



# **The Grove Nursery at The Grove Primary School**

## **Prospectus**



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## Introduction

The Grove Nursery opened in September 2023 after the well-established Rainbow Playgroup closed in August 2022.

Based within The Grove Primary School, we offer nursery sessions for children from the age of 2 years until 5 years. Our class name is 'Cygnets'.

We run term-time sessions Monday – Friday and we are open to children 38 weeks per year.  
Our morning session is from 08:45am to 11:45am  
Our afternoon sessions is from 12:15 to 15:15  
The lunch session is from 11:45-12:15.  
Therefore an all day session is from 08:45am to 15:15 (Lunch time is chargeable)

## Welcome to The Grove Nursery

At The Grove Nursery, our main priority is that children feel safe, secure, happy and stimulated in a fun environment, where the children feel comfortable with the staff.

We also want parents to have confidence in both their children's well-being and their role as active partners within the setting. We aim to make the setting a welcoming place where children settle quickly and easily, with consideration given to the individual needs and circumstances of each child and their family. We value children as individuals and provide a flexible and caring environment through play and in accordance with the Early Years Foundation Stage (EYFS).

As part of The Grove Primary, we work towards our Vision Statement of '**Wonder, Explore, Grow**', seeking to inspire, nurture and empower individuals to become curious, creative and confident life-long learners, with the skills, mind-set and independence to thrive in an ever-changing society. We want a society where every child has the opportunity to learn through play. We believe families are at the centre of our nursery and should be empowered to be involved in their child's learning and development.

Our mission is to offer high quality, accessible and affordable care and learning to ensure that all children, regardless of their background, are given the best possible start to their learning life.

Specifically, our setting aims to:

- Provide high quality care and education for nursery children
- Work in partnership with parents to help children learn and develop
- Work alongside our children to develop their skills to be school-ready
- Offer families a service that promotes quality and values diversity
- Prepare our children for a life-long learning journey



## Starting at Nursery

We encourage visits to the setting before starting nursery, as it helps parents / carers and children to become familiar with the staff and the setting. We also carry out home visits.

It is important that parents / carers and staff work together to help the child feel confident and secure within the setting.

Each child is an individual, therefore the settling-in process will differ from child to child; parents / carers should not feel concerned if their child takes longer to settle in than others.

## Parental Involvement

We really believe that it is important to have a good relationship with parents / carers because:

- It helps build trust between parents and staff
- Children may settle better
- We can offer support to you as a whole family unit
- Parents can share their ideas

## Staffing

At The Grove Nursery we maintain the ratio of adults:children in the setting that is set through the national standards as follows:

1:5 for children who are 2 years old

1:8 for 3 and 4 year old children

Having this ratio of adults to children helps us to:

- Give quality time and attention to each child
- Talk and play with the children about their interests and activities
- Help the children to experience and benefit from the activities we provide
- Know the children inside and out
- Allow the children to explore and be adventurous in safety

We work closely with work experience and placement students from Cambridge Regional College and other Secondary Schools. Helpers are never left unsupervised at any time.



## Staff within our Setting

Name	Position	Qualifications
Sarah Beck	Nursery Manager	Level 3 Early Years Educator Designated Safeguarding and Child Protection Lead SENCO early years Qualified ENCO early years Qualified  Grove Primary SLT member  DDSL for the Grove Primary
Janine Leigh	Deputy Manager	Level 3 Early Years Educator ENCO early years Qualified Maths Champion
Kiera Maltby	Early Years Educator	Level 3 Early Years Educator SEND Champion
Jude Huckle	Nursery Practitioner	
Sarah Barber	Nursery Practitioner	
Chloe-Rose Beck	Nursery Assistant	
<b>All our staff have necessary and early years training in Child Protection, Paediatric First Aid, Prevent, FGM, Asthma and Allergy Awareness and Food Hygiene</b>		

## Uniform and Clothing

Uniform for nursery children is not compulsory but many of our parents decide to wear the school jumpers or use the school bags. The primary school uniform consists of a Grove green jumper with embroidered logo.

Uniform may be purchased online using our school Gateway payments system. Jumpers cost £9.25 each and infant size backpacks are £9.20. The school PTFA also hold stock of second hand uniform (although they cannot guarantee having all sizes available) – if you would like to know what is in stock, please speak to the Grove School Office.

Whilst uniform is not compulsory at our Nursery, it is a good start to life at school. If choosing not to wear uniform, please send your child in old clothes that you are happy to get dirty e.g. for exploring paint, mud and similar!

Children must wear closed toe shoes at all times, preferably ones they can remove themselves (so not laced) e.g. pumps, slip on trainers, boots.

## **What else to bring with you to nursery**

As a new parent we know you will have lots of questions on what your child needs to bring to nursery each day. We have a separate document for you which is sent after enrolment that gives all details of items needed for nursery life.



