

Nursery Guide for Parents



Cumnor House
Nursery



Introduction



At Cumnor House Nursery, we offer a caring and warm environment that introduces learning and creates challenges through child-initiated and adult-led play, based on the framework of the Early Years Foundation Stage. Each child receives individual teaching from their key worker and benefits from the expertise of subject specialists too.

Nursery is often a child's first significant experience of the world outside their home where they meet new adults, begin to make friends and are exposed to a multitude of new play experiences. Our team of highly experienced and qualified staff are experts in supporting pre-school children. Together with you, we ensure that your child's first educational experience is stimulating and nurturing.

Our Aims and Values

Our Aims

- To promote and achieve high standards of academic attainment, using a personalised approach to learning; enabling all children to meet their potential.
- For each child, to be inspired, challenged and supported in all aspects of their development.
- To provide a compassionate and caring learning environment which allows each child to 'be their best self'.
- To support children to be leaders, to believe in themselves and to dare to be different.
- To prepare children effectively for 'the right' 11+ & 13+ destination senior schools
- To educate children using the values of 'The Cumnor Way', timeless principles that form the bedrock of our school community.

The Cumnor Way, our school values for the 21st Century pupil:

- **Courage:** the ability to try and believe in yourself
- **Compassion:** empathy, listen, share, helpful, kind, truthful, forgive, relating to the wider world
- **Belief:** no limitations, dare to be different
- **Endeavour:** unafraid, breaking boundaries, hard work, try
- **Integrity:** be honest, do the right thing, correct choices, trustful

Links to Cumnor House School

As a pupil of Cumnor House School Nursery, your child has automatic entry to the Boys' and Girls' schools, unless it is felt that the school cannot meet a child's needs. The Headmaster and Headmistress of the main school regularly visit nursery children to read them a story. There will also be opportunities, throughout the year, for families to meet the Headmaster and Headmistress to explore and find out more about the main school.

Our nursery staff work very closely with the Pre-Preparatory academic teams to ensure that teaching and learning opportunities at the nursery meet the high standards of those at the main school.

Parental Involvement

As one of our key principles is effective partnership between school and parents, we welcome all parents to come in to share a story, talk about their job roles, hobbies or to educate the children on different festivals and celebrations based on their home beliefs.

On your first few visits you will meet and talk to your key worker, giving you the opportunity to discuss your child in detail and ensure the very best start to their time in nursery.

There is a PTA in place, which welcomes all parents to take an active part. Further details of the class representative will be made available to you by the nursery staff.

We strongly believe in the respect and equal treatment for all persons. We insist that this is applied in every aspect of our business, including face to face communication, emails, telephone calls, WhatsApp and social media.

Purley Nursery

Our Purley site is a term time only nursery, which runs in line with Cumnor House School term dates, from 8am until 3pm. There is an afterschool teatime club between 3pm and 6pm and is subject to availability.

Our Purley site is based on the Webb Estate, on Woodcote Lane, close to Cumnor House Girls School. The Purley site also houses the Cumnor House Boys' Reception classes.

The Nursery has two classes of the following age groups:

- Chestnuts Class: 3 – 4 year olds
- Pines Class: 2 – 3 year olds

We have onsite parking at the nursery. During drop off and collection, this space can become very busy. We ask all parents to drive safely, respect the Woodcote Lane residents and park on the nursery side of the lane, as well as adhering to the lane speed limit. Parents are asked not to perform three point turns in the lane.

South Croydon Nursery

Our South Croydon site offers a year-round provision, from 7.30am until 6pm. The Nursery will close early on Christmas Eve (24th Dec) at 12pm and will also be closed on five specified days throughout the year, in line with the main school training days. These dates will always be communicated to parents well in advance.

Our South Croydon site is based on Pampisford Road, close to Cumnor House Boys' School and is located on the same site as Cumnor House Boys' playing fields.

