



## Welcome Booklet

# All Saints C of E Nursery School



All Saints C of E Infant and Nursery School  
All Saints Centre  
Common Road  
Huthwaite  
Notts  
NG17 2JT

**Mobile:** 07833 263226

**Email:** [nursery@huthwaite.snmat.org.uk](mailto:nursery@huthwaite.snmat.org.uk)

**Website:** [www.huthwaite.snmat.org.uk](http://www.huthwaite.snmat.org.uk)

**Executive Head Teacher:** Mrs J Redfern

**Acting Head Teacher:** Mrs L Hardwick

**Nursery Manager:** Mrs L Lilliman



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

# Mission Statement

## ALL SAINTS CHURCH OF ENGLAND (VA) INFANT AND NURSERY SCHOOL

### ***“Opening Hearts & Minds Through the Grace and Love of God”***

At All Saints Infant and Nursery, children always come first, and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools and nursery including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the school's policies and through these, for everything that happens in and round the school. Our aspiration is for everyone at All Saints to: -

- feel happy, secure, safe and valued at school and nursery
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.



# Introduction

We would like to wish you a warm welcome to All Saints C of E Infant and Nursery School.

We are a small and lively infant and nursery with long established links with the local community and church in Huthwaite. At the start of September 2024, we will have approximately 90 pupils on roll.

The school was founded in 1890 and has gone through many stages of modernisation. Over the last few years, a full internal refurbishment of the school has taken place including an extension at the back of the building. This has enhanced the experiences and opportunities we offer our children and local community.

Our school prides itself on its welcoming and friendly atmosphere in which children are respected and valued as individuals and their education is felt to be a partnership between home and school.

Our teaching and non-teaching staff, caretaking staff, kitchen staff and school governors all work closely together to provide a caring, purposeful and stimulating environment in which the children feel secure, learn to respect and value the needs of each other and work to achieve their full potential.

We aim for our children to enjoy a variety of learning experiences and encourage them to develop Christian values, which will equip them to face the responsibilities and challenges of the future.

At All Saints we value all our children as individuals and encourage them to make a contribution to the life of the school and their local community. We have high expectations of pupils and ensure that, irrespective of race, gender or ability, they all have access to a meaningful, appropriate and developmental education.

We hope the following information will tell you what you would wish to know about our school, but should you have any queries, please don't hesitate to speak to us.

Yours sincerely

J Redfern



**Executive Head Teacher**

L Hardwick



**Acting Head Teacher**

L Lilliman



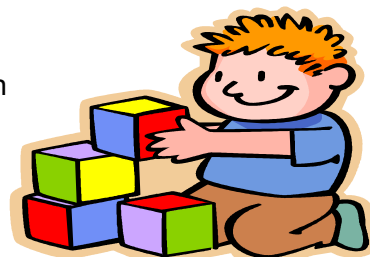
**Nursery Manager**

# Information

All children **must** have a completed admissions form and a nursery contract in order for the child to be left with us. Forms will be given to you at home-visits. Please complete the forms prior to your child being left in the nursery so we have the most up to date information possible about your child (remember all children are different and their needs change quickly, so please keep us always updated so that we can make any necessary changes or allowances): -

Please provide (where necessary): -

- ♥ Spare clothes – children do explore in nursery and children can get wet / dirty
- ♥ Spare nappy change items – nappies, wipes, creams etc
- ♥ Anything else your child may need – comforter, regular medicine, lunchbox, water bottle etc



**Remember!** Label everything your child brings into the group including bags. Also, please account for a few minutes at the start of each session to settle your child in properly and talk with staff about your child's needs if applicable.

## Nursery Sessions

We offer two nursery sessions per day; our **morning session is 8.45am to 11.45am** and our **afternoon session is 12.30pm to 3.30pm**. Our **lunch period is between 11.45am and 12.30pm** and is charged separately at **£4 per day**. This is an optional extra and you are able to collect your child at the end of the morning session and bring them back at the start of the afternoon session if you wish. The lunchtime session is **NOT** covered under the free childcare funding codes. Please can you wait in the corridor with your child until the doors are opened by a member of staff.

**Collection** – Please complete all necessary information on the registration form, along with a password we can use. Please be aware that any other person who might collect your child **must** be over the age of 16 and must give your child's password in order to be released. If you have not let us know someone different is collecting when you drop off your child, then we will not release your child until we have had confirmation from you.

**Breakfast Club** - We offer a breakfast club to all children **over the age of 3 years**. Our breakfast club is run in the main school building by a member of school staff and is open from 7:30am until nursery opens at 8:45am. All children will be walked safely up to the nursery unit by members of school staff. Breakfast club needs to be pre-booked the week before by 4pm on the Friday and paid for through the SCOPAY app. Places are limited so early booking is encouraged. Any changes to sessions booked after the cut off day will have to be made through the main school office. All children attending from 7:30am and 8:00am will be offered a healthy nutritional breakfast and drink. Activities and crafts will be made available.

