



Hazelbury Primary School

# Little Berries Nursery

## Hazelbury Primary School

### Prospectus



# Welcome to our Little Berries Nursery



**Laura Pearce**  
**Headteacher**

Little Berries Provisions	Age and Hours
<b>Elderberries</b>	Two Year Old Provision (15 and 30 hour placements)
<b>Blueberries</b>	Aged 3 and 4 Sessional Nursery (15 hour placements)
<b>Strawberries</b>	Aged 3 and 4 Nursery (30 hour placements)

Every child deserves the best possible start in life, and the support that enables them to fulfil their potential. Children develop quickly in the early years and together we aim to make the most of their abilities and talents. Our wonderful Little Berries provision encompasses a safe, stimulating and nurturing learning environment with specialised Early Years practitioners.



# Our Values and Ethos



Through our values we aim to celebrate the success of your child as well as help them to gain an understanding of what each value means. We provide children with the foundations for development to learning, developing independence, curiosity and resilience.



We also embed the United Nations Rights Respecting through our curriculum, laying the foundations for the importance of children's rights and voices. We build the foundations to learn about celebrating differences and inclusion.



# Our Curriculum

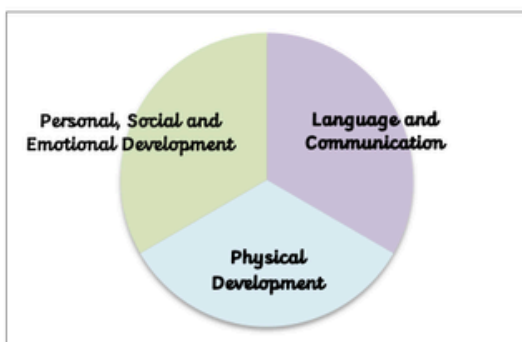


In our Little Berries Provision , all children are supported in developing their potential at their own individual pace. A diverse range of purposeful indoor and outdoor play-based activities are planned for, linking to the Early Years Foundation Stage (EYFS) framework.

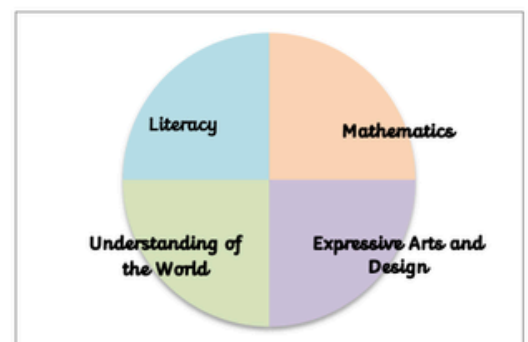
**Below are the four guiding principles that shape the practice in the provision:**

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured
- Children learn to be strong and independent through positive relationships
- Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents.
- The importance of learning and development. Children develop and learn at different rates.

There are **seven areas of learning and development** in the early years. The ways in which the children engage with other people and their environment by playing and exploring, active learning, being creative and thinking critically, underpin learning and development across all areas. This also helps children to remain effective and motivated learners.



**Prime Areas:** Igniting children's curiosity and enthusiasm for learning, building their capacity to learn, forming relationships and enabling them to thrive.



**Specific Areas:** Through which the Prime Areas are strengthened and applied.



# The Early Learning Goals

The level of development children should be expected to have attained by the end of the early years (end of Reception) is defined by the early learning goals (ELG).

Prime or Specific Area	Early Learning Goal
Communication and Language	- Listening, Attention and Understanding - Speaking
Personal, Social and Emotional Development	- Self-Regulation - Managing Self
Physical Development	- Gross Motor Skills - Fine Motor Skills
Literacy	- Comprehension - Word Reading
Mathematics	- Number - Numerical Patterns
Understanding the World	- Past and Present - People, Culture and Communities
Expressive Arts and Design	- Creating with Materials - Being Imaginative and Expressive

# Our Provision



## Elderberries

### Two Year Old Provision

## Opening Days and Times

- Our Elderberries provision operates for 38 weeks each year.
- We offer both 15-hour and 30-hour placements.
- Your child's placement is for five days a week, and the school does not share funding with other provisions.
- See below for session timings. You must ensure you drop off and collect promptly. Late collection may incur a charge.
- If your child has a 30 hour placement you have the option to extend this placement by one hour, collecting your child at 3.30 rather than 2.30. The cost of this additional hour is £5 per day and is paid via Arbor.



Placement	Session Start Time	Session Finish Time	Additional paid hour finish time
AM Session (15 hour placement)	8.30am	11.30am	
PM Session (15 hour placement)	12.30pm	3.30pm	
Full time (30 hour placement)	8.30am	2.30pm	3.30pm

## Drop off and collection

You will drop your child off at the main doors of the Little Berries Nursery where there is an adult waiting to greet them. They will be taken into their classroom by their known adults. You will collect at the same door at both finish times.

