

Lyne and Longcross Nursery
with Forest School

PARENT/CARER INFORMATION PACK



Lyne Lane
Chertsey
Surrey
KT16 OAJ

Telephone: Nursery 01932 875274
Email: nurseryoffice@lyne.surrey.sch.uk



INTRODUCTION

We hope this starter pack provides you with everything you need to know about our Nursery, and all of the information needed to give your child a happy, calm and fun filled start to their learning journey with us in the Early Years Foundation Stage (EYFS) at Lyne and Longcross Nursery.

Welcome from the Head teacher

I am delighted that you have chosen our Nursery and welcome you to the school community. We are proud of our school and nursery and are committed to the education, physical, social and moral development of every child.

The School and the Nursery receives excellent support and encouragement from the Church and from an active PTFA. Our Governing Body represents the community and is fully involved in the running of the Nursery.

We look forward to welcoming you to our school community.

Mr Chris Haxell – Headteacher

Meet the Nursery Team

Welcome to the Nursery team! We can't wait to get to know you all!

Head teacher: Mr C Haxell

Deputy Head teacher: Mr J Porter

Class Teacher: Miss M Bush

Nursery practitioner and SENCO: Mrs S Mitchell

Nursery practitioner: Mrs L Newson

Nursery practitioner: Mrs G Chambers

Lunchtime supervisor: Mrs C Penfold

Nursery administrator: Mrs H Cartledge

Forest School Teacher: Mrs N Newington

THE SCHOOL COMMUNITY

The Church – Holy Trinity Church, Lyne



Lyne and Longcross is a church-aided school. The children are taught in the values of the Christian faith and these are expressed in the way that we relate to each other and the way we do things in the school.

The church is a valued learning resource, and we visit the Church as a Nursery for special occasions such as Christmas, Easter and Remembrance Day.

The children say a prayer at lunch time and before they go home. The Nursery children learn about the importance of God through stories such as Noah's Ark and have Religious Education (RE) home learning once every half term.

On the first Sunday of each month there is an All Age Worship service at the church at 10am. On occasions there are special family services with children taking key roles and presenting songs/dramas organised by the school.

The parishioners of Lyne and Longcross pray for the school regularly. They appreciate the involvement of the school in the church and occasionally come and volunteer, helping us with our learning in the Nursery.

The school buildings belong to the Church and the governors are responsible for the exterior maintenance of them. Some financial help is available for this but the Governors have to find 10% of the cost, and the PTFA can help to raise funds for this.

The Education Department of the Diocese of Guildford provide professional advice and training.

Governors

All twelve school governors are volunteers. The Chair of Governors is Brenda MacCormack. The Head teacher reports to the governing body and there is a representative from the school staff in the governing body in the form of a Staff

Governor. There are also Parent Governors and Foundation Governors appointed through the church.

The Governing body has a range of responsibilities. They:

- provide the strategic direction of the school in particular towards high educational achievement
- ensure the curriculum is balanced and that the national curriculum and religious education are taught
- appoint staff and the Head teacher
- manage the schools delegated budget
- set appropriate targets for pupil achievement
- produce action plans following school inspection

If you are interested in becoming a governor, please make an appointment to meet with the Head teacher.

Parent Teachers Friends Association (PTFA)

As parents, you are a VITAL part of the school community and your help at school is welcomed and always wanted! Every parent is automatically a member of the PTFA.

The PTFA organises a variety of social events to raise funds for the school including Summer and Christmas events, which are held at the school. It organises working parties of parents and staff to help with practical projects around the school such as tree lopping, decorating and themed landscaping.

The money that the PTFA raise goes towards buying new resources for school, from laptops to books to redecorating the library to providing special extra-curricular experiences for the children. EVERY PENNY YOU DONATE COUNTS!

The PTFA are always looking for volunteers who can spare some time to help organise and run their events, please let your class rep know if you are interested in helping.

General Information

Nursery Sessions

All children are offered a split week or a full week for their government funded 15 hours or 30 hours.

We offer the sessions seen in the table below and we will do our best to accommodate your first choice.

