



NEWHALL

PRIMARY ACADEMY AND NURSERY

Welcome to Newhall Nursery

A message from the Nursery Manager

Newhall Nursery offers a purpose-built, home from home environment where your children can feel safe and nurtured whilst they play and learn.

The modern design of the building places great attention on safety, security, accessibility, suitability and play space for the children in each of our rooms and our nursery atmosphere presents as warm and welcoming to our children, parents, staff and visitors.

I completely understand how important the decisions are that parents have to make for their children especially in their early years. Newhall Nursery is a place where every child matters and is supported and nurtured to achieve their unique potential. We understand that you know your child best and we thus encourage daily communication between parents and our qualified, well-trained staff to ensure that together we are all actively involved in your child's care and development.

The staff and I feel very privileged that you have chosen Newhall Nursery for your child at this very special and important time in their lives and we look forward to welcoming you.

Lisa Andrews
Interim Nursery Manager



About Us

Our 56-place nursery is located in the heart of Newhall, a housing development on the periphery of Harlow in Essex. The nursery is open all year round from 7.30am until 6pm and has funded and full-time day care places. We are able to accept children from the age of six months.

Our school and nursery are part of the REAch2 Academy Trust which promotes strong cultural, and social values as well as an expectation of an innovative, up-to date curriculum for each of its 60 primary schools across the country. Newhall Primary Academy and Nursery promotes a 'Growth Mindset' approach to provide all of our children with opportunities to independently challenge themselves.

Newhall Nursery is committed to safeguarding and promoting the welfare of each of our children. Our lovely setting enables us to ensure our children are happy and well-supported by trained staff who plan and prepare resources to support a breadth of learning-through-play and in-the-moment learning opportunities. We are an inclusive school and nursery where everyone is equally valued, and difference is celebrated.

We foster strong relationships with our families, staff, governors and the wider community of Harlow. Our families are exceptionally proud of their nursery and school. They generously support our fundraising events and parent attendance at productions, special 'open' days and parent meetings is excellent.

Newhall Nursery is a place where every child is respected and treated as an individual, with no limits placed on their learning - just opportunities to continually explore and develop.

We look forward to meeting you and showing you what a very special place Newhall Nursery is.

Contact Details

Emma Pike (Nursery Manager as at October 2021)

Lisa Andrews (Interim Nursery Manager)

Tel: 01279 351104 (nursery) 01279 215480 (primary school)

Address: Newhall Primary Academy and Nursery
Roundhouse Way
Harlow
Essex
CM17 9SF

Covid-19

We are currently following government guidance in relation to how we operate the nursery during the pandemic. A Risk Assessment, policies and procedures are under strict and constant review to ensure the safety of our children, staff and parents. These procedures will be communicated with parents.

Our current nursery procedures are set out below. Parents must:

- To continue to follow social distancing rules set by the government outside of nursery
- Ensure clothes worn by children are clean each morning
- Nappies, wipes or formula milk to be in sealed packaging
- Children to wash their hands before and after nursery
- Spare clothes to be clean
- Parents are not to enter the nursery classrooms under any circumstances
- Parents to stand on the markings placed on the floor and not go to the next set of markings until it is clear and safe to do so
- Only one adult per family present when dropping off and collecting children
- Children not to bring any toys in from home. If children require comforters, a spare comforter can be given to stay at the nursery wherever possible.
- Do not congregate with other parents or try to speak with staff for prolonged periods
- Agree to keep children with any symptoms at home
- Agree to notify us of any child or family member that has symptoms and has tested positive for Covid-19

Nursery procedures:

We know that, unlike older children and adults, children in the early years cannot be expected to remain 2 metres apart from each other and staff. We endeavour to keep children safe and reduce the risks and therefore our expectations are:

- staff to maintain social distancing where possible
- staggering drop-off and collection times
- parents are not to enter the nursery classrooms
- only have one adult at drop off and collection times
- only 4 adults allowed past the foyer doors at any one time during drop off and collection times
- staggering staff lunch breaks
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of the nursery and resources
- minimising contact and mixing
- staff have been offered lateral flow testing twice a week
- the nursery will display coronavirus infection control measures information posters
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks

- Before leaving school
- At regular intervals throughout the day

As per government guidance, we are unable to welcome parents and visitors into the setting at this time. We will be in touch with parents where their child requires a settling in session in due course. We have a virtual tour available on our website.