Our Nursery has two classes, which are broken down into the following age groups:

- Willows Class: 3 – 4 year olds.
- Silver Birches Class: 2 – 3 year olds

We have onsite parking at the nursery. During drop off and collection, this space can become very busy. We ask all parents to park along the grey fence at the edge of the car park and to walk the short distance safely on the field side of the fence to crossing points outside Willows and Silver Birches.

Please respect the site and only park in the designated areas, there is one disabled parking bay located next to the Bungalow (please display your disabled parking permit prominently if using this space).



What does your Child need at Nursery?

- Two sets of spare nursery clothes, (or four whilst toilet training)
- Correct uniform
- Wellington boots and weather-appropriate clothing for outdoor activities/learning

The first stages of a child's development are very important so before coming to nursery please help our staff by:

- Labelling all clothing.
- Buying black velcro shoes.
- Practising putting on and taking off own shoes and wellington boots.
- Practising putting on coat by him/herself with minimal support.
- Teaching your child to wash their hands properly.
- Teaching your child to drink from a cup.
- Teaching your child to feed themselves with a knife and fork.
- Teaching your child to sit at a low level table when eating rather than a high chair.
- Not to bring in any toys or items from home in case they are lost.

What will my Child be learning at Nursery?

The document "What to expect, when?" is a useful guide to the areas of learning covered in the Early Years Foundation Stage. This can be downloaded at www.foundationyears.org.uk

At both Nursery sites the planning/topics and overview for parents will be available on a fortnightly basis to enable you to understand what we are teaching and what you can do at home to support and extend your child's learning. This will be based around a topic as well as a number of different festivals and celebrations throughout the year.

Your parent overview will include:

- Books you may wish to read with your child linked to the topic.
- Which early learning goals we are working towards.
- The activities we are focused on.
- Information such as number rhymes, letter sounds and songs.

Our Daily Routine

Every day is filled with exciting, new activities and learning experiences. To give you a flavour of a typical day please see overleaf:

Throughout the week the children will also have specialist teachers for Spanish, Music and PE.

Children are toiletied and have nappy changes throughout the day at regular intervals.

Purley

Time	Activities
8.00am – 9.00am	Welcome
9.00am – 9.15am	Register Carpet Time (circle time/phonics/days of the week/weather/sharing news)
9.15am – 11.15am	Key Group focused learning/free flow/independent learning (10.30am – Snack)
11.15am – 11.30am	Group Story/Number Rhymes
11.30am – 12.30pm	Lunch
12.45pm – 2.30pm	Pines – sleep Key Group focused learning/free flow/independent learning
2.30pm – 3.00pm	Group story/Music and Movement
3.00pm – 3.15pm	Home time
3.15pm – 6.00pm	Tea Time Club

South Croydon

Time	Activities
8.00am – 9.00am	Welcome and Breakfast
9.00am – 9.15am	Register Carpet Time (circle time/phonics/days of the week/weather/sharing news)
9.15am – 11.15am	Key Group focused learning/free flow/independent learning (10.30am – Snack)
11.15am – 11.30am	Group Story/Number Rhymes
11.30am – 12.30pm	Lunch
12.45pm – 2.30pm	Silver Birches - sleep Key Group focused learning/free flow/independent learning
2.30pm – 3.00pm	Group Story/Singing
3.00pm – 4.00pm	Tea
3.15pm – 6.00pm	Teatime activities/free flow (5.00pm snack)
3.15pm – 6.00pm	Home time

Settling In

Once your child has turned two years old he/she will be allocated a minimum of two 'settling in' sessions. Each session is for 1.5 hours. Dates will be provided and except in extreme circumstances are fixed.

First session: you will be asked to stay for a short while and talk to the key person about any concerns you have, normal routine, likes and dislikes. This will help us make sure your child is secure and enable you to be able to leave him/her with confidence. The practitioner will advise you when you should leave and when you should return. During your first settling in session the nursery practitioner will ask you to fill out a 'get to know me' form, so that nursery staff can be prepared for welcoming your child. We will ask you to complete a permission form for sun cream, social media, medication and photos.

