



# PROSPECTUS



Chiddingstone Nursery School CIO  
Registered Charity No. 1184378  
June 2020

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## WELCOME

Thank you for your interest and welcome to Chiddingstone Nursery School CIO.

Chiddingstone Nursery School CIO is a long-established pre-school, for children aged 2 years and above, based in a converted stable block within the grounds of Chiddingstone Castle. We are a non-profit making charity run by a Management Committee. Our fees are set to cover rent and staff wages only. The Nursery is Ofsted registered and receives regular inspections. Before our conversion to a Charitable Incorporated Organisation (“CIO”), we have previously been awarded three successive Outstanding Ofsted ratings.

Our small size means we can provide a safe, cosy and caring environment enabling children to learn, develop and grow.

At Chiddingstone Nursery School CIO we value every child as an individual. We are passionate about ensuring that the children remain at the heart of everything we do.

In order to provide children with the freedom to learn, we offer a range of activities including sand and water, messy activities (painting), construction, role play, imaginative play, gardening, computer are a and book corner. Each session is carefully planned to be inviting and fun.

We aim to ensure that every child reaches their full potential in a warm, safe, nurturing and caring environment.

Children enjoy a secure cobbled play area where they can experience a variety of activities including gardening, sand and water play, mud kitchen and ride-on toys. This area is also used for curriculum-based learning. We have a small grassed garden area to the front of the Nursery and access to the wonderful and unique grounds of the Castle. A visual experience of the nursery environment has been created inside and outside for you to view, please email the nursery and a copy will be sent to you.

Situated in the heart of Chiddingstone, we also have strong links with Chiddingstone Primary School and are regularly involved in village events.

We look forward to welcoming you and your child into the Nursery and will endeavour to work with you as a family to ensure your child is happy and enjoys their time with us.

**Jill McCoy**  
**Nursery Leader**

## OUR AIMS

At Chiddingstone Nursery School CIO we aim to:

- provide a happy, **safe** and caring environment for children aged two years old until school age;
- create an atmosphere in which children can blossom as individuals;
- promote equality and diversity;
- develop self-esteem and confidence;
- learn social skills by caring, sharing and respecting each other; and
- work in partnership with parent/carers to build strong relationships and support each family.

The Nursery hopes that you and your child enjoy being members of Chiddingstone Nursery School CIO and that you find taking part in our activities interesting and stimulating. The staff value sharing your ideas, views or any questions you may have as part of our Nursery ethos to work in partnership with parents.

## OUR VALUES

At Chiddingstone Nursery School CIO we promote 'British Values' through our spiritual, moral, social and cultural education which infiltrates throughout the whole Early Years Foundation Stage curriculum. 'British Values' have been identified as Democracy, ensuring all children have 'a voice' to communicate. We demonstrate this by using words, objects, photographs, visual pictures, symbols, or body language.

## OUR STAFF

The most important people as far as your child is concerned are the staff. Our staff are what make Chiddingstone Nursery truly unique and special and bring a wealth of experience as well as being dedicated; enthusiastic; caring people and work together as a team for the benefit of your child. The Nursery Leader holds a certificate in Early Years Leadership and Management and our Deputy holds a Degree in Early Years. All staff have an enhanced DBS check, child protection, paediatric first aid qualification and have also completed Food Safety in Catering. In addition, we have staff with training in Special Educational Needs and Makaton. We are committed to ongoing training and professional development to keep up to date and informed in the education and care of young children.

We aim to ensure that either the Nursery Leader or Deputy are present during each session, supported by the appropriate number of staff.

As part of our philosophy to support and nurture the children both developmentally and personally, staff wish to be called by “Miss/Mrs” and their surname. This helps to support children in their transition to “big school”.

