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# Nursery

## Parent and Carer Handbook

### 2024-2025







Please use this booklet for reference during your child's time at The Mead Infant and Nursery School Nursery.

<b>School address:</b>	The Mead Infant and Nursery School Cudas Close, Newbury Gardens Ewell Surrey KT19 0QG
<b>Telephone</b>	020 8393 0966

**Useful email addresses:**

<b>School office (general enquiries)</b>	<a href="mailto:office@mead.surrey.sch.uk">office@mead.surrey.sch.uk</a>
<b>Attendance (please use if reporting your child's absence or for appointment/absence requests)</b>	<a href="mailto:attendance@mead.surrey.sch.uk">attendance@mead.surrey.sch.uk</a>
<b>Admissions (please use for anything related to your child's admission to The Mead)</b>	<a href="mailto:admissions@mead.surrey.sch.uk">admissions@mead.surrey.sch.uk</a>

**Our Senior Leadership Team:**

<b>Mrs Creasey - Headteacher</b>	
<b>Mrs Bedford – Deputy Headteacher</b>	
<b>Miss Edwards – School Business Manager</b>	
<b>Mrs Fagan – Senior Teacher</b>	

**Mrs Pioli – EYFS Lead**



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## SAFEGUARDING

The Mead Infant and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection and Safeguarding Policy. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read this policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

### **The designated safeguarding contacts for The Mead Infant and Nursery School are:**



**Mrs T Creasey**  
Lead DSL

[head@mead.surrey.sch.uk](mailto:head@mead.surrey.sch.uk)



**Miss G Jenkins**  
Trust Safeguarding Lead

[jenkinsg@bourne.education](mailto:jenkinsg@bourne.education)



**Mr D Spick**  
Child Protection & Safeguarding  
Governor

[spickda@mead.surrey.sch.uk](mailto:spickda@mead.surrey.sch.uk)



**Mrs A Bedford**  
Deputy DSL

[deputy@mead.surrey.sch.uk](mailto:deputy@mead.surrey.sch.uk)



**Mrs Z Fagan**  
Deputy DSL

[faganz@mead.surrey.sch.uk](mailto:faganz@mead.surrey.sch.uk)



**Mrs Pioli**  
Deputy DSL

[piolir@mead.surrey.sch.uk](mailto:piolir@mead.surrey.sch.uk)

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the Designated Safeguarding Leads (DSLs) as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) – who will consider what action to take.

## NURSERY TIMINGS

### Rockhopper and Emperor Penguins

- Drop off between 8.50am - 9.00am
- Finish time – 12.00noon / 3.00pm

Each morning, children will be met by their child's nursery teacher at the appropriate oak playground door. For 30 hour (all day) nursery, children will be handed over to their parents from the same door at the end of each nursery day. For 15 hour (morning only) nursery, when collecting please use our main entrance in Cuddington Avenue, enter via the gate and follow the pathway (by the side of the staff car park). Halfway along there is a door on your right, please wait here to be greeted by a member of our Nursery team who will hand over your child to you.

### Punctuality

The doors will close at 9.00am each morning and the school gates will be locked shortly after this time. If you arrive after this time you will need to go to the school office with your child to sign them in to nursery. You will be asked to provide a reason for the lateness.

We do understand that there might be an occasion when it is unavoidable to be late to pick up your child. Please ensure you telephone the school as soon as possible so we can get a message to your child's class teacher.

### Drop Off and Pick Up Arrangements

Please ensure the nursery staff are aware of all adults who have permission to regularly drop off or collect your child.

Please notify the nursery teacher at drop off if someone different is going to collect your child. If arrangements change during the nursery day, please telephone the school office. We will not let your child go with another adult (even if it is another family member) unless you have told us it is okay for them to do so.

## ATTENDANCE

At The Mead Infant and Nursery School, we place great emphasis on the success and well-being of all our pupils. Regular attendance throughout the academic year is a fundamental aspect of achieving this success. A copy of our Attendance Policy can be found on our school website.

