

Halstead Nursery

c/o Halstead CP School Otford Lane Halstead Kent TN14 7EA		<b>Halstead Nursery</b> Qualified, experienced staff. OFSTED inspected. All children work towards the Early Learning Goals. A happy, caring environment for children aged from 2 to 5 years. ( Registered Charity: 1022015 )
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[www.halsteadnursery.org.uk](http://www.halsteadnursery.org.uk)

# PROSPECTUS

Charity Commission for England and Wales  
Registration Number 1022015



## HALSTEAD NURSERY

### ❖ Introduction

Halstead Nursery is a non-profit making, self supporting charity that receives no financial assistance from the local authority. Fees are set to cover rent and staff wages only. All other costs are covered by fundraising.

The Nursery is Ofsted registered and receives regular Inspections. We have achieved the Kent Quality Mark.

Halstead Nursery is situated in the grounds of Halstead Community Primary School. We have a very close relationship with the School which brings benefits to the children in a number of ways.

### ❖ Our Mission Statement

Halstead Nursery will:

- provide a warm and caring environment in which every child will be given access to all areas of the curriculum and will feel free to explore and learn in conjunction with the Early Years Foundation Stage framework.
- encourage each child to develop to their full potential, progressing towards the Early Learning Goals of Early Years Foundation Stage.
- develop in each child an enthusiasm for learning and to expand their natural curiosity, creativity and imagination.
- maintain and develop good communication with parents and the local community.
- maintain and improve the quality and safety of the Nursery's environment, facilities and resources. To continue to maintain, develop and improve the quality of staff training.

It is our aim that the staff and parents will work closely together to provide each child with a challenging and fun introduction to education in a safe and caring environment.

## OPERATIONAL INFORMATION

### ❖ Hours of Opening

The Nursery is open during school term time, Monday to Friday from 9am - 3.15pm. We have morning and afternoon sessions and a lunch session. Please note that Wednesday mornings are reserved for those children approaching school age.

Morning (includes a 30 minute lunch session)	8.45 am - 12.15 pm
Afternoon	12.15 pm - 3.15pm

Children must bring a packed lunch if they are attending for the lunch period. Children can not be accepted before 8.45 am and must be picked up promptly. Please note that there is a charge of £2.50 for every 10 minutes that you are late to collect your child after 12.15 pm or 3.15 pm.

If any other person, other than a parent, is collecting your child we must be informed of their identity beforehand, or they must be issued with your child's password (known only to you and the Nursery staff).

### ❖ Fees

The Nursery will issue a parental fee contract to all families. This will set out the Nursery fee structure and provide information about payment. You will be invoiced 3 times a year, which is once per term (every 12-14 weeks). Our fee structure can be found within the Opening Times & Fees tab on our website, [www.halsteadnursery.org.uk](http://www.halsteadnursery.org.uk)

Children who receive 3 and 4 yr olds government funding will be required to pay an additional amount of fees if:

1. He/she attends beyond the funded hours per week that are awarded to the child.
2. The Nursery's term extends beyond the amount of funding received per term from Kent County Council. (Full fee therefore applies.)

If you wish to remove your child from the Nursery you will be required to give at least half a term's notice otherwise fees for that half term will be required.

Families attending the nursery may be eligible to receive funding under the Government 'free for 2 scheme' and the Early Years Pupil Premium. Full

details of these schemes and their eligibility criteria can be obtained from nursery staff, please ask us if you would like details.

### **GENERAL INFORMATION**

#### ❖ Age of Admittance

The Nursery welcomes children from 2 years of age, after consultation with the Manager on individual child's needs.

#### ❖ Behaviour

All children at the Nursery will be able to play and learn without fear of being hurt or hindered by anyone else. We encourage all children to develop self discipline, self esteem and a respect for others.

#### ❖ Child Protection

The Nursery is committed to following Kent County Council policies and guidelines in all matters relating to child protection. All cases will be dealt with in strictest confidence. Our Designated Safeguarding Lead is Tracey McCartney.

#### ❖ Clothing

Sensible, comfortable clothing should be worn at all times, (e.g. awkward buttons, belts etc. do not help when the toilet is needed in a hurry). We have outdoor play everyday (weather permitting) so please make sure your child has appropriate clothing and footwear.

#### ❖ Complaints Procedure

If parents have any cause for concern regarding their child they should contact the Manager initially. If the problem is not resolved, the matter should be referred to the Chairperson of the Committee. If parents are still unsatisfied the matter should be referred to Ofsted.

#### ❖ Inclusion

Halstead Nursery is committed to emphasizing the common elements and values of our diverse culture. We aim to promote equality and fair treatment of all, thereby allowing everyone whatever their race, religion, gender, language, ability or family background to achieve the level of success and self respect they deserve whilst retaining their identity.

