

THE FOLLY NURSERY AT MANOR HOUSE SCHOOL

Background Information

The Folly Nursery stands in the grounds of Manor House School, an independent preparatory school for children aged five to eleven overlooking Honiton. It takes its name from the old stone tower at the top of the hill which was home to the nursery from its beginnings in September 1995 until it moved to its present site in September 2001.

The Folly provides early education for two to five year olds, working within the required guidelines for the EYFS (Early Years Foundation Stage) curriculum. The nursery is registered for twenty-six children at any one session, up to eight of whom may be two years old. There is a staff to child ratio of 1:4 for two year olds and 1:6 for three and four year olds.

Aims and Objectives

The Folly aims to nurture the children's deep desire to learn, to experiment, to socialise and to gain independence. The curriculum is designed to foster the emotional, physical, social, intellectual and creative development of every child. The wide and varied range of activities we offer provides the children with not only a basic grounding in numbers and letters, but a wealth of learning experiences, allowing them to progress to their next stage of education with a sense of achievement and confidence. Emphasis is placed on the development of every child's self-esteem and independence, and they are strongly encouraged to be kind and caring to one another in a positive and nurturing environment. Children work and play together in a happy, relaxed and positive atmosphere in which encouragement abounds and the surroundings are colourful, attractive and adaptable. The

experiences provided for each child are stimulating, challenging, absorbing and satisfying, allowing for every aspect of development and progression through the different stages of the pre-school years. The children are taught by dedicated, enthusiastic and well qualified staff in spacious and well equipped classrooms. This all combines to help us provide a start to education of the highest standard.

Staff

Out of our ten staff, nine are qualified at level 3 or above. They all regularly attend courses and workshops to keep abreast of current educational thinking. All staff are CRB checked.

Staff Roles

The Head of Nursery is in overall charge of all staff and all children and has the final say in all matters of education. She also has specific responsibility for issues relating to Child Protection.

There is a nominated member of staff in charge of SENCO matters, and another whose responsibility is for First Aid and Fire Marshalling.

One member of staff is responsible for Behaviour Management. One member of staff is responsible for structuring P.E lessons which take place in the school Sports Hall on Tuesday and Thursday mornings. Another takes on the job of filing children's work and organising wall displays.

All qualified staff have key children, to whom they are responsible for the filing of their work, the upkeep of their records and the overall development of their children.

In the absence of the Head of Nursery, her role in leading the session is taken on by her Deputies. In the event of all three of these staff being absent, all other staff are qualified to take charge, and one of them is nominated for this role. Part-time

staff are called upon to cover absence when regular staff are ill or attending courses.

Staff Meetings

Staff meetings are held every fortnight on a Monday, with ongoing discussion between staff taking place throughout the term. Staff work closely as a team and a staff notice board, situated out of view of parents and visitors, is used to alert staff to be aware of all current issues.

Staff Appraisals

Staff work closely as a team and the importance of a consistent approach is recognised by all as being a vital ingredient in the success of the nursery, providing as it does, continuity and clear expectations for the children. The Head of Nursery works alongside all staff and is therefore aware of their approach and able to appraise performance informally on a day to day basis. Formal appraisal takes place once a year in the autumn term. All staff have a self-appraisal form to fill in. Each member of staff is observed individually on two separate occasions and at two different types of activity by the Head of Nursery. Observations are followed up by an interview at which performance and the self-appraisal form are discussed. The contents and conclusion of the interview are then summarised in a brief report written by the Head of Nursery and countersigned by the member of staff. The Head of Nursery is appraised by the owner of Manor House School who is himself a qualified nursery leader.

Staff Recruitment

Vacancies are advertised and a shortlist of applicants chosen by the Head of Nursery and the owner of the school. Each applicant is then invited to spend part of a morning or afternoon at the nursery, during which time he/she will be observed in his/her

interactions with the children by the Head of Nursery. Where appropriate, he/she will be asked to supply examples of weekly and termly plans, records and assessments. The applicant is then interviewed by a panel consisting of Head of Nursery, Head of Lower School (or Head Teacher) and the owner. All those on the interview panel ask questions prepared and agreed between them in advance. Notes are taken during the interview to aid later discussion and decision making.

