

# Little Pips Nursery Prospectus

2022



Church Street

Curry Rivel

TA10 0HD

Tel: 01458 252822



# Welcome to Little Pips Nursery

## Introduction

Little Pips is part of Curry Rivel Primary School and our aim is to provide an excellent environment for your child; nurturing care, creative experiences and lots of fun. We are fortunate enough to have a spacious building with well-equipped indoor and outdoor areas. The extensive grounds of the school give us great opportunities to explore outdoors, particularly in the forest school area.

## Key Features of the Nursery

- A warm welcoming atmosphere
- High levels of professional practise with well qualified and experienced staff
- A strong partnership with Curry Rivel Primary school staff to ensure excellent transition and support for children and families
- Close liaison with parents/carers to share knowledge and needs of the child
- A key-person system giving consistency and building relationships during the child's time at Nursery

## Aims and Objectives

We aim to provide a happy secure and stimulating environment for parents and their children attending Nursery. We value close co-operation with parents and work with them as partners in their child's development and always seek ways to actively involve them.

The Nursery is a place where we strive to help the whole family- our aim is to provide a safe place for families, where new experiences and opportunities are offered and lots of fun is had along the way!

### Equality and Diversity

Little Pips Nursery believes in promoting children's rights and offering equality of opportunity, whilst respecting an individual's right to be different.

We value and welcome children and families from every cultural, social and religious background and we respect the different structures of families and lifestyles.

### Nursery Education Funding

Somerset County Council currently funds 15 hours of Nursery education for three and four year olds starting from the funding period after your child's third birthday. Some children may be eligible for 2 year funding support, depending on a family's financial circumstances. 30 hours of funding is also available to those eligible. Please see the Nursery Manager or Nursery Administrator for more information about funding details and how they can be accessed.

### Little Pips Opening Times and Fees

Little Pips is open from 7.30am until 5.30pm, Monday to Friday (Excluding bank holidays). We are open 50 weeks per year, and only close for two weeks at Christmas. We offer children and families either a term-time only or an all-year-round space; please speak to our Nursery Manager for further details.

Session	0-2s (£5.00 per hour)	2-3s (£4.75 per hour)	3-4s (£4.50 per hour)
Early morning drop-off 7.30am-9.00am Breakfast served between 7.30am-8.00am only	£ 2.50 per additional half an hour	£2.37 per additional half an hour	£2.25 per additional half an hour
Morning session 9.00am-12.00pm	£15.00	£14.25	£13.50
Core session 9.00am-3.00pm	£30.00	£28.50	£27.00
Additional hours after 3.00pm (Charged in half an hour blocks)	£ 2.50 per additional half an hour	£2.37 per additional half an hour	£2.25 per additional half an hour

Please note our fees do not include a morning snack or lunch.

### Lunches

Our lunches are provided by Figs Catering, Somerton; freshly cooked and delivered to our school. Lunches cost £2.60 per day and can be booked on a daily basis during term-time only - Menus are displayed in both Nursery rooms. A



## Starting Nursery.....

### Settling in

Our Nursery Manager will discuss with parents/carers a set of suitable dates to settle into Nursery.

### Arrival and Home Time

Please use the relevant buzzer when arriving at Nursery and wait for a member of Nursery staff to let you into the building.

### What to Wear

In order to feel free to explore our environment and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are comfy and easily washable. Nursery jumpers are available from the main school office but are not compulsory. The paint we use can stain. The manufacturers recommend a warm NOT hot wash.

It is good for children to practice skills which will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on others people's help.

**Please ensure EVERYTHING is labelled with your child's name including coats, hats, bottles, bags etc ...**

### Key Person

Our key person system gives staff responsibility for a group of children. The key person is in a position to tailor the child's/groups experience to the unique needs of each individual child. The key-person maintains links with the child's parents through informal

chats and shared record keeping, to ensure that children are supported in reaching their full potential.

## Nursery Areas

The Nursery has two spacious rooms as well as an outdoor areas for each room. We also have access to forest school.

## The Nest

The Nest is for children who are 0-2 years. The Nest is a purpose built room designed to be bright, airy and relaxed. The Nest has its own spacious outdoor area, sleep room, kitchen and changing facilities. The staff work closely with parents to ensure the transition from home to Nursery is as smooth as possible. For those children aged under 2, a record book of daily activities is sent home at the end of each day.

## Main Nursery

Children can start within the main Nursery at 2 years old and all children flow freely inside and outside, completing activities and developing experiences from their own interests.

## Quality Early Years Curriculum

At Little Pips, we offer a rich, secure and supportive multi-sensory play environment, where children can learn both indoors and outdoors, with enjoyment and challenge.

