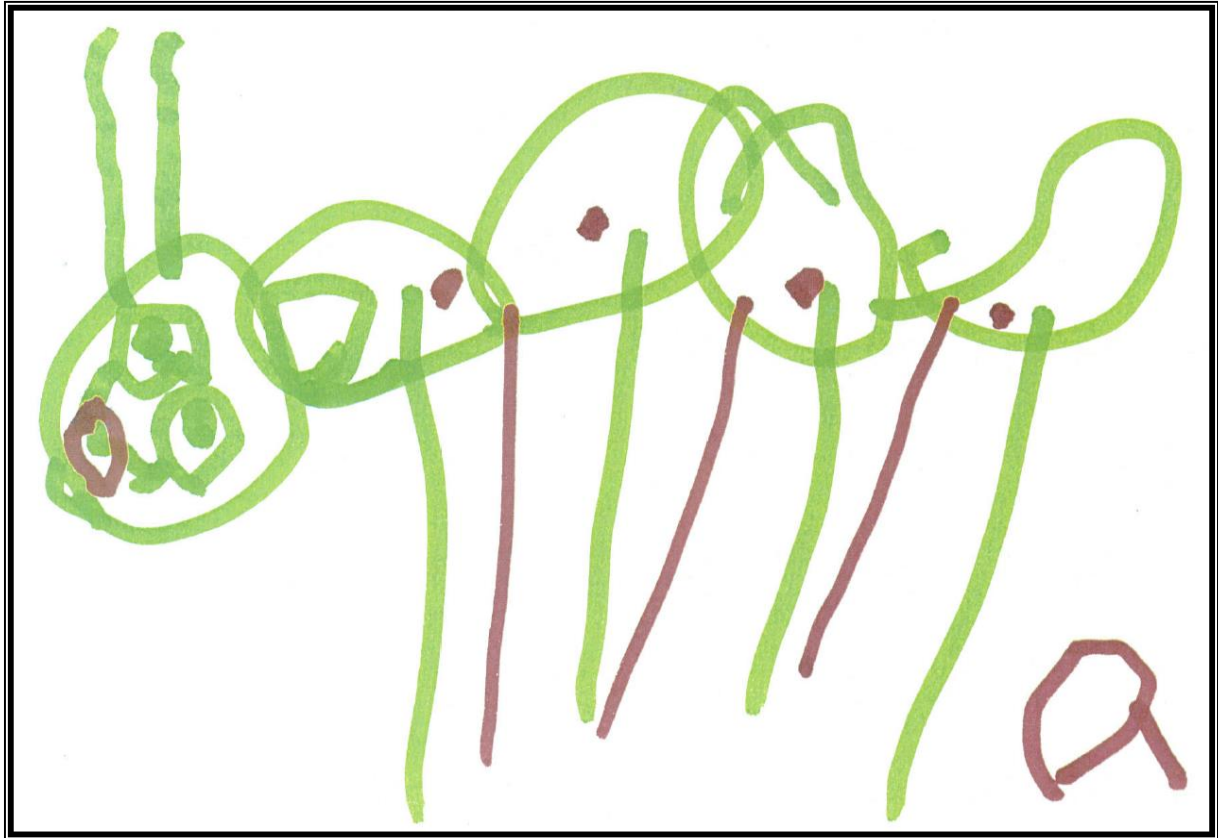


Tunstall Nursery School



"The caterpillar is eating flowers"

by a child at
Tunstall Nursery School

**Information Booklet for Parents and Carers
2020/2021**

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Tunstall Nursery School is a maintained nursery school, which also has two year old provision. The nursery is an access point for Children's Centre activities.

We have 55 places per session for three and four year old children and offer 32 funded and/or paid places for two year olds. We offer:

- Five morning sessions, 15hrs per week, 8.30am-11.30am
- Five afternoon sessions, 15hrs per week, 12.30pm-3.30pm
- All-day, 30 hrs per week, 8.30am-3.30pm, for **3 and 4 year old eligible children**. Please note there is an additional charge of £32.50 per week for lunch club.

