Knights Templar Nursery





Liddymore Road

Watchet

TA23 OEX

Tel: 01984 633429



Welcome to Knights Templar Nursery



'Our aim is to provide a nurturing and enriching environment to enable every child to flourish and learn.'

Introduction

Knights Templar Nursery is part of Knights Templar Community Church School and we provide an excellent environment for your child; nurturing care, creative experiences and lots of happy memories. We are fortunate to have a spacious purpose-built building with well-equipped indoor and outdoor play areas, for different age groups. Our extensive grounds give us great opportunities to explore outdoors with nature hunts, picnics, story times and lots more.



The Nursery offers full day care and has space for up to 60 children from birth to 4 years. We are open all year round but close for Bank Holidays, one week at Easter, one week at the end of August and one week between Christmas and New Year.

We also close for four staff training days throughout the year.

Who's Who

Nursery Manager and Safeguarding Lead – Lucy Seldon

Head Teacher – Laura Weaver

Early Years Lead – Gemma Cody

Deputy Manager and Educational Lead – Karen Cammidge

Finance Lead – Jenny Knowles

Administrator – Samantha Coleman

Cleaning Staff – Becky Perkins and Nikki Wilkinson

Nursery Nurses

Discoverers:	Adventurers and Mariners:	Pioneers:
Sally Virgin (room Lead)	Wynona Croucher	Abby Allen
Mel Landon	April Darbyshire	Becky Nicholson
	Katy Davis	Kerry Shopland
	Ellouise Jones	Stephanie Williams
	Kath Mann	
	Karen Scott	
	Jennifer Wedlake	

Bank Staff

Melanie Davies

Natasha Newbold

Suzanne Walters

Christine Waterman

Rebecca Williams

Key Features of the Nursery

- A warm welcoming atmosphere;
- High levels of professional practice with well qualified and experienced staff;
- A local staff team who live and work in our community;
- A strong partnership with Knights Templar staff to ensure excellent transition and support for our children and their families;
- Close liaison with parents/carers to share knowledge and the needs of the child;
- A "Key Person" system giving consistency and building relationships during the child's time in the Nursery;
- Signposting to a wide range of local and county activities and specialists.

Vision

C	Care and consideration for children and their families
H	High expectations
I	Inspire change and progression
L	Listen to the voices of children, adults and the wider community
D	Dedicate ourselves to promoting equality and diversity
R	Recognise individuality
E	Educate new generations
N	Nurture growth through our ethos and enabling environments

Aims and Objectives

We aim to provide a happy, secure and stimulating environment for families attending the Nursery. We value close partnership working with parents/carers and work with families in their child's development and seek ways to actively involve them.

We will provide a range of services focussed on local need and parental choice. We offer information, advice and support to parents/carers, as well as offering early learning opportunities, health services, family support and parental outreach for families in our area.

We welcome the active involvement of parents/carers and the local community to help us meet their needs.

Our nursery is organised with an emphasis on early intervention. The Nursery is a place where we strive to help the whole family - our aim is to provide a safe place for families, where new experiences and opportunities are offered and lots of fun is had along the way!

Equality and Diversity

Knights Templar Nursery believes in promoting children's rights and offering equality of opportunity whilst respecting an individual's right to be different.
We value and welcome children and families from every social, cultural or religious background and we respect the different structures of families and lifestyles.

Childcare Funding

There are now a range of options of funding available, these include.

- 30 hours for eligible families 9 months to 4 years.
- 15hrs for 2 yr olds for families receiving support.
- 15hrs funding for all children age 3-4yrs
- Tax free Childcare
- Universal Credit Childcare
- Study Support.

For further information please visit the 'Best Start In Life' website:
www.beststartinlife.gov.uk

Data Protection

Your personal information will be held and used in accordance with the Data Protection Act 2018. Personal data relating to individuals is stored securely and only used for legitimate purposes. We will not disclose such information to any un-authorised person or body.

Knights Templar Nursery Opening Times and Fee Structure

Please see our fees policy for more information regarding invoicing and payments.

