

# Stoke College Nursery School



**School Green, Stoke By Clare, Sudbury, Suffolk, CO10 8HW**

**Telephone 01787 278889 E-mail [nursery@stokecollege.co.uk](mailto:nursery@stokecollege.co.uk)**

Thank you for enquiring about our Nursery School.  
We have been open since 1988. We cater for 3-5 year olds during the Term  
Time.

We are linked to Stoke College but located opposite the Village Green in Stoke  
by Clare in the old Victorian School building.

Our aim is to provide a happy, caring environment with the emphasis on fun  
learning within a structured daily routine. This will enable each child to move  
onto the next stage of their education with confidence in their own abilities.

We are OFSTED regulated and therefore accept government grant vouchers.  
The Success of our Nursery School has been recognised and highly praised in  
the Stoke College ISI 2001 report but more importantly by both our past and  
existing parents.

## Stoke College Nursery Personnel

Miss. C.Willis  
N.N.E.B

Head of Nursery / Child  
protection/ SEN.Co.

Mrs. S. Letts  
N.N.E.B Norland

Deputy Head / Child protection

Mrs. J. Parrott  
Cache Cert. P.P level 2

Nursery Assistant

Miss. C.Willis and Mrs. S. Letts are full-time members of staff and have worked at Stoke College Nursery School for over 10 years.

Mrs. J. Parrott is a part time member of staff and works mornings only.

All staff are police checked and are regularly updated on relevant training in line with OFSTED regulations.

On occasions we will have trainee students in the Nursery School. These are **not** members of staff but purely here to gain experience. Students can be identified by their security name tag.



Children follow the Foundation Stage Curriculum which is the first stage of the National Curriculum. Throughout the session children participate in a wide range of activities to enable them to work towards the Early Learning Goals in the 6 areas listed below.

- Personal, social and emotional development.
  - Language, literacy and communication
    - Mathematics
- Knowledge and Understanding of the world
  - Creative development
  - Physical development

Each child is different and will reach the goals at a different point depending on age and stage of development. Examples of how children achieve the early learning goals are on the parents Notice Board.

Our Curriculum is planned in advance and is based on weekly / termly themes. e.g. 'Myself', 'Festivals', 'Animals' etc.

Details of the topics are displayed on the parent's notice board.

Each session begins with Registration and is followed by structured free play and adult focused activities. During mid session the children break for drinks and fruit (provided by us) and outdoor play. Before the children go home we finish with a story.



### Information about sessions

The Nursery is open between 8.30am - 4pm and offers morning and afternoon sessions and full days. These are flexible to fit into what you feel is best for your child e.g. some children do 2 sessions per week whilst others attend full days.

#### Fees

Children begin to arrive	8.30 - 9am	No extra cost
Mornings	9am - 12.00	£10.50
Lunch hour (Packed lunch provided by parents)	12.00 - 1pm	£2.50
Afternoon	1pm - 4pm	£10.50

There is a £25.00 registration fee which secures your child's place. Once your child starts they will be given a free School Sweatshirt.

A free trial session is offered before your child starts at the Nursery.

#### Changes to sessions

Each Term you will be given the opportunity to increase or alter your child's sessions. This is Subject to availability.

The minimum amount of sessions your child can do with us is 2. We do not recommend that these are taken during 1 full day as this is of very little social or educational benefit.

### Application of Early Years Grant

Children are eligible for grant funding the term after their 3<sup>rd</sup> Birthday. If you are unsure as to when this is please speak to Miss. Willis. All paper work come directly to us. We will then pass on an Early Years Grant form for you to complete and return back to the Nursery.

Every child can use 5 Grant sessions per week for 11 weeks of each school term. Please note that our School term may run longer than 11 weeks therefore you would have to pay the difference.

Grant Vouchers can be used at any Nursery that has been inspected by OFSTED. This means that you have the option to use all or just some of your vouchers with us.

**The Grant funding is as follows: - If you use.....**

5 grant sessions per week	£436.00 off term fees
4 grant sessions per week	£348.80 off term fees
3 grant sessions per week	£261.60 off term fees
2 grant sessions per week	£174.40 off term fees
1 grant sessions per week	£87.20 off term fees

## Parent / School Liaison

### Child Assessments

We keep a confidential record of your child's progress and development in the six areas of learning from the time they start at Nursery until they leave. This information can be passed onto the reception teacher at your child's new School.

A member of staff is allocated to your child as their Key worker. This is to assess, observe and record your child's progress. The name of your child's Key worker is displayed on the notice board. If at anytime you would like to discuss your child's progress, please speak to that particular member of staff who will arrange a mutually convenient time to do so.

### Notice Board

The Notice board is updated on a regular basis. Please take time to look occasionally as this will display useful information for you e.g. Term dates, Topics, the key worker system etc.

