

# **HOLMWOOD HOUSE SCHOOL (Reception and Pre-School)**

**AND**

# **HOLMWOOD HOUSE NURSERY AT GREAT HORKESLEY**



**HOLMWOOD HOUSE**  
SCHOOL

## **EYFS Handbook**

Reviewed by: ERLB, VAS and CT  
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To make sure your child/children's time at Holmwood House is as smooth as possible, here are a few guidelines that we hope will help. If you find there are still questions you need to ask, please do not hesitate. Staff are always happy to help.

A full list of whole school policies which cover the EYFS is available on the school's website under the 'Parents' tab.

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### **Introduction**

#### **EYFS Aims**

- To make the transition from home to Year 1 smooth and trouble free
- To provide a stimulating curriculum which recognises children's ability to learn through play and develops their skills
- To underpin future learning by supporting, fostering, promoting and developing children's development

Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving. These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development

We support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

We promote the relevant frameworks and curriculum (EYFS) set by the Department for Education (DFE) to support and enhance children's learning and development holistically through play-based activities. We view all aspects of learning and development equally and ensure a flexible approach is maintained which responds quickly to children's learning and developmental needs. We develop tailor-made activities according to each child's individual needs, based on observations which inform future planning and draw on children's needs and interests. This is promoted through a balance of adult-led and child-initiated opportunities both indoors and outdoors. Further information on the EYFS is available for parents at: <https://youtu.be/aF5gDlIFydg>

#### **Equal Opportunities**

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 everyone is valued for being an individual. The school's Equal Opportunities Policy is available on our website. We welcome children with disabilities and special education needs and disabilities. We adhere to the Government's SEND Code of Practice. Our SEND Local Offer can be found on our website.

## **Admissions Procedure**

The admissions policy is online.

## **Arrivals and Departures**

### **Arrivals and Departures at the the Great Horkesley Nursery**

A member of staff will always be on duty to welcome your child/ren into the nursery and to answer any questions you may have.

If at any time you wish to have a more formal chat with your child's Key Person please feel free to arrange a time that is mutually convenient by calling the office.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety . At the nursery the staff member receiving the child immediately records the child's arrival on the daily attendance register. Any specific information provided by the parents should be recorded in the room's message book.

If your child has been prescribed medicine which needs to be administered during the nursery day, you will be asked to fill in and sign a medicine form, stating dosage, times to be given and last dosage administered. Medicines should never be left in your child's bag. Please pass all medicine over to a member of staff when you drop off. Only medicine with a clearly named label prescribed by the doctor will be administered by staff. Staff will always be happy to talk to parents if you have queries or problems.

If the child is not to be collected by the parent at the end of the day/session, an agreed procedure must be followed to identify the nominated adult. A password issued by the nursery and person description are also required where possible for the nominated adult.

The planned departure of the child should be anticipated. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication procedure is to be followed here with regards to receiving a parental signature.

No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt, check the person's identity by ringing the child's parent or their emergency contact number.

On departure, the child register must be immediately marked by the staff to show that the child has left the premises.

For arrivals and departures of visitors to the building they must sign into the visitors book in the relevant reception area (for the School this is the main reception) and wear either a red or green lanyard depending whether they can be left alone or not. Red lanyard visitors will be accompanied for the duration of their visit. At the nursery visitors must always leave their mobile telephones in the office.

When leaving the premises, parents are asked to make sure they shut the gate to the carpark.

## **Late collection and Non collection at the Great Horkesley Nursery - parents**

Nursery session timings are as follows:

School Day - 8.30am - 4pm

Full Day - 8am - 6pm

The following procedures must be followed if you expect to be late:

- Calling the nursery as soon as possible to advise of their situation
- Asking a designated person to collect their child wherever possible and informing the school office or nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate the distress that may be caused by this situation
- If the designated person is not known to the reception or nursery staff the parent must provide a detailed description of this person. This designated person must be given a password in order for the nursery to release the child into their care. This is the responsibility of the parent.

### **Procedures for late or non-collection - School or nursery**

In the instance of a child not being collected from the school or nursery after a reasonable amount of time (1/2 an hour) has been allowed for lateness, the following procedure will be initiated by staff:

- Inform the school office or nursery manager if a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child's records
- The manager/staff member on duty in charge and one other member of staff must stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly
- If the parents still have not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will contact the DSL or (if this is not speedy) ring the Children and Families Hub and Ofsted to advise them of the situation
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times

### **Arrivals and Departures at Reception and PreSchool at Holmwood**

A member of staff will always be on duty to welcome you and to answer any questions you may have.