	Under 2's £7.50 per hour	2 years £6.50 per hour	3-4 years £5.50 per hour
8am-12pm	NOT AVAILABLE	NOT AVAILABLE	£22.00
8am-1pm	NOT AVAILABLE	NOT AVAILABLE	£27.50
8am-4pm	£60.00	£52.00	£44.00
8am-5pm	£67.50	£58.50	£49.50
9am-12pm	NOT AVAILABLE	NOT AVAILABLE	£16.50
9am-1pm	NOT AVAILABLE	NOT AVAILABLE	£22.00
9am-4pm	£52.50	£45.50	£38.50
9am-5pm	£60.00	£52.00	£44.00
1pm-4pm	NOT AVAILABLE	NOT AVAILABLE	£16.50
1pm-5pm	NOT AVAILABLE	NOT AVAILABLE	£22.00

Snack Charges: A voluntary charge will be added to monthly invoices as follows:-

All year round attendance: 1 to 2 sessions per week £2.50 per month
3 to 5 sessions per week £5.00 per month

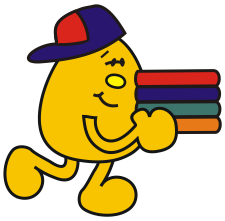
Term-time only attendance: 1 to 2 sessions per week £2.00 per month
3 to 5 sessions per week £4.00 per month

Extra hours: Extra hours at short notice may be available at the discretion of the nursery. These will be charged at the hourly rate.

Lunches: Our lunches are provided by Edwards and Ward; freshly cooked and delivered daily from Knights Templar Community Church School. Lunches cost **£2.50** per day and have to be booked on a week in advance during term-time only – menus are displayed in the entrance to each room.

Starting Nursery

The first days



A child who is tense or unhappy will not be able to play or learn properly so it is important for parents/carers and nursery staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than for others and parents/carers should not feel worried if their child takes a while to settle.

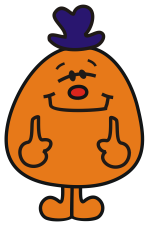
Arrival and Home Time

When bringing your child to Nursery, unless you have a young baby, we ask that you walk up rather than drive. The safety of the children is our priority and there are many children walking, cycling and scooting at the beginning and end of the day. Parking on the School site is limited to staff and blue badge holders and all cars must park beyond the blue school gates or in Liddymore Road. If you have a particular difficulty with this, parking permits are available from the school if appropriate.

The only time that you are permitted to drive beyond the blue gates is before 8.15am and after 3.45pm.

What to wear

In order to feel free to explore our environment and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are comfy, easily washable and not too new! The paint that we use **can stain**. The manufacturers recommend a warm NOT hot wash. Nursery sweatshirts, polo shirts, t-shirts, bags etc. are available to order online at 'Price and Buckland' (www.pbuniform-online.co.uk/knightstemplar).



It is good for children to practise the skills which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help.

Please ensure EVERYTHING is named - including coats, hats, bottles, bags etc.

Key Person

Our Key Person system gives each member of staff responsibilities for a group of children They make links and form relationships with the child's parents/carers to ensure that they are supported in their learning and development enabling them to reach their full potential.

Nursery Areas

The Nursery has three very spacious bright and airy rooms as well as two outdoor play areas with sand, water, construction, bikes, balls, chalking, mud kitchen, etc. The large school field and wildlife area are also used regularly.

Discoverers



This area is for the children who are 0-2 yrs. The Discoverers room is a cosy and relaxed environment with its own outside area, sleep room and changing facilities. The staff work closely with parents/carers to ensure the transition from home to Nursery is as smooth as possible. For those children aged under two years, a record of daily activities is sent home at the end of each day.

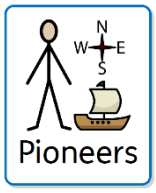
Adventurers and Mariners





This area is for children who are 2-3yrs. The Adventurers and Mariners room is bright and airy with its own spacious outside area and cosy sensory room. The children can flow freely inside and outside developing their independence as they use the enabling environment to follow their own interests and complete small and large group activities with adults.

