



Fielding Primary School & Nursery

# **Fielding Nursery Handbook for Parents**



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## Section 1, Welcome and induction pack

Dear Parents/Carers

We would like to welcome you to Fielding Nursery.

We hope that your child will enjoy many exciting experiences next year and make lots of new friends. In this booklet we have included important and essential information about starting Nursery at Fielding and beyond.

### Staff Team

The nursery is organised and run by a dedicated Nursery Manager & Operations Lead, Mrs T Cherry, and Assistant Head & Lead Teacher Mr T McEvoy, both of whom can be contacted via the nursery office phone. We also have a nursery communal phone line, so if you would like to speak with someone from the nursery team or have missed a call from the nursery, please use this number. Please check the main school website, nursery tab for the current [contact](#) details.

The nursery also benefits from a vast team of professionals who include, Teacher, Lead Teacher, Early Years Practitioners (EYP), Teaching Assistants (TA) and Play Workers (PW). Our staff team hold a variety of qualifications including Degree's, Early Years qualifications and Teaching Assistant qualifications. Some of the nursery team also complete other duties within the wider school, so if your child continues through the school, you will find that they are remarkably familiar and secure with the nursery team as they move up in the school.

During the nursery day we operate predominately on a 1:8 ratio; however, we need only operate on a 1:13 ratio for the most part of the day as defined by the Early Years Foundation Stage Statutory Framework. Nevertheless, we are committed to providing an excellent service to our parents and carers which is why we have chosen to operate on a higher child/adult ratio than the statutory framework requires.

The main school [website](#) and [Nursery Notice Board](#) holds names of Nursery Team please see the [nursery notice board](#) for weekly learning and nursery updates. The nursery [tab](#) holds a wealth of other information including updates, holiday dates, learning for the week/term etc. Please check in regularly as this is updated weekly.

### Key worker system

All children in Nursery have a main and support key worker, who will be the first point of contact for you. Teachers, Early Years Practitioners and Teaching Assistants will be the main key workers for children in Nursery with Play Workers in a support key worker role. You will be informed which adult/adults will be the Key Worker for your child/ren during the first half a term, September – October.

### Settling your child into nursery

Fielding Nursery is organised into two classes; Ladybirds and Dragonflies, this is for logistical reasons only. The entry doors to the Nursery are clearly signposted, so that you will be aware of which class your child will be dropped off and picked up from. If you are new to Fielding, Nursery Staff will be visible to direct you to the correct entry

door. You should receive information via email informing you of your child's class and once the children have arrived in Nursery and put away bags, coats, and water bottles they are free to explore the learning in the Nursery.

During the first weeks of settling into nursery it is crucial that your child settles securely. Some children settle quicker than others and they are all quite different so please do not worry if your child takes a little longer to settle. It is not unusual for child to get upset when you leave them at nursery, but they will make secure bonds with staff and other children so please be reassured that this just takes a little while. If your child does become upset, we would encourage you to stay with them for a little while to support this transition, we want to ensure your child has a positive settling in experience as this will support their learning, development, and well-being throughout their time in nursery. Staff are on hand to offer support, comfort and reassurance to children who may be upset. Please be reassured that if your child were upset and we were not able to settle them, we would contact you, so do ensure you are available for their first week of nursery and settling in.

We want to ensure that your child has maximum learning and development opportunities, so do be aware that the latest time of arrival for the morning session is **9am**, and the latest time for arrival for the afternoon session is **1.15pm**. Please note you will incur full fees for each session if your child is collected before the end of the session.

### **Collection arrangements**

As you are aware safeguarding children is extremely important to us so ensure that you complete the online collection form on MCAS as this informs us of who is authorised to collect your child. Fielding Nursery can only release children into the care of identified adults on our system. Please do not be offended if we ask an adult to wait whilst we check details or contact parents if they are not known to us. If another adult is going to collect your child, please inform staff in the morning, send an email, or make a phone call to the nursery so that we can make a note of who is to be expected. There will be occasions where you are given a password to pass onto the collector, this is routine safeguarding practice in nursery.

