



CRICKLADE
MANOR PREP
SCHOOL & NURSERY



NURSERY & PRE-SCHOOL
HANDBOOK
2023 - 2024

CONTENTS

WELCOME FROM MRS BISHOP & MRS DAVIES	Page 1
INTRODUCING NURSERY & CMP STAFF	Page 2
1.0 LIFE IN THE NURSERY & PRE-PREP DEPARTMENT	Page 9
1.1 Aims	Page 9
1.2 The Early Years Foundation Stage (EYFS) Department	Page 9
1.3 The structure of the Nursery	Page 9
1.4 Induction	Page 9
1.5 Items required for Nursery & Pre-School	Page 10
1.6 Daily routines	Page 11
1.7 Snacks & lunch	Page 12
1.8 Drop off & collection procedure	Page 12
1.9 Behaviour - Rewards & Sanctions	Page 13
1.10 If your child is ill or absent	Page 14
1.11 First aid & medicines	Page 14
1.12 Absence, lateness & collection	Page 15
1.13 Holidays	Page 15
2.0 LEARNING IN THE NURSERY & PRE-SCHOOL DEPARTMENT	
2.1 Early Years Foundation Curriculum	Page 16
2.2 Next Steps	Page 18
2.3 Weekly Observations	Page 18
2.4 Supporting your Child's Development at home	Page 19
2.5 Assessment & reporting	Page 19
2.6 Special Educational Needs & Disabilities (SEND)	Page 20
3.0 COMMUNICATION IN THE NURSERY DEPARTMENT	
3.1 Home & school communication	Page 21
3.2 Weekly information	Page 21
4.0 LIFE IN THE WIDER SCHOOL	
4.1 Wrap around care & extra sessions out of term time	Page 22
4.2 Parents of Cricklade Manor Prep (PoCM)	Page 22
4.3 Transition to Pre-School & school	Page 22
5.0 PRACTICALTIES	
5.1 Contacting the school	Page 24
5.2 End-of-term arrangements	Page 26
5.3 Nursery & Pre-School	Page 26
5.4 Photographs	Page 26
5.5 Snow	Page 26
5.6 Fees & invoicing	Page 27
5.7 Plan of the school	Page 28
5.8 Term dates for the academic year 2022 - 2023	Page 29
5.9 List of annual school events	Page 29
5.10 Nursery & Pre-School uniform list	Page 29
5.11 Illness & exclusion times & medical needs	Page 31
5.12 Concerns or complaints' procedure	Page 33

WELCOME FROM THE NURSERY MANAGER

Dear Parents,

A warm welcome to the Nursery at Cricklade Manor Prep.

The aim of this handbook is to give you an insight into the routines in the Nursery and Pre-School, so that you have a good idea of what to expect when your child joins us; we also hope that it will act as a reference document during your child's time in Nursery and Pre-School.

Nursery is the first step along the educational road as we welcome two-year-old children into our happy, warm and safe environment. As your child grows up, our Pre-School class is the next step in their educational journey where we encourage three-year-old children to develop and enjoy their learning in our nurturing and caring classes.

Our Nursery is a happy, friendly environment. Experienced and dedicated staff ensure your child enjoys learning at their natural pace through a carefully planned curriculum involving hands-on experience and exploration. Our Forest School and delightful outdoor areas ensure the children have plenty of opportunity for fresh air in their activities too!

We value the special experience children have already gained at home and look forward to sharing children's special moments at both home and school as your child develops with us. At Cricklade Manor Prep Nursery, we like to build on these strong links to ensure we all extend the broad education and achievements of your child.

I hope this handbook gives you some insight into the workings of our Nursery, however, should you need any further information please do contact either our Head of Pre-Prep, Mrs Davies or Nursery Manager, Mrs Bishop.

We look forward to getting to know you and your child.