Voluntary Helpers and Students

Parents do not come in to the nursery on a regular basis to help, although occasionally a parent will be invited in to talk to the children on an area of expertise. The parent is never left with the children unsupervised by staff.

Students are able to come to The Folly for work placement. They are supervised at all times and are never left alone with a child. No more than one student may be placed with the nursery at any one time.

Visitors

Anyone visiting the nursery, prospective parents, educationalist or invited guest will have an appointment, the details of which will be written in the nursery diary. On arrival the visitor will be asked to fill their details in our Visitors book and then sign themselves out of the book when their departure time arrives. No-one unknown to the nursery is allowed to visit without an appointment. Visitors are greeted at the door and accompanied by a member of staff at all times.

Activities

The children undertake a wide variety of activities to make the very most of their natural enthusiasm for learning at this age. They experiment creatively with collage materials, clay, playdough, paints and crayons in the Messy Room, spend time in

the Busy Room, dressing up and playing together in the home corner or building their own creations from a variety of construction toys, and enjoy books and stories in the Quiet Room or Busy Room. Table top activities encourage the development of fine motor skills with pencils, crayons, chalks, scissors, threading, puzzles and other equipment, while board games nurture the ability to take turns. We have a computer which offers various matching, colour, number and letter games. The children also enjoy cooking, and a variety of tactile activities including sand and water play. Older children have 'Special Time', a lesson in which every child has the opportunity to participate in and contribute to a small group activity based on numeracy or literacy.

There are plenty of opportunities for outdoor play. The classrooms open on to a covered, decked veranda where children can play in all weathers. There is a large garden with a sandpit, digger and playhouse, and for the use of older children, an exciting wooden fort where they can climb, balance and slide. All this is surrounded by twenty-two acres of grassland and woodland where children regularly go to walk and explore.

While singing is a part of every session at the nursery, a weekly music lesson allows the older children to use the facilities of the school music room and the talents of a qualified music teacher.

The younger children have their own music lesson on another day by a musically talented member of our Nursery team.

During twice weekly P.E. sessions, children have the use of the school Sports Hall, which older nursery children also use for the Christmas play and carol service.

Planning

There is a topic for every term which is discussed and decided by all staff at the end of the previous term. All staff are invited to contribute ideas for possible activities to be included within the theme. During the holiday, activities for the term ahead are broadly planned week by week by the Head of Nursery and the

Deputy Head's of Nursery. Detailed weekly plans are then produced on an ongoing basis throughout the term by the Head of Nursery and alternating Deputies.

Records

All children have a file containing their registration form, medical form (which is updated and signed by parents at the beginning of each term), and any correspondence from parents, health, welfare or education professionals, and copies of any reports supplied by the nursery. Parents may ask to see their child's file if they so wish. All information of relevance is passed on to the next school. Registration forms are held by the nursery for six years and then destroyed. All other paperwork is destroyed when the child leaves the nursery.

Assessment records on every child are compiled three times a year in October, February and May, from observations of activities and lessons noted by all staff on observation sheets throughout the academic year. These records may be shared with parents at formal Parents' Meetings which take place twice a year in November and June, or at any time the parent request to see them. These records are sent on to the child's next school when they leave The Folly. Each child also has an ongoing record in the form of a scrapbook which includes photos, captions, and work produced by the child. These scrapbooks are given to the parents when their child leaves The Folly.

A daily monitoring sheet is used by all staff to provide a record of each child's chosen activities over the course of the day and how much contact they have had with adults during that time. From this tick list, a picture emerges of how all the children have spent their time during that day. This information can then be used to inform planning and to highlight those children to be targeted for more adult input in the following days.

