



Bedford
Nursery Schools
Federation

Parent Information

Peter Pan Nursery School
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01234 350864

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www.peterpannurseryschool.co.uk

Cherry Trees Nursery School
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Dear Parent/Carer

Welcome to Bedford Nursery Schools Federation. The Federation is made up of two local authority maintained nursery schools in Bedford and Peter Pan Teaching School Alliance.



Cherry Trees Nursery School



Peter Pan Nursery School



Peter Pan Teaching School Alliance

At Bedford Nursery Schools Federation we look forward to welcoming you and your child to one of our nursery schools.

The early years in a child's life are vital years when growth and development occur at a rapid pace. It is important therefore, for parents and staff to work together to do the best for every child.

At nursery school all children, parents and visitors are given equal respect, courtesy, consideration and kindness as individuals within a community.

We aim to promote tolerance and understanding, celebrating the diverse beliefs, cultures and educational needs within the school.

This handbook contains some important information so please take a few moments to read through it and if you have any questions please do not hesitate to come and speak to me.

OUR MISSION STATEMENT

"All children and families are valued as individuals. Teachers and Early Years Educators support children's well-being, development and learning through play in a safe, caring and challenging environment."

STAFF

All staff working in the nursery schools are qualified teachers and nursery nurses with early year's specialisms. As a National Teaching School the schools are often used as a training placements for teachers and nursery nurses with teacher training, nursery nursing, NVQ students and school work experience.

One of the benefits of the federation is that staff are able to work across different settings, getting to know all the children and families, this gives us a greater understanding of the needs of our local communities.

Your first point of contact in school will always be your child's keyworker. However, if there is something that you would like to know or discuss you are always welcome to contact the Senior Leadership Team at any time. Our contact details are below:

Senior Leadership Team

Julie Smith	Executive Head Teacher	Julie.smith@bedfordnurseryschools.com
Suzie Hoefkens	Acting Deputy Head Teacher	Suzie.hoefkens@bedfordnurseryschools.com
Sandra Munday	Office Manager	sandra.munday@bedfordnurseryschools.com
Penny Stubbs	School Business Manager	penny.stubbs@bedfordnurseryschools.com

The school offices can be contacted on:

Peter Pan Nursery School	peterpan@bedfordnurseryschools.com
Cherry Trees Nursery School	cherrytrees@bedfordnurseryschools.com

STARTING SCHOOL

Starting Nursery School is often the first major step away from the security of parent and home.

In order to make the transition from home to school as enjoyable and relaxed as possible, children are introduced into their new and somewhat strange environment by a gradual process.

All families will be offered a home visit to meet their child's keyworker and discuss any individual concerns or needs. We find this is a particularly important part of the process as this is the first meeting they and you will have with a new person who will become an important part of their lives. They begin to realise that there is someone at school who will take very special care of them whilst they are away from you.

When your child starts school you will need to stay with them on the first day and, if necessary, for a few more days until they are happy and ready to stay on their own. This may be just for an hour at a time or it may be for the whole morning. We take this at your child's pace and your keyworker will work closely with you to set the pace for you and your child.

We are a school and as such work in line with Bedford Borough school calendar. Academic calendars are available from the school office, but we publish all important dates on our newsletters, website and facebook page and notice boards in school.

ORGANISATION

Each child will have a named keyworker and be part of a larger group. The 2 year olds will remain with their keyworker until they are ready to move through to the 3-5 provision where they will be with a new keyworker. We ensure that the transition is a smooth one by introducing the children to their new keyworker during the term before they move.

Session Times are: Breakfast 8.00am – 8.45am
Morning 8.45am – 11.45am
Afternoon 12.30 pm - 3.30 pm
Full-time 9.00 am - 3.15 pm
Tea 3.30pm – 5.00pm

EXTENDED PROVISION

The nursery school offers core education sessions from 9.00am to 3.30pm daily. You can purchase additional childcare sessions as follows:

Breakfast Club: 8.00am – 8.45am
Lunch Club: 12.00pm – 12.30pm
Tea Club: 3.30pm – 5.00pm

You may also wish to purchase additional sessions either in the morning between 8.45am – 11.45am or the afternoon between 12.30pm and 3.30pm.

SAFEGUARDING – OUR RESPONSIBILITY

The safety and security of children within the school is paramount.

All staff will be alert to any signs of abuse/neglect and will report any concerns to the Head Teacher, Deputy Head Teacher or Family Support Worker responsible for safeguarding in the first instance.

Parents will be made aware and involved in discussions regarding any concerns and we will always work with you as a family as much as possible to resolve any issues.

