



St Hugh of Lincoln Nursery School, Curbridge Road, Witney, OX28 5JZ

Telephone: 01993 706636

www.sthughoflincolnnursery.co.uk

office@sthughoflincolnnursery.co.uk

Welcome to our Nursery School

Mission Statement

St. Hugh of Lincoln Nursery School is guided by the teachings of the Catholic Church; and in harmony with those teachings, it aims to ensure that children of all religions and cultures will receive the highest standard of education, support and care as they begin their learning journey with us. We will provide the help and guidance needed to enable all children to grow in confidence, and to become active learners in a fun and safe environment. We work in partnership with parents to nurture the child's wellbeing, so that every child at our nursery school will feel valued and important. Staff demonstrate respect and acceptance for all, adopting an ethos of inclusion so that every child is made welcome as part of a united community.

About Us



We aim to provide children with a stimulating and supportive atmosphere, in which they can develop happily and learn readily at their own pace alongside other children, and in harmony with the opportunities that their own parents provide for them at home.

We always welcome parents at any time to come into the nursery room, and spend time with their child looking at displays or planning and at anything their child may particularly be proud of, or has taken an interest in. We are happy to work with parents and implement plans to ensure their child settles comfortably.

As part of the ordinary life of the nursery school, children learn about God and the things of God, and the festivals and seasons of the Church's year; and they are encouraged to be reflective and to pray. We work with children from all backgrounds and celebrate and learn about all faiths and cultures. Parents are most welcome to discuss with us these and any other aspects of nursery school life.

Key Person

Every child who starts at the nursery school is allocated a key person. This member of staff will work closely with your child whilst the child remains at the nursery school and is carefully selected in relation to the nursery school sessions that your child will be attending, as being the member of staff best able to support your child during that time. Your child's key person observes, assesses, and plans for your child, and records your child's learning in a pupil portfolio. The key person will work closely with you and send regular

updates to you via our online programme. We welcome and encourage parents to respond to these emails. The nursery also offers two parents' evenings per year. If, however, you feel the need to discuss your child's development at any other time during the year, please feel free to arrange an appointment with your child's key person for this discussion to take place.

Home Visits

We are happy to offer a home visit for your child at any time during their time with us if you, or we feel it will be beneficial. Home visits are valuable to firmly establish a relationship between your child, your family and their key person and nursery whilst in the comfort of their own home. This helps to build a warm, caring relationship and assists your child to feel more confident about making the transition from home to school. We may also suggest a home visit to discuss progress or to offer support to you and your child for various reasons. If you would like us to come for a home visit we will be very happy to attend.

Outside Learning



We run an Outside Learning session once a week and aim to ensure all children who attend on this day take part before leaving us to go to Primary School. There have been many studies describing the benefits of Forest School for young learners. These include opportunities to develop physically, intellectually, emotionally, socially, and spiritually. Giving children the freedom to make their own choices and to take risks allows them to learn at their own pace and in a way, that is relevant to them. The children are free to explore, discover, take risks, challenge themselves, develop confidence, help others and share. Whilst playing children make plans, cooperate, negotiate and problem solve.

Structure

St Hugh of Lincoln Nursery School is governed by a team of Trustees, who have ultimate responsibility for its management. Here is a list of Trustees:

Chair	Mrs Rachel Crouch
Parish Priest	The Revd Fr Patrick Broun
Honorary Treasurer	Mr Matthew Lee
Other members:	Mrs Sophie Smith (former parent)
	Mr Liam Durkin (former parent)

The Nursery Manager is responsible for the daily running of the nursery school, along with the Deputy Manager. Ideas and suggestions from parents regarding life at nursery are encouraged and welcomed.

The Staff of St Hugh of Lincoln Nursery School are:

Mrs Claire Hemsley	Nursery Manager - NVQ 3
Mrs Anne-Marie Windsor	Deputy Manager - NVQ 3
Mrs Dawn Elliott	Nursery Practitioner - NVQ 3
Mrs Lucy Mailler	Nursery Practitioner - NNEB
Ms Tracey Domican	Nursery Practitioner - NVQ 3
Mrs Jess Hitchcox	Nursery Practitioner - NVQ 3
Mrs Amy Cotton	Nursery Practitioner - NVQ 3
Mrs Ewelina Schab	Nursery Practitioner
Ms Rachael Edmunds	Nursery Finance Manager/Administrator

The Trustees are resolved to maintain and develop the teaching and care that our Nursery Manager and her colleagues provide for your children as a fully trained and professional nursery school staff. We remain convinced that our good staff/pupil ratio is the best way to ensure that young children can benefit from both the teaching and the care that we offer.