**Children who are not pre-booked into breakfast club and paid for will not be able to attend.**

The price of breakfast club is as follows:

**From 7:30am** - £4 per day (includes breakfast), **From 8:00am** - £3 (includes breakfast)

**From 8:30am** - £2 (does not include breakfast)

**Communication Apps** - We use the following methods to communicate with you:

- We have a nursery **Facebook** page called **All Saints CofE Preschool Huthwaite** which you can search for on Facebook. This keeps you updated with regular activities and events, so please visit the page to join in with the communication.
- Your child's class teacher will use an app called **Seesaw** which will not only keep you up to date with class news but will also enable you to see pictures and videos of your child's learning. Full details will be provided by your child's teacher with a username and log-in details when you start.
- We use a system called **Scholarpack** to send emails and text messages out to parent/carers. This will show as AllSaintsCE.
- We occasionally use Microsoft Forms to collate information and data quickly from parent/carers for things like food options for trips. These links will be sent out via Scholarpack.
  - Our online payments system is called **SCOPAY** and once your completed admissions pack has been received back in the office with the parent/carers email address, this will then generate a login email to allow you to set up your SCOPAY account. This system allows you to pay for anything to do with your child i.e. Breakfast Club, Nursery Sessions, Trips, Clubs etc.
- The school's website [www.huthwaite.snmat.org.uk](http://www.huthwaite.snmat.org.uk) also holds lots of useful information regarding school policies, events, achievements, letters to parents, calendar dates, curriculum etc.

**Early Years Pupil Premium Registration Form** – Inside your pack you will find a blank EYPP Registration Form for your completion to see if your child is eligible for additional funding to help your child further in nursery. Please return your completed form to Mrs Lilliman, the Nursery Manager or to the main school office.

**Illness** – Please be mindful of other children and staff in nursery if your child has been ill; germs pass round very quickly. Children need to be clear of illness and infection for 48 hours in order to attend sessions. If your child is on any kind of prescribed medication, please ensure you have completed a 'Parental Agreement to Administer Medicine' form which a member of the nursery staff can give you. We also need to know if your child suffers from diabetes or asthma and requires an inhaler to be kept at nursery. Please advise us if your child is absent from nursery for any reason. This can be done either via the two phone numbers at the front of this pack or by emailing the school office on [office@huthwaite.snmat.org.uk](mailto:office@huthwaite.snmat.org.uk).

**Accidents** – Parents/carers will be informed of any accidents or incidents which might happen at nursery. All our staff are fully Paediatric First Aid trained.

**Medication** – Staff can only administer medicine to children if there is a 'Parental Agreement Form' on file, which has been completed and signed by parents/carers. Medication should be clearly labelled with the child's name/DOB and a valid expiry date, and this must be handed over to a member of staff where it will be kept in a safe secure place.

A copy of the parental agreement form is also available on our website.

**Parent/Carer Partnership** – Please inform staff of any information you think will be relevant to your child's time with us. We organise Parent/Carer Progress Meetings to discuss their development and also welcome visits from professionals to assist your child's learning journey with us.



**Safeguarding** – It is our policy to ask and record any injuries or marks your child arrives with in nursery. We will ask you about how they occurred, and this will be documented. We have official forms for this information, and these will be retained on the child's file. Our mission is to protect all children in our care and information may be passed onto Social Care.

**Safety** – Please can we kindly ask that you **DO NOT** hold the door open for other parents/carers when entering or exiting our nursery room. The door must only be opened by a member of staff to safeguard all our children. Please also be aware that whilst you are waiting in the corridor for your child's session to start, their behaviour is your responsibility. Finally, please ensure any earrings are removed as staff are not responsible for their removal or safe keeping.

**Snacks** – Fresh water is always available for your child to drink. There is also toast, fruit and milk available to them at snack time.

**Staff** – We are very skilled in looking after your child and do a professional job at all times. Remember to speak to any member of staff if you require any help or advice about child development. We want you and your child to have an enjoyable time in our nursery.

**Staff to Child Ratios** – We are governed by regulations from OFSTED and use their rules to set child numbers. Unforeseen circumstances may mean we need to adjust groups in the case of staff illness etc.

**Should you have any queries or would like further information please contact  
Nursery directly on 07833 263 226 or via email on [nursery@huthwaite.snmat.org.uk](mailto:nursery@huthwaite.snmat.org.uk).**

Or visit our website where you will find a lovely welcome video showing the inside of our nursery setting:

<https://www.huthwaite.snmat.org.uk/nursery/about-our-nursery/>

We look forward to welcoming you and your child to our setting.