We follow government legislation outlined in The Early Years Foundation Stage (EYFS). This document combines care and learning under four themes:

- A Unique Child
- Positive Relationships

- Enabling Environments
- Learning and Development

There are 7 areas of learning and development, that are all important and all interconnected.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three prime areas are:

- Personal , social and emotional development
- Communication and language
- Physical development

The four specific areas, through which the three prime areas are strengthened are applied, are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive arts and design

Learning and development across all of these areas are underpinned by the characteristics of effective learning:

- Playing and exploring
- Active Learning
- Creating and thinking critically

Staff follow a continuous provision plan that provides coverage of the Early Years Foundation Stage curriculum. Each key person observes the learning needs and interests of the children and plans to provide resources and experiences (both inside and outside), that will support, extend and challenge each child's development.

Every week, a balance of child initiated and adult led activities and experiences are observed and evaluations are made of what the children are doing, how they are doing it and what should be provided to support their next steps.

Throughout the Nursery day, your child is very busy creating unique masterpieces in all areas of Nursery. Sadly, not all of these can be taken home and so we make observations, take photos and keep examples of their work they create to give you an insight into your child's day at Nursery. You are welcome to have a look at these, in your child's 'Learning Journey'.

### Tapestry

We use a system called Tapestry to record your child is learning and development, we will gain your permission to use this during your settling sessions. Tapestry is downloaded on to your phone and you will receive updates via photographs and videos of your child's learning. Both parents and grandparents can have access to Tapestry.

### A Special Reminder

Parents play the most important role in educating a child from birth. Your support and positive attitude to learning is key to your child's success and learning. Talking to your child about the world around them and how they are feeling will help them progress.

### Lunches

Our lunchtime is between 12.30-1.15pm. We are able to offer a hot lunch during term-time; alternatively, you can send a packed lunch with your child. We ask you to not provide sweets and fizzy drinks with your child's packed lunch and you must provide at least one



piece of fruit , salad or vegetables. We are able to heat jars and pouches for babies, but will not re-heat pre-cooked meals from home.

### Sickness and Health

Please do not send your child to Nursery when he /she is obviously ill

- A child suffering from sickness and diarrhoea should not come to Nursery until he/she has been clear for a full 48 hours
- A child known to have head lice must not come to Nursery until lice have been treated

Should we feel your child is too unwell to be at Nursery we will contact you to collect your child.

### First Aid

Any child who is taken ill during the day, or who suffers a minor accident, will be cared for by our qualified First Aiders. Parents will be contacted immediately, if we feel the child should be sent home or requires further treatment.

### Special Needs

We believe in providing the best possible provision for children of all abilities .The number of adults present in the Nursery enables us to cater for the individual needs of each child and we follow the 'graduated response' recommended in the Somerset's Code of Practice ( see SEN policy). This means that each child is able to progress at his/her own rate in all areas of development and we are able to provide appropriate activities through play. At different stages in your child's life, it can be useful to have input from expert advice. We are experienced at working in close liaison with professionals across the range of special needs and we benefit from

multi-agency working. If you would like to discuss how we can best meet your child's needs, please talk to:-

- Hollie Westlake - Nursery Manager

### Safeguarding

If you have worries about the safeguarding or well-being of any child, please contact the safeguarding / child protection Lead, Hollie Westlake or Ali Pook (Curry Rivel Primary School). Alternatively, you can call Somerset Direct on 0300 123 2224.

### Concerns or Complaints

We would ask you to come in whenever you have a concern regarding your child, so that we can discuss the matter. In the first instance, you may want to discuss the matter with Hollie Westlake. If you have a formal complaint, it should normally be made to the Head teacher. It is hoped that in most cases, complaints will be dealt with at this informal level.

However, if the complaint cannot be resolved with the Head teacher, the parent should submit his /her complaint in writing to the clerk of governors. The clerk will acknowledge receipt of the complaint and inform the governing body. Ofsted may also be contacted.

### And Finally...

In this prospectus, we have tried to cover most of the information that you may need when your child starts Nursery. Do feel free to call in or telephone, if you have any queries. We look forward to you joining us.

## **PRIVACY NOTICE (How we use pupil information)**

### **Why do we collect and use pupil information?**

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Children's Act 2014.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

**The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the *General Data*

Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

We hold pupil data for the periods of time as stated in the IRMS Records Management Schools Toolkit which can be seen at: [https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

### **Who do we share pupil information with?**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Social Care
- NHS
- Diocesan Board of Education
- Educational companies supporting school statutory duties eg school pupil tracker on line
- Educational companies offering curriculum enhancement eg athletics

We have a contractual agreement on data sharing with any educational companies that we share data with.

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following

website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs A Pook, Headteacher at Curry Rivel Primary School. Tel 01458 251404 Email: [curryrivelpriamary@educ.somerset.gov.uk](mailto:curryrivelpriamary@educ.somerset.gov.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Amy Brittan, School Development Officer, Somerset LA

- [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)