



Prospectus

Welcome to Saffron Walden Nursery School, we hope that you find the information within this prospectus useful. Should you have any further queries once you have browsed through, please do not hesitate to contact us.

OUR AIM

Saffron Walden Nursery School aims to provide a happy, safe and constructive environment in which each child can grow and develop. We believe that childhood is precious. It creates the values, mindsets and dispositions that determine our interactions with the world around us for the rest of our lives. Children therefore have one very special right - and that is the ability to be able to develop naturally and happily to fulfil their full potential.

We believe that for children, play is the equivalent of "real-work", it is the fundamental business of childhood which we nurture through our child-centred planning. Our strong outdoor ethos is based on Forest School Principles; we encourage the children to learn through the natural environment, whatever the weather, through free-flow access to our gardens. All children are given the opportunity to take "risks" in the environment, safe in the knowledge that they will be supported by attentive staff. This process allows children to develop higher level problem solving skills.



We aim to:

- Support and advance the development and education of children through open-ended discovery based play within a community based setting.
- Provide a safe, secure and stimulating environment which is tailored to the individual needs of our children.
- Ensure equal opportunities for all children whatever their home/family circumstances, gender, race, culture, religion, means, ability, individual preferences or special educational needs and disability.
- Identify the children's individual needs and tailor the curriculum through our child-centred planning to ensure that each child reaches their full potential.
- Work closely with families to support their child's development.

We offer:

- A warm, friendly and homely environment, supported by our strong key-person approach.
- Strong outdoors ethos supported by free-flow access to the outdoors and walks in the local environment.
- An open-ended, discovery play-based, child centred curriculum following the EYFS.
- Close links with the Children's Centre, Community Nursery Nurse and Health Visiting Team.
- Individual- child planning to ensure each child is supported to reach their full potential.
- Close links with all of our feeder schools, providing excellent transition.
- Good staff:child ratios.
- Highly qualified and experienced staff.
- A flexible offer for two, three and four year old government funding.
- Close parental partnerships.

EARLY YEARS FOUNDATION STAGE

At our nursery we follow the Early Years Foundation Stage. The Early Years Foundation Stage is a play led curriculum for children from birth to five years of age, and covers seven areas. There are 3 Prime Areas and 4 Specific Areas. The Prime Areas are a base in order to be able to cover the other Specific Areas.

These include:

Personal, Social and Emotional Development (Prime)

Communication & Language (Prime)

Physical Development (Prime)

Mathematics (Specific)

Literacy (Specific)

Expressive Arts & Design (Specific)

Understanding the World (Specific)

We plan our activities to meet each individual child's needs and interests. In our eyes 'each child is unique' and with this in mind we ensure that our planning responds to their needs.

We assess your child's learning and development through careful observations. These observations and photographs are compiled in a Learning Journey which follows your child throughout their time at nursery.

NURSERY MANAGEMENT

Saffron Walden Nursery School was first registered as a charity in 1972, and has enjoyed this status ever since.

As a registered charity we have a full constitution which governs how the nursery is operated. A copy of the constitution is available from the nursery office should you require it. The nursery is a non-profit making organisation, we receive no financial support from any public body. The running costs are covered by parental fees and equipment and resources are funded through various fundraising events held and organised by our fundraising committee during the year.

MANAGEMENT COMMITTEE

Each year we hold our *Annual General Meeting*, which is often attended by previous, current and prospective parents and practitioners. During this meeting the existing *Management Committee* inform those present about what has been happening during the previous year, the *Nursery Manager* also presents her report from the previous year and plans for the future year. A new *Management Committee* is elected during this meeting, there may be no less than four and no more than eight members elected. The *Management Committee* has full power to control the running of the nursery and meets monthly to ensure that the nursery is operating to its best ability.

FUNDRAISING TEAM

The *Fundraising Team* play a vital role in supplying the nursery with equipment and resources for the children who attend. Many fun events are arranged to take place during the year.

If you would like further information on either of these *Committees* please do not hesitate to ask as they are always seeking new members.