Extended Services (Only available for 3 and 4 year olds)

We have the following service available which runs in term time:

- Lunch Club (**For 3 and 4 year olds**) between 11.30 am-12.30pm - £6.50 per day (each child should bring a packed lunch)

We have permission from the Local Authority to market any unfilled places in the Nursery Classes. There is a charge of £20.00 per session i.e. £100.00 per week for 3 and 4 year olds, and £25 for 2 year olds per session, i.e. £125 per week. This does not include the cost of lunch. 2 year olds will stay for the morning **or** the afternoon session.

Getting to know your child

The keyworker system

When your child starts nursery he/she will be allocated a keyworker. The keyworker will support your child in settling into the nursery. All staff work with all the children, but your keyworker will be responsible for monitoring your child's development and keeping records up to date. You can arrange to meet with your keyworker if you have any concerns or if you have any information that you wish to share.

In the Tunstall Twos your child will also have additional staff (key worker support team) who support their care and learning.

Home visit

Whenever possible we offer all families of 3 and 4 year olds a home visit by their keyworker (this year it will be a virtual visit). The main purpose of the visit is for parents /carers/ family and the child to meet the keyworker find out a little bit about each other.

The home visit allows time for the parents/carers to start a nursery record with their keyworker. The information given will help the keyworker to get to know the child quickly and make good links between their home and our nursery. It is an opportunity to discuss any relevant concerns and to share beliefs and child rearing practices. Any confidential medical or family circumstances can be shared. Staff have responsibility for child protection and any matters of concern would be shared with the Headteacher.

The family is given a learning journey book and invited to start off the record of achievement for their child by using any baby pictures/family photographs. They start the story of their child's home life. This learning journey is brought into nursery on the child's first day and forms a source of shared information. Children's work and photographs are added throughout the year celebrating key moments in your child's learning. They will enjoy looking at it and sharing it with their keyworker, other staff, friends, visitors and family. The learning journey can be taken home at weekends or during school holidays and added to for sharing when back at nursery. At the end of their time at nursery the learning journey will be shared with your child's next school and at the end of the reception year/foundation stage will be brought home for you to keep.

We acknowledge that some parents/carers may be anxious about a virtual home visit our staff will be sensitive to this. We always make an appointment with you, we will not video call unexpectedly. Families may also feel the aim is to 'test' them or their children in some way. We like to stress the non-judgemental purpose of the visit. Our aim is to focus on getting to know as much as possible about the child and what they are able to do so that we can plan to take their learning forward effectively in school.



When your child starts nursery

Moving into the world of nursery is a big step for a child. Your child needs to feel secure with the new adults they will meet. Sometimes this takes quite a long time and we ask you to stay with your child as long as they need you to. We have a settling-in procedure which we ask all families to follow and which will be discussed on your home visit. We find that it pays to be honest with children and so advise you to clearly say when you are going and when you are returning to collect them. This way your child will learn to trust us as well as you.

Please see the leaflet- Helping your child settle into Tunstall

Partnership with parents

We know that you know your child best and are closest to them. We value you as the first educator of your child and believe in an informed partnership between the nursery and home. We need you to share information about your child so we can support him/her in their learning.

Your child's progress

Your child's keyworker and other professionals in the staff team will write observations about your child's progress in all the areas of learning, including personal, social and emotional development. This information will be used by staff to plan the individual teaching. Parental contribution to the assessment of a child's development is an essential part of the EYFS profile. 'WOW Moment' slips are provided for parents to contribute to their child's learning journey and to share what children have achieved outside of nursery. Perhaps they have learnt a new word, built a tall tower of bricks or even learnt to ride their bike. We would love to know about any exciting 'WOW' moment your child has achieved. This gives your child's key worker an insight into what your child achieves at home and enables your child's development both at school and at home to be recorded in their learning journey. We will share your child's interests and achievements at home and nursery, each term, at an arranged meeting with their keyworker and you will receive a written report on your child's progress at the end of the summer term.

If your child has additional needs

If your child's development is different from that outlined in the EYFS curriculum further differentiation will be made.

A Speech and Language Therapist and an Educational Psychologist work with nursery staff and children. Our learning support assistants work with individuals and groups of children. We have access to a range of services available to support children with additional needs.

