

Everything you need to know about our Nursery

WOODLANDS NURSERY INFORMATION BOOKLET

2021 / 22



WOODLANDS NURSERY

AT BEECHWOOD PARK SCHOOL

An Information Booklet for Parents 2021 / 22



Woodlands Nursery

Beechwood Park School, located in an area of Outstanding Natural Beauty, occupies a Grade 1 Listed site. The School estate occupies over 30 acres of land, with the main house being a Queen Anne mansion. We have added additional buildings in more recent times.

The Early Years setting at *Beechwood* comprises the *Reception* classes, who share a single storey building with *KS1*, and, in a separate building, our *Nursery*; *Woodlands* is a purpose-built nursery, situated on the edge of our woodlands, just a few metres away from *Reception* and *KS1*.

We offer our *Woodlands* children an innovative and creative curriculum. We tailor our *Nursery* curriculum to cater for the needs and interests of each one of our pupils. We believe that you will not find a curriculum like this anywhere else in Hertfordshire.

The Early Years Team have developed and refined the *Woodlands'* curriculum over the last three years, since the Nursery opened. Our highly qualified Nursery staff plan from day to day, which in Early Years Education we call ‘In the Moment Planning’. We offer each of our pupils opportunities for personal self-expression, whilst still ensuring that early academic skills and knowledge are creatively woven into *Nursery* life, through play and kinaesthetic learning. Our adopted motto, from the work of Alistair Bryce-Clegg is; ‘Thrill, Will and Skill.’ We strive to excite the children with what we offer, so they have the will to engage. This is how their skills will develop and improve.

We understand that this may be the first experience of education outside the family for many of our children. We strive to make this experience one full of warmth, fun and creativity, offered in a safe environment. We understand that as adults caring for young children, we need to give the children our attention and our time, so that we meet their physical and emotional needs. Our *Nursery* staff is well trained and is keen to build secure and happy relationships with both you and your children.

Our Curriculum

The *Woodlands Nursery* curriculum encompasses Play, Maths, Speaking and Listening, French, Art and Craft, P/E, Music, Dancing and Singing, Cooking, Phonics, Story and Rhyme Times, Forest School, Mark Making and Early Writing Skills and lots of outdoor play.

“The best kept classroom and the richest cupboard are roofed only by the sky”.
Margaret McMillan, 1925.

We have designed our *Nursery* curriculum to prepare our pupils for a smooth and stress-free move into one of *Beechwood’s* four *Reception Classes*.

Our *Nursery* and *Reception* teams work co-operatively throughout the year to make each September handover a natural and happy ‘moving-on and up’ process.

Joining Woodlands

Children can join the *Nursery* at the beginning of the term in which they turn three. Children can also join *Woodlands* in the September after their third birthday. We allocate each child their own Key Teacher who will keep a close eye on their development and well-being across the year. She will also be the main point of contact with the child’s family. The *Nursery Head* and *Deputy Head* are also available to all, along with the *Secretary*.

We would love you to experience for yourself, the beautiful, stimulating, vibrant environment which we have created for our *Woodlanders*. Please do arrange to come and visit us and see the *Nursery* in action.

We will arrange for your child to spend two trial sessions with us in *Woodlands* before their start date. We will also ask you to provide us with detailed information before your child starts in order to help them settle well. We are happy to personalise each child’s starting routine, to make the transition for you and your child, as stress-free as possible.

Parents have access to a *Woodlands’* Parent Representative, established each year, and there is a Facebook page and WhatsApp group for those wishing to communicate through these media.

To help our new families quickly feel part of the whole *School*, the *School* and the *Parents’ Association* will invite you to several parents’ events in *Woodlands* and in the main *School*. We also send a weekly, electronic newsletter to all the *Woodlands* parents.

Our Staff

Overall responsibility for the department lies with Mrs Helen Dalkin, BA (Hons) PGCE, who is *Deputy Head at Beechwood*, with responsibility for the *Junior Department* and *Early Years*.

At *Beechwood* we aim to invest in passionate adults who understand child development and who strive to work harmoniously together, creating an optimal learning environment for your child.

Our Woodlands Team are paediatric First Aid trained.