## Fees and Funding

### **Fees as of September 2024**

<b>Age</b>	<b>Hours</b>	<b>Fees per day*</b>
2 year olds	Morning session 8:45-11:45	£27
	Afternoon session 12:15-15:15	£27
	All Day 8:45-15:15	£59
3 and 4 year olds*	Morning session 8:45-11:45	£21
	Afternoon session 12:15-15:15	£21
	All Day 8:45-15:15	£47

\*3 year old government funding applies from the term after a child's third birthday.

\* Parents will be issued with a monthly fees invoice to be paid in advance. Non-payment of fees may result in the removal of your child's place at the Nursery. Fees still apply even if your child is sick, absent or on holiday. We do not charge for bank holidays or training days.

Hot Lunches are also available at an additional cost of £2.40 per day. This is payable via the school gateway app which is set up by the school office.

Snack is not covered by government funding and is charged at 50p per session. If you do not wish to make this payment please provide a snack in a named container, cut or chopped inline with food hygiene standards and that matches our displayed weekly menu.

Consumables are charged at £10 per month per child. This is documented on our extra fees document.

Fees are reviewed regularly to ensure that the Nursery remains financially viable. We aim to give one term's notice of any planned increase in fees.

Should you wish to cancel your child's place at the Nursery, we require 4 weeks notice and any monies due must be paid before your child leaves the setting. Any funding in this notice period and for the remainder of the term will be claimed by the nursery.

### **Payments:**

Payment of nursery fees, including snack and consumables, is via monthly invoice sent from our family app. All fees are paid in advance and due by 1<sup>st</sup> of the month prior to the sessions. Invoices are sent around 25<sup>th</sup> of the month. This is paid by bank transfer.

There are no refunds due to sickness, holiday or closure of the nursery due to unforeseen circumstances.



Payment of hot school lunches is via the Grove Primary school mobile app, Arbor. Please seek support from the school office if needed. You can also provide a packed lunch.

### **Nursery Education Funding:**

Funding is provided by the UK government to pay **towards** nursery fees.

The Nursery accept children eligible for 2 year old funding which is either Government - means-tested based on economics or the newer two year working parent funding. Codes must be applied for by the parents via childcare choices website and given in advance. These are checked with the local authority portal. These will apply the term after your child's 2<sup>nd</sup> birthday.

All UK children receive Government funding from the term **after** their third birthday. This entitles them to 15 funded hours a week during term time – for example 5 morning sessions, 5 afternoon sessions or a mix of 2.5 days. You do not need to apply for this funding as the nursery applies by using your application form and your child's identification such as birth certificate or passport. Whilst your 15 hours is funded other charges do apply (see above) You can also opt to pay for additional sessions.

We are also able to offer the 30 hours funded spaces to 3 and 4 year olds for working parents. Codes must be applied for by the parents via childcare choices website and given in advance. These are checked with the local authority portal and will apply the term after your child's 3<sup>rd</sup> birthday.

Our main intake is September each year in line with the academic school year. We then offer spaces to begin each January.

Changes to sessions can be requested by current parents each term.

**All spaces are subject to the availability and the discretion of the nursery management team.**

### **Timetables and Routines at The Grove Nursery**

Our setting believes that care, play and education are all equally important in the experiences which we offer our children.

The routines and activities that make up our sessions are provided in ways that:

- Help each child to feel that they are a valued member of our setting
- Promote independence and self-achievement
- Ensure the safety of each child
- Help children to gain from the social experiences of being part of a group
- Provide children with opportunities to learn and help them to value learning
- Aim to promote school-readiness and help ensure a smooth transition



## Our Sessions

We ensure that our sessions are flexible so that children can choose from a range of activities and can work at their own pace, helping them to build up their ability to select tasks and follow them through to completion.

The children are helped and encouraged to take part in adult-led large and small group tasks which introduces them to new experiences and helps them gain new skills, as well as helping them learn to work with others.

We offer a rolling snack time, which allows children to choose a snack when they are hungry and self-select familiar or new fruits and vegetables. The children can also help prepare the snacks with an adult. A choice of water or milk is also available to children throughout the sessions.

To offer all children a healthy and varied mid-morning/afternoon snack we ask for a donation of 50p per session per child. Milk is provided to all children free of charge.

## Free-flow Play

Children have access to both indoor and outdoor areas throughout the sessions.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children are encouraged to take part in outdoor activities. This may be their own chosen activity or one led by an adult. The same learning opportunities are offered both indoors and outdoors.

We provide outdoor activities daily and would advise providing appropriate clothing for your child, as we go outdoors in all weather.

## Aims for our Children

Our aim is to provide a stimulating environment for the children to learn, knowledge and be involved. We aim to ensure that our setting is secure, safe and run professionally. We provide activities which cover all areas of learning in a fun and engaging atmosphere . We follow the Early Years Foundation Stage (EYFS).