### **CHIDDINGSTONE MANAGEMENT COMMITTEE**

The Management Committee all volunteer their time to assist in providing the very best start for our pre-school children. Chiddingstone Nursery School CIO is a registered charity run by an elected Management Committee, who is responsible for:

- Managing the Nursery finances;
- Employing and managing the staff;
- Making sure that the Nursery has and works to policies which help it to provide a high quality service; and
- Making sure that the Nursery works in partnership with parents.

### **CHILDREN**

The most important people at Chiddingstone Nursery School CIO are the children. There is a maximum of 20 children per session. This helps us to: -

1. Give time and attention to each child;
2. Talk with the children about their interests and activities;
3. Help children to experience and benefit from the activities we provide; and
4. Allow the children to explore and be adventurous in safety.

### **FIRST DAYS AND SETTLING IN**

The staff at the Nursery understand the importance of all children feeling safe and emotionally secure and support the forming of secure emotional attachments, enabling children to have a strong base from which to explore and learn. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the Nursery and what we can do to ease the transition. We will invite you to bring your child to the Nursery for a pre-arranged induction morning before they are due to start in order for you and your child to become familiar with aspects of the daily routine and the layout of the Nursery. A short video of the nursery with staff sharing areas of learning inside and outside is available for you to watch and talk about with your child prior to starting, please email the nursery and a copy will be sent to you. During

the first week we ask that you bring your child to Nursery at **10.00a.m.** to stagger arrivals and assist with settling.

### KEY PERSON

Chiddingstone Nursery School CIO has a key person system. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's key person will be the person who works with you to make sure that what the Nursery provides is right for your child's particular needs and interests.

When your child first starts Chiddingstone Nursery School CIO they will help your child to settle and then throughout their time in the Nursery, helping your child benefit from the activities available.

### DAILY ROUTINE

Chiddingstone Nursery School CIO believes that care and education are equally important in the experience in which we offer children in our care and put the children's wellbeing central to all we do.

The routines and activities that make up the Nursery session/day are provided in ways that:

1. Help each child feel that they are a valued member of the Nursery
2. Ensure the safety of each child
3. Help all the children to gain from the social experiences of being part of a group and
4. Provide children in our care with opportunities to learn and help them value learning

Each week we introduce a number and letter/sound of the alphabet from the jolly phonic scheme. Should the children to bring an object connected with the theme/letter sound or number we then discuss at a 'show and tell' session.

### SESSIONS

The sessions are organised so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children also have opportunities to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn and work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have opportunities and are encouraged to take part in outdoor child chosen and adult-led activities, as well as those provided in the indoor Nursery and making the most of the castle grounds and environment.

### TIMETABLE

A typical session at the Nursery, is as follows: -

9.00 a.m. Children arrive to a warm welcome and have the opportunity to share objects from home connected with the children's interest, the letter or the number of the week. The Nursery book and games library is available to all children who would like to take a book or game home to share with their family.

A selection of activities and equipment is provided for the children to play with. These may include; puzzles, play dough, pencils and paper, paints, construction toys, train sets, garage with cars, library, stories small world, sand, water, dressing up clothes and role play, animals the home corner and a craft table. The children also have the opportunity to use the computer, tape recorder and to play outside. Activities range from child initiated to adult led to support children's individual development.

Children are given the opportunity to go outside daily where they play with a selection of bicycles, scooters, balls and hoops, sand and water.

10.00 a.m. Snack Time: - All the children are given the opportunity to share snack in a small group whilst others continue to play. Milk or water and fruit /vegetables, crackers and toast are available for the children to share and they sit at a table where varied discussions take place.

11.45 a.m. Tidy-up time both inside and outside. We encourage all children to participate in this activity.

Circle time during this time the children reflect about the activities and environment of the session and possible connections with the letter / sound and number of the week and a story, Nursery rhymes or songs also connected may be shared and enjoyed.

12.00 Noon Children collected from Nursery; children remain at Nursery for lunch and the afternoon session or children join for lunch and the afternoon.