### **What happens in Nursery?**

Once your child has hung their coat up and self-registered, s/he will be able to immediately begin playing in the main Nursery rooms. We have a soft start to the session while children are coming in followed by an introduction to the activities available for children to try around Nursery. Once most of the children have arrived and the doors are closed, the children are able to explore other areas of Nursery. The children are encouraged to have snacks and drinks when they need to (self-served), so that their learning is not interrupted and happens at a natural stage in their play. A typical session will follow this brief outline; (Children attending full time at nursery will enjoy both sessions and engage with learning opportunities during both AM and PM transition times.)

### *Breakfast session 7.30-8am*

- Breakfast (please note that breakfast is not available after 8am, please ensure your child arrives with enough time to eat breakfast)

### *am 8am -1pm*

- Children arrive and put away coats and bags, self-register and explore the Nursery.
- Children take part in 'Dough Gym.' A music and movement session which encourages children to develop gross and fine motor skills in their shoulders, arms, hands, and fingers. This helps build the core muscles needed for painting, drawing, and writing and develops pencil grip and control.
- Children explore all areas of the nursery both indoors and outdoors.
- Children will be put into smaller groups to take part in taught Phonics sessions starting in the 2<sup>nd</sup> term - January.
- Children will tidy up and get ready to eat lunch.
- Children will eat lunch at a table together to develop their social skills with the support of adults at 11.30am 'Eat, drink & talk family style'
- After lunch children will listen to a story/poem or take part in a singing session.
- Children who are leaving at the end of the session will collect coats and bags and await parents/ carers

### *pm 1pm -6pm*

- Children arrive and put away coats and bags and explore the Nursery.
- Children take part in 'Dough Gym.' A music and movement session which encourages children to develop gross and fine motor skills in their shoulders, arms, hands, and fingers. This helps build the core muscles needed for painting, drawing, and writing and develops pencil grip and control.
- Children explore all areas of the Nursery both indoors and outdoors.
- Children will be put into smaller groups to take part in taught Phonics sessions starting in the 2<sup>nd</sup> term-January.
- Children will tidy up and get ready to eat a light evening snack.
- Children will enjoy a light meal at a table together to develop their social skills with the support of adults at 3pm 'Eat, drink & talk family style'
- After their meal, the children will listen to a story/poem or take part in a singing session.
- The Children will then collect coats and bags and await parents/ carers.

'Eat, drink & talk family style' meals are included in each session at no additional cost during term time;

- 11.30am/12pm – Hot cooked lunch
- 3pm/3.30pm – Light hot/cold meal

Children eat their meals together at tables served by staff, strengthening development of their social skills whilst adults support children with promotion of language and communication skills. The children will be encouraged to try new foods

and self-serve cold food items such as fruits and salad; this will promote their healthy choices and independence. Mealtimes are very much a social event, enjoyed by all.

Breakfast will include options of cereals, toast, milk, and fruit.

Lunch and Tea are prepared from fresh ingredients daily and provided by the school's caterer, in the school kitchen, for menus please see the school [website](#)

Daily meal options may include:

- Meat or fish
- Vegetarian choice
- Freshly baked bread
- Salad selection
- Fresh fruit platter and/or Jelly
- Light meal for tea

Every effort will be made to ensure that the dietary needs of all of our children are met and those children with allergies are given a meal as similar as possible to the menu. Term time meals are included in all session fees. This charge is outside of any government childcare entitlement. During holiday club meals are not included except for breakfast, please see the [nursery holiday club](#) section on the website for more information

### **Snack/Mealtime**

Each day the children are provided with cows, oat or soya milk during carpet time and snacks of fruit/vegetable/water is free to access when the children are hungry. If your child has any dietary requirements, please ensure that you have made the nursery aware of this. Please provide your child with a labelled water bottle which they will have access to throughout their session in Nursery.

### **Nursery timings**

The Nursery sessions are as follows; please be aware we do not allow children into the nursery before the session time starts or your session agreement.

- 7.30- 8am Breakfast Club including breakfast.
- 8am to 1pm Nursery Morning Session, Including a hot lunch.
- 1pm to 6pm Nursery Afternoon Session, including a light hot/cold meal.

