



Building trust, empowering communities, educating all

Welcome to Dorking Nursery School



## **About our school**

Dorking is fortunate to have one of Surrey's four maintained nursery schools in the heart of the town. Dorking Nursery School is a maintained school, which means it is legally constituted as a school, benefitting from a Headteacher who is a qualified teacher and early years specialist, a governing body, delegated budget and other members of staff who are qualified teachers and early years practitioners.

## **All about our nursery**

We aim to develop each child to their full potential as an active, happy and confident learner building on the foundations you as parents have already laid and working in partnership with you. We welcome children and families of all abilities and backgrounds in this school.

Our three core values sit at the heart of everything we do: -

- **Building trust** – from the very first time you meet us, either on your parent tour, open day visit, home visit or first day at nursery, we aim to ensure that you and your child feel valued and a true sense of belonging in our Dorking Nursery family. We will support your child and family throughout your journey with us.
- **Empowering communities** – we are at the heart of our community and have been since 1939. We work closely with a variety of partners to support you and your child; this will enable a positive impact for all.
- **Educating all** – at the heart of what we do as a maintained school, is education. Whichever the pathway your child is on, we will tailor what we do to meet their individual needs so that they are ready for not only the next stage of their education, but also for life.

We have the skills and expertise to educate children with a variety of needs, both in our specialist class and in the 2-3s and 3-5s. We will work with each family to ascertain the best way to do this in order to meet needs.

### **How we will work together with you to settle your child into the nursery**

It is really important to both you and us that your child settles happily into our nursery and feels confident and enjoys their time here. For that reason, we place particular emphasis upon the settling in period. Before starting, there will be an opportunity for you and your child to visit us. This is a good opportunity for you to meet your child's key person and for you and your child to explore the environment. We will also visit you at home. This is an important part of our settling in process, as it gives time for you and your child to get to you know your key person in a comfortable environment. Your key person will gather lots of information about your child and give you time to ask any questions you may have.

When your child starts at nursery, please be prepared to stay potentially for the whole session on at least the child's first two days. As he/she starts to feel at home, parents will be able to leave the room for short periods - but please be aware that some children may need parents to stay much longer than 2 days. Your key person will discuss the next steps in settling your child on a daily basis, to ensure a positive experience for you both. We will plan the transition that is suited to you and your child.

Your key person is responsible for keeping a record of your child's progress and personal achievements throughout their time at nursery, and is always happy to talk to you about how your child is getting on or any other issues or concerns.



## Summary checklist for your child's first weeks at nursery

- Please make arrangements to be able to stay with your child for at least the first two sessions and remember that they may need you to stay for longer, just because your child is happy for them to leave you at another setting or with a grandparent, does not mean they will be happy for you to leave them at nursery straight away.
- If your child has a comforter, e.g. a toy, dummy, blanket, please feel free to allow them to bring it to Nursery. As they become more familiar and confident with us, we will gently encourage them to leave their comforter in their bag and just return to it when really necessary.
- Bring in fruit each week for the children to share.
- If your child is in nappies, please provide us with a change of clothing, 10 nappies and wipes in a named bag.
- Please make sure we have a copy of your child's identification (birth certificate or passport) and ensure you have completed the registration forms and all other forms and before your child's first day at nursery (please note parents cannot leave their children at nursery until the registration form has been completed and returned to the office).
- PLEASE talk to your child's key person or Team Lead about any concerns at all that you have.

We look forward to getting to know you and your child.

## A day at Dorking Nursery

No two days are the same for your children at nursery! Your child will spend time both inside and outside during their session, as well as opportunities for structured activities depending on their current needs and targets. There will also be opportunities for group activities/circle times to support your child's attention and listening skills as well as other areas of their development. Those children that are staying all day will have lunch before their afternoon session.

## How the children learn in our nursery

Throughout the school we work to the Early Years Foundation Stage (EYFS) which is the curriculum framework for children from birth to the end of reception. It has the following principles which align with our core values:

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured (Educating all)
- Children learn to be strong and independent through positive relationships (Building trust)
- Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers (Empowering communities)
- Children develop and learn in different ways and at different rates (Educating all).