With warm regards,



Lorna Bishop

Emily Davies

Nursery Manager

Head of EYFS



INTRODUCING CMP NURSERY STAFF

GRACE ABBOTT
ROOM LEADER



LORNA BISHOP
NURSERY MANAGER &
ROOM LEADER



AANCHAL KUMAR
ROOM LEADER



DAN PAGET
ROOM LEADER



NURSERY ROOM LEADER

BECKY WIDEN
NURSERY ASSISTANT



KERRIE WHITTAKER
NURSERY ASSISTANT



PAULINE HOLDAWAY
NURSERY ASSISTANT



NURSERY ASSISTANT

EMILY LEWIS
NURSERY ASSISTANT



PHILLIPA MATTHEWS
NURSERY ASSISTANT



SALLY STOYLES
NURSERY ASSISTANT

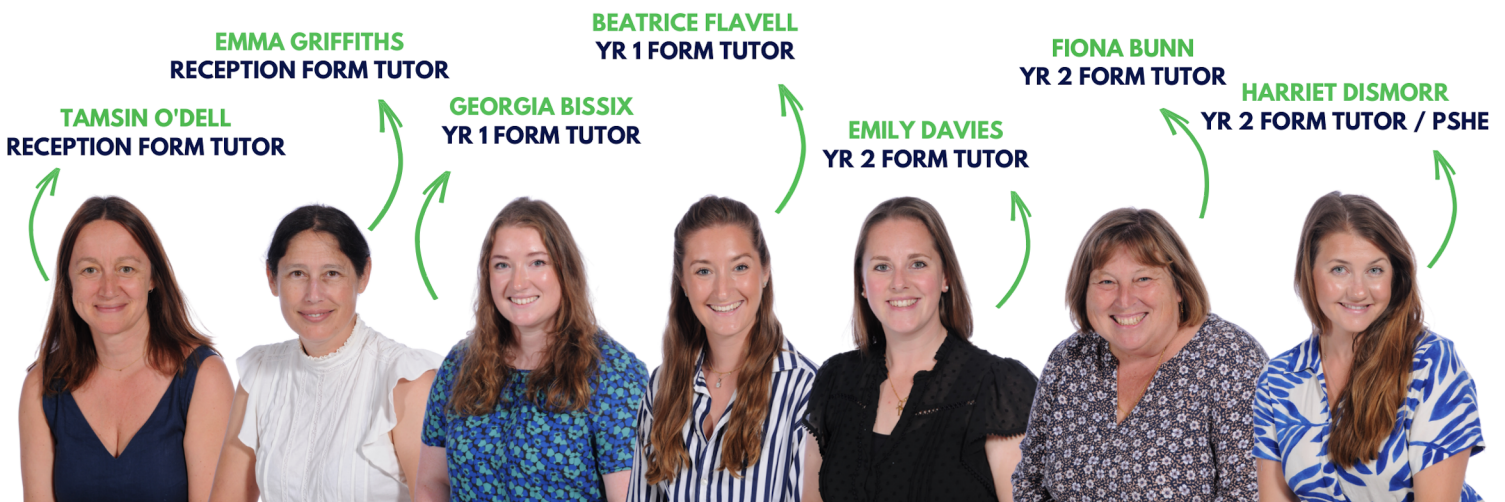


NURSERY ASSISTANT

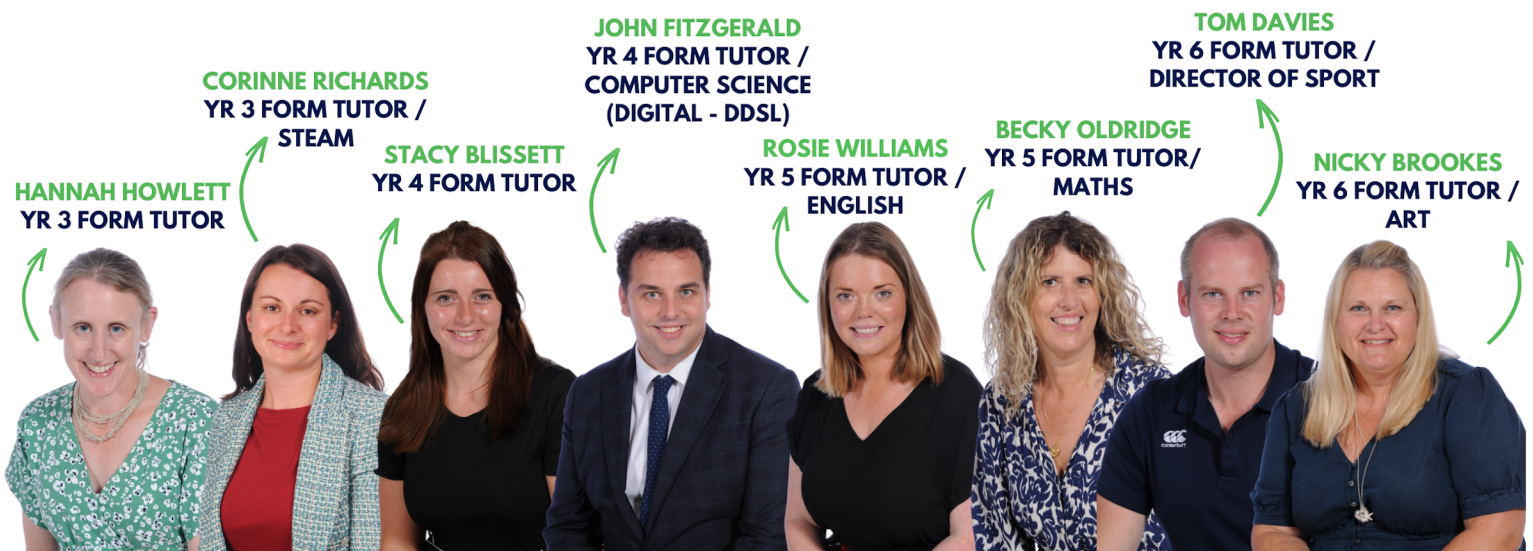
INTRODUCING CMP SCHOOL STAFF



SENIOR LEADERSHIP TEAM



PRE-PREP FORM TUTORS



PREP FORM TUTORS

INTRODUCING CMP SCHOOL STAFF

TIFFANY BARRETT
SENCO &
1-1 LEARNING SUPPORT



LAURA SIMPSON
FRENCH



RACHAEL FAIRBANKS
HUMANITIES



CHLOE REYNOLDS
MUSIC & DRAMA



HEATHER TIMBRELL
PERIPATETIC
SINGING/PIANO



SPECIALIST TEACHERS

SALMA ALI
1-2-1 TA



KATHRYN BLANFORD
TA



TRUDY HEENAN
TA



RUTH GREEN
TA



JOANNE BRADLEY
TA



BARBARA WIELINSKA
TA & ELSA



TEACHING ASSISTANTS

JACKY BARRATT
PA TO THE
HEADMASTER



PENNY KELLY
ADMISSIONS REGISTRAR



ANNA HILL
ADMIN ASSISTANT



FELICITY WESTALL
MARKETING & COMMUNICATIONS
CO-ORDINATOR



OFFICE STAFF

INTRODUCING CMP SUPPORT STAFF

MIKE HOBDAY
BUS DRIVER

GUY POUNDS
ESTATES MANAGER

MICHAEL WHITTAKER
ESTATES OPERATIVE

ROBERT ODY
MAINTENANCE OPERATIVE



GROUNDS STAFF

GEORGE CLASBY
CHEF MANAGER

REBEKAH COYTE
KITCHEN ASSISTANT

JOHANNA HORWOOD
KITCHEN ASSISTANT



KITCHEN STAFF

LYNDA READ
HOUSEKEEPING

LORRAINE CHANDLER
HOUSEKEEPING

TERESA HOOK
HOUSEKEEPING

CAMILA BARBOSA
HOUSEKEEPING



HOUSEKEEPING STAFF

STAFF CONTACT DETAILS

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	Davies, Emily	emily.davies@cricklademanor.com	Deputy Head, Head of EYFS
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	Pounds, Guy	guy.pounds@cricklademanor.com	Estates Manager

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1.0 LIFE IN THE NURSERY & PRE-SCHOOL DEPARTMENT

1.1 AIMS

Cricklade Manor Prep Nursery exists to provide an environment in which children can learn, develop and explore whilst feeling safe and secure in order to develop their self-confidence and individual personality.

1.2 THE EARLY YEARS FOUNDATION STAGE (EYFS) DEPARTMENT

The Nursery is based in a self-contained unit, in the walled garden at Cricklade Manor Prep with access to its own outdoor play area. The Acorn and Sapling classes also have access to a smaller garden.