### **Late fee**

Please be aware that if you arrive to collect your child later than 1pm in the afternoon or 6pm in the evening you will be charged a late fee, if you are collecting at 1pm and all other children have been collected you will be charged a late fee. It is important that you contact the nursery to tell them you will be arriving late so that your child can be reassured.

### **Medical and dietary requirements**

All medical and dietary requirements should be shared with the nursery during the mandatory home visit and entered on to your child's health care plan on MCAS.



Please ensure that when completing this form, you provide as much information as possible, including full details of your child's condition, any specific requirements e.g., dietary, full details of child's GP and who to contact in an emergency. If your child has a long-term medical condition/allergy which requires medication, you will be asked to provide two items of each medication so that nursery stores one in our main medical bag and one in our medical cabinet as a backup. For further information, refer to Fielding's 'Supporting Medical Needs in School' policy available on the [school website](#)

### **Nursery uniform/clothing**

Please ensure that your child/ren come to nursery wearing [Nursery Uniform](#).

Be aware that children often get themselves dirty because of paint and messy play and sometimes have toilet accidents too. Please help us by sending in a spare set of clothes including underwear and socks for your child in a bag with a spare carrier bag inside which we can use in case of accidents. Please ensure that all items of clothing are named, including shoes, wellingtons, coats etc. We are unable to take responsibility for any lost items.

All children must wear socks and comfortable shoes or trainers—no open toe sandals or crocs please. We would be grateful if you could ensure that your children have footwear which has Velcro fastenings as this enables children to become more independent when removing their shoes and when using our dressing up clothes. Nursery children play outside in most weather conditions and will need a coat and Wellington boots for rainy days. All outer wear should also be labelled with your child's name.

### **Toileting**

We have two sets of age-appropriate toilets in the nursery which the children can freely access, and we understand from time to time some children may have a toileting accident and that is ok. However please share with the nursery if your child has not been toilet trained as we can offer you some useful support material to help you with toilet training your child. We encourage children's independence during toileting so please also model to your child how they should clean themselves independently. If your child has a specific need, please provide us with as much information as possible to help us in supporting your child, we may need to initiate an 'Intimate Care Plan' to support their toileting needs.

### **Supporting Children with Additional Needs in Nursery**

Mrs Chadwick is the school SENDCo, she oversees and plans interventions that are delivered to children who may need extra support.

At Nursery we have access to outside agencies such as:

- NHS Speech and Language – speech sound concerns, delayed speech
- NHS Occupational Therapy – fine or gross motor concerns
- Ealing SEN Inclusion team – any concerns about cognitive learning or behaviour
- Ealing Early Start – support at home
- Ealing Family support – workshops, training, support at home

If you have any concerns about your child, please share these with your child's Teacher or the Nursery Manager. We have a wealth of information on our website, please visit [Inclusion and SEN&D Information](#)

### **Values-based education**

Fielding Primary School and Nursery are a values-based school. Each month of the year we focus on a different value and help the children understand the importance of each value as we progress through each academic year. You can find a list of the [values](#) we use at Fielding on the school web site

### **Topics in autumn term**

We have many exciting topics for our learning in Nursery:

- Autumn 1st half - Who lives in my house?
- Autumn 2nd half – How do colours make you feel? Followed by Christmas. How can we help Father Christmas deliver his presents?

