



Your Child's Nursery Journey

At

Newhall Nursery



Introduction

We are delighted to welcome you and your child to our nursery family. This booklet is designed to give you all the information you need to feel confident, informed and excited about your child's journey with us.

At Newhall Nursery, we believe that early childhood is a time of wonder, discovery and joy. Our dedicated team is here to provide a safe, nurturing and stimulating environment where your child can thrive – emotionally, socially and academically.

Inside this guide, you will find everything you need to know about how we work, what to expect day-to-day, and how we will support your child's development. From our daily routines and learning approach to safeguarding, meals and communication with families – it's all here.

We know that starting nursery is a big step, and we are here to support you every step of the way. If you have any questions after reading this booklet, please don't hesitate to get in touch – we are always happy to help.

Let's begin this exciting journey together!

Emma Pike

Nursery Manager



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Nursery Admission Arrangements

Newhall Primary Academy & Nursery (the School) is a primary academy located at Round House Way, Harlow, CM17 9SF and is part of REAch2 Academy Trust (the Trust).

Newhall Nursery offers nursery provision for 1 year olds to 4 year olds between the hours of 8.00am and 6.00pm.

Admission Arrangements

The purpose of the admission arrangements is to ensure that all nursery places for REAch2 schools are allocated and offered in an open and fair way. This document outlines the admissions arrangements for the nursery provision at Newhall Primary Academy and Nursery.

The nursery can admit 56 children at any one time, in accordance with the statutory early years framework guidance on staff/pupil ratio and room size. The nursery offers both full-time and part-time spaces in line with allocated funding and is committed to being flexible to parents' needs where possible. We can only offer spaces that are available and cannot displace another child to accommodate new children.

Children are eligible to start nursery the once they are one year old. We accept applications throughout the year.

Funded Places

Please see our terms and conditions ([Terms and Conditions – Newhall Primary Academy and Nursery](#)) pages 8-10 for information on funding.

Applying for a place

Parents/carers should complete and submit an expression of interest form available from the nursery office or online on our website. Applications are accepted year-round and will be ordered based upon our admissions criteria.

Over-subscription criteria

1. Looked after and previously looked after children.¹
2. Children with an EHCP.²
3. Children of staff.

¹ A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants under this criterion will also need to fill in a Supplementary Information Form (SIF) evidencing state care outside of England. The SIF is available from the school website or school office.

An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

4. Children with siblings in the main school.
5. Children who have been allocated a space in Reception from the following September.
6. Distance between the child's home address and the school.³

Transition through Nursery

Once the child has a place in nursery, they will automatically be awarded a place in each of the different aged nursery rooms until they reach school age.

Transition to School

Unfortunately, a place in the nursery does not guarantee a place in the school's Reception class. For a Reception place, a separate application must be made to the Local Authority via the co-ordinated admission arrangements. Please see the school admissions policy for more information.

Deferred Entry in School/Extending your Nursery Place

If a deferral into the reception year is accepted, this does not guarantee your child a space within the nursery provision for an additional period of time. In order to extend your child's nursery place outside of the normal age range, parents/carers must request an extension in writing, clearly stating their reasons by 31st October of the academic year before. Decisions on extended nursery places will be made on a case-by-case basis and are subject to availability.

Appeals

There is no statutory right of appeal for nursery admissions. However, concerns can be raised with the Nursery Manager.

³ "Distance" is defined/measured as the distance from your child's Normal Home Address, as set out by Ordinance Survey, to the main school entrance gate.

Our Induction Programme

Please see our settling in and transitions policy on our school website.

Nursery Attendance and Absence

Every child is entered onto a register when they arrive at nursery. We have the responsibility to follow up on any unexplained or prolonged absences, ensuring that children are safeguarded and fully supported while in our care.

At Newhall we believe that regular attendance is essential for each child's learning, development, and sense of routine. We aim to work closely with families to ensure good attendance and to manage absences effectively and sensitively.

Attendance Expectations

- Children are expected to attend all booked nursery sessions unless they are ill or there are exceptional circumstances.
- Consistent attendance helps children feel secure and settled, supports their development, and allows staff to plan effectively for their needs.

Recording Attendance

- Accurate daily attendance records are maintained for all children, noting arrival and departure times if outside of the normal session drop off/pick up.
- Records are stored securely and are available for inspection by Ofsted or the local authority.

