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**Newland House** Nursery School

Information for Parents

September 2019

# Newland House Nursery School

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## Information for Parents

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## An Ideal Environment

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Based within our former Pre-Prep premises on Waldegrave Park, the nursery is conveniently placed to benefit from our existing extensive educational facilities and offers an enviable outdoor learning space. The building was recently subject to complete refurbishment and has been further modified to provide spacious and stimulating classrooms offering direct outdoor access. Parents have an opportunity to view the nursery at most whole school Welcome Mornings which are held monthly during term time or alternatively via bespoke appointment.

## Our Ethos

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Every child should be happy, secure, valued and confident. Our philosophy is to value every child as a unique individual, who enjoys learning and thinking for themselves. We provide a supportive and secure environment in which children can flourish and learn at their own pace and in their own individual way. Our role is to stimulate and encourage their development and enjoyment of learning through a variety of different activities in secure indoor and outdoor situations, through play and through structured and creative activities. We encourage the growth of social skills and empathy amongst the children. The relationships which the children develop with each other and with our staff are central to their happiness and lay the best possible foundation for their future.

## Nursery School Hours & Fees

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We are a term-time nursery school, open five days per week to complement the Pre-Prep and Prep school day. Term Dates for the academic year are detailed on the school website. Nursery times harmonise with morning drop off at the Prep and Prep-Prep providing parents with a single drop off and close proximity to any older siblings. Children may attend a minimum of **five mornings** sessions only or a minimum of five mornings **plus at least two afternoon sessions**. The termly fees for the academic year 2018/19 are:

Cuurent Nursery Fees	Drop Off	Collection	Lunch	Gross Fees (including lunch) 2019/20
1. Five Mornings	8.25am to 8.45am	12.30pm	12pm to 12.30pm	£2,290 per term
2. Five Mornings plus Afternoon Sessions (minimum of two)	8.25am to 8.45am	12.30pm or 3.20pm	12pm to 12.30pm	2 Days
				£3200
				3 Days
				£3660
				4 Days
				£41106
				5 Days
				£4265

## Nursery Breakfast & After School Club

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The school provides a supervised, breakfast facility which operates from 7.30-8.25am every day and children can be dropped off by parents whose morning commitments make this an attractive option. For those that require breakfast this is served in the Prep School dining hall from 7.30am and children are able to select from a cooked breakfast menu as well as cereals. The breakfast club fee is £5. If your child only requires supervision from 8am onwards they should be dropped directly to the nursery. There is a £3 charge for children who require supervision only without breakfast for the period from 8am to 8.25am.

The school operates a supervised, activity-led, after-school care facility for all children at the school, providing daily supervision up to 6pm, which is based in the **dining hall at the Prep School**. Nursery children will be walked over to the club at the end of the nursery afternoon session.

During this time, the children can participate in activities, games and sports. The club costs £3 per half hour (subject to annual review) and parents are invoiced on a termly basis. Complementary sandwiches, fruit and a drink will also be provided.

## When Can My Child Start Nursery?

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Children join the nursery in the September following their third birthday which is the year prior to joining Reception. For example, entry to the nursery in September 2020, your child must be three on or before 31<sup>st</sup> August 2020. They will then start school in Reception the following year aged four.

## A Natural Introduction to Starting School

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Attending a nursery linked to the school your child will be attending offers many benefits:

- Children will begin to build relationships and develop positive associations within the school environment.
- They will be gently introduced to the structure and routine of school life and will have opportunities to see older children going to school.
- Children will learn within a nursery which is underpinned by the success and reputation of the Newland House and will benefit from our proven expertise and individual teaching approach.
- We will provide children with greater teaching continuity through a progressive curriculum and an excellent and cohesive platform for a seamless transition into the Pre-Prep.

## Accepting a Nursery Place

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Before accepting an offer you may wish to make arrangements to view the nursery if you have not previously done so. The nursery is based within a fully modified Victorian property offering a comfortable and welcoming environment. Please contact [admissions@newlandhouse.net](mailto:admissions@newlandhouse.net) to arrange to see the nursery either by an individual appointment or at one of our whole-school Welcome Mornings which take place each month.