Option 1	Option 2	Option 3
Monday 8:45-2:45	Wednesday 11:45-2:45	Full week 8:45-2:45
Tuesday 8:45-2:45	Thursday 8:45-2:45	
Wednesday 8:45-11:45	Friday 8:45-2:45	

Dropping Children Off

The Nursery opens at 8.45am and all children are expected to arrive at nursery at this time. You enter through the school gates which open at 8.30am and walk around to the Nursery gate where a member of staff will welcome your child. Please arrive on time so that your child has a smooth and calm start to their day of learning. If your child arrives between 9am and 9.30am you will have to wait until 9.30am to be welcomed into the Nursery.

If you are arriving at lunch time or any other time, ring the bell on the Nursery gate in the school car park and a member of staff will be with you as soon as they can. Staff are often busy helping children with their learning so please be patient.

Collecting Children

When you collect your child during the Nursery day, please go to the Nursery gate in the staff car park, ring the bell and a member of staff will come to the gate as soon as possible.

When collecting your child at 2.45pm at the end of the session, please queue by the black gate in the staff car park and a member of staff will let all parents and carers in at the same time.

If you need to collect your child early from Nursery, they must be picked up before or at 2pm. After 2pm staff will not be able to bring children to the gate and they will have to be collected at 2.45pm.

If your child needs to be collected early on a forest school afternoon, they need to be collected at 12.30pm. After this time the Nursery staff are unable to come to the gate as they are in the forest.

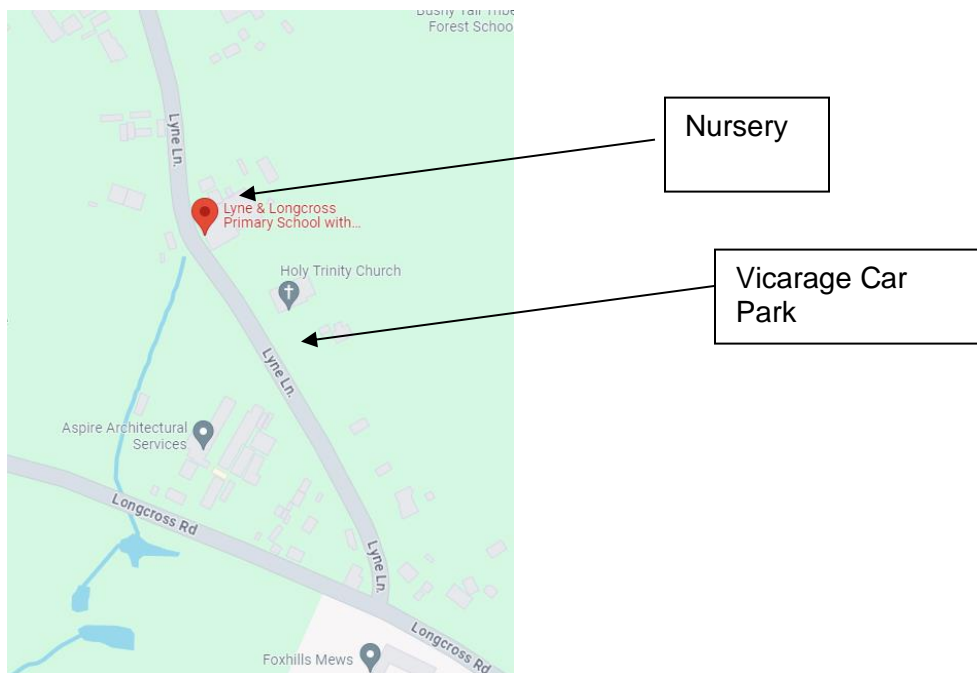
If someone different is collecting your child, please let us know as we will not let any children go home with adults not on our collection list.

Arriving and Collecting Children when you are Running Late

If you are running late, please call the Nursery on 01932 875274. Please be aware that you may be charged if you are consistently late when picking up your child.

Parking

Parking is available at the local church in the Vicarage car park. You can also park on the roads. Please be aware of the yellow lines that must be kept clear at all times. You MUST NOT park in the school staff car park at any time.



Lunchtimes

Nursery children are encouraged to have a hot school meal at lunchtime, but you may opt for your child to have a packed lunch. The children eat their lunch alongside the Reception children in the school hall and learn to be very independent, clearing away their tray when they have finished eating.