Sharing Information with Parents

Information and concerns about children are shared between staff members and with parents informally on an ongoing basis. The Folly has an 'open door' policy and encourages parents to talk to staff at dropping off and picking up times about anything that concerns them. Staff make a point of sharing positive experiences with parents and not only talking to them if there is a problem. If a parent wants to speak to a member of staff privately, there is always either an immediate meeting or an appointment made for another time convenient to them. In addition, there are two opportunities during the year for parents to have a formal ten minute meeting with the Head of Nursery or their child's Key Person to discuss their child's progress and look at their work. These meetings are by appointment over a two day period in both November and June. There is a parents' notice board on the wall outside the nursery. Copies of all correspondence and newsletters are posted on this board, and each family receives their own copy of all letters which are filed in their child's folder. Named folders are kept in two boxes, labelled Robins and Wrens for the two groups (younger and older) on a table underneath the notice board. Parents are reminded to check their children's folders regularly, not only for correspondence, but also for their children's paintings and work. Each child has a home/school book so that notes can be made on a daily basis by the child's Key Person, or in their absence the Head of Nursery or one of the Deputies. Parents can also write in these books to make us aware of changes etc that they don't wish to speak about in front of their child.

Hours of Opening

The Folly Nursery is open during Manor House School term times. Hours of sessions are as follows:-

Morning session	8.45 - 11.45
Lunch time	11.45 - 12.30
Afternoon session	12.30 - 3.00

Children may attend for as few or as many sessions as their parents wish, space allowing, with a minimum requirement that they come to at least two sessions a week, split over two separate days.

A balanced and nutritious cooked lunch is available, using fresh ingredients delivered to school daily. Alternatively, parents may provide a packed lunch. This should not contain sweets, nuts, fizzy drinks, glass bottles or cans.

Children attending a morning session may stay to lunch if they wish, and may be collected at either 12.30 or 1.30. Those children coming for an afternoon session may arrive at nursery at 11.30 in time for lunch if they wish.

Children may be brought to school as early as 8.00 a.m. and may have breakfast in our Breakfast Club, and they may stay to the After School Club until 6 p.m. There is an additional charge for this facility, except for those children who attend the nursery full-time for five days per week, where they only pay extra if they collect their child after 5pm.

Fees

Fees are charged at £4.80 per hour and are payable in advance. The Early Years Grant may be used at The Folly Nursery.

Daily Routine

- 8.30 Arrival of staff and earliest children by arrangement, and those children coming from Breakfast Club or arriving on a school bus.
- 8.45 Busy room and the far end of the Veranda are open with free activities and free movement of children between these areas.
- 9.15 The door to the veranda is closed and the Messy room opens allowing children to take part in the adult led craft activity on offer. Also, there is dressing up, the home corner, a construction toy on the floor plus a table top activity e.g. crayoning, scissors, jigsaws, playdough, gloop etc. with an adult always present. There is also free painting at the easels, an activity sheet, and stories available. The Wren's (the older children) are called to participate in Special time if they would like to.
- 10.0 Tidy up time and then the Robins and Wrens split to have their Circle Time (discussion, songs, games and fruit).
- 10.30 All the children have outside free play or they can take part in the adult led outside activity which may be a game, a large construction toy or some type of physical activity.
- 11.20 Outside tidy up time
- 11.30 Some children arrive for lunch and the afternoon session. Quiet time which could be a story, some singing or a lie under the bubble machine.
- 11.45 Lunch in the Messy Room.
- 12.30 All children have stories and songs, followed by a rest in the Busy Room for those who need it. The children not in need of a rest go outside to play.
- 1.30 Playtime is over. All children come in and go to the Busy Room where they are registered, have a story followed by a choice of imaginative role play, dressing up, construction toys, games on the computer, fine motor activities, activity

sheets, painting at the easels, an adult led craft activity etc. Some of this group may still be sleeping in the Quiet Room, but if not, then this space will be available for special time.

2.30 Tidy up time for both groups.

2.40 The children come together for an end of the day circle and fruit, followed by a short story and home time. For those children collected later than 3.00 there will be a DVD, supervised by one member of staff while the rest clear away and prepare the nursery for the next day.

