

Information for Parents  
2022 /2023

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# Woodlands Nursery at Beechwood Park School

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 Key Stage One (Years 1 and 2), and, in a separate building, our Nursery. Woodlands is a purpose-built nursery, situated, as its name suggests, on the edge of our woodlands, just a few metres away from Reception and Key Stage One.

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 five 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 plenty of 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 Staff

Overall responsibility for the Woodlands Nursery lies with the Head of the Junior Department. 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.

## 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 Reception Classes. Our Nursery and Reception teams work together 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 Nursery 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 Woodlands 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 (BPSPA) will invite you to several parents' events in Woodlands and in the main School. We also send a weekly email newsletter to all the Woodlands parents.

## 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 Parents' 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.

*"Every child is made to feel so special and I cannot rate it highly enough. They encourage a child's inner imagination and creativity through learning and play."*

**Current Woodlands Parent**



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 Reception classes, in the September after their fourth birthday. The children continue with the EYFS Curriculum during this Reception year.

*"Woodlands is absolutely fantastic. My son is acquiring a thirst for knowledge and learning as well as coming home so happy each day he attends. The staff are so lovely, caring, personable and extremely innovative! They ensure the children are always busy with creative activities that spark their interests, adapting their plans to suit the needs of the children."*

Current Woodlands Parent

## Entry into Reception

The Head of the Junior Department 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 Junior Department.





# 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, wellbeing and E-safety.

## Policies available:

- 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

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 the School website and are available to parents one year in advance.

The Woodlands Day begins at 0825 and finishes 1535.

## Nursery Timetable

| Time        | Activity  |
|-------------|---|
| 0825        | Woodlands Opens.  |
| 0825-0855   | Child-Initiated Play - inside and outside   |
| 0855-0920   | Phonics Groups and Story and Rhyme Time Groups  |
| 0925-1015   | Music / PE / Forest School / Cooking  |
| 1015-11410  | Child-Initiated Play - inside and outside - including Morning Snack   |
| 1115-1145   | Key Group Learning  |
| 1150-1315   | Lunch and Walk  |
| 1315        | Half-Day Children leave   |
| 1315-1330   | Registration and Maths  |
| 1330-1420   | Child Initiated Play - inside and outside   |
| 1420        | Afternoon Snack   |
| 1430 - 1505 | Active Learning Sessions (Art and 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 our School Nurse, who along with her team, has 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, the School Nurse 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 the School Nurse 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 and school newsletters, and for use in our online learning journal. We ask parents to indicate agreement to the School using images of their children for marketing or promotional purposes (social media and the school website) via the Pupil Record Form which parents sign on joining.

## 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 arrival at the Nursery in the morning followed by milk, fresh fruit, vegetables, savoury crackers and cheese as a mid-morning snack.

The Nursery children eat lunch with their Key Teacher, in the Nursery dining area, between 1200 and 1300 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 Parent Portal 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 Governors, as well as a wealth of information about the aims and ethos of the whole School including the curriculum and activities for pupils aged five and above.

Further detailed information about the School is available on our website, including a full staff list and a list of the School's policies, including those that apply specifically to the EYFS. The iSAMS Parent Portal, accessed only by parents via a password, provides parents with more detailed curriculum information, School policies, news and the School Calendar.

Our online Learning Journal, '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 and Parents' Evenings

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 (Autumn) and the Summer Terms.



## Early Years Foundation Stage Profile (EYFSP)

During their time in EYFS, Nursery staff assess children, according to Development Matters, against the Early Learning Goals (ELGs) 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 (EYFSP), 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 can send you a copy 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 dissatisfactory, 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](http://www.ofsted.gov.uk)

# Fee Schedule for the Academic Year 2022 / 2023

|                                   |      |
|-----------------------------------|------|
| Registration Fee (non-refundable) | £100 |
| Deposit                           | £500 |

| 2022/23      | Time Options | Included    | Price (per day per term) |
|--------------|--------------|-------------|--------------------------|
| Full Day     | 0825-1535    | Lunch       | £765                     |
| Morning      | 0825-1315    | Lunch       | £543                     |
| Late Session | 1535-1645    | Light Snack | £120 (£13 ad hoc)        |
| Late Session | 1535-1730    | Light Snack | £176 (£20 ad hoc)        |