Even though your child is not yet of statutory school age, instilling good attendance habits now will help prepare them for their educational journey ahead. We expect children to attend nursery every day and for parents/carers to follow the procedures detailed below for non-attendance.

### What should I do if my child will not be attending nursery?

If your child is absent for any reason, you must notify the school before 9.00am on the first day of absence. Please telephone the school and leave a message on our absence line or email [attendance@mead.surrey.sch.uk](mailto:attendance@mead.surrey.sch.uk), confirming your child's name, class and reason for absence.

If you are not sure whether your child is well enough to come to school please visit the NHS website below which is a useful resource:

Is my child too ill for school? - NHS ([www.nhs.uk](http://www.nhs.uk))

If we have not heard from you, in the interests of safeguarding, we will telephone you to follow up on your child.

In situations where the length of absence is unclear, we would ask that you contact the school daily. If the absence is carried over from one week to the beginning of the next we would ask that you contact us again on the Monday morning and provide us with an update.

If we have concerns about your child's attendance, initially the class teacher will make contact with you. If there is no improvement you will receive a letter of concern, this then may be followed up with a meeting and you having to provide medical evidence for any further absences. If concerns remain you will be asked to attend a meeting with the head teacher to discuss ways in which we can work together to improve your child's attendance. We are committed to working with you to ensure that your child has the best possible attendance.

### Vomiting, Diarrhoea and Infectious Diseases

If your child has had vomiting and/or diarrhoea, they must be kept at home for 48 hours after the last episode and until they are completely well.

If your child develops an infectious disease, for example chickenpox or measles, please notify the school office as soon as possible.



## Dental and Medical Appointments

We ask that where possible, medical and dental appointments are made outside of nursery hours. If this is not possible, please email [attendance@mead.surrey.sch.uk](mailto:attendance@mead.surrey.sch.uk) before the appointment date and attach a copy of the appointment letter to your email.

## Leave during Term Time

All applications for leave of absence during term time must be made in advance using the Request for Leave of Absence in Exceptional Circumstances form, available from the school office and the school website. You must complete the form in full and return it to the school office, providing evidence to support your request, where relevant.

Holidays are not permitted during term time and will be recorded as unauthorised.

## MEDICAL

### Illness or Injury during the Nursery Day

If your child becomes unwell during the nursery day we will phone you and ask you to come and take your child home.

The nursery comforts children with bumps and bruises and may apply a cold compress. Cuts are cleaned with water and a plaster applied if necessary.

If first aid is given, an Ouch slip will be completed to let you know which will come home with your child in their book bag. If there is a significant head bump or injury, we will always phone you before the end of the day.

### Short Term Medication

If your child needs to be given short term prescribed medicine, the nursery will only administer this if it is required **four** times a day. The medicine needs to be in the original packaging with the dispensing label attached. It should be handed in to the school office by an adult who will be asked to complete and sign a form giving staff correct instructions.

If a child is prescribed medicine that needs to be taken three times a day, we would expect this to be managed outside of nursery, giving a dose first thing in the morning, a dose just after nursery pick up and a dose at bedtime.

Please note that we **do not** allow any non-prescription medication in nursery including lip balm, cough sweets and hand cream.

## Ongoing Medical Conditions

If your child suffers with an ongoing or specific medical condition, please ensure that the school office and your child's class teacher are fully aware. If your child takes medication outside of nursery hours, please also let us know.

If your child requires an inhaler, EpiPen or medication to be kept in nursery, please ensure this is handed in to the school office in the original packaging, clearly labelled with the original prescription label showing your child's name. Inhalers and EpiPens are kept securely, but readily available in classrooms. A second EpiPen is kept in the school office.

For some medical conditions, a care plan will be put in place. If relevant, this will be completed together to ensure all parties are fully informed.

## UNIFORM

All children are required to wear our nursery uniform. Children can dress in the uniform listed in which they feel most comfortable.

