



# Horspath Pre-School Nursery

## Information & Welcome Pack

Horspath Pre-School Nursery  
c/o Horspath Primary School  
Blenheim Road, Horspath  
Oxford OX33 1RY

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Email: [horspath@hotmail.co.uk](mailto:horspath@hotmail.co.uk)  
<http://www.horspathnursery.org.uk>

Horspath Pre-School Nursery is a registered educational charity (No. 1030364)

## Contact Details

Address:

Horspath Pre-School Nursery  
c/o Horspath Primary School  
Blenheim Road  
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Oxford OX33 1RY

Tel: 01865 876750

Email: [staff@horspathnursery.org.uk](mailto:staff@horspathnursery.org.uk)

Website: [www.horspathnursery.org.uk](http://www.horspathnursery.org.uk)

## The Committee

Chairperson	– Rebecca Beadman
Treasurer	– Tracey Arthur
Secretary	– Rebecca Beadman
All Stars	-- Verity Warne
Fundraising	– Anna Harries, Joanne Horne

## Nursery Opening Hours

Mondays to Fridays Term Time only

Morning session	- 9am to 12pm
Lunch Club	- 12pm to 12.30pm
Afternoon session	- 12.00pm to 3.00pm

## Wraparound Care (for over 3 year olds)

Breakfast Club	- 8am to 9am
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All Stars After School Club	- 3.15pm to 5pm or 6pm
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Holiday clubs during Easter and Summer holidays

**Our Staff:**

**Nursery Manager: Joanne Horne**

**Nursery Deputy: Andrea Phasey**

**Nursery Deputy: Amanda Hudson**

**All Stars Deputy : Abbie Webb**

**Qualified Nursery /All Stars Assistant: Karen King**

**Qualified Nursery /All Stars Assistant: Jay Anderson**

**Qualified Nursery /All Stars Assistant: Jade Barnard**

**Qualified Nursery Assistant: Hayley MacKay**

**All Stars Play- Worker: Emma Treadwell**

**Nursery and All Stars Administrator: Anna Harries**

## **Introduction**

Horspath Pre-school Nursery aims to provide high quality care and education for children aged between 2 and a half to 5 years. Our aim as a nursery is to provide a safe and stimulating environment, helping all of the children to learn and develop through play. It is our aim to work in partnership with our parents, and we value and respect all of our parents and consult and inform them in the running of the nursery. We offer all children and parents alike a service that promotes quality and values diversity.

## **Pre-School Visit**

The Administrator will arrange a visit for you and your child prior to starting nursery. Your visit will give you the opportunity to observe a session at the nursery and ask any questions you may have and discuss any specifics with the supervisor and staff. Please take this opportunity to advise our supervisor of any specific needs or requirements your child may have e.g. dietary or medical requirements. During the visit you will be asked to complete the necessary paperwork. Please bring along any information to may require and your child's 2 year old check from the Health Visitor.

## **Starting at Pre-School**

A child that is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child to feel confident and secure in the group. There is no set format with regards to settling as we understand every child is different and has different needs so we like to deal with each child and parent individually to work with you closely on how best to settle your child. Your role in this settling period is so important, as we believe your child picks up on how you respond to them starting in a new environment. Settling can be a gradual process and for some can take several weeks depending on the age and personality of the child and the number of times they attend.

Some children can take longer to settle than others but please don't feel too worried if your child takes a while to settle as it is a natural process especially if this is the first time they have been away from their parents (i.e. haven't attended a nursery setting previously). Please be reassured that we have vast experience in settling children and from that experience want to reassure you that once they are settled they will really want to come to our pre-school, and often the settling period is more difficult for the parents than the child!

## **Daily Routine**

The pre-school doors open at 9am.

When you come in to the cloakroom you need to find your child's peg to hang their coat and bag on.

For those children staying for lunch club, there is a trolley in the cloakroom that you need to place your child's lunch bag on. .

Please encourage your child to place the snack they have brought in for Nursery into the bowl which you will see on the way into the main room.

## **Belongings**

Please ensure you label all your children's clothing as I am sure you will understand a lot of the children have the same or similar clothing. We do have a "Going Home" box in the cloakroom which any unidentified items found at nursery will be placed in, so if your child has lost something please check the box first.