Pioneers (Pre School)



This area is for children who are 3-4yrs. The Pioneers room is large and open plan with areas set up as cosy 'communication friendly' spaces. Children in their pre-school year use both the inside and outside enabling environments to promote independent choices for learning as well as join in adult-led focussed activities in both large and small groups.

The planning aims at ensuring that by the end of the year, each child is ready for school. During their last year with us, the Pioneer children build close links with Knights Templar Community Church School. The Reception teachers also visit the children in their Nursery environment. This all helps to make the transition into school as smooth as possible.

Quality Early Years Curriculum

At Knights Templar Nursery, we offer children a rich, secure and supportive multi-sensory play environment where they can learn, both indoors and outdoors, with enjoyment and challenge.

The curriculum has been designed around the interest of children and offers opportunities to learn both independently and with support from highly trained staff. Children can explore and engage in first hand experiences growing food, learning about life-cycles and the environment, including recycling and sustainability. We aim to instil a love of books and a thirst of learning through daily story times and activities that stimulate imagination and creativity.

The curriculum is accessible for all children, regardless of any special educational need or disability.

We have referred to both the Birth-5 Guidance and the Non-Statutory Development Matters Curriculum Guidance from the department of education in developing our curriculum.

'Tell me and I forget,
Teach me and I may remember,
Involve me and I learn.'
(Benjamin Franklin)

'Play engages children's bodies, minds and emotions. In playing children can learn to interact with others and be part of a community, to experience and manage feelings, and be in control and confident about themselves and their abilities.' *Learning, Playing and Interacting (National Strategies 2009).*

We follow Government legislation outlined in The Early Years Foundation Stage (EYFS). This document combines care and learning under **four themes**:

- A Unique Child.
- Positive Relationships
- Enabling Environments
- Learning and Development

Characteristics of Effective Learning are the ways in which children engage with other people and the environment. They are:

- Playing and exploring (engagement)
- Active learning (motivation)
- Creating and thinking critically (thinking)

They underpin learning and development across all areas and support the child to remain an effective and motivated learner.

There are **7 areas of learning and development** that are important and inter-connected.



Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These **three prime areas** are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development

The ***four specific areas***, through which the three prime areas are strengthened and applied, are:

- Literacy;
- Mathematics;
- Understanding the world
- Expressive arts and design

Staff follow a long-term plan that divides the learning requirements of the Early Years Foundation Stage into half-term periods. Each Key Person observes the learning needs and interests of the children and plans to provide resources and experiences (both inside and outside) that will support, extend and challenge each child's development.





Every week, a balance of child initiated and adult led activities and experiences are observed and evaluations are made of what the children are doing, how they are doing it and what needs to be provided to support their next steps. Throughout the day, your child is very busy creating unique masterpieces in all areas of the Nursery that reflect their level of development at that particular time. Some are bought home but sadly often others cannot be and so we take photos and make observations to save on Tapestry.

Please remember any work that your child produces is their own effort, and so we all need to enjoy it as much as the child! ☺

A special reminder



Parents/carers play the most important role in educating a child from birth.

Your support and positive attitude to learning is the key to your child's success and progress.

There are so many ways you can have fun together yet make such a positive impact.

- Talking with your child about the world around them and how they are feeling will really help them progress.
- Sharing books and stories for 5-10 minutes a day will make a huge difference to your child's future.
- Showing children that you need to read and write in daily life will help them see it's importance.