### Uniform Details

- Royal blue sweatshirt or cardigan with school logo
- Dark grey tracksuit bottoms or dark grey leggings
- White t-shirt (with or without logo)
- Dark grey or royal blue shorts (for summer)
- Shoes/trainers without laces (we suggest Velcro trainers)
- Book bag with school logo



### Optional Accessories

- Black and Blue PE quarter zip tops with school logo
- Royal blue reversible fleece/waterproof jacket with school logo
- Royal blue sun hat with school logo
- Royal blue winter hat with school logo



Please note that children should not wear any jewellery to nursery.

All clothing, water bottles and book bags should be clearly labelled with your child's name.

### Buying Uniform

Uniform items can be purchased from our school uniform supplier Schoolwear Inc:

- Order online: [www.schoolwearinc.co.uk](http://www.schoolwearinc.co.uk)
- Buy in store: 198-202 Cheam Common Road, Worcester Park, Surrey, KT4 8QJ (please check the website for current opening times)

Uniform items which do not have a logo, such as grey tracksuit bottoms and t-shirts can also be purchased from other shops, including local supermarkets.

## NURSERY LUNCHES, FRUIT AND DRINKS

### Packed Lunches

30 hour nursery children will be required to bring a healthy packed lunch every day. This must not include anything that contains nuts, as we are a nut free school, and should be healthy and manageable for your child to eat in the half hour allowed for lunchtime. A happy and positive lunch is one that is easy to access for your child (easy to open packaging or boxes) to support their independence, and one that is easy to eat. Please do not pack too much for your child to eat, as this can be overwhelming.

### Snack Time

A piece of fruit is available each day for all children – this will be eaten during snack time each morning. Please ensure you inform us of any fruit allergies.

Children will be able to access milk and water during snack time at nursery, which they will quickly learn to pour themselves. If your child has an allergy to milk, please speak to a member of the nursery staff.

## Water

We ask that all children bring a named bottle of water to nursery each day, which they will have access to throughout the day. No other drinks, including flavoured water, should be brought in.

## EARLY YEARS PUPIL PREMIUM

### What is Early Years Pupil Premium?

Early Years Pupil Premium (EYPP) is funding from the Government that we can use to do even more to support your child. For every child that qualifies for EYPP, we can claim extra funding. We can use this money to add to what we currently offer. This may be through specialist training for our staff or new experiences for the children. The money is paid directly to us but you have to apply.

If parents are in any doubt about eligibility, by simply providing the school with some basic details including their National Insurance number, we can access a service that will verify the school's entitlement to claim. We ask that you complete and return the Pupil Premium application form that will be sent out to you when your child starts with us.

### Who is Eligible?

The school will receive additional funding if you are in receipt of one of the following:

- Income support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - Please refer to [Child Tax Credit: Overview - GOV.UK](#) for further information
- Working Tax Credit run-on (paid for 4 weeks after a family stops qualifying for Working Tax Credit)
- Universal credit benefits - Please refer to [Universal Credit and earnings - GOV.UK](#) for further information

Funding may also be available if your child falls into one of the following groups:

- Adopted from care
- Left care through a special guardianship arrangement
- Left care and is subject to a child arrangement order
- Has been looked after by the local authority for at least one day
- Either or both parents are regular members of HM Forces

## SCHOOL FUND

Governors and staff are continually looking at ways to develop and improve the school and we are proud of the welcoming and stimulating learning environment that we provide at The Mead.

Unfortunately, we have seen a reduction in funding over the last few years and we do not have the resources to pay for everything from the school's main budget. School Fund money is usually used to cover resources for extra-curricular activities. Examples of these include visits from external providers e.g. Living Chicks, storytellers to the school and the purchase of ingredients for cooking.

To help us continue providing these benefits, at the beginning of each academic year we invite families to make a voluntary contribution. Any amount, whether smaller or larger, is greatly appreciated based on your circumstances. Contributions are made online through Arbor under school shop. This year we have added various voluntary. Names and contribution amounts are kept completely confidential.

We are very grateful to all our families who are able to support the nursery through this contribution.

