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The Greenfield & Hurst Drive Federation

www.GreenfieldandHurstdrive.co.uk

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Welcome to Greenfield Nursery and Pre-School

“At Greenfield, we value and respect the range of families within our community, fostering strong relationships that support children’s learning and development.”

**Greenfield Nursery School, Hurst Drive,
Waltham Cross EN8 8DH**

**Phone 01992 760 996, email:
admin@greenfield.herts.sch.uk**

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Greenfield Nursery and Pre-School is proudly part of The Greenfield and Hurst Drive Federation- providing education to the community of Waltham Cross, Hertfordshire.

Learning through play

Active play helps young children to learn and develop. Greenfield Nursery staff plan and provide a wide range of play activities which help children to make progress.

Your child's development and learning.

At Greenfield, we believe that care and education are equally important in the experience that we offer children. The routines and activities that make up the session/day at Greenfield are provided in ways that:

- help each child to feel that they are a valued;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group;
- Provide children with opportunities to learn and help them to value learning.

Our curriculum and practice reflect the statutory requirements of the Early Years Foundation Stage (EYFS) which ensures high quality teaching, learning and care for all our pupils.

Room names

Our nursery school has different rooms assigned to different age groups:

2–3-year-olds: Explorers

3–4-year-olds: Pioneers

Your children will be assigned a room as well as a keyperson before their start date

Key person and your child

Your child will have a key person, someone who is your key contact and responsible for your child's **online learning journal**. Your child's key person works with you to make sure that what we provide is right for your child's needs and interests. When your child first starts at the setting their key person will attend your home visit and will help your child to settle. Throughout your child's time here, they will support your child to grow in confidence and foster a love of learning.

Home visits

All children will have a home visit before starting in their Pre-School or Nursery Class.

Online Learning Journals

Twice a year your child will be a 'Spotlight child' which means that we will assess development, discuss your child's interests and report on their progress. This is recorded on their online learning journal and then reviewed two months after. When it is your child's turn to be a Spotlight child they will have a focus week and we will also ask you, the parent/carers, to contribute information to this.

Alongside Spotlights, we may add some 'stories' (usually 2-3 per term) to give you an insight into your child's learning and interests whilst they are at school.

You will be invited to set up an account to have access to your child's online learning journal. You will be able to share experiences from home and comment on the learning at nursery.

At the home visit we will ask the best way to communicate to you the outcomes of your child's Spotlight (face to face, telephone call, email, through the Learning Journal app). This communication will take place during the school day and so a time will be arranged in advance to talk with you.

If your child is under 3 you will also be given a paper copy of the two-year old progress check to share with your child's health visitor.

A PDF of their online journal will be shared with you when your child leaves Greenfield for you to share with their new school.

Communication with parents/carers

- Quick queries about a child's day can be had at the start or end of a session;
- A weekly Federation newsletter shares information, dates and events from across the schools;
- Emails;
- Website;
- Text messaging for important reminders/updates.

Starting at Greenfield - Practical information

Clothing

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and changing their clothes.

It is important that the clothes your child wears to Greenfield are:

- suitable for messy activities – easily washed and not too precious ;
- allow your child to be independent (easy to roll sleeves, or using the toilet);
- suitable for the weather – as children will have access to the outside area most days of the year;
- named – especially if it is uniform and the same as other children's;
- In summer, a hat is needed to protect them from the sun and your child's shoulders should be covered;
- Long clothes, such as coats can get caught up when children are riding bikes and using climbing apparatus, so are not suitable;
- Shoes need to be suitable for running, climbing and riding bikes so **no** open-toed sandals, 'crocs' and slip-on shoes.

Uniform

You can choose to buy a uniform for your child to wear. **This is non-compulsory.** Greenfield uniform consists of a green polo shirt and/or sweatshirt and is available to buy online from <https://www.brigade.uk.com/parents/>

Health & Safety

- Children should not wear jewellery, only stud earrings are allowed;

- Sun cream protects from the harmful rays of the sun. In hot and sunny weather, please apply to your child before coming to school;
- Long hair should be tied up.

Attendance

Regular attendance is important for your child's development. It is your responsibility to call us if your child is unable to attend (01992 760779). Please Press option 1 to advise us if your child will be absent and leave a telephone message.

We will always send you a text message if your child is absent and we don't know the reason – please respond to this promptly.

Illness

To prevent the spread of infections, children who are not well should not attend school. Children should not attend school if:

- They have diarrhoea and/or vomiting (48 hours exclusion period);
- Have a temperature (above 37.5 degrees Celsius);
- Require liquid Paracetamol/ibuprofen to suppress symptoms.