Reporting Absences

Parents/carers must inform the nursery as soon as possible if their child will be absent. This includes:

- **Illness:** Please notify the nursery before 9:00am by calling 01279 351104 or emailing nursery@newhallacademy.org.
- **Appointments or Planned Absence:** Please provide as much notice as possible in advance of the session, especially for medical appointments, holidays, or family events.
- **Unplanned Absences:** If a child is unexpectedly absent and no contact is made, the nursery will follow up to ensure the child's wellbeing as detailed in the school's attendance and safeguarding policies.

Sickness and Exclusion Periods

- Children who are unwell should not attend nursery to prevent the spread of infection.
- For common illnesses (e.g. vomiting, diarrhoea, chickenpox), we follow the Public Health England guidance on recommended exclusion periods.
- Children must be symptom-free for **48 hours** after vomiting or diarrhoea before returning to nursery.

Monitoring Attendance

In line with EYFS 2025, we have established a clear procedure for identifying and following up on prolonged or unexplained absences to ensure the child's safety and welfare as detailed in the school's attendance policy.

- The nursery keeps accurate records of all children's attendance.
- Patterns of absence will be monitored. Where there are concerns about regular absences or punctuality, we will contact the family to discuss any support that may be needed.
- If a child is absent without notification, we will undertake a sequence of steps outlined in the school's attendance and safeguarding policies to maintain contact and check on the child's wellbeing.

Emergency Contacts

- We maintain a minimum of two up-to-date emergency contacts per child to ensure effective communication in cases of unexplained absence or emergency in line with the schools safeguarding policy.
- Parents are asked to review and update their emergency contact details if changes occur.

Persistent Absence or Non-Attendance

- If a child has a high level of unexplained or unauthorised absences, the nursery will arrange a meeting with parents/carers to discuss any underlying issues.
- In some cases, we may seek support or guidance from local health visitors or early years support services.


Term Time Only and Funded Hours Considerations

- For children accessing government-funded hours, we are required to monitor attendance to ensure funding is used appropriately.
- Frequent or extended absences without valid reason may be reported to the local authority and could impact ongoing eligibility for funding.

Late Arrivals and Early Collections

- Please aim to arrive and collect on time to help your child settle and avoid disrupting group activities.
- If you are going to be late for drop-off or pick-up, please inform the nursery as soon as possible and please note that late pick-ups will incur additional costs.

Contact Information for Absences

 **Phone:** 01279 351104

 **Email:** nursery@newhallacademy.org

We appreciate your support in helping us maintain a consistent and supportive environment for all children in our care.

Your child's Clothing Needs at Nursery

At Nursery, children are busy exploring, learning and playing all day long. To help your child stay comfortable and safe, here are some helpful tips to make they are dressed for success – and mess!

Weather - Appropriate Clothing

Please ensure all items are labelled with your child's name.

Warm weather:

- Sun hat
- Apply sunscreen before arrival (we can top this up with permission)

Cold Weather:

- Hat, gloves, scarf
- Warm waterproof coat

Rainy Days:

- Waterproof jacket or puddle suit
- Wellies



Spare Clothes:

Accidents, spills, and water play are all part of the day. Please pack at least one full set of spare clothes (including socks and underwear) in a clearly labelled bag. Please be aware that we don't allow plastic bags on children's pegs, as these pose a health and safety risk.

Nappy Changing and Toilet Training Arrangements

This guidance outlines our procedures for nappy changing and toilet training to ensure that children's personal care needs are met with dignity, safety, and in partnership with parents/carers. We are keen to work in conjunction with parents/carers and this includes during your child's toilet training. If you have a method that has been working for your child, please let us know and we will do our best to support your child in this way during nursery hours.

Guidelines have recently been updated to support families with the toilet training process. Should you require further support and advice, please speak to your child's key worker and they will be able to provide you with the relevant guidance.

Nappy Changing Procedures:

Nappy changes will be provided regularly and promptly to ensure children's comfort and hygiene.

- **Designated Area:** Nappies are changed in a designated, clean, and safe changing area away from play, and food preparation areas.
- **Hygiene:** Staff wear disposable gloves and aprons for each nappy change. Hands are washed before and after the procedure.
- **Cleaning:** The changing mat is cleaned with antibacterial spray between each use.
- **Disposal:** Soiled nappies, gloves, and aprons are disposed of in a designated lidded bin. This bin is emptied regularly and kept clean.
- **Record Keeping:** Each nappy change is recorded, noting the time and nature of the change. Parents are informed daily. A member of staff signs the log after each change as detailed in our Intimate Care Policy.
- **Dignity and Respect:** Children are treated with respect throughout, and their privacy is maintained. Their involvement and cooperation are encouraged where appropriate.
- **Supervision:** Staff never leave a child unattended on the changing mat or in the changing area.