However, in more serious cases the Head Teacher has an obligation to follow safeguarding procedures and inform the relevant authorities.

As part of our wider safeguarding responsibilities all staff undergo training on the signs of radicalisation, also known as PREVENT training and the school has a PREVENT policy in place.

Bedford Borough Domestic Abuse Notification Scheme (DANS)

Bedford Nursery Schools Federation have signed up to the Bedford Borough DANS

The scheme acts as a school notification service where incidents of domestic abuse have been reported in the previous 24 hours to Bedfordshire Police from households where children reside.

If children on roll at one of our nursery school's live at the address of an incident, notification will allow us to employ appropriate support mechanisms for the child/children.

The scheme is coordinated by the Safeguarding Lead at our school and is facilitated by the Early Help Service at Bedford Borough Children's Services. Nationally domestic abuse represents approximately 25% of all violent crime.

National research shows:

- One in three women experience abuse in their relationship;
- On average there will have been 35 assaults before the victim contacts the police;
- Every minute in the UK police receive a call for assistance concerning domestic abuse;
- Domestic abuse claims the lives of two women every week;
- 30% of domestic violence starts during pregnancy;
- 70% of high risk victims have children.

As a school we feel it vital that we work alongside our partner organisations to support both the victims of domestic abuse in our community and their children.

SAFEGUARDING – YOUR RESPONSIBILITY

Please always enter and leave the school by the main front door, even if you see other doors open. It is vital that we know who is in the building at all times. You will be asked to sign in if you are staying for any length of time.

Always tell us if someone different will be bringing your child to school or picking them up at the end of their session. **We will never let a child leave with someone we do not know.** If possible bring the person in to meet us before they come on their own. Please be aware that we will always question someone we have not met before. We would ask that you and the person you have sent do not take offence at this. It may be that the member of staff handing over your child has not met the person picking your child up before and they are just following our procedures to ensure that all children are safe.

If you bring your child into school late, or collect your child early please sign them in/out in the book available at the school office.

If for any reason you know you are going to be late collecting your child please call the school office as soon as possible. Due to staffing it will be necessary to charge a late collection fee per occurrence towards the cost of childcare. If this occurs at the end of the day, the children will be taken to the tea club.

Please don't let any other adults into the building. If there is someone standing at the door please alert a member of staff who will decide if it is appropriate to let them into the building.

Children must be brought to school and collected by a responsible adult. A child is not permitted to leave the school with anyone under 18 years of age, in any circumstances.

SECURITY



Photographs

Please can parents be aware that we do not allow photographs or videoing at any time in the nursery. Photographs of special events e.g. Christmas, Diwali celebrations will be taken by a staff member and displayed in the school. We also upload videos and photographs to our school Facebook pages.

Mobile Phones

Mobiles phones are not permitted to be used in the nursery school by staff or parents. If you need to accept or make a call please step outside. It is important that you do not use your phone whilst settling your child.



Doors/Gates

Please ensure that you close both the outside gates on arriving and leaving the school site and that the main door to the school is closed behind you. Please ensure that you do not let other children out of the front door or gates when you are coming and going. Please do not lift your child to press the exit button on the front door, this is for adult use only.

ATTENDANCE/ABSENCES

In order to get the most out of their time at nursery school, we expect children to attend regularly as continuity is important to their development. Attendance registers are monitored regularly. If unreported or regular periods of absences are noted parents will be contacted by the school office and support from our Family Support Worker will be offered.

It is important that your child is happy to come to school and we will try to help you to identify what is causing your child to not want to come and work with you to resolve this.

ILLNESS

If your child is absent please contact the school and let us know why. If your child has suffered sickness and/or diarrhoea, we must insist on 48 hours clear before they return to school.

Children coming to school should be well enough to join in all activities including outside play. Please do not ask staff for your child to be excused from this.

FIRST AID

First Aid will be administered if your child has a minor accident and you will be asked to sign a form about any allergies to antiseptic creams and/or plasters.

You will be contacted by phone if your child has a more serious accident or a head injury. You will be asked to sign on your registration form giving permission for us to take your child to hospital in case of a serious accident and to share their personal details in order for us to register them. In all cases of an accident there will be an accident form in school for you to sign. If you are unable to collect your child on that day you will be asked to sign in the next time you come to school.



MEDICINES

Only prescribed medicines can be administered during session times by arrangement. Please be aware that medicines purchased over the counter will not be administered. Please ensure that the medicine bottles are clearly labelled with your child's name and that you have signed the permission form available in the office.



If you take your child for special treatment at the clinic or hospital please ensure that you notify staff so that we are aware of the possibilities of adverse side effects.