POLICIES AND PROCEDURES

Registration of Children

Children may be enrolled at The Folly by parents or guardians completing a Folly Nursery registration form and paying a non-returnable deposit of £50. Sessions may be agreed between parents and Head of Nursery. A full term's written notice is required to withdraw a child or payment of one term's fees in lieu.

Collection of Children

Children may be collected from nursery only by their parents or other carers nominated by their parents and known to nursery staff. Children who are not collected will be cared for in the nursery while attempts are made to contact, in the first instance, the parents, and failing that, the nominated emergency contact on the child's application form.

Procedure for Lost Children

Children are marked off in the register upon arrival at nursery. All rooms and outside areas are supervised by at least one member of staff at all times when children are present. Head counts are taken at regular intervals through the session.

In the event of a child becoming lost, the main school office will be notified and extra staff called upon to aid in a thorough search of the school and grounds, ensuring that adequate numbers of staff remain in the nursery with the remaining children. If the child fails to be found, the police and the child's parents will be contacted.

Risk Assessment

A formal risk assessment of the entire school premises including the nursery and grounds is carried out annually by the Health and Safety Committee. Ongoing risk assessment is carried out daily by nursery staff who are constantly vigilant for potential dangers posed by the surroundings and equipment.

Fire Safety Procedures

An annual visit from the Fire Service ensures that all fire extinguishers are in working order and meet current fire regulations.

All electrical appliances are safety checked by a qualified electrician annually.

Fire drills take place at a different time every day for a week at the beginning of each term to ensure that all staff and children are aware of the procedures in the event of a fire.

Operational Procedures for Outings

Outings away from the school premises are offered only to three and four year olds and written parental permission is sought.

The proposed venue for an outing is checked for safety and suitability by a member of staff prior to the nursery visit, and a written risk assessment is completed.

Children are driven to the venue in school minibuses which are regularly safety checked, comply with all the necessary regulations, and are all fitted with adjustable shoulder seatbelts, or booster seats are put in.

Children are accompanied at all times by members of staff in a ratio not exceeding 1:4.

A First Aid kit and school mobile phone are carried by a nominated member of staff at all times in case of emergency, as well as a list of contact numbers for every child on the trip.

A register is taken prior to departure and regular headcounts are taken throughout the day.

Children are supervised at all times by members of the nursery staff.

Child Protection Statement

In the case of suspected mistreatment of a child by a family member, objective statements of bruising or other injuries, remarks made, and any other evidence will be written down without naming the child concerned and placed in an unmarked file. If more than two entries are made within a two week period, the Headmaster of Manor House School will be notified, and he, together with the Head of Nursery will take steps to notify the parents and the authorities.

In the case of an allegation against a member of staff, the staff member will immediately be suspended on full pay pending an enquiry. The staff member will have an opportunity to put their case before a committee consisting of the Headmaster of Manor House School, the Head of Lower School, the Head of Nursery and the owner of the school. The family involved will be given a similar hearing. Notes will be taken of all meetings as documented evidence. Where necessary, the police and social services will be notified by the Headmaster.

Administration of Medicines

Where medicine is to be administered to a child at nursery, the parent fills in an administration of medicine form (either long term or short term dependant on the type of medication) with details of the medicine and the last time it was administered,

together with the dosage and time at which it is to be given. All medicines are signed in and out using a form on the inside of the door of the first aid box. The form is signed and dated by the parent, and then countersigned by the staff member when they administer the dose. They also note on the form the time at which the medicine was given. When the child is collected at the end of the session, parents are required to sign the form again to indicate that they have been notified of all dosages given throughout the day.

Accident/Incident Record

The time, date, place and circumstances of any accident/incident requiring action, however minor, together with details of the injury sustained (if there is one) is recorded on an accident/incident report form which is signed by the member of staff who dealt with the accident and then countersigned by the parent or carer of the child when the child is collected at the end of the session. Each accident/incident is recorded on the appropriate accident or incident sheet of paper and all are kept in a ring bind folder.

