

Raglan Nursery Prospectus



Raglan Road, Bromley, Kent, BR2 9NL

**For initial enquiries and applications please contact the
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WELCOME TO RAGLAN NURSERY

Nursery Aims

Our Nursery provides a caring, positive, safe and stimulating environment which promotes social, physical, academic and moral development of the individual child. All our staff hold NVQ (level 3 or above) qualifications enabling them to provide the opportunities for all children to experience a wide variety of activities that are essential in their early development, in a happy and relaxed atmosphere. Regular training updates ensure that our high standards are maintained.

Through the Early Years Foundation Stage, children's aesthetic and academic abilities will be supported and helped to progress to their full potential. Play underpins the delivery of the Early Year Foundation Stage. Children learn best when they are safe, happy and secure, when their individual needs are met and when they have positive relationships with the adults supporting for them.



Our aim is to ensure that all of the children when leaving Raglan Nursery are ready for the next stage of development and are ready to become part of the wider community.

The Nursery follows the ethos and vision of the main school.

The Nursery is contained within the main Primary School building. We are able to offer a unique opportunity for the children to use the schools excellent facilities, such as the Gym, Hall, Library, PE equipment, large playgrounds and stage area. The Nursery also has its own outside play area.

The Nursery and Reception staff work closely together. The school has an Early Years Leader who oversees the curriculum in both the Reception classes and the Nursery to ensure progression for the children and to share expertise and learning resources.

Admissions

Children are eligible for entry into the nursery between the ages of 2 ½ and 4.

When allocating places in the nursery the following criteria is used:

1. Existing children who would like to increase or change their session
2. Siblings of children attending Raglan Nursery / Raglan School
3. Remaining eldest children on the waiting list.

We operate a waiting list and places are allocated when they become available according to the same criteria. We require a deposit which can be refunded if your child completes an academic year at nursery.

Attendance at the nursery does not guarantee a place in the main school. Parents must apply for a place in Reception Class following the Bromley Admission Process.

Prior to a child attending Raglan nursery, parents must:

- Provide a copy of the child's birth certificate.
- Sign a copy of the Bromley Early Years Parent Contract – stating the hours your child attends which allows us to claim the government funded place.
- Sign and return the admission forms.
- A photo of your child.

The Nursery has one main intake in September but does accept children at other times if space is available and funding is in place. We are able to accept and place children on the waiting list once they reach the age of 18 months.

- Raglan Nursery is registered and inspected by Ofsted, as part of the main school.
- The children will be experimenting with messy activities and although every effort is made to protect the children's clothing, accidents do happen. Please do not send your child in their best clothes.
- We can accommodate nappy changing for your child.
- We encourage independence in dealing with toilet needs. Please ensure that clothing, especially trousers and tights, are suitable for children to manage and that their shoes are simple fastening such as Velcro as laces are not advised. Flip Flops and opened toed sandals, crocs and wellington boots are not suitable for nursery.
- We primarily use the phone and emails to contact parents on our waiting list, please make sure that this information is kept updated.
- The Nursery operates a Key Person system and your child will be allocated a key person who will write observations and will track the progress your child is making whilst at Nursery.
- All members of staff hold current First Aid Certificates and are trained to use epipens.
- All staff and helpers in the nursery hold current DBS.



Session Times

There are 24 full time equivalent places in the Nursery, with each session lasting 3 hours. Our funded morning times are 9.00am – 12pm. Our funded afternoon times are 1.00pm – 4pm.

Sessions will be allocated according to the criteria below and not whether the applicant requires a 15 or 30 hours place.

Parents can choose from 5 morning sessions or 5 afternoon sessions with added lunch as required, or 5 full days. You may also book for a combination of funded and non-funded sessions depending on availability. All funded or paid sessions must be booked and paid for in advance. All sessions have a four-week notice period.

Funding

Parents of 3yr/4yr:

Every 3 and 4 year old is entitled to 15 hours funding, however you do not need to apply for the first 15 hours of funding. Some 3 and 4 year olds are entitled to another 15 hours of extended funding, known as 30 hours funding. This is referred to as 15 hours and 30 hours because children can have a maximum of 15 or 30 hours per week spread over the school year.