At the beginning of each term you will receive a newsletter updating you on termly topics and other relevant information. Copies will be on the notice board if you misplace them!



## Nursery Policies

To ensure...

### Refunds for missed Sessions

Please note that it is not a policy to refund money or swap days for:

Family Holidays  
Illness of the child  
Trial days at Primary School  
Bank Holidays  
Severe weather

### Extra Sessions

Providing we have the spaces we can offer your child 'extra sessions'. These are invoiced separately.

### Late collection / pick up

If you're late collecting your child at the end of a Morning, Lunch or Afternoon session, you will be charged £4.00 for each block of 15 minutes. This is because we have to pay for the correct staff to child ratio.

**Please take time to read and understand the following pages as they contain useful information to help your child's time at Nursery run smoothly.**

**Thank you**

## Security / Parking

Registration is taken at the beginning of each session both as a legal requirement and for fire drill purposes. Please inform a member of staff if someone other than the usual person is picking up your child. A parental permission form will need to be completed to name other adults who you allow to collect your child. Without your permission we will not be able to let your child go home until we have contacted you.

Please remember to shut both the gate and the front door when entering and leaving the building.

Please park with consideration for both the other parents and the local residents who need access to their drives. Do not park or drive over the grass.

## Illness

If your child should be unwell whilst at the Nursery we shall contact you via your contact numbers on the application form. Please inform us of any changes.

Please do not send your child in if they are unwell, not only is this miserable for the child but also puts other children and staff at risk. We also ask parents that if their child has a contagious illness e.g. Chicken pox that you phone the Nursery so we can make other parents aware.

Staff are allowed to administer inhalers, medicine if your child needs to complete a course etc... Please see a member of Staff who will provide you with a consent form to complete and sign.

## Clothing / Weather

To promote and encourage independence (particularly when going to the toilet) please make sure that your child is dressed in suitable clothing e.g. no dungarees. During each session we always go outside. Please provide **NAMED** coats, hats and gloves. In the summer please bring a sunhat and sun cream in a named bottle. We can apply sun cream provided you have signed the consent form.

## Severe weather conditions and Nursery closure

If it is not possible to open the Nursery a clear message will be broadcasted before 8am on BBC radio Suffolk FM 103.9, 104.6, & MW 95.5.

You can also visit the Main School website on [www.stokecollege.co.uk](http://www.stokecollege.co.uk). The decision to close the will be made with a view to the safety of the children, parents and staff travelling to and from the Nursery and the serviceability of the building.



**If you would like your child to attend the Nursery please fill in and sign the application forms.**

**A registration fee of £25.00 will secure your child's place.**

**Cheques are made payable to 'Stoke College Educational Trust'**

Once completed please send all forms to:

Miss. Willis / Mrs. Letts  
Stoke College Nursery School  
School Green  
Stoke By Clare  
Sudbury  
Suffolk  
CO10 8JE

Once we have received your forms we will write to confirm your child's place and sessions

**Application for Admission to Stoke College Nursery School**

Surname..... Forename.....

Date of Birth..... Religion.....

Home Address .....

.....

Postcode .....

1<sup>st</sup> Contact number .....

2<sup>nd</sup> Contact number.....

Are there any medical details that may affect the day to day care of your child?

.....

.....

Doctors name and Number.....

Parents Occupation

Mother.....

Father.....

Sessions required.....

.....

.....

Name..... Sign and date.....

## Parental Permission forms for the following:-

### Observations

In order to develop inclusive practice within our Nursery, it maybe necessary to seek advice from other professionals from time to time to adapt our practice to meet individual needs. Please sign below if you would be happy with other professionals observing your child within our setting.

Signature..... Date.....

Print Name.....

### Sun Cream

I / We give permission for the Nursery Staff to apply sun cream that I / We have provided.

Signature..... Date.....

Print name.....

### Photography

Occasionally at the Nursery we may take photographs of the children. This may be at events such as end of term parties, or general photos of the children working to display within the Nursery.

Photographs of the children maybe used as part of the publicity of the Nursery School e.g. in Newspapers and on the Stoke College website.

If any photographs are made available to a Newspaper, they will not be released with the names of the child unless further consent from the parent / guardian has been sought.

If you have no objections to your child being photographed please sign below.

(If you do not sign then your child will not be photographed by any member of staff or by any outsider).

Signature..... Date.....

Print Name.....

**Parents Agreement**

Once I have signed and agreed to my child's following term sessions I understand that I will be committed to pay the full term fees.

I agree to pay my Child's term fees by the cut off date stated on the bottom of each invoice.

I understand that failure to do so will result in my child's place being relinquished.

I agree to follow the policies set out by the Nursery regarding security, illness etc...

Signature .....

Print Name .....

Date .....

If you ever have a problem over prompt payment please speak to either Miss. Willis or Mrs. Austin Bursar of Stoke College in good time as this can save considerable embarrassment on both sides.