Parents are requested to pass the care of their child to the member of staff on the door who will ensure his/her safety. Any specific information provided by the

parents should be recorded. Pre-School Reception uses a staff board for these messages.

If your child has been prescribed medicine which needs to be administered during the day, you will be asked to fill in and sign a medicine form, stating dosage, times to be given and last dosage administered. Medicines should never be left in your child's bag. Please pass all medicine over to a member of staff when you drop off. Only medicine with a clearly named label prescribed by the doctor will be administered by staff. Staff will always be happy to talk to parents if you have queries or problems. The staff member will ensure that the medicine consent procedure is followed. Any medicine will be taken to the School surgery and administered by the wellbeing team in line with the dosage instructions.

If a Reception child is not to be collected by the parent at the end of the day/session, the parent must inform the school office of who is collecting.

A password and person description is required for the nominated adult in PreSchool to collect.

For arrivals and departures of visitors to either building they must sign into the visitors book in the relevant reception area (for the School this is the main reception) and wear either a red or green lanyard depending whether they can be left alone or not. Red lanyard visitors will be accompanied for the duration of their visit.

### **Late collection and non-collection from the School - parents**

#### **Pre-School timings:**

|             |              |
|-------------|--------------|
| School day: | 8am - 3.30pm |
| Full day:   | 8am - 6pm    |

#### **Reception timings :**

|                       |        |
|-----------------------|--------|
| Morning drop off:     | 8.15am |
| Afternoon collection: | 3.15pm |

Before and after school care is available for Reception upwards:

|                 |                        |
|-----------------|------------------------|
| Breakfast club: | available from 7.30am  |
| Biscuit club:   | session 1: 3.15-4.15pm |
|                 | session 2: 4.15-5.15pm |
|                 | session 3: 5.15-6.00pm |

## **Day to day needs**

### **Absence**

Please do let us know in the morning, by 10 am, if your child will not be attending school, Pre-School or nursery. Otherwise we will be phoning you to check that everything is alright.

Although nursery and Pre-School attendance is not compulsory it does prepare your children for school to get them used to attending all of the sessions you put them down for.

If you have holidays booked please do let us know so we do not call you to check in while you are away.

### **Illness**

If your child is unwell in the morning, do not bring him/her to nursery or the school. It is not the best place for a sick child. If your child appears unwell whilst here at nursery or the school, we would notify you before taking any action, unless of course the situation was serious we would contact a medical professional to take the appropriate action. If your child has had sickness/diarrhoea, please keep him/her at home until 48 hours after the last bout. We try very hard to stop the spread of infection. Please support us in this. It is in the best interest of your child. Please see our school or nursery guidelines on exclusion periods for illnesses or speak to a member of staff if you are unsure.

### **Labelling/Changes of Clothes**

Please make sure that all your child's belongings are clearly labelled, including shoes, wellington boots, slippers, coats, hats and anything else your child might bring to nursery.

All children should have a change of clothes. Children being toilet trained should have plenty of spare underwear/trousers/tights/socks etc. Although children will be taken to the bathroom at regular short intervals, there will inevitably be accidents. Wet or soiled clothing will be rinsed by staff and placed in a carrier bag on your child's peg. Please inform us if you wish to begin toilet training.

### **Provision of Weather Suitable Accessories**

During the summer months please provide your child with a named sun hat. In the winter we ask you to provide wellington boots and a warm hat, scarf and gloves all of which can be kept at school if you wish. The nursery setting suggests that pupils also have slippers (which can be kept at nursery if you wish)

We do go outside in all weathers so please make sure your child is dressed suitably for the weather. We provide rain suits or waterproof trousers for all ages, allowing children to stay as dry as possible!

## **Wet / Messy Play**

There may be times during the day where your child is given the opportunity to remove their clothing, down to their underwear or nappy. This is always with the child's consent and for the following types of activity;

Water play

Cooling down during the summer when they are too hot, mainly when in a room

Messy play - such as body painting.

These activities would be done in groups and not 1:1 and any photos put on Tapestry would only be of your child, not group photos. The purpose would also be beneficial to the child, e.g to keep them cool or for them to explore with textures on various parts of the body, not just their hands.