# Our Provision



## Blueberries

Sessional Nursery: Three and Four Year Olds

### Opening Days and Times

- Our Blueberries provision operates for 38 weeks each year.
- We offer either morning or afternoon placements.
- See below for session timings. You must ensure you drop off and collect promptly. Late collection may incur a charge.
- Your child's placement is for five days a week, and the school does not share funding with other provisions.



Placement	Session Start Time	Session Finish Time
AM Session	8.30am	11.30am
PM Session	12.30pm	3.30pm

### Drop off and collection

You will drop off and collect your child at the main doors of the classroom door at the front of the Little Berries building.

# Our Provision



## Strawberries

### 30 Hour Nursery: Three and Four Year Olds

## Opening Days and Times

- Our Strawberries provision operates for 38 weeks each year.
- These are 30-hour placements.
- Your child's placement is for five days a week, and the school does not share funding with other provisions.
- See below for session timings. You must ensure you drop off and collect promptly. Late collection may incur a charge.
- You have the option to extend this placement by one hour, collecting your child at 3.30 rather than 2.30. The cost of this additional hour is £5 per day and is paid via Arbor.
- To support working families, children who attend our Strawberries provision may also access the school wraparound care. This includes a breakfast club and an after-school club. Places are available at an additional cost and dependant upon availability, details can be found [here](#).



Placement	Session Start Time	Session Finish Time	Additional paid hour finish time
Full time (30 hour placement)	8.30am	2.30pm	3.30pm

## Drop off and collection

You will drop your child off at the main doors of the Little Berries Nursery where there is an adult waiting to greet them. They will be taken into their classroom by their known adults. You will collect at the same door at both finish times.

# Our Day



## Eating and Drinking

We provide toast for the children for breakfast when they come into the classroom in the morning.

Please provide a full water bottle each day for your child. These are accessible for children to use throughout the day.

Children in the Elderberries and Strawberries classes who have 30 hour placements should bring in either a packed lunch or you can choose to purchase a school dinner.

Please ensure that any food provided does not include nuts, fizzy drinks, crisps or sweets- we encourage a healthy approach to eating.

We also provide a mid-afternoon snack including fruit and milk.

Eating Timetable	
Breakfast	8.45am
Lunch	11.30am
Snack	2pm



# Wellbeing



## Toileting

All Little Berries provisions are equipped with designated changing areas and age-appropriate toilet facilities to support children's personal care needs.

For children who are still in nappies, we kindly ask parents to provide a supply of nappies and baby wipes, which will be used as needed throughout the day. To maintain high standards of hygiene, staff wear gloves when supporting children with changing.

We actively encourage independence and support children through potty training as needed. If your child is currently toilet training, please speak with a member of the Little Berries team so we can provide consistent support while they are in our care.

We kindly ask that all children bring a complete spare change of clothes, including underwear and socks, in case of any toileting accidents during the day.

## First Aid and Medication

If your child has an accident a member of staff will treat them accordingly. All of our Little Berries staff are paediatric first aid trained and parents will always be informed of any accident that occurs.

If your child requires medicine, please discuss this with the Little Berries staff. We may ask that you speak to our Welfare Lead in person to ensure that correct arrangements are in place in order to administer your child's medication safely. You will be asked to fill out a permission form for any medication to be issued.

## Safeguarding

In Little Berries, safeguarding is at the heart of everything we do. All staff undergo regular training in child protection and safety procedures and hold enhanced DBS checks to ensure their suitability to work with children.

To maintain a secure environment, access to the setting is restricted to staff only. We request names of any individuals who are authorised to collect your child, to ensure a safe handover at all times.

We also follow robust fire safety procedures, and practise evacuation procedures with the children.

# Keyworkers



Your child will be allocated a key worker who will oversee that your child's needs are met during their day, from supporting with personal care, to providing an enabling environment with quality interactions and utilising 'teachable moments'.

The key worker will get to know you and your child really well, finding out about your child's preferences and routines and will be the person that shares information with you about what your child has done during the session and information about their learning and development. They work alongside parents and carers to ensure that there is continuity of care for the child, thus supporting the child's emotional well-being. The key worker will want you to share information about your child - the more you can tell them the better the relationship they will be able to form with your child and plan how to meet their needs.

The key worker is someone you can talk to about any concerns, they will know your child well and will be able to provide advice and support with all aspects of learning and development.

## What can you do to support your child?

- Talk to your child about their key worker so that they know they can go to them for help and become familiar with them.
- Keep the key worker updated with any changes in routines or changes in your child's home life, for example, if you are moving house or expecting a sibling, as your child's key person will be able to support your child through transition times.
- Share any new interests your child may have or special experiences they may have taken part in as their key worker will be able to follow up on these in the setting. You can update the All About Me form on Tapestry regularly to ensure your child's key worker has the most up to date information about your child.
- Tell your child's key person about any 'wow' moments your child has had at home and when they meet developmental milestones. This can be done through Tapestry by uploading an observation and together you can celebrate your child's achievements and plan suitable next steps to support them.