The team comprises the following practitioners:

Shirley-Anne Hayman	B. Ed (Hons) EYPS	Head of Woodlands Nursery
Sarah Reed	BA (Hons) EYS QTS	Deputy Head of Woodlands Nursery
Ruth Baker	Foundation Degree in Early Years	Teacher
Natalie Kneller	BA (Hons) PGCE	Teacher and Phonics Lead
Amita Raina	Montessori International Diploma NVQ4 Early Childhood	Teacher
Sophie Swain	NVQ3 Children and Young Peoples' Workforce	Teacher
Donna Comfort	NNEB	Teacher
Catherine Brown	NVQ3 Children and Young Peoples' Workforce	Teacher
Sharon Brown	BSc (Hons) Psychology	Nursery Practitioner
Susan Richardson	NVQ3 Children's Care, Learning and Development	Nursery Assistant

Before Starting with Us

- Please complete your child's Registration Form and in conversation with your child, their 'Home Information' sheet.
- Sign to commit to engaging with the Interactive Learning Journal *Tapestry* which we will build for your child throughout their time with us and then after in *Reception*.
- We will invite you to attend a Parent's Information Meeting to learn about our routines and ways.
- Agree to keep us informed of any changes and developments in your child's physical, emotional and cognitive development whilst they are in the *Nursery*.

We will regularly assess your child to monitor and plan for their development and progress across the EYFS curriculum. We will offer Parent Consultation meetings to you at certain times across the year, to keep you informed of your child's development and progress. We will email you written reports every June.

We hope that the *Woodlands* pupils will enter full-time education at *Beechwood* by moving in to one of our four *Reception* classes, in the September after their fourth birthday. The children continue with the EYFS Curriculum during this *Reception* year.

Entry into Reception

Mrs Dalkin and the Reception team will assess children in the November prior to entry into Reception the following September. This assessment identifies particular areas to focus upon during the final terms at Nursery and at home, in order to prepare the children for entry into the Reception classes. We offer a Reception place to the majority of Woodlands children.

The Reception team will become more actively involved with your child during their final term at Nursery. Both Nursery staff and Reception staff teams meet to share vital information about each unique child. This working partnership is hugely beneficial for your child as they transition into the main School.

Policies and Procedures

Your child's safety is our first priority at Woodlands Nursery.

We have rigorous policies and procedures in place to ensure your child's physical safety, health, wellbeing and E-safety.

Accessibility Plan	E-Safety Policy
Administration of Medication	First Aid Policy
Admissions Policy	Health & Safety Policy
Anti-Bullying Policy	Learning Support Policy (including Special Educational Needs)
Behaviour Policy	Preventing Extremism and Radicalisation Policy
Bursary Policy	Privacy Notice
CCTV Policy	Pupil Attendance Policy
Child Protection Policy	Pupil Supervision Statement
Complaints Policy	Statement of Boarding Principles and Practice
Curriculum Policy	Taking, Storing and Using Images of Children Policy
Equal Opportunities Policy	

Policies available:

Beechwood Park School is registered with the DFE as an Early Years Provider.

Child Protection:

In the EYFS, we rigorously enforce the School's child protection policies, including the policy for the safer recruitment of staff. Copies of the policies, which apply throughout the School, are on our website and are available in hard copy on request.

Equality Policy:

We welcome children from a diverse range of backgrounds and pride ourselves on being an inclusive community where there is complete equality of opportunity and where we value everyone for being him or herself. A copy of the School's Equal Opportunities Policy is on our website and is available in hard copy for parents on request. We also welcome children with disabilities and special education needs, and adhere to the Government's SEND Code of Practice.

Our Daily Routine

Our term dates are on our School website and are available to parents one year in advance.

For children in the Nursery the School day is between 8.25am and 3.35 pm.

Nursery Timetable

Time	
7.30 - 8.15am	Optional Breakfast Club in the main School for children accompanied by parents or carers
8:25am	Woodlands opens. Breakfast available until 8.45am
8:25 - 8:55am	Child-Initiated Play - inside and outside
8:55 - 9:20am	Phonics Groups & Story and Rhyme Time Groups
9:25 - 10:15am	Music / P.E. / Forest School / Cooking
10:15 - 11:10am	Child-Initiated Play - inside and outside - including Morning Snack
11:15 - 11.45am	Key Group Learning
11:50 - 1:15pm	Lunch and walk
1:15pm	Half-day children leave
1:15 - 1:30pm	Registration and Maths
1:30 - 2:20pm	Child-Initiated Play - inside and outside
2:20pm	Afternoon Snack
2:30 - 3:05pm	Active Learning Session (Art & Crafts / Forest time / Science / Maths / In The Moment Session / Environmental Education)



Medical Matters

Please keep your child at home if they are infectious, and telephone us on the first day that they are ill. A child who is unwell will not be happy in Nursery, and may infect others. We will therefore telephone you and ask you to collect your child if they become ill during the day.