Offers to join the nursery are issued on a **first come, first served** basis 12-18 months before the nursery start date. Offers are only made to children who are already registered to join Reception the following year. If you wish to accept the nursery place offer for your child, please follow the offers instructions and settle the deposit of £500. Please note that in accordance with the Terms and Conditions of this Offer, the deposit is not refundable if your child does not take up a place at the nursery and that to avoid further fees, one clear term's notice is required in writing if you no longer wish your child to join the nursery. Please also note that offers have an expiry date and if you do respond by this time the school will assume that you do not require a place at the nursery for your child.

You will receive a separate offer for your child's place in Reception and a separate deposit will be payable in due course. If you choose to decline the nursery place, this does not affect your child's place in Reception. Should you decline this nursery place offer, there may be an opportunity to request a place in the nursery at a later date, but this will be subject to availability.

We host an annual **Ready to Learn** workshop for parents which is an ideal opportunity to find out more about how to prepare your child for starting school or nursery. Registered parents will automatically receive an invitation to this event.

## Early Education Funding

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All 3 and 4-year-old children are entitled to receive the universal **Early Education Entitlement** following the term after their third birthday. The entitlement is for up to fifteen hours per week, for between 33 and 38 weeks per year and equates to £5.12 per hour and just under £850 per term (2018/19). Newland House School and Nursery School are approved providers and can provide funded nursery education places for 33 weeks per year. You can find out more at from the LBRUT [website](https://tinyurl.com/ycay32yq) (<https://tinyurl.com/ycay32yq>).

At the beginning of each term we advise the Borough of children who qualify for Early Education Funding. The Borough then pays the grant directly to the school on your child's behalf, usually at half-term. You will be asked to complete a Parent Declaration Form once your child joins the nursery. The grant will be offset against our nursery fees and parents will be invoiced for the balance.

From September 2017, the Government introduced an **additional** 15 hours grant for childcare to eligible working parents of 3 and 4 year olds. This is known as Extended Entitlement and is only available for families that meet the eligibility criteria. Parents have to certify their eligibility on a rolling three monthly basis. Newland House Nursery does **not** participate in the extended entitlement. If you are offered a nursery place you should assume that this position will apply throughout your child's year in nursery.

The Borough's guidance indicates that you may still utilise the extended entitlement hours by using an alternative participating provider in addition to Newland House Nursery School for your child. Further information is detailed on the Borough's [website](https://tinyurl.com/ybemmcgm) at (<https://tinyurl.com/ybemmcgm>).

## Childcare Vouchers

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Childcare vouchers are a cost-saving employee benefit available to working parents. Childcare vouchers operate as a salary sacrifice scheme where your contributions are taken from your salary before your usual tax and National Insurance contributions are deducted. You can use childcare vouchers to cover the cost of care for children up to the age of 15 and even to pay for registered childcare including before and after school clubs, certain elements of independent school fees and holiday camps.

You can only use the vouchers to pay for any Ofsted (or equivalent) registered childcare. Childcare Vouchers can be used to pay for a wide range of childcare including:

- Home based care such as childminders,
- Nannies and au pairs
- Pre-school care such as nursery schools, play schools and crèches
- Care for older children such as out of school clubs (breakfast clubs, afterschool clubs), holiday clubs, music and drama lessons, activity holidays

Below is the list of current providers for who we are already registered. If your provider is not listed, you should send an email to Mr Hyams in our Finance Department at [dhyams@newlandhouse.net](mailto:dhyams@newlandhouse.net) and he will arrange registration which usually only takes a few days.

- Edenred
- Co-operative Flexible Benefits
- CARE-4
- Computershare Voucher Services
- Sodexo
- Allsave Ltd
- RG Childcare
- Kiddivouchers

- Fidelity Childcare
- Rascals Childcare

Following the introduction of the new Tax Free Childcare Scheme (see below) parents have been unable to enrol in a childcare voucher scheme since October 2018. Parents who are already registered and receiving childcare vouchers may continue to do so but will not be able to register for the new scheme.

