Monkleigh Nursery
Information booklet for Parents



Welcome to the Monkleigh Family

Welcome to our Nursery at Monkleigh Primary. We are a small unit catering for children from 2 to 5 years of age.

Please see our Daisies page for little ones form 9 months.

We pride ourselves in providing a very nurturing and supportive environment and developing and celebrating each child's unique interests and abilities.

We are very passionate about working with children and their families and cannot wait to develop a positive partnership with your family. We have an open-door policy. Our friendly staff are always approachable and accessible if you need to speak to them.

We have two groups of children within our Nursery. Our Caterpillars are our Nursery aged children who attend for selected sessions during the week – they are aged 3 and 4. Our Sunflowers are two years old they too attend selected sessions over the week. Daisies are our children who are or younger (Daisies -from 9 months), please see the page for Daisies for information on our baby room.

Our Fantastic Team:

Jodie Nursery Lead Level 6 BA Hons foundation degree in Early Childhood Studies. PGCE with QTS in Early Years Level 3 safeguarding officer. Paediatric First Aid Certificate Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate Allergy Awareness Certificate Safer Sleep Certificate	**Nikki** Level 3 diploma in Early years. Paediatric First Aid Certificate Lullaby Trust Safer Sleep Training and Certificate Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate Inspirational Baby Room Training and Certificate Allergy Awareness Certificate	**Mrs Beer** Teaching Assistant for Butterflies and also works with Nursery children BA Early Years (Distinction) Experience as an Early Years Practitioner and Year 1 Teaching Assistant Paediatric First Aid Certificate Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate Speech and Language Specialist TA Allergy Awareness Certificate
Emily Key worker for Sunflowers and Caterpillars Level 3 Early Years Educator and SEN Apprentice Experience as an Early Years Teaching Assistant and Parent Volunteer Paediatric First Aid Certificate Lullaby Trust Safer Sleep Training and Certificate Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate Inspirational Baby Room Training and Certificate Allergy Awareness Certificate	**Mrs Ley (Cathy)** Level 3 diploma in Early years Teaching Assistant for Butterflies and also works with Nursery children Experience of working with SEND children and as a 1:1 support Teaching Assistant. 15 years experience working across EYFS and KS1 Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate Allergy Awareness Certificate Safer Sleep Certificate Cares for the EYFS children before and after school hours Paediatric First Aid Certificate	**Julie** Level 2 Early Years Educator Apprentice Business and Finance Diploma and experience working in the private sector. Experience as a 1:1 Teaching Assistant and an Early Years Teaching Assistant. Paediatric First Aid Certificate Early Years Online Safety Training and Certificate Food Preparation and Hygiene Certificate Allergy Awareness Certificate

Monkleigh Safeguarding Statement

Monkleigh Primary School is committed to safeguarding and promoting the welfare of children and young people. We recognise that all adults including temporary staff, volunteers, parents and Governors have a full and active part to play in the protection of our pupils. We believe that Monkleigh Primary School should provide a caring, positive, safe and stimulating learning environment that promotes the fair and just principles of British values to support the social, emotional, physical and moral development of each child.

People to contact at Monkleigh regarding Child Protection and Safeguarding:

Designated Safeguarding Lead (DSL) Mrs Karen Reeves

Deputy Designated Safeguarding Leads (DDSL)

Designated Safeguarding Governor Mrs Amy Callebaut

Mrs Jodie Baker

Ms Helen Beasley

Mrs Tracey Wilson

Mrs Bethany O'Donoghue

Our Ethos

We are committed to developing the 'Whole Unique Child' through a challenging, engaging and inspiring and ambitious curriculum and environment.

We play, learn and form positive relationships alongside the children. It is essential that we provide the children with excellent learning role models. Developing, supporting and encouraging children to ensure that they are strong, independent, confident and immersed in their learning drives us.

Communication and Language is a real priority for all of the children in our setting. During every experience, interaction and conversation we introduce and develop challenging vocabulary and develop and foster a love for language, books, stories, songs and rhymes.

