

Mousehold Infant and Nursery School

Nursery Policy

Mousehold's Nursery is for 3 and 4 year olds, running a morning session (8.30am – 11.30am) and afternoon session (12.00 noon – 3pm) Monday to Friday in term time for 3 hours per session.

We offer flexibility and the opportunity to buy into lunchtime care so that you can access a morning and an afternoon session in the same day. There is a restriction on 12 children per day who can access the provision all day and lunch is not provided.

All 3 and 4 year old children are entitled to 15 hours a week of funding to access an Early Years provision for 38 weeks a year. Additional sessions for all children can also be bought if space is available. Funding is available from the September following a child's third birthday.

At Mousehold Nursery, parents can use their free entitlement of 15 hours or 30 hours per week. This can be used between our nursery and up to two other settings, however, a maximum of two settings in a single day. Mousehold Nursery provides 3 hour sessions in the mornings and afternoons. Lunchtime care is available and would incur a separate charge*.

Parents and carers using another setting in the same day can use more of their free early education entitlement but no session can be longer than 10 hours and cannot be before 6am or after 8pm.

This is all funded through the free entitlement so will not cost parents anything. For those who require more than their free entitlement of 15 hours a week and do not meet the criteria for 30 hours, additional 3 hour sessions can be bought – please see charges below.

In order to claim the funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school.

Payment

*We charge £2.00 a day for lunch cover from 11.30am-12.00pm. An invoice will be issued before the start of each half-term giving parents time to make the required payment for their child to be able to attend. Charges will still be applicable for children who are absent due to sickness or holidays. Payment can currently be made by cash or cheque.

Additional sessions can be bought at a cost of £11.00 per session (8.30am-11.30am and 12.00 noon-3.00pm) or £4 per hour if a session is partly funded by government funded hours.

We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places.

How to Pay for 15+ Hours

For children who buy in additional sessions, we require half-termly payment in advance. This allows us to secure the correct staffing ratios. An invoice will be issued before the start of each half-term giving parents time to make the required payment for their child to be able to attend. Payment can currently be made by cash or cheque. We do not currently accept childcare vouchers.

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises etc. If payment is not made before the due date a reminder will be sent. The child will be unable to attend additional sessions if payment is not received following the reminder and the place will be withdrawn. If any issues arise regarding payment, please speak to our School Support Manager.

Holiday

The government's funding rules have changed, and Nursery settings do not receive funding when children are absent due to holiday. If you wish to take your child on holiday during term time, this leave will be subject to charges at the usual hourly rate. Please return a Leave of Absence Form to the school office to advise of any booked leave, we require a minimum four week notice period of planned leave.

Notice Period

If you no longer require a place at Mousehold Nursery we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

Admissions

We will work with parents and carer to ensure that as far as possible the hours/sessions can be taken as free provision.

Mousehold Nursery offer admissions in line with Norfolk County Council Admissions. Admission of places is allocated as follows:-

1. Are in the public care or have been adopted
2. Live within catchment area and a sibling is already in the School/Nursery
3. Live within the catchment area
4. Live outside the catchment area but already have a sibling in school
5. Live outside the catchment area

In order to request a place at Mousehold Nursery, the nursery application form needs to be completed which is available from the school office. The child will then be added to the waiting list and places allocated as per the admissions policy.

We offer 15 hours free funded places over 5 sessions for all 3 and 4 year olds in the September following their third birthday, 30 hours free for those families who meet the government criteria. Additional sessions for all children can also be bought if space is available. Please check if you are entitled to 30 hours on the HMRC website. You will need to provide a valid HMRC code each term.

Early education is offered to families 38 weeks of the year, the funded hours can be claimed to the maximum available (15 hours):-

Monday	8.30am – 11.30am and 12.00 noon – 3.00pm
Tuesday	8.30am – 11.30am and 12.00 noon – 3.00pm
Wednesday	8.30am – 11.30am and 12.00 noon – 3.00pm
Thursday	8.30am – 11.30am and 12.00 noon – 3.00pm
Friday	8.30am – 11.30am and 12.00 noon – 3.00pm

Lunch: 11:30am-12:00pm (charges apply)

Upon allocation and acceptance of a nursery place, parents/carers must provide the school with the completed nursery admissions form and the child's original **FULL** birth certificate for photocopying. These documents must be received before the child can start their sessions.

Please be aware that having a child educated within our school Nursery does not guarantee a place in the Reception class at our school. Reception admissions are administered by Norfolk County Council School Admissions.

SEND

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop and grow.

We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs. This incorporates all children with SEND as well as those from Ethnic groups and Looked-After Children.

We follow the requirements of the EYFS 2017 and provide an inclusive environment for children and their families. We comply with the requirements of the Equalities Act 2010 and the Special Educational Needs Code of Practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

Enquiries about an individual child's progress should be address at first to the key person. Other enquiries can be addressed to Dhinasha Balachandre, Nursery Teacher, Mark Williams, EYFS lead/SLT or Julie Bright, SENCO.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Once a potential special education need is identified, four types of action should be taken to put effective support in place:

1. Assess
2. Plan
3. Do
4. Review

This will be known as **graduated support**.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

Further information and Mousehold Infant and Nursery School SEND policy can be accessed on our school website: www.mouseholdinfants.com

Early Years Pupil Premium

We aim to identify all children who are entitled to additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. We aim to inform with parents/carers about how this money is used to support their child.

Setting Closures

Mousehold Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher trainings days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises, industrial actions, etc. We will give as much notice of these situations as possible.

Complaints Procedure

We aim for all nursery users to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and Early Education and Childcare Statutory guidance for Local Authorities), a complaint can be submitted to Rebecca Westall, Headteacher. The Complaints Procedure can be accessed on the school website: www.mouseholdinfants.com. If you would like a paper copy of the Complaints Procedure/Policy, please contact the school office on 01603 427012.

Date policy written: June 2018

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