### CURRICULUM BASED THEMED MORNING SESSIONS

Our curriculum based themed mornings (between 9.00 am and 12.00 pm) have been developed to appeal to all our children. The aim of each session is to learn, develop and build confidence in a fun way.

<b>Muddy Monday's</b>	To help develop a love of reading, listening and recall skills, the children first listen to and discuss a story before exploring the Castle grounds in search of things contained within the story. Returning to the Nursery, they work together to create scenes relating to the story.
<b>Crafty and Tech Tuesday's</b>	To explore different textures and materials as well as learn how colours can be changed, the children will use a variety of equipment, paints, crayons, junking, modelling clay or natural materials. To help develop fine motor skills the children can also design and create their very own masterpieces.
<b>Woods Wednesday's</b>	To broaden the children's understanding of the world around them, we explore the Castle grounds. The children are encouraged to talk and ask questions about what they have seen whether it be trees, plants or animals. This helps develop an understanding of their place in the natural world as well as teaching the children to show care and concern for all living things in our environment.
<b>Musical Bumps Thursday's</b>	It's time for Musical Bumps ... what's in the bag? The children love our singing and instrument-based session hosted by Musical Bumps. Through music they explore the different sounds instruments make, learn how sounds can be changed, move in response to music and sing familiar rhymes and songs.
<b>Fit Friday's</b>	To develop spacial awareness and control over their own bodies and other objects (such as balls, hoops and beanbags), the children use a variety of equipment and play fun sports games. The sessions also help with physical development using free movement as well as learning the importance of good health and exercise.

### NURSERY RULES

The children are supported to use 'please' and 'thank you' when talking with each other and staff and to respect and be considerate to others. The older children are encouraged to help and guide the younger

children. The children are encouraged to discuss how to treat each other kindly and operate safely within the Nursery.

## CURRICULUM

Chiddingstone Nursery School CIO School currently follows the Early Years Foundation Stage (EYFS) 2018 for children between the ages of 0 to 5 years. The aim of the EYFS is to work with parent/carers to promote the learning and development of all children in their care, ready to benefit fully from the opportunities ahead of them:

There are four themes within the EYFS and under each heading there are four principles underpinning practice, as follows:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Developing

Within the EYFS there are some important “steps” for each child to take along their own development pathway, broken down into six broad development phases: -

- Birth to 11 months
- 8 to 20 months
- 16 to 26 months
- 22 to 36 months
- 30 to 50 months
- 40 to 60 months

Chiddingstone Nursery School CIO uses these, through observations made of the children’s interests, to provide the right activity to help all the children move towards meeting their individual needs. The guidance divides children’s learning and development into seven areas, three areas are particularly crucial for igniting children’s curiosity and enthusiasm for learning and for building their capacity to learn, from relationships. From September 2012 the EYFS framework was split into Prime and Specific areas. The three *Prime* areas are:

### **Personal, Social and Emotional Development**

*Self-confidence and self-awareness*

*Managing feelings and behaviour*

*Making Relationships*

This area of children's development covers children developing a positive sense of themselves and others to form positive relationships and develop respect for others, to develop social skills and learn how to manage their feelings, to understand appropriate behaviour in groups and to have confidence in their own abilities

### **Communication and Language**

*Listening and attention*

*Understanding*

*Speaking*

This area of children's development involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations

### **Physical Development**

*Moving and handling*

*Health and self-care*

This area of development involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.

The guidance then divides children's learning and development into four Specific areas developing essential skills and knowledge for children to participate successfully in society and through which the three prime areas are strengthened and applied. The *Specific* areas are: -

### **Literacy**

*Reading*

*Writing*

This area of development involves encouraging children to handle and enjoy books and stories, gain the knowledge that information can be accessed from the printed word, listen for rhymes, link sounds and letters, recognise their own name and begin to experiment with reading. Children are also encouraged to mark make through a range of materials and sometimes give meaning to the marks they make.

