



# Exeter

a learning community

## Exeter Foundation Stage One Welcome Pack



EXETER- a learning community  
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## About Exeter Foundation Stage One

Exeter Foundation Stage One is part of Exeter- a learning community, offering early education and care for children aged from 2 years until school age. We offer childcare during school holidays, before and after school for children in Nursery and Reception. We are Ofsted registered and inspected in line with the statutory framework for the Early Years Foundation Stage Welfare Requirements.

We regard our setting as special because:

- staff belong to the local community
- we welcome and appreciate the rich, diverse, cultural heritage of our community
- there is a long term association to the community which gives us continuity
- there is energy, commitment and fun
- extended families are important here
- our learning environment is large and exciting
- there are a range of services for families through the children's centre

### **Foundation Stage One Staff**

The Foundation Stage One team are fully qualified in early year's education and care and have enhanced DBS certificates.

Sammy Newstead-	Head of Early Years and Nursery Teacher (Mon-Weds)
Ellen McCaw-	Nursery Teacher (Thurs-Fri)
Barbara Budyk-	Early Years Practitioner
Bethany Sinclair-	Early Years Practitioner
Corina Zaharia -	Early Years Practitioner
Hannah Kemley-	Early Years Practitioner
Hayley Emerton-	Early Years Practitioner
Jo Peter-	Early Years Practitioner
Rachel Logue -	Early Years Practitioner
Rajna Manojlovic -	Senior Early Years Practitioner
Rochelle Golding -	Early Years Practitioner

### **Our Philosophy of Education at Exeter Foundation Stage One**

At Exeter Foundation Stage one, we believe passionately in children's capacity to learn and we are committed to providing an environment in which children's learning is supported and encouraged.



# Play

In Foundation Stage One you will see all sorts of fun equipment that children can use to explore and experiment with. As adults we call it 'play'. It's one of the most important things children do – it's their learning. In nursery there are key areas planned to enable children the opportunity to extend and develop their thinking and learning across all areas of the curriculum.

Drawing and writing area  
Book corner  
Puzzles and fine motor skill activities  
Building and Small world play  
Number area  
Exploring and Investigating Area  
Sand and Water  
Creative Area for painting, modelling Kitchen Area  
Music Area  
Role Play Area and dressing up  
(Computers and interactive whiteboards are available throughout the nursery environment)

## Garden Area

Mud Kitchen  
Sand and water wall  
Growing Area  
Woodwork  
Firepit  
Climbing area  
Wheeled Toys



We also believe that children need to get involved in their learning in a way that can sometimes be messy. It will help us if you allow your child to come to Exeter Foundation Stage One in clothes that will not suffer from being worn by active and engaged learners. We ask you to name as many items of clothing as possible especially coats, hats and gloves and to provide wellington boots for wet play.

We hope that you are as excited about this approach to children's learning as we are. Please come and talk to us if you have any questions at all about our philosophy at Exeter Foundation Stage One.

## Choosing the Best Care

We recognise the value in making sure that your child is in safe and caring hands.

Choosing the right place for your child is a difficult decision for any parent to make. At Exeter Foundation Stage One, we aim to create a secure, friendly and homely environment that is stimulating for the child and gives parents peace of mind.

Our staff are there to assist the transition between home and nursery, with our priorities being the wellbeing and development of the children in our care. We recognise that as a parent you know your child best and are ultimately their most important educator. We strive to work closely with parents to ensure a seamless connection between home and our setting. The setting will strive to meet family requirements and try to offer flexibility with choice of sessions.

This is a no smoking environment. Please do not smoke on the school premises.

May we also request that you turn your mobile phone off before entering nursery. Staff would like to talk to parents at the beginning and end of sessions about their child. In order to do this we ask that parents are not using their phones at these times.

We would like to encourage parents to share concerns or information in confidence, with their child's family group worker. A time can be allocated for this. In addition, the Children's Centre on site can also offer a range of support and advice and have close working relationship with a number of local agencies and organisations. Your child's family group worker can help you access this advice and support.

## Opening Hours

Nursery hours are 8:45am – 11.45 and 12.30-3.30. Children can stay for lunch at a cost of £5.50

## Admissions

Parents who wish their child to come to our setting, can put their child's name onto a waiting list any time after the baby's birth. The application forms can be collected and returned to the school's office. An Admission's Policy is available for parents.

Parents will need to complete the Local Authority application form for a place in a reception class.



