



**ST MAWES NURSERY**  
**HANDBOOK**  
**2021/2022**



## Who's who at St Mawes Nursery?

All staff are well qualified and very experienced in their roles. They undertake regular training to ensure your child receives the best possible support and early education.

### Staff Structure 2021/2022

Head of School	Ms Praed /Mrs Crinks
Class 1 teacher/Nursery Lead	Mrs Crinks
Teaching Assistant/Nursery Lead	Mrs Gale
Teaching Assistant	Mrs Michell
HLTA	Mrs Davison

## Keyworkers

Each child is assigned a keyworker within the first few days of settling into the nursery. The role of the keyworker is to help your child become familiar with the setting and to feel confident and safe within it. The keyworker for your child will develop a genuine bond with you both and offer a settled, close relationship. They will meet the needs of each child in their care and respond with sensitivity to their feeling, ideas, and behaviour.



## Funding

- 15 hours free childcare for 3 and 4-year-olds
- All 3 to 4-year-olds in England can get 570 free hours per year. It's usually taken as 15 hours a week for 38 weeks of the year
- It starts from the term after your child's 3rd birthday

For further information concerning 30 hours free childcare, please log into <https://www.gov.uk>

## Session request forms

After each half term holiday, a session request form will be handed/posted to all registered St Mawes Nursery, and new starters, for parents /carers to state which session they require for the forthcoming full term.

A letter will accompany the relevant form and it is vital session requests are returned by the stated date so the nursery can allocate and confirm places.

**For all late requests we cannot guarantee any sessions for the following term.**

**If sessions are changed an EY2C form will be provided for you to update and return.**

## Invoicing and payments

We email/post invoices in advance to all parents whose child is either non-funded or has sessions over and above 15 funded hours. These can be paid using Parent Pay. We require 50% payment by the start of the term to secure your child's place with the remaining balance paid by the half term holiday as stipulated in the letter.



Any non-payment, or late payment, may result in your child's place being withdrawn.

A Parent Pay account will be set up by the Academy administrator.

## Missed sessions

Sessions unattended due to infectious diseases ( i.e. chicken pox) may be deducted from your invoice, or refunded if already paid. We cannot offer refunds or swap sessions for routine child illnesses (i.e. coughs, colds, high temperatures etc.) If your child has an ongoing condition that requires hospital treatment, alternative sessions may be offered on a case-by-case basis, subject to availability and a copy of a consultant's/GP's letter.

## If your child is ill

Please note in instances of sickness and/or diarrhoea, please keep your child off nursery for 48 hours, timed from the last occurrence. Please call 01326 270575 to inform us of their absence.

We are permitted to administer prescribed medicines and prescribed Calpol under your GP's instructions.

You will be asked to complete an Aspire medicine form which will allow us to administer this to your child at the required time of day.

There is no need to keep your child away if they have minor ailments such as a cough or cold. A member of staff will contact you should their condition worsen.

Please contact the staff for advice if you are unsure whether to send them in.



## Accidents

Thankfully, because of our strict Healthy and Safety Guidelines, accidents tend to be rare and only minor. Should a child bump/ graze themselves, it is logged in our Accident Book. A member of staff will speak to you at the end of the session and provide a duplicate of what was recorded in the accident book.

If a more serious incident occurs, you will be contacted immediately –**please make sure that we always have an up-to-date contact number for you.**

## What your child will need in nursery

Please make sure your child comes to nursery in casual, comfortable and practical clothes. For the top half, we recommend wearing our nursery uniform (optional). A polo shirt and sweatshirt which can be purchased from:

School Trends

<https://www.keywearuniforms.co.uk/product-category/st-mawes/>





Please could you provide spare clothes for your child in a bag. These can be hung on your child's peg.

Footwear should be sensible, no flip flops. Your child will also need a pair of wellies for outdoor play.

A coat is always a must as we never can rely on our Cornish weather, and we do like to get outside as much as possible.

In the summer we ask that you apply sun cream to your child before they attend nursery and provide their own hat and sun cream to reapply if needed.

To encourage the children to drink during their session, please could you provide a water bottle filled with water. We will then refill it when needed.