The above measures will be reviewed and updated accordingly. Please refer to our school and nursery website for additional information.



Mission statement

Our mission statement, "**Aiming high; Reaching higher**", underpins everything we do and strive to do.

Vision

Children at Newhall will feel safe, valued and develop a love of learning.

Our Vision is underpinned by our six Core Values. These values are reflected in all interactions with the children and our nursery community.

- **Honesty**
- **Respect**
- **Responsibility**
- **Resilience**
- **Aspiration**
- **Reflection**



Child Protection

At Newhall, the health, safety and well-being of every child is paramount. We listen to our pupils and take seriously what they tell us. Our aim is for children to enjoy their time as children within the nursery and in school.

To promote a safe environment for pupils, our safer recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service (DBS) checks, in accordance with current legislation, and in addition to this teaching staff are monitored through the recently introduced national prohibition check service.

All entrances and exits to the nursery are secured during school hours, and the only access to the school is through the main school entrance which has a constantly monitored entry system.

In accordance with our responsibilities under section 175/157 of the Education Act 2002 and "Keeping Children Safe in Education" September 2019, we have a Designated Safeguarding Lead for Child Protection, Mrs Charmaine Ward (Headteacher) who is a member of the Senior Leadership Team, and has received appropriate training for this role. It is their responsibility to ensure that all staff in contact with children receive child protection awareness training on a regular basis.

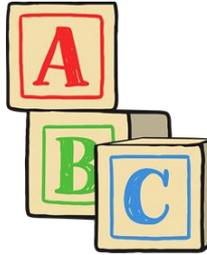
Occasions do arise when our concern about a child mean we have to consult other agencies. Whilst we would always aim to work in partnership with parents, there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under S47 of the Children Act 1989, may want to speak to a child without a parents' knowledge. This would be a decision made in collaboration with partner agencies and would only be done in situations where a child might be at immediate risk. To gain consent at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures, which we follow, have been laid down by the Local Authority (ESSEX) Safeguarding Children's Board, and the academy has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Headteacher, Mrs Charmaine Ward, our Nursery Manager, Stef Montgomery, or your child's room leader. The Policy can be found on our academy website.

Opening Hours

The Nursery is open from 7:30am to 6pm. We open 5 days a week all year round, excluding Bank Holidays, two Professional Development Days (One Term Notice given) and a week at Christmas. You will not be charged for the days we are closed. We will work in partnership to support your child to settle, which may take time initially, as we want your child to feel happy, safe and secure.



Nursery and Pre-school rooms

The nursery is split into 3 rooms:

Blossom Room -6 months to 2 years with a maximum capacity of 12.

We have currently capped the numbers at 6 per session. The ratio is 1 adult to every 3 children.

Snowdrop Room -2 to 3 years with a maximum capacity of 20.

We have currently capped the numbers at 16 per session. The ratio is 1 adult to every 4 children

Bluebell Room -3 to 5 years with a maximum capacity of 24 children. The ratio is 1 adult to every 8 children.

Each room has a Room Leader and 2 or 3 Nursery Assistants. Each room has their own outdoor play area and garden which the children access daily. Children will move to the next room the term after their birthday if there is availability. This will be communicated with parents.

All children are required to start Primary School in the academic year where they turn 5. We will assist you with school applications. If you wish to defer your child's place for a year, you must inform us at your earliest convenience in writing to prevent your space being sold.