Did you know…

- Physical Development and writing skills are inextricably linked. In order to be able to perform the fine motor dexterity that writing requires, children need to have strong muscles, good co-ordination and balance. (*Morris & Simmon Education*)
- Children learn to control their bodies from the centre outwards and from the top downwards. Babies build up their neck muscles so they can hold up their heads, then the trunk muscles so they can sit, and finally the whole body control and balance required for walking. Arm and finger control follows the same pattern: at first a child will be able to manipulate the arm from the shoulder joint; gradually he understands how to control the hands; finally he learns how to make the fine finger movements needed to write. *(Sue Cowley)*
- Singing songs and rhymes is vital for helping children to develop the skills they need later on for reading. These are known as metalinguistic skills and will also help children with phonics when they start school. (McLean et al, 1987)
- Cooking with children provides practical experience with many essential skills such as reading, following directions, and measuring. Getting involved in cooking helps your child to develop fine motor skills, eye hand coordination, and even early concepts of maths and science. Talk through what you are doing – "I need to read the recipe to find out what ingredients I need".
- Make a shopping list together and go to the shops to buy the ingredients.

We will work alongside you to jointly support your child's learning, progress and development.

Lunches

Our lunchtime is between 12-1.00pm. We are able to offer a hot meal during the term time; alternatively you can send a packed lunch with your child. We can heat food for the children in the Discoverers Room only. We promote healthy eating and lunch boxes should reflect this. Foods containing nuts are not allowed in the nursery due to allergies.

Sickness and Health



Please do not send your child to nursery when he/she is obviously ill.
Please see the NHS website for most relevant information for common illnesses in children.

- A child with a bad cold should stay at home. Use your discretion when they should return to Nursery. If we excluded all those with mild snuffles, runny noses and the clearing-up phase of a cold we would not have any children in at all!
- A child suffering from sickness and or diarrhoea should not come to Nursery until they have been clear for a full 48 hours.
- We will ask you to collect your child if they seem to be poorly.



First Aid

Any child who is taken ill during the day, or who suffers a minor accident, will be cared for by our qualified first aiders. Parents/carers will be contacted immediately if we feel the child should be sent home or requires further treatment. In an extreme situation, your child will be taken to the hospital if immediate attention is required. We will contact you and arrange to meet you at the hospital.



Special Needs

We believe in providing the best possible provision for children of all abilities. The number of adults present in the Nursery enables us to cater for the individual needs of each child and we follow the 'graduated response' recommended in the Somerset's Code of Practice (see SEND policy). This means that each child is able to progress at his/her own rate in all areas of development and we are able to provide the appropriate activities through play. At different stages in your child's life, it can be useful to have the input of expert advice. We are experienced in working in close liaison with professionals across the range of special needs and we benefit from multi-agency working. If you would like to discuss how we can best meet your own child's needs, please talk to:

- Lucy Seldon – Nursery Manager and SENDCo
- Laura Weaver –Head Teacher and SENDCo and at Knights Templar Community Church School

Safeguarding

If you have worries about the safeguarding or well-being of any child, please contact the Safeguarding/Child Protection Lead Person for Knights Templar Community Church School, Laura Weaver 01984 634385 or Lucy Seldon - Nursery 01984 633429. Alternatively, you can call Somerset Direct on 0300 123 2224 (out of hours 0300 123 2327) to speak to someone on the Social Care team.

Concerns or complaints

We would ask you to come in whenever you have a concern regarding your child so that we can discuss the matter. In the first instance, you may want to talk over a concern with Lucy Seldon (Nursery Manager) or Gemma Cody (Early Years Lead). If you have a formal complaint, it should normally be made to Laura Weaver (Headteacher). It is hoped that in most cases, complaints will be dealt with at this informal level.

However, if the complaint cannot be resolved with the Headteacher, the parent should submit his/her complaint in writing to the Clerk of the Governors. The Clerk will acknowledge receipt of complaint and inform the Governing body. If the Governing Body cannot resolve the matter, then the complaint is referred in writing to the Secretary of State who will address the issue as appropriate. Ofsted may also be contacted.

Policies

All our policies are designed to offer the best possible outcome for the children and their families. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. If you would like to read our policies, they are situated in the Reception area.

And finally...

In this prospectus, we have tried to cover most of the information that you may need when your child is joining our Nursery. Do feel free to call in or telephone if you have any queries. We look forward to you joining us!