We use each child's next steps to shape learning experiences and to challenge and extend their thinking. We listen to what the children want to learn and provide experiences and opportunities for this. It is our number one goal that our children feel safe and valued as this will enable them to become confident and curious learners. It is our intent that the children who enter our EYFS develop physically, verbally, cognitively and emotionally whilst embedding a positive attitude to school and learning. We believe that all children deserve to be valued as an individual and we are passionate in supporting all children to develop their resilience, capabilities, confidence and self-esteem to enable them to achieve their full, unique potential.

At Monkleigh Primary School, we strongly believe that the beginning of our children's educational journey ignites the flame for learning and is imperative in "transforming lives, transforming communities".

Parent Feedback

"My Child has loved the Nursery right from her very first day. She has settled really well and made lots of new friends. The staff are friendly, helpful and communication is great. I enjoy seeing photos of all the children's different activities that they have been doing. My child's learning is coming along brilliantly and I am confident that her individual needs are being supported"

'The children love all the teachers! They are so caring and nurturing whilst being honest with any issues we can help with at home'

'Everything is working well! Superb friendly team of staff that genuinely care about children's welfare and progress. The learning opportunities are of a high standard and the learning environment has been developed well.'

"My little boy is a new child since starting at Monkleigh, he runs in without even saying goodbye. It is amazing! Communication is great and all staff do their very best to make sure my child's needs are met."

"Monkleigh Nursery is so wonderful. Our daughter has been attending for a year now and her development within that time has been incredible. The nursery really focuses on all the senses and she often has experiences at school we simply couldn't do at home. Planting and gardening, cookery, exploring, P.E., den-building and sand and so much more! They manage to make learning so much fun and each topic has well thought-through activities that she absolutely loves. Regular updates and informal meetings, including reports have been unexpected but so appreciated. Our daughter loves all her friends, being outside so much, and of course, the amazing staff that make it all possible. Nothing is too much trouble and the environment is simply magical! I'd highly recommend Monkleigh Nursery'

My son used to be absolutely terrified of other children so I was really apprehensive about him starting nursery, but all of his teachers have done such a wonderful job helping him to settle in and he loves it! The whole school has such a lovely family feel to it and the teachers are all so amazing at ensuring every child's needs are met. We're so grateful to have found Monkleigh and can't recommend them enough. Thank you! 💙

I would really recommend the Nursery, it has a lovely feel - just like one big family which is just what I wanted for my little girl starting her school journey 😊

Fantastic school, x loves it and the staff have been very helpful and supportive. Would definitely recommend!

Our Curriculum

We have a strong and ambitious curriculum based on curriculum goals for all areas of learning. Our curriculum clearly outlines what we want the children to know and do by the end of their Nursery journey and Reception year. It is progressive and builds carefully on prior learning. This enables the children to make links between their learning and to build on their prior knowledge and understanding. Our curriculum is ambitious and carefully planned with the next step to Year 1 in mind. This ensures our children's readiness for starting in Year 1.

Please refer to the Monkleigh Curriculum Goals for Nursery and Reception on our class Pages on the School Website. Our early years setting follows the curriculum as outlined in the latest version of the EYFS statutory framework that applies from September 2021.

The EYFS framework includes 7 areas of learning and development that are equally important and inter-connected. However, 3 areas known as the prime areas are seen as particularly important for igniting curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive.

The prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

The prime areas are strengthened and applied through 4 specific areas:

- Literacy
- Mathematics
- Understanding the world

- Expressive arts and design

Delivering the Curriculum

Children in our setting will experience whole group, small group and individual teaching.

Each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities. Staff respond to each child's emerging needs and interests, guiding their development through warm, positive interaction.

Staff play and learn alongside the children. They provide the children with excellent learning role models. Developing, supporting and encouraging to ensure that they are confident and engaged in their learning drives everyone in the unit. Staff use each child's next steps to shape learning experiences and to challenge and extend their thinking. Staff listen to what the children want to learn and provide experiences and opportunities for this. The number one goal is that our children feel safe and valued as this will enable them to become confident and curious learners.

As children grow older, and as their development allows, the balance gradually shifts towards more adult-led activities to help children prepare for more formal learning, ready for year 1.