## **Mathematics**

### *Numbers*

#### *Shape, space and measure.*

This area of children's development involves providing children with opportunities to develop and improve their skills with numbers. Children are given the opportunity to use mathematical language, such as more and a lot, beginning to learn to count and begin to understand and use number. Children play with shapes and begin to describe shapes and around them.

## **Understanding of the World**

### *People and communities*

#### *The world Technology*

This area of development involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

## **Expressive Arts and Design**

### *Exploring and using media and materials*

#### *Being Imaginative*

This area of development involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

## **MILK AND MID-MORNING BREAK**

The Nursery makes snack and mealtimes a social time in which children and adults eat together. We encourage the children to eat healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

Each child is entitled to free milk. If your child does not drink milk, water is provided. Parents are asked to provide a piece of fruit/vegetable, crackers or cheese for each session that your child attends and the selection is shared amongst all the children. If your child has a birthday on or near a Nursery school day you are welcome to send in shop bought and sealed cakes or biscuits for your child to share with all the Nursery children at snack time. If required, allergy-free recipes are available.

## **NAPPY CHANGING**

We accept children still wearing nappies or pull ups. When you feel the time is right for your child to be potty trained, Chiddingstone Nursery School CIO will work with you to ensure this stage is as easy as possible for your child. If your child is still in nappies or pull ups when they join us, we ask that you provide spare nappies, baby wipes, disposable nappy sacks and spare clothes for every session.

## **CHILDREN'S LEARNING JOURNEY**

The Nursery keeps a digital record using Tapestry of achievement for each child. Staff and parents working together on their children's record of achievement is one of the ways in which Nursery and parents work in partnership. Your child's key person will work with you to keep this record, collect information about your child's needs, activities, interests and achievements.

## **PARENT INVOLVEMENT**

An invitation is sent out to each parent every term to join your child taking part in their fun during the morning and to share in their learning and sharing your own interests and skills with your child. Parents are also invited in for consultations with their key person for Settling In and baseline assessments, Two Year Check, All About Me and Transition meetings. In addition, the Nursery holds an annual open morning to enable working families to share in the Nursery environment.

## **CHILD PROTECTION**

Chiddingstone Nursery School CIO takes its responsibility to promote the welfare and safeguarding of all the children and young people entrusted to our care very seriously. All staff have a statutory duty to report any concerns they have about a child, without discussing with parents in some instances.

If your child is to be collected by someone unknown to the Nursery, please inform a member of staff when leaving your child in the morning and leave written permission and contact numbers or, if this is not possible, by telephoning the Nursery during the course of the morning or sending an email. In order to keep the children safe, the Nursery operates a code system for collection of children by unfamiliar adults. If your child is absent, parent/carers must inform the Nursery, if the Nursery is unaware of the reason for absence, we will contact home. We request that holiday forms need to be completed prior to a planned holiday or morning of absence. The Designated Person for Safeguarding is Mrs McCoy.

## LIAISON WITH THE LOCAL PRIMARY SCHOOL

There is a strong liaison between Chiddingstone Nursery School CIO and Chiddingstone Primary School. Children are invited on regular occasions to join activities and celebrations. In turn, we invite the reception class to visit at regular intervals. The reception class teacher regularly liaises with the Nursery school staff. Admission to Chiddingstone Primary School is governed by their admissions criteria and is set out in their School Prospectus. Chiddingstone Nursery School CIO is fully independent of Chiddingstone Primary School and attendance at the Nursery does not influence or secure a place for a child at Chiddingstone Primary School.

## ADMISSIONS

Our waiting list is arranged in order of enrolling, but priority is given to children residing within the civil parish boundary. We also give preference to children already over the age of two and a half years, if places are available. Child/staff ratios will influence places available for children under three years of age. If you wish to place your child on our waiting list, please complete and return the Application Form at the back of this Prospectus together with a non-refundable £20 administration fee. (Note: if child/ren are eligible for government funding when they commence at the Nursery, the administration fee will be refunded.)