❖ Special Educational Needs Disabilities (SEND)

The Nursery's SEND policy is available to all parents; we follow the SEND Code of Practice 2014. Please ask the Inclusion Manager for information.

### **HALSTEAD NURSERY COMMITTEE**

The Nursery is run by an elected committee according to the terms of a constitution. What this means is that everyone using the Nursery has the opportunity to have a say in how it is run and in the decision making process. The elected committee members are the trustees of the Nursery - the people entrusted with the overall responsibility for ensuring that the group runs successfully.

Whilst the responsibility for the children's play and learning is delegated to the staff, the committee as a whole is the employer of any staff appointed and is responsible for all the legal duties of employers. Should problems arise that cannot be dealt with by the Manager, parents should approach the Chairperson in the first instance.

The fees paid by parents cover staff wages, rent and insurance and it is the policy of the committee to keep fees as low as possible. It is therefore an important job of the Committee to arrange fund raising events throughout the year to enable the Nursery to buy equipment and other vital resources.

The Committee is made up of volunteers - mainly parents who give up their time to work within a democratic system enabling the Nursery to provide the best start in life for our pre-school children.

If you would like more information please contact one of the Committee Members. Their contact details are on the parent noticeboard outside of the nursery entrance.

### **EARLY YEARS FOUNDATION STAGE**

We aim to foster a positive attitude towards learning, encouraging confidence, enthusiasm and enjoyment for all areas of the Early Years

Foundation Stage framework. We ensure that all activities are of an appropriate length and level, we develop discussion and listening skills and sharing of ideas.

At Halstead Nursery we believe in the importance of learning through play. The children have the opportunity to play and experiment with water, sand, construction toys, drawing, colouring, painting, cutting, gluing, play dough, home corner, dressing up, jigsaws, board games, IT equipment, books, music and singing, music and movement, cooking, gym and outdoor play with trikes, scooters, prams, balls and an adventure playground.

The staff will work daily with the children on an individual and small group basis to work through the planned Nursery Curriculum to cover the Early Years Foundation Stage.

Parents and carers are invited to spend time with us to see how their child is progressing and to learn more about the Nursery. During each year we organize a number of activities such as a visit to a local children's farm, sponsored events, sports day, and events with the school. At Christmas the children entertain family and friends with a winter gathering.

#### ❖ Personal, Social, Emotional Development

We aim for every child to establish constructive relationships with children and staff. We give positive encouragement to children, with practitioners acting as positive role models, planning activities that will promote emotional, moral, spiritual and social development. Provide support to achieve successful social and emotional development of vulnerable children.

#### ❖ Communication and Language

We foster positive attitudes towards language encourage confidence, enthusiasm and enjoyment through, speaking, listening, reading rhymes and games. Children are supported in their development of language by staff who are trained to use all the resources available including visual cues and signing.

#### ❖ Physical Development

Children will be encouraged to develop their fine and gross motor skills, through a range of fun activities both indoors and out.

#### ❖ Literacy Development

We support children in developing a love for books and reading by encouraging them to enjoy a wide range of reading materials; they will be able to loan books for reading with their families at home and will have access to resources from the local library.

Children are given systematic and consistent opportunities to learn the names and common sounds of letters. Letters will be referred to by name but the sound will be emphasized and examples given. The children are encouraged to mark make and later write independently, shown how to hold a pencil and how to form letters correctly.

#### ❖ Mathematical development

We use a variety of practical and recording activities that are fun and linked to everyday life. The children are encouraged to match objects and sort them according to different criteria i.e. size, colour and shape. Counting objects and number recognition is incorporated in the daily activities.

The children are encouraged to look at patterns and to copy and continue a sequence, identify basic 2D shapes and use 3D shapes for sorting, building etc. They are introduced to measurement and encouraged to use appropriate language such as big, little, thick, thin and to sort objects from smallest to largest.

#### ❖ Understanding the world

The children are encouraged to explore materials, experiment and draw their own conclusions. They will use their senses and be given opportunities to discriminate familiar objects in terms of shape, colour, smell, look, taste, sound and texture. They will be able to look at how plants and animals grow as well as a variety of weather and seasonal changes. Cultures around the world will be investigated during learning themes supported by dress up, cooking, books and our community experiences.

#### ❖ Expressive arts and design.

We aim for every child to develop a confidence, enthusiasm and enjoyment of art and drama through practical experience and observation. The children will always have access to paper, paints, scissors, clay and collage materials;



they will be encouraged to share materials and ideas and to communicate their ideas and feelings through creative artwork.

The children will be introduced to music using percussion instruments and fun activities, they will listen to music and be introduced to songs, rhymes, rhythm, composing and performing skills.