

# **ST. GILES' SCHOOL**



## **Nursery Handbook**

**2022 - 2023**



**Welcome to St. Giles' Nursery. We are really looking forward to having your child here. We hope your child will be very happy with us.**

### **“About us”**

St Giles Nursery is based within St Giles School, a special school for pupils aged between 2 and 19 years with complex medical needs and physical disabilities. The school works closely with other agencies e.g. speech and language therapy, physiotherapy, occupational therapy and social care. The Special School Nursing Hub is based at the school. The school has close links to other Croydon Special Schools and is part of the Specialist Learning Partnership, a group of South London special schools.

The nursery is part of the Croydon Local Offer for children with Special Educational Needs and Disabilities and has places for 12-part time or 6 full time nursery children aged over two with identified needs under the Croydon commissioning arrangements.

### **Vision**

At St Giles' we are passionate about learning. Our school community includes and values everyone, working together to achieve in a supportive, caring and professional way.

Our enthusiasm and positive energy make St Giles' a truly happy and vibrant place to be. Our vision is to give every child every opportunity to “be the best that they can be”.

### **Admissions**

All of the children at St Giles Nursery are likely to have complex medical needs, complex physical disabilities and / or Severe (SLD) or Profound and Multiple Learning Difficulties (PMLD) Learning Difficulties. They are likely to require an Education, Health and Care plan in the future.

Eligible children will be identified directly by the Early Years Special Educational Needs and Disabilities (SEND) team as part of their home teaching and support work with families. Following an assessment of the child's needs to establish eligibility, the team will invite the parents/carers to visit the Nursery in order to decide whether or not they wish to apply for a place for their child.

Once it has been agreed that a child will be taking a nursery place at St Giles, St Giles School will arrange a meeting with parents. They may visit the child in their current setting or at home, as appropriate. A meeting will be held to enable the school to determine the support required in order to best accommodate the child's presenting needs within the nursery. The school will liaise with relevant professionals, including physiotherapy, occupational therapy, speech and language

therapy and the special school nursing team, in order to facilitate a smooth admission process for the child and their family.

St Giles School will report back to the Local Authority as to whether the presenting needs can be met and the Local Authority will proceed to offer a place. There are three intakes of pupils a year in September, January and April.

### **Our Nursery Provision**

The nursery is in a separate single-storey, accessible building shared with another Early Years class. There is a large classroom and smaller room for individual or small group work. The building has a hygiene room with changing beds and a medical room allocated to the Special School Nursing Team.

There is access over the course of the year to a wide range of facilities at the main school site including the following:

- Physiotherapy room
- Medical rooms for Special School Nursing Hub
- Hall

An outdoor area currently includes access to:

- A covered area
- Raised beds
- A Forest School area
- Soft pour wheelchair track with timetabled access to our specialist bikes for wheelchair users and pupils with reduced mobility

### **Staffing**

Nicole Todd, qualified teacher and Interim Head of Lower School, manages the early years' provision. She oversees Nursery and Sky Blue Class, supporting planning and working closely with Sarah Williams, Nursery Lead and Early Years Educator level 3. Nicole works between the two classes. Pupils join each other for some specific learning opportunities e.g. Art to Body.

Nursery staffing is responsive to pupil numbers and currently includes a full-time level 3 teaching assistant, a part-time Early Years Educator level 3, two full time teaching assistants and two part-time personal care assistants. This team expands over the course of the year as nursery pupils join us. Hazel Earl, our Family Support Worker, supports the admissions process.

Katrina Rublowsky, school SENDCO and qualified teacher, works closely with Nicole and the nursery team to undertake Education and Health Care plan applications, assessments and reviews for early years' pupils.

Staffing needs are reviewed regularly to take account of pupils' complex needs. Every child will be allocated with a key person who will help your child become familiar with St Giles Nursery and build a relationship with you and your child. You will be introduced to your child's key worker when they start at St Giles Nursery.

### **Sessions**

The offer for pupils is 15 hours taken in five hour sessions on three days each week. The nursery opens at 9.45am and closes at 2.45pm.

In exceptional circumstances, some pupils over the age of three, may request an additional 15 hours. Agreement for this to happen will be at the discretion of the local authority and school. The needs of eligible children requiring part-time places will be given priority. Nursery hours for pupils who have been granted extended hours will be agreed individually between the school and parents.

