



# Culford

**Eastfields Nursery**

Staff A to Z

## **About us**

We are a small, private Nursery with a happy and relaxed atmosphere. We have good, positive relationships with all our parents and families. The Nursery is open from 8:00am until 6:00pm, with the option of breakfast at 7:30am.

The younger children aged 1-2 years are based upstairs while the downstairs room, with access to an enclosed garden and play area to the rear, will be used by our older children aged 2-3 years.

We have a Nursery Manager, a Deputy Manager and Nursery Assistants who are qualified to Level 3 and above. We have very close links with the Pre-Prep School and we enjoy an array of different activities on site at Culford School.

## **Staff and Contact Details**

### **Head of Early Years:**

**Jane Suckling**

jsuckling2@culford.co.uk

### **Nursery Manager:**

**Zoe Wilding**

zoe.wilding@culford.co.uk

### **Deputy Managers:**

Natasha Bill

### **Nursery Assistants:**

Freya Foulger

Jeanette Allum

Natasha Durrant

Amy Williams

### **Nursery Address:**

Culford Nursery

Eastfields Lodge

Culford

Bury St Edmunds

Suffolk

IP28 6TX

### **Nursery Telephone number:**

01284 385355

### **Pre-Prep telephone number:**

01284 385412

### **Email:**

nursery@culford.co.uk

## A

### **Absenteeism:**

If staff are going to be absent or late they are required to contact the Nursery Manager on the mobile number issued, and leave a message on the Pre-Prep telephone as soon as the member of staff is aware that they will be absent from work. This is to ensure that appropriate cover can be arranged.

### **Admissions:**

We have a central admissions team whom can be contacted on 01284 385308  
They are responsible for registrations and enquiries to the nursery.  
Tours of the nursery will be carried out by the Manager or Deputy Manager.

## B

### **Breakfast Club:**

This is available from 7:30am. Parents are required to pre book in advance. It is an expectation that staff, on a rota basis, will be required to cover this.

## C

### **Computer/ICT:**

There are two computers in the office for staff to use and work on. There is also a computer in the 2-3 room for staff to use alongside the interactive white board. All staff will have a Culford email account, it is important that this is checked regularly. We also have Nursery I pads to be used in the rooms for completing observations and taking photos.  
The School ICT Policy can be found in the Employee Handbook.

### **Complaints:**

The Complaints Policy can be found on the schools website and in the Policy hard copy kept in the office and white folder for parents use.

### **Communication book for parents:**

It is the Key Workers responsibility to ensure this is kept up to date daily for each individual child each day they attend.

### **Child Protection:**

Every member of staff will be given a Safeguarding Induction Handbook before employment commences. The Safeguarding Policy can be found on the school website. The school has a Designate Safeguarding Lead and Deputy Safeguarding Leads throughout the school. Zoe Wilding is the named Safeguarding Lead at the Nursery. Kelly Harrison is the Lead and Deputy Safeguarding Officer based in the Pre-Prep school.

## D

### **Day care:**

Staff are required to work from 8am until 6pm dependant on numbers, with the possibility of starting at 07:30 if breakfast has been pre booked.

## E

### **Equipment and Personal Belongings:**

Please ensure personal belongings are placed in the upstairs office or left in the car. The school cannot be held responsible for any loss or damage.

### **Emergency:**

All staff will be trained in emergency procedures for fire evacuation and first aid. In the event of a building emergency contact the maintenance team.

## F

### **First Aid:**

The first aid kit is located in the main kitchen. All outings require a first aid kit. All nursery staff hold an up to date paediatric first aid certificate.

### **Fees:**

Breakfast Club from 7:30am: £9.00  
8:00am-1:00pm: £32.00  
1:00pm-3:50pm: £22.00  
8:00am-3.50pm: £49.00 (full year)  
8:00am-3:50pm: £54.00 (term time only)  
8:00am-6:00pm: £59.00 (full year)  
8:00am-6:00pm: £64.00 (term time only)

Fees will be invoiced mid-month, payable before the beginning of the next month. Any added extras such as breakfast club will be charged monthly.