Until October 2018, however, employer Childcare Voucher schemes remain the best way for working parents to reduce the rising cost of childcare. Many parents will not be able to claim under the new Government scheme so should join an employer scheme before it's too late as the Childcare Vouchers scheme will be closed to new entrants from October. Parents can remain on the Childcare Vouchers scheme beyond 2018 and for as long as they require.

## New Tax-Free Childcare Scheme

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The new Tax-Free Childcare scheme (TFC) will provide working parents with another option for tax savings on their childcare direct through the Government. Parents are able to open a new childcare account and for every £8 a parent pays into their childcare account, the government will pay in an extra £2. Parents can get up to £2000 government support per child per year towards their childcare costs (up to £500 every 3 months).

The government has started inviting parents to apply for Tax-Free Childcare beginning with parents of the youngest children first. Check whether Tax-Free Childcare is the best offer for you using the childcare calculator: <https://www.tax.service.gov.uk/childcare-calculator/what-you-need>.

Parents will only be able to pay their childcare provider from their childcare account if their childcare provider is signed up to Tax-Free Childcare. Note that parents cannot make payments using both Tax-Free Childcare and childcare vouchers.

## Uniform

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Newland House School uniform is supplied by 'School Zone Limited', who are based in Bentalls in Kingston Upon Thames. School Zone is a small but focussed business with the considerable benefit of being associated with a major department store group. They accept all major credit cards and are open seven days a week, including Thursday evenings.

### **School Zone at Bentalls**

3rd Floor Bentalls Department Store  
Wood Street  
Kingston upon Thames  
Surrey KT1 1TX

### **Opening times:**

Monday, Tuesday, Wednesday and Friday  
9.30am till 6.00pm  
Thursday 9.30 am till 9.00pm

### All nursery children will need:

- Red **school** t-shirt (with red or black base layer if required)
- Red **school** games sweatshirt
- Black **school** tracksuit bottoms (or black leggings if preferred)
- Black slip on plimsolls or black/dark trainers with Velcro strips
- Plain black shorts (summer term)
- Black **school** raincoat
- White socks
- Small red **school** rucksack (only available from the School Second-Hand Shop)
- White legionnaire's hat (summer term)
- An old oversized shirt (named) to wear as an overall for messy play activities.

(This can stay at school on their peg during the week and should go home on Fridays to be washed). The school will provide waterproof aprons for water play.

**All *school* items are available from School Zone. Other unbranded items may be purchased from School Zone or sourced independently.**

## Parking at the School

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Please note that the parking immediately outside the school and the nursery is covered by 8am to 5pm No Stopping Zones as highlighted by the yellow zig-zags in the road. You **MUST NOT** wait or park, or stop to set down and pick up passengers, on these school entrance markings. Please also help us to maintain considerate relationships with our neighbours, please do not park in front of private driveways when dropping off or picking up your children to/from the school. Field End is subject to traffic enforcement and you should avoid parking here. Thank you in advance for your consideration.

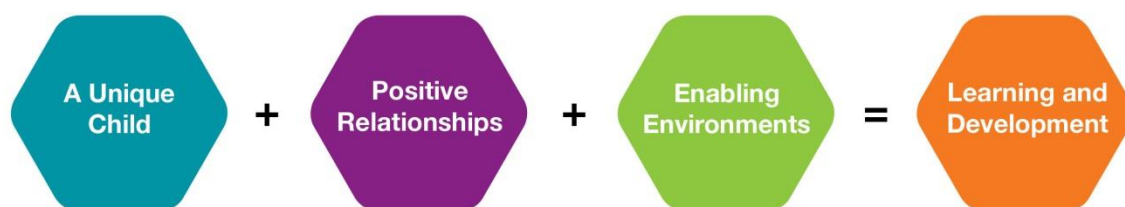


## Curriculum Learning and Development in EYFS

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The Early Years Foundation Stage (EYFS) is the stage of education for children from birth to the end of their Reception Year. It is based on the recognition that children learn best through play and active learning. Newland House School embraces this philosophy and sees this as an important aspect of a child's overall learning.

The four themes and principles of the EYFS provide a map that is just as relevant for practitioners on their learning journeys, as it is for guiding the children on theirs. They actually describe the conditions necessary for life-long, life-wide learning and apply equally to learners of all ages.