More information is available on the nursery website.

www.tunstall.croydon.sch.uk

A multicultural community

We value all cultural backgrounds. Many of our children speak more than one language. If you have special skills or interests or would like to share your information about your festivals or cook some of your traditional food with the children please let us know. We welcome parents who come in regularly to share stories with small groups of children. (Subject to current government guidance)

Our sharing and activity library

At the front of the nursery is our sharing library. There is a collection of books and activity packs, which you and your child are invited to take home daily. The sharing library is run by volunteer parents. Its success and availability depends on you. Please support by signing up to help. Children's love of books is greatly enhanced by their parents/carers and other family members sharing books with them. We hope you will take advantage of the library and borrow regularly.

Welcome Wednesday

A weekly opportunity for parents/carers to come and spend time in the nursery learning and working with your child. We are hoping that we will be able to run these sessions at some point this academic year, dependant upon Government guidance.

Governing Body

One parent each year is elected to the nursery's Governing Body. For further details please see our website. The Governing Body support and challenge the Tunstall leadership team, ensuring the best possible learning experiences for children.

Parents' Association

We are setting up a Parents' Association, which provides an opportunity for parents to get involved during the year and arrange fund raising activities such as the Summer Fair.

Attendance

Regular attendance is essential. At Tunstall Nursery School we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. Also we believe regular attendance at nursery can set good practice for statutory school. If any family is not able to make full or regular use of their place a meeting would be arranged to see if you needed any additional support. However, it may be necessary for the Headteacher to make a decision to withdraw the child's place and to offer it to the next family on the waiting list for the nursery.

Holidays

In the interest of your child's learning you are asked **not** to take any holidays during school term time. If this is not possible, please fill in a 'Request for holiday absence' form, which is available from the office. Any holiday taken during term time will be unauthorised unless there are exceptional circumstances.

A list of holiday dates can be found on the school website.

Complaints procedure

If there is dissatisfaction on any issue, parents should inform the Deputy Headteacher who will advise them of the correct complaints procedure for that particular issue. Please come and discuss any concerns. Our complaints procedure can be found on the nursery website and is on display in the foyer of the nursery.

School fund

Our school fund provides money for cooking ingredients and other activities which will enhance learning opportunities for your child. We ask for a voluntary donation of £20 to cover the cost of these activities.

Students

We provide training and work experience for a number of students each year. As well as helping to train staff for future work, your child also benefits from the extra adult input and attention. Students are supervised by staff at all times.

Mobile phones

We do not permit the use of mobile phones in the nursery. Please ensure they are switched off. If you are staying in the nursery you will be asked to keep your mobile phone in the office safe.

Healthy choices

We help your child learn about healthy choices. We offer milk, water and fruit during each session. Children can access the garden throughout the session. We encourage you and your child to walk to nursery whenever possible.

Snack time

We offer children a healthy snack (fruit or vegetables) and bread / toast during each session. We ask parents to contribute £38 for the year or £13 per term (which works out to £1.00 per week). This goes towards the cost of providing a snack.

WE ARE A NUT FREE ZONE

Smoking

Smoking is not permitted on nursery premises or anywhere nearby where it may be seen by children.

If your child is ill

Please do not bring your child to nursery if your child has sickness or diarrhoea. They must remain at home for **48** hours in line with Government guidelines.

Please inform the nursery by phone or email if your child is ill and of any conditions or infections your child may develop so we can warn others. This is particularly important. Please let us know if your child has:

Symptoms of COVID 19 - a test will need to be undertaken and the results shared with the nursery

Chicken pox

Measles

Whooping cough

Mumps

German Measles (Rubella)

Please let nursery staff know if your child has any medical conditions, allergies or is taking any prescribed medicines inhalers. If your child has a long term medical condition we are able to administer medication with consent.

Please keep us up to date with any changes of address, GP, and telephone numbers so we can contact you quickly if your child is ill.

What we do in nursery

Children are naturally inquisitive, they have intrinsic belief in themselves, they are creative, they take risks, they are story tellers, they are imaginative, they hypothesise and experiment.

At Tunstall Nursery School our curriculum intent is to develop a sense of lifelong learning and wellbeing that extends the skills and knowledge that children already possess. In order to develop a sense of lifelong learning we value the development of creativity, risk taking, perseverance, collaboration, communication and independence, encouraging our children to be good listeners and effective communicators.