Packed lunches must not contain chocolate, nuts in any form, nut spread such as Nutella, or sweets. Children take their water bottles to lunch with them, no other drinks are allowed.

School meals (including vegetarian option on request) are available at a cost of £3.00 per day. Please let us know if your child has any special dietary requirements.

If your child is not going to attend Nursery for any reason but has school meals, we must be informed by 9:00am; otherwise you will be charged for the lunch.

Payment for Nursery meals is made directly to the Nursery. Nursery meals must be paid for in advance, and will be invoiced along with your fees on a half termly basis.

Snacks

In line with the Government's Early Years Foundation Stage Nutritional Guidance 2025, the Nursery provides healthy snacks and milk in the morning and afternoon. Children help themselves to the snacks that are on offer, using our Nursery pennies to pay for their snack. We offer a variety of foods such as rice cakes, fruit, crackers, bread and butter, and breadsticks.

Children are taught to pour their own milk from the jug into a cup. If your child has an alternative milk to cow's milk, we are happy to give it to them if you provide the alternative milk. If your child does not drink milk, they have access to drinking water.

Snacks are charged at £1 per session and will be invoiced with your half termly invoice.

Absences and Illness

If you know in advance that your child is going to be absent from Nursery, please let us know as soon as possible.

You are likely to find that your child catches lots of different illnesses within their first term at Nursery, usually coughs and colds. This is very common as children mix and play together, and build up immunity to different viruses.

If your child is ill, please ring or email the Nursery before 8.45am. Contact information can be found on the front of this booklet.

If your child is taking antibiotics, they must stay home for the first 24 hours and if they are well enough after 24 hours they may return.

Medication

Short courses of antibiotics which need to be taken three times a day should be given before Nursery, as soon as your child gets home and before they go to bed. If a fourth dose or more is needed at Nursery, you will need to fill in a permission form on the day needed. Any medication must have the sticker from the pharmacy on it detailing your child's name, date of birth and how the medication should be administered or we will not be able to administer it.

Please bear in mind that if your child is unwell, has a temperature, vomits or has diarrhoea, or is being treated with antibiotics or another medication, they may not be well enough to manage a full Nursery session. In this instance we will call and ask you to collect your child as soon as you can.

Sickness and Diarrhoea

If your child has vomited or suffered from diarrhoea they must be absent from Nursery for at least 48 hours following the last occurrence of sickness or diarrhoea.

Children cannot attend Nursery if they are suffering from a contagious illness such as conjunctivitis, impetigo or chicken pox. Please refer to the "Guidance on infection control in schools and other childcare setting" available online at: http://www.hpa.org.uk/web/HPAweb&HPAwebStandard/HPAweb_C/1203496946639

Nappies

If your child is using nappies, we will ask you to provide a few nappies and ask you to bring in more supplies when needed. Children in nappies have their nappy changed at least once if they are in Nursery for half a day and at least twice a day if they are in Nursery for a full day.

Nappy Cream

We do not use nappy cream on children when changing their nappy unless asked by parents and carers to apply it. If you would like us to use nappy cream, you will need to fill in the permission form to allow us to do so.

Learning to use the Toilet

If your child is learning to use the toilet, please let us know so we can support this. Your child will need spare underwear, socks and trousers in a bag to go on their peg in case they need to get changed.

Emergencies

Please telephone the Nursery (contact details on the front of this booklet). If the line is engaged or there is no answer, please contact the school office 01932 872327.

You will be asked to leave details for emergency contacts in case we cannot get hold of you in an emergency. Please make the adults you choose aware of this.

Sun Cream

When the weather becomes hot and sunny, usually the summer term, we will ask you to provide a bottle of sun cream clearly labelled with your child's name. This will then be returned to you at the end of the summer term. During hot weather, your child must come to Nursery wearing sun cream. We will re-apply sun cream to your child as and when needed. Full time children will have sun cream reapplied after lunch.

Nursery Closures

You will be provided with the dates of all the Nursery holidays. In the event of an unforeseen closure, you will receive an email or phone call on the morning of the closure as early as possible. You will also be notified by the class representatives via the Nursery parents what's app group.