We teach your children by ensuring challenging, playful opportunities across the following prime and specific areas of learning:

Prime Areas:

Personal, Social and Emotional Development (PSED)  
Communication and Language (CL)  
Physical Development (PD)

Specific Areas:

Literacy (L)  
Understanding the World (UW)  
Mathematics (M)  
Expressive Arts and Design (EAD)



The EYFS also stresses the importance of how children learn as well as what they learn. So, through the activities we plan in our nursery and the way staff interact with your children, we aim to foster the characteristics of effective early learning i.e.:

<b>Playing and exploring</b> - engagement	Finding out and exploring, Playing with what they know, Being willing to 'have a go'
<b>Active learning</b> – motivation	Being involved and concentrating, Keeping trying, Enjoying achieving what they set out to do
<b>Creating and thinking critically</b> – thinking	Having their own ideas, Making links, Choosing ways to do things

Through the year we aim to develop the skills, knowledge and understanding of the children in all these areas by drawing on their interests, then extending them by providing a variety of stimulating learning experiences both indoors and out. Because we follow the interests of the children, we do not have set topics but plan daily to extend and develop their interests and introduce them to new skills and activities. We use the garden as an extension of our classroom and the children have free access to outdoor play, so please make sure your child brings a warm coat to nursery each day. We have protective wet weather clothing and Wellington boots for the children when experimenting with mud and water and also for rainy/ snowy days, because it is important that children experience all the different weathers. Outside, as well as physical activities, we provide: story areas, painting, role play and dressing up, musical instruments and dancing, co-operative wheeled toys etc. Indoors the activities we provide include: water, block play, art and craft, home area for role play, manipulative activities, mark making, imaginative toys, books, quiet area. We aim to meet the needs of each individual child by catering for all abilities through a wide range of activities.

### **Developmental Records**

Each key person monitors their children through observation and keeps a record of their development in all areas of learning. We share this information with you via an online tool called Tapestry. For this we will ask you for an email address to activate your account so that you can see photographs and read observations of your child. You can also share with us photos and observations of what your child is learning at home. Your key person will have specific meetings to talk to you and together set next steps to support your child. We are also happy to make other arrangements if these times prove difficult or if any issues or concerns arise between meetings.

## A – Z of Useful Information about the Nursery

### **ACCIDENTS**

Minor First Aid is given by the staff, most of whom are trained Paediatric First Aiders. You will be contacted immediately should any more serious accidents occur. We record accidents including head injuries in the accident book. If your child has sustained an injury, you will be given a copy of the accident report and asked to sign the book to acknowledge receipt at collection time. A head injury letter will also accompany any head injuries.



### **ALLERGIES**

It is important to let us know if your child suffers from any allergies or if you have any religious, dietary or medical requirements.

### **ATTENDANCE**

Parents are asked to write, telephone or inform us verbally if a child is absent, either beforehand (in the case of medical appointments, holidays, school visits etc.) or by 9.30am or 1pm for afternoon children on the day of absence. Reasons for absence will be recorded in the diary in the office initially, then formally recorded in the register using the relevant code, this will be reviewed by the Headteacher regularly. If parents have failed to make contact with us by 9.30am or 1pm on the first day of their child's absence, the office staff will telephone parents.

If there is cause for concern, or a child is persistently absent, the Headteacher will discuss this with the parents in order to agree a plan of action which may include contacting Health or other appropriate professionals.

If, after the Headteacher has made considerable efforts to encourage the parents to bring the child to school, in consultation with the Governing Body, the place will be withdrawn. In all instances, the welfare and needs of the child are given the highest consideration.

### **BEHAVIOUR**

Our aim is to create an environment in which each child feels confident, secure and happy and is able to reach his/her maximum learning potential.

To achieve this, we have a behaviour policy which is outlined in detail in our policies folder and on the school website. In brief, we endeavour to:

- develop good trusting relationships with the children, and use praise, encouragement and positive reinforcement.
- actively teach our expectations and routines, setting an appropriate code of behaviour for the children.
- react appropriately to all situations according to individual stages of development and circumstances.
- help the children to show consideration for others and for property and teach children how to deal with conflict.

Once the children are taught our rules, we expect them to follow them and appropriate consequences will be imposed if they refuse to do so, although we never use physical punishment. We ensure that the child understands exactly what unacceptable behaviour has taken place and we are consistent in giving consequences. We aim for consequences to be meaningful and we encourage the child to think about what he/she has done. Actions taken may include:

1. Discussing with the child the behaviour that is unacceptable and why.
2. Asking the child to rectify the situation.
3. Withdrawal from an activity or situation.