### **Funding**

There are three types of early years funding available to parents:

- 2-Year old - 570 hours,
- 3 and 4-Year-old - 570 hours,
- 3 and 4-Year-old - additional 570 hours (extended entitlement).

The criteria for each type of funding is as follows:

1. 2-year-olds can get free childcare if:
  - They are looked after by a local authority
  - They have an education, health and care (EHC) plan
  - They get [Disability Living Allowance](#)
  - They have left care under an adoption order, special guardianship order or a child arrangements order
  - Their parents receive one of the benefits listed on the website below <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds?step-by-step-nav=f237ec8e-e82c-4ffa-8fba-2a88a739783b>
2. All 3 to 4-year-olds in England can get 570 free hours per year.
3. 3 to 4 year olds may be entitled to the extended entitlement if:
  - Their parent works - their parent's partner's also works if they have one,
  - The parent(s) earn at least the [National Minimum Wage or Living Wage](#) for 16 hours a week on average – the parents should be earning at least £139 a week and not more than £100,000 a year,
  - The child lives with the parent

- The parent (s) are from the UK, EEA or from outside the EEA with a UK residence card that says they can access public funds

<https://www.gov.uk/30-hours-free-childcare?step-by-step-nav=f517cd57-3c18-4bb9-aa8b-1b907e279bf9>

Parents can find out more information about their eligibility for each type of funding on the websites below:

- <https://www.familyspacecroydon.co.uk/>
- <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

The school will need to see evidence of eligibility as follows:

- For all types of funding we will need evidence of family address and a copy of the child's birth certificate as proof of his/her date of birth
- We will additionally need to see a copy of the child's DLA award letter and eligibility for 2-year-old funding and evidence of eligibility for the 3 and 4-year-old extended entitlement.

### **Visits to the Nursery**

Individual tours of the school are offered to all incoming parents and children.

### **Nursery Curriculum**

All children in the nursery class will follow the national EYFS curriculum guidance. The curriculum is tailored to meet the needs of the individual child. A great emphasis is placed on learning through play as well as focussed activities. Each term, you will receive a class newsletter which will give you information on what your child will be learning in school and how you can help at home. You will also receive a copy of your child's learning targets reviewed regularly throughout the year.

### **Assessment**

The nursery shares developmental information with parents in the following ways:

- **Progress check at age two**  
Between the ages of two and three, St Giles will provide parents and/or carers with a short written summary of their child's development in the prime areas. This progress check will identify the child's strengths, and any areas where the child's progress is less than expected. The check will arise from the ongoing observational assessments carried out as part of everyday practice and will describe the activities and strategies St Giles nursery intends to adopt to address any issues or concerns. It will take into account the views of other practitioners and, where relevant, other professionals working with the child.
- **Multi-agency meeting at age 3 to 4**  
If a child does not have an Education, Health and Care Plan (EHCP), there will be a multi-agency meeting to review annual progress, set next steps and, where appropriate, prepare for the EHCP process.

- **Review of the Education, Health and Care Plan**

A six monthly review of a nursery child's EHCP to review provision, progress and outcomes.

- **Parents' evenings**

Parents' evenings take place in October and June to review provision, progress and next steps targets

## **Education, Health and Care Plans**

During their time at St Giles Nursery, your child is likely to be assessed for an education, health and care (EHC) plan. An EHC plan will identify your child's educational, health and social needs and set out the additional support to meet those needs.

The local authority will work with you and the professionals who are supporting your child to create a draft EHC plan. They will send you a copy. You will have the opportunity to comment on the plan, including the next educational setting for your child.

## **Settling in**

The Head of Lower School or Nursery Lead will call you before your child's first day at nursery to check how your child is doing and whether there have been any changes since the transition meeting. We may suggest a home visit and may invite you to spend time at the nursery on your child's first day at St Giles.

The policy at St Giles is for nursery pupils to settle in gradually to ensure that they will be happy, secure and confident learners. How quickly this happens depends on the needs of the individual child. You will receive a personalised settling in programme for your child. Any changes to this schedule will be done in consultation with you, the Nursery Lead and the Head of Lower School. We will discuss with you when your child will be able to start attending nursery for all of their allocated hours.