The school and Nursery are managed by the Reach2 Primary Academy Trust. Our Nursery and Primary school work closely together and the nursery ensures that our early years curriculum, teaching methods and ethos work in correlation with Newhall Primary. We often use the primary school grounds and facilities, including the children's teaching kitchen; library; school hall; playground and field.

Mrs O'Neill is the Assistant Headteacher in the primary school. She is also the Early Years Lead for both the school and the nursery. She trains our nursery staff and spends time with the children in the nursery to ensure there is consistent teaching across the Early Years in the school and nursery.

Admissions

You can register your interest by completing a 'Registration of Interest' Form and returning it to Newhall Nursery. A member of the Nursery Team will then contact you regarding your request and you will be offered a visit to have a look around the Nursery, if you have not already done so. Once your child has been offered a place at Newhall Nursery a **£100 Non-Refundable** fee is required to cover administration costs. **This will be taken off your fees at the end of the first month.**

Please be aware, should you not take up a place once confirmation of a start date has been given by the Nursery, you then forfeit the deposit. This also applies to the reduction of hours. Payment must be made monthly in advance.

NEWHALL IS UNABLE TO SECURE YOUR CHILD'S PLACE UNTIL A DEPOSIT HAS BEEN RECEIVED

Please make all cheques payable to: **Newhall Primary Academy and Nursery**

OR you can pay by bank transfer to: **Royal Bank of Scotland, Newhall Primary Academy, Account Number: 10146084, Sort Code: 16-12-21 (Please include a name reference)**

All registration forms and deposit cheques should be handed in to the Nursery Office or sent to Newhall Primary Academy and Nursery, Roundhouse Way, Harlow CM17 9SF.

No deposit or payment is required for funded 2,3 and 4 year olds. We hold a waiting list for sessions where we are over-subscribed. These sessions will be offered on a first come, first serve basis. We offer these sessions to existing parents in the first instance.

The Curriculum in Early Years Foundation Stage (EYFS)

At Newhall we follow the Early Years Foundation Stage framework. This is a curriculum deeply rooted in the foundations of play in order to support our children to develop their social skills working harmoniously together, whilst gaining a strong foundation in English, Mathematics and creative and physical skills. It is made up of four themes which are:

A Unique Child: Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships: Children learn to be strong and independent through positive relationships.

Enabling Environments: Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development: Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.



The themes of a *unique child*, *positive relationships* and *enabling environments* all feed into how we teach the *learning and development* theme.

Learning and development theme

The Learning and development theme is split into **7 areas of learning**:

Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development

We also support children in four specific areas, through which the three prime areas are strengthened and applied.

The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

In Early Years we follow children's interests to offer them a stimulating and engaging curriculum. We use these interests to teach the seven areas of learning described above. Children are continually assessed through observations and focus groups and the provision supplied is a result of this assessment. Children access the outdoors daily which enables many learning opportunities.

Information and guidance regarding the level of development children are expected to have attained by the end of the Early Years Foundation Stage can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

Communication with the nursery

At Newhall your child's keyworker will share your child's progress, wellbeing and interests with you through daily verbal feedback, Tapestry (Online Learning Journal) and termly Review Meetings. The learning journal will be available for you to download when you leave the nursery. This will be a collation of all the observations taken from their first day to their last day at nursery, which is lovely keepsake.

By working in partnership with you, we hope to also learn about your child's progress, wellbeing and interests at home. You are able to upload 'home observations' using the Tapestry app, to ensure any progress and learning taking place at home is used to support children's learning and development at Nursery.

We believe in having strong relationships with parents to ensure we are supporting every child to achieve their best outcomes and to ensure consistency between the nursery and home. We encourage parents to discuss your child with key workers and management.

On occasion we will use our Newhall Primary Academy and Nursery facebook page to celebrate our successes or to advertise nursery events. You will also receive a weekly Newhall Academy and Nursery newsletter.