Toilet Training Procedures

Readiness: Toilet training should take place between 18 months and 30 months and is deemed a learning experience in which children need to be taught the process. Some children may find this more challenging than others for a number of reasons and nursery are well equipped to support you in toilet training your child.

- **Consistency:** Staff follow the same toileting routines as used at home where possible.
- **Support:** Children are gently encouraged to use the toilet at regular intervals. Staff offer praise and support to build confidence. Positive reinforcement techniques, including praise and encouragement, will be consistently used to create a supportive toilet training experience.
- **Accidents:** Accidents are handled calmly and without shame. Soiled clothing is bagged and returned to parents; children are cleaned promptly. Where possible, children will be supported in a standing change and encouraged to complete as much of the change as possible themselves.
- **Facilities:** Child-friendly toilets and sinks are easily accessible and kept clean and safe.
- **Independence:** Children involved as much as possible in their changing and are encouraged to wash their hands after toileting, fostering good hygiene and self-care skills. If the child can change independently then, the adult may stand outside the door and assist when and if necessary.

Staffing and Supervision

- Only staff who have been subject to our full safer recruitment procedures, including a valid enhanced DBS (Disclosure and Barring Service) check are permitted to change nappies or assist with toileting. Students/Volunteers should not be involved in the toileting or changing of a child.
- Where possible a key person or familiar adult will attend to the child's needs to provide comfort and consistency.
- All concerns observed during changing or toileting (e.g. bruising) are recorded and if necessary, reported to the designated safeguarding lead.

Individual Supplies

- Parents/carers must supply nappies, wipes, creams and other necessary items, clearly labelled with the child's name.
- Staff will promptly communicate with parents when supplies need replenishing.
- Nursery will provide a potty or training seat and any additional resources necessary for effective toilet training. Staff will maintain the cleanliness and sanitation of all toilet training equipment.

Partnership with Parents

- Parents are consulted regarding their child's toileting needs and preferences.
- Staff provide daily feedback about toileting and nappy changes.
- Parents are encouraged to share updates on progress or concerns from home.
- Parents should ensure the child is dressed appropriately when toilet changing i.e. in clothing that is easy for the child to remove.

Safeguarding and Confidentiality

- Staff remain vigilant during personal care routines and report any safeguarding concerns following the school's safeguarding policy.
- Children's dignity and confidentiality are respected at all times.

As a Nursery we are following 'Let's Go Potty: Let's go together!' This is the 3 step evidence based approach adopted by ERIC, for children learning how to use the potty independently and stopping wearing nappies. Please find the following link for further information:

<https://eric.org.uk/potty-training/>



Safer Sleep and Rest

This outlines our approach to ensuring the safety and well-being of children during sleep and rest periods while in our care. We are committed to providing a safe sleeping environment in accordance with current best practice and guidance from recognised authorities such as the Lullaby Trust, NHS, Ofsted and the Department of Education.

Safe Sleep Environment

- Children will be placed on their **backs to sleep**, unless a written medical directive states otherwise.
- Sleep areas are **well-ventilated**, away from direct heat sources and free from choking or suffocation hazards.
- Children **should not** sleep in bouncers or high chairs. Where children fall asleep in a bouncer, high chair or on a member of staff they should be transferred as soon as possible to a firm, flat surface.
- **Sleep surfaces** (e.g., cots, mats) are firm, clean, and well-maintained. Soft toys, pillows, bumpers, and loose bedding are not used. All children over a year sleep on the mat beds.
- The EYFS states children should not be left to fall asleep alone with a bottle or cup. Where children have a bottle before going to sleep, this is always supervised and the bottle removed immediately if the child falls asleep.
- Sleeping areas are kept **dimly lit** and should be appropriately supervised without compromising safety.
- Light bedcovers or sleep sacks may be used if appropriate and are firmly tucked in in cots and no higher than the child's chest.
- Each child is separated at a distance where an adult can easily walk between them.
- To reduce spread of infection, children will not be placed face to face with another child and practitioners will ensure a suitable distance (staff are able to walk between mats/beds) between children while sleeping.
- Staff should avoid smoking 30 minutes before engaging with children and putting them to sleep. The environment should remain smoke free.

Settling Children

- Comforters, muslins, dummies or soft toy where required should be provided from home and these will be stored with your child's personal belonging.
- If a dummy is used at home, then this can be used to support the child in settling; however any dummy clips, chains or bibs will be removed during sleep time. If a child has a dummy and this falls from their mouth during their sleep the member of staff will not put it back into the mouth. If the child wakes the dummy can then be offered to them. All children who have a dummy must be provided with a clearly named dummy pot.