If you would prefer to provide swimwear for waterplay then that is, of course, fine.

## **Learning**

### **Role of the Key Person**

At Holmwood House school Pre-School, Reception and Nursery we take pride in our strong Key Person approach. A Key Person works in partnership with parents to provide the best possible care and education for the individual child. The Key Person will get to know the child very well and will be responsible for observing, planning for and recording the child's development. They will develop a bond with the child and support parents, listening to and valuing their opinions. They will ensure the child is well cared for, healthy and has every opportunity to develop and learn.

The Reception classes have class teachers.

### **Objectives**

During the time at the setting we would hope that each child will;

- o have settled into nursery or school life;
- o feel happy and relaxed playing with his or her peers and staff members;
- o have made progress through the EYFS
- o have developed an enquiring mind and be learning from the world around them;
- o be working through the seven areas of learning in the curriculum.

### **Curriculum**

Every child is introduced to a curriculum that is rich and varied, challenging and inspiring. The successful progress of children throughout the nursery is achieved through a combination of adult-led and child-centred activities. The activities are carefully planned and differentiated to cater for pupils with differing needs, using the seven areas of learning in the Foundation Stage.

The seven areas of learning, in the curriculum for the foundation stage, are split up as follows:

- Communication and Language
- Physical
- Personal, Social, Emotional
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts Design

## **Continuity**

As children move rooms through the nursery or school the staff share children's individual Tapestry accounts and support their progression, helping them to achieve new targets and support their development. To support children's transitions to school we invite the class teachers into the setting so we can support children as much as possible. For children who will be attending Holmwood House School we plan visits throughout the year and have strong links with the reception class teachers.

## **Involving and Consulting Children**

Holmwood House and all its members of staff are committed to the principle of involving and consulting children whenever decisions are made within the nursery that will affect them.

Holmwood believes that actively promoting the participation of children in decision-making processes is beneficial to children, staff and the nursery as a whole.

We believe that a child's opinion should be taken into account in anything that affects them and that children should always have information available to them in a way that enables them to make choices and decisions.

For children, involvement and consultation helps them to develop new skills, such as negotiating, sharing and understanding the perspective of others. It helps them to understand how decisions are made and recognise that their opinions are important and valued.

All children will be listened to and consulted actively. This will take a number of forms including:

- Listening to what they say in speech and other forms of communication.
- Observing body language and behaviour.
- Drama and role-play.
- Through play and creative expression and the use of visual aids.
- Via regular group based discussions and question and answer sessions.
- Questionnaires and other feedback activities.
- Regular children's meetings, between children and staff, such as special news.

The age, maturity and the type of decision being made will determine the extent and nature of children's involvement. However, the emphasis should always be strongly in favour of involving children.

Holmwood House School and Nursery will also be clear about what decisions children will be involved in an attempt to offer clear explanations if and when consultation and involvement is deemed inappropriate.

## **Parents and Carers as partners**

We believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in a close partnership. The two-way sharing of information is key to this. The school and nursery teams welcome parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as practitioners, are able to support parents in an open and sensitive manner.

The school and nursery wish to ensure parents are an integral part of the care and early learning team within the settings. We actively encourage parents to regularly check their child's Tapestry account for information added by staff as well as adding their own observations from home.

Parents should keep us updated with any changes to their child's home life, routine and day to day care.

We aim to:

- Recognise and support parents as their child's first and most important educators, and to welcome them into the life of the school or nursery
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- We welcome all parents into the nursery setting at any time; usually this would need pre-arranging. PreSchool and Reception parents can only enter for organised events. The nursery setting welcomes nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure that all parents are aware of the nursery's policies and procedures.
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children
- Inform parents about nursery activities and events through regular updates via email and Tapestry.
- Operate a key person system to enable a close working relationship with all parents. Support two-way information sharing regarding each child's individual needs both in nursery and at home. Each child has a buddy key person, for if ever their key person is absent from nursery.
- Inform parents on a regular basis about their child's progress and involve them in the shared record keeping. This is mainly through each child's individual Tapestry account. Parents' evenings will be held at least twice a year. Parents will be consulted with about the times of meetings to avoid excluding anyone
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the nursery
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents. All parents have access to our written complaints procedure
- Provide opportunities for parents to learn about the Early Years Foundation Stage and about young children's learning in the nursery and at home

- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and to accommodate any special requirements wherever possible and practical to do so
- Find out the needs and expectations of parents. These will be obtained through regular feedback via questionnaires. These are then evaluated by the nursery to promote nursery practice, policy and staff development.