If you have any concerns regarding your child's health please speak to your Health Visitor.

NAPPIES/TOILET TRAINING

If your child is wearing a nappy, please ensure you send a supply of nappies, wipes and cream to school each day with your child.

Once you begin to toilet train your child we will happily offer any support and work with you to ensure that this is as stress free as possible for you and your child and ask that you work with your child's keyworker in this. Children find this an easier transition if the same methods and messages are given both at home and in school.

SPECIAL NEEDS

At nursery school we treat all children as individuals and plan for their needs accordingly. If we feel your child is not making satisfactory progress in one or more areas of development we will work in consultation with you to determine if your child needs extra support in line with our SEND policy. This could be in the form of speech and language therapy or involvement from our inclusion officer from the local authority.

EQUAL OPPORTUNITIES

All children and adults within the nursery school will be treated with respect. Their individuality will be acknowledged and positive account taken of their gender, religion, ethnic and cultural origin, age and disability.

There are thorough procedures to monitor and deal with discriminatory incidents/comments.

If you have any concerns regarding these issues please speak to a member of staff.



RACIST INCIDENTS

Any incident that is deemed to be of a racist nature will be dealt with immediately. This could be from pupil to pupil, pupil to staff, or staff to pupil. We will invite you in to discuss the incident in the first instance, but you must be aware that the school is legally obliged to report all these types of incidents to the Local Authority

ABUSIVE LANGUAGE OR AGGRESSIVE BEHAVIOURS IN SCHOOL

The school has a zero tolerance policy on abusive language or aggressive behaviour in or on school property, this includes the car park area of the site. We ask that you treat all members of staff with respect and do not raise your voice to them in school. If you have worries or are upset about anything in school please ask to speak to a senior member of staff who will deal with your concerns.

We also ask that you do not shout or display any abusive language or aggressive behaviour towards other parents or children on school property.

DISCIPLINE AND BEHAVIOUR

Whilst your child is at nursery school it is our priority to teach good manners, respect and consideration towards others. It is a time when young children are learning to share, express themselves and work together. It is important they do this for their future.

If we feel your child is finding this particularly difficult and is repeatedly unkind or hurtful towards others you will be asked to come in and discuss this further with your child's keyworker or head teacher in line with the Behaviour Policy.

BREAKAGES/LOSS OR DAMAGE TO PROPERTY

The school may charge for breakages or loss if the damage is as a direct result of deliberate action by children. We would hope that children would treat property with respect but in exceptional circumstances we would ask parents to contribute towards any deliberate damage to school resources or property.

CHILDREN'S CENTRES

We are part of the consortium that are responsible for the Children's Centres across Bedford Borough. We work closely with OneYMCA and FACES to ensure high quality early years and family support to families across the Borough. We may from time to time feel it is appropriate to refer your family to the Children's Centre for additional support or advice and you will be asked on your registration form to give permission for us to share your details. We will always talk to you before making a referral.

FAMILY SUPPORT WORKER

Within the Federation we employ a Family Support Worker who works closely with families on a range of non-educational issues or concerns such as toilet training, bedtime routines, housing or benefit support. Appointments can be made to meet with her or she may be available at drop off and pickup time. Please just ask to speak to Clare Oliver and we will ensure that she gets in touch with you.

POLICIES AND PROCEDURES

All our policies are available to all staff members, parents, governors and visitors on our school website and from the office upon request.

SCHOOL CLOTHES/UNIFORM/CHANGES OF CLOTHES/FOOTWEAR

Please dress your child appropriately for the weather and types of activities they will encounter whilst at school, e.g. a waterproof coat and wellingtons for the winter and a sun hat and loose clothing for the summer. Please do not send your child in their best clothing as they may get covered in paint or playdough. Where possible please name your child's clothes so that we can identify who they belong to.

A school uniform is not compulsory, however, we do have school polo shirts, sweatshirts, caps/hats and book bags that are available to order through the My Clothing website at <https://myclothing.com>



Please ensure your child has suitable footwear throughout the year ensuring toes are covered at all times.

Please send a change of clothes in a named bag with your child in case we have to change them during their session. Any items of clothing found at the end of the day will be displayed in the entrance hall.

LOST PROPERTY

Please deter your child from bringing money, toys or sweets into school.

Bags of clothes, etc., can be left on your child's coat peg. Please do not leave medicines, valuables or food in the bags. The school cannot be held responsible for things that go missing.