For more information regarding the curriculum, please read the 'What to expect when a parent's guide to the EYFS' which can be found on the Devon.gov.uk website.

Characteristics of Effective Learning

This is a key element to the Foundation Stage for our provision and finding and providing ways in which our children learn best. The three areas for this are:

- Active learning- The way children engage with their activity. Are they persistent? Are they evaluating and problem solving their ideas? Are they concentrating?
- Playing and exploring- This is about the way children take control of their learning, are they willing to have a go? What activities are they drawn to? What materials and resources do they access to extend their learning.
- Creating and thinking critically- This is focused on the way a child chooses to do things and the way they solve problems and put their ideas to the test.

This is all considered within the provision we provide for all of our children.

Our Planning

Our planning is based around children's interests whilst skilfully linking this with our ambitious and challenging curriculum. We strongly promote a child's confidence and independence to engage in their own activities to enable them to learn through their play. Our provision is set up to encourage exploration and provides challenge for all of our learners. Our topic webs outline the main learning for the Nursery children. We then create a half termly overview which includes our words of the week and the key texts that we will be reading - this is all available on the website.

Read Write Inc Programme

We use Read Write Inc to teach phonics and reading literacy. It is a literacy programme which helps all children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary and spelling. When the children are in nursery, they focus on listening skills and discriminating sounds and songs and stories. In the summer term they will begin to follow the RWI programme.



A Typical day for the Caterpillars and Sunflowers

Forest School takes place on Tuesday and Wednesday mornings. Family Groups for all children takes place on a Friday afternoon.

	Caterpillars	Sunflowers
9:00	Yoga/Wake and Shake Register and Days of the Week Song	
9:05 - 10:00	Story of the Week Early Language and Phonics Activities and Explore and Learn	Story of the Week Early Language and Phonics Activities and Explore and Learn
10:00 - 10:10	Snack and Chat	
10:10 - 11:20	Explore and Learn in the Continuous Provision (Indoors and Outdoors) Speech and Language Time Challenge Activities,	
11:20 - 11:30	Collect and Return tidy time	
11:30 - 11:45	Song time/Song of the Week/handwashing	
11:45 - 12:00	Whole FSU get together for stories, songs and Fred Games	
12:00 - 1:00	Lunchtime in FSU	
1:00 - 1:30	Maths	Maths
1:30 - 2:45	Continuous Provision (Indoors and Outdoors, Music, PE, busy fingers, Forest School	
2:45 - 3:00	Collect and Return	
3:00 - 3:30	Home time at 3pm or Story and Home time at 3:30	

Caterpillars, Sunflowers and Daisies have their own dedicated spaces and integrate together during provision and Explore and Learn Time.

Our SEND Offer

At Monkleigh Primary School we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities. All children are of equal value and deserve access to resources and opportunities to develop their full potential. At Monkleigh Primary School we work in collaboration with families and external agencies to ensure all pupils are given full opportunity to reach their potential and achieve success. We have disabled access to most of the school and run several inclusion programmes to support a child's individual learning to ensure we are able to cater for their needs. Please refer to our school SEND Policy on the school website for further information.

The Special Educational Needs & Disabilities Co-ordinator (SENDCO) is Mrs Karen Reeves (Phone: 01805 623269). The Lead Governor for SEND is Mrs Jane Clarke.

We are in regular communication and have a robust assessment cycle which ensures early identification of any Special Educational Needs. Please do not hesitate to contact Mrs Reeves if you have any questions or concerns.

DIAS gives information advice and support about special educational needs. You can contact us about any SEND issue, including those that are about health and social care needs. We give advice and support to children, young people and parent carers who have a child with SEN, with or without a diagnosis. DIAS can be contacted on: 01392 383080. Further details can be found on their website: https://devonias.org.uk/

The Devon Parent Forum who are working hard to make sure all families of children and young people with SEND in Devon have the best possible support can be contacted via https://parentcarerforumdevon.org/

Paediatric First Aid and Allergy Training, Plans and Support:

All staff in the Nursery Unit at Monkleigh hold a Paediatric First Aid qualification. All staff have also completed statutory allergy awareness training. We have experience in providing care for children with severe allergies and will confidently ensure we are meeting the needs of all of the children in our care.