### **Reflection Meetings and other meetings**

- Nursery staff attend a weekly reflection meeting within their room teams.
- Termly nursery staff meetings are held for all staff during the evening. Room Leader meetings are held weekly.
- The Reception and Pre-School staff join staff meetings and training on the school site.
- Meetings with the Headmaster, and nursery managers are held weekly
- Termly meetings are held between the Reception teachers, Pre-School lead and the nursery managers.
- Supervision meetings are held with all staff working in EYFS termly.

### **Staff Development and Training**

The school and nursery highly value their staff. It is in the interests of the school, the nursery, the children, their families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

At Holmwood House Nursery and Pre-School we ensure that at least 50% of staff are qualified to Level 3 (or equivalent) or above in childcare and education. Other staff working at the nursery will either be qualified to Level 2 or undertaking training. We have part time Nursery assistants who are qualified and unqualified. Our Reception teachers are all fully qualified teachers.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise.

To facilitate the development of staff we:

- Coach, lead and offer encouragement and support to achieve a high level of morale and motivation
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance nursery practice
- Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff
- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas. Weekly

reflection meetings are also held to discuss strategy, policy, activity planning and information sharing.

- Encourage staff to further their experience and knowledge by attending relevant external training courses
- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within the nursery
- Provide regular in-house training relevant to the needs of the nursery
- Promote a positive learning culture within the nursery
- Provide inductions to welcome all new staff, with a heavy emphasis on Safeguarding and Health and Safety.
- Offer ongoing support and guidance

## **Food**

### **Healthy Eating and Mealtimes**

We follow and promote a Healthy Eating Policy and we ask you not to bring any sweets or cakes. We have children attending the setting who have severe allergies so we have to be extremely vigilant. Under the revised EYFS guidelines the EYFS staff will discuss and encourage good Oral Health with the children. Activities are planned to promote and encourage good hygiene practices around tooth brushing and oral hygiene.

We are a nut free school and nursery so please do not give your child any nut products on the days they are attending school or nursery.

Our catering team will be following the DFE updated Nutrition guidance from September 2025

At Holmwood House we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times.

We will ensure that:

- A balanced and healthy breakfast, midday meal, tea and two daily snacks are provided for children attending a full day at the nursery. School day children will have a hot meal and snacks.
- Menus are planned in advance, rotated regularly and reflect cultural diversity and variation. These are displayed for children and parents to view.
- We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings
- Menus include servings of fresh fruit and vegetables per day
- Fresh drinking water is always available and accessible. It is frequently offered to children and babies and intake is monitored. In hot weather staff will encourage children to drink more water to keep them hydrated
- Individual dietary requirements are respected. We gather information from parents regarding their children's dietary needs, including any special dietary requirements, preferences and food allergies that a child has and any special health requirements, before a child starts or joins the nursery. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child
- We give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate an adult will sit with children during meals to ensure safety and minimise risks. Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks to make them aware of the dangers of sharing certain foods
- Staff show sensitivity in providing for children's diets and allergies. They do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy

- Staff use meal and snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves.
- Staff support children to make healthy choices and understand the need for healthy eating
- Any child who shows signs of distress at being faced with a meal they do not like will have their food removed without any fuss. If a child does not finish his/her first course, they will still be given a helping of dessert
- Children not on special diets are encouraged to eat a small piece of everything
- Children who refuse to eat at the mealtime are offered food later in the day
- Children are given time to eat at their own pace and not rushed
- Quantities offered take account of the ages of the children being catered for in line with recommended portion sizes for babies and young children
- We promote positive attitudes to healthy eating through play opportunities and discussions
- The nursery provides parents with daily written records of feeding routines for all children under the age of 2 years.
- No child is ever left alone when eating/drinking to minimise the risk of choking. All staff are first aid trained as soon as possible when joining the setting.
- All staff who prepare and handle food are competent to do so and receive training in food hygiene which is updated every three years
- In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the nursery, we will inform Ofsted as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.

