 38 weeks of the year. (15 hours in accordance with new entitlement).
- c) **All parents can choose to take up to 5 session totalling 15 hours in the school nursery or Foundation Stage Unit.** If a parent wants less than 15 hours they can **spread their entitlement between early years providers.** For example, if a parent wants 5 hours in a school nursery and a full day and a morning in a day nursery, school should wherever possible, aim to accommodate these needs. However it must be appreciated that occasionally families may not be allocated the times that they request.

Parents who may be entitled to 30 funded hours from September 2017, can check their eligibility at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

- d) Where practicable the early year's entitlement should be offered at times that meet the needs of the parent. Most nurseries and foundation stage units in Devon offer morning or afternoon sessions, some parents may prefer two full days and one morning or afternoon. The governing body should consider offering a more flexible admissions arrangement that meets the needs of all parents. This can be achieved by making arrangements for at least one hour of lunch time childcare. School should aim to offer the entitlement over a minimum of 3 days.
- e) Full time places can be offered to children in oversubscription Category 1 or if Health, Social Services and Education professionals on the Admissions Panel feel it would be beneficial to the child and/or family. This arrangement may be temporary or for the duration of the child's time in the nursery or foundation stage unit.
- f) Parents should be notified of the fact that there is a place available for their child **at least half a term in advance of the time the child is due to start.** There is a headcount date for private, voluntary and independent preschools setting (PVI); if a child is not in attendance on that date the setting will not receive funding for that child and the parent may therefore not be able to access their entitlement during the times they require in their chosen settings. **The Admissions Panel should ensure that parents wishing to use a PVI setting as well as the school nursery are aware of headcount dates.** Parents should be signposted to the pre-school, day nursery or accredited childminder for information.

A child who has a Statement of Special Education Needs where the nursery or foundation stage unit is named on the Statement will have precedence for a nursery or foundation stage unit place.

- i. If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property to the nearest available official entrance of the school (i.e. the shorter the distance the higher the priority).
- ii. Priority may be given to the admission of a child for whom an exceptional medical or social justification is demonstrated or for whom admission to the nearest alternative nursery class or foundation stage unit at which a place is available would require unreasonable transport arrangements.
- iii. Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school in question.
- iv. The admission arrangements may be modified to meet the particular requirements of a trust deed.



## **Appendix 2**

Timetable of hours

Available sessions are as follows:

Monday-Friday (*excluding Wednesday*)

8.45/9.00am to 12.00am

12.30pm to 3.00pm

8.45/9.00am to 3.00pm

Wednesday

8.45/9.00am to 12.00am

8.45/9.00am to 1.00pm (*if lunchtime place is available*)

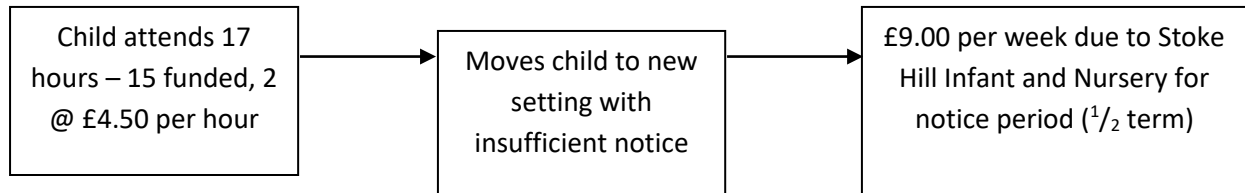
8.45/9.00am to 3.00pm limited to families who are eligible for 30 hours funding

## **Appendix 3**

### Giving Notice for additional paid hours

The contract that you sign with the school means that you commit yourself to attend for the paid hours agreed for one term. However, if your circumstances change and you need to 'give notice' and leave the nursery we will require payment in full for the remainder of your paid hours.. The notice period is half a term.

#### *For example:*



*or*