**PLEASE PUT YOUR CHILD'S NAME ON ALL BELONGINGS**

## Arriving at nursery/going home

A member of staff will be on the gate to greet you, you can then walk down to the classroom where another member of staff will be available to greet the children.

Your child is then encouraged to participate in an activity. It is always important to say goodbye to your child before you go.

If someone different is collecting your child at the end of their session, please inform a member of staff and write it on the collection sheet. A safe word will be asked, so please make sure whoever is collecting knows this.

If this information has not been provided a phone call home will be made.

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## Session times

Our days start and end via the Trelawney Road- although if you're running late you will have to enter via the main school entrance on Grove Hill and a member of the school staff will bring your child to you.

We offer sessions for both AM and PM every day. Morning sessions begin at 9am and run until 12.00 or 1.00pm if you would like your child to stay for lunch. These are provided by Aspens at a cost of £1.55. Lunches can be booked on Parent Pay and must be booked by Saturday for the following week. Afternoon sessions run from 1.00 until 3.10pm. All day sessions are also available.

## Session Charges -2021/2022

If you wish to book additional sessions to the 15 hours allocated, a charge of £4.50 per hour will be due, this is dependent on availability. Please speak to a member of staff.



## Snack time

We provide a healthy snack during our morning and afternoon sessions. The children are encouraged to be independent by selecting their own bowl, pouring their own drinks, and choosing their own snack using the utensils provided. Snacks are provided by Aspens and a menu is available from the school office.

Snack time is an opportunity for the practitioners to sit down with the children and encourage healthy eating and conversations between the children.

## Nappies

We always have a number of children that are at varying stages of potty training when they first start with us. Some children are in nappies/pull ups, and this is fine.

Please speak to a member of staff about support or advice regarding potty training and we will be happy to help and support you and your child with potty training at home.





If your child attends nursery in nappies, you will be asked to complete an Aspire Toileting Plan for use in Early Years settings form. This gives us written permission to change your child during their session.

Please provide in your child's bag, wet wipes, and nappies/pull ups.

If your child is transitioning into underwear, please provide plenty of change of clothes.

## Newsletter

Our school newsletter is sent to you by email, this will update you on our topics, celebrations, and dates to remember. It is also uploaded on the school website.

## Tapestry

Tapestry builds a very special record of a child's experience and journey through their early years, using an online learning journal designed and developed specifically for EYFS settings. Using photos, videos and diary entries, a teacher, Early Years practitioner or childminder, along with the child's parents, 'weaves' the story of the child and how they progress together. The Tapestry platform then works seamlessly to enable these memories to be kept as a permanent record of each child's unique life.

All information held in the platform is kept securely and can be downloaded and shared as required. Parents/ carers are able to view their child's progress,



and how much fun they're having – online, through the platform as St Mawes Nursery share observations. Parents/carers can also upload their own thoughts and comments. Please complete the online tapestry form provided to set this account up.

## EYFS Statutory Framework

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered Early Years providers must follow the EYFS, including childminders, pre-schools, nurseries and school reception classes.

## Safeguarding

The school takes great care to safeguard all children and follows all statutory and Local Authority guidance with regard to child protection.

Our designated person for child protection is Mrs Crinks and our deputy is Miss Connell and Mrs Woodman. Our Child Protection Policy is available on the website or a paper copy is available in the nursery setting.

## Leadership

The school and nursery is led by Head of School Mrs Woodman alongside Assistant Head of School Mrs Crinks. St Mawes Primary School is part of the Aspire Academy Trust and therefore does not have a Board of Governors. For information on governance please visit

<http://www.aspireacademytrust.org/193/governance>.

If you have any concerns or complaints regarding St Mawes Nursery, you should raise them in the first instance with your child's keyworker. If you feel that



matter has not been resolved, please contact Mrs Crinks (EYFS Lead) and then the Head of School. Should you still not be satisfied, our Head of School will provide you with a copy of the Aspire Complaint Policy.

## Finally

We would like to remind you that all the children at St Mawes Nursery are treated as individuals. We believe that everyone deserves respect whatever gender, race, age, religion or ability and we take equality issues seriously.

We will not tolerate any bullying or harassment at the school. We hope that your child will enjoy their time with us.