For missed sessions due to family holidays taken during term time, sickness and when the Nursery has to close for unforeseen circumstances beyond our control, i.e. severe weather conditions, fees will still be charged.

Wet Wipes, Tissues and Cooking Ingredients

You will receive emails during your child's time at Nursery asking very kindly for a donation of a box of tissues, wet wipes and some cooking ingredients. This is to allow the children to be as independent as possible when looking after their own personal hygiene and to stop the spread of germs. We use lots of playdough in our learning and kindly ask for these ingredients too.

Nursery Administration and Invoices

Mrs Cartledge deals with all of the Nursery invoices and administration. She works on Wednesdays and will be available on this day to answer any questions or queries via email hcartledge@lyne.surrey.sch.uk or telephone.

Nursery Uniform

Nursery uniform is compulsory and all children attending our nursery must be wearing uniform.

The school uniform provider is:

Valentinos, 23/27, Broadway, Knaphill, Woking

Telephone: 01483 473357

<http://www.valentinoschoolwear.com>

Valentinos stock all of our uniform but you do not need to purchase everything from them directly. The school logo book bag and school logo cardigan and/or jumper are compulsory. The list below outlines our expectations. Some items of the uniform can be bought from supermarkets, online and high street retailers.

In some cases, the school logo jumper maybe too big for smaller children and in this instance a plain navy blue jumper, sweatshirt or cardigan is allowed.

Girls	Boys
<u>Winter</u> Navy school sweatshirt or navy blue cardigan both with school logo Navy jogging bottoms or navy leggings Yellow polo shirt Winter water proof coat	<u>Winter</u> Navy school sweatshirt or navy blue cardigan both with school logo Navy jogging bottoms Yellow polo shirt Winter water proof coat
<u>Summer</u> Blue shorts Yellow polo shirt Yellow check dress (full skirt) with cycling shorts underneath Sun hat	<u>Summer</u> Navy blue shorts Yellow polo shirt Sun hat
<u>Shoes</u> Trainers or sturdy school shoes (NO LACES ALLOWED) Wellington boots (to be brought into Nursery in September and left here all year for outside play) Water proof trousers (to be brought into Nursery in September and left here all year for outside play)	<u>Shoes</u> Trainers or sturdy school shoes (NO LACES ALLOWED) Wellington boots (to be brought into Nursery in September and left here all year for outside play) Water proof trousers (to be brought into Nursery in September and left here all year for outside play)
Nursery book bag	Nursery book bag
Water bottle (Any)	Water bottle (Any)

ALL ITEMS OF CLOTHING MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.

Pierced ears should only have studs; hanging earrings should not be worn.

For health and safety reasons, children with long hair must have it tied up.

Information about your Child's Time in Nursery

Settling In

All settling into Nursery plans are individual, and Miss Bush will speak with parents and carers individually about their child's settling routines. Children are able to bring a special comforter or toy into Nursery if needed, to help them feel safe and secure at the start of their time in Nursery.

Library

Your child will visit the school library once a week. The book they bring home has been chosen by them themselves, a completely independent choice. This is to allow your child the freedom to choose books that they like and want to share with you. This book must be brought to and from Nursery in their school book bag. There is an automatic charge of £5 for any lost or damaged library books.

Phonics

All Nursery children access phonic activities daily. In the year prior to your child starting Reception, they will follow 'Foundations of Phonics' and be introduced to Phase 2 phonemes (sounds), part of the Little Wandle phonic scheme that the whole school follows. Younger children will also access some of this learning, as well as develop their language and listening and attention skills.

Singing

The children learn three or four songs new songs every two weeks. Your child will bring home a copy of the words so that you can learn and sing the songs together.

Outdoor Play

The children play outside in all weathers, come rain or shine or snow, as long as it is safe to do so. This play can often be messy so please be aware coats will get dirty.

Gross Motor Play

To make sure your child develops their gross motor skills, we access the big school playground at least once a day. This allows the children to run at speed, learn with balls and hoops, and use tricycles and bicycles as well as other resources. This time for outdoor play also encourages the children to use their imagination as they make up their own games with each other.

Stay, Play and Learn Sessions

You will be invited to join us for Stay, Play and Learn Sessions throughout the year. These sessions are for you to come and see how your child learns in the Nursery and get fully involved yourself!