## Policies

Exeter – a learning community has a full range of policies which parents can access. Copies are also available on request, just ask a staff member.

## Children with Special Needs

Foundation Stage One include all children in our provision.

It is part of the school's policy to make sure that as a provision we meet the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2014).

- We support children and their families with special educational needs (SEN)/disabilities.
- We cater for all specific needs of children with SEN/disabilities and meet those needs through a range of strategies and adaptations.
- We work in partnership with parents and other agencies to meet individual children's needs.
- Our Special Educational Needs Co-ordinator for FS1 is Jennifer Doherty.

## Fees

Parents are charged for childcare for the time the child spends in Foundation Stage One that is outside of the 'Free Nursery Education Entitlement'. Our fees are reviewed periodically and we undertake to give no less than 4 weeks' notice of any increase.

- Fees are payable weekly, or monthly, in advance via the School Comms app. All sessions must be booked and paid for by the Thursday of the week before.
- Two weeks' notice should be given to withdraw a child from Foundation Stage One or to reduce the number of sessions to be attended and any default fees will be payable in lieu of notice.
- Fees are payable in full even if the child is absent for any reason.
- Our sessions are designed to offer flexibility and real value for money. We hope you will find our fees very competitive. All meals are included in the price. Snack money is a £2 contribution per week which goes towards all day snacks and occasionally towards other nursery equipment e.g. playdough ingredients/ Chinese day food etc. .

### Costings:

Costs are:	8:45am – 11:45pm £14.00
	11.45am - 12.30pm (with Lunch) £5.50
	12:30pm – 3:30pm £14.00

A late fee is chargeable at £10 for every 10 minutes over the contracted session time e.g. session finishes 11.45am child not collected until 12.00pm a fee of £10 to be paid. Or session finishes at 3.30pm child not collected until 3.50pm a fee of £20 to be paid and so on.

Breakfast club and after school club are also available and can be booked via the School Comms app.

All children are entitled to 15 hours free nursery education from the term after their third birthday.

**30 hours funding**- You may be entitled to 30 hours free childcare for working parents for 3 and 4 year olds. If you are eligible, please generate your own code and give this to the office (this must be done the term before your child is due to start nursery, e.g. September starts must be given to the office by 31<sup>st</sup> August. There are a limited number of places available. Please check <https://www.childcarechoices.gov.uk/> for more information and to check eligibility.

## 2 Year Funding

We have 16 spaces in our 2 year old provision per session. Paid and funded places are both available. To see if you are eligible for 15 hours free childcare please visit <http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/pages/free-childcare-for-2-year-olds.aspx>



## Meals & Snacks

Foundation Stage One makes snacks and meals a social time at which children and adults eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food. Staff hold a qualification in Food Safety. Please tell us about your child's dietary needs and we will make sure that these are met. Children with allergies to specific foods or ingredients will be catered for. Milk is served and water is always available to the children at snack time and is freely accessible throughout the day.

The weekly lunch menu is available on the Kingswood Catering website.

## Sample Lunch Menu Provided by Kingswood Catering

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese and Tomato Pizza & Baked Beans	Sausages in Gravy with Mashed Potatoes & Green Beans	Kingswood All Day Breakfast with Hash Browns & Baked Beans	Roast Chicken portion with Roast Potatoes & Steamed Vegetables	Fish fingers with Chips & Garden Peas
Yoghurt	Fresh Fruit	Ice lolly	Fruit flapjack	Jam Tart

We request a voluntary contribution of **£2.00 per week** towards the cost of snack.

## **Toileting/Nappies**

Nappies and wipes must be provided by yourself for your child. A record is kept of all nappy changes. Toilet training is, as far as possible, handled in accordance with your specific requests and according to the developmental needs of the individual child. It is important that the home and setting are working together to support a child through their toilet training.

## **Procedure for Collection**

Children are only released to the adults listed on the consent form provided by you. Release to any other adult may occur with a written authorization signed and dated by you, or by direct communication with a member of the Foundation Stage One team. We have a password system in place to give adults who are collecting children, who we have not met before. Identification may be requested at any time. Any child not collected by 3.45pm will be taken to a member of the senior management team in the school, who will make every effort to contact you through your emergency contacts. Parents will be charged for the time used to care for their child outside of working hours.



## **Notifiable Diseases**

Foundation Stage One holds a policy on Notifiable Diseases. If your child contracts any infectious illness you must tell us without delay and we will advise you as to whether or not your child can attend Foundation Stage One.