SCHOOL FUND



We ask all families to donate a weekly voluntary contribution of £1. All monies collected enables us to provide additional resources and experiences which enhance the children's development, e.g. Minibus trips, shopping trips, cooking, snacks, woodwork resources, seeds, plants and compost for gardening, new toys/equipment etc. We would appreciate it if all families contributed weekly, as we currently spend in excess of £50 per week on the above.

Occasionally, a contribution towards special events will be requested.

FRIENDS OF THE FEDERATION

The Friends of the Federation are a small group of staff and parents who hold fundraising events throughout the year. These are most commonly raffles at Easter and Christmas and cake sales at other times. If you think you would like to be part of the team then please let your child's keyworker know. You do not have to make a big commitment, but if you can help at a cake sale or sell raffle tickets for us that would be greatly appreciated.

OUR CURRICULUM

Our aim is to provide a happy, stimulating and secure environment in which your child can grow to become an independent learner, with confidence and personal responsibility.



At our schools we believe that children learn and develop through play. Examples of what children are learning through play are displayed in different areas of the nursery.

The range of curriculum areas offered reflects the requirements of The Early Years Foundation Stage Curriculum.

The Curriculum is divided into:

Prime Areas – Communication & Language, Physical Development & Personal, Social & Emotional Development.

Specific Areas - Literacy, Mathematics, Understanding of the World & Expressive Arts & Design

We have planned the schools to provide these curriculum areas so that the skills learned in these areas may then be practised and developed in other situations.

The school sessions are devised to give a balance between free choice and adult directed activities.

Policy documents covering all areas of the curriculum are available to parents on request and should you wish to know more about our curriculum or practice, staff will be happy to discuss it with you.

Regular meetings will be held to offer more information to parents regarding our curriculum and methods of assessment.

ENHANCED CURRICULUM OPPORTUNITIES

Alongside our continuous provision we also offer the following intervention programmes:

Forest School

An opportunity for children to experience the outdoors in a small group focussing on boundaries, safe 'risks' and working together.



Talking Partners

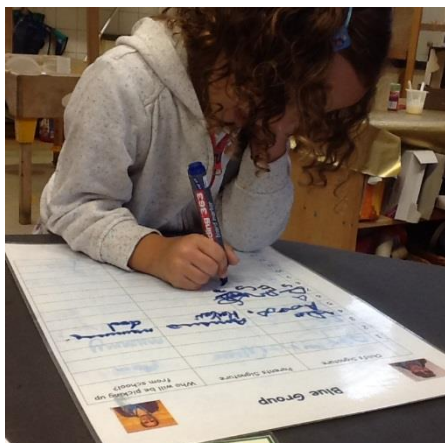
This is a structured programme that focuses on high quality speaking and listening opportunities.

Speech and Language

These groups support children who need extra support with their speech. It involves playing games and working in a small group.

Nurture Group

These groups help children develop their concentration and give them an opportunity to listen and respond to each other appropriately.



Well-Being and Involvement and Characteristics of Learning

As well as what your child will be learning at nursery school we also look at how they learn, what makes them happy and how involved they are in the day to day activities at nursery school we use the terms “Well Being and Involvement” and “Characteristics of Learning”.

Well-Being and Involvement

We use a scale developed by Prof. Laevers to measure well being and involvement and we will feed back to you about this on a regular basis.

Children are observed and then they are given a score from 1 to 5. This shows us if they are happy and involved in the activities they are doing at nursery and to ensure that our provision is as well matched to their needs as they can be. If children present with a low score on this scale we will work to find out why and how we can help support this. We will always talk to you if we have concerns.

Characteristics of Learning

We believe that it is not just about what they learn in school that is important but also how they learn. We observe your child and make notes on:

Playing and exploring – engagement, are they actively engaged in what they are doing?

Finding out and exploring, are they just playing with what they know or are they willing to ‘have a go’ with unfamiliar things ?

Active learning – motivation – do they want to discover new things?

Being involved and concentrating, are they keen to keep trying? Are they enjoying achieving what they set out to do?

Creating and thinking critically – are they thinking about what they are doing? Do they have their own ideas, make links between activities and choose their own way to do things?



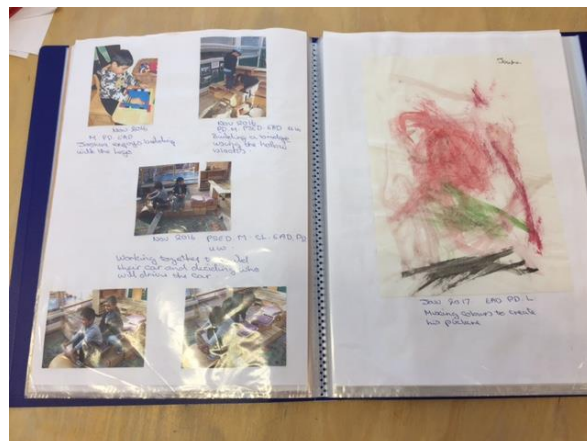
VALUING CHILDREN'S WORK

Your child will have been busy throughout their time at school but may not have an end product to bring home. Through talking to your child and the staff you will be able to find out what your child has achieved and hope you will value their efforts and hard work so as to foster a sense of self esteem. All efforts, no matter how small, are worthy of praise.