## IN YEAR ADMISSIONS

If your child joins us during the academic year (in year), we will offer the following to enable a smooth transition for your child:

- A phone call with your child's class teacher
- A settling in session for your child (a one hour visit for your child to spend time in their new class to meet their new teacher and the other children in their class)

## PARENT PARTNERSHIP

Our partnership with you is extremely important and we know that our children do better when we have strong partnerships with parents.

We are always happy to receive feedback and we have an open-door policy. We cannot stress enough that if you have a concern about your child or the school, you should come and see us or contact us straight away so that we can resolve the problem as soon as possible.

In addition, we welcome your participation in the following ways:

### Class/Home Visits

All new families will be offered a class or home visit with the nursery staff. We want to hear about your child so that we can plan to make their arrival at nursery as smooth and as enjoyable as possible.

## Parent Volunteers

Many parents enjoy volunteering for an hour or two to work alongside the children in their classes, or to make or repair resources. A meeting is held at the start of the year to welcome new volunteers, or you can enquire at the school office if you would like to help. Please note that if you kindly volunteer, you will not be based in your own child's class.

## Communication

Communication is key to our work with your child. You can do this by catching us at the door at a quiet time or it is sometime easier (and safer) to email the class teacher. These class email addresses will be active from September 2024 onwards:

[Rockhoppers@mead.surrey.sch.uk](mailto:Rockhoppers@mead.surrey.sch.uk)

[Emperors@mead.surrey.sch.uk](mailto:Emperors@mead.surrey.sch.uk)

## Sharing Learning – 'Evidence Me'

We greatly value your knowledge about your child. For this reason, shortly after your child starts with us you will receive an invitation to join a platform called 'Evidence Me', where you can share learning moments or 'wow' moments about your child at home. This might be if they master a new climbing frame at the park or manage to cut up their own tea! You will also periodically receive an email letting you know that you can look at the most recent observations of your child.

## School Behaviour Policy

Our school Behaviour Policy has been developed to ensure that our children are taught to consider others. We use a 'happy sunshine' and 'sad cloud' system. We value parental support in upholding our school rules of being courteous and respectful to others. If at any time there is a problem with children being unkind to each other, we would like to know about it so that appropriate action can be taken.

## Parents' Evenings and End of Year Reports

In the autumn and spring terms you are invited to meet with your child's teacher online to discuss their progress in school. This can either be face to face or online. At the end of each summer term a summary report is sent to you. In addition, the teachers are available at the end of each day and you are also able to contact your child's class teacher using the class email address. If you would like to speak to your child's teacher at the end of the day, please wait until all of the children have been dismissed first

## Parents' Association and Fundraising Events

We have an outstanding Parents' Association (PA) who meet together on a regular basis. They organise a wonderful variety of events which not only raise essential funds for the school but also provide social highlights for us all. All parents are automatic members of the PA and details of meetings and events are publicised via email (Arbor) and by posters displayed around the school.

## Parent Workshops

Each year we arrange a series of workshops on a range of curriculum areas to assist you to understand how your children are taught and how you can help them at home.

## Coming Up Next Week

Each week you will receive “Coming up next week” that details the learning linked to the topic or interests that Nursery are exploring the following week. This also contains lots of useful information for the week such as items that may be required to be brought into nursery, key date reminders etc.

## Newsletters

Parents are sent weekly curriculum “coming up next week” from the year group leaders and whole school newsletters and information letters are sent out whenever necessary.

## Local Governing Committee

In September 2024, Local Governing Committees (LGCs) at both Auriol Junior School and The Mead Infant and Nursery School began working under an alternative structure for governance. It was agreed at trust level and by both LGCs that both schools will be adopting this approach to governance. Therefore, Auriol Junior School and The Mead Infant and Nursery School will operate with a single LGC from September 2024.

Our Local Governing Committee (LGC) is made up of representatives from the parent body and the local community. The Headteacher is also a member of the LGC.

Parent Governors are elected by the parent body (when a vacancy arises) and Appointed Governors (normally from the local community) are appointed by the members of the LGC.

## Class Representatives

Each class is asked to select one or two parent representatives who volunteer to coordinate class events and to liaise with the PA over fundraising and social events. Your child’s class teacher can introduce you to your class representative.

