



CONTACT NUMBERS

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OFSTED Registration No. EY500984 Nursery One Ltd.
Details of our last OFSTED inspection are available
from our Web site www.nursery1.co.uk

PROSPECTUS AND POLICIES

About Trinity Hall Kindergarten Preschool Nursery

Trinity Hall Kindergarten has been open since 1967. We operate from 2 halls and have an additional smaller room we use for adult led activities. We have 3 outside areas one of which is a large grassed garden. The nursery runs from 8.30am - 3.00pm five mornings a week and lunch club until 1.30pm Term time only.

The setting has two nominated safeguarding officers and two SENCO's. We endeavour to adapt our setting as much as possible to accommodate each child's individual needs.

Our setting is located on one level and there is a ramp to access the main hall. We have a disabled toilet a large toilet area and a small child toilet.

Staff

Our staff are all long serving qualified level 3's and are committed to support and meet the needs of all children as individuals, regardless of a child's needs or disability. They attend regular SENCO, safeguarding and local authority forums which helps us keep up to date with changes in practice. We are given support from Redbridge SEN/Inclusion advisors. All staff are given the opportunity to attend courses and training such as English as an Additional language and Behaviour management are among the few examples.

When a child has a recognised condition or ongoing medical needs, relevant information is sought from parents and carers on admission and kept in the child's confidential folder. Confidential reports and records of progress and reviews are securely stored. The setting follows the relevant guidelines for data protection and confidentiality.

Records are passed on to another setting/school with parents and carers' permission.

Measuring a child's progress

Our ongoing review of progress is recorded on a system called "2Build a Profile EYFS" to record observations on the go. This is a multi-award winning app which we use on iPad's in the setting to record observations and children's next steps. The EYFS (Early Years Foundation Stage) is made up of 7 areas of development, 3 prime (under 3's), 4 specific (over 3 years).

- Personal, Social and Emotional Development (prime)
- Communication and Language (prime)
- Physical Development (prime)
- Mathematics (specific)
- Understanding of the World (specific)
- Expressive Arts and Design (specific)
- Literacy (specific)

Using this system provides a quick, safe and effective way of sharing this information with the parents along with providing "parental engagement" in the learning process. We use it to record and make formative assessments on your child to help them develop and make good progress. We email parents least once a term giving you access to your child's observations and next steps and you will be able to respond to the email with comments and feedback.

The setting also complete 2 year old progress checks on all children that are under three years old, this is used to indicate a child's level of development, a Child Development meeting will be held to discuss your child's progress.

We set targets termly or when reached. Children's progress is monitored on an ongoing basis through observation and assessment and meetings with parents are organised to agree plans for further development.

All activities are planned to ensure that all children can take part and adapted to suit their needs

Inclusion

We aim to promote equality and diversity. All activities are planned to ensure that all children can take part and adapted to suit their needs. Environment and Activity risk assessments are done daily, reviewed and adapted for SEN.

Admissions

Parents are advised to complete the enclosed Enrolment Form as early as possible, to place their child's name on the Waiting List. Parents may visit the Nursery prior to entry to familiarise the child with the surroundings, meet and observe the staff and children in session. A waiting list is kept. Parents will be notified prior to the term or time that they are of age to start. Parents are responsible to inform of us any changes in telephone No's, all new contact details and addresses provided. The nursery will not accept any responsibility for failure to contact if information is not updated by parents after the enrolment form information is in place.

Behaviour and Discipline

The variety of activities provides good stimulation for the children in our car, however, if a situation arises, possibly caused by a minor frustration, staff will at NO TIME use physical force to correct a child. A short spell at another activity will usually allay the frustration. Persistent behaviour problems will be discussed with the Parents or Carers and we ask for your support in dealing with the situation together.

Parent/Carers Involvement

Parents/Carers are more than welcome into the nursery at any time. Each child will be allocated a key person for assessment purposes. We try to keep parents up to date with what is going on in nursery. We do this by sending home newsletters and putting up notices. We also hold child development meetings, which will give you the opportunity for us to discuss your child's progress with his/her key person.

Fees

Fees from September 2017 are £14.00 per morning session for 2 Yr. olds and £13.00 for 3 Yr. Olds. Afternoon sessions are £13.00 for 2 Yr. Olds and £12.00 for 3 Yr. Olds. Times are 9.15 -12.10 and 12.40 - 3 pm Children may attend both sessions with a packed lunch at a cost of £28.00 for 2 Yrs. And £26 for 3 Yrs. Lunch club is available Tues. Wed. and Fri. till 1.30 at a cost of £5.00. (parents to provide a packed lunch.) Early morning drop off is available Monday – Friday 8.30 till 9.15 at a cost of £4.00 per morning. French tuition is available at a cost of £3.00 per session. **There will be no reductions for absence.**

Termination:

Four weeks' notice is required should a child have to leave the nursery. If it is not possible to give notice of the termination, then four week's times the number of sessions per week becomes payable.