Receiving Children

- If a child is sleeping on arrival, the parent/carer should remove the child from the pram/car seat and ensure the child is appropriately dressed for the indoor environment. On handover, information surrounding the child's health and medicines taken and the time at which they fell asleep should be shared.
- If the child remains asleep after handover, the child will be transferred to the relevant space to allow for continued sleep.

Monitoring and Supervision

- A member of staff is present at all times with children when they are sleeping/resting with an additional member of staff available to support children as they wake.
- Staff perform and log sleep checks every 10 minutes, adding checks into the sleep log. This should be signed by the supervising member of staff at each interval.
- Staff will check the sleeping children to ensure they are sleeping in a safe position and not tangled in a sheet/blanket the child's breathing.
- A check or a change of staff member will occur hourly.
- If a child soils their nappy during sleep, we will change this immediately upon the child waking.

Temperature and Clothing

- Room temperature is ideally kept between **16–20°C (60–68°F)** and no higher than **28°C**. Thermometers are used to monitor this.
- Children are dressed appropriately for sleep, avoiding overheating.
- No hats, bibs, or hooded garments are worn during sleep.
- Sleeping cots/mats are not placed directly by a radiator or window.

Equipment and Management

- Children will be provided with a fresh, clean bedding that meets the requirements of the sleep surface. Sleeping mats will be wiped over both before and after use and appropriate bedding fitted to the mat/mattress. Mattresses will be turned after each use and cleaned/aired in between uses.
- Bedding will be provided for the duration of the week and washed at the end of each week unless spoiled or a contagious disease is present within the setting, in which case, it will be replaced sooner.
- Mattresses/mats should be checked regularly to make sure they are still firm, flat and in good condition with no rips, tears or sagging. All mattresses should be inspected and replaced immediately if there are any signs of damage. It is also important that any equipment used for the babies' sleep spaces has passed the necessary safety checks and that the manufacturer's guidance is followed for every product in use.
- All sleep surfaces will meet industry guidelines and replaced within the manufacturer's recommended timeframe.

Sleep Records and Communication

- Daily sleep records are kept (in line with GDPR), noting the time children fell asleep, duration, and any checks carried out.
- Parents/carers are informed of their child's sleep routine and any changes in sleep behaviour or concerns. Each child's individual sleep preferences and needs are discussed with parents/carers and respected where safe and appropriate.
- Routines included those for sleep should be shared in the 'All about me' booklet as part of each child's induction.
- Whilst home routines will be respected, children will not be forced to stay awake or sleep against their will.

Rest/Sleep Time

- Throughout the school day, dependent on the child's age the setting will designate specific times for the children to sleep. Where possible, individual sleep routines will be accommodated.
- Nursery setting will provide a suitable space for children to rest as we recognise that getting good quality sleep and rest are crucial components for development.
- Following NHS sleep recommendations, sleep/rest time is indicated below for each age group although, this may vary from child to child based on routines and needs.

6- 12 Months	12-24 Months	2-3 Years	3 Years +
3 hours per day	2-2.5 hours per day	1.5 hours per day <i>Many children may begin to drop their afternoon nap.</i>	45 Minute – 1 hour <i>Many children may have already dropped daytime naps altogether others, may still require the above time.</i>

Practitioners will not force a child to sleep but will try to follow routines from home. Excessive sleep periods will be highlighted and discussed with parents to establish the child's routines and individual needs.

Staff Training

- All staff receive training on **safe sleep practices** as part of their induction and ongoing professional development.
- Safe sleep guidelines are reviewed regularly and updated in line with latest research and regulatory guidance.

Sudden Infant Death Syndrome (SIDS) Awareness

- Staff are aware of the risks associated with SIDS and how to reduce these through safe sleep practices.
- Any incident involving a child's health during sleep is managed immediately and reported in accordance with our safeguarding and health policies.



Safer Eating and Nutrition

At Newhall Nursery, we are fully committed to ensuring that every child's dietary needs are met safely, and that all mealtimes and snack times are managed with the utmost care. This guidance outlines our procedures for managing food allergies, special dietary requirements, and choking risks, in full compliance with the latest EYFS 2025 framework.

Allergies and Dietary Needs

We are a **nut-free nursery**. Please **do not** send any food containing nuts or nut products (including peanut butter, Nutella, cereal bars, etc.).

