



Acorns Nursery

Prospectus 2020-2021



Hamsey Green
Primary School

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Introduction to Acorns Nursery



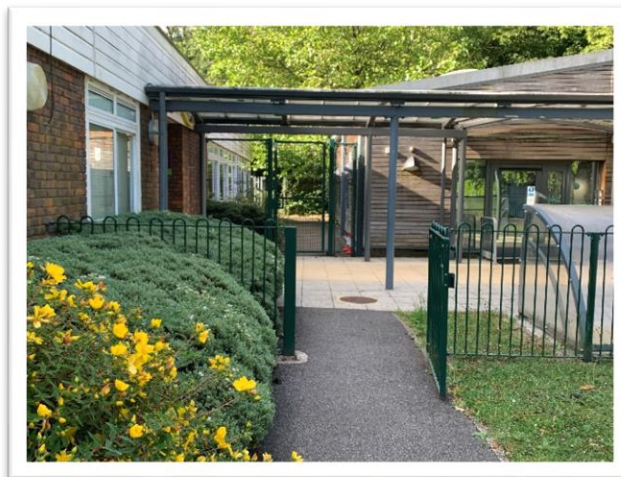
Acorns Nursery is attached to Hamsey Green Primary School, forming a community primary school for pupils aged from two to eleven years. The Primary School came into being following the amalgamation of Hamsey Green Infant and Hamsey Green Junior schools on 1st September 2010 and Acorns Nursery was established in September 2020.

We have two sites on the campus: Students from Reception to Year 6 are all based on a large, picturesque site and the other attractive site houses the offices of the Tandridge Learning Trust and Hamsey Green's Acorns Nursery. The Nursery caters for children aged 2 – 4 years and provides wraparound care, term time only.

Secure gates are located at the entrances to both sites.



Hamsey Green Primary School



Acorns Nursery

Our Nursery grounds are extensive and attractive, offering a range of high-quality play equipment and opportunities for outdoor learning. An established forest school is located on the site and funding from The National Lottery has provided the school with a sensory garden. We will be continuing to develop our grounds as the Nursery grows.

We know that as parents, you want to give your child the best possible start in life and with our dedicated team, we believe we can offer this to you and your child. We are very proud of our relationship with parents and encourage feedback from you via daily personal contact. We celebrate important milestones such as birthdays and religious festivals as well having a Christmas play/concert that we all get together to enjoy.

Our Nursery offers structured educational activities for the children, opportunities to "chat" and cherished together time are always available. We encourage you to come and visit; you will see how confident and happy all our children are!

We believe that purposeful play features strongly in good nursery education. Play should not be a wholly unstructured activity. Through the careful observations of children's learning and interests, staff are guided in the selection of materials and equipment to ensure that, during their play, children encounter the learning experiences that suit their needs. By their involvement, comment and questions, teachers, early years educators and teaching and learning assistants help children to learn from such activity. Play that is well planned and fun helps children to think, to increase their understanding and to improve their ability to use language. It allows children to be creative, to explore and investigate materials, to experiment and to draw and test their conclusions. Teachers know that such experience is important in catching and sustaining children's interest and motivating their learning as individuals and in co-operation with others. Each child's individual needs are met, in an atmosphere that celebrates individuality and diversity, where everyone is included and everyone matters.



Our Aims

We aim:

- ✓ To provide a welcoming atmosphere for all children, parents and carers.
- ✓ To provide a happy, caring, safe, secure stimulating environment where children can develop lively, enquiring minds.
- ✓ To enable your child to develop as an individual and as a member of a wider community.
- ✓ To help your child develop a good self-image, self-motivation, independence and tolerance.
- ✓ To value and develop children's curiosity and creative thinking, giving them time to develop ideas and celebrating their efforts and their learning.
- ✓ To work with all our parents and families in the education of their child.
- ✓ To celebrate diversity and be fully inclusive in everything we do.