## Special Educational Needs Meetings

If your child has special educational needs we will invite you to additional meetings so that we can work together to meet their needs. Mrs Bedford is the school’s SEND Leader.

## Parent Surveys and Questionnaires

We are keen to seek your opinions on the work that we do and the standard of education at The Mead. During your child's time with us we occasionally ask you to respond to a short questionnaire so that we can gauge a range of opinions.

## SCHOOL COMMUNICATIONS AND ADMINISTRATION

### Arbor

For our communications we use the Arbor Parent Portal communication system.

An account is set up for all parents/carers with children joining us. You will receive a welcome email with details on how to register (please check your junk/clutter if it does not arrive in your email inbox). This will have your login details and a link that will take you to the browser version of the Parent Portal where you need to set up a password. Please note that you won't be able to do this through the app, as the links in the reset password emails only work with a browser. You can reset your password using a computer, or using a mobile browser on your phone or tablet.

Once registered, the Parent Portal can then be accessed via your internet browser or by using the Arbor app which can be downloaded for free from Google Play or the Apple App Store.

### Arbor Online Payments

Our online payment system through the Arbor Parent Portal or the Arbor Parent App enables you to make secure payments to the school for trips, events and to make contributions to our Nursery Fund. We ask everyone to register as we do not take cash or cheque payments and all payments/donations to school are made online.

You will receive an online link from Arbor once your child has started with us.

### Website

Our school website can be found at [www.mead.surrey.sch.uk](http://www.mead.surrey.sch.uk) and is a fantastic source of information, including a calendar with details of forthcoming events, activities and term dates.

### School Cloud

We use School Cloud for our parents' evenings. This system allows parents to easily choose their own appointment times and provides easy access for actual appointments via a video link.

### School Office

The school office is open from 8.30am – 3.30pm every day.



## General Queries

If you have any questions or concerns, you are able to email your child's class teacher via class emails or alternatively please telephone or email the school office – we are always happy to help.

## GENERAL

### Birthday Celebrations

As we encourage our children to eat healthily, we ask that you do not bring in sweets or cakes to share on your child's birthday. As an alternative, we operate a "birthday book" system. If you wish, you can choose a book to buy for our nursery book corner and it will be shared with the class as the special birthday book of the day!

### Book Loan Scheme

Sharing books is an incredibly valuable experience for children and plays a very important role in the development of their reading skills, giving them a solid basis for reading later on in their education. To support this, your child will bring home a library book each week, which he/she has chosen from our book corner. Please share this with your child and keep the book in your child's book bag so it can be changed the following week.

### Bringing in things from home

Please do not bring in toys from home as they may get lost or broken at nursery. There may be special occasions when your child is invited to bring something in to nursery to show the rest of the group e.g. a photo of people or events related to our topic. Please make sure any items are clearly named so we can return them to you afterwards.

### Lost Property

Please ensure your child's belongings are clearly named. We will then be able to return them to your child, should they be mislaid. Unnamed items of lost property are put in our lost property box, found in our main playground. Please note this will be emptied at the end of each term and unclaimed items will be disposed of.

### Scooters and Bicycles

There is storage available on the school site for scooters and bikes. Racks can be found to the rear of the Year 1 classrooms. Please note that items are left at your own risk.

### Sun Cream

During the summer months, we ask parents to apply a high factor sun cream to their child before nursery. All children should also have a sun hat in nursery when the weather is warm and sunny.

## Parking

Most of our families are able to walk to and from school and nursery. If you do need to drive, we ask that you park away from the school site and show consideration for our neighbours when parking. Please **do not** park or drive down Cudas Close or Cuddington Avenue during drop off or pick up times.

## Chill Out

Chill Out of School offer privately run out of school provision (before and after school) for children at The Mead Infant and Nursery School. They operate from our school hall. For further details including prices and availability, please contact them directly by phone 07442 372365 or by email ([chilloutofschool@gmail.com](mailto:chilloutofschool@gmail.com)).