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## The Greenfield & Hurst Drive Federation

[www.GreenfieldandHurstdrive.co.uk](http://www.GreenfieldandHurstdrive.co.uk)

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# Welcome to Greenfield Nursery 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](mailto:admin@greenfield.herts.sch.uk)**

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### **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.

We follow the Early Years Foundation Stage (EYFS) which covers seven areas of learning. We use this to make observations, assess and plan for children's learning.

### **Room names**

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

Under 3s: Explorers

Over 3s: Pioneers

Your children will be assigned a room as well as a keyperson.

### **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 will be the adult who 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 child will help your child to settle and throughout your child's time here they will support your child to grow in confidence and foster a love of learning.

### **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 we will also ask you, the parent/carers, to contribute with information about their favourite play home.

**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.**

Alongside side this 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.

If your child is under 3 you will also be given a copy of the two-year old progress check. A paper copy of their online journal will be given to you when your child leaves Greenfield for you to share with their new school.

As you have access to the online journal you are able to share experiences from home and comment on the learning at nursery.

### **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 from 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.

#### **Uniforms**

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 from the office, but uniform is not compulsory.

#### **Health & Safety**

- Children should not wear jewelry
- Sun cream protects from the harmful rays of the sun, please apply to your child before coming to school.

#### **Attendance**

Regular attendance is important to 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 option 2 to speak to the office.

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 who have had diarrhoea or vomiting are not allowed to return until 48 hours after the last episode. If your child is unwell with a temperature, please keep them at home. Your child should not be given medicine to reduce their temperature and sent to school.

## **Dropping off and collecting your child**

**It is important that we should be informed if someone unknown to the staff is to collect your child from Greenfield.** Please tell a member of staff or telephone us on 01992 760779. 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.

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

## **Snack**

A healthy snack is available for children during the nursery session. Water is available for children to drink during snack time and throughout the day. We also provide milk at snack time.

For children attending for 15 hours we ask for **£20** per term towards the cost of snacks.

For children attending for 30 hours we ask for **£22.50** per term towards the cost of snacks

Please pay at the school 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 and Claire Grainger.**

## **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**

## **Policies**

Copies of Greenfield's policies are available in the Office, and on our website.

All policies are reviewed regularly. This review helps us to make sure that the policies are enabling Greenfield to provide a quality service for its members and the local community.

### Fees

#### Under 3 Fees:

Sessions will be free from the term AFTER your child's 3<sup>rd</sup> birthday.

If you are in receipt of benefits, you may be entitled to free places up to 15 hours per week for your 2 year old – please speak to a member of staff in the School Office.

Fees for under 3s are £17.50 per session, payable half-termly in advance by direct bank payment (unfortunately, we cannot accept cash). Fees must still be paid if children are absent. Any outstanding fees must be paid to secure your child's place for the next half term.

If your child has to be absent over a long period of time, talk to a member of staff. Please complete a holiday request form for taking holiday in term time.

For your child to keep their place you must pay the fees.

#### Lunch Club

	Per day
Lunch club (11.50 to 12.30pm) Please collect by 12.30 as we have no care facility for your child after this time. Thank you	£5.50 for care – please provide a packed lunch

#### Nursery

Nursery sessions are morning or afternoon, 15 hours free child care per week.

We can offer 30 hours free childcare for those who qualify. Please check your eligibility on the government website [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents). There are limited places available. 30 hours is from 8.40am–3.25pm Monday-Thursday, Friday 8.40am -12.30pm.

#### **Car Park**

Our car park is very small and is for the use of 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 is dangerous and illegal.***

#### **Governors**

Governors monitor the running of the school and are always ready to listen to your views. Governors can be contacted through the School. Please see our website for a full list of Governors – [www.greenfieldnursery.co.uk](http://www.greenfieldnursery.co.uk).

We hope that you and your child enjoy your time at Greenfield Nursery 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 please go to our website**