In our experience children settle much better and benefit from our routines and curriculum if they attend a minimum of 2 sessions a week.

## NURSERY HOURS

The Nursery is open for 38 weeks each year during school term time only. Our hours are Monday – Thursday from 9.00 am to 3.00pm and Friday from 9.00 am until 12.00 pm.

## FUNDING AND FEES

### Funding

Free Early Education for three and four year olds provides funding for 15 hours a week from the term (not half term) after your child's 3rd birthday. The 15 hours can be claimed entirely at Chiddingstone Nursery School CIO or you can split the funded hours between two settings. If your child is eligible for government funding the Nursery Finance Officer will access this directly. You will be required to complete a parental declaration form stating how many sessions per week you intend to claim at Chiddingstone Nursery School

CIO and provide a copy of your child's birth certificate. A terms notice is required in advance of changes to sessions. Government funding cannot be accessed or altered mid-academic terms.

The government funding may be used in 2.5 hour blocks (6 sessions) at Chiddingstone Nursery School CIO, leaving 30 minutes per session (morning or afternoon) as chargeable at a rate of £6.50 per session, or £13 a day for those attending a full day.

The Nursery does not participate in the Government 30 hours free funding initiative. Therefore, children are not eligible to claim Government funding under this scheme at Chiddingstone Nursery School CIO.

The Nursery is also registered to offer Free for Two places. There will be a very limited number of spaces available for Free Early Education funded hours in blocks of 3 hours to those in receipt of Free for 2 Funding or Pupil Premium. Full details of these schemes and their eligibility criteria can be provided by the Nursery and are available to view in our Pricing Policy.

### **Fees**

The fee of **£18.50** will be charged per session (£37.00 for a full day (two sessions)) for children not yet eligible for government funding or in receipt of government funding but attend more than 15 hours (6 sessions) a week. For those in receipt of **government funding**, a charge of **£6.50** applies to the unfunded 30 minutes per session (£13 for a full day). Funding and charges for Nursery places is dependent upon government support and therefore is subject to change.

### **UNIFORM**

Chiddingstone Nursery School CIO sweatshirt and polo-shirt can be purchased through the My Clothing website ([www.myclothing.com](http://www.myclothing.com)) or Horncastles in Sevenoaks. Full details of how to purchase this are contained within the Welcome Pack provided at the induction session ahead of your child commencing at the Nursery. Please ensure that all your child's clothes are clearly marked. It is very easy for a child to mistake their jumper/polo-shirt for someone else's. The children will also require a Nursery book bag which can be purchased from the Nursery. You are welcome to use the aprons provided or provide your own apron.

The Nursery encourages children to gain skills which help them to be independent and look after themselves. This includes taking themselves to the toilet, taking off and putting on outdoor clothes clothing which is easy for them to manage and staff will help them do this. We have outside play every day for which all children need to be provided with appropriate footwear, clothing, hats and sunscreens.

## ILLNESS AND ACCIDENTS

If your child is unwell, please keep them at home and inform the Nursery. Children find it hard to function socially if they are feeling unwell. A period of 48 hours is required after a sickness/diarrhoea and a few days at home to recover is the best medicine. If your child has head lice or worms, please deal with them accordingly and let the Nursery know so that we can advise other parents.

Please ensure that we have up to date contact telephone numbers for home, work and mobile, plus a contact number of a close friend or relative, in case you are unavailable at any time.

## MEDICINES

If prescribed medication is to be administered by the staff, **we must receive written consent and instructions before any medication can be given.** Please speak to the Nursery Leader if this presents a problem. We are unable to administer non-prescribed medicines.

## POLICIES

Nursery policies and procedures are listed with the Welcome Pack and are available in the entrance hall. The Chiddingstone Nursery School CIO policies help us to make sure that the service provided by the Nursery is a high quality one and that being a member of the Nursery is an enjoyable and beneficial experience for each child and her/his parents.