School policy requires Nursery pupils, in their final year before Reception, to attend a minimum of three full days each week (£2,295 per term). We require younger Nursery children to attend for minimum of two full days each week, (£1,530 per term) or one full day and two morning sessions (£1,851 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. 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 (see next page)



# School Uniform List

| Item   | Boys | Girls | Summer Term only |
|--|------|-------|------------------|
| School Coat (optional)                       | x    | x     |                  |
| Navy blue tracksuit bottoms                  | x    |       |                  |
| Navy blue leggings                           |      | x     |                  |
| Navy blue sweatshirt with Woodlands logo     | x    | x     |                  |
| White polo shirt                             | x    | x     |                  |
| Navy blue shorts                             | x    | x     | x                |
| Summer dress (optional)                      |      | x     | x                |
| Navy blue socks                              | x    | x     |                  |
| White socks                                  |      | x     | x                |
| Plain trainers                               | x    | x     |                  |
| Wellington boots (to stay at Nursery)        | x    | x     |                  |
| Beechwood shoe bag                           | x    | x     |                  |
| Beechwood maroon book bag                    | x    | x     |                  |
| White plimsolls                              | x    | x     |                  |
| Legionnaire's cap                            | x    | x     | x                |
| Spare underwear                              | x    | x     |                  |
| Beechwood hat and gloves                     | x    | x     |                  |
| Scarf (optional)                             | x    | x     |                  |
| Hair accessories                             |      | x     |                  |
| Red puddle suit (zip from ankle to shoulder) | x    | x     |                  |

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 AL1 3XS

Telephone 01727 815700 [www.stevensons.co.uk](http://www.stevensons.co.uk)

Opening Hours Monday - Saturday 0900-1730. Click and Collect is also available from the Harpenden Branch at 10 Leyton Road, AL5 2TL

## Second Hand Uniform Shop

The School operates an excellent Second Hand Uniform Shop.

For more information, please contact Pippa Peel via email:

[secondhanduniform@beechwoodpark.com](mailto:secondhanduniform@beechwoodpark.com)



## References

Statutory Framework for EYFS (September 2021)

[www.gov.uk](http://www.gov.uk)

## Contact Details for OFSTED, ISI and the Chair of Governors

### Ofsted

Piccadilly Gate,  
Store Street,  
Manchester, M1 2WD

[www.ofsted.gov.uk/contact-us](http://www.ofsted.gov.uk/contact-us)

General Helpline: 0300 123 1231

### Independent Schools Inspectorate

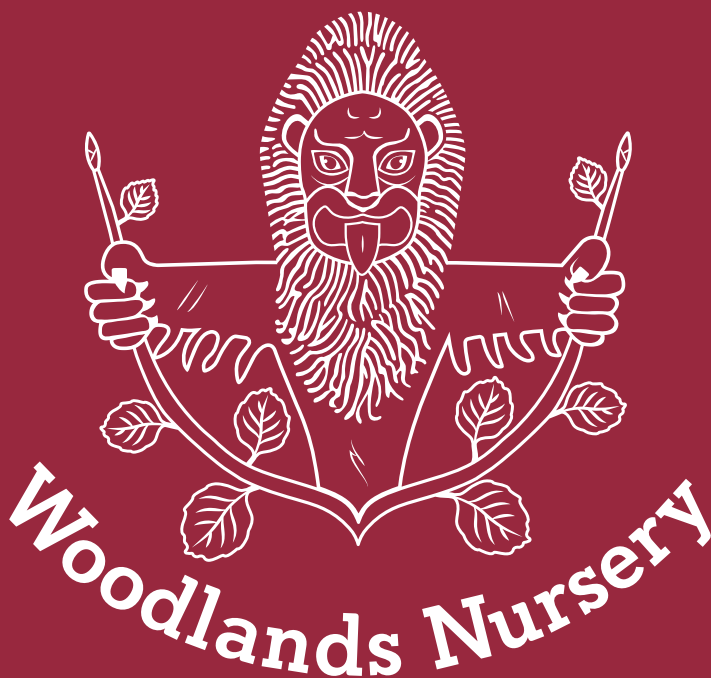
CAP House,  
9 - 12 Long Lane,  
London, EC1A 9HA  
Telephone: 020 7600 0100

[www.isi.net](http://www.isi.net)

### 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](mailto:cog@beechwoodpark.com)





at Beechwood Park

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