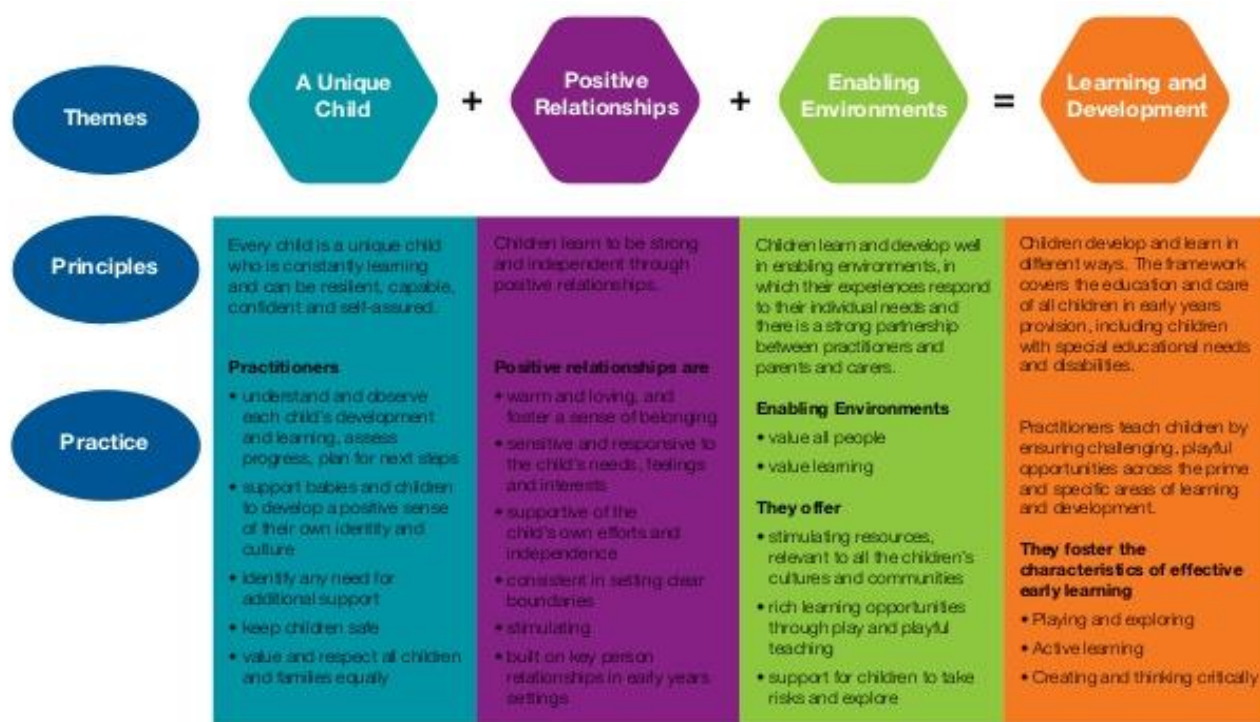
In EYFS we use the topics as themes that children explore in all areas of learning. We will add to the website more information at the beginning of each topic so you are aware of what children will be learning. Please visit the [nursery notice board](#) for full details of 'what's happening in nursery' this is updated each week with the curriculum and other useful information. This is a great resource for nursery information and supporting your child at nursery

### **Learning Journeys**

In EYFS we work closely with parents and would love to know more about what your child does at home. You will be able to tell us things directly and record information in your child's online learning via MCAS,' which is our online system for you to see the progress your child is making in Nursery. We also encourage parents to use 'Wow' notes, which you can download from the nursery noticeboard. 'Wow Notes' are for parents to record any pertinent or surprising things your child may do or say at home. Parents and Carers can print off the 'Wow Notes' at home and bring them into Nursery so that they can add to the overall progress of their child's development. In addition, your child will have a 'Learning Journey book, where their pertinent pieces of artwork, writing etc. are kept. This is a wonderful book for you to view at parent consultation.

In the Nursery we follow the Early Years Foundation Stage Curriculum. The themes, principles and practice are outlined below