OUR STAFF

Nursery Manager

Our Manager Kirsty is a qualified Primary and Early Years Teacher (BEd HONS QTS EYPS) and holds a wealth of experience in education.

Kirsty has taught in both Primary and Early Years settings. She has been an early years music and movement teacher and was one of the founding members of the first purely outdoors preschool in England. Kirsty is an Essex Early Years Pedagogue employed by Essex Early Years, in this role she assists the Essex Early Years Quality Improvement Officer to deliver and monitor the Early Years Learning Communities which share good practice throughout the county.

Deputy Nursery Manager

Alison Manning is our Deputy Nursery Manager. Ali has an NNEB and has also achieved her Level 4 in Childcare and Development. Ali is the Room Leader in "The Den".

Maria Fitch is our Acting Deputy Nursery Manager. Maria Fitch has a CACHE Level 3 Certificate in Children's Care Learning and Development, she also holds CACHE Level 3 NVQ in Children's Care Learning and Development.

"The Cubby" Practitioners

Our Acting Deputy Manager Maria is the Room Leader in "The Cubby".

Kirsty Goodman has a CACHE Level 3 Diploma for Children and Young Peoples Workforce.

Steph Bartram is currently undertaking a Foundation Degree in Early Years she also has a Level 3 Advanced Apprenticeship in Children's Care, Learning and Development.

Anne Guney has an NNEB.

The "Den" Practitioners

Our Deputy Manager Ali Manning is the Room Leader in "The Den".

Gill Barker has a CACHE Level 3 Diploma in Pre-School Practice.

Beth Daines has an Advanced Apprenticeship in Children and Young People's Workforce.

Claire Ellis has an NVQ Level 2 in Early Years Care and Education and is currently studying for her Level 3 Early Years Educator.

Lunch Supervisors

We have 5 lunch supervisors who help to care for the children during their lunchtime period. Room practitioners also supervise lunches on a rota basis to ensure continuity for our children.

Our Lunch supervisors are:

Catherine Clark

Claire Moring

Denise French

Lucy Cook

Debbie Barnes

Key Persons and your child

When your child starts at our Nursery, we allocate you a key-person. Our Key-person system ensures personal attention is given to the needs and developments of each individual child and family. It will be your key-person that assists during settling in, attends to personal care routines monitors your child's well-being and documents your child's progress and milestones in their learning journey. A key-person will not shadow your child, nor will they be the only adult that your child forms a relationship with. Your key-person aims to create a very personal experience for both you and your child throughout your Nursery journey.

ORGANISATION

We have two rooms, "The Den" and "The Cubby". Children are able to start nursery from when they are 2 years of age and stay with us through until they start school.

The Cubby

This room is home to our youngest children, many of whom begin the nursery life with us at 2 years of age. These children will stay in "The Cubby" until after their third birthday. There is no age restriction on the room, children move up to "The Den" when the room practitioners deem that they are ready to move on (this is also dependent on spaces available in the rooms).

"The Cubby" has a homely family atmosphere for our youngest children, with a spacious enclosed garden designed specifically for their use. Whilst in "The Cubby" we concentrate on developing the children's Personal, Social and Emotional Development, Physical Development and their Communication and Language Development (prime areas).

We accept children who are still in nappies and are happy to help with the toileting process when you feel your child is ready. We provide a quiet area for those children who still require a nap.



The Den

This room is our main preschool room and caters for our older children. Whilst in this room we continue with the support which has been given to the children from "The Cubby", however we start to implement the other areas of the curriculum more fully. There is a strong emphasis on developing each child's self esteem and their independence skills. The children are encouraged to choose activities independently, prepare their own snack and even wash up! The Den is a large and spacious room with free-flow access to our large garden.

In the Den we also accept children who are still in nappies and are happy to help with the toileting process when you feel your child is ready. We provide a quiet area for those children who still require a nap.



GARDEN

We have a large outdoor play area which is well utilised to enable the children to gain as much knowledge whilst outdoors as they would whilst indoors. We class our garden merely as an extension to our indoor rooms. All rooms have access immediately into the garden and we operate a free-flow policy, whereby the children are able to use the outdoors whenever they want to. We have many features within our garden including dens, a sensory garden, an allotment and digging pit to name but a few.