We encourage each child to have the following items in their bags – nappies (plus nappy bags and wipes) if required, a full spare change of clothes (including vests, socks and pants), sun hat and in winter a warm hat ,gloves and scarf. If you wish to bring wellington boots for your child they can be placed in the bottom of the coat stands, please ensure they are also clearly labeled.

Lunch bags should be clearly labeled too and we encourage the use of ice packs particularly during the summer months.

From March we ask you to provide sun cream for your child which again is clearly labeled with their name. This should be handed into one of the nursery staff.

## **Leaving Your Child in the Morning**

We usually begin the day with register, which is taken sitting together on the carpet. We chat and look at books while waiting for all the children to arrive, and then begin by saying 'Good morning' to everyone. After this we talk about the day, date and weather, exchange interesting news, talk about our weekly topic and listen to a story. Parents are welcome to leave at any time, or they may wish to stay until informal activities begin.

If you wish to leave, and your child is unsettled, please tell a member of staff and we will do our best to make things as easy as possible for you and your child. We will phone if your child remains upset. It is always best to say goodbye to your child and so your child knows that you are leaving.

## **Lunch Club**

Lunch is between 12pm and 12:30pm. Children bring their own lunchbox, and we would ask that it does not contain sweets or fizzy drinks. Please be aware that we are a NUT FREE ZONE. Jugs of water and cups are provided at snack time and lunch club and children are encouraged to serve themselves. Lunch club is a very social experience for the children and we try to make meal times enjoyable and interesting at the same time reinforcing good manners.

## **Fruit**

Morning Snack consists of milk or water to drink and platters of fruit, raw vegetables such as carrots, cheese, crackers, breadsticks and raisins. We ask each child to contribute to our snack by bringing in a snack item per week for the children to share at snack time. Please feel free in bringing in items that would like your children to try.

We also take the opportunity at snack time to show the children how each fruit is prepared and so it's great to have a variety! We have recently introduced 'Exploring new tastes from around the world' We provide the opportunity for the children to celebrate the foods from they own countries, such as croissants from France.

The afternoon snack consists of milk or water and a biscuit as a variety for those children who have attended all day, as we find a lot of children eat plenty of fruit at lunchtime too.

**Please let staff know if your child has any food allergies or special dietary requirements.**

## **Clothing**

In order to feel free to explore and experiment with all kinds of materials (including messy ones!) it is best to send your child dressed in clothes that are easily washed or not too new!

Please ensure for your child's safety and comfort that they are wearing suitable footwear that they can safely run around in outside. We ask that flip flops are not worn to nursery as they can be a tripping hazard.

We do have Horspath Nursery clothing that are available to purchase. T shirts (£5) come in pink and navy, and sweatshirts (£10) come in navy or burgundy. Both T shirts and sweatshirts are available to order in sizes aged 3-4 or 5-6 years.

It would also be helpful if your child has practised the skills which will make him or her independent and self-confident before coming to nursery. These include putting on and fastening coats and shoes. Simple clothing that enables children to do this would be most suitable. Please can we reiterate the importance of naming all of your child's clothing to ensure they don't get mislaid, as the nursery does not take responsibility for lost or damage to children's property.

The nursery does have a limited amount of clothing and if borrowed we kindly ask that they are returned freshly laundered as soon as possible.

## **Toilet Usage**

We encourage independence at nursery and the process of going to the toilet and washing hands themselves. Naturally some children will still be wearing nappies when they start at pre-school and this is not a problem at all, we just ask you to keep their bag stocked with nappies, wipes and nappy bags. If your child looks sore we will apply sudocream. This will be witnessed by an additional member of staff and the parent will be informed. When you feel your child is ready for toilet training please do not hesitate to discuss with us how you would like us to work with you and support you with a smooth transition from nappies to toilet, and if we can offer any advice please do not hesitate to ask.

## **Collection**

If your child is due to be collected by someone other than the parent/ nominated carer, it is really important that you let us know when you drop off your child. If this is not possible we would ask you for a password. On each occasion someone different is collecting, we ask you to fill in the details of who will be collecting your child and sign in the permissions book so that all staff are aware of who to hand your child over to.

## **Accidents**

Should an accident occur involving your child, a description of the circumstances and the injury incurred will be entered into our accident book. You will be asked to sign our accident book as an acknowledgement of being informed when you pick up your child. If we felt it necessary we would telephone you to advise you of an incident (e.g. bump to the head) and if deemed necessary would ask you that the child be medically checked. In an emergency, if for some reason you could not be contacted, your child would be taken to hospital accompanied by a member of staff he/she knows well. Please ensure we always have up to date contact numbers for you and your nominated carers (mobile phone numbers often change!)

