



St Peter's School Nursery Ltd Prospectus



Nursery Information

Address: Mount Pleasant
Aylesford
Kent
ME20 7BE

Telephone: 01622 717335
Fax: 01622 717235
Nursery Direct Line: 01622 794423

Directors: Mrs N Craig (Headteacher, St Peter's School)
Mrs D Stone (Teacher, St Peter's School)
Mrs H Tynan (Governor, St Peter's School)

Ofsted Registration: EY386718

Supervisor: Mrs Wendy Papagno

Deputy Supervisor: Mrs Lorraine Steer

Keyworkers: Mrs Tracy Coote
Miss Amanda Henniker
Miss Jenni Irving
Mrs Kerrie Nixon
Mrs Edwina Perry
Mrs Claire Pickett



Mission Statement

“To help children learn about the changing world in which they live by providing a caring, secure and stimulating learning environment in which all members of the school community are valued and respected in accordance with a Christian ethos.”



About our Nursery

St Peter's School Nursery Ltd is at the heart of the local community in the historic village of Aylesford, close to the church of St. Peter and St. Paul.

The not for profit company (limited by guarantee) is owned by the Governing body of St Peter's Church of England Primary School and run by the Directors on their behalf.

The Nursery is situated in purpose built premises (with disabled access) within the grounds of St Peter's Church of England Primary School. It provides your child with a bright, clean, well equipped base from which to start their learning journey. The Nursery also has the benefit of sharing resources with the School such as access to playgrounds; school hall (for indoor activities and productions to parents) and Coronation Gardens.

Safety of your child is paramount. Entrance to the Nursery is controlled firstly by the School's security and entry systems and secondly by the Nursery staff.

Our Supervisor heads up a qualified; dedicated and professional staff team. One of the team will be allocated as your child's Keyworker. They will be responsible for monitoring your child's learning and development. If you have any concerns about your child, please speak to the Supervisor or Keyworker.



Nursery Sessions

We accept children from the age of 2 up until school age. We are happy to accept children in nappies but ask that you provide the nappies and nappy sacks; any "dirties" will be given to you at the end of the session to take home.

Children aged 3 and over are eligible for government funded Nursery sessions up to a maximum of 15 hours per week over a minimum of 2 days. Please speak to us if you need to ascertain the precise term your child will be eligible for this funding.

Children aged two *may* be eligible for government funded Nursery sessions up to a maximum of 15 hours per week. Eligibility is based on whether the child is looked-after by the local authority and / or comes within the earnings and benefits criteria used to determine eligibility for Free School Meals. Please speak to staff if you require more information.

Entitlement to funding is not a guarantee of a place. We restrict the number of two year olds per session to a maximum of four.

Term times

Sessions are run during Term Time. Terms run approximately:

Autumn	Term 1:	Start September – end October
	Term 2:	Start November – Christmas
Spring	Term 3:	Start January – mid February
	Term 4:	End February – end March
Summer	Term 5:	Mid April – end May
	Term 6:	Start June – end July

The precise dates of each term are issued annually. Please ask if you are unsure.

Session times

Morning Session: 08:45 – 11:15

Lunch Session: 11:15 – 12:15

(A packed lunch needs to be provided for lunch sessions)

Afternoon Session: 12:15 – 14:45

Fees

Morning Session: £10.00

Lunch Session: £4.00

Afternoon Session: £10.00

You will be invoiced for fees which are payable termly in advance. If your child is eligible for funding we will claim this on your behalf. We accept cash; cheques; direct bank transfer and Nursery Vouchers. Non-payment of fees will result in your child losing their place and action being taken against you for recovery of the debt. You may be charged an administration fee of up to 15% of the debt for the recovery of outstanding fees.

Once sessions are confirmed a minimum of 2 weeks notice is required for any additions or cancellations. Fees are payable for all sessions booked, even if your child does not attend.

Please note: late collections will be charged at the rate of £5 for every 10 minutes after the end of session. We have a legal obligation to contact social services if you have not collected your child half an hour after the end of the session.



Your child's day

All of our sessions consist of structured activities combined with times of "free play" where your child gets to choose what they do. We have a vast range of indoor and outdoor equipment and resources and also access to all of the resources within St Peter's School. This enables us to provide a rich variety of activities which encourages your child's natural curiosity: they will be learning without even realising it!