Nursery, like the rest of the School, has access to our fully equipped surgery led by Matron, who along with her team, have overall responsibility for any medical care or first aid that your child may require during the School day, or at other times when the School is open. On occasions, Matron may delegate this to one of the staff Paediatric First Aiders. Woodlands Nursery has a First Aid box on site which we check and replenish as necessary. Each member of our Nursery staff is a qualified Paediatric First Aider.

We will always contact you at once, if your child suffers anything more than a trivial injury, becomes unwell during the School day, or if we have any worries or concerns about his or her health. We will inform you in writing if they have a minor accident or graze at School, and you will receive a medical note from Matron should your child have attended the surgery for a more substantial injury or complaint.

Medicines and Treatment brought to School for Pupils:

Please deliver any medication due during the School day to the Nursery staff in its original packaging. A qualified Paediatric First Aider will administer the medication in accordance with the instructions. You must complete a ‘Medicine Administration Form,’ when you bring the medicine into Nursery.

Medical Care

We hold medical information on all our pupils to ensure that we can provide appropriately for their needs, or look after them if they injure themselves or have an accident. We would therefore be grateful if you would complete and return the Medical Questionnaire before your child joins the School. We will ask you to do this annually as they move through EYFS (Nursery and Reception). Please update us if medical conditions change during the course of the academic year.

Children with Medical Needs or Special Education Needs

If your child has special medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with the relevant staff, the *School's Learning Support (SENCo)* and any other specialist involved with the care of your child. At this meeting, we will discuss and document the regime that is most appropriate for your child's individual care. This meeting will take place well before your child joins the *School*.

Medical Examinations and Immunisations

Your consent will be sought from time to time concerning your child receiving the routine range of immunisations recommended by the Department of Health for all children of their age.

Medical records

We will record all accidents and injuries sustained by your child as well as any medication given.

Images

To safeguard the children, we insist that mobile phones and cameras are not used in the setting. We specifically request permission from parents to take photographs for internal use such as wall displays, intranet and use in our on-line learning journal.

Food and Drink

Drinking water is available throughout the day, as we fully recognise the importance of proper hydration. In addition, we offer the children toast and milk on entry to the Nursery each day, followed by milk, fresh fruit, vegetables, savoury crackers and cheese, mid-morning.

The Nursery children eat lunch with their Key Teacher, in the Nursery dining area, between midday and 1pm each day. There are two sittings. The children enjoy a 'Family Service' style, with their meals served by their teachers who then sit at the table with them.

We post weekly menus onto our website and offer our pupils a varied, healthy and tasty diet. We cater for all preferences, intolerances and allergies, including vegetarian, coeliac

and dairy free diets. It is vital that you report these individual requirements to the Nursery and Catering Teams before your child starts Nursery.

The Catering Manager is happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, wherever possible.

Keeping in Touch

We send parents and prospective parents copies of the School's prospectus on request, or you may request copies via our website. This document gives details of the School's address, location and contact details, together with a list of staff and Governors, as well as a wealth of information about the aims and ethos of the whole School including the curriculum and activities for our pupils aged five and above.

Further detailed information about the School is available on our website, including a list of the School's policies, including those that apply specifically to the EYFS.

The intranet, accessed using a password, is available for parents. The intranet provides parents with more detailed curriculum information, news on School events, photographs, policies etc.

As mentioned previously, our on-line Learning Journal called 'Tapestry' not only allows parents to monitor their child's development in Nursery but provides parents with the opportunity of updating their child's journal to reflect the child's home learning too.

Reports

We assess children through observations (annotated on Tapestry), questioning and guiding. Parents receive their child's report at the end of the academic year. Parents' Evenings take place at the end of the first half of both the Michaelmas and the Summer term.

EYFSP (Early Years Foundation Stage Profile)

During their time in EYFS, Nursery staff assess children, according to Development Matters, against the Early Learning Goals which your child should reach by the end of Reception. At this point, we will provide you with your child's Early Years Foundation Stage Profile, both as a written report and on a disc.

Storage of Records

Parents may arrange to see the records of their children in accordance with the whole School's policy on Record Keeping. You have the right to make written comments on your child's records, which will then form part of those records. The School is registered under the Data Protection Act and complies with its provisions, for example, about the disclosure of information relating to third parties. We enclose a letter to this effect in The New Pupil Pack.

Getting Involved

Through the Beechwood Park School Parents' Association (BPSPA), which we invite you to join, there are many ways in which parents can become involved in the life of the School and support its cause. Woodlands Nursery has its own parent representative on this body.

Complaints

We hope that you will not feel the need to make an official complaint and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's complaints procedure, which applies equally in EYFS, is on our website. We will send you copies on request. We undertake to investigate all complaints and to notify you of the outcome of the investigation within 28 days. We maintain records of complaints for three years after your child has left our School.

Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the EYFS (Nursery and Reception), because it is part of an independent school, parents should however, be aware that if the outcome of a complaint is dissatisfaction, they may make a complaint direct to Ofsted. They can download the Ofsted leaflet: "Complaints to Ofsted about Schools: Guidance for Parents" reference 080113 from www.ofsted.gov.uk

Fee Schedule

(Academic Year 2021/22)

Registration Fee (non-refundable) £100.00

Deposit: £500.00

Time Options		Included	Price (per day per term)
Full day	8.25 am–3.35 pm	Lunch	£712.00
Morning	8.25 am –1.15 pm	Lunch	£505.00
Late session	3.35 pm–4.45 pm	Light snack	£115 per day/per term or £12.50 ad hoc
Late session	3.35 pm–5.30 pm	Light snack	£168 per day/per term or £19 ad hoc

School policy requires Nursery pupils, in their final year before Reception, to attend a minimum of 3 full days each week (£2,136 per term). We require younger Nursery children to attend for minimum of 2 full days each week, (£1,424 per term) or 1 full day and 2 morning sessions (£1,722 per term).

Please note; for both year groups, any additional days may only be full days.

A deposit is payable on acceptance and refundable on leaving, after settlement of all disbursements. Fees are payable in full on the first day of each term. We offer a sibling discount for a second child at the Nursery whilst an older brother or sister is full time at *Beechwood Park School*. Additional day sessions, bookable in advance are subject to availability.

What Next?

- Register your child
- Ask questions specifically linked to your child.
- Decide upon ideal sessions for your child.
- Complete the paperwork.
- Order your child's uniform

Uniform List

ITEM	Boys	Girls	Summer Term Only
School Coat (optional)	●	●	
Navy blue tracksuit bottoms	●		
Navy blue leggings		●	
Navy blue sweatshirt with logo	●	●	
White polo shirt	●	●	
Blue shorts	●	●	●
Summer Dress (optional)		●	●
Navy blue socks	●	●	
White socks		●	●
Plain trainers	●	●	
Wellington boots (to stay at nursery)	●	●	
Beechwood green shoe bag	●	●	
Beechwood maroon book bag	●	●	
White plimsolls (Velcro fastening up to 12½ or slip on)	●	●	
Legionnaire's cap	●	●	●
Spare pants (for emergencies)	●	●	
Beechwood hat	●	●	
Beechwood gloves	●	●	
Scarf (optional)	●	●	
Hair Accessories		●	
Red puddle suit (zip from ankle to shoulder style)	●	●	

Please ensure that all articles are clean, in good repair, fit well and are clearly marked in a prominent position. This includes all underwear and footwear.

JEWELLERY IS NOT PERMITTED, other than watches. Please note that pupils may not wear earrings at School.

UNIFORM STOCKISTS

Stevensons

131-135 Victoria Street
St Albans
Hertfordshire
AL1 3XS

Telephone 01727 815700

www.stevensons.co.uk

Opening hours: Monday-Saturday: 0900–1730

Click and Collect is available from the Harpenden Branch, 10 Leyton Road, AL5 2TL

SECOND HAND UNIFORM SHOP

Mondays 0800–0900

Fridays 1515 - 1630

For more information, please contact Pippa Peel at

secondhanduniform@beechwoodpark.com

www.beechwoodpark.com
01582 840333



References

Statutory Framework for EYFS (from 3rd April 17)

www.gov.uk

Ofsted, ISI and Chair of Governors Contact Details

Ofsted

Piccadilly Gate, Store Street, Manchester, M1 2WD

www.ofsted.gov.uk/contact-us General Helpline: 0300 123 1231

Independent Schools Inspectorate

CAP House, 9 - 12 Long Lane, London, EC1A 9HA

Telephone: 020 7600 0100

The Chair of Governors:

Mr M Hammond, Chair of Governors

c/o Beechwood Park School, Markyate, Hertfordshire, AL3 8AW

Telephone: 01582 840333 Email: cog@beechwoodpark.com



Term Dates

MICHAELMAS TERM 2021

Term Starts: Monday, 13th September
Half Term: 18th–29th October
End of Term: Thursday 16th December

LENT TERM 2022

Term Starts: Monday, 10th January
Half Term: 14th–18th February
End of Term: Thursday, 31st March

SUMMER TERM 2022

Term Starts: Wednesday, 27th April
Half Term: 30th May–3rd June
End of Term: Thursday, 7th July



**Woodlands Nursery
Markyate
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