Your child's Room Leader will oversee their learning, care, development records, Online Learning Journal, assessment and will be your point of contact to discuss any issues relating to your child.

1.3 THE STRUCTURE OF THE NURSERY

Children aged two years old join Nursery in the Acorn class. Prior to moving into Pre-School, children will have a transitional period in Sapling class. The Sapling class is a good focus point for learning and development, providing activities for the children to enhance development, building good foundations and independence for the transition into Pre-School in September.

Pre-School pupils will be either in Oak class or Beech class where they will be given the best possible preparation for moving up to Reception. Oak class and Beech class follow the same planning to ensure the children in both classes have access to a wide range of learning opportunities.

1.4 INDUCTION

Once registered, shortly before your child is due to start, we will invite you and your child into Nursery to meet with their Room Leader for a Stay and Play session. The visit will last 1.5 hours and will give you the opportunity to ask any questions you may have before leaving your child to play. We will send out an 'All About Me' booklet prior to the visit. Please fill it out in as much detail as possible. Your child's Room Leader will then go through this with you during the Stay and Play session. Once you have gone through the All About Me booklet and your child's Room Leader has answered your questions, we will invite you to leave for a short period of time.

We fully understand that all children are different and some children find it hard to transition into a new setting. After your child's Stay and Play session we can discuss if a longer settling-in period is necessary.

1.5 ITEMS REQUIRED FOR NURSERY & PRE-SCHOOL

Learning and having fun can be a messy business! Whilst the children wear Nursery uniform, they should bring home clothes in their bags in case of accidents or if they get too dirty and need to change. Each day, the Acorn and Sapling classes should bring their Cricklade Manor Prep book bag for arts and crafts, certificates, and letters home. Beech and Oak classes use their book bags for phonic and reading books. If children have a special cuddly toy or comforter that they would like to bring to Nursery, we are very happy for them to do so.

Please send your child with the following; all items must be clearly named:

- Cricklade Manor Prep book bag and boot bag need to be clearly named and with a keyring for easy identification
- A boot bag available from John Moore Sports, which is clearly named on the outside, contains spare clothes, underwear and socks
- A named water bottle
- A puddle suit, waterproof coat, gloves and hat - to be kept in Nursery
- Wellies

ALL ITEMS SHOULD BE CLEARLY NAMED AND LABELLED

We welcome children who are not yet ready to be potty trained. Children in the Pre-School classes should ideally be toilet trained.

1.6 DAILY ROUTINE IN NURSERY

7.30 - 8 AM	Breakfast club
8 AM	Arrival
8.45 AM	Registration / Circle time
9 AM	Adult led activity and free flow play
10 AM	Handwashing followed by snack time
10.30 AM	Outdoor play
11 AM	Phonics and sounds / Circle time
11.15 AM	Adult led activity and free flow play
11.45 Am	Handwashing followed by lunchtime
12.45 PM	Sleep time or outdoor play
1.30 PM	Quiet time followed by adult led activity and free flow play
2.30 PM	Circle time followed by free flow play
3.30 PM	Handwashing and snack time
4 PM	Home time or supper club

1.7 SNACKS & LUNCH

All children have a mid-morning snack which includes a drink of water or milk. Afternoon snack comprises of water, carbohydrate and fruit. Both are provided by the Nursery. Children can access their water bottles freely throughout the day and fresh drinking water is always available for the children in their classroom.

All children have a hot lunch which is freshly prepared on-site every day by our catering team. Copies of the menu are posted on the website (see www.cricklademanor.com). The school kitchen is also able to cater for individual dietary needs on the grounds of health or religious reasons. Please discuss any special requirements with your child's teacher and Mrs Barratt, our First Aid Lead. School lunches are prepared on-site using fresh locally sourced ingredients. This prepares children for the transition into a school where they all have a school lunch. Please note that Cricklade Manor Prep and Nursery is a 'nut-free' zone.

Parents should notify the school of any food allergies or other requirements using the Medical Form which is part of the Registration Pack. Should your child's needs change, please notify Mrs Barratt in the School Office.

1.8 DROP OFF & COLLECTION PROCEDURE

Breakfast Club - Year round

Breakfast club starts at 7.30 am and is an additional charge. Please arrive promptly to ensure that there is time for your child to have breakfast before they are taken to their class.

Term time arrangements

Morning drop off - The main gates are open between 8 am - 8.20 am. Once these are shut please ring the front doorbell of the main School.

Collection - Please ring the front doorbell of the main School.

Please drop your child off in their classroom between the hours of 8.00 am and 8.30 am. If you are going to be late, please let your child's Room Leader know via email. Please ensure you pass on all relevant information to a member of staff within your child's room. Should your child have an existing injury, please inform the member of staff who will ask you to fill out an existing injury form.

We encourage parents to collect their children from the door to their classroom. A Nursery Assistant or your child's Room Leader will ensure your child collects all the belongings that they need to take home. If for any reason you are delayed when collecting your child, please telephone the School Office. If someone else is picking up on your behalf, please let their teacher and the office know by giving your child's Room Leader and the School Office a verbal password as we will not be able to release them without your permission.

Pick up from 5.00 pm onwards will be from the side kitchen door. Please be mindful that Nursery staff will be serving children supper and will have a number of handovers to carry out between 5.00 pm and 6.00 pm.

Holiday provision (All year-round children)

Please enter Nursery through the black iron gates during term time between the hours of 8.30 am and 9.00 am and 4.00 pm and 5.00 pm during holidays.

Please drop your child off at their classroom between the hours of 8.00 am and 8.30 am. If you are going to be late, please let your child's Room Leader know via email. Please ensure you pass on all relevant information to a member of staff within your child's room. Should your child have an existing injury, please inform the member of staff who will ask you to fill out an existing injury form.

We encourage parents to collect their children from the door to their classroom. A Nursery Assistant or your child's Room Leader will ensure your child collects all the belongings that they need to take home. If for any reason you are delayed when collecting your child, please telephone the School Office. If a trusted adult is picking up your child on your behalf, please let a member of staff know by giving your child's Room Leader and the School Office a verbal password as we will need this to release your child.

