



# Nursery Prospectus 2025

Lower Green Road

Pembury

Tunbridge Wells

Kent

TN2 4ES

Telephone: 01892 825580

[www.pemburyschoolhousenursery.co.uk](http://www.pemburyschoolhousenursery.co.uk)

## Welcome to Pembury School House Nursery

### Our Promise

At Pembury School House Nursery we will work in partnership with every family to provide the highest quality childcare and education for your child. We provide a safe, stimulating and nurturing environment where children are cared for in an atmosphere of care and warmth.

Children's learning is taken forward, offering opportunities for all to succeed and reach their individual potential; valuing unique achievements and interests.

Your child is at a crucial stage of development; with research showing that children learn and develop more rapidly in the first seven years of life than at any other time.

Pembury School House Nursery is proud to hold an 'Outstanding' Ofsted judgement and to be part of the Collaboration Early Years Team for Kent.

This handbook is intended to give you information about the nursery, should you have any further questions please do not hesitate to contact a member of staff.

### The Team

<b>Nursery Manager</b>	Kelly Marsh
<b>Roles</b>	Safeguarding Leader Special Educational Needs Coordinator Behaviour Management Co-coordinator Paediatric First Aider
<b>Qualifications</b>	Diploma in Children's Studies Level 5 Early Years Lead Practitioner (EYLP)

Kelly joined the Nursery in May 2018. She has extensive experience working with children aged from birth to 7yrs 11mths. She has worked with children in various Early Years settings, including Nurseries, full-day care and pre-schools. Kelly completed her Diploma in Childcare studies in September 2015. Kelly is part of a leading collaborative Early Years Team in Tunbridge Wells. Kelly took over the role as Manager of Pembury School House Nursery in November 2021.

**Deputy Nursery Manager**

Victoria Tracey

**Roles**

Paediatric First Aider  
Safeguarding Lead Support

**Qualifications**

CACHE Diploma in Childcare and Education  
Paediatric First Aid

Vicky joined the Nursery in September 2017. She works both morning and afternoon sessions; Vicky has extensive childcare and education experience. She has worked with a range of children; various ages and abilities.

**Early Years Educator**

Cora Akhurst

**Role**

Key Person  
Paediatric First Aider

**Qualifications**

Cache Level 3 Diploma Early Years  
Educator

Cora joined the Nursery in November 2020. She works both morning and afternoon sessions. Cora is currently undertaking a Level 3 in Early Years Education.

**Early Years Educator**

Joanne Hall

**Role**

Key Person  
Paediatric First Aider

**Qualifications**

Cache Level 3 Diploma Early Years  
Educator

Jo joined the nursery in May 2021. She works part time; both morning and afternoon sessions.

**Early Years Educator**

Kezia Apps

**Role**

Key Person  
Paediatric First Aider

Kezia joined the nursery in May 2023. She works part time; both morning and afternoon sessions.

<b>Early Years Educator</b>	Lucy Staddon-Smith
<b>Role</b>	Key Person Paediatric First Aider
<b>Qualifications</b>	
Lucy joined the nursery in September 2023. She works part time; both morning and afternoon sessions. Lucy has embarked on her Cache Level 3 Early Years Educator Qualification.	

<b>Early Years Educator</b>	Thaisa Kulka
<b>Role</b>	Key Person Paediatric First Aider

<b>Qualifications</b>	
	Thaisa joined the nursery in September 2023. She works part time; both morning and afternoon sessions. Thaisa has embarked on her Cache Level 3 Early Years Educator Qualification.

<b>Company Secretary</b>	Jane Askew
<b>Role</b>	Office Manager/Company Secretary Paediatric First Aider
<b>Qualifications</b>	BA (Hons) Early Years Education & Care Cache Level 3 Diploma for the Early Years Workforce.

Jane joined the nursery in September 2017. She works part time; both morning and afternoon sessions.

- All Staff attend appropriate training & courses and keep up to date with relevant legislation, government targets and aims.
- All personnel employed to work with children are assessed by OFSTED and the Disclosure and Barring Service (DBS).

### **Parental Involvement**

We recognise that parent(s)/carer(s) need to feel confident and comfortable with the childcare that they choose. To ensure this we operate an 'open door' policy, so that parents can discuss any aspect of their child's care or development at any time with a staff member.

Parent(s)/carer(s) are welcome to assist with sessions and share their child's experiences.