# Uniform



## Clothing

In the Little Berries, we follow the Early Years Foundation Stage (EYFS), which places great importance on daily outdoor and creative experiences to support children's learning and development. To ensure your child can fully engage in these activities, we ask that, alongside wearing our Little Berries uniform, you provide spare clothes as well as weather-appropriate outerwear.

As part of our commitment to hands-on learning, children regularly take part in messy play, which supports their creativity and self-expression. Please don't worry if your child comes home a little messy - it's a sign of a fun and productive day!

Each child is given their own locker to store personal belongings and we kindly ask that all clothing items are clearly labelled with your child's name to avoid any mix-ups.

A full list of uniform can be found by [clicking here](#).

### Uniform

Children should wear a white polo shirt, black jogging bottoms and the Little Berries Nursery jumper each day. Children may wear any coloured trainers.



### Summer Uniform

During Summer months girls may wear **purple** dresses or boys and girls may wear black shorts.



# Your Child's Learning Journey



Prior to starting the Little Berries provision we will conduct a home visit to meet with you and your child to get to know them before they begin. We then have a scheduled settling in period to ensure your child transitions into the setting and that they are happy and content.

After settling in your child's key person will assess how your child is learning and developing by observing them frequently. We value parents' contributions to our assessments and ask you to share your own experiences and insights. We use the information that we gain to document your child's progress and plan for their future challenging and enjoyable learning experiences. An online portal, called Tapestry, forms your child's online 'Learning Journey.'

Tapestry is a fully interactive system which keeps track of early year's development. Parents can access their child's online learning journey through a secure online portal. This helps parents to stay up to date with their child's progress, support with next steps of development and allows parents to add photographs of family celebrations, children's milestones at home and to add comments about children's progress. The key worker will work alongside you on your child's online learning journey, sharing information, observations and updates on Tapestry. For children in nappies, we also use a daily Care Diary to keep you informed about your child's personal care throughout the day which can be accessed on Tapestry.

The 'Learning Journey' will help us to celebrate your child's achievements and allow us to work together so that your child can achieve the highest possible learning outcomes.

## **Feedback on your child's learning.**



You are able to access your child's learning journey through Tapestry from home at any time. Alongside any informal conversations you may have when collecting your child, you will also be informed of your child's progress each term through either a parent consultation or an end of year report. We also complete the Two-Year-Old check for children. This will be discussed with you and can be shared with other health visitors and agencies that you may wish to outside of school.

You can find out more about Tapestry by clicking on [this link](#).

# Visitors and Special Events



Parents are provided with a list of key dates which detail the calendar of events for the Little Berries.

We invite visitors into the provision to enhance learning and give children different experiences, such as watching theatre shows and seeing and touching different animals from our Zoolab visitors!

We will also have special events throughout the year. This may include dressing up days or themed activities to celebrate or enhance learning of a certain topic . We invite parents in termly for a special stay and play session. Some of our recent events have included an Easter Egg Hunt and a Mother's Day breakfast.

We place great importance on the relationship between home and our provision and the children really enjoy sharing their learning and environment with their parents on these occasions.

# Funding



Following your application and agreement for the funding the school will receive the funds monthly from the local authority. Please see below the different funding that you may be eligible for. The school reserves the right to terminate the place if you are no longer eligible for funding.

## **Two-Year-Old Funding.**

Please [click here](#) to find out further information and to apply for funding. You can also find more information through Informed Families by [clicking here](#). This funding is either for 15 hour or 30 hour placements dependant upon eligibility.

## **Three and Four Year Old Funding**

The term after your child is 3 you are automatically entitled to fifteen hours funding. We also offer 30 hours childcare, which must be applied for through [HMRC](#) the term before your child turns three. Please [click here](#) to find out further information.



# Communication



## Getting to know your child

When your child begins in the Little Berries we will ask you to fill out the 'All About Me' section on Tapestry prior to their settling in session. This informs staff about your child's needs and interests. You are able to discuss this with staff at your child's settling in session and they are then able to ensure your child's needs are met and learning can include aspects of your child's interests. We will ask you to regularly update this form as your child develops.

## Getting in touch

We ask that you inform the school office if your child is going to be absent- you can either do this via Arbor or phonecall. If you need to speak to a member of the Little Berries staff then they are available at drop off and pick up. If you require a longer meeting then this will be arranged at a more convenient time.



## Keeping you up to date

The majority of our communication is paperless. You can log on to Tapestry to see your child's learning journey. We also provide up to date information for parents via our newsletter, general letters and social media. You may also be contacted with various reminders on Tapestry. In addition, it may occasionally be necessary for us to call you, so please ensure that the contact details we hold are up to date.



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[www.hazelbury-primary-school.co.uk](http://www.hazelbury-primary-school.co.uk)



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