DEVELOPMENTAL RECORDS

We keep detailed records of children's development and these are available to parents on request. The process starts on the home visit as we begin to build a relationship with the family through the sharing of information. We use these records to plan activities which will support children's learning.



All children are initially assessed during their first half-term and we continue to monitor progress through observation and discussion. Parents will be invited to a consultation meeting to discuss how their child has settled.

Children staying at nursery for their reception year will be assessed against the Foundation Stage Profile: parents will be invited to a consultation meeting to discuss their child's progress.

A collection of examples of work and photographs is accumulated in individual folders for each child to highlight developmental milestones.

Displays in the classrooms include pieces of artwork, early writing and mathematics and artefacts to celebrate children's achievements and to give value to all their efforts.

Photographs and videos of children working on activities are frequently taken and are often displayed for children and parents to see. **Some photographs and videos may be used for training or marketing purposes outside school.** You will be asked on your registration form if you are happy for your child's image to be used for these purposes.

At the end of their time in nursery school a final report on each child is sent to the receiving Lower or Primary School and a copy is given to the parents along with the completed folder of work. Parents are invited in to discuss their child's report with the relevant staff.

VISITS IN THE LOCAL AREA

When you register your child at nursery school you will be asked to sign giving permission to take your child for local walks. This is an important part of your child's learning as it helps them learn about road safety and the importance of listening. It is also a great social occasion.

If we take children in a vehicle we will always ask separate permission for each trip.

CHILDREN'S OVERALL DEVELOPMENT

Hearing, speech and eyesight are monitored and staff will talk to you if there is any area they are concerned about. If you have concerns about any aspect of your child's development please talk to a member of staff.

SOCIAL MEDIA



The nursery school has a Facebook page which we use to share photos and keep you updated of forthcoming events. You can follow our page on Bedford Nursery Schools Federation.

We also use Twitter as a means of keeping you updated and you can follow us at @BedsNurserySchs

If you do not want your child's photo to appear on the internet please make sure you state this on your registration form.

Parent Hub.

This is an app that allows us to send newsletters, letters and other information to you directly so that you never miss out. Download the app from the App Store or GooglePlay store and search for and follow @PeterPan or @Cherry Trees.

SESSIONS, FEES and CHARGES

2 Year old government funding

If you think you may be eligible for 2 year funding you can check your eligibility at

<https://www.bedford.gov.uk/schools-education-and-childcare/family-information-service/parent-portal1/>

If you are eligible you can access your 15 hours free education at any of the nursery schools.

Your 15 hours can be accessed as morning or afternoon sessions. If you wish to access your 15 hours in any other way please speak to the school office for availability.

3 and 4 year old government funding

You are entitled to claim 15 hours per week nursery education for your child from the school term after their 3rd birthday. This can be accessed as a morning or afternoon place. If you wish to access your 15 hours flexibly across the week or purchase additional childcare please speak to the office for further details about availability. Please see fees information for current costs.

30 hours offer

If both parents are working 16 hours or more per week then your child may be entitled to 30 hours free education and childcare. If you are a single parent family, you will be entitled if you are working 16 hours or more. To find out more please visit <https://www.childcarechoices.gov.uk>

Reception Year

Children will be moved into a full time place from the September before their 5th birthday.

Parents have the right to choose where their child accesses their Reception Year. This can be at nursery school, lower school or another childcare provider. It is important to talk with your child's keyworker about the most appropriate provision for your child. The table below shows the term in which your child MUST be in Primary School for their statutory education.

Birthday falls between	Start school
1 st Sept and 31 st Dec	January (spring term)
1 st Jan and 31 st March	April (summer term)
1 st April and 31 st August	September to a Year 1 place

LATE COLLECTION CHARGE

The school operates a late collection charge. If you are delayed collecting your child once their session has you will be advised on the first occasion, but any subsequent lateness will be charged a late collection fee, which is payable immediately.

Please see appendix 1 for current session costs and charges.

CHILDCARE VOUCHERS & PAYMENTS FROM TAX FREE CHILDCARE ACCOUNTS

We accept childcare vouchers and payments from your tax free childcare account for payment for extended hours. Please contact the school business manager for the relevant details that you will need to register with your preferred childcare voucher company.