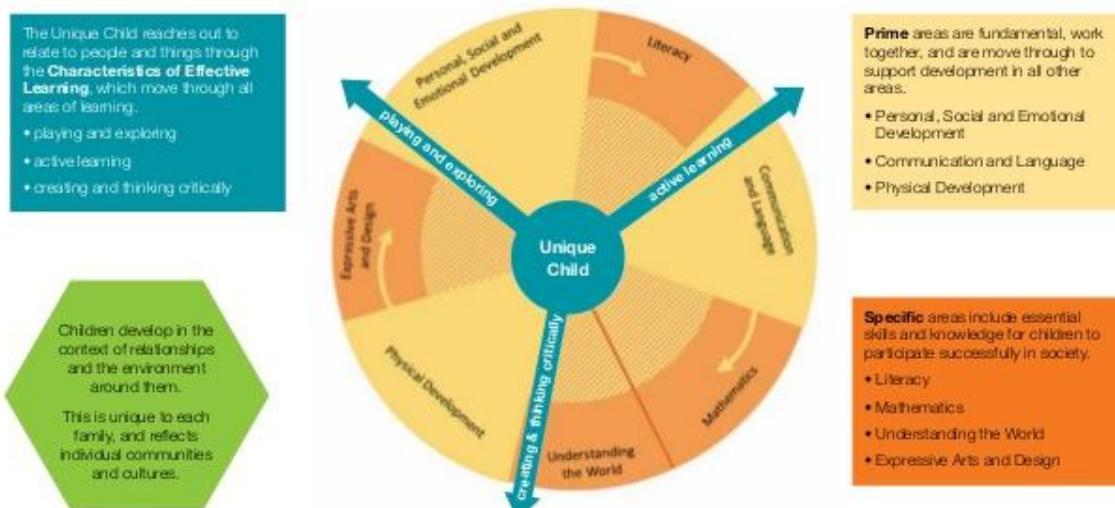
## Early Years Foundation Stage in Nursery



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### The Characteristics of Effective Learning and the prime and specific Areas of Learning and Development are all interconnected.

- The ways in which the child engages with other people and their environment – playing and exploring, active learning, and creating and thinking critically – underpin learning and development across all areas and support the child to remain an effective and motivated learner.
- The **prime** areas begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas. The prime areas continue to be fundamental throughout the EYFS.
- The **specific** areas include essential skills and knowledge. They grow out of the prime areas, and provide important contexts for learning.



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how to sound out and write single letter sounds. Every week we choose new sounds. List of the sounds we use each week will be published weekly on the nursery noticeboard.

## Section 2, Nursery Fees

[Nursery fees](#) are inclusive of breakfast, lunch, afternoon tea, snacks, and milk during term time.

### Ad-hoc sessions

We understand that there may be occasions when you need an additional ad-hoc session for an emergency, work meeting, unexpected event etc. you can book these via your [Ziggi Systems](#) account. These ad-hoc sessions are charged differently due to their nature, these are not the same as regular sessions included in your term agreement. Please see [here](#) for ad-hoc session charges

### Holiday Childcare

Sessions and fees are identical during holiday time to term time, except for late bookings. Breakfast is included in the early session fee; however, lunch and tea must be provided by parents. Holiday sessions will be added to your cashbook for payment as and when booked. Please explore [Holiday Childcare](#) for comprehensive information. Ad-hoc higher fee applied on Friday's after 12pm before the following week.

### Government Funded Child

All parents are entitled to 15 hours of universal Government Funded childcare a week for children aged three and four years from the term after a child's 3<sup>rd</sup> birthday. Working families may also be entitled to the 15 hours of additional Government Funded childcare, please see [Childcare Choices](#) for more information and criteria. Fielding Nursery does not currently offer 'stretched funding' so the government funding is available during term time only.

### Invoicing and Ziggi Systems

Fees are payable monthly in advance. Invoices will be generated on the 1<sup>st</sup> of each month; you will have **14 days** to pay from the date of receipt. The government funded childcare offer will be deducted from your fees. Please be aware that failure to pay your fees on time may result in cancellation in your nursery place. Persistent failure to pay fees will result in the cancellation of your nursery place.

Early morning sessions, holiday club sessions, meals and other resources are not covered by the government funded childcare offer.

Invoices will be issued through our online payment and booking system. Fees are calculated on an annual basis (Term Time 38/39 weeks) and divided by 11 equal months. This means you will get an equal invoice each month, please note that if you leave Fielding nursery before the end of the year you will be sent a final bill of any outstanding charges.

If you choose to book childcare for the school holidays or any 'ad-hoc' sessions, this will be added to your account and appear in your Ziggi Systems cashbook at the time of booking. This will be payable before the Ad-hoc or holiday sessions are attended.