On registration to the Nusery you will be given a permissions and pupil information form to complete. Details of allergies and medical needs must be added to your child's form. You will be reminded to review this form annually. If there are any changes to your child's information throughout the year, it is the responsibility of the parent or carer to inform the School Administrator.

If your child has an allergy, you will be invited into school to complete an Individual Health Care Plan. All staff will be trained in the Healthcare Plan to ensure that they have a clear understanding of the needs of the child regarding food handling and preparation. All identified children have an allergy action plan which is regularly reviewed.

All food that is brought in by children from home will be checked for potential allergens so that the risk of cross contamination is reduced.

Food and Nutrition

In school, we follow the DfE early Years Foundation Stage Nutrition Guidance. Please refer to our Food and Nutrition Policy for further information.

PLEASE NOTE THAT WE ARE AN ALLERGY AWARE SCHOOL AND HAVE CHILDREN AND ADULTS WITH ALLERGIES TO: NUTS, MANGO, KIWI, MILK and EGGS

All food served to children must be prepared in a way to prevent choking. The Food Standards Agency and Department for Education has 3 posters on how to prepare food safely to avoid choking - please refer to and adhere to the posters when preparing food to send into school for your child. The posters are included as part of this information booklet.

Parents and/or carers are encouraged to:

• Ensure the food is suitable for their child's individual developmental needs and prepared in a way to prevent choking.
• For perishable items that should be kept cool, pack food in insulated sealed bags. If ice packs are unavailable, the '4-hour rule' can be applied. This rule allows food to be stored outside of chilled conditions for up to 4 hours, but this should only be done once during the entire storage.
• Clearly label their child's name on the lunch bag and detail the contents.

• Pack foods that can safely be kept at room temperature if there is no refrigerated area for storing food brought from home. The Food Standards Agency provides 28 advice on Listeria which has examples of ready-to-eat foods that should be eaten within 4 hours of removing them from the fridge.

A fruit snack is provided by the school and we welcome kind donations of fruit, crackers, breadsticks or rice cakes from parents and carers. Children are welcome to bring in their own food snack – please ensure that is prepared following the advice provided above.

All meals and snacks are prepared within our school kitchen which allows for the hygienic preparation of food for children. All staff who are involved in preparing and handling food hold relevant and up to date food hygiene training. There is information on how to order school meals in the MCAS section of this booklet.

Our curriculum overviews and curriculum webs show how we develop teaching and learning of food, nutrition and living healthy lifestyles during every child's Early Years journey.

Parent involvement

We are very passionate about working within a partnership with our parents. We want you to be involved with your child's learning as this is the best way for a child to thrive.

We have different members of staff in place to be your child's key worker. The role of a key worker is to be the main practitioner responsible for meeting your child's emotional needs and working closely with you to help aid their development. Communication in the first instance will be to your child's key worker however all staff are always on hand to talk to you and help you with any questions. All of our staff are warm, approachable and friendly and are happy to discuss any queries or questions you have regarding our provision or your child.

Your child's Keyworker and contact details will be shared with you at the beginning of the term that they start in Nursery. Regular updates of children's learning are sent to their individual portfolios on Class Dojo.

Collaborative working with parents and carers is something that we consider as the highest importance. We provide a range of parent meetings – for information about learning and supporting your child's learning and open afternoons, in addition to the more formal Parent's Evenings.

Accessing information regarding Curriculum and Learning:

Joint working with parents and carers and providing support and guidance for every child's learning and development maximises happiness, development and learning. We publish our curriculum overviews and curriculum maps on our Nursery Class page of the website. Every Monday, we communicate the learning for the week, story of the week and song of the week to parents. On Friday we add to a weekly learning blog on the website. This gives parents a flavour of what the children have been doing that week.

Parents of Caterpillars are carefully supported with the transition to Butterflies. During their child's Reception Year, parents and carers will receive regular messages, videos and guidance for supporting children with their reading, writing and maths at home.

Transition for Daisies and Sunflowers take place over the year in conjunction with parents and carers.