INVOICES

The School Business Manager will issue invoices for extended care on a half termly basis at the beginning of each half term and we respectfully request that these are paid on time.

Whilst we appreciate that it may not be possible to pay these in full all at once, all debts must be cleared within the same half term or holiday period. It will not be permissible to carry debts over to the next term.

All debtors are reported to the schools governing body and in all cases, you will not be permitted to book extended hours for your child until the debt is cleared and will be asked to reduce your hours to the funded 15 you are entitled to.

Non-payment of fees may also incur additional administration costs, withdrawal of any future fee paying hours, and the debt passed onto the Bedford Borough Council legal department to recoup costs through the courts.

Where your child is absent you will still be charged for any relevant fees, as the school is still required to pay for staffing.

In all circumstances we require a minimum of 2 weeks' notice to permanently cancel or amend your booking.

One off sessions can be booked subject to availability. These fees are payable immediately and will not be invoiced.

It is the responsibility of parents/guardians to ensure that they can pay any fees before chargeable sessions are booked.

Please see our charging policy and debtors policy for full terms.

LETTERS/PROOF OF CHILDCARE COSTS

We are very happy to provide you with any information that you require for your housing benefit, child tax or working tax credit claims. *We do ask however that you give us at least one week's notice if you require this.*

PROOF OF REGISTRATION/ATTENDANCE AT SCHOOL

We are very happy to provide letters of evidence that state your child is registered and attends the nursery school and the date they started with us.

However, we are unable to confirm anything about their residential status – i.e. who they live with or who lives at the home address.

PARENTAL PERMISSIONS AND AGREEMENTS

This page contains information on the areas that we are asking for specific parental permission for and why we ask for your details. Please read this information carefully as you will be asked to sign your child's admission form giving permission for your child.

If you have any questions please ask before you sign.

Your personal details:

We require your name, date of birth and National Insurance details to enable us to claim your child's nursery funding from the local authority. Without these details we are unable to do this. These details also enable us to check if your child is entitled to Early Years Pupil Premium, which is a small sum of additional funding that means we can offer activities and experiences over and above the national curriculum.

Your child's details:

We require your child's details in order to register them with the school. We ask for additional information on areas such as health in order for us to care for your child to the best of our ability. We do not share any information about your child with third parties without your specific knowledge and permission and will always talk to you before doing so.

Photographs and Video Images

You will notice that around the school there are lots of displays of children's work and images of the children at various celebrations and events or on trips and outings.

Some of these images may be used externally for promotional purposes, such as printed publications – this handbook for example, our website and our facebook page. As a training provider these images may also be used in the delivery of training or within a resource pack to distribute to other practitioners and students.

To comply with the Data Protection Act we need your permission before any filming or photography takes place.

On the registration form you are asked to sign to say that we have permission to use your child's image for external purposes. Please ensure that you complete this. Images will automatically be used for your child's coat peg, name card and dietary requirements. We will always inform you as to where the images are to be used and for what purposes.

There may also be times where group pictures are taken for differing purposes and would be identified only by group names e.g. 'enjoying the Diwali concert' or 'taking part in sports day'.

Under no circumstances would a child be identified by name.

Outings and walks in the community

We will sometimes take the children on walks between our schools or into the local community to access the rich variety of resources and experiences that are available. You will be notified in advance of any outings that are planned and for any outing that involves the use of transport i.e. minibus we will always obtain your written permission beforehand.

Internet access/use of Ipads and computers

At the nursery the children can access computers and Ipads – both of which are connected to the internet. The children are encouraged to use these to access the rich information resources that are available. The skills they develop will be fundamental in the society our children will be entering. The internet is accessed through a filtering service provided by E2BN and all sites will be previewed by staff prior to the children accessing them. Although no filter is 100% effective we have taken all the steps necessary to ensure safe internet access for all.

Sun Protection

We want the children to enjoy the sun safely. During the summer we actively encourage children to wear a hat whilst playing outside. Please provide a hat for your child to wear. We would also ask you to ensure that if your child is part time with us that you apply high factor sun block before they come to school. If your child is full time we ask that you apply high factor sun block before they come to school and provide us with a bottle that can be reapplied by the children with supervision at lunchtime.

Changing

There may be occasions where children get wet or accidentally soil themselves – we would ask that you send in a change of clothes in a named bag and give permission for us to change them.

Plasters

There may be an occasion when a child needs a plaster for a small cut. Please sign to confirm that your child is not allergic to plasters and that you are happy for us to do this.