Children with Additional Needs

Newhall Nursery is keen to integrate children with additional needs where it is clear that our facilities and resources can effectively meet the needs of the individual child. The SENCo at Newhall Primary Academy and Nursery is Mrs Charlotte Smart. Regular meetings will be held to assess and review your child's needs, progress and levels of support.

Attendance

It is important that your child has regular attendance at Newhall Nursery and your child's attendance will be monitored carefully. You will be required to notify us within one hour of the start time of the session of your child's absence and the reason for their absence. The nursery understands that from time to time it may not be possible for your child to attend nursery; however, if the attendance is irregular without any reason, you will be supported in the first instance, but if attendance does not improve your child's place may be terminated and offered to another child.

If your child will not be attending the nursery for any reason-including illness or holidays, you will still be charged your normal rate.

Fees as of September 2021 (unfunded)

B - breakfast, S - Snack, L - Lunch, T - Tea, TTO- Term-Time Only

6 months - 2 years - Ratio 1:3 (Up to 12 children)

	Early start	Morning	Afternoon	Full Day
Times	7.30 - 8am	8am-1pm	1-6pm	8am-6pm
Meals included	B	B and S	S and T	B, S, L, S, T
Daily Charge	£6	£32.50	£32.50	£65

2-3 years - Ratio 1:4 (Up to 20 children)

	Early start	Morning (5h)	Morning (3h)	Afternoon (5h)	Afternoon (3h)	Full Day A (10h)	Full Day B (6h)
Times	7.30 - 8am	8am-1pm	9am-12pm TTO	1-6pm	12-3pm TTO	8am-6pm	9am-3pm TTO
Meals included	B	B and S	S	S and T	S	B, S, L, S T	S, L, S
Daily Charge	£6	£31.50	£20	£31.50	£20	£63	£40

3-4 years - Ratio 1:8 (Up to 24 children)

	Early start	Morning (5h)	Morning (3h)	Afternoon (5h)	Afternoon (3h)	Full Day A (10h)	Full Day B (6h)
Times	7.30 - 8am	8am-1pm	9am-12pm TTO	1-6pm	12-3pm TTO	8am-6pm	9am-3pm TTO
Meals included	B	B and S	S	S and T	S	B, S, L, S T	S, L, S
Daily Charge	£6	£29.50	£20	£29.50	£20	£59	£40

If your child is staying for lunch in the 8-1pm session or your child is funded and required a lunch, you will be required to pay an additional £2.50 per lunch.

Please note, our we offer limited term-time only sessions.

The sessions that you have booked will automatically be carried forward until your child leaves to attend Primary School. If you would like to change your sessions at any time or in the future, you must contact the office as soon as possible. Please note, if your child is entitled to funding, you still have to apply for any additional or changes in sessions. These are not automatically provided.

A waiting list is held where we are fully booked. Any additional sessions that become available, we offer internally first, working our way down the waiting list. We wait 24 hours for a response, in the instance of no response, we then offer it to the next person on the waiting list. Any sessions that are not taken up from internal parents, we then offer externally.

Free Early Education Entitlement (FEEE) is the name given to the early education childcare parents may receive free of charge, funded by the Government. Newhall Nursery currently offers places for all three current Government schemes in operation, some of which are based on selective criteria and normally income based and therefore not open to all parents.

Please see the Newhall FEEE Policy for further details or ask the Nursery Manager regarding two year funding, universal nursery education and/or 30 hour funding.

Uniform

Children in the Bluebell and Snowdrop Rooms are expected to wear a distinctive red Newhall round-neck jumper, red Newhall polo shirt and black jogging bottoms, skirt, shorts, school trousers or pinafore. The jumper and polo shirt can be purchased through Create Identitee in Harlow. Wellington boots are required for outdoor play and forest schools as well as spare clothes in case of accidents.

Please ensure your child is wearing comfortable shoes, no flip-flops please.

Staff will try to protect clothing where possible, however as children like to get messy, please ensure children are not in their 'best' clothes.