Tapestry

We use an online system to keep you informed and up to date about what your child learns and achieves in the Nursery. When your child starts nursery, you will be sent a link to activate your account. When your child has been identified in a Tapestry post, Tapestry will send you an email letting you know that there is a new post for you to look at. Your child's key worker will put up a monthly post showing you some of the things your child has been learning in Nursery. There will also be posts informing you of our learning during some group times.

Newsletters and Information

We use our email system to send our Nursery letters and other information such as links to songs we are singing.

Nursery Admission Form

Date of Application_____

Please ring the Nursery on 01932 875274 if you need any help. If you have any queries on 'Parental Responsibility' you may speak in confidence to Miss Bush or Mrs Cartledge.

Family Information

Child's name:_____

Name by which you would like your child to be known if different to above

Date of Birth:_____ Male/Female_____

Name of Parents/Carers with whom the child lives:

1. _____

Occupation and employer:

Does this parent have parental responsibility? Yes/No (delete)

2. _____

Occupation and employer:

Does this parent have parental responsibility? Yes/No (delete)

Home Address _____
_____Postcode_____

Telephone_____Mobile_____

Name of parent with whom the child does not live if applicable _____

Does this parent have parental responsibility? Yes/No (delete)

Address _____
_____Postcode_____

Telephone_____Mobile_____

Does this parent have legal access to the child? Yes/No (delete)

What do you consider to be your Cultural Heritage (i.e. British, Traveller, etc)

What is your Religion?

What is your child's first language? _____

What languages are spoken in your home? _____

Parental Emergency Contact details

Parent 1 Mum/Dad (delete)– Work/daytime contact number

Email address:

(Please email us at nurseryoffice@lyne.surrey.sch.uk to allow us to register your e-mail address. Thank you).

Parent 2 Mum/Dad (delete)– Work/daytime contact number

Email address:

(Please email us at nurseryoffice@lyne.surrey.sch.uk to allow us to register your e-mail address. Thank you).

Other emergency contacts:

Name: _____

Relationship to child: _____

Telephone Number: _____

Email address: _____

Name: _____

Relationship to child: _____

Telephone Number: _____

Email address: _____

Child's Experiences Away from their Home

Has your child had any experience at a child care setting away from home? Yes/No

With a child minder Yes/No From: (age)_____ How often: _____

At a toddler group Yes/No From: (age)_____ How often: _____

At a Nursery Yes/No From: (age)_____ How often: _____

With family Yes/No From: (age)_____ How often: _____

If your child has attended playgroup, pre-school or nursery, please give the full address of the playgroup (s)/nursery (s) your child attended:

How long have they attended this setting? _____

Has your child had a 2 year check from their previous setting? Yes/No

May we contact their previous setting if needed? Yes/No

If your child is still attending another setting, may we share information with them in regards to your child's development? Yes/No

Has your child been 'Looked after' by Local Authority Care? Yes/No

Please give details:

Dietary Information

Does your child have any special dietary requirements eg: Vegetarian, no pork?

Would you like your child to have school dinners (at an additional cost) or packed lunch?

MEDICAL HISTORY FORM

Name of child _____ Date of birth _____

I agree to the information in this form is made available to the class teacher and other adults as appropriate; and to be passed to the next teacher/school.

Does your child have any medical needs or allergies that we need to be aware of?
If so, please detail your child's need below.

Medical Information

Doctor's Name _____

Address _____

Telephone Number _____

Was child born premature? Yes / No

If so by how long? _____

Medical Help Statement

I give permission for my child to receive medical treatment by a member of staff if necessary and in an emergency to be accompanied by a member of staff to the hospital.

Signed _____

Relationship to child _____

Name (please print) _____

Date _____

Collections

On occasion/set days parents will need their child to be collected by someone other than themselves.

Please complete the list below so we have an up to date record of who is authorised to collect your child from Nursery.

If your child is not being collected by someone on the list below please contact the Nursery on the day.

Should your circumstances change please notify the Nursery as soon as possible.

I authorise for my child (Name)_____to be collected by the following – I will provide the Nursery with a password.