If further steps are required, then an agreed behaviour plan will be discussed with parents.



All staff are clear that behaviour is usually a form of communication and therefore they work hard to establish what each child is trying to communicate in each situation.

**As children respond best to praise our aim at all times is to give attention for good behaviour.**

### **BOOK/STORY LIBRARY**



We have a large variety of books and value the importance of sharing stories with children. We organise opportunities for the children to bring home books from our 'library' to share with you. Each child will be given a book bag in which they can keep their library book and also any work they want to take home and letters to you. Please note when your child leaves the nursery the book bag must be returned to us.

### **CAR PARKING**

Please walk to nursery if you can – we have buggy shelters at the school.

Unfortunately, because we have so few parking spaces, during arrival and collection times **there is no parking for parents on site** except for those bringing children with special needs, those needing a disabled space and a very small number of parents/carers who have been given a nursery parking permit for a particular reason. If a parking permit is allocated to a parent for a specific reason, then it can only be used if that parent is collecting or dropping off the child. Please do not use the staff car park or the numbered or visitor spaces which belong to the flats. We do monitor the use of our car park by parents at the beginning and end of sessions and you will be asked to move your car if parked there without a permit.

### **CHILD PROTECTION AND SAFEGUARDING CHILDREN**

The prime concern of the school is to ensure we safeguard all children at all times and as such we have a duty to share child protection issues with other agencies and professionals. We work very closely with the parents, and we follow the Surrey Safeguarding Board Child Protection Procedures. A copy of our Safeguarding and Child Protection Policy is in the file in the library and on our website. The Headteacher (Donna Harwood-Duffy) is the trained Designated Safeguarding Lead (DSL). The 2-3s lead (Tracey Robson) and Family Support Worker (Jennifer Devane) are the trained Deputy Designated Safeguarding Lead (DDSL).

### **CHILDCARE VOUCHERS**

We accept childcare vouchers which can be used towards the cost of extended or fee-paying sessions.

### **CLOTHING**

The children need to be able to be active at nursery i.e. climb, run, play, paint, glue, dig in the garden etc. Please choose sensible clothes for your child to wear to nursery i.e. not long dresses or clothes that are difficult for them to remove by themselves in the toilet. We do have nursery sweatshirts available for sale in the office. Please do not send your child to nursery in dressing up clothes. We have clothes for dressing up at school which any of the children can use. **Jewelry including earrings and necklaces, must not be worn as it is considered a safety hazard.** Please make sure children are wearing sensible shoes/trainers in which they can run around, climb and have fun (please note no crocs, jelly shoes, open toed or any poorly fitting or unsuitable footwear). Children should bring a coat every day. Please name all clothes (especially outdoor ones, this can be done with a laundry marker) as it is impossible for us to keep track of them if you don't! If your child is likely to have an "accident" it is helpful if you could leave spare clothes in a named bag on their peg. Please **DO NOT** leave plastic bags or drawstring bags on your child's peg as they are a safety hazard. Nursery clothing can be bought through MyClothing.com, Visit [www.myclothing.com](http://www.myclothing.com) for more information.



## **COLLECTION OF CHILDREN**

Before your child starts nursery, we need to know who will normally collect them. If there is a change of arrangements and you have asked someone else to do this, you must tell us beforehand, telephone or inform a member of staff. Please make sure the person collecting your child knows the password you have given us for your child (which you will have written on your child's registration form), as staff will not allow the child to be collected unless they have been notified and the password is given.

If a child is not collected, we will endeavour to contact the parents or other people on the child's emergency contact list and the child will be looked after by nursery staff until he/she is collected. If after 45 minutes a child has not been collected and no one on the emergency list is available the police and social services will be contacted.

Please ensure whoever is collecting your child arrives on time at the end of their session as late collections can be very distressing for some children and staff have commitments elsewhere in the school.

## **COMPLAINTS**

If you have any concerns or worries, please do come and speak to your child's key person as soon as possible, or to the Headteacher. We are always happy to meet with you and will try to do our best to resolve any concerns. If you feel these concerns are not being properly addressed or you wish to make a complaint, then we follow Surrey County Council's procedure for doing this.

## **DISABILITY ACTION PLAN**

We want to ensure that all the children and the families are fully able to access all our facilities. To help us plan for this we ask all families to answer some questions in their permissions forms regarding disability. From that the governor's plan the disability action plan. Please do tell us if you have any problems with access or if you have any ideas for improving access.