We offer a broad and balanced early years' curriculum called the Early Years Foundation Stage (EYFS). We give a range of learning opportunities for all the children. Through observation and record keeping our trained staff can track your child's progress and will differentiate for your child's learning needs.

The areas of learning and development, as outlined by the Government, comprise of 3 prime areas which are fundamental, work together and support development in all other areas.

These prime areas are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

There are also 4 specific areas which include essential skills and knowledge for children to participate successfully in society.

These specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Provision for these areas is on offer every day at Tunstall in many different ways. More information about the EYFS can be found on our nursery website. Planned weekly activities are displayed in the foyer of the nursery. Please check what is happening each week to continue learning at home.

The more we share our understanding and ideas the more effectively we can educate your child together.

We provide many opportunities for your child to engage in outside learning during the session. We value outside learning in the garden as much as those which take place inside. In addition all children are given the opportunity to experience forest school sessions - outdoor learning in a local woodland environment.

While your child is at nursery they will be learning to become independent and confident with other children and adults. Your child will be developing their communication skills and learning to make sense of new experiences. Each child is an individual and staff provide time to listen to them and provide opportunities for them to solve problems and develop ideas. How children learn, is as important as what they learn. In these vital years a child lays down patterns of learning that will benefit them throughout their life.

As part of developing independence each child has a coat peg, with a photograph and name label on which to hang up their own coat each day. In the nursery each child has the opportunity to self-register and look out for the names of their friends. Please help your child to find their name and place it next to a number of their choice on the

board outside the nursery class. Your child also has a special message pot to keep drawings and other art work for taking home. Please encourage your child by showing interest and valuing their work.

Language is obviously a very important aspect of a young child's learning. Talking and listening are vital in sharing ideas and problem solving. During a child's play there are plenty of opportunities for children to see the need for reading and writing. We value their exploratory mark making and how they apply this to writing shopping lists, letters, menus, etc. We adopt a developmental approach to writing. Your child begins with random mark making and this leads to conventional mark making. These early marks are an essential part of your child's development. Your child is at a disadvantage if these foundation steps are not encouraged.



When sharing and looking at books children are learning how a book works, that written language always stays the same and that words are made up of letters. It is important that a child enjoys sharing a good book and seeing adults reading and writing.

Children learn through play. **Play is child's work.** Please read the "PLAY IS IMPORTANT" leaflet. We provide a range of resources and activities to enable the children to learn through their play. This includes sand, water, clay, dough and other malleable materials, drawing, painting and modelling, puzzles and construction toys, climbing equipment, and role play. We regularly engage children in cooking, woodwork, games, music, songs and story sessions. Children learn to make choices. We build on the learning that children have already achieved at home and follow children's interests.

We provide visits and trips to support children's learning in nursery. It may be a local walk to the shops, a library visit, a trip in a tram to the Chinese supermarket or a coach ride to the farm. We ask for your written permission for these outings and keep you informed as visits are planned during the year. We always appreciate parent help.

The session ends with a story or music. This usually takes place in your child's story room but on occasions, they will go with a few other children to a smaller story group. This may be for extra support or for extra challenge - in order to meet each child's individual needs. This is a structured event and helps children develop their listening skills and shows children that the session is coming to an end.

Collecting your child

Please collect your child at the end of the session from their story room. Please be prompt so your child does not worry. A charge will be made for the late collection of your child.

Clothes

Children need functional clothes for their work and play at nursery. Clothes that fasten easily will help your child be independent. Jogging bottoms or trousers/shorts with elastic around the waist are much easier to manage than skin-tight jeans when you are small and rushing to get to the toilet in time! We encourage the use of aprons in messy activities but accidents do happen so please do not send your child in favourite clothes. Children need shoes in which they can run and climb. Please put your child's name in their clothes so they can be easily identified. Always leave a suitable coat for your child as we use the garden all year round. For safety, please remove long cords or toggles, scarves and jewellery. We keep spare clothes in nursery for the occasional "accident" and are always pleased to receive more garments to add to our stocks.