Every child is a competent learner from birth, who can be resilient, capable, confident and self-assured.

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

The environment plays a key role in supporting and extending children's development and learning.

Children develop and learn in different ways and at different rates and all areas of learning and development are equally important and inter-connected.

## Areas of Learning

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The EYFS is made up of seven areas of learning but none of these areas can be delivered in isolation from the others. They are equally important and depend on each other. All areas are delivered through a balance of adult led and child initiated activities.

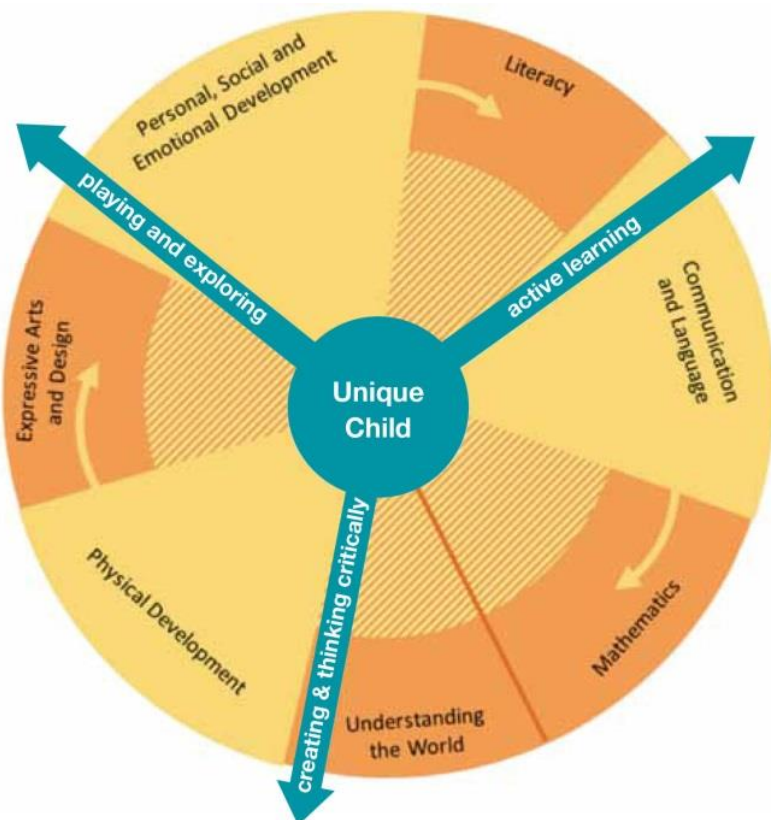
- **Personal, Social and Emotional Development**  
making relationships, self-confidence and self-awareness and managing feelings and behaviour
- **Physical Development**  
moving and handling and health and self-care
- **Communication and Language**  
listening and attention, understanding and speaking
- **Literacy**

- reading and writing
- **Mathematics**  
numbers and shape, space and measure
- **Understanding the World**  
people and communities, the world and technology
- **Expressive Arts and Design**  
exploring and using media and materials and being imaginative

Children’s play reflects their wide ranging and varied interests and preoccupations. In their play children learn at their highest level and play with peers is important for children’s development.

Through play children explore and develop learning experiences which helps them make sense of the world. They practise and build up ideas and learn how to control themselves and understand the need for rules. They think creatively alongside other children as well as on their own and they communicate with others as they investigate and solve problems.

Children learn best through physical and mental challenges. Active learning involves other people, objects, ideas and events that engage and involve children for sustained periods. Active learning occurs when children are motivated and interested. Children need to have some independence and control over their learning. As children develop their confidence they learn to make decisions. It provides children with a sense of satisfactions as they take ownership of their learning.



When children have opportunities to play with ideas in different situations and with a variety of resources, they discover connections and come to new and better understandings and ways of doing things. Adult support in this process enhances their ability to think critically and ask questions.

Children should be given opportunities to be creative through all areas of learning. Adults can support children’s thinking and help them make connections by showing genuine interest, offering

encouragement, clarifying ideas and asking open questions. The **prime areas** (Personal Social and Emotional Development, Communication & language, Physical Development) begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas.