## EQUALITY OF OPPORTUNITY/ADDITIONAL NEEDS

Every child is important and respected as an individual and have equal access to all learning and play opportunities provided by the Nursery. Chiddingstone Nursery School CIO takes account of any additional or specific requirements a child may have and work with parents to ensure that the Nursery is able to meet these. Our Special Educational Needs Coordinator and designated staff member responsible for SENCO is Mrs Downing. Additional members of staff are also currently undertaking SENCO training.

## NURSERY PTA

We have a thriving and busy PTA, which is a great support to the Nursery. The PTA arranges coffee mornings to welcome adults new to Chiddingstone Nursery School CIO. This is an excellent way for new parents/carers to meet in a relaxed atmosphere. They also provide refreshments for the Nativity Play, Easter Concert and Gym Display and have been able to purchase some ICT equipment, summer house and outdoor play equipment in the previous years which is very much appreciated. Our designated staff member responsible for Parent Liaison is Mrs McCoy.

## LOCATION

The Nursery is located in the stable block in the grounds of Chiddingstone Castle. Chiddingstone Castle is clearly signposted from the B2027 heading towards Chiddingstone village.

**If you wish your child to be placed on the Nursery waiting list, please complete the enclosed Application Form and return it to the Nursery together with a £20 non-refundable registration fee.**

**The Nursery operates an open-door policy and therefore welcomes visits from prospective parents. For further information or to organise a visit please contact: -**

**Chiddingstone Nursery School CIO  
Chiddingstone Castle  
Hill Hoath Road  
Chiddingstone  
Edenbridge  
TN8 7AD**

**Telephone: 01892 871315**

**E-mail: [chiddnursery@btconnect.com](mailto:chiddnursery@btconnect.com); or**

**Website address: <http://chiddingstonenursery.co.uk>**

**Please also follow the Nursery on Facebook**

**<https://www.facebook.com/Chiddingstone-Nursery-School-253586788163345>**

# Chiddingstone Nursery School CIO

Chiddingstone Castle  
Hill Hoath Road  
Chiddingstone  
Kent  
TN8 7AD  
Tel: 01892 871315  
Email: chiddnursery@btconnect.com



## APPLICATION FORM

Child's Full Name:				
Date of Birth:				
Name of Parents/Guardians:				
Address				
Postcode:				
Contact Telephone Numbers:	(H)			
	(M)			
E-mail address:				
When would you like your child to start?	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From (please give date) .....			
Please indicate which sessions you would like your child to attend?	Monday am	<input type="checkbox"/>	Monday pm	<input type="checkbox"/>
	Tuesday am	<input type="checkbox"/>	Tuesday pm	<input type="checkbox"/>
	Wednesday am	<input type="checkbox"/>	Wednesday pm	<input type="checkbox"/>
	Thursday am	<input type="checkbox"/>	Thursday pm	<input type="checkbox"/>
	Friday am	<input type="checkbox"/>		
Signed:	Print Name:			
Date:				

**To secure a place on our waiting list, we require a non-refundable £20 administration fee per child. This does not guarantee you a place at the Nursery. (Note: only refundable if your child/ren is eligible for Government funding on commencement at the Nursery).** Please return the completed Application Form, together with £20 administration fee, to the Nursery Leader at the above address.

Please make cheques payable to "CHIDDINGSTONE NURSERY SCHOOL" or BACS to:  
Account No. 42115418, Sort Code: 52-41-12 with reference AdFee/[Surname of child].

We will confirm we have added your child to our waiting list by e-mail once we have received both the completed Application Form and administration fee.

All of the information collected in this form is necessary and relevant to an offer of a place at the Nursery. We will use the information provided to add your details to our waiting list only. We rely on the lawful basis of legitimate interest to process the information provided by you in this form. For further information, please see our [Privacy Notice](#).