We have a consultation room available to be able to hold consultations, and provide twice yearly reports on our Tapestry software system to share your child's interests and achievements. Lots of information is continuously shared on this software between ourselves and families.

We hold end of year consultations in the summer term for September school starters.

We also have a parent(s)/carer(s) notice board in the entrance porch to keep you up to date with nursery news, activities and events. We also have termly newsletters to keep parents informed of upcoming events and all nursery news. We also have a dedicated Facebook page for our nursery; alongside this, regular updates are sent via the Tapestry system and/or email.

### **Key Person System**

A Key Person system is used to plan and co-ordinate the development of each child, within the guidelines of the Early Years Foundation Stage. This system is based on continual observation and assessment of each child.

A Key Person is assigned to each child when they start nursery. They ensure that the needs of each child are recognised and that the daily programme and curriculum is devised to meet the child's unique needs.

Parents are welcome to read their child's profiles /records. When your child leaves nursery, all profiles and records will be given to the child's parent/ carer via Tapestry and then passed on to the school your child will be attending.

### **Settling in at Nursery**

During the first few weeks of nursery, we run settling-in sessions that gradually increase in time to aid the settling of children, this enables the child to become used to the nursery environment and help aid them with understanding that you (the parent/carer) come back to collect them.

When a child attends nursery for the first time, the parent / carer may stay with their child whilst he/she settles. It is important to note that when a parent / carer's stay is prolonged; the effect on the child is often opposite to that being sought- it can actually take longer for the child to settle. Parents should balance carefully the time spent with their child at nursery during this period.

Staff are available to assist you and your child. Please ask a member of staff should you have any questions.

## Curriculum

The Early Years Foundation Stage (EYFS 2023) is the curriculum we follow. This document is produced by the Department for Education.

The curriculum will underpin all future learning by supporting, fostering and promoting children's learning and development. The document is broken down into the following guiding principles:

A Unique Child - every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Each child is valued for their own contributions. We embrace all cultures and beliefs and encourage children to share their news, thoughts and ideas. Children are encouraged to initiate their own play as we firmly believe that each child will make greater developments through activities, they have chosen themselves.

Positive Relationships - children learn to be strong and independent through positive relationships.

Children are encouraged to socialise with peers and adults and build strong bonds. We operate a key person system to encourage relationships between Early Years Educators, children and their families.

Enabling Environments with Teaching and Support from Adults - children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual needs and help them to build their learning over time. Children benefit from a strong partnership between Early Years Educators and parent(s) and/or carer(s).

Children benefit from a choice of environments including free flow access to the inside and outside learning areas, a well-resourced upstairs classroom and a large main playroom.

Learning & Development - children learn and develop at different rates. The EYFS 2021 framework covers the education and care of all children in early year's provision, including children with educational needs and disabilities (SEND).

The EYFS learning and development requirements comprise of:

- the seven areas of learning and development and the educational programmes (described below)
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the reception year
- the assessment requirements (when and how Early Years Educators must assess children's achievements, and when and how they should discuss children's progress with parent(s) and/or carer(s)).

### The Prime Areas

- Communication & Language
- Physical Development
- Personal, Social and Emotional Development

### The Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

In planning and guiding what children learn, our Early Years Educators reflect on the different rates at which children are developing and adjust their practice appropriately.

Three characteristics of effective teaching and learning are:

- playing and exploring - children investigate and experience things, and 'have a go'
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

### **Special Educational Needs and Disabilities (SEND)**

- The nursery provides an environment in which all children are supported to reach their full potential.
- Our Special Educational Needs Co-coordinator (SENco) is Kelly Marsh.
- Our inclusive Admissions Policy ensures equality of access and opportunity.
- Staff work closely with parent(s)/carer(s) of children with SEND, to create and maintain a positive partnership and parents are informed at all stages of assessment, planning, provision and review of their child's education and development.
- The nursery liaises with other professionals involved with children with SEND and their families, including transfer arrangements to other settings and schools.
- A broad and balanced curriculum for all children is provided. A system of assessing, planning, do and review following the graduated approach; this incorporates the 'Universal Level, Targeted Support and 'Personalised/Individualised Learning' for children with SEND.
- Resources (human and financial) are provided to implement our SEND.
- In-service training for Early Years Educators and volunteers is provided.

### **Clothing**

We have onsite wet weather suits and wellington boots for the children to borrow, enabling us to explore the outdoors all year round!