Behaviour

We support each child in being an active and independent learner in cooperation with others. We provide clear and consistent expectations and boundaries. Our nursery life is based on mutual respect and tolerance for everyone and we aim to support our young children as they learn the standards, values and expected behaviours.

If a child is showing unacceptable behaviour we take immediate action to protect others, our learning environment, and to address the child's own difficulties.

Staff will:

- stop the unacceptable behaviour - children usually respond to a calm assertive adult voice and close physical presence at their level
- first comfort the child who is hurt
- try to establish with all the participants what was happening - this involves active listening and supporting the children in expressing the situation
- make clear what is unacceptable and support the child in finding acceptable ways to respond to the situation, such as negotiation and offer strategies for the future
- support reconciliation and an expression of regret
- Make sure that all the children understand not to repeat the behaviour and ensure that all involved are diverted into positive activity such as helping clean up any mess/damage.

Sanctions for repeated unacceptable behaviour are based on restriction of a desired activity/toy or removal from the situation to give time to make calm choices. Adults focus on the behaviour as wrong or hurtful rather than saying that the child behaving like this is bad. Any incident is mentioned to the child's keyworker. Any repeated unacceptable behaviour is discussed with parents or carers. This involves sharing strategies to support the child and ensuring consistency in managing the behaviour.

Birthday Celebrations

It is important to share and celebrate special occasions with children. On their birthday we sing and light real candles on an artificial cake which the child will blow out. Please do not send in any sweets or goodies but you are very welcome to send in special fruit on your child's birthday to share.

Forest School

Your child will have the opportunity to go to Forest School. We provide a 6 week programme when children visit local woodland and are encouraged to run, jump, climb, play and explore in a natural environment. The benefits of Forest School include growing independence, self-esteem and social skills. Both parents and children value this experience. More information will be available when your child participates.

Tunstall Online

We have our own website at: www.tunstall.croydon.sch.uk

Follow us on Twitter at: @TunstallSch

You will find information about the nursery and some photos of recent events.

We aim to be a nursery where everyone can learn in many different ways, where everyone is supported and guided and where we learn together.

Education is a continuing process for life and we can all learn from each other - parents, teachers and children.

All equal, All different, All achieving

We look forward to enjoying learning with you and your child.



Routine Immunisation Schedule

These are the routine vaccinations that are offered free of charge on the NHS to all babies and children in the UK.

5-in-1 vaccine

Protects against: [diphtheria](#), [tetanus](#), [whooping cough](#), [polio](#) and Hib (Haemophilus influenzae type b)

Given at: two, three and four months of age

Pneumococcal or pneumo jab (PCV)

Protects against: some types of [pneumococcal infection](#)

Given at: two, four and 12-13 months of age

Rotavirus vaccine

Protects against: [rotavirus infection](#), a common cause of childhood diarrhoea and sickness

Given at: two and three months of age

Men B vaccine (from September 2015)

Protects against: [meningitis](#) (caused by meningococcal type B bacteria)

Given at: two months, four months and 12-13 months of age

Men C vaccine

Protects against: [meningitis](#) (caused by meningococcal type C bacteria)

Given at: three months and twelve-thirteen months of age, and as a teenage booster at age 13-15

Hib/Men C (booster)

Protects against: [Haemophilus influenzae type b \(Hib\)](#) and [meningitis](#) caused by meningococcal group C bacteria

Given at: 12-13 months of age

MMR vaccine

Protects against: [measles](#), [mumps](#) and [rubella](#)

Given at: 12-13 months and at three years and four months of age, or sometime thereafter

Children's flu vaccine

Protects against: [flu](#)

Given at: annually as a nasal spray in Sept/Oct for ages two, three and four and children in primary school years one, two, three and four.

4-in-1 pre-school booster

Protects against: [diphtheria](#), [tetanus](#), [whooping cough](#) and [polio](#)

Given at: three years and four months of age, or soon after

General Data Protection Regulation Privacy Notice
for
Pupils and their Families

We, Tunstall Nursery School, are a data controller for the purposes of the General Data Protection Regulation. We collect and use personal data relating to pupils and their families and may receive information regarding them from their previous school, Local Authority or Department for Education. SCC DPO Services are the Data Protection Officer. Their role is to oversee and monitor the role of the school's data protection procedures and to ensure they are compliant with the GDPR.