## **Sickness**

If your child is suffering from any contagious condition such as a rash, cold sores, sickness, diarrhoea or a high temperature, we ask that he or she should be kept home until the symptoms have subsided (and until 48 hours after the last attack for sickness and diarrhoea).

## **Parent Workshops**

Parent workshops are carried out for 1 week every term between 9-10am.

Parent workshops are a good opportunity for parents and carers to see what happens at the nursery and to share the experience with their child.

Grandparents, childminders and close relatives are all welcome to join us. Please sign your name on the rota on the notice board or speak to one of our staff.

## **Nature Warriors**

We have recently introduced Nature Warriors to the Nursery. This is an opportunity for small groups of children to experience the outside environment by going on a nature walk to either Shotover or the local Nature Reserve. All parents must complete a Permission slip before the children will be allowed to leave the Nursery site.

## **Our Daily Timetable**

Here is an overview of a full day at Horspath Pre-school Nursery.

### **9.00 Morning Welcome**

Parents/carers are welcome to come in, look around and help to settle their child.

### **9.05 Registration/Calendar/Story or Topic**

Parents/carers usually leave at this point as the group prepares to start the day.

### **9.20 Morning Activities/Free Flow**

Children choose from a wide variety of activities. Inside the nursery there is a language, maths and creative activity, as well as role play, construction and sensory activities. Outside activities include sand play, bikes, role play in the play house, ball games and water play.

### **10.30 Tidy Up Time / Toilet / Handwashing**

Children are encouraged to help tidy the nursery so that they begin to understand that equipment and toys should be cared for and looked after.

### **10.45 Snacktime**

Children are offered a variety of fruit, cheese, crackers and raisins at snack time. They drink water or milk. Staff and children sit together during this time, encouraging children to develop manners and understand the importance of healthy eating.

### **11.00 Outside Activities**

### **11.45 Music time**

The children gather on the carpet to round off the day with singing followed by our goodbye song.



## **12.00 Home time**

### **12.00 – 12.30 Lunch Club**

The children bring a packed lunch and eat it together. Lunch Club is open to both the morning and afternoon children.

### **12.30 Afternoon Register**

The children meet together for register and story time. The afternoon activities are introduced.

### **12.45 Afternoon Activities/Free flow**

Children choose from a wide variety of activities. Inside the nursery there is a language, maths and creative activity, as well as role play, construction and sensory activities. Outside activities include sand play, bikes, role play in the play house, ball games and use of adventure playground.

### **2.00 Tidy Up Time / Toilet / Handwashing**

The children are encouraged to help tidy the nursery so that they begin to understand that equipment and toys should be cared for and looked after.

### **2.15 Outside Activities**

### **2.45 Snack Time**

Children are offered a biscuit and milk or water. Staff and children sit together.

### **3.00 Home Time**

Parents/carers arrive to collect their children.

Some children will stay and join in with the All Stars afterschool club.

## **About Our Nursery**

Horspath Pre-School Nursery is situated in the grounds of Horspath Primary School next to the main building. It has its own separate and well equipped outside play area and we are allowed to use many of the school's facilities including the hall and outside adventure playground.

Our nursery offers education and care for children from the age of 2½ years.

The Nursery employs a high ratio of staff to ensure the children attending the nursery are given an excellent start to their formal education. All of our staff are selected for their personality, commitment and most of all their dedication for working with children. All staff are fully vetted according to legal requirements and we constantly encourage continued professional training.

The curriculum is planned carefully to provide a wide range of exciting play opportunities and to develop basic skills and the knowledge necessary for a smooth start into school. Our staff teach the children in small groups and spend much of the time working with the children on a one to one basis. This ensures that activities are tailored to meet children's individual needs and gives opportunities for each child to be supported and extended where appropriate. The Staff also assess the children regularly so that they can quickly identify areas where children need extra help or show particular strengths which can be encouraged.

## **The Nursery Committee**

Horspath Nursery is a registered charity, overseen by a committee of elected parents who help to run the Nursery voluntarily by keeping the accounts, maintaining the premises, allocating places and fundraising. The Committee often changes every year as children begin or leave the nursery.