Adult's name:_____

Contact number:_____

Relationship to child

Adult's name:_____

Contact number:_____

Relationship to child

Adult's name:_____

Contact number:_____

Parent's Signature_____

Date_____

Relationship to child

PTFA

Child's Name:

The whole school community is automatically a member of the Parents, Teachers, Friends, Association (PTFA).

We do ask that all parents give an hour of their time twice a year to help at the Christmas and Summer Events.

If you are looking for a more active role in raising funds, everyone is welcome to our PTFA meetings where ideas for fund raising are discussed and decisions on how the funds are spent are made.

Please add your telephone number if you would like a member of the committee to contact you : _____

In addition, if parents have the time, they can help us in school. If you have skills that you think would be useful, please suggest how you could help. (e.g. builder, decorator, cleaner, computer engineer, accountant - the list is endless).

I would be willing to help with _____

Data Protection Act

Lyne and Longcross Nursery with Forest School adheres to the data Protection Act. If you would like more information on this, please speak to the Nursery Manager.

Image Consent

To comply with the Data Protection Act 1998, we need your consent to take photographs of your child during their time at Nursery. We may take photographs for a number of reasons whilst your child is with us, including to document what they enjoy doing, record their learning and development progress, provide evidence in their learning journey, use for displays, and to record special events or achievements published on the School website. Photographs are only taken using the Nursery digital cameras or tablets and are transferred to a secure digital storage device. Any photos taken will be for the use of our Nursery and yourselves; we will therefore not share them with a third party without explicit authorisation or consent. When using your child's photo on the website, their name will not feature. If your child's name is mentioned, we will not use their photograph.

Please complete as appropriate and return to the Nursery.

I give permission for my child (child's full name)

to have their

- Work
- Photo
- Photo for Facebook
- Video footage

Featured in

- Local press *we cannot guarantee that newspaper publishers will abide by our advice
- School website

OR

I _____ (parent's full name) **do not** give permission for
_____ (child's full name) to participate in any of the above.

- I understand that I can withdraw my consent, or request to see photos taken at any time.
- I understand that if at any time my child should refuse or become upset, no photographs will be taken.

This form is valid for the duration of your child's time at the Nursery. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

Child's name _____ Parent's
name _____

Parent's signature _____

Date _____

Parent Information Pack 2024

A learning journey will be used to reflect your child's time at our Nursery. We use Tapestry, an online portal that both The Nursery and yourselves can access at any time. It will include observations of your child at play, photographs and other information. This will capture your child's own personal story, based on their own individual starting point, interests and experiences.

We hope that you will also be willing to contribute information your child's profile; perhaps by including some information and photographs which show what your child enjoys doing at home.

Please remember, that it is likely that some of the photographs on their profile may include other children at play, and it must be emphasised that such data is shared for your own personal use only.

We appreciate your co-operation in this matter, and request that you sign to acknowledge your agreement below.

I consent to group photographs showing my child being included in other children's learning journeys:

Yes / No (delete as appropriate). If 'No', please specify _____

Child's name _____ Parent's name _____

Parent's signature _____ Date _____

Confidentiality Statement

Any information regarding a child or his/her family given either verbally or in writing to a member of the Nursery staff, will be treated as confidential within the Nursery staff team and/or School staff team as appropriate.

Parents will have access to their own child's records but not to others. We will ensure that all documentation relating to children is stored in the secure filing system, which is not accessible to any other party.

We will not discuss any child with others unless we have permission from the parents; for example when the Health Visitor comes to observe a child. We are legally bound to divulge information shared with us by parents with representatives from Social Services, and inform Ofsted, in a case of child protection. We will endeavour to inform the parent concerned should this situation arise.

Child's name _____
Parent's name _____

Parent Information Pack 2024

Parent's signature _____
Date _____

Nursery Outings

I am happy for my child to go out of Nursery on short walks accompanied by members of the Nursery staff.

Parents will be informed when other visits are planned.

Child's name _____
Parent's name _____

Parent's signature _____
Date _____

School Dinners

The price for the school dinners for children attending the Nursery is £3.00 payable in advance.

I would prefer my child to bring a packed lunch: YES - NO

I would prefer my child to have School Dinners: YES - NO

Child's name _____
Parent's name _____