Library Books

Each week every child is entitled to take home a book to share from the school lending library. We ask you to sign to say that you agree that your child can take a book and that you will be responsible for ensuring that it is returned promptly and undamaged. If books are damaged a payment of £5 will be required towards the cost of a replacement.

Mendhi/Face Painting

During celebrations we may sometimes use Mendhi(henna) or face paints. If you would prefer your child not to be part of this please indicate this on the permission slip.

Sharing information with other agencies

We are part of the ECP – Early Childhood Partnership who are responsible for the management of the Children's Centres across Bedford Borough and we would like to be able to share any relevant information between us, along with the Health Team and other professionals. This may be to inform them of families that require support or to be able to offer you access to services alongside the educational support from the school.

We are also required to provide developmental data to the local authority for those children who are under the 2yr funding scheme and we do this once per term.

Forest School

As part of our extended provision children can be chosen to take part in outdoor learning activities known as Forest School. This is done with small groups of children and benefits their communication and well being. Not all children will be chosen to attend Forest School but we would like your permission to take them should the opportunity arise.



PRIVACY NOTICE – GDPR

We are the Data Controller for the purposes of Data Protection Act. We collect information about you and your child from you, and may receive information about your child from your previous school. We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well our school is doing

This information includes your child's contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA) and the Department for Children, Schools and Families (DfE).

If you want to see a copy of the information we hold and share about you and your child, then please contact Sandra Munday, Office Manager.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims>

if you are unable to access these websites please contact the DfE as follows:

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

Tel: 0370 000 2288

A full copy of the Federation Privacy is available on the website.

HOME SCHOOL AGREEMENT

At Nursery School we aim to promote the well-being, development and individual qualities of every child. You will be given a separate copy of this agreement which we will ask you to sign and it will be kept in school.

The nursery school will:

- Support families, by creating an environment where they feel welcome and secure, providing education, care and access to wider services that meet their needs
- Enable children to learn, grow and develop, valuing themselves and each other as individuals, and challenging themselves to reach their full potential.
- Help children to understand and respect their own cultures, beliefs and values, and those of others, positively reflecting the cultural diversity of the local and wider community.
- Welcome your children and be friends to them
- Plan rich and varied learning experiences inside and outside recognising that learning is part of life not separate from it
- Encourage your child to access a wide variety of experiences and to socialise with other children and adults
- Ensure that as well as learning and enjoying their time at nursery your children will be prepared to their continuing life
- Talk to you about your child's learning
- Communicate with you about the philosophy of the nursery and the theory behind the learning
- Value the individual qualities and needs of your child and provide appropriate support for any special needs they may have
- Encourage your child to try new things and learn how to decide whether something is safe or not by having the chance for 'risky play'
- Keep your child safe
- Encourage your child to value other people and themselves and respect their rights whatever their language, culture or religion
- Make every effort to be part of the community

As parents and carers we will:

- Understand that we have a very important role to play in our child's development and education
- Try to keep ourselves informed about the life of the nursery, for example by reading newsletters and coming to parents meetings
- Bring our child to the sessions agreed unless they are ill
- Let nursery know if they are ill
- Fit in with the structure of the nursery, for example by being on time
- Tell you about our child's life, what they enjoy and what they have been doing
- Not worry about clothes getting a bit muddy or paint splattered sometimes.
- Talk to our child's keyworker if we are worried about something that has happened at nursery
- Encourage our child to value other people and respect their rights whatever their language, culture or religion

As a child I will:

- Experience the activities and environment at nursery
- Expect help if there is a problem
- Expect to be looked after and cared for
- Be willing to 'give it a go'

A guide to our Well Being Policy

Our aim:

By promoting positive behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop to be responsible members of society.

What we believe:

At Bedford Nursery Schools Federation we believe that children's behaviour (the way in which one acts or conducts oneself, especially towards others/the way in which an animal/person behaves in response to a particular situation or stimulus) is reflective of their well being & emotional state of mind.

Well being is defined as the state of being comfortable, healthy or happy. We aim to provide an environment where children are encouraged to consider and take responsibility for their own behaviour and where the well being of children is considered a priority by all adults. We know that high levels of well being contribute directly to children's learning and that high well being can present as high levels of involvement and nurture a life long love of learning.

We believe that a well ordered, positive environment supports and encourages children to respect the needs and feelings of others and enables them to celebrate their own and others successes.

We believe that through positive reinforcing of acceptable behaviours by adults around them, children can learn to manage their own behaviour and learn to respect their environment. They learn to value each other as individuals regardless of race, colour, culture, belief, ability, age or gender.