If you wish to use childcare vouchers (see below) please nominate 'Fielding Nursery, if you wish to use Tax-Free Childcare please nominate 'Fielding Primary School' or contact the Nursery Manager for further information. These payments will be deducted from fees usually within 5 days of receipt.

Fielding Nursery Ofsted URN: 101897

Edenred Account Number: P21135607

### **Payments by Worldpay**



All major credit cards, including American Express accepted.

### **Working out your Term Time Monthly Fees**

See Nursery fees for examples of how to work out your approximate monthly fees.

Ad hoc sessions (early, morning and/or afternoon) can be booked in term time and paid for through your Ziggi Systems account. If any additional permanent session/s are added and confirmed, this fee will be added to your monthly invoice.

## **Section 3, Help with childcare costs**

### **Help with Childcare Costs**

The government helps parents with childcare costs in several ways. You can check your eligibility on the government [Childcare Choices](#) website.

### **Working Tax Credit and Universal Credit for Childcare**

Please visit [Childcare Choices](#) for the most up to date information.

### **Childcare Vouchers and other Employer Schemes**

These are now closed to new applicants as they have been replaced by Tax-Free Childcare. However, if you joined one of these schemes on or before 4 October 2018 you might be able to keep getting vouchers or directly contracted childcare.

### **Tax-Free Childcare**

You cannot continue to claim childcare vouchers or directly contracted childcare if you successfully apply for Tax-Free Childcare. Which scheme you are better off with depends on your situation. Use the [Gov.uk](#) website to work out which type of support is best for you. You must tell your employer within 90 days if you get Tax-Free Childcare. They will then stop giving you vouchers or directly contracted childcare. You can continue to use any vouchers you already have, including to make a joint payment for childcare with Tax-Free Childcare. There is no deadline for using your vouchers or directly contracted childcare.

Once you have told your employer that you are getting Tax-Free Childcare, you cannot re-join their voucher scheme or their directly contracted childcare scheme.

### **Tax and employer childcare schemes**



You do not have to pay tax and National Insurance on:

- childcare vouchers, if you joined a scheme and your wages were adjusted on or before 4 October 2018
- directly contracted childcare, if you joined a scheme and your wages were adjusted on or before 4 October 2018
- workplace nurseries

You must pay tax and National Insurance on:

- cash your employer gives you to pay for childcare
- childcare provider's fees your employer pays
- school fees your employer pays

### **Government Funded Childcare and Education**

**In England**, all parents and carers of 3 and 4-year-olds are entitled to 15 hours a week childcare support with registered childcare providers. Eligible working parents and carers of children aged 3-4 can also get an additional 15 hours childcare support, bringing their total up to 30 hours a week.

Some eligible parents of 2-year-old children may also be entitled to 15 hours childcare support, if they receive some additional forms of government support.

Your hours can be used per week for 38 weeks of the year. You may be able use your hours for up to 52 weeks if you use fewer than your total hours per week. Check with your childcare provider to find out if this is something they offer.

### **Upcoming changes to childcare support**

Starting from April 2024, existing childcare support will be expanded in phases. By September 2025, most working families with children under the age of 5 will be entitled to 30 hours of childcare support. The changes are being introduced gradually to make sure that providers can meet the needs of more families. This means that:

From April 2024, eligible working parents of 2-year-olds will be able to access 15 hours childcare support.

From September 2024, 15 hours childcare support will be extended to eligible working parents of children from the age of 9 months to 3-year-olds.

From September 2025, eligible working parents with a child from 9 months old up to school age will be entitled to 30 hours of childcare a week.

Like the existing offer, depending on your provider, these hours can be used over 38 weeks of the year or up to 52 weeks if you use fewer than your total hours per week.

Some nurseries may allow parents to spread fewer hours a week across the entire year 'stretched offer' The Government Funded hours can be used at most schools and nurseries in the private and voluntary sector, or with a registered childminder.

## **Section 4, School Holiday Nursery Childcare**

Around 8 weeks of childcare are available during school holiday time.

The sessions match those available during term-time. These sessions are flexible, may differ to your term-time pattern and will be available to book separately from term-time for all children who attend Fielding Nursery.