## **EARLY LEARNING FOR TWO YEAR OLDS (PREVIOUSLY FEET)**

Some children are eligible for up to 15 hours per week of funded early entitlement, if their family is in receipt of income related support, for example, Universal Credit. Children who are funded in this way have priority admission at our school and will be offered all 15 hours across either a morning or afternoon session. A valid code will need to be obtained from the Local Authority as proof of eligibility.

## **EQUALITY POLICY**

The guiding principle of this is:

'We promote equality by providing a framework for the school to pursue its equality duties to eliminate unlawful discrimination and harassment, promote equality of opportunity, and promote good relations and positive attitudes between people of diverse backgrounds in all our activities. We seek to ensure that no pupils, staff, parents, guardians or carers or any other person through their contact with the school receives less favourable treatment. This includes the protected characteristics identified within the Equality Act (2010) i.e., sex, race, disability, religion or belief, sexual orientation, those who are pregnant, undergoing or who have undergone gender reassignment'.

To read the full policy – please look in the policy file in the library or on the website.

## **EXTENDED DAY**

In the 2-3s and 3-5s Nursery, we have a range of 'extended sessions' that are on offer to purchase in the nursery.

Lunchclub – this is between 11.45am and 12.30pm. Therefore, a child who attends in the morning can extend their session to include lunchclub, going home at 12.30pm instead of 11.45am, or a child who attends in the afternoon can come in prior to their session for lunchclub, arriving at



11.45am instead of 12.30pm. This price includes a hot school meal. Lunchclub can be a regular session for your child, or a one-off session.

Extended days – an extended day is when you can buy the other half of the day that your child does not normally attend. For example, if your child attends in the morning, you can extend their session to include lunchclub and the afternoon session, therefore going home at 3.30pm. Alternatively, if your child comes in the afternoon, you can extend their session to include the morning session and lunchclub, therefore arriving at 8.45am. If your child finishes at 2.45pm there is also an option to stay until 3.30pm.

All our extended sessions can also be purchased on a regular or one-off basis, subject to availability. Please note **terms and conditions** apply to all our extended sessions.

## **FEES**

Not all children are eligible for funded entitlement. Fee paying nursery sessions run from 8.45am – 11.45am or 12.30pm - 3.30pm term time only and are subject to a fee until the term after the child's 3<sup>rd</sup> birthday when it will be fully funded. Our admissions policy requires children to attend at least three sessions per week. When your child moves to the 3-5s nursery, they will all be offered 15 hours per week as either a morning or afternoon session. Children who are 3 years old on or after April 1<sup>st</sup> are not entitled to a funded place until the following September.

## **FOOD AND DRINK**

We ask all parents to bring in fruit each week which is then shared amongst the children at snack time. Due to the large number of allergies, under no circumstances is any other food to be brought on site at any time.

Water is available in the nursery and children are able to help themselves to a drink of water during the session. During the session each day we set up a snack table where children are encouraged to taste and enjoy a variety of healthy foods.

Birthdays are celebrated in the session and during group times. Again, cakes and birthday treats are not permitted in the nursery due to allergies.

## **FRIENDS OF DORKING NURSERY SCHOOL**

The Friends of Dorking Nursery School has been formed to raise money through a variety of events, for special projects within the school, and to raise the profile of the school within the local community. Many of our most exciting areas such as the gardens and soft play room were largely funded by their efforts. You are automatically a member of this group and we would like everyone to be involved with this - we know you are likely to be very busy and so welcome your help, however small. Recent events include, sponsored challenge and a cake sale. The group is always looking for fresh ideas. FOND have a Facebook page where they post updates and information.

## **GOVERNORS**

Although the Headteacher is responsible for the day to day running of the school, the governors have a specific part to play in the leadership and management of Dorking Nursery School. They provide a strategic overview including:

- planning for improvement
- defining parameters within which the Headteacher and staff run the school.

Governors have a responsibility to all the parents and children and meet approximately six times a year. Parents are welcome to observe – we allow up to two observers at each meeting. Please speak to the Headteacher if you would like to do this.

We have parent governors who are elected by and represent the parents on the Governing Body and also co-opted parent governors representing each site. Should you have any queries, concerns or comments, please feel free to speak to them – they will be very happy to help. Photographs and names of governors are displayed on the noticeboard outside the 2-3s nursery.