We have a legal requirement to deliver an educational programme and to assess children to ensure they make progress towards the Early Learning Goals.

We ensure we cover all seven areas of learning:



## Prime Areas

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development

## Specific Areas

4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design

## Keyworkers

Each child is allocated a Key Person who will work alongside the child, taking observations, looking at how they learn and putting into place any additional support to ensure that all children are working towards their goals. For safeguarding it will be a manager, deputy manager or qualified level 3 that greets the children and allows them out to parents at the end of the sessions. If you need your keyworker, please do ask.

## Family App

On your child's first day, you will receive login information for our Family App. This covers your child's learning, as well as messages, invoices and absence reporting. All parents are encouraged to use the app and participate and feedback to us! Training can be given by the Nursery Manager. The App includes daily data on nappy changes, snacks given and any sleep time the child may have.

## The Grove Nursery Curriculum

Our children will be able to use a wide range of vocabulary to describe the world around them and be encouraged to join in with songs, rhymes and stories.

We will encourage the children to become independent in their self care and develop their own resilience whilst learning to take appropriate risks and try again if they make a mistake. We will work on fine and gross motor movements so our children are physically capable of every day skills.

Our children will be taught about their local environment and to be curious about the natural world. They will learn how to keep themselves, nursery and the world around them safe and how to keep our planet healthy.

We will encourage the children to be kind, able to make friends, share, take turns and value the different families, cultures and celebrations in our community and around the world.



Our environment will be play based learning where our children can investigate and 'have a go'. We will encourage everyone having their own ideas and to enjoy their own and others achievements.

Most of all our children will be happy, full of curiosity, learn a sense of humour and be ready to start their school life as a life long learner.

### **Assessment**

We assess how children are learning and developing by observing them frequently. We use information that we gain from observations, as well as photographs of the children, to document their progress and where this may be leading them.

We believe that parents / carers know their children best and we ask you to contribute to the assessment, sharing information about what your children like to do at home and how you are supporting their development.

A progress check will be carried out on two year olds when they start at the Nursery, to build a picture of where they are within their development. This will be shared with parents / carers so your child's strengths and / or any concerns can be discussed. A starting-point assessment will be completed within your child's first 6 weeks in the Nursery.



## Other Information

### **Injuries and Accidents**

Precautions are taken to ensure the safety of children at all times. However, accidents happen and we operate an accident procedure.

In line with The Grove Primary School policy, should your child have an accident whilst at nursery, an accident form will be completed on 'medical tracker' and a notification email will be sent to you to authorise.

All accidents are recorded and monitored by the Nursery Manager and the school's Health and Safety Team.

In the event of a bump to the head, as well as completing on medical tracker, the child's parent / carer will also receive a phone call and the child will be placed with a red wristband.

### **Illness and Medication**

If your child has sickness or diarrhoea, they must not return to nursery until 48 hours have passed since the last episode.

Children with high temperatures should be kept at home. For other illnesses, the Nursery follows NHS guidelines.

If your child has been treated for head lice, we ask that you notify us so we can make other parents aware and to treat their children to prevent reoccurrences.

If your child requires medication whilst at Nursery, please let us know and ensure all medications are handed in to a member of Nursery staff. All medications MUST have a prescription label. We cannot administer unprescribed Calpol at the Nursery.

Some illnesses require absence from nursery until well again, eg chicken pox. We follow government guidelines on common illnesses.

### Policies and Procedures

The Grove Nursery operates under several policies and procedures which are available to see on The Grove School website ([www.thegroveschool.net](http://www.thegroveschool.net)).

### **Non-collection / Late Collection Policy**

If a child is not collected by an authorised adult at the end of their session, the Nursery puts into place agreed procedures. These ensure that the child is cared for safely by two experienced and qualified practitioners who are known to the child.



If a parent / carer is late collecting their child two staff have to stay behind for safeguarding and we charge a late collection fee. This is £15 for the first 10 minutes (so not collected by 11:55 for the morning and 3.25 for the afternoon) and then £1 for every minute late thereafter.

We also have a password system in place – this is to ensure the safety of your child and that only authorised collectors can pick your child up from the Nursery. These details are stored on the family app and parents can change, add or delete contacts where needed.

### Contact Details

The Grove Nursery at The Grove Primary School

Campkin Road, Cambridge. CB4 2NB

**Tel:** 01223 577017 (extension 3)

**Email** [nursery@grove.cambs.sch.uk](mailto:nursery@grove.cambs.sch.uk) **Web** [www.thegroveschool.net](http://www.thegroveschool.net)

**Headteacher:** Mrs E Rowe

**Deputy Headteacher:** Mrs K Hardy

**Nursery Manager:** Mrs S Beck

**OFSTED registration number:** 110668