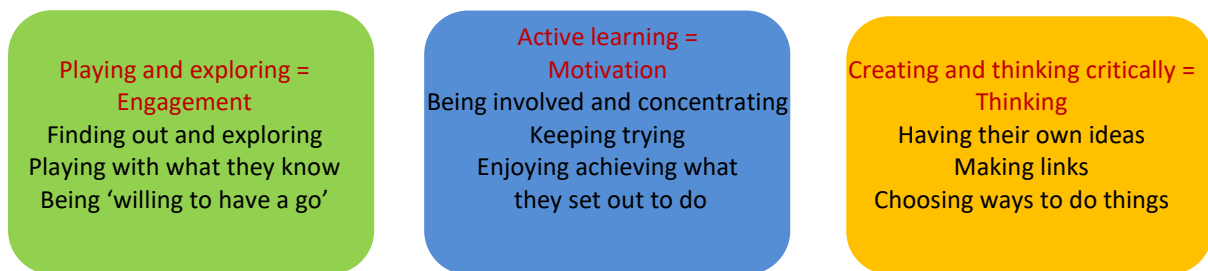
The **specific areas** (Literacy, Mathematics, Understanding the World, Expressive Arts & Design) include essential skills and knowledge. They grow out of the prime areas, and provide important contexts for learning.

## Effective Learning

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The ways in which the child engages with other people and their environment through playing and exploring, active learning and thinking critically, underpin learning and development across all areas and support the child to remain an effective and motivated learner.

### Characteristics of Effective Learning Include:



During their time at Newland House Nursery School, children will discover and learn through a variety of engaging activities and play which support the key areas of the EYFS curriculum and include:

<p style="text-align: center;"><b>Communication</b></p> <p>Quiet corners, role play opportunities, IT opportunities to record as a constant</p>	<p style="text-align: center;"><b>Physical Development</b></p> <p>den building, climbing equipment, balance equipment. Using natural resources where possible</p>	<p style="text-align: center;"><b>Holistic Development</b></p> <p>social stories groups, opportunities to have listening rooms, sharing ideas and peer evaluations</p>
<p style="text-align: center;"><b>Order &amp; Routine</b></p> <p>assemblies, class sharing, snack times, lunch times, play routines, timetables indicated visually</p>	<p style="text-align: center;"><b>Creativity &amp; Sensory Experiences</b></p> <p>malleable play, messy play with natural environments (sand, mud, pond areas, welly walks etc) gutter tracks, tyres and planks</p>	<p style="text-align: center;"><b>Awe and Wonder</b></p> <p>outside and inside opportunities to make, prove and disprove hypotheses and opportunities to explore, predict and discover</p>

## Our Obligations

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To protect both the children and practitioners, the EYFS has 2 areas of legal requirements:

### Welfare Requirements

Safeguarding & promoting children's welfare  
Suitable people  
Suitable premises  
Environment & equipment  
Organisation  
Documentation

### Learning & Development Requirements

Early learning goals  
Educational programmes  
Assessment arrangements

Under the EYFS practitioners are required to:

- Maintain standards
- Improve quality & consistency
- Provide equality of opportunity for all children
- Work in partnership with all settings attended by a child
- Work in partnership with other agencies involved in the child's welfare
- Work in partnership with the child's parents

The EYFS also requires practitioners to make regular ongoing observations and assessments of each child's achievements, interests and learning styles and to use these to plan further learning experiences. This information must be shared with parents and other settings and their own knowledge also sought.