Aprons are provided and children are encouraged to wear them during craft activities. Care is taken to purchase washable pens and paints etc... However, some fabrics may stain.

We do ask parents to provide a full set of clothes (including socks and pants) in their child's bag as we do explore the outdoors a lot and have various sensory activities on offer.

We ask that children wear clothing that enables independence in toileting and dressing. For example, belts, dungarees and tights can be difficult for children to manage.

### **Nappy Changing**

If your child wears a nappy, please provide a bag with the following; spare nappies, wipes and nappy bags.

If your child is out of nappies, a change of clothes should be provided in your child's bag.

Dirty nappies are sent home with the child as we do not have the facilities to dispose of them.

### **Working in Partnership with Parent(s)/Carer(s)**

We understand the importance of working in partnership with parents and we have put systems in place to ensure that parent(s)/carer(s) and Early Years Educators have regular forms of communication.

- We can offer home visits as an introduction where members of staff visit you and your child in their home environment. Some parents feel this is a positive introduction to the nursery staff as the child is in a relaxed environment and the staff can draw on the visit when the child starts the nursery.
- Consultations can be booked for the morning and afternoon parent(s)/carer(s) with your child's key worker. This is a good opportunity to discuss how your child is settling, the progress they have made and ways to support your child.
- Staff are always available to discuss any matter relating to your child- just ask! We have an open-door policy for all.
- Our website is very informative and provides details of activities, policies and procedures.

### **Our Facilities**

#### **Classrooms**

The nursery has two classrooms which are fully equipped with resources to support, inspire and motivate children's learning and development.

### **Kitchen**

We have a kitchen which is designed for child use. Children are invited to cook in the kitchen, make sensory activities such as play dough and prepare the children's fruit and vegetable snack.

### **Toilets**

There are three toilet areas within the nursery. All toilets have their own doors to offer privacy to your child and promote their independence. The sinks and toilets are all at child height. We work closely with parents to support toilet training as and when children are ready.

### **Outdoors**

We consider outdoor play to be vital for your child's health, development and education. We offer a 'free flow environment'; where children can wander from the inside environment to the garden area.

### **Consultation Room**

We have a room available to parent(s)/carer(s) for consultations / meetings. The room offers privacy and comfort and is available on request.

You are welcome to hire the room for meetings / outside agencies.

### **Snack Provided and Birthday Treats**

- We offer cow's milk or water to drink at snack time. We like to vary the foods that we offer. We ensure that we provide a healthy, balanced snack of fresh fruit and vegetables. If for medical reasons, your child requires an alternative snack, please contact the nursery to arrange this.
- Children are able to prepare and serve their snack; developing independence and ability.
- We celebrate birthdays and welcome children to bring 'treats' for the children to take home. Treats should be bagged up ready to take home and ingredients should be listed.
- Your child needs to be provided with a named water bottle. This needs to be brought with your child each session. This enables children to access a drink throughout the session.

### **Drop off/collection**

We ask parent(s)/carer(s) to wait outside the main entrance door until the start of the session; when the door will be opened. We ask that you assist children with their belongings ready for them to enter the nursery.

Similarly, when collecting your child, you should wait outside the main door until the end of the session. To ease congestion within the nursery, the children will be brought out to the parent(s)/carer(s) individually. A member of staff will share your child's experiences with you. Please note - there is a late collection fee of £10.00 and this will be charged if collection of a child has occurred on more than one occasion.

### **IMPORTANT**

Parent(s) must inform staff if their child is to be collected by a person other than the parent(s)/carer(s) and the parent must give the person collecting the password documented on your enrolment form.

Staff will refuse to let your child leave nursery with an unauthorised person.

The nursery's responsibility for a child will cease once the child is handed over to the parent(s)/carer(s) at the end of the session.

### **Opening Times & Fees**

The nursery is open term time only, Monday - Friday, 38 weeks of the year.

The year is broken down into 6 terms; 1&2 (Autumn), 3&4 (Spring), 5&6 (Summer).

Terms 1&2 Nursery closed on a Tuesday & Thursday PM Session.

<u>Session</u>	<u>Time</u>
Morning Sessions	8:45am - 12:15pm
Morning & Lunch Club Session	8.45am - 12:50pm
Afternoon Session	1:00pm - 3:30pm
Day Session	8:45am - 3:30pm

Fees will be charged for hours that are not eligible for funding @ £8.00 per hour.

