

### St. William's Nursery Policy

**St William's Nursery** is for 3 and 4 year olds, running a morning session (8.30am-11.30am) and afternoon session (12.15pm-3.15pm) Monday to Friday in term time for 3 hours per session. We offer flexibility and the opportunity to buy into lunchtime care so that you can access a morning and an afternoon session in the same day. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours.

**From the term following a child's 3<sup>rd</sup> birthday**, all 3 and 4 year old children are entitled to 15 hours a week of free **early years' provision** for 38 weeks a year or 30 hours free early years' provision for those families who meet the government criteria.

Additional sessions for all children can also be bought if space is available. Please check if you are entitled to 30 hours on the HMRC website.

Funding is available from the term *following a child's third birthday until they reach compulsory school age.*

A child born in the period:	Will become eligible for a free place from:
1st April to 31st August	1st September <b>following child's third birthday</b> ( <i>Autumn term</i> )
1st September to 31st December	<b>1st January following child's third birthday</b> ( <i>Spring term</i> )
1st January to 31st March	<b>1st April following child's third birthday</b> ( <i>Summer term</i> )

**At St. William's Nursery**, parents/carers can use their free entitlement of 15 hours or 30 hours per week. This can be used between our nursery and up to two other settings, however, a maximum of two settings in a single day. **St William's Nursery** provides 3 hour sessions in the mornings and afternoons. Parents and carers using another setting in the same day can use more of their free early education entitlement but no session can be longer than 10 hours and cannot be before 6am or after 8pm.

This is all funded through the free entitlement so will not cost parents anything. For those who require more than their free entitlement of 15 hours a week and do not meet the criteria for 30 hours, additional 3 hour sessions can be bought - please see charges below.

In order to claim the funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school.

## **Payment**

We charge £2.50 a day for lunch cover from 11.30am-12.15pm. This charge is for additional staffing while nursery staff have their lunch breaks. Lunches are not provided by nursery, children are to bring a packed lunch from home.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Additional sessions can be bought at a cost of £12.00 per session (8.30am-11.30am and 12.15pm-3.15pm).

Registration fees and deposits are not charged. You will receive confirmation of sessions via email/letter.

We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places.

Charges for additional services such as trips will be agreed in advance with families.

We do not charge for snacks.

## **How to Pay for 15+ Hours**

For children who buy in additional sessions, we require timely payment for them to access their charged place. This allows us to secure the correct staffing ratios. An invoice will be issued at the start of each term giving parents time to make the required payment for their child to be able to attend. Payment can be made by child tax credit or via your School Money account. We also accept childcare vouchers, which working parents can request via their employer.

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises etc. If payment is not made before the end of the term for lunch wrap around or additional sessions a reminder will be sent. The child will be unable to attend the lunchtime wrap around or additional sessions the following term until the payment is received and their place will be regrettably withdrawn due to non-payment. If any issues arise regarding payment, please

speak to our school Finance Officer where we will look to support you wherever possible in finding a payment plan which is suitable for you and the school.

### Notice Period

If you no longer require a place at **St. William's** Nursery we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

### Admissions

We will work with parents and carers to ensure that as far as possible the hours/sessions can be taken as free provision. We offer a lunch wrap around care for those who require a full day at Nursery. This is between 11.30am – 12.15pm.

St. **William's** Nursery offer admissions in line with the Norfolk County Council Admissions. Admission of places is allocated as follows:

1. Are in public care or have been adopted
2. Live within catchment area and a sibling is already in the school/Nursery
3. Live within the catchment area
4. Live outside the catchment area but already have a sibling in the school
5. Live outside the catchment area

In order to request a place **at St. William's Nursery**, the nursery application form needs to be completed which is available from the school office or on the school website. The child will then be added to the waiting list and places allocated as per the admissions policy.

We offer 15 hours free funded places over 5 sessions for all 3 and 4 year olds the term following their third birthday and from September 2017, 30 hours free for those families who meet the government criteria. Additional sessions for all children can also be bought if space is available. Please check if you are entitled to 30 hours on the HMRC website.