The free 15 hours early education funding becomes available **in the term after your child's third birthday**. The funding pays for 3hr basic sessions only and parents can spread their funding across the week. Children may attend either a morning (9-12) or afternoon session (1-4). To secure your child's funded place (15 or 30 hours) you will need to complete a parent contract and provide a copy of your child's birth certificate. .

Parents can apply for the 30 hours funding up to 16 weeks before your child turns 3 years old so that you have enough time to confirm your child's place with us. To check if you are eligible for 30 hours free childcare please visit: www.childcarechoices.gov.uk. If you are eligible, you will be given a code from HMRC and you will also need to set up a childcare account with them. Your place will not be confirmed until you have provided us with your eligibility code from the HMRC.

Parents must reconfirm their details and eligibility every 3 months. This is really important, if you do not confirm your details by the deadline you could lose your funded hours for the following term.

To make sure your child has a place during the term you wish them to start, you must be in receipt of a valid code dated before:

- 31 August for a September place
- 31 December for a January place
- 31 March for an April place

It is therefore recommended to apply in advance of the deadline above.

Children entitled to 30hrs free funding can attend nursery each morning (9-12) and each afternoon (1-4) and pay the additional £6 for lunch care plus the cost of a school dinner or alternatively bring in a packed lunch. Early morning or extra curriculum sessions may be paid for at a cost of £3 per session and can be added to all of chosen days. All five sessions have to be taken in the form of 5 morning or 5 afternoon sessions.

Parents of 2yr olds:

Some two year olds are eligible for funding in Bromley through the iam2 offer, please see the criteria below. Parents should apply online following the link at www.bromley.gov.uk/iam2 where there is an eligibility checker. Children are eligible for entry into our nursery between the ages of 2 ½ and 4.

Your 2-year-old can get free childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

Parents should apply online following the link at www.bromley.gov.uk/iam2

Fees

Parents are able to pay for additional sessions that are not covered by the 15 hours funding. Subject to availability and consultation, children can also add lunch to their morning or afternoon session. Lunch fees are £6.00 per session covering the cost of the supervision and you have the option of a cooked lunch at the cost of £2.25 or your child can bring in a packed lunch.

Included in the fee is a mid-session snack of milk or water and fruit. Occasionally other snacks are offered.

Paid sessions in the nursery can be increased throughout the term, depending on vacancies and on a full time basis. Please speak to the Nursery Manager or Nursery Administrator if you would like to increase or decrease your child's sessions, a half terms notice will be required if decreasing hours.

Early morning session: 8.30-9.00am £3

Morning session: 9.00-12.00pm £18

Lunch session: 12.00-1.00pm £6 plus £2.25 for lunch or you are welcome to bring a packed lunch

Afternoon session: 1.00-4.00pm £18

Extra curriculum session: 4.00-4.30pm £3

A full day will cost £44.25 with a cooked lunch, or £221.25 per week, termly cost (based on a 12 week term) would be £2655 (this is without the early morning or extra curriculum session added). Fees are reviewed annually.

Invoices are payable termly in advance. Half termly payments may be considered but only by prior arrangement with the nursery administrator. The first invoice will be sent to you prior to your child starting in the Nursery and is payable on or prior to the first day of starting, this includes payments made by Childcare Vouchers. Childcare Vouchers can take 2 weeks to reach our account and we request that you send us notification of any payments stating your child's name, reference number, amount and date of issue to nurseryadmin@raglan.bromley.sch.uk Failure to pay any invoice promptly may your child's place being withdrawn.

It is not possible to refund fees due to illness or holidays. Failure to pay any outstanding invoice may mean suspension of your child's place until all fees are paid in full.

If your child is going to be away for more than three weeks, your funding will not automatically continue. Please be aware that parents will be liable for payment of any sessions that have been attended but have not been covered by funding. Full fees will be chargeable.

Childcare Voucher Schemes

We are registered with a number of Childcare Voucher Schemes. Please speak to your employers in the first instance as some companies offer childcare voucher schemes, which means the employer reduces your salary BEFORE any deductions and pays it direct to the Nursery – saving tax you would have paid on that salary. This could save you between 20-40% of your childcare costs via your salary. Please speak to the Nursery Administrator if you need further information.