We are currently able to offer **free places** to all children for the term after their third birthday. Their entitlement is 15 hours per week, or 30 hours, where both parents, or a single parent are working. Information on this can be found at www.childworks 2 year old funding may also be available at www.parentportal .

Identifying a child's additional needs

Our experienced SENCO's alongside the child's Key Person will identify if a child needs extra support at an early stage through regular observations and documentation. Regular communication with parents/carers through termly review meetings, end of term reports and daily feedback.

Outside agencies may be involved when children do not progress at the expected rate despite additional individual planning to support the area of need. This is done with written consent from parents and carers.

These agencies are: Local Authority Inclusion/SEN Advisor or SEN Coordinator; Pre-School Liaison Group (additional information on the remit of the group can be found on the Find Redbridge website); Educational Psychologist; Speech and Language Therapist; Occupational Therapist; Physiotherapist; CAF Team and others. These agencies will be contacted to provide suitable strategies to support children who have additional needs in an area of development. The agencies may also be involved in the child's transition to other settings and to school.

Some children are provided 1:1 support through SEN/Inclusion funding. One member of staff is allocated to support the child during the daily activities. The aim of the support is to help the child to develop the relevant independence skills and may be withdrawn once the child reaches the expected progress. When a child has a recognised condition or ongoing medical needs, relevant information is sought from parents and carers on admission and kept in the child's confidential folder. Confidential reports and records of progress and reviews are securely stored. The setting follows the relevant guidelines for data protection and confidentiality.

Records are passed on to another setting/school with parents and carers' permission.

Equal Opportunities Policy/Inclusion

We aim to promote equality and diversity. All activities are planned to ensure that all children can take part and adapted to suit their needs. Environment and Activity risk assessments are done daily, reviewed and adapted for SEN.

We, at Trinity Hall undertake to welcome and care for all children in our establishment equally, to value and respect their individual needs, and to share in their experiences equally regardless of gender, race, religious or cultural background. We will work towards the development of each child and by providing a happy and caring environment, promote their well-being and self-esteem.

Similarly, all Staff will have mutual respect for each other's values, working together as a team for the benefit of all children in their care. We value diversity and adapt our curriculum accordingly to meet the needs of all our children.

Policy on uncollected children

If a child is not collected at the end of the session and no contact can be made with either parent, carer, or the emergency contact number given, two staff members, one of whom will be the Manager will stay with the child.

If after thirty minutes the child has still not been collected the Manager will then contact OFSTED Early Years Dept. who will take action on the situation.

Policy on Sick Children

- 1) No child should be sent to the nursery if they have had a vomiting attack within the previous forty-eight hours, or are suffering from Diarrhea, or Conjunctivitis, or any other ailment that is likely to be transmitted.
- 2) If a member of staff feels that a child has a temperature, or is generally unwell this will be discussed with the Manager, or Deputy Manager, then the parent can be contacted to arrange early collection of the child.

Information for Parents - Safeguarding Children-Child protection.

We are required by law to inform the relevant agencies of any concerns that we have about a child who is or may be at risk of harm. Should this occur you would be informed by the Nursery Manager of our concerns and the actions to be taken.

If a member of staff has an accusation made against them then the Nursery Manager or Deputy should inform our Local Designated Safeguarding Officer and Ofsted. The member of staff may be suspended, until investigations are complete.

Policy on staff protection

We intend to create in our nursery an environment in which staff are safe from both physical and verbal abuse and can carry out their duties without reprisal from parents/carers.

Social Media

Parents, carers and relatives must be aware that publishing any *nursery photos* taken of their child must not be published on social media websites.

All organisations and professionals have a duty to keep children safe. Redbridge Local Safeguarding Children Board (LSCB) is a statutory body established by the Council as a children's services authority, under the Children Act 2004.

What should you do if you have concerns about a child's welfare?

If you have concerns about a child's welfare or suspect that a child is being neglected or abused, please telephone the Multi Agency Safeguarding Hub team on:020 8708 3885 from 9.00am to 5.00pm or 020 8553 5825 (after 5.00pm) You can also contact by email CPAT.referrals@redbridge.gov.uk

If you want to make a complaint or have a concern about any service Ofsted inspects or regulates (8.00am to 6.00pm)

OFSTED

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Store Street

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0300 123 1231

Please be aware that when signing our enrolment form you are accepting our terms and conditions therein and the terms conditions in in our prospectus.

This prospectus contains some important information from our policies all our policies and procedure are available in written form and available to view on request.