Early education is offered to families 38 weeks of the year, the funded hours can be claimed (to the maximum available):

Monday 8.30am – 11.30am and 12.15pm – 3.15pm

Tuesday 8.30am – 11.30am and 12.15pm – 3.15pm  
Wednesday 8.30am – 11.30am and 12.15pm – 3.15pm  
Thursday 8.30am – 11.30am and 12.15pm – 3.15pm  
Friday 8.30am – 11.30am and 12.15pm – 3.15pm

Upon allocation and acceptance of a nursery place, parents/carers must provide the school with the completed **nursery admissions form and the child's original birth certificate** must be seen for verification by admin staff at the school office. These documents must be received before the child can start their sessions.

## SEND

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop, learn and grow.

We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs. This incorporates all children with SEND as well as those from Ethnic groups and Looked after children.

We follow the requirements of the EYFS 2017 and provide an inclusive environment for children and their families. We comply with the requirements Equalities Act 2010 and the Special Educational Needs code of practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

**Enquiries about an individual child's progress should be addressed at first to the key person.** Other enquires can be addressed to Elizabeth St Quinton, Senior Nursery Nurse, Jo Smith, EYFS lead/SLT or Matthew Watts, SENDCo.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into **account everyone's views, aspirations and hopes for their child.**

Once a potential special educational need is identified, four types of action should be taken to put effective support in place:

1 Assess

2 Plan

3 Do

4 Review

This will be known as the *graduated support*.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

**St William's Primary School and Nursery will contact parents and carers applying for a place for a child with additional needs prior to them starting to discuss how needs can be best met.**

**Further information and St William's Primary School SEND policy can be accessed on our school website:** <http://www.st-williams.norfolk.sch.uk/school-policies/>

### **Early Years Pupil Premium**

We aim to identify all children who are entitled to additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. We aim to consult with parents/carers about how this money is used to support their child.

### **Safeguarding**

We take our responsibility for safeguarding and promoting the welfare of all children and young children very seriously. The purpose of **St William's nursery and school** safeguarding policy is to ensure every child who is a registered pupil at our nursery and school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our nursery and school from maltreatment;
- **Prevent impairment of our children's and young people's health or development;**
- Ensure that children and young people at our nursery and school grow up in circumstances consistent with the provision of safe and effective care;

- Undertake that role so as to enable children and young people at our nursery and school to have the best outcomes.

**The child's welfare is of paramount importance.** Our nursery and school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our nursery and school will be able to talk freely to any member of staff at our nursery and school if they are worried or concerned about something.

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

The Designated safeguarding leads are responsible across the school and nursery.

Please see our school website for **further information and St William's Primary School** Safeguarding policy can be accessed on our school website: <http://www.st-williams.norfolk.sch.uk/school-policies/>

## GDPR

The General Data Protection Regulations (GDPR) came into force on 25<sup>th</sup> May 2018. It is regarding privacy of all data we hold as an organisation. As a nursery and school we collect and hold a great deal of personal data – not only about children, but also staff, **parents, volunteers, visitors, suppliers and other 'data subjects'**.

We have also appointed an external organisation, Data Protection Education Ltd as our Data Protection Officer on Norfolk County Councils recommendation. We take our responsibility of custodians of this data very seriously and embrace the opportunities GDPR provides to make improvements on how we handle data.

Our Privacy Notice can be viewed on our school website.

## Setting Closures

**St. William's Nursery** runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises etc. We will give as much notice of these situations as possible.

## Complaints Procedure

We aim for all nursery users to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the free entitlement in the correct way as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities, a complaint can be submitted to Victoria Buxton, Head of School, using the complaint form which can be found on the school website. The complaints procedure can be accessed on the school website: <http://www.st-williams.norfolk.sch.uk/school-policies/> If you would like a paper copy of the complaints procedure/policy please contact the school office – 01603 434128.

**Date policy written:** May 2017, 2<sup>nd</sup> revision July 2017, 3<sup>rd</sup> revision August 2017, 4<sup>th</sup> revision September 2017, 5<sup>th</sup> revision July 2018, 6<sup>th</sup> revision 28<sup>th</sup> June 2019. 7<sup>th</sup> Revision April 2020. 8<sup>th</sup> Revision August 2020. 9<sup>th</sup> Revision January 2022. 10<sup>th</sup> Revision June 2022, 11<sup>th</sup> Revision November 2023

**Review Date:** July 2024.