## **Safeguarding and Behaviour**

### **Safeguarding of Children**

At Holmwood House Nursery we have a professional duty to safeguard and promote the welfare of children. We follow a robust policy for keeping children safe at the setting. Please see our Safeguarding and Child Protection Policy for more details, and also our Safer Recruitment of Staff Policy both of which can be found [here](#).

If your child arrives with bruises/bumps/scratches/etc which have occurred at home or in another setting, please inform a member of staff who will ask you to enter the injury onto an accident at home form and ask you to sign and confirm the incident.

If your child is involved in an accident or incident whilst at nursery, all the details will be recorded and you will be shown at the end of the day and asked to sign when you collect your child. In many situations the parents will be contacted at the time, and always if the child needs medical assistance or has a bump on the head. In some situations, us as a setting would be required to report certain accidents or incidents that happen at home or at setting to Ofsted, RIDDOR or any relevant authorities depending on the accident, incident or concern.

### **Behaviour**

Within the settings, positive behaviour is always expected and modelled. Children are expected to behave in age-appropriate ways and 'Golden Rules' are set in each room reminding children of these behaviours. In the nursery, children in the older rooms help to put together the Golden Rules to spark conversation and take ownership of them

If a child were to demonstrate a behaviour that was not appropriate this would be handled in a sensitive manner, usually by their key person/teacher/assistant. This would always be addressed with parents at pick up time, and support and solutions offered if the child was struggling with similar behaviours at home.

### **Additional information relevant to Behaviour at the Nursery and Pre-School**

Biting is one of the most common examples of unacceptable behaviour that some young children go through. This is part of some children's development and can be triggered when they do not yet have the words to communicate their anger, frustration or need. At Holmwood House Nursery and Pre-School we follow our positive behaviour policy to promote positive behaviour at all times.

Strategies to prevent biting include; sensory activities, biting rings, adequate resources and a stimulating exciting environment. However in the event of a child being bitten the following procedure will be followed:

- The child who has been bitten will be comforted and checked for any visual injury. First aid will be administered where necessary. An accident form will be completed (nursery) or iSams record (Pre-School) and the parents may

be informed via telephone if deemed appropriate. The bitten area will be continually observed for signs of infection. For confidentiality purposes and possible conflict the name of the child who has bitten will not be disclosed to the parents.

- The child who has caused the bite will be told in terms that they understand that biting (the behaviour and not the child) is unkind, and be shown that it makes staff and the child who has been bitten sad. The child will be asked to say sorry if developmentally appropriate or show they are sorry, e.g. through hugging. An incident form will be completed and shared with the parents at the end of the child's session.
- If a child continues to bite, observations will be carried out to try to distinguish a cause, e.g. tiredness or frustration. Meetings will be held with the child's parents to develop strategies to prevent the biting behaviour. Parents will be reassured that it is part of a child's development and not made to feel that it is their fault.
- In the event of a bite breaking the skin and to reduce the risk of infection from bacteria, prompt treatment may be needed for both the 'biter' and the 'bitten'.
- If a child or member of staff sustains a bite wound where the skin has been severely broken they may require urgent medical attention after initial first aid has been carried out.
- Where a child may repeatedly bite and/or if they have a particular special educational need or disability
- If to increased biting, e.g. in some cases of autism where a child doesn't have the communication skills, the setting will carry out a risk assessment and may recommend immunisation with hepatitis B vaccine for all staff and children.

## **Nursery and PreSchool specific information**

### **Settling In**

We aim for children to feel safe, stimulated and happy in the Nursery, Pre-School and Reception and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All children are unique and the amount of time that a child takes to settle can vary enormously. Therefore, children will be given time to settle at their own pace, so as to make them feel welcome, safe and confident in their new environment.

Holmwood House strongly encourages parents/carers for nursery or Pre-School to visit the premises with their child before they are due to start, these being their trials and visits. Reception parents have 'moving up mornings'

Children new to Holmwood House nursery or Pre-School will be allocated a key person who will cover all their care and greet them in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the nursery.

During the visit the parent/carer will stay with the children for an hour and have nursery procedures, room routines and planning explained to them. They will be shown around the nursery, and have the registration and signing in procedures clearly explained to them. The child's key person will try to gain as much relevant information about the child as possible to ensure a smooth and trauma free start as possible. This will be logged on the child's Tapestry account, under the All about me section.

The trial will be where the child stays at nursery for two hours on their own and has the chance to be with their key person and mix with the other children. The parent/carer will have the opportunity to be part of the induction process at all stages. On their first day, new children will be welcomed by their key person and introduced to the other children.