We will provide holiday childcare to compliment the school term

Please see [Holiday Club](#) for current holiday dates.

Fielding Nursery holiday childcare is separate from Fielding Primary holiday club for pupils in Reception to Year 6.

### **Holiday Club Meals**

Please provide a healthy packed lunch and snack for tea, please ensure that suitable containers are used to store food and are labelled clearly. Fruit will be available during the day. Please remember that Fielding is a '**nut free**' school, please check ingredients in snack bars, breads, snack packs etc. as these can contain 'nut traces' or have been prepared in an environment where other products containing nuts have been prepared. Any food containing any traces of nuts will be sent home. Thank you for taking time to check.

### **Ad-hoc Bookings**

Fielding Nursery understands that sometimes things crop up- last minute meetings at work, needing to do a weekly shop or simply needing a bit of peace and quiet!

Ad-hoc booking are charged for the whole session regardless of how long the child attends. Parents should pay before your child attends the holiday club.

Please take care when making a booking as once your session/s are selected and confirmed, please be aware that sessions cannot be cancelled or swapped once made. You will still have to pay the fee/s regardless of whether your child attend or not. Please do not be disappointed if a request for a refund is refused.

## **Section 5, Term Dates**

Please ensure that you check the schools term dates, you can download of copy of these to keep at home. Please see [Term dates](#) for up-to-date information.

## **Section 6, Nursery Training Day Closures**

In line with the main school, nursery will also follow the same term time dates including staff professional training days, in addition Nursery have two professional training and development days, please see [here](#) for the dates.

## **Section 7, Terms and Conditions**

It is especially important that you read and fully understand [Fielding Nursery's Terms & Conditions](#), please download a copy to keep at home as a reference.

## **Section 8, Child Protection and Safeguarding**

Education staff have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage.

Child Protection and Safeguarding children is paramount, and we are committed to promoting the safeguarding and wellbeing of every pupil. Our aim is to provide a safe and secure environment for our pupils, staff, volunteers, and visitors.

Staff at Fielding Primary receive whole staff training on child protection which takes place each academic year and regular updates and training scenarios are shared during weekly staff briefing meetings.

Staff and Governors at Fielding Primary are aware that many children are the victims of various kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives – including domestic violence, substance misuse, bullying, mental health, and radicalisation. We also acknowledge that safeguarding incidents could happen anywhere, and staff should be alert to possible concerns arising.

Keeping Children Safe in Education and Working Together to Safeguard Children puts a statutory responsibility on the Governing Body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

Fielding Primary's Child Protection Policy considers the London Safeguarding Children Board Procedures and Prevent Duty Guidance

This policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school.

- Physical intervention/positive handling:
- Anti-bullying:
- Health and Safety:
- Recruitment and Selection
- Ealing code of conduct
- Equality
- Behaviour
- e-safety
- Supporting Medical Needs in School
- Intimate care
- Data protection policy

### [Policies & Procedures](#)

#### **Contacting us**

[Mrs Tracy Cherry](#) is the Nursery Manager & Operation Lead and organises the operations of the nursery, including session change requests, requests for holidays in term time, Government funding, finances/payments, and nursery holiday club etc. Tel: 020 8567 0518

[Mr Terry McEvoy](#) is the Assistant Head and Lead Teacher for ladybirds in the nursery, he organises and oversees the nursery curriculum, including weekly/termly planning and daily routines. He also monitors and assesses the progress of all the children in the nursery.



Tel: 020 8567 0518 (term time)

[Mrs Samantha O'Neil](#) is the Teacher for the Dragonfly Class (Termtime)

[Mrs Jenny Eastwood](#) is the Nursery Administrator for Admissions and Attendance and processes admissions from application to starting nursery as well as keeping track of attendance. She also looks after absence, holidays, time away from nursery etc. Tel: 020 8579 6185 (Term time)

If you have a query relating to MCAS please contact the main school  
Tel: 020 8567 9524

Fielding nursery has a dedicated team who strive to develop a proficient level of development for each child who attends fielding nursery