In order for the nursery to continue to run, it needs as many parents as possible to get involved and help with its running, by either standing on the committee or helping in other ways such as fundraising or offering up specific skills to the nursery that can be called upon when necessary (e.g. carpentry, plumbing). It is only through this support from parents that we are able to keep childcare costs as low as they are.

There are regular meetings that are advertised in advance on the notice board. Please come to these meetings and offer your support and ideas. The AGM is usually held in July and because we are a charity, the charitable trust states that at least ten parents must be present at the meeting to nominate committee members etc.

General Committee roles and duties include:

- Chairperson – Overall responsibility for the running of the nursery
- Treasurer – Responsible for nursery finances
- Minutes Secretary – Taking of minutes at committee meetings
- Fundraising Committee – Raising money for the Nursery

Fundraising is a big part of the Nursery's income. Various events will be held during the year. Some of our most successful events have been the themed Stay and Plays, the Christmas fete and the Sponsored Pedal and Push. We ask that all parents get as involved as possible; by donating items for events, helping at events, helping with maintenance issues or giving an annual donation.

### **Pre-School Learning Alliance (PLA)**

Horspath Nursery is a member of the PLA. The PLA offers advice and training to ensure that we are constantly in touch with new thinking in the field of childcare and education. We receive monthly magazines offering practical advice and up to date information, and have access to a range of professionally produced publications.

The PLA provides training for both staff and parents. More information about this is available upon request.

### **Funding and extra sessions**

Government funding for five 3 hour sessions per week is available for all three and four year olds, applicable the term after turning three.

Every child over the age of 3 years at the beginning of the term will be entitled to 5 funded sessions each week over a 38-week year.

For children attending more than five sessions per week the costs are as follows (based on £4.30 per hour):

Morning session	- £12.90
Afternoon session	- £12.90
Full Day	- £25.80

Children who are 2.5 years old and are not eligible for the Two Year Old Funding the fee is £4.80 per hour.

We also run a "holiday system" where we ask parents to fill out a quick form to advise us when their child will be away from nursery on holidays etc. This enables us to advertise spare places and re-sell to other children who may not have been so lucky to get as many sessions as they would like. This extra income all goes back into the running of the nursery and helps us buy new toys and activities for the children to participate in.

Invoices will be sent out every term (6 terms) We accept cash, cheques, BACS and childcare vouchers.

Please discuss any financial circumstances that could affect your payment schedule with the supervisor or chairperson prior to starting at nursery.

### **All Stars – Extended Hours: 8am-6pm**

The Nursery now offers wraparound care for its 3+ year olds through their "All Stars Club".

All Stars is run from within the nursery building by the nursery staff and includes Breakfast club from 8am - 9pm where breakfast is served and After school club running from 3.15pm to 6pm. The After school slot gives the children the opportunity to join in organised activities between 3.30pm and 4.30pm (a choice of two each day) including football, dance, cricket, cookery and art & craft. Tea is served at 4.30pm followed by a different theme each night, for example games night and film night.

All Stars sessions require booking and payment in advance as places are limited and are allocated on a first come first served basis. There is the opportunity to book adhoc places/days if there is availability on that particular day, payment is required on the day when place is booked, but please note adhoc places are not guaranteed:

Prices are as follows:

Breakfast Club (includes breakfast)	£4.70
All Stars 3.15pm-4.30pm (includes extra curricular activity)	£5.95
All Stars 4.30pm-6pm (includes tea)	£6.45

### **Pre-school Holidays**

The nursery is closed during bank holidays and school holidays. The nursery is also closed for a number of inset days. All pre-school closure dates are on our annual calendar which can be found on the website.

### **Allocation of Places**

Horspath Pre-school nursery has an excellent reputation and each year we find that the nursery places are highly sought after. To ensure your child gets a place we encourage you to put their name on the waiting list as early as you know that you would like them to attend.