Pick up from 5.00 pm onwards will be from the side kitchen door. Please be mindful that Nursery staff will be serving children supper and will have several handovers to carry out between 5.00 pm and 6.00 pm.

Late pick-ups

Late pick-ups will be charged by the hour and you will be asked to sign the late pick up sheet.

1.9 BEHAVIOUR - REWARDS & SANCTIONS

We have realistic expectations of the children's behaviour, related to their age and stage of development; children are given clear boundaries of acceptable behaviour.

School and Nursery policies are available to read on the Cricklade Manor Prep website. Please [CLICK HERE](#) to view them.

1.10 IF YOUR CHILD IS ILL OR ABSENT

If your child is unable to attend Nursery due to illness or other circumstances, please call the School Office to notify us as soon as possible. If a child does not come to school and we have not heard from you by 8.40 am, we will call to confirm the reason for the child's absence.

To promote a rounded and extensive learning experience at Cricklade Manor Nursery, we expect children to be dropped off before 8.40 am if they are attending a morning session.

Please see Appendix 6 for guidance on illness and exclusion times.

1.11 FIRST AID & MEDICINES

Injuries which occur at home must be disclosed to a member of the Nursery team at drop-off time in the morning, you will then be asked to fill out an existing injury form.

Accidents needing treatment will be recorded on an accident form, and you will be asked to sign the form upon collection of your child.

In the event of a head/facial injury or other serious injuries, we will contact you immediately; please ensure that your contact details held by the School Office are up to date.

We are able to administer medication that has been prescribed for the child by a doctor; you will need to sign and complete a 'Permission to Administer Medication Form' in the School Office and let your child's Room Leader know. Medication should be left with the School Office as all medication is stored in the Medical Room.

We provide Calpol which can be given to children with a temperature if the Nursery staff feel it would help. This would not be given until we have checked with parents and received at least verbal permission to give the Calpol.

If in the opinion of the Nursery Manager/Assistant Nursery Manager and the First Aid Lead, Mrs Barratt, your child is not fit to be at school, we will ring parents and ask for them to be collected as soon as possible

1.12 ABSENCE, LATENESS & COLLECTION

Changes in Attendance

Where possible, we try to avoid mid-term attendance changes within the Nursery. The reason is, changing hours mid-term has an impact on billing and implications with the Early Years Funding. In addition, our staffing ratios may not necessarily allow changes at that point in time.

Prior to the start of each new term, you will receive, via email, an electronic form to complete and submit to the School Office. If you require a change in your child's current attendance, you will be invited to submit the form accordingly. Subject to availability, your requested change will be implemented with effect from the following term. If for any reason we are unable to accommodate your request, you will be notified as soon as possible and, in some cases, offered an alternative.

If there are extenuating circumstances, we will do all that we can to accommodate a change.

Absence & lateness

If your child is going to be absent, or late or there is a change to the normal collection procedure, please contact the School Office. Children arriving after 9.00 am will need to be signed in at the School Office.

The School Office must be informed by 9.00 am if your child is late or not attending their usual session and we will then inform the kitchen.

1.13 HOLIDAYS

Please inform the Nursery Manager of any holidays at your earliest convenience.

2.0 LEARNING IN THE NURSERY & PRE-SCHOOL DEPARTMENT

The EYFS framework sets standards for children from birth to five years. It supports an integrated approach to early learning care and gives professionals a set of common principles and commitments to deliver quality early education to all children through purposeful and exciting play experiences.

Each room has a designated Room Leader and Nursery Assistants. You and your child will become familiar with the Room Leader and Assistants during the settling-in session. The Room Leader has responsibility for planning and the day-to-day running of the room. Your child's Room Leader should be your first point of contact for any day-to-day queries. Both your child's Room Leader and Nursery Assistants will carry out intimate physical care where necessary and make meaningful observations in line with the Early Years Foundation Stage framework.

2.1 EARLY YEARS FOUNDATION STAGE CURRICULUM

At Cricklade Manor Prep Nursery, we understand that each child is unique and they have their own characteristics, personalities and interests. We know that children develop at different rates, but do follow a similar developmental pattern, for example, a child may begin to walk at 9 months whereas another child may not begin to walk until they are 17 – 18 months old. There may also be other factors which influence a child when they are developing for example if a child is born prematurely or at term, or if the child has any special educational needs or other disabilities which may need extra support, and if there are any long-term or short-term illnesses present.

We understand that each child's growth and development are influenced by their learning and by other people and the environment around them. The Early Years Foundation Stage (EYFS) 'development matters' have four themes which underpin children's learning from A Unique Child to enabling environments, positive relationships and the learning and development areas.