### **HOT DRINKS**

Keeping all children safe in the nursery and on the site is our priority, therefore, under no circumstances are hot drinks to be brought into the building.



### **HOT WEATHER**

Please would you dress your children in clothes that cover their shoulders and midriff and ensure that they do not wear flip-flops, “jelly” shoes, or crocs. We have sun hats for the children to wear at nursery, or they can bring their own named sun hat to school during the summer months. Please apply sun block cream on hot days before bringing your child to nursery, however, if they stay all day, then please bring in a named bottle of sun cream to school so we can reapply it after lunch – please give this to a member of staff – do not leave it in a bag on your child’s peg.

### **KEY PERSONS**

Every child in the nursery has a special key person who will be responsible for their ongoing records of development. You will meet your child’s key person before they start and please do feel free to speak to them if you have any questions or concerns.

### **LETTERS**

We regularly send letters to parents and carers to update you on what is happening in the school, and tell you about future events. Please make sure the office has the names and addresses of parents who do not live with their child, who might like to receive this information. Also, the latest newsletter should be available on the website.

### **LUNCHCLUB**

In the 2-3s and 3-5s Nursery, sessions can be extended to include a lunchclub. This is available between 11.45am and 12.30pm. The fee for lunchclub includes a hot school meal. Our lunchclub session can be purchased on a regular or one-off basis. Please note **terms and conditions** apply.

### **MAKATON**

Makaton is a sign language which is always used with spoken language. Research indicates that using signs/gestures promotes and stimulates communication and speech development in all children. This is an approach that we use throughout the school with all the children.

### **MEDICINES**

We would normally expect all medicines to be given to children by their parents at home before or after the sessions. We can however administer asthma inhalers, and may administer other medicines prescribed by a doctor in exceptional circumstances. If this is agreed, you will need to sign a form, available from the office, to give us permission to do so.



### **MOBILE PHONES**

Please do not use mobile phones or other electronic devices when in the building and please note mobile phones and cameras must not be used to take photographs of children in the nursery except at special events, such as family Christmas celebrations, when these are for personal use only and not to be put on any social or other websites.

## **NURSERY TERMS**

The nursery is open for approximately 195 days a year divided into three school terms following other Surrey schools. Over the year the nursery will be closed for 5 days for Staff Development/INSET. On these days staff have to attend training activities. A diary of term dates is displayed on the website.

## **ONLINE PAYMENTS**

Payments can be made on line via a BACS transfer to the following account: -

A/C name: Dorking Nursery School  
Sort code: 40-19-22  
A/C number: 51209752  
Address of bank: HSBC, Dorking, RH4 1BW  
Reference: Please give your child's name as the reference

We use an invoicing system called 'SchoolMoney'. Any payments for sessions, including lunch, additional Nursery sessions and termly donations can be paid through this secure system. Invoices and amounts owed can be viewed on this site also.

## **PARENT MEETINGS AND REVIEW MEETINGS**

We will hold 3 meetings throughout the year; one in each school term. This is an opportunity to talk about your child with their key person and any other professional that might be involved with your child. It is a chance to celebrate their learning and also plan for needs and next steps.

## **POLICIES AND PROCEDURES**

Paper copies of policies are available on request or can be accessed in the 'Documents' section on our website. All policies are reviewed regularly.

## **PROFESSIONALS**

There may be occasions when your child might come into contact with outside professionals; the most regular one being their Speech and Language Therapist (SaLT). The other professionals who may come to spend time with your child might be an Educational Psychologist (EP), an Occupational Therapist (OT) or a Practitioner from a mainstream or specialist provision. We will always aim to discuss any visitors with you prior to them happening particularly as the professionals often wish to talk/meet with yourselves.

## **REGISTRATION AND ATTENDANCE**

The school is open between 8.45am and 3.30pm each day. Parents/carers and children are not permitted to be on site outside of these hours. The children may arrive at any time as noted for their session. Registers must be completed by 9.15am (morning/working entitlement session) and 12.45pm (afternoon session). If a child arrives after this time, he/she is registered as late. Good attendance is a really important factor in the progress your child makes at nursery, and so please make every effort to ensure your child attends each session.

If your child is unable to attend nursery due to sickness, medical appointments etc. please telephone the school at the beginning of the session on the first day of absence or let us know beforehand when possible. It is very important we know the reasons for your child's absence as we are obliged to record them in the register and it also helps us to notify parents of any contagious or infectious illnesses. If we do not hear from you when your child is absent, the office will endeavour to contact you.