Friends of Monkleigh School (FOMS)

Every parent or carer of a child at Monkleigh School is automatically a Friend of Monkleigh School. FOMS are a hard-working team who fundraise throughout the year to provide excellent resources and experiences for all of the children at Monkleigh. Please visit their page Friends of Monkleigh School on Facebook to become a member of the group.

Class Dojo

We use the Class Dojo app. This is a school communication platform that teachers, students and families have access to, to build a close-knit partnership by sharing what is happening at home and in the provision by sharing videos, photos and messages. This is a great way for parents to see what their child is learning about.

Admissions for Caterpillars, Sunflowers and Daisies:

We take children from 9 months old old.

Children who start at age under 2 will access our Daisies room at the age of two children will transition to our Sunflowers Room. Children who start Nursery as a 'Rising 3' will access Sunflowers and Caterpillars. It is our policy that all children attend at least 2 sessions per week over different days to ensure a successful and positive settling in experience.

Our government funded childcare offer:

We offer 15hrs universal funding hours for 3/4yr olds (commencing the term after your child turns 3yrs old).

We offer 30hrs working entitlement funding hours for all eligible families (commencing the term after your child turns 9 months old).

Please Note: You are liable to keep your own working entitlement code up to date every three months using your government gateway. Please see www.gov.uk/free-childcare-if-working

Additional extras:

If you require further hours above your childcare entitlement with the government, our private hourly rate is listed below:

0-2yr olds - £10 per hour
2-4yr olds - £7.50 per hour

Although lots of our children in our Nursery Class move into our Reception Class, Children attending our Nursery Class at Monkleigh do not automatically qualify to attend the Reception Class. Admissions to Reception Classes are handled by Devon County Council Admissions and are based on a separate policy. We always warmly welcome applications to our Reception Class and visits to come and see our FSU.

Notice Period for Daisies, Sunflowers and Caterpillars:

We claim for a notice period of up to 4 weeks - this is for funded and chargeable hours. Prior to admission, all parents are required to sign a contract agreeing to this notice period.

Where a parent has decided to leave a funded place, we can claim up to a maximum of 4 weeks (28 days) funding from the last day of attendance or the date the parent gave notice (whichever is earlier). No distinction is made between times that are open or closed.

For example: a parent gives notice to a term time provider on the 31st March. The 4 weeks' notice period would therefore end on the 28th April. The provider is closed for 2 weeks (Easter holidays) during the notice period and therefore only 2 weeks of funding can be claimed.

If the parent leaves Monkleigh School without giving notice, we may claim funding in accordance with the paragraphs above. Should the parent choose to attend another provider before the notice period ends, the parent will be responsible for any costs at the new provider for the remainder of the notice period.

Where a child claims funding from us and moves to another local authority, the notice period will be honoured.

Sessions:

For Caterpillars, Sunflowers and Daisies we run sessions every day, it is possible to choose from:

Start - 8am or 9am

Finish - 12pm, 1pm, 3pm, 3.30pm or 4.30pm

Mrs Hobbs/Mrs Manning coordinate the allocation of sessions and can be contacted by email at admin@monkleigh-primary.devon.sch.uk

Admissions for Butterflies:

All children who would like to attend Monkleigh Primary School for their Reception year (Butterflies) need to apply via Devon Admissions – even if they have been attending the unit as a Caterpillar.

Details for how to apply, including online login information will be sent to you in the November before your child is due to start full time school. Applications need to be submitted before 15th January of the year that your child will start full time school. Please refer to **The Step by Step Guide to Normal School Admissions** published by Devon County Council.

MCAS – My Child At School:

Caterpillars and sunflowers are welcome to have a school dinner at a charge of £2.65 All of our delicious school dinners are freshly cooked on site. Please book and pay for your child's school lunches on MCAS. Daisies will need to bring in from home any food they require for their session.

Parents will need to book lunches for their children from the beginning of the term after their third birthday. Bookings for lunches are completed via the MCAS (My Child at School) APP.

Installing and Using MCAS:

My Child At School [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's Attendance, Assessment and Behaviour whenever the parent/carer wishes.