Second session: to ensure a normalised and stress-free drop off, you will be asked to drop off at the agreed time as you would for a normal day and to collect him/her 1.5 hours later. If after this session it is observed that your child needs further support with settling this will be discussed and further sessions will be arranged.



Communication

We believe that good communication is essential to create teamwork and the best outcomes for your children. We encourage daily feedback between parent and practitioner to ensure smooth transitions from home to nursery and vice versa.

There is a noticeboard at each site, please check them regularly to ensure you are kept up to date with all the important dates for your diary and fun events that will be happening at the nursery. In addition to this, if you have subscribed to Parent Mail you will receive mail notifications regarding activities and events at the nursery.

The PTA offer the opportunity to join via parents reps in each class, when you join the nursery you will be provided with your reps contact details.

Collection

Please let the nursery know in advance if a different person is collecting your child, other than those already mentioned to us. Please ring the nursery to let them know and then email the setting to ensure we have it recorded in writing. If we can have their name, confirmation of the password and a contact number in case they are running late to collect. For the safety and security of our children, we make no apologies for refusing to release a child if these procedures have not been followed.

Teaching and Learning

The curriculum of the Early Years Foundation Stage underpins all future learning by promoting and developing:

Prime areas:

- Personal, Social and Emotional development
- Communication and Language
- Physical development

Specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Play is an integral part of learning, through which children explore and develop the learning experiences that help them make sense of the world. They practise and build up their ideas, learn how to control themselves and begin to understand the need for rules. They have the opportunity to think creatively both alongside other children and on their own. They communicate with others as they investigate and solve problems. They have the opportunity to express fears or explore anxious experiences in a controlled and safe environment.

Inclusion in the Foundation Stage

We believe that every child truly does matter and we give our children every opportunity to achieve their best. We do this by taking account of our children's range of life experiences when we are planning for their learning (see inclusion policy) and providing opportunities for learning and discovery that are well suited to them, with a personalised approach.

At Cumnor House Nursery we set realistic and challenging expectations to meet the needs of our children, so that children achieve the early learning goals. We help them to do this through planning to meet the individual needs of all children.

We meet the needs of all our children through:

- Planning opportunities that build on and extend the children's knowledge, experience and interests and develop their self-esteem and confidence using a variety of teaching strategies that are based on children's learning needs.
- Providing a wide range of opportunities to motivate and support children and to help them to learn effectively.
- Planning challenging activities for children whose ability and understanding are in advance of their language and communication skills.
- Monitoring children's progress and providing support and challenge (such as speech therapy) as necessary.

Assessment

We complete a baseline assessment on all children once they have been with the nursery for three to four weeks depending on their attendance days. This will give the practitioner a starting point on where your child starts their learning journey and then can be used to track progress and development. These reports are shared with parents, who can make comments and provide further information about their child.

The Early Years Foundation Stage Profile is the nationally recognised formative assessment tool that enables teachers to record observations and summarise pupils progress using the next steps format. It covers each of the seven areas of learning contained in The Statutory Framework for the Early Years Foundation Stage. We make regular assessments of children's learning and we use this information to ensure that future planning reflects identified needs. Assessment in the nursery takes the form of baseline assessment, tracking two year old check and end of year reports.

Two-Year Developmental Check

In addition to the observations that form the basis of learning journeys, all children who join us before the age of three and require it, are assessed in line with the 'two year progress check'. This check focuses on the three prime areas of communication and language, physical development and personal, social and emotional development. We also consider all other areas of development, to ensure we are providing an overall developmental check on your child.

Your child's red book will be required by the nursery staff, in which such updates can be made.

The aim of the check is to ensure that we have identified any children who would benefit from additional support or challenge. The report is shared with parents and the next steps arising planned with the parents, taking their views into account.

Tracking and Observations

A child's progress is observed and constantly tracked against The Early Years Foundation Stage Development Matters expectations. The tracking is used to support the practitioners with planning and including next steps for learning. Progress is captured in the Learning Journey. This is a working portfolio that is updated regularly.