We aim to deliver an education of high quality and create an environment which will enable your child:

- ✓ To acquire the skills, knowledge and understanding that will form the firm foundation for future learning.
- ✓ To move towards acquiring a reasoned set of attitudes, behaviour and values, including a respect for each other's race, culture and creed.
- ✓ To develop their physical skills, understanding of how their body works and what they need to do to keep themselves healthy.
- ✓ To make choices.
- ✓ To further develop the ability to communicate clearly and confidently and listen with understanding, interest and enjoyment.
- ✓ To further develop their understanding of number, measurement, pattern, shape and space.
- ✓ To explore and enjoy art, music, drama, imaginative roleplay and dance.
- ✓ To explore and find out about their environment and people and places that have significance in their lives.
- ✓ To become active, motivated and 'thinking' learners

Our Commitment

- ✓ To provide a happy, secure, welcoming and stimulating environment where every child is equally valued.
- ✓ To work as a team to plan a challenging, broad-based and well-structured education, encompassing all curriculum aspects of the Early Years and Key Stages One and Two.
- ✓ To value and encourage the support of parents and carers, thereby creating a positive partnership between school and home, enabling children to give of their best.
- ✓ To develop an exciting and motivating approach to learning that encourages the development of personal responsibility which enables every child to succeed.
- ✓ To develop and foster children's moral and social values, alongside a sense of self-worth.
- ✓ To promote and encourage healthy lifestyles for all members of our school community.
- ✓ To ensure that staff and governors keep abreast of educational developments and continue to implement new initiatives that will enhance the education of our children.
- ✓ To support and celebrate the professional development and achievements of staff and governors.

Contact Details



Hamsey Green
Primary School



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www.acornsnursery.org.uk

www.hamsey.surrey.sch.uk



/AcornsNursery

/HamseyGreenPrimarySchool



@AcornsNurseryHG

@HamseyPrimary

Tandridge Learning Trust

In May 2017, Hamsey Green Primary School, alongside Bletchingley Village Primary School, Tatsfield Primary School, Warlingham School & Sixth Form College and Woodlea Primary School, established the Tandridge Learning Trust – a Multi-Academy Trust.

We have close links with all of the schools and are particularly pleased to share a campus with Warlingham School & Sixth Form College as well as becoming a feeder school to them. We work closely together to ensure progression and continuity for our children throughout all phases of their education.



More information about Tandridge Learning Trust is available on its website: www.tandridgelearningtrust.co.uk.



Ofsted

Hamsey Green Primary School is a new academy school that converted to an academy in May 2017. It is currently graded as **GOOD** by Ofsted!



Admissions

Parents wishing to apply for their child to start in Acorns Nursery should email nursery@hamsey.surrey.sch.uk or phone 01883 622000 (Select Option 3) for an application form. Alternatively, you can download it from the website, www.acornsnursery.org.uk.

The Admissions Policy is also available on the website and follows that laid down by Tandridge Learning Trust (Schools Admissions Code 2014).

Please note that admission to Acorns Nursery does not guarantee admission to Hamsey Green Primary School, which is a feeder school for Warlingham School & Sixth Form College from Sept 2020. The Admissions Policy for Hamsey Green Primary School is available on its website, www.hamsey.surrey.sch.uk – select Information, then Admissions, or [click here](#) if you are viewing this document online.

Our Nursery and Primary School Values

ASPIRATIONAL
COLLABORATIVE
OPTIMISTIC
RESILIENT
NURTURING

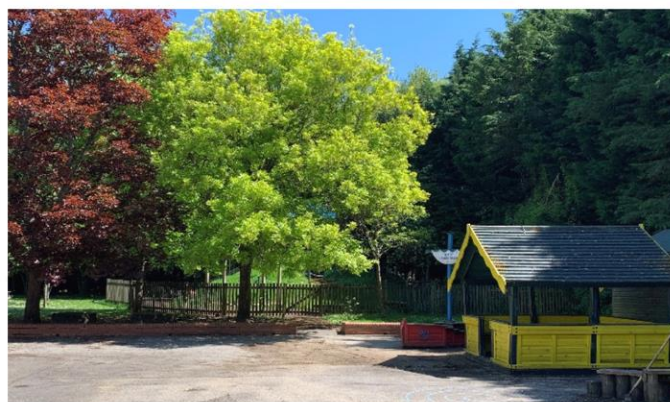


The Learning Environment

There are two rooms set aside for different aged children. Two-year olds are catered for in one room and three to four-year olds in the other. Teachers work as a team to plan teaching and learning. Within the class, the emphasis reflects child development and is centred upon a combination of class, group and individual teaching.

Acorns Nursery is set up with areas indoors, and in the outdoor area, which appeal to children and their interests. We have thought very carefully about the layout and resources available for the children so they have all been chosen to support and promote your child's learning and development. There are opportunities to develop skills across all areas of learning wherever your child prefers to play.