The Data Protection Officer can be contacted by e-mailed on DPO@sccgdprservices.co.uk

Why we collect and use this information:

- Support your child's learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess the quality of our services.
- To comply with the law regarding data sharing.

The Categories of Pupil Information that we collect, hold and share include:

- Personal information (contact details, including name, address, telephone number)
- Unique pupil number
- National curriculum assessment results
- Attendance information, such as sessions attended, number of absences and absence reasons
- Personal characteristics, such as ethnicity, language, nationality, country of birth
- Other categories of information include: free school meal eligibility, any special educational needs that your child may have, relevant medical information and exclusions/behavioural information

The lawful basis on which we use this information:

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulations (GDPR) and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Collecting Pupil Data

Whilst the majority of pupil data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where consent is required, the school will provide you with specific and explicit information with regard to the reasons why the data is collected and how the data is used.

Storing Pupil Data

Personal data relating to pupils at Tunstall Nursery School and their families is stored in line with the school's GDPR Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- School nurse team
- Public Health England
- External companies who provide services such as text/e-mail messaging, on-line payments, etc.

Why we share pupil information

We do not share information about our pupils with anyone without consent, unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational policy and monitoring.

We are required to share information about our pupils with the Local Authority (LA) and the Department for Education (DfE) under section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013.

Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example: via the School Census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (PD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics

- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting Access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school's Data Protection Officer as noted on page 1.

What are your rights?

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- to withdraw your consent at any time, where the processing of data is based on your consent; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office on 03031 233333, Monday to Friday 9am-5pm or at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Michelle Harrison at Tunstall Nursery School.

TUNSTALL NURSERY SCHOOL & CHILDREN'S CENTRE

Chair of Governing Body Fatmatta Adams-Priest
 c/o Tunstall Nursery School & Children's Centre
 Tunstall Road
 Croydon CR0 6TY

Staff List

Executive Headteacher	Jane Charman	B.A. (Hons), PGCE, NPQH
Deputy Headteachers	Jane Fisher SENCO	B.Sc (Hons), PGCE, EYPS Level 3 Forest School Leader London Teacher Status
	Leigh McGuinness	B.A. Ed (Hons), NaSENCO
Class Teacher	Kate Lanning	B.A. Ed (Hons), MA Education, AMBDA
Early Years Educators	Babi Harikumar Ban Toma Beata Kaminski Justyna Isik Jane Cleall-Smith	NVQ Level 3 NVQ Level 3 NVQ Level 3 NVQ Level 3 NVQ Level 3
Keyworker Supports - 3/4's	Cleaholo Cort Justyna Isik Julia McKenna Esther Potman	NVQ Level 3
Key worker supports -	Monika Raj	

2's

Pat Mance

Zineb Gusibat

NVQ Level 3

Anjana Gandecha

NVQ Level 3

Lunch Club Supervisors

Anjana Gandecha

Monika Raj

Zineb Gusibat

School Business
Manager

Michelle Harrison

Certificate in School
Business Management

Admin Assistant

Shannon Thoroughgood

Business administration Level 2

Forest School Leader

Esther Potman

NVQ Level 3

Forest School Leader

Cleaner-in-Charge

Joyce McKenna

HOLIDAY DATES 2020/2021

Autumn Term 2020

First day	Thursday 3 rd September
Last day	Friday 23 rd October
Half term holiday	
First day	Monday 2 nd November
Last day	Friday 18 th December

Christmas Holidays

Spring Term 2021

First day	Monday 4 th January
Last day	Friday 12 th February
Half term holiday	
First day	Monday 22 nd February
Last day	Friday 31 st March

Easter Holidays

Summer Term 2021

First day	Monday 19 th April
Last day	Friday 28 th May
Half term holiday	
First day	Monday 7 th June
Last day	Friday 23 rd July

Summer Holidays

5 In-Service Training Days:

- Tuesday 1st & Wednesday 2nd September 2020
- Monday 7th June 2021
- Thursday 22nd & Friday 23rd July 2021