### **Finance Department:**

Should you have any payroll queries please email [Payroll@culford.co.uk](mailto:Payroll@culford.co.uk) or contact HR the Department at [HR@culford.co.uk](mailto:HR@culford.co.uk)

## H

### **Health and Safety:**

The Health and Safety Policy can be found in the office and all staff are encouraged to be familiar with its contents.

There are daily checklists to complete that support the health safety and welfare of children, staff and visitors. These checks include fire safety, security, infection control, general and garden checks.

Should you have any health and Safety queries please contact the Compliance Officer [emma.hillier@culford.co.uk](mailto:emma.hillier@culford.co.uk) or call EXT.5354

#### **Holiday entitlement:**

Staff are entitled to 28 days per annum plus bank holidays (please note May bank holiday is not included) For staff working part time this will be prorated.

#### **HR**

Should you have any HR queries please contact [HR@culford.co.uk](mailto:HR@culford.co.uk) The Employee Handbook contains all your employment policies and is accessible via the website or through the school intranet links.

## **K**

#### **Key Worker:**

All staff will have the role of 'Key Worker' and have the responsibility for a small group of children. This role includes building an excellent partnership with the children and parents in your care and ensuring all children feel happy and safe in the Nursery. Ensuring all developmental records are completed and up to date.

## **L**

#### **Learning Journeys: Tapestry**

All children will have their own online Journal. This can be accessed by Nursery staff and the child's parents. This is where all children's photos and observations are recorded supported by the Early Years Foundation Stage curriculum.

All parents will be given a tapestry guide and consent form, please below:

### **Online Learning Journey – Parents' Guide**

#### **Introduction**

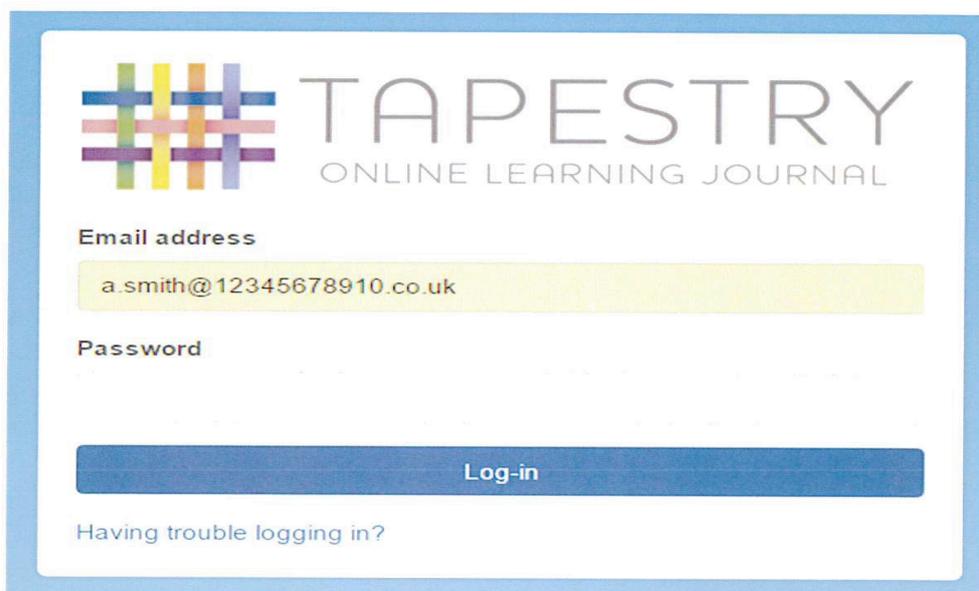
All children in Nursery and Reception will have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

#### **Where do I start?**

When you have given us an email address, we will set up an account for you. Once you have been sent an email activation by us you can use that link to log in for the first time. However, for future times, you will need to go to this URL to log in: <https://tapestryjournal.com/>. Alternatively you can search for Tapestry through Google. We strongly recommend that you change your password on your first visit.