Inside, we offer a wide variety of activities for the children to develop skills across all areas of learning such as the opportunity to share books, make marks (early reading and writing), through trying a variety of creative and role play experiences (expressive arts and design), using tools such as scissors, pencils and paintbrushes (physical development) and time to share their ideas with others (communication and language).



In the outdoor area, the children can also explore all areas of learning on a larger scale. They come into contact with nature by growing vegetables and looking for wildlife (understanding the world), they can explore making marks in the mud with sticks or with chunky chalks on the tarmac (early writing) and develop their large physical skills through the challenge of climbing and swinging, balancing and pedalling (physical development). Our whole environment supports children's learning in all seven areas of the curriculum. For more information see the section on The Early Years Foundation Stage



Our wonderful facilities include a Forest School on site, where children can explore creative outdoor activities, develop problem-solving skills and increase their independence and confidence. Children also benefit from our new sensory garden.

There will also be opportunities to access the Primary School's facilities which include a large indoor hall and extensive fields and play areas.

Staffing and Key Workers

All of our staff are fully qualified and have had lots of childcare experience. The Nursery Manager works closely with the Assistant Head for Early Years at the Primary School.

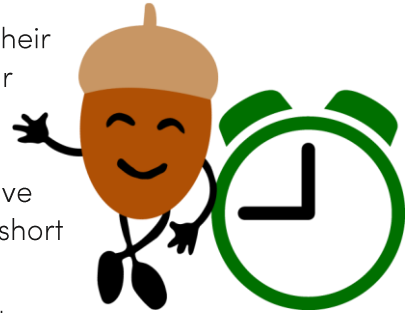
We maintain the correct staff ratio for the age/number of children on any given day, as stated by Ofsted. All staff are DBS checked and have relevant First Aid training as well as many other specialist skills.

We are extremely fortunate that we have highly competent and experienced Teaching Assistants who add to our collective enthusiasm and curriculum expertise. This factor, as well as allowing for an enriched curriculum, helps us to achieve a high degree of personal attention. We also have a Pastoral Lead who works with children and families if the need arises.

On arrival, your child will be allocated a key member of staff (Key Worker). This is the person that your child will spend some time with in small groups, and will gain the evidence for your child's progress check and building up their child profile's/play plans. Your child's Key Worker helps to build the relationship with you, your child and the Nursery; although all staff will spend lots of time with your child, so please feel free to talk to any of us.

The Nursery Day

Each session begins with your child being greeted and registered informally by their Key Worker. With their parent/carer, children collect their name card from their group bay and hand it to their Key Worker, who will be in an allocated area of the Nursery. It really helps your child feel comfortable to say goodbye if you get into a regular routine at the start of their session. Please aim to arrive so you have time to come into the Nursery, register with their name card and then spend a short period with one of their favourite activities.



We always recommend that you say goodbye to your child before you leave.

Remember that if you are upset or anxious, your child will pick up on this and will try to prolong the 'saying goodbye' time. At formal registration (which coincides with the closure of the entrance door), children gather in their group room. This is followed by a group session led by the Key Worker and planning for this is focused on an area of the curriculum on a rolling programme. This is an opportunity for your child to develop a sense of belonging, and a close relationship with a group of their peers and their Key Worker.

After group time, a wide range of activities are available throughout the setting, both indoors and outdoors. The children prepare snacks and serve themselves during the session, a skill which they develop with support. Each group comes together about 25 minutes before the end of the session when they have a story and singing either in the small group or larger class group with their class teacher. The doors open for collection at 11.50am and 2.50pm, with children to be collected by 12.00/3.00pm. We ask parents / carers to arrive promptly to collect their child.

Settling In

We know how important it is for you to make sure your child is well settled in. To help with this, we offer all parents / carers the opportunity to come in for up to two sessions to help ensure your child is settled in. And we do have tissues for mums, dads and carers if required!

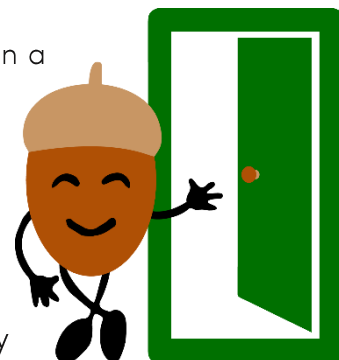
Our Partnership with Parents



Our policy is to involve and inform parents as fully as possible about what is happening in the Nursery and to invite them to share our aims for their child.