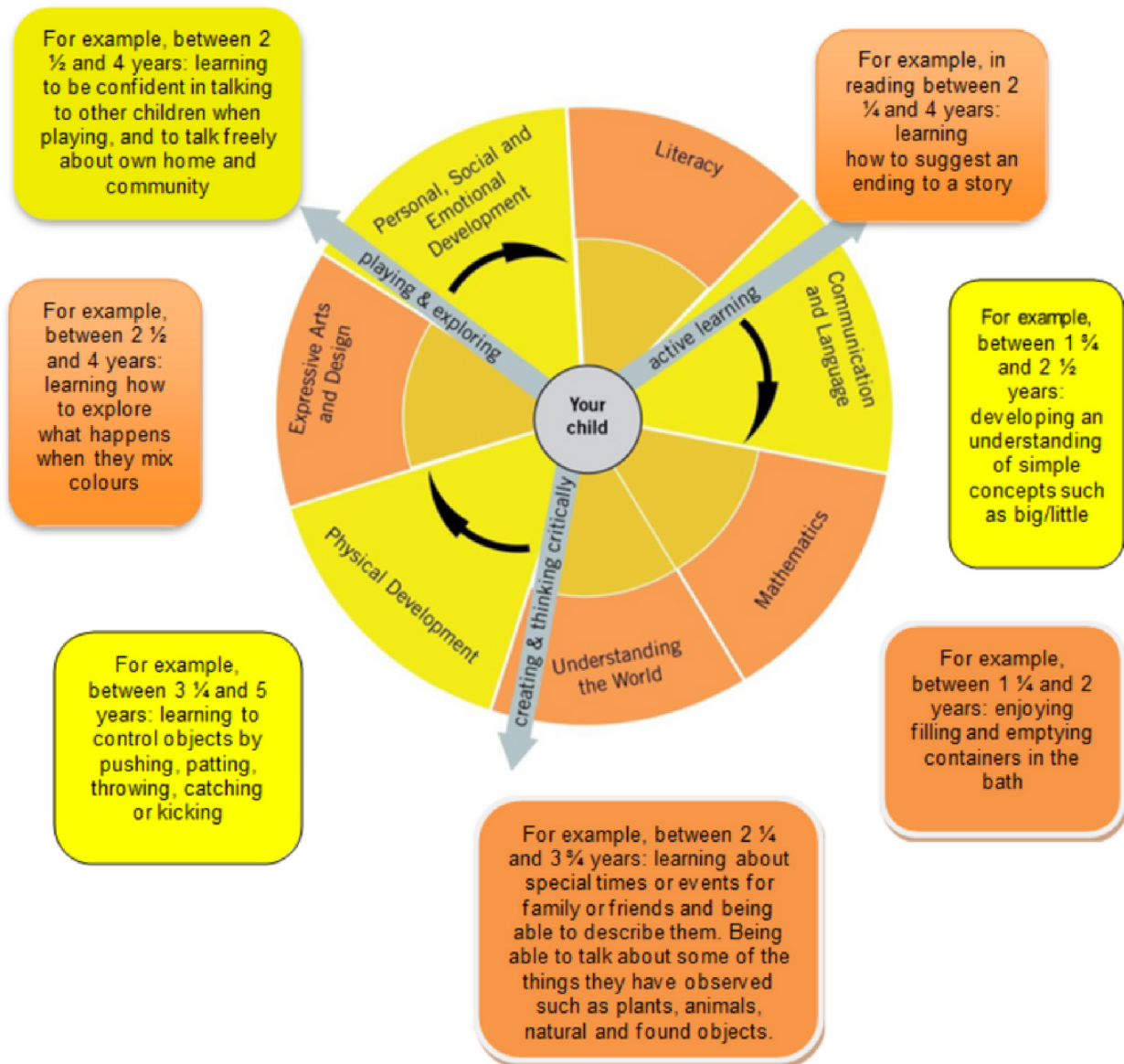
We offer our children a broad and balanced Early Years Foundation Stage curriculum. Each Room Leader will plan purposeful activities around children's interests with the support of their Nursery Assistants, considering the four themes from 'development matters' and the seven areas of learning from the EYFS framework which includes personal, social and emotional, communication and language, physical development, literacy, maths, understanding the world and expressive arts and design. These are broken down into three prime areas (communication and language, personal, social and emotional development and physical development) and four specific areas (mathematics, literacy, understanding the world and expressive arts and design). All areas of learning are crucial for children's development and all planning will revolve around all areas of learning.

The EYFS curriculum identifies three characteristics of effective teaching and learning:

1. Playing and exploring – children investigate and experience things
2. Active learning – children “have a go”
3. Creativity and critical thinking – children must develop their own ideas, make links between ideas and develop strategies for doing things

A progress check will take place when your child is 2 years 4 months old. This enables early identification of development needs within the three prime areas of learning. A form will be completed by Nursery staff and shared with parents to allow collaboration about your child's progress at home and in Nursery.

The diagram below gives examples of the areas of learning and development and shows the links between the way in which your child learns and what they learn.



All children learn through play, with a mixture of child-initiated and adult-led learning opportunities. Learning takes place both indoors and outdoors. After observing the children's interests, we introduce different topics which the children explore through a variety of media including malleable materials, paint, sand, water, mark-making, jigsaw puzzles and Literacy and Mathematics games. Throughout the Acorn room, Sapling room and the first term in Oak class and Beech class, we focus primarily on phase listening activities, this prepares the children to be introduced to phonics letters in term two of Pre-School.

Throughout Pre-School, we focus on one number per week and look at each of the numbers in depth. During their time in Nursery, children are given lots of opportunities to practise their mark-making skills and encouraged to hold mark-making tools in a tripod grip. Topics tend to focus on the seasons of the year and are based on the children's interests and ideas. We learn about festivals and celebrations from different cultures as well as the children's own.

It is of great importance that self-help skills are promoted from an early age. We encourage children to try and complete tasks independently and offer support where needed with toileting, putting on their shoes, eating and putting their coats on.

Children in the Pre-School are sent home with a shared reading book weekly by the end of term one. These books should be read to the child by the parent. Children of Pre-School age are not expected to be able to read but it is beneficial to expose children to a wide range of literature opportunities.

2.2 NEXT STEPS

Next Steps are an important part of our practice at Cricklade Manor Prep Nursery and Pre-School. We conduct Next Steps termly, outlining one area of focus in all seven areas of learning. Next Steps are produced through each individual child's development matters analysis, which we update weekly. At the end of each term, the Next Steps are shared with parents/guardians through CompleteEd, followed by parents' evening.

2.3 WEEKLY OBSERVATIONS

Each week Room Leaders plan activities based on a focused story. This focus story is predominantly based on the children's interests to support learning and development. The activities are planned to focus on all seven areas of learning and development, promoting the best possible start to a child's growth and development.

We use an online portal called Tapestry. This gives Room Leaders the opportunity to upload memos, observations and next steps. Tapestry is a lovely form of communication and develops the partnership between the Nursery and our children's parents as we encourage parents to upload weekend/ holiday news with pictures too.

All children within the Nursery benefit from Forest School. As children move into Pre-School, they also benefit from PE lessons led by our specialist Games staff.

