

# The Bramble Infant School & Nursery

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Nursery Manager: Mrs Mindy Butler

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## Childcare Information Pack for Parents



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## Ofsted inspections 17 July 2013

The Nursery School (Pre-School) had an "Ofsted" inspection 1-2<sup>nd</sup> October 2013 under Section 5 of the Education Act 2005.

The following are direct quotes from the inspection report:

- *High Priority given to the care and safety of children helps them to settle quickly and develop confidence and independence.*
- *Children behave well, develop very good relationships with others and carry out relationships with others and carry out activities enthusiastically. They are well prepared for moving into Infant School.*
- *Children's good progress ensures most reach the levels expected for their age by the time they leave. Increasingly they are exceeding these levels, especially in their personal, emotional and social, and physical development.*
- *Children are well taught because staff take good account of their development needs and interests. Exciting and fun activities motivate children well.*
- *The Headteacher is a very skilled leader who is supported well by staff and governors. Together, they use their accurate understanding of the school's strengths and areas for development to drive forward improvement well. The nursery is well placed to improve further.*
- *Governors are very committed to the nursery and hold staff to account effectively for the quality of teaching and children's achievement.*
- *The work of the federation benefits nursery staff and children. This is seen in the effective leaderships teams that work well together to check the quality of the schools' work and provide support. There are also joint opportunities for training, for example, in how to involve parents and carers more in supporting their children's learning at home.*

The Nursery School (Childcare) had an "Ofsted" inspection on 17<sup>th</sup> July 2013 under Part XA Children Act 1989 as introduced by the Care Standards Act 2000 and under Schedule 26 of the School Standards and Framework Act 1998.

The following are direct quotes from the inspection report:

- *There is good interaction between staff and children. Staff question children to stimulate their thinking and encourage them to work things out for themselves.*
- *Staff prepare children well for change. As younger children move between rooms within the nursery, they are well supported in joining a new age group of children.*
- *Staff have implemented the progress check at age two and are beginning to track children's learning using a system provided by their local authority.*
- *Staff provide an interesting and varied learning environment both indoors and out. Children make good progress as a result.*

# Bramble Nursery

Thank you for the interest you have shown in childcare at this school.

The school is renowned for the excellent nursery education and quality of care and nurturing that is given. In October 2016 we moved into our new purpose built building where we offer a unique and special year-round childcare facility for children from 6 months.

Primrose is our baby unit where we provide a safe and stimulating environment for the 6 month to approximately 20 month old children. The room has its own entrance, buggy park and fenced garden area. The children are cared for in a nurturing and stimulating environment with the opportunity to learn and explore as they play.

From around 20 months old the children move up to the Bluebell room, which is a charming and predominantly child led environment where the seven areas of learning are introduced for children to explore and discover. When the children are approximately 2 years 8 months they will move into the Blackberry group which helps prepare the children for Pre-school. A more structured child led play is experienced by the children and free play into our lovely outside deck area and playground. Finally when the children are three they move to Honeysuckle our Pre-school, where the children's intrinsic desire to learn is developed in preparation for when they start school. The Pre-school has its own outside area and the children are able to free flow from the classroom to outside at all times.

## NURSERY CHILDCARE HOURS

We are open from 7.45am until 6:00pm all year apart from Bank Holidays and the period between Christmas and New Year. If a child is booked until 6pm the parent will need to collect them by 5:50pm to allow time to get the child ready to go home and for any discussions needed with staff.

Full days booked as whole hours will be available or sessions (minimum 4 hours). Subject to staffing levels and availability of places, it may be possible for additional hours to be booked, but these cannot be guaranteed.

## REGISTRATION AND ADMISSIONS

Registration forms can be submitted at any time, giving a preferred starting date. Registration forms must be accompanied by the Registration Fee (see below). Cheques will only be cashed when confirmation of the required sessions has been made with the childcare manager.

## FEES

### **Registration Fee:**

Parents will be required to pay a registration fee when they register their child for a childcare place. This is non-refundable but, if paid by cheque, will not be cashed until your sessions are confirmed.

Cash and card payments can be refunded but only with at least 6 weeks' notice of cancellation prior to start date.

The charges are:

- £15 if a place is required within 6 weeks.
- £50 if requested starting date is more than 6 weeks after registration date.

## **CHILDCARE FEES FROM 1<sup>ST</sup> APRIL 2017**

### **Full Day Rates**

<b>Hours</b>	<b>6 months – 2 years</b>	<b>2 – 4 years</b>
4 hour day	£21.60	£20.60
7 hour day	£39.55	£37.80
9 hours or more	£49.18	£46.81

## **Hourly Rate for 6 months – 2 years £5.65**

## **Hourly Rate for 2 years onwards - £5.40**

Fees are payable monthly in advance by cheque, card or cash.

Fees must be paid by the 7<sup>th</sup> of every month.

There is a 5% sibling discount for the youngest child.

**Late Fee:** It is essential that parents keep to their arranged hours to ensure correct staffing levels. Any parents who are late collecting their child or early arriving without prior arrangement may incur a fee of £5 per 10 minutes.