Sick Children Policy

Parents are asked to keep their child at home if they are suffering from an infectious illness, have an undiagnosed rash or discharge from the eyes, or have had vomiting or diarrhoea within the previous twenty-four hours.

Staff reserve the right to refuse admittance to a child who appears unwell upon arrival at the nursery.

If a child becomes unwell during the nursery session, the parent or carer will be contacted by a member of staff and asked to collect the child.

No Smoking Policy

There is a strictly no smoking policy at The Folly Nursery, Manor House School and throughout the school grounds which is observed at all times, whether children are present or not.

Special Dietary Requirements

Parents should notify the nursery of any dietary requirements, restrictions or allergies on the medical form which they fill in upon their child's admittance to the nursery, and which they are asked to update at the start of every term, or by letter at any other time. Kitchen staff are informed of, and have a list of, all children with special dietary requirements. Nursery staff have a similar list which includes details of all allergies and health problems, as well as special dietary requirements, posted on their notice board away from general view.

Equal Opportunities

The Folly Nursery welcomes children from all social and ethnic backgrounds and is committed to treating all individuals with the same degree of respect.

The Folly Nursery is an equal opportunities employer and does not discriminate on the grounds of colour, race, religious beliefs, gender, sexuality, age, or disability.

Special Needs

The Folly Nursery is committed to recognising and providing appropriate support for children with special needs. The nursery is proactive in working in partnership with parents, carers, and where necessary, outside agencies to promote the welfare and development of every child within the setting.

We have a nominated member of staff who is the SENCO.

Behaviour Management Policy

Children thrive in the atmosphere of mutual respect that exists in the nursery, and for the most part they follow the good example of behaviour set for them by their role models, the staff. Copious praise for good behaviour is used abundantly and in this way it is positive rather than negative behaviour that is highlighted and rewarded with attention.

The staff work well as a team and children benefit from a consistent approach with clear expectations and firm boundaries in place.

Where discipline is necessary, the approach taken is calm but firm. Children are never shouted at or humiliated. It is explained to the child, at a level appropriate to their stage of development and understanding, what it is that they have done wrong and why their behaviour isn't liked, or if they are not receptive to an explanation, they are sat down somewhere quiet for two, three or four minutes according to their age, with an adult nearby but paying them no attention. After this time, the explanation is then given, an apology sought, forgiveness given, and the child can go off to play. If a child is being continuously disruptive and not responding to this approach, then his choice of activity will be restricted to those things at which an adult is present and able to closely supervise at all times.

We have a nominated member of staff for behavioural Management who oversees that the above takes place correctly.

Complaints Procedure and Record of Complaints

The nursery prides itself on its high standards of teaching and pastoral care. However, if parents do have a complaint they can expect it to be dealt with in accordance with the following complaints procedure.

Stage 1: Informal resolution

It is hoped that most complaints will be resolved quickly and informally. Parents should in the first instance contact the Head or Deputy Head of Nursery who will try to deal with the matter immediately and reach a solution which is to the parents' satisfaction. A written record will be made by the member of staff dealing with the complaint which will be shared with the parents and signed and dated by both parties as an accurate record of the matter. Copies of all such records will be logged in the Manor Hose School Complaints Book.

Stage 2: Formal resolution

If the complaint cannot be resolved informally, then parents should put their complaint in writing to the Head of Nursery. The nursery will complete the Ofsted provider complaints record and keep a written record of all meetings held with parents in connection with the matter, including the outcome of the investigation and subsequent action taken. All these records will be shared with parents within 28 days of the date on which the complaint was made.

Stage 3: Referral to Ofsted

A copy of the Ofsted guidance to parents on complaints, including their helpline telephone number, is displayed on the parents' notice board outside the entrance to the nursery classrooms. Parents are made aware of their right to contact Ofsted with any complaint they may have in connection with the nursery.