Key Groups

On joining our Nursery, your child will be assigned a Nursery Practitioner, who will be responsible for the initial settling period. This will enable your child to form a bond with his/her key person. Your child's key person will also be responsible for keeping a developmental record of your child's progress. However, please note that the key person does not have sole charge of your child throughout the day as the children work and play alongside all other nursery practitioners.

End of Year Report

You will receive an end of year report, which is written by the key person for your child at the end of the academic year and will consist of detailed information covering all seven areas of learning for your child, including any additional information that is important for an excellent transition to the next room or setting.

Parents' Evenings

At Cumnor House Nursery we offer two parents' evenings per year. This provides the opportunity to talk to your child's key person about your child's development and next steps. We encourage parents to arrive 10 minutes before their appointment time and allow themselves time to have a look through learning journey books. All slots are booked in advance on a first come first served basis and every effort will be made to accommodate parental requests but are restricted to just two evenings.

Daily Feedback and Daily Sheets

At Cumnor House Nursery we provide all two year olds a daily feedback sheet, including information on nappy changing and sleep patterns.

At the end of the day a practitioner will handover to you regarding your child's day, however, please note during very busy periods at drop off and collection the hand over time may be limited. If you would like more time to discuss a specific question please make an appointment.

Birthdays

The Nursery celebrates birthdays and parents may wish to bring in a cake to be given all the children attending on that day, this will usually be handed out at home time for parents to decide if they will allow the treat. All treats must be nut free. We ask that ingredients of all food items are listed fully for medical purposes.

Celebrations

At Cumnor House Nursery we celebrate all festivals and religions of the children in our care. At times we will ask parents to come in and help us learn and develop our understanding around the festival to enhance each child's learning.

The Nursery each year will invite parents to a number of events to celebrate their children's learning. This includes an annual Christmas concert, which is normally held in December, Summer concert which is held in June and in addition we invite parents to our Mother's Day and our Father's Day events.

Nursery Uniform

All children who attend Cumnor House Nursery are required to wear the Cumnor House uniform. This uniform can be purchased from Hewitt's in Croydon. Purley Nursery hold a limited stock of new and nearly new uniform which can be purchased in advance of settling – please contact the nursery manager for further information. All uniform must be named or labelled to avoid confusion. The Nursery takes no responsibility for lost items.

Personal Property

Children should not bring sweets or valuables to the nursery (e.g. jewellery, toys etc.) since nursery practitioners cannot be held responsible for any personal belongings being lost or damaged.

Notice of Absence

It is important that children are prepared for school by having a good daily routine and we would encourage parents to support us with the children's learning by ensuring the child is at nursery by 9am. If a child is not brought to the nursery on a day when he/she is normally present, the parent/carers must inform the Nursery Manager by 10am with the reason for the absence.

Sun Cream

Parents are not advised to bring in sun cream, we use a nursery sun cream during the summer season, permission will be gained to apply the sun cream to your child in advance. Children without sun cream will be encouraged to stay inside during peak times.

Nappies

Your nursery fees include all nappies and wipes. We do not supply pull-ups. We encourage all parents to bring three to four sets of clothes per day and ask children to have knickers or pants on during the day. The nursery practitioners will encourage the children to go to the toilet regularly throughout the day.

Toileting

We promote independent toileting for all children who display an interest in using the toilet. Children are encouraged to ask a practitioner if they need to use the toilet. This arrangement enables toileting to be more closely monitored by the practitioners who are then on hand to supervise.

We encourage all parents to use pants or knickers while toilet training and lots of spare clothes, this helps children to understand the feeling of being wet and will encourage them to use the toilet. The nursery takes children on a regular basis to the toilet and encourages them to try. Each child is praised for trying. Children are always positively praised for correct toileting and supported when accidents happen.