We operate in accordance with the Early Years Foundation Stage which states:

"Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up."

"The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life."

Morning and afternoon sessions include a drink and healthy snack.

★ Starting Nursery

Before your child starts you are welcome to come in together for a free “taster” session. This lets you both see what goes on during a typical Nursery session, and gives you a chance to see how your child will adapt to starting with us.

If your child is likely to be a little upset when you leave, please talk to a member of staff. You know your child best and it may be that they will need to be distracted whilst you leave. The majority of children quickly stop crying once their parent has gone, but rest assured that if your child is unduly distressed we will contact you and ask you to come back.

Uniform is not compulsory. However we do encourage children to wear our distinctive red “teddy” T-shirts; polo shirt; sweatshirts and fleeces. Not only does this protect their own clothing from the inevitable paint splashes, but it looks fantastic. A price list and ordering details are available from the Nursery staff and school office.

★ Oversubscription

We reserve the right to keep two spaces per session available to accommodate children of staff and full time working parents. We will always do our best to accommodate parents’ wishes for particular sessions but in the event of more requests for a session than there are spaces available the following criteria will be applied

1. Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)

2. Funded children (3+ year olds) who currently take less than 15 hours per week will be given priority for up to 15 hours a week
3. A good payment history
4. Age of the child, based on the expected school start date, with older children (i.e. closer to starting school) given preference
5. Current Family Association: A sibling currently attending St Peter's (School or Nursery). In this context a sibling means children living as siblings in the same house including step siblings, foster siblings and adopted siblings
6. Health and special access reasons– medical, health, social and special access reasons will be applied in accordance with the School's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school
7. Nearness of children's homes to the Nursery- we use the distance between the child's permanent home address and the School, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.

Requests for one-off, or a non permanent series of sessions, will only be considered within the 2 weeks immediately before the first requested session. Any suspension of regular sessions will be treated as a permanent cancellation and re-application for the next date required. If there is a waiting list for that same session your re-application will be considered alongside those on the waiting list and ranked accordingly; you may not get the session back. The only way to be sure of retaining a session is to keep your booking.

Parents and the Nursery

You are your child's first and most important educator. We value and appreciate the important role you have to play in supporting your child and developing a positive attitude to school and learning. Research has shown that children learn best when home and school work in partnership.

Consultations

We hold consultations with parents 3 times a year. This enables you to have a one to one discussion with your child's Keyworker about your child's development. Dates of consultations will be advertised in advance so that you may book a convenient time slot. If, however, you are worried about your child at any other time please make an appointment to see your Keyworker or the Supervisor.

Notification of absence

If your child is absent from Nursery for any reason please let us know in advance (for planned absences) or on the day by telephoning the Nursery direct line or via another parent.

St Peter's School Association (SPSA)

The SPSA is a voluntary group of parents, who organises events throughout the year to raise money for St Peter's School and Nursery. Money is spent in a wide variety of ways to improve the education of children at St Peter's. The SPSA is not just a fundraising body; it also assists in organising parental help and brings parents and teachers together in social events and meetings to share educational information.

The SPSA run a healthy food tuck shop after school every Friday.

All parents are very welcome to attend fundraising meetings. Any help or support is always appreciated. Please leave your name at the School Office if you are interested in getting involved.

Newsletters

The nursery issues a weekly "Update" for parents so you know what activities have been going on and what is coming up soon. St Peter's

issues a weekly newsletter every Friday. These will be sent by email wherever possible. If you do not receive your copy please ask at the Nursery or the School Office.

Wrap Around Care

We can offer care for your child from 07:30 through to 18:00 during Term Time. Please see our separate Wrap Around Care prospectus.

PRIVACY NOTICE

for

Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We St Peter's School Nursery Ltd are a data controller for the purposes of the Data Protection Act. We collect information from you. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your setting is doing.

This information includes your contact details and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Atkinson, Administrator.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

http://www.kent.gov.uk/your_council/contact_us/access_to_information/data_protection.aspx

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Information Resilience & Transparency Team
Kent County Council
Sessions House
County Road
Maidstone
ME14 1XQ

Email: dataprotection@kent.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288