Please ensure children wear appropriate clothing for the weather, for example hats and coats during the colder weather and sun hats during the hotter weather. Sun cream is applied at nursery, however if you require a specific sun cream to be used, please supply your own. We advise for parents to bring in overalls for children to enjoy the wet weather.

Your child can wear earrings; however, these must be studs, not hanging earrings or hoops.

We will not be held accountable for any loss of items. All belongings and clothing must be labelled with your child's name to prevent loss of items. Any unclaimed items are held in our 'lost property box' in the nursery and disposed of at the end of each half term.

Withdrawals

One months' notice should be given to withdraw a child from Newhall Nursery or to reduce the number of sessions attended. Fees will be payable in lieu of notice. For fully funded children, one terms notice must be given.

Nursery Staff

Newhall Early Years Team comprises of a Nursery Manager, EYFS Phase Leader, Deputy Manager and Early Years Educator, Room Leaders, Early Years Practitioners and Apprentices. The Staff have a variety of childcare qualifications including Early Years Professional Status, Foundation Degree, QTS, NNEB, and NVQ's, all fully approved by the relevant authorities. All staff have enhanced DBS checks and we follow Safer Recruitment procedures.

There will be occasions when the Nursery has students, volunteers or apprentices. Anyone supporting at Newhall Nursery will not be left unsupervised without first undergoing an enhanced DBS check.

Policies

Newhall Primary Academy and Nursery has a range of policies and all parents are required to read and agree to these policies in writing. You will also be able to find a copy of these on the Newhall website. Paper copies can be provided on request from the Nursery Office.

Meals & Snacks

A snack will be offered in the morning and afternoon. Children with allergies to specific foods or ingredients will be catered for. Milk and water is always available to the children at snack time and throughout the day. For younger children, sealed formula powder may be brought in which will be labelled and stored appropriately. If you are breast feeding and wish to express milk, please ensure this is clearly labelled and will be stored in our milk kitchen fridge.

We have a fruit and vegetable week at the start of every month where new fruit and vegetables are tried and we make lots of interesting snacks - including fruit smoothies, fruit salad and soups.

Other snacks include:

- fresh / seasonal cut up fruit or vegetables
- sandwiches
- rice cakes
- bread sticks

Where a child is to remain at the Nursery during the lunch time, children will be provided with a freshly cooked meal.



Menus for each week are on display in the front entrance or can be found on the Academy and Nursery website. We can also serve food at tea time for those that stay late. Packed lunch or food from home is not prohibited in the nursery.

Notifiable Diseases

Newhall Nursery holds a policy on notifiable diseases and if your child contracts any infectious illness you must tell us without delay and we will advise you as to whether or not your child can attend nursery.

Covid-19

If your child or any household member has symptoms of Covid-19 and/or has tested positive, you must notify the nursery immediately. This may result in groups of staff and children not being able to return to nursery to self-isolate up to 10 days or as advised by a doctor.

First Aid

All staff hold a current Paediatric First Aid Certificate, and have received instruction specifically covering the administering of first aid to infants and children. All accidents are entered on an accident report forms will be signed by both a member of staff and counter-signed by the person collecting the child. You will be informed of any head injury or serious accident requiring medical attention via phone call. If your child has an existing injury, then you will be asked to complete an 'Existing Injury' form for our records.

Toileting / Nappies

Nappies, creams and wipes must be provided for your child. Creams must be prescribed with a prescription label, or can be a cream that you can buy in England over the counter. Any supplied by the Nursery will be charged for. A record is kept of changes. We endeavour to work together to support toilet training, according to the developmental needs of the individual child. More information will be provided to parents when you and your child are ready.

Medication/ Illness

Full details must be given in advance with a signed and dated request if nursery is to administer any prescribed medication in the original container and labelled with the child's details. Details required will include name of medicine, time of last dose, dosage and times required with any special instructions. Calpol will not be administered unless in an emergency and with permission from parents. Written permission must be given for the use of creams or teething gels. If it is the first time your child has had the medication, you must keep them at home for 48 hours after first dose to ensure your child is not allergic.