All staff will observe new children to ensure that they are happy in their new surroundings. Staff will discuss any concerns about the settling in period with parents/carers and the team leader at the earliest opportunity. If the parent/carer has any concerns during this time they also should discuss this with their child's key person or the manager. Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at Holmwood House Nursery.

### **Babies & Under Twos at the Great Horkesley Nursery**

We care for children under the age of two and have adapted our practice to ensure the safety and wellbeing of all children in this age group. We ensure their health, safety and well-being through the following:

- Children under the age of two will have a separate base room and will not be cared for in groups larger than twelve
- Care will be taken to ensure that babies and toddlers do not have access to activities containing small pieces, which could be swallowed or otherwise injure the child
- All equipment will be checked daily before the children access the area. This will include checking the stability of the cots and highchairs and ensuring restraints on the highchairs, pushchairs and prams are intact and working
- All doors are fitted with door finger-guards to ensure the safety of children
- Outdoor shoes should be removed when entering the baby and toddler area(s). Staff will remind parents and visitors to adhere to this procedure
- Potties will be washed and disinfected after every use. Changing mats are wiped with antibacterial cleanser after each nappy change
- Each baby has his/her own bedding, provided by the nursery, which will be washed at least weekly or when necessary
- Cot mattresses must meet safety standards
- Children under two years will not be given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation. We follow all cot death guidelines and advise parents of this information
- Cots will be checked before use to ensure no items are within reach i.e. hanging over or beside the cot (e.g. bedding bags)
- All highchairs are fitted with straps and used at all times. Children will never be left unattended in high chairs. remove as they don't come out
- Babies will never be left propped up with bottles as it is both dangerous and inappropriate
- Checks on sleeping babies will be completed every 10 minutes. These are to be documented with the time and staff initials on the sleep check form.
- Food/milk is prepared for babies within their own separate kitchen, not in the main kitchen.
- Bottles of formula milk will only be made up as and when the child needs them.
- Following the Department of Health guidelines we will only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We will not use cooled boiled water and reheat. If a bottle is too hot we will cool the bottle under cold running water.
- Bottles and teats will be thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher)
- Bottles will be disposed of after one hour.
- A designated area is available for mothers who wish to breastfeed their babies
- Weaning is discussed with parents during trials and visits to establish where their child is at this stage of development. The nursery will provide safe foods based on the parents preferences and dietary requirements. Menus are discussed with parents and we ensure foods are trialled at home before trailing at nursery for the first time.
- Labelled mother's breast milk will be stored in the fridge or freezer.
- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies will be stored in each child's individual bags or trays to ensure no cross-contamination occurs

- Sterilisers will be emptied daily

## **Use of dummies at the Great Horkesley Nursery**

At Holmwood House Nursery we recognise that a dummy can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine.

As babies get older they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds they are learning to make the quick mouth movements needed for speech. The more practice they get the better their awareness of their mouths and the better their speech will be. The overuse of a dummy may restrict these movements from taking place and therefore affect a child's speech and language development.

The nursery aims to:

- Discuss the use of dummies with parents as part of each baby's individual care routine
- Only allow dummies if a child is really upset for comfort (for example if there is problems at home, they are new to the setting) and/or as part of their sleep routine
- Store dummies in individual trays and bags prevent cross-contamination with other children

When discouraging the dummy staff will:

- Remove
- Comfort the child and if age/stage appropriate explain why they are not allowed the dummy in a sensitive and appropriate manner.
- Distract children's attention with other activities and ensure they are settled before leaving them to play.
- Offer other methods of comfort such as toy, teddy or blanket.
- Explain to the child they can have their dummy when they get home or at bedtime.

We will also offer support and advice to parents to discourage dummy use during waking hours at home and suggest ways in which the child can be weaned off their dummy (when appropriate).

## **Family Matters**

### **Separated Family**

At Holmwood House we recognise that when parents separate it can be a difficult situation for all concerned. We understand that emotions may run high and we aim to support all parties within the nursery including our staff team. It is imperative that you communicate arrangements with the nursery manager and your child(ren)'s key person/teacher.

### **Bereavement**

Children and their families may experience grief and loss of close family members or friends whilst with us in the nursery/school. We understand that this is not only a difficult time for families but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.