## Equal Opportunities Policy

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We welcome children from a diverse range of backgrounds and pride ourselves on being an inclusive community where there is complete equality of opportunity and everyone is valued for being him or herself. Copies of the school's Equal Opportunities Policy are on our web site and can be sent to parents on request. We also welcome children with disabilities and special education needs, and adhere to the Government's SEN Code of Practice. *(Schools may download and adapt this from [www.teachernet.gov.uk](http://www.teachernet.gov.uk)).*

## Food and Drink

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Children should bring their own snack for the mid-morning break which should be a piece of fresh or dried fruit, raw vegetables or a piece of cheese. A cooked meal is provided in the middle of the day at the Pre-Prep Hall and the children are walked over for lunch each day. Weekly menus are put onto our web site. We offer a wide choice, with plenty of fresh fruit and

vegetables, and the children are expected to eat a little of everything. We also attempt to cater for all tastes and preferences, including vegetarian. Special medical dietary needs are organised by the catering staff. In the afternoon break fruit is provided for the children. The children are given their own bottle of water, which will be refilled throughout the day. If they forget to bring it in, drinking water is available from the drinking fountains, as we fully recognise the importance of proper hydration.

## Special Diets

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Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food.

## Keeping In Touch

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We appreciate that sending your child to school is a big step and that it is understandable that some parents may worry or feel anxious about their child's well-being and happiness. We operate an open-door policy and encourage parents to come and talk to the class teachers or contact them by e-mail should a concern arise. Our nursery teachers are always more than happy to talk to parents about progress, problems or any concerns. Any concerns will always be treated in complete confidence.

## Child Protection

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The school's child protection policies, including its policy for the safer recruitment of staff, are enforced in the nursery school. Copies of the policies, which apply throughout the school, are on our web site and can be sent to parents on request.

## Medical Matters

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Please keep your child at home if he or she is ill or infectious, and phone us on the first day that s/he is ill. Our nursery staff are paediatric first-aid trained and will *always* contact you at once if your child suffers anything more than a trivial injury, or if he or she becomes unwell during the day, or if we have any worries or concerns about his or her health. We will ask you to collect your child if he or she becomes ill during the school day. We have an administering medicine policy which is available on the website or can be sent to parents on request.

## Children with Additional Needs

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If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with Mrs Excell, the Deputy Head (Pre-Prep), and Mrs Stephens or Mrs Yeo, the school's Special Educational Needs Coordinators, and any outside Specialist who has been involved with the care of your child, to discuss thoroughly the regime that is most appropriate for his or her individual care, well before s/he joins the School.

## Medical Care

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Although your son and daughter will normally receive medical care from your family GP practice, we hold medical information on all our pupils to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. We have an emergency action plan policy should there be any need to call an ambulance at any point.

## Personal Hygiene

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We ask all pupils to have spare underwear in their bags in case of emergency.

## Medical Records

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We record all accidents and injuries to your child and of all medicines that are given to him or her. We will always tell you in writing if your child has received any form of medical treatment however minor.

## Emergency Medical Treatment

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In accepting a place at the nursery school, we require parents to authorise the Head of Nursery, or an authorised deputy acting on his/her behalf, to consent on the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

## Medicines and Treatments

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Please advise the receptionist of any medication that you bring into the school for your child. If your son/daughter has a medical condition which necessitates regular access to medication, please inform the Head of Nursery so that an appropriate regime can be devised. The relevant

staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life. We will work with you in making arrangements that work best for him/her. Should there be any need for continuous medical support a care plan will be drawn up by the Head of Nursery and the parent.

Copies of our Policy for Administering Medicines can be sent to you on request.

*Please remember that we need your written consent for every medicine before we are allowed to give it to your child. An email from you is also an acceptable method of consent.*

## **MAINTAINING A SAFE AND SECURE ENVIRONMENT**

The safety of the children is our highest priority, we will always:

- Only allow your child to go home with you, unless we have received your advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area which is totally secure.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.

## **Late Collection and Missing Child Policy**

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Copies of our 'Late Collection and Missing Child Policy' are available on request.

## **EYFS Policy**

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At the end of your child's year in nursery, we complete a detailed 'EYFS Profile' which summarises their learning and development against the assessment scales and learning goals, which have been determined by the Government. You will of course, receive your own copy, which we will discuss with you at the time that it is completed. We are required to send your child's EYFS profile to the Local Education Authority at the end of Reception.

Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the Reception classes because they are part of an independent school, parents should be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. They can download the Ofsted leaflet: 'Complaints to Ofsted about Schools: Guidance for Parents' reference 080113 from [www.ofsted.gov.uk](http://www.ofsted.gov.uk) .