Further information regarding illness and exclusion periods can be found here <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Please advise us of your child's symptoms or condition when advising us of their absence.

Medical needs

If your child has medical needs and/or requires regular medication to access education, please inform us as soon as possible. Further information on how we support children with medical conditions can be found on our website.

Dropping off and collecting your child

Only named persons are allowed to collect your child from school. It is important that we are informed if someone unknown to the staff is to collect your child from Greenfield. It places both the staff and 'collector' in a difficult position if members of staff are unaware that an arrangement has been made for another adult to collect your child. Only a person who has your special password will be allowed to collect your child. Please inform a member of staff or advise the office if someone else is collecting your child. Please ensure that you tell us the person's name and confirm they know the collection password.

There will be additional charges if your child is collected after their session time finishes. Please refer to the 'charging & remissions' policy on our website.

Persons under the age of 16 are not allowed to drop off or collect from Greenfield Nursery and Pre-School unless they have parental responsibility.

Snack

A healthy snack is available for children during the nursery session- this is usually fruit, cereal, or toast. Water is available for children to drink during snack time and throughout the day. We also provide milk at snack time.

We ask for a voluntary contribution towards the cost of snack. Further information is available on our website or from the office.

Safety and protection of your child

A safe and secure environment is crucial to any parent and carer. Regular risk assessments are carried out.

Safeguarding

Greenfield complies with the Ofsted requirements to safeguard and promote the welfare of children as detailed in the Statutory Framework for the Early Years Foundation Stage.

We work with you to support your child in every way possible. The Children Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of children. As a result, if concerns are raised within the school or a child or parent reports a situation involving possible abuse or safeguarding concerns this information will be shared with colleagues in other agencies.

Designated Persons for Child Protection are: **Hayley Nicolas, Lisa Moore, Mireilli Forrest and Dorothy Fadairo.**

Special needs

As part of Greenfield's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice. A copy of the school local offer is on our website.

Our Special Educational Needs Co-Ordinator for the Federation is: **Dorothy Fadairo.**

If you have concerns regarding your child's development, please speak to your allocated Key Person in the first instance.

Policies

Copies of Greenfield's policies are available in the Office, and on our website. All policies are reviewed regularly. This enables us to ensure we provide a quality service to our service users and the local community.

Fees

For a full account of our fees, including terms and conditions, please visit the 'fees' page of our website.

Under 3 Fees:

You may be entitled to 15 hours of funded Pre-School education for your 2-year-old – please speak to a member of staff in the school office who can advise on how you qualify.

Otherwise, we charge £19.50 per session per child, payable half-termly in advance by direct bank payment (unfortunately, we cannot accept cash). Session times are available on our website. We recommend a minimum attendance of 3 sessions per week for children to benefit from Pre-School education.

All children will receive a 15-hour funded place from the term AFTER their 3rd birthday.

Lunch Club

Lunch club is available for children who attend all day (and not accessing our 30-hour offer).

	Per day
Lunch club (11.40 to 12.30pm) Please collect by 12.30 as we have no care facility for your child after this time. Thank you	£6 for care – please provide a packed lunch

Nursery

All children can access 15 hours of funded education from the term after their 3rd birthday.

Nursery sessions are every morning or afternoon, for 3 hours over 5 days per week. Session times are available on our website.

We can offer 30 hours' funded childcare for those who qualify. Please check your eligibility on the government website www.hertfordshire.gov.uk/parents. There are limited places available. 30 hours is from 8.40am– 3.25pm Monday-Thursday and Friday 8.40am -11.30pm.

If you require childcare in addition to your entitlement, you can top up your hours at a cost of £19.50 per session (subject to availability).

Parking

Our school is in a residential area and parking is limited. We recommend, where possible, walking to school or using public transport.

Our car park is for use by staff only. As the car park is County Council property, cars other than staff cars are not covered by County insurance in case of accidents.

Please note that parking on the zigzag lines and across driveways is dangerous and illegal and puts the lives of pedestrians at risk.

Governors

Governors monitor the running of the school and are always ready to listen to your views. Governors can be contacted through the school via admin@greenfield.herts.sch.uk. Please see our website for a full list of Governors – www.greenfieldnursery.co.uk.

We hope that you and your child enjoy your time at Greenfield Nursery and Pre-School and that you both find taking part in our activities interesting and stimulating. Members of staff are always ready and willing to talk with you about your ideas, views or questions.

For further information about our Nursery and to access up to date policies and information, please go to our website www.greenfield.herts.sch.uk