2.4 SUPPORTING YOUR CHILD'S DEVELOPMENT AT HOME

There are many ways in which you can prepare your child for Nursery, and their learning as they progress through the Nursery:

It helps children to settle into Nursery quickly if they have experience of:

- Being left with non-family members for a period of time
- Being able to sit at the table
- Finding their own shoes and coat
- Washing their hands after going to the toilet and before they eat
- Talking about starting Nursery
- Being able to drink out of a cup
- Playing with others, taking turns and sharing
- Being encouraged to put things away when they have finished using them

You can support their learning by:

- Reading to your child and talking about stories, pictures and characters
- Saying nursery rhymes together
- Encouraging your child to write and praise any attempts they make
- Taking every opportunity to count things with your child, eg toys, stairs in the house
- Saying counting rhymes with your child, eg 1, 2, buckle my shoe
- Let your child have every opportunity to run, climb, hop, skip and cycle
- Giving your child opportunities to listen to, dance to and sing along with music
- Encouraging your child to observe, investigate and talk about the things around them
- Letting your child play with construction materials
- Encouraging your child to draw, colour and paint

2.5 ASSESSMENT & REPORTING

We hold Parents' Evenings in the Autumn, Spring and Summer terms. This is a brilliant way to discuss your child's next steps and any other queries and questions with your child's key worker.

You may, at any time, request your child's development record from their Room Leader or request a meeting to discuss their development.

2.6 SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

We have a department dedicated to supporting children who have particular learning needs. The SEND team may support children for a short period to close a gap in their learning, or over a longer period if the need arises. Support available includes group support in class, 1:1 intervention, Individual Education Plans detailing targets for the child and teachers to work on, or recommendations to or liaison with external agencies such as Educational Psychologists and Speech and Language Therapists. Referrals to the SEND department are usually made by the child's teachers, in consultation with the parents. However, if you feel that your child may benefit from the guidance or expertise of SEND, please contact your child's Room Leader or Nursery Manager.

The current SENDCo leader is Tiffany Barrett.

3.0 COMMUNICATION IN THE NURSERY DEPARTMENT

3.1 HOME & SCHOOL COMMUNICATION

We value and respect the need for good communication and a positive parent - key worker relationship within our setting. Tapestry is a brilliant tool for communication between parents/ carers and Room Leaders. Many parents often use email to directly contact the relevant member of staff. The Room Leader's and Nursery Manager's emails are below:

- **Acorn:** lorna.bishop@cricklademanor.com
- **Sapling:** grace.abbott@cricklademanor.com
- **Beech:** aanchal.kumar@cricklademanor.com and elizabeth.corrin@cricklademanor.com
- **Oak:** daniel.paget@cricklademanor.com
- **Nursery Manager:** lorna.bishop@cricklademanor.com
- **Head of EYFS:** emily.davies@cricklademanor.com

Verbal handovers in the morning and evening are a great way to communicate any concerns with your child's Room Leader.

We have an open-door policy at Cricklade Manor Nursery so please feel welcome to arrange a meeting at any point throughout the year with your child's Room Leader if you have anything you would like to discuss.

3.2 WEEKLY INFORMATION

Each week we provide communication in the Cricklade Chronicle, where we include a summary of the Nursery news and also important dates for your diary. This is emailed to all parents every Friday evening during term time.

We also use Tapestry to upload the Week Beginnings, to ensure all parents/ carers are aware of the book of the week and the activities we have planned.

Tapestry also updates parents/ carers on key dates/ events and any other information the Room Leaders feel is important.

4.0 LIFE IN THE WIDER SCHOOL

4.1 WRAP AROUND CARE & EXTRA SESSIONS OUT OF TERM TIME

Nursery and Pre-School is open from 7.30 am – 6.00 pm all year round with a short closure at Christmas. Please contact nicole.miles@crickladedemanor.com to request ad-hoc sessions.

Breakfast Club is available for those who need it in the Dining Room between 7.30 am and 8.00 am. Requests for booking Breakfast Club should be made through the Nursery Manager giving 24 hours notice if possible.

Every term you will receive information regarding session changes. If you wish to increase or decrease your child's sessions, please let the Registrar know when you receive this information and we will update you on if we are able to fulfil your request or when we foresee space becoming available.

4.2 PARENTS OF CRICKLADE MANOR PREP (PoCM)

Parents of Cricklade Manor (PoCM) is a parent body which aims to promote and build the school community by holding regular events, and parent socials and raising funds for extra-curricular activities in support of learning.

For more information regarding the Parents of Cricklade Manor please email PoCM@crickladedemanor.com.

PoCM is a group of fun-loving parent volunteers. They welcome and value any contribution you can make, however small or intermittent. Please see the PoCM pages of the school website for details of how to get involved or contact one of the committee members.

4.3 TRANSITION TO PRE-SCHOOL & SCHOOL

We prepare Nursery and Pre-School children throughout the year for the transition into their next class or the main school. With a carefully planned curriculum and transition meetings held between teachers, we ensure that the progression from one year group to the next or from Pre-School to Reception is as seamless as possible for the children.

The transition from Acorn class into the Sapling class happens throughout the year based on the needs of the child. Prior to your child transitioning, settle-in sessions will be arranged between Room Leaders to offer as smooth a transition as possible. We endeavour for each child to spend at least a term in the Sapling room before transferring into one of our Pre-School classes.

Parents will be told in the Summer term which Pre-School room their child will move into the following September. All children at Cricklade Manor Prep will spend the year prior to Reception in Pre-School.

For children moving into the Reception class, there are a number of different transition sessions. These sessions provide your child with the opportunity to meet their new teacher, and their peers to get a sense of the school environment before starting school in September.

- There is a Reception transition event where both parent and child are invited in for a morning to have a taster session. This involves being taught in the surroundings of the reception classroom and using all of its specialist facilities. Children will take part in a phonics session as well as a specialist teacher-led session, whilst parents can watch and interact during this visit.
- The Reception teachers visit the children in their Nursery environment introducing themselves as their teachers for the coming year.
- The Nursery children are invited to visit the Reception teachers all together in the Reception classrooms. Easing any anxiety with their Nursery buddies at their side.
- Move-up afternoon is the opportunity for the Nursery children to spend time with their new Reception teacher, know who they will be spending the next year with and become familiar with the classroom.

5.0 PRACTICALITIES

5.1 CONTACTING THE SCHOOL

Your child's Room Leader has the responsibility for overseeing the developmental progress and pastoral care of your child. It is the Nursery or Pre School Room Leader to whom you should turn if you are concerned at any time about your child's development. It is our hope that a supportive relationship will grow between your family and your child's Room Leader that will enable everyday problems to be dealt with swiftly and satisfactorily.