Here at Acorns Nursery, we operate an “open door” policy and you can talk to us on a daily basis. You are always welcome to discuss any matter with the Nursery Manager, Assistant Headteacher for Early Years, Deputy Head or Headteacher. Please do not wait for a formal visit if you have a problem, however slight. The teachers make themselves available after school, since before school they are usually very busy welcoming and settling the children.

Individual parent consultation sessions are offered regularly. During the year there are curriculum evenings, workshops and events arranged – to which you are warmly invited.



The partnership between home and nursery is of paramount importance and is a vital part of our school ethos. We know that the children can only benefit from such a relationship.

Each week the Nursery publishes news and information in the School’s newsletter (In a Nutshell), on its website: www.acornsnursery.org.uk

Parents are always welcome to visit Acorns Nursery and their support is appreciated by children and staff alike. There are many ways in which parents help us, for example:

- Assisting in the classroom, under the teacher’s supervision, with for instance, cookery, sewing and art activities
- Shared reading – helping children on a regular basis (training is given)
- Telling the children about your particular interests, experiences or employment
- Helping to catalogue books for the library

The Hamsey Green Primary School Parents’ Association (of which all parents are automatically members) organises various events. Some are centred around fundraising, some are educational and others are just for fun. More information is available at www.hamsey.surrey.sch.uk under ‘Parents’ then ‘Friends of Hamsey Green’, or [click here](#) if viewing this document electronically.

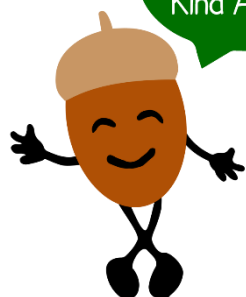
Our Approach to Behaviour at Acorns Nursery

Kind Words
Kind Actions

At Acorns Nursery, our prime aim is to encourage the children to become nurturing, caring and responsible members of our whole Nursery and hence society in general.

We focus on the positive aspects of helpfulness, hard work, kindness and good behaviour. There are also celebrations and rewards.

Pupils use the ‘Kind Words, Kind Actions’ rule in the Nursery and we help them to understand how to make positive behavioural choices.



Curriculum and Learning

At this stage of their learning, your child will be mainly learning through play-based activities. They will also be learning about routine and developing early literacy and maths skills, learning about the world around them and learning social skills. We follow the guidance as set out by the Government and Early Years. We offer the children a vast array of activities both indoors and outdoors such as; painting, sand, puzzles, play dough, roleplay and toys that encourage purposeful play. We work closely with the Reception Class Teachers to ensure we are continually improving and offering the best/most current teaching methods, at the same time as making your child's learning as fun as possible.



Your child will take part in the above activities and will spend lots of time talking to adults and peers, encouraging 'speech and language' and 'thinking skills', which in turn promotes independent learners. Your child will begin to learn by doing things for themselves, by exploring and investigating, watching and listening, talking and discussing, creating and communicating – in other words, playing. Play is children's work and playing hard is very tiring! Play can also be very messy, as your child will be learning both inside with sand, water and paint, and also in the outdoors with mud, leaves and so on, so you can expect some mucky clothes at the end of the day!

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is a curriculum for children aged three to five years old. This is broken down into three prime aspects and four specific areas of learning. The three prime aspects of learning are explained below.

Personal, Social and Emotional Development

One of the main aspects of your child's time at the Nursery will be a focus on their personal, social and emotional development. They will be encouraged to develop positive relationships, to play with a variety of friends and to understand the feelings of others. There will be opportunities to build confidence and self-awareness, and also to manage their feelings and behaviour.

Communication

Communication is a key area of your child's learning in the Nursery. They will spend lots of time sharing rhymes, songs, stories and playing games to develop their speaking and listening skills. They will be encouraged to learn to listen carefully, to develop concentration, to respond to questions and instructions, to share ideas and experiences and to take part in conversations.

Physical Development

Your child will be given lots of opportunities to move in different ways, for example, running, jumping, balancing and playing with balls. Another important aspect of physical development at this stage is learning to hold and use tools, such as scissors, and also to use pencils and pens to draw lines and shapes. Your child will also begin to understand how to look after themselves and be healthy.



In addition to these three prime aspects of learning, there are four specific areas of focus, which are described below.

Literacy

The 'Communication' section above outlines some activities to develop speaking and listening skills. In addition to sharing lots of stories, your child will probably be encouraged to handle and look at books independently and to begin to learn about how stories are structured. There will be opportunities for your child to recognise their own name. Your child will be encouraged to draw, paint and make so that they develop control and hand-eye co-ordination. They may begin to learn to copy the letters in their name.