Parents may have up to two weeks per year free of charge for holidays (arranged at least 6 weeks in advance with the Childcare Manager.) The two weeks must be taken in a block and not as odd days.

There can be no fee reductions for illness as staff costs will be the same. Parents will *not* be charged for Bank Holidays or the period between Christmas and New Year when childcare is closed.

Fees are in line with the Childcare Element of Working Tax Credit. Parents can check if they qualify for Tax Credits by phone on 0845 300 3900.

We also accept childcare vouchers such as “Computershare” and “Edenred” which some employers provide to help with childcare costs.

The minimum session length is 4 hours although we will look at individual cases and see if there can be any flexibility with this. This can include a maximum of 30 hours free nursery education/Childcare during term-time for eligible 2, 3 and 4 year old children. (The term after their 3<sup>rd</sup> birthday).

### Term-Time Only

We have a limited number of term-time only places. If you request this and it is not available, you will be offered a 51 week payable place. You can add your child to the waiting list for a term time only place.

*Funding for eligible 2, 3 and 4 year olds is for 38 weeks per year only. If you do not have a term time only place sessions/hours booked outside of the funded weeks must be paid for in full.*

You will not be expected to pay “Top Up” fees for term-time only funded places.

## SETTLING IN

We are aware that leaving a child with unfamiliar people can be very difficult for any parent. It can also be difficult for the child to part from their parent/s. But we can assure all parents that children do settle and we will keep you fully informed as to how your child is settling in.

To support children to settle:

- We ask parents to visit the nursery prior to booking to ensure our provision is what you're seeking and give you the opportunity to ask questions of staff.
- We encourage parents to give us as much information about their child as possible to aid us in creating a comfortable environment in which he/she can play, learn, relax and have fun.
- We invite parents to spend a short session/s with their child in the childcare unit and nursery. This is an opportunity to

observe the care and education we provide and to meet the staff who will be looking after your child.

- A keyperson is allocated to each child and she will make efforts to speak with parents of new children every day while they are going through the initial settling in period (other staff will do this in her absence).

## **PARENT PARTNERSHIP**

Bramble Nursery is committed to developing good relationships with parents. It is this relationship that contributes to a consistency of care and education that is of paramount importance for a child to develop and learn.

Parents are a child's first and most important educators. Keypersons are in place to look after small groups of children and get to know each one individually. These Keypersons liaise with the child's parents on a regular basis – usually on drop off or pick up times.

If you would like to speak with your child's keyperson about your child's development and browse through their records then we ask that you please book an appointment.

## **MEALS AND SNACKS**

The nursery will provide mid-morning and mid-afternoon refreshments. These may be milk or water and a variety of healthy snacks. Food from different cultures may also be introduced on occasion. Parents are responsible for making the nursery aware of any allergies or religious dietary needs.

Home-made hot lunches are available at £2 per meal and teas at £1 per meal. These will need to be pre-booked. Menus are available in advance.

Children should bring food for lunch and teatimes as appropriate. All food must be in a container clearly marked with the child's name. Drinks and cutlery will be provided.

Parents are asked to avoid providing foods containing nuts or other "high risk" allergy foods to ensure no other child is put at risk.

We also ask that children are not given 'sweets' for mealtimes.

Parents of babies will need to supply ready-made formula bottles.

## STAFFING

Minimum ratios for staffing are as follows:

6 months – 2 years – 1:3

2 years – 3 years – 1:4

3 years – 4 years – 1:8

These are *minimum* staffing levels. There will very often be more staff available than this minimum level.

The majority of staff will have recognised childcare qualifications (such as NNEB, BTEC, NVQ). A few staff may be working towards NVQ childcare qualifications and this will be under the close supervision and guidance of qualified, experienced staff. Senior staff are all qualified and have at least 3 years' experience in a childcare setting.

All staff are checked through the 'Criminal Records Bureau' as suitable to work with children.

The qualified teachers of the school have a close involvement in the childcare provision.

## WHAT TO BRING

### **Babies**

All nappies, wipes, lotions and creams. *(These may be left on the premises if this is easier for parents.)*

Ready-made bottles of formula milk.

Comforters.

### **Older children**

Packed lunch (7.45am – 12.45pm) and/or packed tea (12.45pm – 5.45pm) depending on hours (tea is at 4pm). We are very happy to warm foods in a microwave though this is preferred during the lunchtime period and not at teatime.

### **All children**

Change of clothes.

Clothes appropriate to the weather eg warm, rainproof outdoor coat and shoes in winter, sun hats and sun cream in summer.

**All personal belongings including clothes should be clearly named.**

## **WHAT TO WEAR**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes, which are easily washed or not too new.

It is good for children to practise the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to, and to put on and take off their outdoor clothes without being too dependent on other people's help.

Please try to avoid braces and 'all in one' suits. Jewellery must also *not* be worn. If you insist on your child wearing pierced earrings, they must *only* be the tiny "stud" type.

Clothes should be clearly named as it is easy to lose items.

## NURSERY POLICIES

All our policies are designed with the best interests of children being of paramount importance. These policies will be reviewed periodically and comments and suggestions from parents are always welcome.