Starting Nursery

On your child's first session at Nursery please be prepared to stay for a short time, to help settle your child into Nursery and to allow us to collect all of the information required below.

Before starting Nursery in September you will be invited to a stay and play session with your child where you meet the team and stay with your child to explore the environment with your child. We can answer any further questions you may have or discuss any concerns i.e. settling in periods etc.

The nursery class are known as Chipmunk class. Each week the 'star of the week' award is given to a child who has really tried hard. The child receives a certificate and they are able to take home our class mascot, Chip the Chipmunk. This award may be given for many reasons and the list is endless, for example being kind to a peer, good sharing, wow work, being helpful, just to name a few.



Uniform

Children are not expected to wear school uniform. We do ask that children come in comfortable appropriate clothing. These should be easy for the children to put on/pull up etc. to develop their independence skills. They will need to bring in a small bag with spare clothing into nursery to hang on their peg. All items including bags need to be clearly named, to enable the lost items to be returned to you.

If your child is still in nappies or pull ups please supply a change of nappies and wipes or creams that they would normally use in their bag.

Your child will be experimenting with many messy activities. We are happy to change any wet or messy clothes if you have provided a supply. It is also a good idea to have a spare pair of shoes in your child's bag if possible. Please ensure these are named and supplied in a bag which will be kept on your child's peg.

If your child has pierced ears they must only wear gold stud earrings, please ensure ALL clothes including shoes are named.

Nursery Curriculum

We follow the Early Years Foundation Stage and provide activities through structured play that will help the children develop and achieve the Early Learning Goals at the end of Reception. Within the Early Years Foundation Stage there are four principles:

- ❖ A Unique Child
- ❖ Positive Relationships
- ❖ Enabling Environments
- ❖ Learning and Development

There are seven area of Learning and Development:

- ❖ Personal, Social and Emotional Development
- ❖ Communication & Language
- ❖ Literacy
- ❖ Mathematics
- ❖ Understanding the World
- ❖ Physical Development
- ❖ Expressive art and design



Please see the school website for full documentation of the Development Matters in the EYFS. This will guide you to what is expected and at what age.

There are also support documents for parents to prepare your pre-schooler to read. The Letters and Sounds document has information on how we teach phonics in Nursery. We work on Phase 1. We also offer parent work-shops to enable you to support your child with their learning at home.

The Nursery uses a topic/theme approach in order to provide the children with broad and balance curriculum.

Previous topic/themes have included:

- ❖ Marvellous Me
- ❖ Space and Celebrations
- ❖ Dinosaurs
- ❖ Mini Beasts
- ❖ Nursery Rhymes

We follow a plan for the day. This is important for both the children and the staff. The children need the security of a predictable routine and the daily plan is based on the interests of the children and the requirements to extend their learning based on our observations. However, the ability to alter this plan is as important as having it in place. Please see the website for the current Nursery Timetable.

We share a range of multicultural experiences and religious festivals to help the children experience and develop their knowledge of the world around them. These include:

Chinese New Year
Diwali
Hanukkah
Eid
Harvest
Easter
Christmas

We use a range of ways to show your child's progress:

- ❖ Observations of your child's learning
- ❖ Photographs
- ❖ Samples of your child's work



These are available for you to take home once a term. There is the opportunity to attend a parents' evening/morning, to discuss your child's progress with their key person. Dates will be published and access arrangements will be sent home via email.

We assess the children four times throughout the year and at this stage we will devise next steps for your child in areas they may need support extension or areas that they may not have visited yet.

If you, or we, have any concerns about your child's development, we may also develop an individual education plan (IEP) in consultation with yourself. This is useful in identifying small, achievable targets which we can all work towards together to help your child make more rapid progress.

All children learn and develop at very different rates and in many different ways. You should not worry if your child's rate of learning is different from their friends. It is important to remember that children will continue working towards the Early Learning Goals until the end of their Reception year in school.