Mathematics

At Acorns Nursery, your child will be given many opportunities to explore numbers and shapes in their play. For example, they may be encouraged to count objects they are playing with and to compare two groups of objects. They will probably begin to represent numbers using their fingers, marks on paper or pictures.

Understanding the World

Your child will learn about the world around them and they will be encouraged to use simple technology and equipment.

Expressive Arts

Finally, imagination and creativity are explored and developed in the area of expressive arts. Your child will explore different media and materials and be encouraged to use their imagination in a range of different experiences.

Most of the time your child will be learning all seven areas of learning together, in a fairly jumbled way. So, if they spend lots of time in the sand area there's no need for concern! They may well be covering all kinds of important learning: working with different materials; finding out about shape, quantity and volume; creating imaginative worlds; feeling different textures; and even developing motor skills and strength for writing!



We are fascinated with how children learn. As part of the curriculum, we work with you to develop the characteristics children need to be an effective lifelong learner. These include:

- Playing and exploring
- Finding out and exploring
- Playing with what they know
- Being willing to have a go
- Active learning
- Having their own ideas
- Making links
- Choosing ways to do things
- Creating and thinking critically
- Having their own ideas

Also, as part of new guidelines, your child's Key Worker will undertake the 'two-year check.' This will be explained to you as the process starts and is something that is carried out at the Nursery. It is a starting point for your child's Key Workers and parents to work together to assess skills we will work together to develop. Your child will then continue with a variety of activities promoting prime and specific skills in line with the EYFS.



TAPESTRY

Your child's Key Worker will complete your child's Learning Journal, using Tapestry (an online assessment system). You will also be able to access and use it to interact/comment and give feedback on

your child's observations that are made and activities your child does. Reports will be given to you at the end of each term, summarising your child's progress, however, we would be delighted to discuss your child's progress with you at any time. We value parental input and have put in place this online Learning Journal to make access to your child's learning a two-way process. When you join the Nursery, we will ask you to complete a form so that we can set up an account for you and your child. The online Learning Journal is only viewable by parents/carers, with an individual login. No other person has access to your child's account. All data is stored confidentially and Tapestry complies with the all current General Data Protection Regulation (GDPR) legislation.

Food and Drink

Each morning and afternoon we provide the children with a healthy snack. To encourage the children to try a wider range of fruit and vegetables our locally sourced weekly menu includes apples, bananas, pears, grapes, carrots, tomatoes and peppers and much more! We shop weekly and make seasonal choices to ensure the children have a variety to eat. Our Nursery children always have access to water to drink. We offer milk at snack time for all children, in line with the Government "Cool Milk" Scheme. The children also have regular opportunities to cook and bake.



We see lunchtime as a social occasion and try to make it a well-mannered and pleasant experience.

We ask that you provide a healthy packed lunch or a meal that can be warmed in a microwave. Pupils are not permitted to have sweets or fizzy drinks.

Please also note that we operate a 'nut free' nursery.

We ask parents /carers to let us know if your child has any special dietary needs or allergies.

Special Educational Needs and Disability

At Acorns Nursery, we aim to promote the all-round development of each child and to provide the facilities necessary to enable each child to acquire the skills which will lead to his/her success. All pupils are given the opportunity to take part in every aspect of the Nursery. Should a situation arise for your child to need extra help, or if your child has already been recognised as having a special need, please rest assured that they will be made to feel very welcome with us. Our team, the Headteacher, the Special Needs Co-ordinator (SENDCO), teachers, teaching assistants and specialist staff work together with parents to achieve this aim. A member of the Governing Body monitors Special Needs and reports regularly to Governors.

We know that children can have varying needs. Within this context 'Special needs' may be defined as:

- A child having significantly greater difficulties in learning than the majority of the same age.
- A child having communication, social or emotional difficulties which manifest themselves in a variety of ways.

We treat every child as an individual, with individual needs and requirements. If you are worried about your child's development and/or progress, please share these concerns with us and we can offer advice, help devise an additional support plan to help your child or if needed refer your child to access help from another professional such as a Speech and Language Therapist, Educational Psychologist, specialist teaching service (e.g. visual, physical or hearing impairment service). Please see our website, www.acornsnursery.org.uk choose Parents then SEND or [click here](#) if you are viewing this document online, for more information about how we support children with Special Educational Needs Disability (S.E.N.D) and how we liaise with other professionals to support your child.