Fees without funding:

AM session - £28.00

AM + Lunch session - £34.60

All-Day session - £54.00

PM session - £20.00

*Please be aware, that these figures may rise slightly to reflect inflation.*

**30 Hour Funding (Working Parents Entitlement/Extended funding)** - Families are to refer to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to see if they meet the criteria for funding that exceeds 15hrs per week for a 38-week term, with a maximum of 570 hours per academic year. The family will be issued a code if they are eligible and this will be submitted to KCC by the setting following completion of a declaration form. Codes need to be reconfirmed every 3mths. The code is given for the following term, i.e. if you apply in October (Autumn term) you would receive the funding in January (Spring term). Please enquire as to availability by emailing [management@pshn.co.uk](mailto:management@pshn.co.uk) or call 01892 825580.

**15 Hour Funding (Universal Funding)** - This comes into effect the term after a child turns 3 and is capped at 15 hours per week for a 38-week term, with a maximum of 570 hours per academic year. All children should be eligible for this funding for the term after their third birthday.

**2-Year-Old Funding (Working Parents Entitlement)** - Families are to refer to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to see if they meet the criteria, up to 15 hours a week for a 38-week term, with a maximum of 570 hours per academic year. The family will be issued a code if they are eligible and this will be submitted to KCC by the setting following completion of a declaration form. Codes need to be reconfirmed every 3mths. Please enquire as to availability by emailing [management@pshn.co.uk](mailto:management@pshn.co.uk) or call 01892 825580.

**FF2 / EYPP Funding** - as above, please refer to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to see if the criteria is met. The family will be issued a code if they are eligible and this will be submitted to KCC by the setting following completion of a declaration form. Please enquire as to availability by emailing [management@pshn.co.uk](mailto:management@pshn.co.uk) or call 01892 825580.

Fees will be charged on a two termly basis (term 1&2, 3&4, 5&6) and an invoice will be issued providing a clear breakdown. Payment must be made in full within the 60-day payment terms. Fees need to be paid by bank transfer, Childcare Voucher or schemes, or Tax-Free Childcare. We regretfully do not accept cash or cheques. If you are claiming Universal Credit, you may be able to get help with any nursery costs, this can be actioned through/via your online account.

Fees will still be charged during periods of closure, for example due to health and safety such as bad weather.

Fees will be charged for hours that are not eligible for funding - please see details on page 10.

**Voluntary Contribution- £75.00 (per academic year)**

This is per year (to pay towards snack supplement, surplus expenses such as nursery owned sun cream, nappy bags, wipes etc and extra education provision and outside experiences attending the nursery). You may be able to use childcare vouchers/tax free childcare to pay for this charge.

This is an opt-in / opt-out charge, please note that if you do opt out you will need to provide snack (one carbohydrate and two fruit/vegetable items) for your child every session they attend (two snacks for a full day sessions). When specialist activities are provided and you wish for your child to participate, you will be asked to contribute for this in advance; please note, this may equate to more than the voluntary contribution. **This is detailed on your declaration form where you are asked to opt in/opt out.**

#### **Voluntary Contribution Information for**

#### **Consumable Charges 2025 - 2026:**

We charge an **opt in/opt out** consumable fee, this is **voluntary**. Charges are as follows:

£25.00 per term (3 x a year, Autumn, Spring & Summer)

*this charge is essential to maintain high-quality care, resources, and staff ratios*

We do not want any child to miss out on their Early Education due to financial considerations and therefore offer some funded places where the consumable cost is covered by the nursery. To request a funded consumable place please email [management@pshn.co.uk](mailto:management@pshn.co.uk) directly. Children in receipt of Free for Two Funded 2 year old places under the "disadvantaged" criteria, for example low-income families, are automatically allocated a consumable funded place. We will need to be provided with evidence of the following for other applicants:

*Income Support income-based Jobseekers Allowance (JSA)*

*Income-related Employment and Support Allowance (ESA)*

## *Universal Credit*

*Additional support includes Housing Benefit, Council Tax Reduction, free school meals, and the Healthy Start scheme for low-income households.*

It is imperative you inform the nursery of the above as soon as possible when you have been allocated a place at Pembury School House Nursery so that we are able to confirm a fully funded consumable place.