As well as student performance data, the portal also provides general useful information about school such as the Academic Calendar and Announcements. In summary, My Child At School provides:

Access to real-time Attendance,

Assessment and Behavioural data

An insight to parents on their child's schoolwork (homework topics etc.)

Communication facilities to improve contact between parents and schools

Please refer to the installing guidance in this booklet and the MCAS Guide for Parent which can be located on the FSU Class Page by following this link:

Settling in

We offer settling in stay and play visits the term before a child is due to start with us. In addition to the stay and play session there will also be an information meeting for parents. We can be flexible with catering for your

child's settling in needs and will work with you to find the best way for this to happen. We want every child's time at Monkleigh to be happy and positive.

School Uniform - new provider

We are pleased to announce that we have a new school uniform provider, In Stitches, based in Littleham.

In Stitches **https://www.institchesweb.co.uk/monkleigh-primary-school?page=2**

Our Rationale for School Uniform:

Children wearing uniform from the beginning of their journey as a Sunflower has numerous positive benefits. The decision for all children in FSU has been carefully thought through, with the children's needs, as always, at the heart of the decisions.

Wearing a uniform provides a sense of belonging and identity, children develop an understanding that they attend Monkleigh School, they take pride in their appearance.

All children have a sense of collective identity as they are dressed in the same way, this promotes teamwork and the understanding that they are a class.

Uniform ensures that children are wearing safe and practical clothes for safely navigating the outside areas, Forest School - e.g. no strings, headbands etc that could get caught - safety is paramount.

Research suggests that it is positive for all children to have a routine. They are developing their understanding of the days of the week and what happens on those days - e.g. PE kit on a Monday = PE, PE kit for Forest School. It also signifies that they will be going to school that day.

Many of our children attend two settings, the uniform enables the children to understand which setting they are attending on that day.

Uniform is cost effective and easy to source and pre-loved uniform is always available - this means that children's own clothes are not getting marked or stained.

The colour uniform for Sunflowers and Caterpillars is red, the Butterflies are green.

Sunflowers and Caterpillars: Red sweatshirt or cardigan with logo. white polo shirt - plain or with logo. Black or grey comfortable trousers, shorts, skirts or pinafore dresses - suitable for independent toileting (leggings, jogging bottoms, trousers with elasticated waist)

Children can wear comfortable and sensible shoes - please select shoes that enable your child to put on and take off their shoes independently.

PE Kit: Red sweatshirt, red polo shirt or Red PE T shirt with logo and black leggings shorts or jogging bottoms.

Butterflies: Grey/Black shorts, trousers, skirts, pinafores - leggings can be worn under skirts and dresses as tights but not as trousers.

White(polo) shirt, plain or with logo (Logo polo shirts are available from School Threads) Green sweatshirts or cardigan with logo

Children in Butterflies are expected to wear sensible black school shoes

PE Kit: Red Hoody with logo on and child's initials for P.E (available from School Threads) Red P.E T shirt with logo, black P.E shorts with logo (or plain if preferred) Skorts/Shorts are now also available from School Threads. Red Football socks (long).

What to bring

All children within our unit require the following things every day:

- Drinks bottle
- Waterproof clothing
- Wellington boots
- Changes of clothing
- Weather appropriate clothing and accessories
- Book bag - a green book bag for Caterpillars and Butterflies as this can then be used throughout the school - Please make sure that Caterpillars have a book bag.
- PE kit
- Pull ups, baby wipes and nappy bags, if required.
- Dummies - named and in sealable and named storage pots. Bottles as required.

We are very hands on with our learning and will be outside no matter the weather. Different weather brings new and exciting learning opportunities.

Please make sure all belongings are named

* Please make sure that book bags are easily identifiable by the children.

Attendance

Sessions are booked on a half termly basis; any changes in hours can only be made at the start of a new half term.

Missed sessions for Nursery will still be charged if parents are paying unless we are provided with 4 weeks written notice. Any time off from the school must ask for the Head teacher's permission in advance by completing the relevant Leave of Absence Request Form - available on the school website or from the School Office.

Payments must be made in advance. Failure to pay fees may result in your child's sessions being withdrawn.