Surrey County Council provides a range of agencies for support and advice for parents and staff. Children with SEND needs are monitored according to Surrey County Council procedures and the Code of Practice. Full details of these procedures and the Nursery's Special Needs Policy are available for inspection on request.

Inclusion and Equal Opportunities Policy

Acorns Nursery is committed to providing equality of opportunity for all cultures and religions. We believe that no child/individual/family should be excluded on the grounds of age, sexual connotation, family status, disability, colour, ethnic origin, culture or religious beliefs. We celebrate festivals and encourage parents to become involved. We use multi-cultural toys and learning apparatus for all children and provide an anti-discriminatory curriculum. We promote British Values in line with Government Policy.

Attendance, Absence and Illness

A list of Nursery term dates is issued at the start of each academic year and is published on the website. We would appreciate it if you could please let us know if there are dates during term time when your child will not be attending. Please note that fees are still due if your child is absent from the Nursery, including holidays taken during term time.

Your child will not be able to attend the Nursery if they have suffered any sickness, including diarrhoea, unless they have been clear for 48 hours. Please email the Nursery, nursery@hamsey.surrey.sch.uk, if your child will be absent.

If your child is unwell at the Nursery we will always contact you. It is, therefore, essential that we are kept up-to-date with the required minimum of two telephone numbers at which you and a designated backup emergency contact can be reached.

Autumn Term 2020	
Tuesday 1st September 2020*	INSET Day
Wednesday 2nd September 2020 *	INSET Day
Thursday 3rd September 2020	Autumn Term starts
26th - 30th October 2020	Half term holiday
Monday 2nd November 2020	INSET Day
Friday 18th December 2020	Autumn Term ends
Spring Term 2021	
Monday 4th January 2021	INSET Day
Tuesday 5th January 2021	Spring Term starts
15th - 18th February 2021	Half term holiday
Thursday 1st April 2021	Spring Term ends
Summer Term 2021	
Monday 19th April 2021	Summer Term starts
Monday 3rd May 2021	Bank Holiday
2nd May - 6th June 2021	Half term holiday
Wednesday 21st July 2021	Summer Term ends

Nursery Closure

Should an emergency arise which means that we are unable to open the Nursery, this will be announced as follows:

- Hamsey Green Primary School's website (<https://www.hamsey.surrey.sch.uk/>)
- The Nursery and School Twitter accounts (@HamseyPrimary and @AcornsNurseryHG)
- The Nursery and School Facebook pages (/AcornsNursery and /HamseyGreenPrimarySchool)
- Eagle Radio (96.4 FM)
- Text message and email message sent to all parents / carers

Medical Information and First Aid

You will be required to complete a Medical Information Form when you register your child at the Nursery.

If you require us to administer any medicines to your child, please note that the medicines must be prescribed by a doctor and listed on the Medical Information Form. In the event that your child requires additional medication during the course of the term you will need to update this form. We regret that we are unable to

give any medication unless indicated on the form. Medication can be refrigerated if required.



Please note that it is vitally important that you complete the medical form fully and accurately as, for example, if your child has an allergy to plasters, we need to know about this.

As a minimum, we are expected to have one paediatric first aider on the premises at all times. However, all staff renew their first aid qualification every three years, so the majority of our staff will hold an up-to-date first aid qualification at any one time.

Compliments, Concerns and Complaints

We welcome feedback on our Nursery provision from parents, people who work in organisations connected with the Nursery or School and from members of the local community. Parents are consulted on a regular basis to help us improve our practices and our provision.

If you wish to draw our attention to something which has impressed you, we would be delighted to hear from you. Should you have any concerns or queries about an aspect of your child's care then in the first instance, please speak to the Key Worker. We are confident that this will resolve your concern, but in case you feel you need to escalate the query, please escalate the concern to the next level, according to the diagram below.

➡ **Key Worker** ➡ **Nursery Manager** ➡ **Assistant Head** ➡ **Deputy Head** ➡ **Headteacher**

Should the matter remain unresolved, then please follow the procedure outlined in the Tandridge Learning Trust's Complaints Policy. The Policy is available on the Nursery website and can also be found on the Trust website www.tandridgelearningtrust.co.uk, then select the 'Information' tab. Alternatively, [click here](#) if you are viewing this document online.

The Education Act 2002 requires the establishment of local arrangements for the consideration of complaints about the activities of Governing Bodies, and the Local Education Authority, in respect of the school curriculum and related matters. A brief guide for parents is available in the entrance areas of the Nursery.