## **First Aid**

There are always members of staff who are trained in Paediatric First Aid on the premises and have received instruction specifically covering the administering of first aid to infants and children. On-going training is in place. All accidents are entered on an Accident Report form and will be signed by both a

member of staff and counter-signed by the person collecting the child. Foundation Stage One staff will make every effort to contact a parent when a child has an accident that has required specific attention. We must also inform Ofsted of any serious accident occurring if the child is aged under three.

## Arrangements when your child is ill

If your child becomes ill or unduly distressed during Foundation Stage One hours, we will endeavour to contact a parent/carer of the child so that arrangements can be made for early collection.

In the interests of other children and staff it will be necessary for parents to keep children away if they have been diagnosed with certain contagious illnesses and diseases.

We also ask that where children have been prescribed antibiotics that they are kept at home for 24 hours. If your child is ill and unable to attend Foundation Stage One, you must phone us on the first day of illness by calling 01536 204765. We appreciate being told a reason for any absences.

Illness	Appropriate action
Sickness and diarrhoea	Please do not bring your child to nursery until 48 hours after last episode.
Conjunctivitis	Please do not bring your child to nursery if their eyes are 'gunky'. Wait until 24 hours after treatment has been started.
Chicken pox	Please follow NHS guidelines- stay at home until all spots have formed a scab (usually after 5 days).
Hand, foot and mouth	Please follow NHS guidelines. Keep child off whilst they are feeling unwell and blisters are starting to heal.

## Administering of Medication

Whilst it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness, providing the relevant form is signed. Please ask for a medication form.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect.

Full details must be given in advance with a signed and dated request if staff are to administer any medication. A medical form including the details required for the administration of medicine will include name of medicine, time of last dose, dosage and times required with any special instructions will need to be completed before you leave your child in the setting.

## Allergies



When children start at the setting parents are asked if their child suffers from any known allergies. This is recorded on the registration form and on the board by the snack area.

If a child has an allergy, a medical form will be displayed in the area and appropriate snacks will be given as a replacement if necessary.



## Care and discipline

Each, and every child is treated as an individual. Each child is assigned to a Family Group worker, whose responsibility it is to closely monitor your child's progress and welfare, and to share this with you. The staff use only positive guidance, redirection and the setting of clear-cut boundaries to enable the child to manage their behaviour. Our aim is to encourage the children to be fair, respect property, and respect others and to be responsible for their own actions. Discipline and guidance is consistent and based on an understanding of the individual needs and development of your child. Parents may request the school's Behaviour Policy.

## Health & Safety

Health & Safety is of utmost importance and our School Policy is available for inspection, together with our Fire Procedures. Risk assessments are regularly carried out on the setting and Nursery have a designated meeting point in the event of a fire drill.

## Complaints

We hope that any concerns can be addressed by talking to your child's family group worker. If you are not happy with the way the complaint has been dealt with you may request a meeting with Matt Shotton/ Mel Saunders, Heads of Academy. A full complaints policy is available on request.

## Childcare vouchers

Are you looking for extra help towards paying for childcare?

Extra funding may be available to you as follows:

- You could get financial support through the Child Tax Credit and the Working Tax Credit. For more information please call the Inland Revenue helpline: 0845 300 3900
- Your employer may provide childcare vouchers to help with childcare fees

Please ask a member of Foundation Stage One team for more information

## Safeguarding children

Exeter- a learning community has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our settings. We have a procedure for managing complaints or allegations against a member of staff. Staff receive on-going Child Protection Training.

We hope that parents will make us aware of any problems that may emerge so that we can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

The school's Safeguarding Children policy is available on request.

The School's Designated Safeguarding Leads and Officers are:

Jen Doherty – DSL  
Hannah Crawford – Deputy DSL  
Karen Lloyd - DSO  
Danielle Moore – DSO  
Samantha Newsted- DSO

Any parent who has a concern about a child can contact one of the Designated Officers.

A parent can make a referral to Northamptonshire's Initial Contact Team, telephone 0300 126 1006 or contact NSPCC directly which can be done anonymously.

## Trips and Visits

Throughout the course of your child's time with us, there may be opportunities for the children to go on educational visits such as trips to the park, shops, farm etc. Keyworkers will ask each parent to sign a consent form for local visits and will notify you in advance if the children will be going on an outing.

Nursery also take part in a forest school scheme, we will let you know when it is your child's turn to go to the forest.