Parents must notify the school if there are any change in their circumstances, particularly if this will affect funding or your child's attendance in any way.

Parents must inform the school office directly if their child is unable to attend their session by 8.30am of that day.

Collection

We give parents information about the procedures to follow if they expect to be late. These include:

- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult)
  - Calling the nursery as soon as possible to advise of their situation
  - Asking a designated adult to collect their child wherever possible
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation
- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person. This designated person must know the password in order for the nursery to release the child into their care. This is the responsibility of the parent.
- If a child has not been collected from the nursery after a reasonable amount of time, at least ½ an hour has been allowed for lateness, we initiate the following procedure:
  - The nursery manager will be informed that a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the manager will try to contact the parents

on the telephone numbers provided for their mobile, home or work. If this fails the manager will try the emergency contacts shown on the child's records

- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team
  - The nursery will inform Ofsted as soon as convenient
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process
- In order to provide this additional care a late fee of £5 for every 15 minutes or part thereof, will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Change of details:

Parents/carers are required to inform school immediately if any information given on the enrolment form changes. This includes a change of address, contact number, GP and importantly update of emergency contacts and who you authorise to collect your child.

Medical:

Parents are requested to inform the school of any food allergies or medical conditions. Please see previous information regarding permissions and forms in the Allergy Training Plans.

We also ask parents to provide school with copies of any medical correspondence or appointments.

Immediately the School Office if your child is suffering from any contagious disease. For the benefit of the other children in school, you must NOT allow your child to attend.

We do have a 'Am I well enough for school?' guideline which we request parents to follow to ensure the children are happy and healthy to learn.

If your child has been prescribed any antibiotics we ask them NOT to return to school 24 hours from commencement of their first dose in case of a reaction. Medication can then be administered after this period of time by a member of staff once a permission form has been filled out.

We ask that if a child has been sent home with a temperature of 38°C or above that they remain away from school for the next day to ensure that they are fully recovered. Please refer to the medical documents in this booklet.

Any incidents of choking, which have required intervention will be logged on our Choking Incident Record. Please see further information in this booklet regarding Choking Intervention Procedures. Any administration of abdominal thrusts required to be followed up with a visit to Accident and Emergency.

Infection Control

At Monkleigh Primary School Nursery we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the Health protection in Children and Young People Setting Guidance which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/ face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from moving around the nursery.

Our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy
- Appropriate Personal Protective Equipment (PPE) is available when changing nappies, toileting children and dealing with any other bodily fluids. This must be worn when dealing with blood/vomit Staff are requested to dispose of these in the appropriate manner and wash hands immediately.
- Clean and sterilise all potties and changing mats before and after each use
- Clean toilets at least daily and check them throughout the day
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine
- Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross- contamination with other children
- Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
- Provide labelled individual bedding for children that is not used by any other child and wash this at least once a week
- Ask parents and visitors to remove all outdoor footwear or use shoe covers when entering the nursery.
- Where applicable wear specific indoor shoes or slippers whilst inside the rooms and make sure that children wear them as well
- Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious.

Intimate Care:

At Monkleigh Primary School we understand that young children frequently require support with intimate care. This includes nappy changing, assistance with toilet training, changing soiled or wet clothes, and basic hygiene tasks. See our Intimate Care Policy for more information.

Our primary objective is to safeguard the child's welfare, respect their dignity, and promote independence, while strictly adhering to our Intimate Care Policy and Safeguarding Procedures.

Our Commitment to You

1. All intimate care is carried out by qualified, DBS-checked staff members.
2. Care will be delivered in a private, designated area using correct PPE (aprons and gloves).
3. Staff will preserve your child's dignity and use encouraging language throughout.
4. A confidential written record of all intimate care interventions will be maintained.
5. Parents/carers will always be informed on the day an intervention occurs.

As part of the Admissions Process, you will be sent an Intimate Care Permission Form. This will need to be completed and returned to school prior to your child's starting date.

Policies

All of our policies can be accessed from our school website.

Any more questions or queries please email

admin@monkleigh-primary.devon.sch.uk

Or to speak to one of us please call: 01805 623269