### **Opt In** consumable charge covers:

- Snacks (mid-morning healthy snack - examples are fresh fruit or vegetables with dips, rice cakes, crackers) (afternoon snack - examples are fresh fruit or vegetables with dips, rice cakes, crackers) this is different to the morning snack to ensure variety for our children who attend all day.
- Trips Out - such as forest school, sport activities on the neighbouring school's ground, transition events at the local school (school starters).
- Suncream (this cost covers additional suncream; if this is forgotten during session and your child needs this reapplied)
- Extra-Curricular Activity costs - Activity Resources: Materials for baking, gardening, and specialised arts and crafts.
- Software enabling the promotion of the home learning environment and the setting

We have parties and events throughout the year which are included within your consumable charge and additional childcare for these sessions are at no extra cost, for example:

Graduation (school leavers) - and includes graduation gift for your child such as a book and/or other gift.

Christmas Party/Nativity (school starters only) - Christmas gift given to all nursery children.

Special Guests, Visitors and events- we supply for a variety of extra-curricular activities throughout the year at no extra cost, such as yoga, zoo/animal visits, character visits, sports activities, butterfly hatching. Wormery. This is not an exhaustive list.

**Opt-Out** Should you prefer not to pay our consumables charge, and have unsuccessfully applied for our fully funded consumable place, you will need to provide the following daily items, clearly labelled and packaged:

Please provide all snacks for your child's time with us, following guidance from our Healthy Food Policy, and ensuring all food is labelled and packaged to comply with our Food & Drink policy. We are unable to provide additional refrigerated storage and ask that you provide items with a freezer pack. Due to Food Standards Agency compliance; we are unable to reheat pre-prepared meals from home. Items should be provided sealed, in original packaging, with details of allergens.

Missing/Forgotten snack provided by nursery will incur an additional charge, invoiced in arrears the follow rate per meal: £3.00 for snack.

Additional events provided will incur a charge per event, examples below:

Additional childcare for parties and Nativity/Graduation/events are payable at the Nursery hourly rate, and pre-payable at booking.

Materials for baking, gardening, and specialised arts and crafts and gifts are optional under the "opt-out" option and cost £3.50 per event.

Nappy, Wipes & Nappy bag charge: £1.00

Nursery Clothing: Spare clothes will incur a charge of £1.50 per change.

Suncream - If no suncream is provided, a charge of £1.00 will be charged for use of the nursery suncream, and that by allowing the application, you (the parent/carer/guardian) are responsibility for any unexpected reactions. As per the signature agreeing to this on the enrolment form.

Should you decide that you wish to "Opt-Out" from our consumable charge we cannot offer a "mix and match option". Due to administrative and practical reasons; we are unable to deliver these on an "as and when required" basis. The additional items above must be provided daily, or paid for as they incur, in the event that items are forgotten/not provided, we will issue an invoice for this.

*If you are unable to meet the cost of our consumable charge you are urged to first apply for a Free Consumable Funded Place by emailing [management@pshn.co.uk](mailto:management@pshn.co.uk)*

### **Holidays**

Parent(s)/carer(s) are asked to inform the nursery of holiday arrangements that will affect their child's attendance. Nursery fees will continue to be charged during absences.

### **Illness**

Parent(s)/carer(s) are required to inform the nursery if their child cannot attend nursery due to illness. The nursery is required to document the reason for absence and detail of illness. This is for safeguarding reasons and Free Early Education funding requirements.

The nursery must be informed if your child is suffering from an infectious disease.

If a child is taken ill during a session staff will contact the parent(s)/carer(s), failing that; the person(s) named on the Enrolment Form will be contacted to arrange collection of the unwell child.

Nursery fees (if applicable) will continue to be charged during absences.

### **Notice Periods**

A notice period of 12 weeks (term time) must be given in writing if your child is to leave the nursery.

A notice period of 12 weeks (term time) must also be given if you wish to reduce or change your child's sessions. Notice periods are term time and out of term closure is not included.

If you wish to change the sessions your child has been allocated; a £25.00 administration charge will be enforced to reflect the amount of administration involved.

### **Nursery Policies**

A full set of policies are available in the entrance hall and most are available on the nursery website. If you require documents in a specialist format please inform a member of staff.

### **Further Information**

The nursery has a 'Facebook' page. This page has been created to keep parent(s) and carer(s) informed of nursery events, closure due to adverse weather conditions etc.

We ask that this page is not used for commenting and that the usual forms of contact are used regards communication; this page is purely for shared information.

If the nursery had to close due to adverse weather conditions a post would be put on our page to inform you. We would ask parent(s)/carer(s) liaise with a 'Facebook user' if they do not use this form of social media.