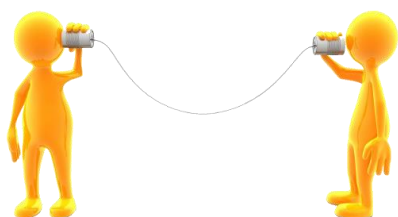
Sessions

We encourage all parents to discuss with the Nursery Manager, or with their child's key person, the pattern of their child's attendance at the nursery school, so that arrangements can be made for sessions that are suitable for their child's stage of development. Parents are always welcome to make an appointment for this purpose, or to talk about anything that concerns them about their child's progress.

The nursery is open term time only from 8:30am to 3pm, with morning sessions (8.30am to 11.30am) and afternoon sessions (12.00pm to 3pm). Lunch lasts for 30 minutes between 11:30am - 12:00pm. We offer flexible sessions that can be made up of a combination of mornings, afternoons, or all day. Please note that a maximum of 6 hours can be claimed per day under the Government funding (either 15 or 30 hours per week), therefore if your child stays all day, you will be charged for the lunch club (30 minutes). Changes to sessions can be made 3 times a year (September, January and April), we do our best to accommodate all requests.

If applications are received for more places than are available in any session, and no alternative session is available, it may become necessary to refer to our **Admission Policy**. A copy of this Admissions Policy is available from the nursery school office.

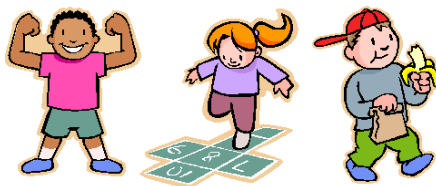
Communication between home and nursery school



All the staff at St Hugh of Lincoln Nursery School are happy for you to discuss any matter which may concern you whilst your child remains at our nursery. We keep in close communication with parents of the children that attend the nursery by the following means: -

- Regular termly newsletters which give you information about the activities for the term and any special events the nursery may be planning.
- Communication via IRIS ParentMail of any important information on an ongoing basis. We also have a Facebook page where we post other items of interest and activities.
- We keep a record of your child's work and achievements at the nursery school, as part of the Early Years Foundation Stage Framework. A formal Transition Report will be written detailing your child's stage of learning and development which will be passed onto your child's Primary School.
- Your child's portfolio will be sent home regularly for you to see the activities they have been doing and their next steps for learning.
- We hold parent evenings twice yearly, to discuss your child's progress, and to provide a chance for you to give feedback to the staff and the nursery school.
- We hope that as a parent, you will keep in contact with us about anything to do with your child's progress, both at nursery school and at home; and the Trustees and all our nursery school staff will do our best to remain in good contact with you.

Welfare



Lunchtimes and Snack Times

St Hugh of Lincoln Nursery School actively encourages healthy eating. All children, whether attending a morning or an afternoon session, are offered a café break. At this time, children are encouraged to collect a cup and plate, and sit with other children to have a drink of milk or water and a healthy snack. A variety of fruit and vegetables are offered and so the children are happy to have the opportunity of making a choice. The children choose the fruit/vegetables for café time through a voting system at welcome time.

We would encourage any child who stays for a lunch session not to bring inappropriate foods or sweets with them.

Special Dietary Needs

The nursery keeps a record of any special dietary requirements and allergies. This allows us to monitor your child at lunchtime sessions more vigilantly. The nursery has a **no nut policy** and advise parents of this in the admissions pack. We ask parents to bear this in mind when providing nursery lunches for their children.

Illness

If a child becomes ill during the day, the parent will be informed as soon as is practicably possible, on the emergency contact numbers which will be held on file.

We can cater for many problems, but as a general rule we ask parents to take home any child who is running a high temperature or who we feel is unfit to be at nursery.