Photography and Video

At Cumnor House Nursery we like to take photographs and video footage of your child in their development/learning experiences and make displays inside the nursery. These photographs may be used in the children's observation records and can be used for promotional purposes and for the school's social media sites, unless you advise us in writing to the contrary.

Mobile Phones

All our Nursery sites are a mobile free zone. We ask all parents on drop off and collection to ensure they are not collecting whilst on their mobile phones and that they are placed in a pocket or bag whilst in the nursery. We thank you in advance for your support with this.

Tea Time Club

A tea time club is offered at the Purley site. This must be pre booked in advance with the nursery. Each half term a tea time club form is sent to parents for the term ahead. Places are subject to availability and is on a first come first served basis. All sessions are payable once booked. A weeks' notice must be given if you no longer require the space. All bookings are invoiced the following term with your standard invoice.

Late Collection

The nursery closes at 6pm, any children collected after 6pm will accrue a £1.00 a minute late fee. Any children collected after their session has ended will be subject to a higher rate. Please contact the nursery as soon as you know you will be running late. Persistent lateness is not acceptable and you risk losing your child's place if this occurs regularly.

Meals/Menu

We are passionate about providing healthy, nutritious and interesting meals for your children at our nurseries because we know how essential good nutrition is for the development of strong bones, teeth, muscles and a generally healthy body and focused mind. We encourage children to be independent with their choices but always keep a close eye and offer encouragement to try new things when the need arises. Pre-school children are bursting with energy and so their need for nutrients is high.

Our carefully designed menus reflect this and we make great use of seasonal produce. Both nursery sites have food supplied by Thomas Franks, who produce all the Nursery and School meals. All meals are freshly made on site on a daily basis. The catering staff are more than happy to cater for any dietary requirements your child has. Please ensure you inform the nursery practitioners during your settling in sessions of these.

An example of the Nursery menu for both sites is available on the School website www.cumnorhouse.com These menus are changed every term by Thomas Franks.

Early Years Funding

The 15 hours Universal Early Years Funding is available to all children from the term after their third birthday up until the term in which they turn five years old, from the local authority. (Please note that we do not accept the two year old funding nor the extended 30 hours funding.)

We offer the funding to Cumnor House Nursery pupils in three hour-funded sessions per day with the maximum claim of 15 hours per week.

Please note that a new funding form, along with the supporting documentation, is required to be completed for each academic year. It is not an automatic entitlement.

In line with the arrangement that we have with Croydon Council, the amount of Early Years Funding that is deducted from the invoice is not shown as an amount. Therefore, the invoice will state 'unfunded hours' to indicate that it has been applied and that you have been invoiced for the sessions that are chargeable.

Furthermore, due to GDPR guidelines, it is a requirement that a new set of supporting documentation is submitted along with the form. Therefore, even if you have previously submitted a copy of your child's birth certificate (for example upon entry into the school), we are unable to use this in support of the claim.

Changes to your Provision

We understand that sometimes families' circumstances change. Some families may require additional days or reduction of days. We ask that any changes are requested in writing 3 months' in advance (for year-round nursery children) or a term's notice (for term-time children). At times, vacancies may become available. Therefore, if additional days are required, please do check availability with our admissions team at admissions@cumnorhouse.com

Term Dates

Please see the school website for a list of dates.

Complaints Procedure

Any complaint about the setting or individual practitioner should be made to the Nursery Manager and then if unresolved, escalated to the Headmaster.

They will be regarded very seriously and investigated and action will be taken. The complaints policy is available from the main school office or as a download from the website, www.cumnorhouse.com

Cumnor House Nursery aim to work together with you to offer each child lots of fun and exciting learning opportunities within our beautiful and stimulating child-centred environment. We hope your child enjoys their time with us as much as we enjoy caring for them.

Any Questions?

Please contact the teams at either nursery on the details below:

Nursery & Reception Boys, Purley

nursery.managerpurley@cumnorhouse.com

nursery.secretary@cumnorhouse.com

Nursery, South Croydon

nursery.managerSC@cumnorhouse.com

Notes



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