



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 760779, email:
admin@greenfield.herts.sch.uk**

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. We support children through adult guided and child-initiated play.

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.
- help to develop independence and self-help skills.

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.

Key person and your child

Your child will have a key person, someone who is your key contact and responsible for your child's **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.

Learning Journals

The key person will keep an online journal with a selection of observations and photographs that celebrate key achievements. This will be available to all parents through the online platform/app 'Learning Journals'. All parents will be advised how to access this at the beginning of the term. Twice a year we will meet with you to discuss your child's progress. This is during their focus week. When it is your child's turn to be a focus child, we will also ask you, the parent/carer's, to contribute with information about their favourite play at home. If your child is 2 years old, you will also be given a copy of the two-year old progress check.

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. We recommend you purchasing welly boots and a wet suit.
- named – especially if it is uniform and the same as other children's

- long clothes, such as coats can get caught up when children are riding bikes and using climbing apparatus, so are not suitable.
- In summer a hat is needed to protect from them from the sun and your child's shoulders should be covered.
- Shoes need to be suitable for running, climbing and riding bikes so **no** open-toed sandals, 'crocs' and slip-on shoes.

Please provide a bag of spare clothes that include socks and underwear so we can support your child to change their clothes if needed.

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.
- You can also purchase a book bag and a draw string bag for your child's spare clothes

You child will have access to water and messy play everyday. Aprons are provided and encouraged but not all children like to wear them. We will, where possible endeavor to change your child's clothes if needed.

Health & Safety

- Children should not wear jewellery to Nursery.
- Sun cream protects from the harmful rays of the sun and a hat will help to prevent heat stroke. Please apply sun cream to your child before coming to school and provide a hat in their bag. If your child is here longer than three hours, please provide sun cream to stay with them at 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. Contact the office on 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.

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.

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.

Lateness

We only provide care for the session time your child attends. Children who are collected after their session time will be charged for this extra care. Late collection from the sessions will be charged at £1 per minute. Please refer to the 'charging & remissions' policy on our website.

If you need to discuss dropping off and collecting times, talk to a member of the office team and we will do our best to help.

Please let us know if you are going to be late by calling 01992 760779 option 2

Illness

To prevent the spread of infections children who are not well should not attend school. Children who have had diarrhea 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.

Our school has put extra measures in place to keep children, staff and families protected from Covid-19. If you or your child present with any of the following symptoms- a high temperature; a new continuous cough; loss or change of taste and sense of smell, do not send your child to school, and contact your GP or 111 to determine if a PCR test is required. Full details of Covid-19 risk assessment are available on request.

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. Milk is free at nursery and each child is encouraged to take a carton at the end of their session.

We ask for **£20** a term towards the cost of snacks. **£22.50** if your child is with us for 30 hours or more. Please pay via bank transfer. Please transfer to account number: Natwest Sort Code: 60-10-39, account 18405231, quoting your child's name.

At the beginning of term, you will receive an invoice for the whole year. You are able to pay the invoice in full or have the option to pay per term.

Safety and protection of your child

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

Child Protection and 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 and Lisa Moore.

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 (SENCO) is: Hayley Nicolas

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.

Session times

Explorers (2yr old's)

AM: Drop off between 8.40-8.50am and collection between 11.30-11.40am

PM: Drop off between 12.30- 12.40pm and collection between 3.20- 3.30pm

All day: 8.40-3.30pm

Investigators and Pioneers

AM: 8.40-11.40am

PM: 12.35-3.35pm

All day sessions 8.40-3.35pm

Fees

- A 3-hour session is £16, 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 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.
- Sessions will be free from the term AFTER your child's 3rd birthday.
- Nursery sessions 15-hour free childcare 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. There are limited places available.

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

Travelling to and from school

Walking

We advise where possible walking to school. We are in a quiet residential area at the back of Waltham Cross. If your child wants to ride their scooter or bike you can leave them on school property but at your own risk, we do not take responsibility for them.

Public Transport

We are a short 5-10 minute walk from Waltham Cross where a number of buses terminate at the station. There is also a Overground train station that is walkable distance.

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.

On Street Parking and Considerate driving and on Hurst Drive

As we are located in a residential area, we ask parents to keep our road safe for pedestrians and residents.

Please note that parking on the zigzag lines is dangerous and illegal.

Please do not double park. It is dangerous and illegal.

Please do not park over residents drive and obstruct their to their property.

If there is no parking on Hurst Drive, we advise you park in the roads surrounding the school so your child can arrive to school safely. The walk from the surrounding roads is no more 3 minutes.

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.

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.