A brief outline of some of the policies is listed here. Further details of policies are available at the signing in areas.

### ***Equal Opportunities***

All children are treated equally, regardless of ethnic origin, abilities, home background, culture, religious beliefs or gender.

### ***Safeguarding Children***

We work closely with childcare agencies in the best interests of the children within our care and we have a duty to report any concerns. All staff will have undergone a check into their backgrounds by the Criminal Records Bureau.

### ***Behaviour Management***

Our nursery believes that children learn best by example and the reinforcement of positive behaviour. We encourage the development of appropriate social skills enabling children to understand a sense of right or wrong. At NO time will physical punishment be used in our nursery nor will children be ridiculed or made to feel inferior amongst their peer group.

### ***Special Needs***

Children with special needs will be welcomed at the nursery and every opportunity will be given to ensure that they receive the support they need to reach their full potential. This may require us to liaise with outside agencies and professionals in order to meet any specific needs.

### ***Childhood Illness***

If your child is unwell they must be kept at home, this is important for the well-being of other children and staff at the nursery. If your child should become ill whilst at nursery we will contact you immediately so that you can collect them. If your child requires medication during nursery hours, we will require your written permission prior to administering it.

# THE EARLY YEARS FOUNDATION STAGE (EYFS)

All children will be following a curriculum based on seven areas of development. It is anticipated that the majority of children will achieve these developmental outcomes (Early Learning Goals) by the end of their Reception Year in infant school.

**The Early Learning Goals** are divided into two categories. They are the 'Prime Areas' and the 'Specific Areas'.

Prime Areas being the fundamental development stages that underpin the whole Early Years Foundation Stage for every individual child.

Specific Areas being the essential skills and knowledge children will learn and develop through the early years.

## Prime areas

- **Personal, Social and Emotional Development** relates to developing confidence and independence while learning to concentrate and to enjoy sharing as part of a group. Children are helped to foster positive attitudes and dispositions towards their learning, while developing social skills, helping them to form good relationships with adults and peers. Children need good attention skills and persistence to become independent learners.
- **Communication and Language Development** includes communicating with one another and developing skills in talking, listening and writing.
- **Physical Development** relates to improving control and co-ordination of their bodies while learning to move and to handle equipment.

## Specific Areas

Each Classroom is set up to incorporate the seven areas of learning which the children can explore independently.

- **Mathematics** - the children have access to early Maths equipment and concepts through toys and learning resources which allow the children to explore matching, sorting, counting, time, quantity, measurement, shape and space.

- **Literacy and Communication and Language** – these areas allows the children to explore the wonderful world of books, and stories, as well as providing tools for mark making, writing and fine motor development. Communication and language is encouraged in every activity and conversation in order that our children become confident in speaking and listening.
- **Understanding of the World** – this area is full of discovery equipment, toys from around the world, and learning resources such as maps, torches, sensory items, musical instruments and puzzles. The area covers investigating and beginning to understand the things, places and people around us.
- **Expressive Arts and Design** - This area of learning is covered in part by our Creative Art area where the children have free access to a variety of painting, collage, printing and junk modelling. The area encourages the children to communicate by using colour, shape, sound and texture, movement and stories. The children also explore books and instruments independently or in group times as well as Drama, and play using blocks, colour and marks.
- **Physical Development** - The children have free flow access to the garden and outside areas where they can use a variety of bikes, trikes and scooters as well as balancing equipment. We also do regular music and movement sessions and dancing to promote gross motor development. Fine motor skills are encouraged in all areas of the classroom.
- **Personal Social and Emotional Development** – Our older classrooms each have a Practical life area, which offer the children a chance to play with things that link with home, and also develop dressing skills, threading, pouring, transferring, taking care of plants and help with looking after our environment.
- **Nature Room** – We recognise that many children living in the city may not have the opportunity to experience the wonders of the Natural world, and therefore we have created a room where within a small group the children can look at different aspects of nature and the creatures that live around us.

## COMPLIMENTS, SUGGESTIONS AND COMPLAINTS

We appreciate parent's feedback on all issues surrounding the care and education of your children.

Compliments about Brambles Childcare are much appreciated. Suggestions will be valued and we will incorporate any ideas that are possible.

We hope that you will find your child's time with us is spent doing a variety of interesting activities where he/she can develop and learn new skills. Should you find dissatisfaction with our childcare service please speak to the Manager (or Deputy in her absence). Staff will listen to and log your complaint. The School Headteacher will be notified of complaints immediately and we will work together with parents to resolve the complaint. If you are not satisfied with the way we have dealt with your complaint you may contact Ofsted Early Years.

Our registering body:

Ofsted National Centre  
National Business Unit  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA

Ofsted Early Years Complaints Line: 0845 640 4040

For a full copy of our 'Complaints Procedure' please ask a member of staff.

**All policies and procedures are available to parents. If you require a copy of any or all of our policies and procedures please ask a member of staff.**

Thank you for taking the time to read this booklet. Please feel free to pop in and see us. Appointments are helpful to ensure that the staff are free to show you around and answer any questions you may have.

If you have any questions please contact us on the Childcare Office number at the front of this booklet.