Let us know if your child has:

- Any food allergies or intolerances
- Medical dietary needs
- Cultural or religious dietary requirements
- Special dietary needs (e.g. vegetarian, dairy-free)

Important: Please keep us updated with any changes in your child's dietary needs. This information will be shared with staff to ensure awareness.

Food and Healthy Eating

- We encourage all children to have a balanced and varied diet although we understand that for some children this may be more difficult.
- Everyday, children should eat meals and snacks that include a variety of foods from the four main food groups.
- When eating meals provided by the nursery as well as eating snacks within each session, children will be encouraged to try new foods.

Snacks

In line with the Early Years Nutrition Guidance, the nursery will provide a snack for your child for each of the sessions they attend.

- Those children attending morning sessions will be provided a piece of fruit or vegetable.
- Children attending afternoon sessions will be provided a carbohydrate snack.
- Children attending all day will be provided one of each as above.

Packed Lunches (if applicable)

If your child brings their own lunch please consider the following:

- Include healthy, balanced options (e.g. fruit, veg, sandwich, yogurt)
- Avoid choking hazards (see below)
- No sweets, fizzy drinks, or chocolate
- All food must be **cut appropriately** for your child's age

Choking Risk Foods:

Please ensure the following are prepared safely:

- **Grapes and cherry tomatoes** – always cut into quarters
- **Carrot sticks** – cut into thin strips, not chunks
- **Sausages** – slice lengthwise before dicing
- **Hard fruits/veg** – soften slightly or cut small

We are happy to advise if you're unsure how to prepare something safely.

Mealtimes at Nursery

During nursery meals and snacks:

- Children are always supervised while eating and, where possible, adults will be facing children while they eat so they can:
 - support safe eating
 - recognise and intervene if a child is choking
 - identify signs of an allergic reaction
 - prevent food sharing
- A Paediatric First Aid (PFA) trained member of staff will be in the room while children are eating
- We encourage good table manners and handwashing
- Staff are trained in allergy awareness and safe feeding practices
- Children will be seated low chairs during all meals and snacks
- Distractions (toys and screens) will not be used during eating

Where meals are provided by the nursery:

- We follow a balanced, nutritious menu aligned with dietary guidelines
- Our kitchen is allergy-aware and follows strict hygiene protocols

Drinks

- Children have access to water throughout the day.
- Children should have a water bottle, clearly labelled with fresh water each day. In the event that they attend nursery without a water bottle a re-usable cup will be provided for the day.
- Please do not send in fizzy drinks, energy drinks, milkshakes or juice/squash in their water bottle. Children will be offered water throughout each session alongside cows milk or alternative depending on allergies during snack time.

Celebrations and Special Events

- Please do not provide sweets or cakes for your child's birthday.



Sickness Absence

- If you child is poorly, and unable to attend Nursery, please advise the nursery office prior to 09:00am.
- If your child is ill e.g. fever, infection, diarrhoea, communicable disease or any other type of illness that may be passed on to others, (with the exception of a common cold), they need to be kept at home to protect the well-being of staff and other children in our care.
- Should a child become ill whilst in our care, we will contact parents/carers and request you collect your child. We will communicate with the first point of contact (in the first instance) as stated on your registration form.
- Parents must not bring a child to the Nursery if they are unwell or showing symptoms of a contagious illness. The Nursery reserves the right to refuse entry to a child arriving at the nursery unwell.
- Any prescribed and non-prescribed medication to be administered during the day must be handed to a staff member with written instructions and permissions, in line with our medicines policy. Please see our administration of medicines policy for further details.




Should I keep my child off school?

Yes

	Until...
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance
To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.



Nursery Learning

Learning at Newhall journeys through well-planned repetitive fun and meaningful learning opportunities that include 'concrete' experiences and some direct teaching. This is to ensure each child builds up the necessary procedural skills and knowledge to move on to the next stage of their learning journey and gain love and excitement for learning new things.

Learning at Newhall encompasses the programmes of study: **prime and specific areas of learning** (Early Years Foundation Stage Framework) and is guided by research alongside our professional knowledge and experience of child development.

Prime Areas (Main focus for under 3's)

Personal, Social & Emotional Development

Self-regulation
Managing Self
Building Relationships

Physical Development

Gross Motor Skills
Fine Motor Skills

Communication & Language

Listening, Attention & Understanding
Speaking

Specific Areas

Literacy

Comprehension
Word Reading
Writing

Mathematics

Number
Numerical Patterns

Understanding the World

Past & Present
People, Culture & Communications
The Natural world

Expressive Arts & Desing

Creating with materials
Being Imaginative & Expressive