Where a child has been suffering from diarrhoea and/or vomiting, we recommend that 48 hours elapse after the last bout before the child returns to the nursery.

Medication

The nursery will not administer any medication unless it has been prescribed by a doctor.

Inhalers and other medication needed by children will be properly stored, out of reach of children, with access strictly controlled by staff. This will only be administered subject to parents' consent, and dosage amounts, and times clearly defined by a doctor's prescription. Any medicine given will be logged by nursery staff appropriately.

Accident Book

St Hugh of Lincoln Nursery School keeps an Accident Book to record minor bumps, falls and grazes and action that may be deemed necessary. A member of staff will approach you when collecting your child to explain the incident and ask you to sign appropriate paperwork. Please note that if your child has a more serious accident whilst in the nursery's care, a parent or guardian will be called immediately and asked to collect your child.

Security

The nursery school is situated next door to Our Lady of Lourdes Primary School, and it is accessed through the 'Nursery School' pedestrian gate from Curbridge Road. We would like to remind parents that our access gate is an effective method of security only if they are **shut** and **bolted** every time you pass through them. They are there for the safety of your children, and the gate must be **shut** for them to be effective.

The nursery school itself is locked from the inside after all children have arrived. All doors have double handles, so children are unable to open them by themselves. Our nursery office is located at the front of the building; and all visitors must report to the office before entering the nursery school.

Safeguarding



If parents have any particular concerns about the welfare or safety of their child, they should not hesitate to contact the nursery school. The Oxfordshire Multi Agency

Safeguarding Board (MASH), a statutory board convened by Oxfordshire County Council, is ready to become involved in promoting the welfare of a child, if there is any need for them to do so; and we are responsible for making contact with that Board, should such a need arise. The Designated Safeguarding Lead in the nursery is the Nursery Manager, Claire Hemsley.

Our Registration with Local and Central Government

The nursery school is registered with the Office for Standards in Education (Ofsted) as a provider of "day care" for children aged from 2 years to 5 years, in accordance with the Children Act 1989 and other relevant law (registration no. EY 501227). It also benefits from guidance provided by the Early Years Team of Oxfordshire County Council's Education Department: the Early Years Team has overall responsibility for promoting and supporting the education of children aged between birth and five in every kind of educational setting in Oxfordshire.

Primary School

We ask all parents to note carefully that a child's place at St Hugh of Lincoln Nursery School **does not guarantee a place for that child at Our Lady of Lourdes School**. Parents who would like their child to attend Our Lady of Lourdes School should follow the appropriate admission procedure for the school. Information about that procedure is available from the School Office of Our Lady of Lourdes Primary School, telephone number 01993 702480. We shall continue to enjoy the support of the Witney Catholic parish, of which we are a part; and our partnership between the Nursery School and Our Lady of Lourdes School.



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Session Times and Fees

Fees for Children Entitled to Government Funding (15 hours or 30 hours)

At St Hugh of Lincoln Nursery School, we recommend that Government-funded children take a minimum of 2 sessions per week. Please note that we allow a maximum of 6 hours to be claimed per day under the Government funding scheme. The cost for a full day (6 $\frac{1}{2}$ hours) is therefore £3.50

Time	Length of Session	Lunch Club Cost
All Day Session - Lunch Club Fee 8.30am-3.00pm <i>Only for children staying all day</i>	6 $\frac{1}{2}$ hours	£3.50

Additional sessions above your funded 15 hours (or 30 hours if eligible) are charged as below:

Fees for Children who are NOT Entitled to Government Funding

Time	Length of Session	Cost
Morning 8.30am-11.30am	3 hours	£21.00
Lunch club 11.30am-12.00pm <i>(only for those staying all day)</i>	$\frac{1}{2}$ an hour	£3.50
Afternoon 12.00pm-3.00pm	3 hours	£21.00
All day 8.30am-3.00pm	6 $\frac{1}{2}$ hours	£45.50

Please note the nursery accepts 2-year-old funding, 3 & 4-year-old funding 15 hours (or 30 hours if eligible), Tax Free Childcare and Childcare Vouchers.
(3 months' notice will be given if fees are to be increased).