Communication

Please sign up to the Schoolgateway. This will enable you to make payments and receive Newsletters and any emergency messages from the school via text. Please download the School Gateway App to your smart phone (Android or iPhone but not windows phones). It is completely free of charge and quick and easy to do. School Gateway will only work with the mobile numbers and email addresses you have given the school and the app will only work with the number you have registered with us. Once you have downloaded the app any text that the school sends will go straight to the app on your phone. You will also be able to pay any Nursery fees if applicable.



Lunches

School lunches are prepared onsite by our hardworking and dedicated kitchen team and meet all dietary requirements.

We have achieved a five star rating for hygiene and nutrition.

The children are cared for during the lunch period by one of the nursery team and our nursery midday supervisor. We have 16 places available over the lunch time period. The children eat their lunch in the dining hall and then return to the nursery for outside play.

If your child is attending Nursery for the full day and you wish to bring in a packed lunch, please ensure that it contains a healthy balance and avoid chocolate and sweets. Please label lunch boxes clearly with your child's name. We ask that you do not send your child in with any food or snacks in their pockets. No glass containers, fizzy drinks or nut products please (including peanut butter sandwiches). **We are a nut free school including hummus and pesto.**



Absences and Sickness

In the event of absence, please let the Nursery know by phoning on the first day of absence. A good time to call is 8.15-8.45am. Please contact the Nursery directly on 0208 290 3793. If we have not heard from you by 9.30am we will phone home to find out the reason for your child's absence.

Parents are asked to keep children who are sick or have had a bout of diarrhoea at home for 48 hours following their last bout of sickness or diarrhoea. Children with bad colds, throat infections or fevers should also stay home. Children should remain at home until they are well enough to return to the setting. If your child falls ill at Nursery, we will contact you to collect your child.

Parents must notify the school in advance of any absence relating to holiday, trip/visit or non-short term family emergency. If your child is going to be away for more than three weeks, your funding will not automatically continue and therefore you will need to cover any outstanding balance.

We ask that the Absence request form be completed 4 weeks prior to the requested leave of absence. The maximum period for which a place can be held is three weeks in any single term. Upon receipt of your application for extended leave, the school will confirm that we will “hold” your funded place provided the unfunded fees are paid in full.

Medicine

We are able to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. However, we will only administer medicine that has been prescribed to be taken four times a day. Parents must fill in a permission to administer medicine form which is available on the school website or from the Nursery.

School and Home Links

If you need to speak to us about anything else please catch us at the beginning or end of your child’s session or we can make an appointment for you to come in to talk to your child’s keyworker. We offer sessions where you can stay and play with your child, these are parent sessions and grandparent sessions too.

Parents are invited to a variety of different events throughout the year, for example the Nursery Nativity, Christmas Party, Sports Day, Nursery Trips, Themed afternoons, i.e. the Queen of Hearts Tea Party and Nursery Graduation.

Our website has a section for the Nursery. You will find further helpful information so please do have a look.





General Information

The nursery doors open at 9.00am for the morning session. Parents are encouraged to bring their children into the nursery and say goodbye to them. We do offer early morning and extended day sessions.

Some children go home at 12pm/1pm and the afternoon children come into nursery at 12pm/1pm depending on if they have booked the lunch session.

Parents are able to enter through the Jaffray Road entrance. There is a camera system on the gate and once the buzzer is pressed, we are able to see who is at the gate and release the gate from the nursery. The parents will then bring their children across the KS1 playground to the door and say goodbye here. Mobile phones are not permitted whilst parents are on the school site. This is to safeguard the children.

At the end of the children's session parents will enter through the Jaffray Road gate, either through the buzzer gate or open gate at the end of the day and parents are asked to wait in the nursery playground and the children will be brought out to you. All gates that parents or carers open to enter, need to be closed behind them as we operate different timetables, like school playtimes or afterschool clubs in the playground.

Please be punctual when arriving and collecting your child. If possible please telephone the Nursery to inform them if you are going to be late. In cases of late collection, we reserve the right to charge £5 for every 5 minutes you are late.

We look forward to welcoming your child into the Nursery setting. We are confident that your child will settle in well and are looking forward to a fun and fulfilling year.