Children must stay at home for 48 hours after their immunisations. If your child misses a day at nursery due to this, unfortunately you will still be charged your normal fees.

If your child becomes ill or unduly distressed during nursery hours, we will endeavour to contact a parent so that arrangements can be made for early collection. In the interests of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases. An exclusion period of 48 hours is required for sickness and diarrhoea. We will inform you and monitor if your child has a temperature and may need to collect your child. If your child misses a day at nursery due to this, unfortunately you will still be charged your normal fees.

If your child requires emergency medication such as an epi-pen or asthma pumps, these must be prescribed by a doctor and must be in date. If the medication expires, your child will not be able to attend nursery until we receive a new medication. Please note we require 2 epi-pens/auto-injectors.

Please see our medication policy for more information.

Care & Positive Behaviour Management

Each and every child is treated as an individual. A key worker is allocated to each child who will closely monitor your child's progress and welfare. In cases of 'anti- social' behaviour, staff

endeavour to explain why such behaviour is unacceptable. The staff use only positive guidance, redirection and the setting of clear -cut boundaries that enable the child to become self-disciplined. Our aim is to encourage the children to be fair, respect property, respect others and to be responsible for their own actions and manage themselves whilst considering others. Staff will use distraction to relieve any unwanted behaviour.

Discipline and guidance is consistent and based on an understanding of the individual needs and development of your child and partnership working with parents/carers is important to achieve this.

Aggressive physical behaviour towards staff or a child is unacceptable. Staff will intervene immediately when a child becomes physically aggressive to protect all children and encourage more acceptable behaviour. You will be informed if your child acts in aggressive way and meetings may be held to discuss strategies to support your child whilst at nursery and at home.

At Newhall Nursery we follow a positive behaviour policy to promote positive behaviour at all times. However we understand that children may use certain behaviours such as biting as part of their development. Biting is a common behaviour that some young children go through and can be triggered when they do not have the words to communicate their anger, frustration or need. Parents will be informed of any biting incidents, please note names will always be held confidential.

Newhall Nursery reserves the right to exclude any child at any time if it is considered that this is in the best interests of the children. This is wholly at the discretion of the Nursery Manager.

Please see our behaviour management policy for more information.

Collection

Children are only released to the adults listed on the consent form provided by you. Release to any other adult may occur with a written authorisation signed and dated by you, or by direct communication with the Nursery Manager. In which case, the person collecting must have the child's password and a form of photographic ID.

Uncollected Child

It is our policy that if any child is collected late there will be a late charge of £1 for every minute you are late. This will be charged on your next monthly invoice. If a child is at Nursery past their allocated time, every effort will be made to contact the parents. If this is not possible, we will contact your emergency contacts that you have provided. If we have not received any communication with parents or emergency contacts after 1 hour, the Social Care Team will be made aware of this situation. Your child will be cared for until a suitable adult is available to collect.

Health & Safety

Health and safety is of utmost importance and our policy is available for inspection on the nursery noticeboard together with our fire procedures. We will carry out regular fire drills alongside the primary academy. We encourage children to learn how to keep themselves safe and healthy as part of learning.

Complaints

We hope that you will not feel it is necessary, but if you wish to make a complaint you must first discuss matters with your Child's key worker, the Room Leader or Nursery Manager. If this does not resolve matters to your satisfaction, then you are asked to put your complaint in writing to the Head Teacher. There is a separate policy giving clear guidance on the procedure.

Closures

In case of bad weather or emergency, please visit our website, Facebook page and Tapestry for any news and updates. Whenever possible families will be contacted by telephone if nursery is cancelled.

Comments / Suggestions

We value all feedback. Please contact us with any comments or suggestions you may have. We send out an annual questionnaire to parents to gain feedback on our strengths and areas in need of support.

Thank you for choosing Newhall Nursery, we look forward to hearing from you soon!