Due to the high demand for places we do have to have a system for the allocation of places, and therefore places are allocated on the following priority basis:

1. Residency in Horspath Village
2. Siblings in the Nursery or at Horspath Primary School
3. Special Needs
4. Date of registration

### **Information Flow**

Information flow between parents and committee/staff is really important to us at Horspath Pre-school. We try hard to keep parents and carers as up to date as possible. Email is our preferred method of contact as this allows us to inform parents faster and helps us waste less paper! Regular updates are sent out on email so we ask you to provide us with an email address that is checked regularly on starting the nursery. Our website, [www.horspathnursery.org.uk](http://www.horspathnursery.org.uk), is updated with all activity and notices so should be a major source of information for you. We also put lots of useful information on our noticeboard in the cloakroom area of the nursery so when you drop off/pick up your child you should find lots of useful information there too.

### **Policies**

The nursery complies by law by having policies which are regularly reviewed and updated. All new parents are shown a copy of the policies document. A copy of our policies is also available on the website and a copy is on display in the cloakroom for you to read. Any comments or suggestions regarding the policies are welcomed.

### **Complaints**

A complaints book can also be found in the cloakroom. Should you have any complaints or concerns at any time we encourage you to talk to our nursery supervisor or chairperson.

### **Safeguarding children:**

Our Nursery believes that children have the right to be secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. We comply with the procedures approved by the Area Child Protection committee. We intend to create an environment in which children are safe from abuse and in which suspicion of abuse is promptly and appropriately responded to. If we have any safeguarding concerns we reserve the right to collect evidence and seek advice from other professionals.

### **Inclusion, Equality and Diversity**

We aim to provide equality of opportunity for all members of our group, including those with special educational needs. The high staff to child ratio allows us to work closely with all the children and pay special attention to those who may require it. We work in close liaison with many professionals across the board, and operate in accordance with the statutory Codes of Practice.

### **Health and Safety**

Please be assured our Pre-school strictly complies with all legal requirements and those regulations laid down by Ofsted, Oxfordshire county council and the Early years partnership, Criminal Records Bureau, Fire Officers and Environmental Health officers. We also have H&S experienced parent volunteers on our committee to advise and offer assistance when required. We frequently review our Health and Safety management system and are regularly inspected by Ofsted.

### **Training**

Staff at the nursery are well qualified and experienced in Childcare. They all hold a level 3 qualification in Childcare. In addition, they have training in Safeguarding, First Aid, Special Educational Needs, Equality and Diversity and various other early years' issues.

### **Record Keeping and Key Worker System**

The nursery staff keeps regular records of the children's development through observation and one to one activities. Notes are recorded in the 'participation books' covering all the areas of learning. In addition, all children are given a key worker when they start nursery; this member of staff will keep a special eye on them and help them to get used to the routine. This member of staff will also complete the child's Foundation Stage Profile which is filled in gradually during the time he or she is in the nursery and then sent on to his or her Primary School. The Profile records what the child can do in each of the six areas of the curriculum.

The Profiles are kept in the office, but are accessible to parents at any time and you are welcome to make comments or help staff complete the different sections. Please ask your child's key worker if you wish to see your child's Foundation Stage Profile. Parents evening is also an opportunity to go through your child's profile with their key worker.

There is a list on the notice board of key workers and the names of the children they are responsible for.

### **Appointments with the Supervisor/Key person**

If you would like to discuss your child's care, and your query is fairly brief, please come into the nursery at the end of the session to have a chat. However, if you would like a longer discussion, please make an appointment with the appropriate person at a time suitable for you both.

## Our Curriculum: The areas of learning and development

Horspath Nursery curriculum is based on **Statutory Framework for the Early Years Foundation Stage**. All staff must consider the individual needs, interests, and stage of development of each child in their care, and must use this information to plan a challenging and enjoyable experience for each child in all of the areas of learning and development.

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. 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 areas, the prime areas, are:

- communication and language
- physical development
- personal, social and emotional development.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design.

Horspath Nursery provides activities and experiences for children, as follows.

- Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

- Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

## **Terms and Conditions of Enrolment**

### **Holidays and Sickness**

If you take your child out of nursery during term time, the fees for the whole term must still be paid. This also applies to any extra sessions booked.

### **Withdrawing a child from Nursery Enrolment**

Should you wish to withdraw your child from enrolment in the nursery, four weeks written notice must be given, and all the fees must be paid up to date. This includes children who are leaving to go to school.

**If you would like your child to attend Horspath Nursery, then we would be delighted to welcome them into our setting. Please complete and return a registration form along with your £35.00 deposit (non-funded children only) Forms can be found on our website or collected from the Nursery. We look forward to welcoming you to the nursery.**

**The Horspath Pre-School Nursery Team**