The Nursery Room Leaders are supported by the Nursery Manager and Head of Pre-Prep in monitoring academic progress and pastoral matters.

If you would like to discuss another area of Nursery, please contact Miss Nicole, Nursery Manager directly.

The School Office

Mrs Barratt or Mrs Kelly in the School Office will be happy to answer your queries, take messages, or direct you to the member of staff with whom you wish to speak.

The School Office is open from 8.00 am until 6.00 pm, during term time, and from 9.00 am until 4.00 pm during the school holidays.

The main telephone number for the school is: 01793 750275.

You may also wish to contact the school by email: office@cricklade Manor.com

Please note that any urgent or time-sensitive messages should be communicated to us by telephone.

News stories and general updates are posted on Facebook, Instagram, our website: www.cricklademanor.com and through our weekly newsletter 'The Cricklade Chronicle' which is sent out via email to parents every Friday.

Contacting Room Leaders

Due to the nature of their role, it is usually difficult for teaching staff to take telephone calls during the day.

If you need to speak to your child's Room Leader, please either catch them at drop-off or pick-up, call the School Office to make an appointment, or email them. Email addresses are listed in Appendix 2.

When emailing Nursery staff, they will aim to respond within 48 hours. If your message is time sensitive, please call the School Office.

Who should I contact?

Nursery Manager Nicole Miles nicole.miles@cricklade Manor.com	Head of Pre-Prep Emily Davies emily.davies@cricklade Manor.com	PA to the Headmaster Mrs Jacky Barratt jacky.barratt@cricklade Manor.com	Admissions Registrar Mrs Penny Kelly penny.kelly@cricklade Manor.com
Any issues relating to curriculum and pastoral issues	Appointments with the Headmaster	Admissions	
General enquiries	Reporting any changes to medical needs	Requests for change of Nursery sessions	
Notification of achievements	Uniform queries		
After school activity/care, including ad-hoc bookings	Questions relating to the School calendar		
SEND			
Holiday bookings			

Escalating

If, following your conversation with your child's Room Leader, you still have concerns the next step is to contact the Nursery Manager, Miss Nicole. Following that, you should contact the Head of Pre-Prep, Mrs Davies then the Deputy Head if you still wish to talk to a member of staff. If the issue is still not resolved having spoken to the Deputy Head, Tommy Towers, you should contact the Headmaster. All staff email addresses can be found in Appendix 2.

Contacting the Headmaster

If you need to discuss a matter with Mr Barrett, please contact his PA, Mrs Jacky Barratt, to make an appointment. Mrs Barratt can be contacted on the main school number, or by email, at: jacky.barratt@cricklade Manor.com. The partnership between us will work best if communication is open and honest.

Contacting the Director

Mr Antrobus is always happy to meet with parents. He can be contacted via the School Office.

5.2 END-OF-TERM ARRANGEMENTS

For those Nursery children who have signed up for term-time-only sessions, Nursery ends at 6.00 pm on the final day of the Autumn and Spring terms and at noon on the final day of the Summer term. Please refer to the term dates on the school website.

For those children who are signed up for all year-round sessions, Nursery will continue as normal.

5.3 NURSERY & PRE-SCHOOL POLICIES

A large number of school and Nursery policies are available on the school website please [CLICK HERE](#).

5.4 PHOTOGRAPHS

The school will occasionally take photographs of pupils for curriculum or marketing purposes, or to record events such as sports day, plays and performances or school trips. Photo consent is sought when each child enrolls at Cricklade Manor Nursery.

Photographs are vetted by a member of the Leadership Team before being used on the school's website or in any of the school's marketing communications.

Parents are welcome to take photographs of their own children participating in school activities. If parents wish to place photographs of their children on social media websites, they must ensure that the photographs are not going to cause offence or embarrassment to the school, or any other child in the photograph. No child should be named as appearing in a photograph without the consent of that child's parents.

5.5 SNOW

It may occasionally be necessary to close the School and Nursery due to snow or other adverse weather. This will always be the last resort and the decision to close will only be taken if the Headmaster believes it is unsafe for the School or Nursery to remain open.

If the School or Nursery is to be closed, a notice will be placed on the website as soon as a decision is taken, and usually before 7.00 am. Staff and parents should check the website before travelling to school if in doubt about whether the school will be open. Updates will also be placed on social media - Instagram & Facebook.

If it starts to snow heavily during the school day, we will endeavour to get the children home as soon as possible and will contact parents using the telephone numbers provided. Parents should ensure that they keep the school updated on any changes in contact details.

5.6 FEES & INVOICING

Fees are payable in advance on, or before, the first day of each term. Fees should be paid by direct transfer into the school's bank account, or by cheque. Cash is not accepted for payment of fees. Interest will be charged on overdue balances and the school reserves the right to exclude children if fees are not paid.

Extras such as extra sessions and school trips are invoiced at the end of each term. Childcare Vouchers can be used to pay for Nursery Fees.

For current fee information [CLICK HERE](#)

5.7 PLAN OF THE SCHOOL

The plan below shows the main areas of the school



- 1 - Manor House - Headmaster, School Office, Business Office and Library
- 2 - The Old Chapel - Music room
- 3 - School Hall and Atrium
- 4 - Walled Garden - Nursery
- 5 - Saxon House - Music practice rooms, Art rooms, Year 6 classrooms
- 6 - Thames House - Science Laboratories
- 7 - Thames House - Reception, Year 1,2 & 3
- 8 - Dining Hall
- 9 - Coach House
- 10 - Wessex House - main pupil entrance to the school and Year 4 & 5
- 11 - The Stables
- 12 - Changing rooms
- 13 - Swimming pool
- 14 - Playground and netball courts
- 15 - Adventure playground
- 16 - Car park
- 17 - Sports Hall
- 18 - Playing fields
- 19 - Astro turf
- 20 - Forest School area

5.8 TERM DATES FOR ACADEMIC YEAR 2022 - 2023

For the current school calendar please [CLICK HERE](#) to view on our website.

5.9 CALENDAR EVENTS

For a list of our calendar events within School and Nursery please [CLICK HERE](#) to view on our website.