We believe that by working together with parents we can ensure that children learn to manage their behaviour and feelings in the most appropriate way by trying to identify triggers and learn strategies to help them cope when they may not fully understand why they are acting in a certain way.

What we do:

Bedford Nursery School pays full attention to the "5 Ways to Well-Being" and reflects this in its practice at all times.

CONNECT – with friends and family; develop the relationships you already have.

BE ACTIVE - go for a walk or run; dance or cycle; be outside; exercising makes you feel good.

TAKE NOTICE - Be curious; notice the changing seasons; be aware of the world around you; enjoy the here and now; savour the moment.

KEEP LEARNING - try something new; set yourself a challenge; learn an instrument; learn to cook; be inquisitive.

GIVE - a smile; a hug; a "Thank You"; your time to your friends or someone in need.

What you can do to help:

- Know that it is sometimes OK to say no to your child. Children feel better when they have some boundaries, without us being too strict. Explain your reasons to support their learning.
- Encourage your child to tell an adult in the nursery when something goes wrong
- If something goes wrong at nursery and your child hasn't told us, please let us know. Please do not speak to other children or their parents about behaviour yourself – tell a member of staff.
- If your child is involved in inappropriate behaviour – and they may be at some time – please do not worry – work with us and reinforce the message we have given them at home.
- We always take incidents of inappropriate behaviour seriously. If you have any concerns, please speak to your child's key person in the first instance.

A full copy of the Well Being Policy is available on request.

SCHOOL GOVERNORS

Parents can themselves play a vital role in the management of the Nursery Schools' Federation by becoming a School Governor. No qualifications are needed, simply an interest in Education. If you are interested please speak to the Head Teacher or Office Manager for further information. Meetings are held once a term and every parent is eligible to become a parent governor by election when a vacancy occurs. You may contact any Governor through the School Office.

MEMBERSHIP OF THE GOVERNING BODY

L A Representatives	Mrs Fouzia Zamir
Executive Head Teacher	Mrs Julie Smith
Staff Representatives	Mrs Bev Rinvenuto
Parent Representatives	Miss Rebecca Lund Mr Richmond Asiedu-Darquah
Co-Opted Representatives	Mrs Jane Walker (Chair Person) Mrs Nicky Attenborough Mr Robin Thomas Ms Suzie Hoefkens Mrs Andrea Spice
Clerk to the Governors	Mrs Sandra Munday

Membership of the governing body is reviewed every 4 years. Minutes of each Governor's Meeting are available in the school on request.

COMPLAINT PROCEDURES

A complaint about any aspect of the school should always be made in the first instance to the Head Teacher, either verbally or in writing. It is hoped that this will be sufficient in most cases, as every effort will be made to resolve situations before any further action is thought to be necessary. The School aims to deal with all concerns or complaints on the day they are received.

If complaints cannot be resolved by the Head Teacher alone, then a formal complaint should be made in writing to the relevant Governing Body who will attempt to resolve the situation. All complaints, which reach this stage, will be reported to the next meeting of the Governors, although this may be some time in the future. The Chair of Governors will always liaise with the Head teacher about complaints concerning the School.

Chair of Governors:

Mrs Jane Walker
c/o Peter Pan Nursery School
Edward Road
Bedford
MK42 9DR

If a complaint concerns an admission procedure, offer of a place or refusal of a place, then the Borough Education Officer, for school admissions should be contacted at:

Ben Pearson
Assistant Director for Children's Services and Chief Education Officer
Bedford Borough Council
Cauldwell Street
Bedford MK42 9AS

A complaint considered serious enough to warrant the attention of the Strategic Director should be made in writing to:

Colin Foster
The Executive Director for Children's Services, Schools and Families
Bedford Borough Council
Cauldwell Street
Bedford MK42 9AS



Sessions and Fees

Sessions	September 2020	
	2 year olds	3 and over
Breakfast Club 8.00am – 9.00am	£5.50	£4.50
Mornings 8.45am – 11.45am	£16.50	£13.50
Lunch Club 12.00pm – 12.30pm Includes a hot meal	£4.75	£4.25
Afternoons 12.30pm – 3.30pm	£16.50	£13.50
After School 3.30pm - 5.00pm	£8.25	£6.75
Late collection charge – before 5pm*	£5.50 per 15 mins	£4.50 per 15 mins
Late collection charge – after 5pm*	£10.00 per 15 mins	£10.00 per 15 mins

*You will not be charged on the first occasion that you are late collecting your child. The charge will be applied in ALL subsequent occurrences.

All amounts shown are per child, per day.

We do not offer discounts on the above charges.