Child Protection Policy



All members of the school staff are subject to investigation under the 'Protection of Children – disclosure of criminal background of those with access to children' legislation. In addition, any volunteer in school is asked to undergo checks by the DBS (Disclosure and Barring Service).

Staff working with children are legally bound to report any concerns about the children in their care to the Designated Safeguarding Lead (DSL). For our Nursery, the Headteacher of Hamsey Green Primary School has that responsibility. There are also Deputy DSL's (DDSL).

Any member of staff who suspects that a child is at risk, reports the concern to the Headteacher/DSL or DDSL who investigates their concerns. The DSL/DDSL will follow safeguarding guidance and offers support, advice or refers to the Surrey Safeguarding Team. This may result in immediately referring the matter to the local Children's Services Team. The actions follow County Child Protection Procedures.

Health and Safety



We place the highest importance on the Health and Safety of all children in our care. Children are trained in hygienic habits and safety consciousness around the school.

Nursery events are always arranged so that children do not have to sit for long in the sunshine. However, we remind parents to provide protection for their children from strong sunlight. A copy of our Sun Safety Policy is provided for every family annually.

We operate a 'nut free' Nursery due to allergies so we ask parents to ensure that packed lunches do not contain any nuts or nut-containing foods, e.g. Nutella spread.

Regular inspections of the Nursery are carried out and a record of these inspections is kept on file. Emergency drills involving all pupils and staff are held at least termly and all fire-fighting equipment is regularly inspected. The Governors are responsible for Health and Safety and a copy of the full Health and Safety Policy is available for inspection at the Nursery or on our website, go to www.acornsnurery.co.uk, choose the 'School Information' tab and then the 'Policies' tab. Alternatively, if you are viewing this document online, please [click here](#).

Confidentiality

Parents will have access to files and information about their child. Children's files are locked overnight and all online data is accessed via Tapestry. This website is for parents and staff and has "secure" data protection and complies with GDPR Legislation.

Any emails/correspondence sent to parents/carers will be regarded in confidence and if it becomes necessary to send anything to external professionals / bodies, these will be sent using "Egress" which is an encryption programme. Parents must sign the forms on behalf of the child to accept responsibility for data sharing. Staff will not discuss your child with anyone else other than staff members, or about child protection should the need arise. When you sign the Registration Form, you will be agreeing to the above, including that your child's file can be passed on to Hamsey Green Primary School and, if necessary, any bodies relating to child protection and outside Early Help Assessment (EHA) agencies.

Addresses or contact details cannot be given by staff to another parent. Staff do not hold telephone numbers of parents on their mobile phones and parents are only permitted to contact staff on the Nursery mobile phone during Nursery hours. (Permitted telephone numbers of contact are given on the front door). The Nursery mobile phone that telephone numbers are stored on has a code to unlock it. The contact numbers will be deleted one week after a child has left Acorns Nursery.



Policies

No charge is made for any activity or equipment required to fulfil the requirements of the Early Years Foundation Stage statutory framework. The Governing Body may request voluntary contributions for optional extras such as visiting speakers, entertainers and transport and entry to activities. Pupils will not be treated differently, whether or not their parents have made a voluntary contribution. All such charges are based on the actual cost of providing the activity divided by the number of pupils taking part. The full Charging Policy for the Nursery is available on the website <https://www.hamsey.surrey.sch.uk/page/?title=Policies&pid=24> or by contacting the School Office at Hamsey Green Primary School.

A full set of policies is available at the Nursery. If you wish to see any of them, please do ask and a member of staff will give it to you to view on the premises. We ask that they are not removed from the premises. They are also available to view on the School's website, <https://www.hamsey.surrey.sch.uk/>

Uniform

We want children to feel confident to explore all activities and areas in the Nursery. For them to engage in messy activities, be able to run, climb and move about freely, they need comfortable and practical clothes. They need to be able to manage their own clothes as far as possible, so elasticated waists and Velcro fastenings are ideal. Our pupils wear a white polo shirt with an Acorn Nursery branded sweatshirt. Sweatshirts are available via School Money: <https://eduspot.co.uk/product/schoolmoney/>

We ask for strong sensible shoes or trainers and no flip flops, sandals or slippers for reasons of safety, especially when climbing. We also play outdoors every day, so a warm coat, hats and gloves are needed in colder weather and sunhats, loose, light clothing and sunscreen are needed in hotter weather. Wellies and waterproofs are available at the Nursery, but your child can wear their own if you prefer. To avoid mix-ups, we ask all parents to put their child's name in all clothing worn at the Nursery.