5.10 NURSERY & PRE-SCHOOL UNIFORM LIST

UNIFORM 2023 - 2024



- CMP navy sweatshirt with crest*
- CMP Pre-School navy polo shirt with crest*
- CMP navy PE shorts with crest*
- CMP navy jogging bottoms with crest*
- White ankle socks
- Trainers

JOHN MOORE SPORTS

Asterisked items are branded and so must be purchased from our uniform supplier, John Moore Sports www.johnmooresports.co.uk. Other items may be purchased elsewhere.

WHERE TO BUY UNIFORM

The school's official outfitter is 'JMS Stitch & Print', in the basement at John Moore Sports, 2 Argyle Street, Bath. Uniform can be purchased online and delivered, please visit the John Moore webpage: www.johnmooresports.co.uk Second-hand uniform is available from our onsite School Shop which is run by PoCM. The shop is open Tuesday morning during term time 8.00 - 9.00 am.

YEAR ROUND	OPTIONAL	FOOTWEAR
CMP navy sweatshirt with crest*	CMP navy scarf with crest*	Non-specific but appropriate for general wear
CMP Pre-School navy polo shirt with crest*	CMP navy gloves with crest*	Pair of wellington boots to be kept at Nursery (any design/colour)
CMP navy jogging bottoms with crest*	CMP beanie hat with crest*/ baseball cap with crest*	
CMP navy PE shorts with crest*	CMP waterproof/fleece coat with crest*	
CMP book bag with crest*	Splash suit or waterproofs for outside play	
Blue boot bag with crest*		
Waterproof puddle suit		

NAMETAPES

Nametapes may be ordered through the uniform supplier.

All tops to be labelled at the back of the neck. All bottoms to be labelled in the waist band. Please label the navy school coat and school blazer at the back of the neck, not in the pocket.

Please ensure that all uniform is labelled, as misplaced unnamed items will be passed to the second hand shop.

5.11 ILLNESS & EXCLUSION TIMES & MEDICAL NEEDS

From time to time children are sick (vomit or diarrhoea) either at home or at school. Unfortunately it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea. In the Health Protection Agency document, "Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings", the guidance is:

DIARRHOEA AND VOMITING EXCLUSION

Diarrhoea and/or vomiting commonly affects children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands), especially in children. In general, it is recommended that any staff member or child with diarrhoea and/or vomiting symptoms must stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well. Personal hygiene whilst ill must be very strict.

If your child is sick at school, we will ask you or your emergency contact to take your child home. They should not return for 48 hours. We appreciate that this is inconvenient in many cases, and you may not believe your child is ill, but you will appreciate that we do this in all cases and it should reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting.

Thank you for your understanding with this. Further guidance on infection control may be found on the Health Protection Agency website.

OTHER EXCLUSION TIMES

Illness	Symptoms	Exclusion time
Chicken Pox	Feeling sick, headache, high temperature, aching, painful muscles, spots in clusters anywhere on the body	Children should be kept away from school until all blisters have formed scabs
Scarlet Fever	Widespread fine pink rash, which feels like sand paper to touch, high temperature, flushed face, red and swollen tongue, sore throat	Children should be kept away until they have been on a course of antibiotics for at least 24 hours
Slapped Cheek	Bright red rash on cheeks, sore throat, headache, temperature, itchy skin	Children should be kept away while they are showing the red cheek symptoms
Conjunctivitis	Sticky eyes in the morning, runny eyes during the day	Children do not need to be kept away from school, but should consult a Doctor or Pharmacist about cream which can be put on during the day
Norovirus	Sickness, stomach cramps, diarrhoea	Children should be kept away from school for 48 hours after the last episode
Hand, foot & mouth disease	Fever, poor appetite, runny nose, sore throat, blister-like rash on hands, feet and in mouth	Children should be kept away from school if they have the rash and a fever
Ringworm	Ring like rash anywhere on the body, but feet and groin area are most common	Children do not need to be kept away but the school should be notified to enable more stringent hygiene measures to be put into place
Worms	Most common type is threadworm which looks like small white pieces of thread in stools. Sometimes people also get itchiness around the bottom and genitals	Children do not need to be kept away but the school should be notified to enable more stringent hygiene measures to be put into place

Medical needs

At the time of registering, you would have filled out a medical form containing details of any known medical conditions, allergies, etc. This information is held in the school's medical register and class teachers and kitchen staff are informed of any specific conditions or requirements.

Please inform the School Office of any change to an existing medical condition or any new condition.

If your child is prescribed medication which needs to be administered during the school day, you will need to complete a Medical Consent Form, which can be obtained from the School Office.

Dietary requirements & allergies

We are able to cater for most dietary requirements, and a vegetarian option is always provided. Please inform the School Office of any change in requirements.

Please note that Cricklade Manor Prep is a 'Nut Free Zone'. Please do not bring any products containing nuts or nut products onto the school site.

5.12 CONCERNS OR COMPLAINTS' PROCEDURE

WHAT TO DO IF YOU HAVE ANY CONCERNS OR COMPLAINTS

The school's Concerns or Complaints' Procedure can be found on the website. The key points are summarised below:

INITIAL PROCEDURE

It is hoped that most concerns or complaints are resolved quickly and informally. If parents have a concern or complaint they should normally contact their child's Form Tutor.

In many cases, the matter will be resolved straightway by this means to the parents' satisfaction. If the Form Tutor cannot resolve the matter alone, it may be necessary for them to consult the Head of Pre-Prep.

Concerns or complaints made directly to the Headmaster will usually be referred to the relevant Form Tutor or Deputy Head or other member of SLT, unless they deem it appropriate for them to deal with the matter personally.

The Form Tutor or appointed SLT member will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved or in the event that the Form Tutor and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

FORMAL RESOLUTION

If the concern or complaint cannot be resolved on an informal basis, then the parents should submit their concern or complaint in writing to the Headmaster. The Headmaster will decide, after considering the concern or complaint, the appropriate course of action to take.

FURTHER STEPS

Details of the procedure for parents who are not satisfied with the outcome of this process can be found in the Concerns or Complaints' Procedure.

Parents wishing to make a complaint about the Headmaster should do so to the Director, Mr Antrobus, who can be contacted via the School Office.