We aim to support both the child and their family and will adapt the following procedure to suit their individual needs and wants:

- We ask that if there is a loss of a family member or close friend that the parents inform the nursery or the school as soon as they feel able to. This will enable us to support both the child and the family wherever we can and helps us to understand a potential change in behaviour in a child who may be grieving themselves
- The teacher/key person and/or the nursery manager will talk with the family to ascertain what support is needed or wanted from the nursery/school. This may be an informal discussion or a meeting away from the child to help calm a potentially upsetting situation
- The child may need extra support or one-to-one care during this difficult time, the nursery/school will adapt their staffing arrangements so they are fully supported by the most appropriate member of staff on duty, preferably the child's key worker/teacher/assistant
- The nursery and school will be flexible wherever possible to adapt the sessions the child and family may need during this time
- The death of family pets is also an area that children and their families may need support with. We will follow the above procedure wherever it is appropriate to support the child to understand their loss and support their emotions through this time.

## **Practical details**

### **Complaints**

We hope that parents will not feel the need to complain and that any difficulties can be sensitively and efficiently handled before it reaches that stage. However, we undertake to investigate all complaints following the school's Complaints Policy.

Parents should be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted.

### **Camera, Mobile Phone and Recording Device Use**

At Holmwood House we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our school and nursery are only done with prior written permission from each child's parent. We obtain this when each child is registered and ask parents to update us with any changes to permissions.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's Tapestry account; for display purposes; for promotion materials including our nursery website, brochure and the local press. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used on another child's Tapestry account.

If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the nursery or school. The nursery manager and teachers will monitor all photographs and recordings to ensure that the parent's wishes are met.

Parents are not permitted to use any recording device or camera (including those on mobile phones) on either premises without prior consent. Parents do not enter the Reception or PreSchool buildings with pupils present. Phones and other devices of visitors are stored in the office of the nursery setting.

### **Health and Safety**

We regularly update and review our risk assessments for classrooms, indoor areas, the outdoor play space and all equipment and toys used by the children every year.

### **Health and Safety - Critical Incidents**

At Holmwood House we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have procedures in place to ensure our school and nursery are able to operate effectively in the case of a critical incident. These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the nursery.

If any of these incidents impact on the ability of the nursery or school to operate, we will contact parents via email or text at the earliest opportunity, e.g. before the start of the nursery day.

All incidents will be managed by the manager or senior staff and all staff will cooperate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

## Organisation

|                                          |                  |
|------------------------------------------|------------------|
| Headmaster                               | Edward Bond      |
| Nursery Manager (and DSL)                | Vicki Shreeve    |
| Head of Seniors and lead DSL             | Emma Booth       |
| Director of Studies                      | Jonathan Collins |
| Director of Enrichment                   | Angela Isherwood |
| Head of Juniors (and DSL)                | Ed Cook          |
| Head of Pre-Prep and Reception (and DSL) | Bethan Ashton    |

## Reception

### Teachers

Mrs Bell - Monday and Tuesday  
Mrs Upson - Wednesday to Friday  
Mrs Wild - Monday, Tuesday and Wednesday  
Miss Henshall - Thursday and Friday

Teaching Assistants      Mrs Hodder & Miss Williams

## Nursery -

|             |                    |
|-------------|--------------------|
| Snowdrops - | 6 months - 2 years |
| Daisies -   | 6 months - 2 years |
| Bluebells - | 2-3 years          |
| Poppies -   | 3-4 years          |

## School Site -

|                |                   |
|----------------|-------------------|
| Pre-School 2 - | 2 and 3 year olds |
| Pre-School 3 - | 3 and 4 year olds |

All staff can be viewed on the website

## Nursery

|                |                  |
|----------------|------------------|
| Manager        | Vicki Shreeve    |
| Deputy Manager | Charlotte Taylor |
| DSL            | Karen Traver     |

## For your convenience:

Nursery Telephone Number: 01206 273827  
Email Address: [nurserymanager@holmwood.house](mailto:nurserymanager@holmwood.house)

Pre-School Telephone Number: 01206 216106  
Email Address: [nurserymanager@holmwood.house](mailto:nurserymanager@holmwood.house)

Holmwood House School's Number: 01206 574305  
Email Address: [headmaster@holmwood.house](mailto:headmaster@holmwood.house)  
Email Address: [office@holmwood.house](mailto:office@holmwood.house)