A water bottle and a bag containing a change of clothes, nappies and wipes, etc. is also required.

When the weather is hot, we would also ask you to provide your child with a sun hat and sun screen lotion.

The Extended Day

Full wrap-around care, can be provided at an additional charge, should this be required.



We offer both before-school care (Breakfast Club) and after-school care (After School Club).

The Breakfast Club operates between 7:30am and 9:00am. There is an hourly charge for this provision. Please refer to the application form for the price, which includes a healthy breakfast.

The After-School Club runs until 6pm. There is an hourly charge for this provision. Please refer to the application form for the price.

Times of operation of the Breakfast Club and After-School Club and the prices are subject to change; please check our application form for up-to-date information.

Uncollected Children



If, at the end of a day, your child is not collected within 15 minutes of the session ending then we will contact you. If we cannot get hold of you, then the back-up emergency contact number supplied will be used. If there is no response, and we are unable to contact your emergency number, then, in line with current Child Protection Guidelines, Social Services will be contacted and we will act according to their instructions. Your child will become part of the After-School Club, and a subsequent charge will be incurred.

We reserve the right to charge parents /carers who are persistently late to collect their child.

Early Years Pupil Premium

From January 2015, eligible three and four-year olds attending Acorns Nursery, attract Early Years Pupil Premium Funding, which provides extra money for nurseries and schools to spend on additional resources. This funding is used to enrich the children's learning and emotional wellbeing through:

- Specialist groups for social skills and language
- Financial help with school trips and uniform
- Prioritised interventions

You can apply if you receive at least ONE of the following forms of support or if your child meets the criterion described:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for four weeks after someone stops qualifying for Working Tax Credit
- Universal Credit
- Your child has been looked after for one day or more
- Your child has been adopted from care
- Your child has left care under a special guardianship order or residence order

If you would like a form, please feel free to contact the School Office at Hamsey Green Primary School. Your enquiry will be handled in complete confidence.

Charges and Funding

The Nursery offers provision for two-year olds as well as those who are three or four years of age. We accept a range of funding options including FEET (15 free hours for eligible two-year olds), Universal Funding (15 free hours for three and four-year olds) and Extended Funding (30 free hours for eligible three and four-year olds).

All additional hours over and above the 15 and 30 hour, 9am–3pm, term time only provision will be chargeable but please note that parents may be eligible for Tax Free Childcare and Employee Childcare Vouchers.

All additional hours over and above before and after school provision and FEE or FEET funded provision are charged at the current rate as per the application form.

Please note: If you wish to leave Acorns Nursery, a term's notice is required. If a term's notice is not given then a term's fees will become due.

Application and Availability of Places

Your child can join Acorns Nursery at the start of any term, subject to availability. In the event that this is not possible, your child would be placed on a waiting list.

We strongly advise parents to apply early, to avoid disappointment. Please contact us by telephone on 01883 622000 (select Option 3) or via email (nursery@hamsey.surrey.sch.uk), or feel free to pop in and see us so you can look around and collect an application form and an information pack. You are welcome to visit at any time during normal working hours, without the need for an appointment. Alternatively, you can download the registration form and prospectus from our website (www.acornsnursery.org.uk).



Hamsey Green Primary School Reception

Essential Forms and Fees



Prior to your child's start date, we will need you to complete some paperwork, supply some documentation and pay some fees, as described below.

Application Form and Supplementary Information

- Application Form, duly completed
- A copy of your child's birth certificate or passport, as proof of age.
- Form giving permission to send your child's paperwork directly to their next setting/school

Other Forms

- Medical Information Form
- Collection of Child Information Form
- "Things You Need to Know About Me" Form (information about your child)
- "Tapestry" Online Journal Agreement Form
- General Data Protection Regulation (GDPR) – Information Sharing Form
- Photographic Parental Consent Form

Fees

- A non-refundable Registration Fee of £35.00
- Payment of Termly Fees in advance

This prospectus was last updated in February 2021.



Acorns Nursery

Acorns Nursery is managed by Hamsey Green Primary School.

www.hamsey.surrey.sch.uk



Hamsey Green
Primary School

Hamsey Green Primary School is part of the
Tandridge Learning Trust.

www.tandridgelearningtrust.co.uk

Tandridge
Learning Trust