PARENT/CARER PARTNERSHIP

The nursery holds two open evenings per year, this enables parents to gain an in-depth understanding of where their child is developmentally. Each child receives a 'learning journey' when they begin their time with us, this is a large book which holds various photographs of your child, staff observations and pieces of your child's artwork. All of the items held within your child learning journey help the practitioners in planning suitable activities to aid your child's development. We actively encourage parents/carers, grandparents or other family members to place items or notes into the learning journey. If your child will be or is attending another setting we encourage their participation within the journey too. This 'learning journey' is linked closely into the Early Years Foundation Stage.

We encourage parents/carers to spend time within the nursery. We have many parents who support us in various ways this can be anything from visiting once per term to read a story to attending on a regular basis to help in a room.

We hold many events throughout the year which parents/carers are invited to attend these can be our regular Mothers Day Tea's and Fathers Day Picnic and Play sessions to our end of year Garden Party.

POLICIES

The nursery holds written policies and procedures covering all areas as required by OFSTED, also others which we as a nursery feel are beneficial to us. Copies of all policies are available from the office should you request to view them.

Some policies which we hold are :

Admissions	Complaints
Confidentiality	Equality and Diversity
Fire Safety	Health and Hygiene
Safeguarding Children	Parental Involvement
Settling In	Uncollected Child
Outdoor Play	Achieving Positive Behaviour

This is not an exhaustive list, there are many more which are not mentioned here.

HOURS AND FEES

Both Rooms in our Nursery are open from 8am until 4pm, Monday to Friday.

Registration Fee £10.00
 Snack charge (optional) £0.25 per session

Session	Session Hours	Cost per session	
		The Den	The Cubby
Early Session (1 hour)	8 - 9 am	£4.50	£5.00
Early Session (30 mins)	8.30 - 9 am	£2.25	£2.50
Morning Session	9 - 11.30 am	£11.25	£12.50
Lunch Session	11.30 am - 12.30 pm	£4.50	£5.00
Morning Session + Lunch	9 - 12.30 pm	£15.75	£17.50
Afternoon Session	12.30 - 3 pm	£11.25	£12.50
Full Day (morning, lunch, afternoon)	9 am - 3 pm	£27.00	£30.00
Late Session (30 mins)	3 - 3.30 pm	£2.25	£2.50
Late Session (1 hour)	3 -4 pm	£4.50	£5.00

Children are able to book our Breakfast or Late Stay sessions on an ad hoc basis or as a regular part of their nursery hours. All adhoc sessions must be paid for at the time of booking or on the day of the session.

Government Funding

The term after your child turns three, they will become eligible for 15hours Government funded Early Years Education. At the beginning of that term you will be given a form to fill in and sign, this requires you to state how many hours you will be claiming for your child at our nursery. The form is then returned to nursery in order for us to claim the funding.

When you claim for your child's funding there will still be a cost of £0.25 per session which is stated above, this is to cover the cost of snack. You are entitled to opt out of this snack charge, however we would then require you to bring in your child's snack for each session (this snack must meet our healthy eating guidelines). Government funding is also available for some 2 year olds whose parents meet the 2 year old funding criteria. If you think you may be eligible please speak to us or your local children's centre.

REGISTERING YOUR CHILD

If you would like to apply for a place at Saffron Walden Nursery School, please complete the registration form which is enclosed and return it to the nursery. Demand for places is high and we recommend that you register your child as soon as possible. There is a registration fee of £10.00, however this does not guarantee a place or starting date for your child. On acceptance of a place, a classroom settling visit will be organised. During this visit your child will be given a nursery t-shirt.

Children are admitted from the age of 2 years, providing there are places available. We ask that where possible your child attends at least two sessions per week, this regularity helps them settle quickly into the setting.

During morning and afternoon sessions children are offered a 'healthy' snack and a choice of milk or water to drink.