This is what the log in page will look like:



Once you have

successfully logged on you will be taken to the home page. Here you will be able to see your child's observations in chronological order. It is likely that the first time you log in there won't be very many, but this list will grow throughout your child's time at school.

At the top of the screen, next to your name, you will find your notification bell. If any observations/comments have been added since the last time you logged into Tapestry, they will show up there. You can see past notifications by clicking on 'View All Notifications'

There will be times when you want to add observations to Tapestry. These can then be seen by your child's key person and used to make assessments, or just as a contribution to the journal.

In order to add an observation, you first need to click on the blue 'Add Observation' button. This can be found on the home 'Observations' tab.

Once you have clicked on it, you will be taken to the appropriate page. Here you will need to pick your child/children from the drop down list, add a title, and then you can add some notes and media. Don't forget to press 'Save' when you have finished.

We hope you enjoy using Tapestry. Should you have any problems, please do not hesitate to contact your child's class teacher.

### **Agreed guidelines for accessing and using Tapestry**

- I will not publish any of my child's photographs or videos on any social media sites.
- I accept that my child's image may be included in group photographs.
- I agree to keep the login details within my trusted family.

Print name: \_\_\_\_\_

Name of child: -----

Signature: ----- Date:-----

Email: -----

## M

### **Meals:**

Staff are provided with a hot/cold lunch every day or they can choose to bring in their own lunch in.

### **Medication:**

Administering of medicine: Medicine is only to be administered if it has been prescribed by a Doctor or Pharmacist. A medical consent form must be completed by the child's parent/carer. Calpol can be given in exception if a child is teething or in an emergency if administered by the Medical centre or Manager. Parents will then be contacted. Medicine is to be stored in the fridge or in the first aid cupboard in the kitchen.

Staff medicine: Should you require to bring any medication to work please ensure this is kept locked away in the office.

The Medical Centre is open daily term time: 01284 385501

### **Mobile phones:**

Staff are required to hand in their mobile phone in the phone basket in the office during working hours. In the event that an employee has an emergency, or is waiting for an important call, they may request permission to use the nursery phone.

If staff are witnessed using a mobile phone in the playrooms, toilets, sleep room or kitchen they may be subject to disciplinary action.

Staff are not permitted to use any personal recording devices camera, camcorder, ipad or any other device anywhere in the nursery. Devices for recording observations for Tapestry are provided.

## P

### **Parking:**

Parking is situated directly outside Nursery to the front of the building. The car park is shared with English Today who have coaches parked and boarders walking through the carpark. Please be extra cautious when using the carpark and be vigilant of pedestrians.

### **Photographs:**

We use photographs as evidence of development as well as an assessment tool. Parents are provided with a consent form upon joining Culford. Photographs are to be taken on Nursery devices only.

## R

### **Ratios:**

The Nursery ratios are:

1-2 years 1:3

2-3 years 1:4

It is extremely important that these ratios are followed at all times. There must be at least two members of staff with the children at all times. Adults must never leave children alone in the play rooms unattended. If an adult needs to leave a room then they need to ensure that there is cover in place before they do so.

## S

### **Signing in /out:**

On arrival please complete the sign in sheet in the office, including your name and the time. At the end of your shift please then sign out with the time.

If you are on early duty please complete the opening checklist.

If you are on late duty please complete the closing checklist.

### **Standards:**

**Dress:** It is an expectation that you will dress in a smart manner. Work wear which is provided, must be worn at all times whilst at work and laundered on a regular basis. Where work wear is not provided you should wear clothes appropriate to your job responsibilities. Personal hygiene is extremely important and should be maintained this includes body/nail and hair cleanliness.

**Expectations:** Both from the point of view of safety, and regarding appearance, work areas must be kept clean and tidy at all times. All work areas and passage ways must be kept clean and tidy. Any safety hazards must be reported to the manager immediately.

**Communication:** Staff are expected to communicate in a professional manner whether talking face to face or via email with all colleagues, children, parents and any other professionals.

### **School Site map:**