## **SECURITY**

We have good security within the school but it is still vital that everyone is safety conscious at all times. Please make sure that you shut all doors and gates as you go through the nursery so that we may keep all your children safe.

All visitors are required to sign in at reception including parents when attending meetings.

## **SICKNESS**

Surrey County Council policy requires you to keep your child at home for at least 48 hours after vomiting and/or diarrhoea to cut down on the spread of infection. Outdoor play is a valued part of the curriculum and is available every day so if your child is not well enough to go outside, please do not send him/her to nursery.

We also follow all the guidance set out by Public Health England with regards to all other illnesses, infectious diseases and incubation periods.

## **SOCIAL MEDIA**

We have a social media pages on Facebook, Instagram and X: Dorking Nursery School @dorkingnurseryschool. Please 'like' us to receive information and updates.

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

We accept a number of children with Special Educational Needs into the nursery and our Special Needs Co-ordinator (SENCO) is responsible for special needs throughout the school. These children are part of the nursery and join in with all the activities that are appropriate for them.

Many children may need a little extra help for a short time while they are at nursery school. This can be for all sorts of reasons e.g. if the child is very shy and finds mixing with other children difficult, or if they find it hard to concentrate and settle to an activity. If you or we have a concern we will discuss this with you and agree a plan to help your child.

If you are interested in knowing more about this please talk to one of the staff or have a look at our Special Educational Needs policy.

## **TAPESTRY**

We use an online learning journal called Tapestry. This allows us to securely share observations and photographs of your child during their day at Nursery. It also gives you the opportunity to do the same at home and share special events, outings or moments with us. We will ask for your email address to activate your account. Once you have done this you can also access your Tapestry via an app or a tablet or smart phone.

## **TEACHERS 2 PARENTS**

We use an electronic system called Teachers 2 Parents. This enables us to send messages, newsletters, permission requests and other information directly to your mobile phone or computer via email or text. We will use the email address provided to activate your account.

## **TISSUES**

As you may guess, with all the colds around the children use many tissues. Please donate one box of tissues to the nursery each term.

## **TOILET TRAINING**

If your child is in nappies or pull-ups, we ask you to provide the nappies, baby wipes, creams etc. that you use at home. Because of limited storage, please provide approximately 10 nappies/pull-ups and we will send you a note home when we require restocking.

Please do not feel under any pressure to try and toilet train your child because they are starting nursery. Children develop their toileting skills at different ages and your key person will support

your decision as to when you think your child is ready to begin toilet training. When the time is right your key person will work closely with you to ensure that the same strategies are used at home and nursery to help your child to become confident and skillful at using the toilet.

## **VIDEOING AND PHOTOGRAPHY**

We take photographs which we put in the children's folders and in displays/ albums in the school and for talks/workshops to parents and staff, but for other purposes we ask your permission. If parents wish to photograph or video special nursery events the following rules apply: -

Parents must

- ask the Headteacher for permission
- ensure videos and photos are for personal use only
- not put video and photos on the web/internet/social networking

In response to parental concerns, we do not allow any other people to video or take photos unless we get your specific permission.

## **VOLUNTARY CONTRIBUTIONS**

We ask for a voluntary contribution of £10 per child per term. This supports the cost of additional resources to enhance our curriculum such as Woodland Adventures. Payments for this can be made via 'SchoolMoney' – see ONLINE PAYMENTS above.

## **WEBSITE**

Our website is [www.dorkingnurseryschool.co.uk](http://www.dorkingnurseryschool.co.uk). If we have an emergency closure, we will ensure information about this is on the home page of our website and we will keep it updated.

## **WOODLAND ADVENTURES**

We have a piece of land next to the nursery which we use for our Woodland Adventures. The children will have the opportunity of doing sessions during the year. They will experience all weathers, learn about the natural world, make dens, do pond dipping and much more. We will send you more information about it nearer the time.

## **WORKING ENTITLEMENT**

Parents need to be working a minimum of 16 hours per week, equivalent to the national living wage up to a maximum of £100,000 per year. In a couple both parents must be working/in a single parent household, the single parent must be working to be eligible for the Working Entitlement.

If you think you meet the working criteria listed above, you will be required to access a code from the Department of Work and Pensions and this must be verified with the local authority through us so that we can access the funding. This verification must take place prior to the start of the term.