## **Transport to school**

Transport to nursery is not provided by the local authority.

## **Eating and Drinking**

Before admission you will be asked about any special dietary requirements, preferences and food allergies that your child may have. School lunches and are available to nursery children who eat orally. They currently cost £2.35. You will be asked to set up a ParentPay account to pay for the meals. Alternatively, you can send food to school which will be reheated by nursery staff in the school kitchen. If your child requires a snack or drink, you are welcome to send snacks into school. Fresh drinking water is available to children at all times.

Where required, the Speech and Language Therapist will complete an eating and drinking profile for your child before they start nursery.

### **Absence from School**

If your child is absent from nursery you will need to contact the school office by phone on a daily basis (Tel: 0208 680 2141). When your child returns to school, please write a note in the home school book. If your child has a Medical or Dental appointment, please let us know in the home/school book and send in a copy of the appointment letter, if you have one.

### **If your child becomes unwell**

If your child becomes ill during the school day and needs to go home, you will need to make arrangements to collect them. It is important that you or an identified family member is always contactable throughout the school day.

If your child has symptoms of an infectious disease, we will call you to come and pick up your child immediately. You may be asked to keep your child at home until they are well.

### **Home/Nursery Communication**

Your child will be given a red book bag so they can keep their letters and home/school communication book safe. If you need to replace this bag there will be a small charge. The home/nursery communication book is a way to communicate information on a daily basis between home and nursery.

If you need to contact us directly you can phone the St Giles school office (0208 680 2141). They will pass on a message or arrange for a member of the class team to phone you back at a convenient time.

For children who are unable to attend nursery for longer periods, class teams will organise home learning packs that your child can access at home.

### **The Lower School Department**

If your child transfers into the main school after the time in nursery, they will usually spend at least another 3 years in the Lower School department; though not necessarily in the same class. The Lower School is staffed by a team of teachers, Teaching Assistants and Early Years Practitioners. There is a high level of support in each class to ensure your child is well supported and makes excellent progress in their learning.

### **Clothing**

St. Giles nursery pupils are not expected to wear school uniform. Clothing should be easy to wear and easily adjustable so that your child can be comfortable throughout the day. **Please ensure that all clothing is named.** Some of our curriculum takes place outdoors in all kinds of weather so please ensure that your child has appropriate

outdoor clothing e.g. a waterproof and warm coat, wellies, in winter and a sun hat in the summer.

Please send in one or two sets of spare clothing for your child so that we can use them to change your child if needed. The spare clothes should be any clothes that you do not mind leaving in school or in your child's bag.

### **Toileting and Care Needs**

Classroom staff and, when necessary, additional school staff deal with the care needs of your child in school. Please send in nappies, wipes and barrier cream if needed, and any equipment your child needs in school (e.g. medical equipment and feeding aids.)

If you feel your child is ready to be toilet trained, you should contact their class teacher. If it is agreed that your child is ready for toilet training a continence plan will be written in consultation with you, the class team and the nursing team.

### **Health Teams**

The Special School Nursing Hub is based at the school and provides training to staff to support your child's medical needs. Where appropriate, nursery children with medical needs receive interventions from the nursing team and / or HCAs. The Special School Nursing service work with parents and other Health professionals to prepare care plans which are regularly reviewed.

Your child's Physiotherapist, Occupational Therapist and Speech and Language Therapist will visit your child at the nursery, working alongside education staff and other professionals to maximise your child's physical, communication and sensory needs.

Your child's speech and language therapist will provide support on eating and drinking and communication. Pupils, if fed orally at school with eating and drinking needs, have a detailed eating and drinking plan which is reviewed regularly.

Your child's allocated occupational therapist will be able to visit your child at St Giles Nursery to provide support with:

- Seating
- Moving & Handling
- Splinting – Upper limb splints
- Lycra garments
- Housing / adaptations

The school additionally employs an occupational therapist for one day a week to provide support with:



- Fine and Gross motor skills (including play, handling tools & switching/ educational access)
- Feeding skills
- Dressing skills
- Toileting skills
- Sensory
- Training for staff on fine motor skills, feeding, sensory needs

### **Infection Control**

The school follows operational guidance for infection control for schools from the DfE. This is regularly reviewed. The school works with Health, Public Health England, parents, carers, staff and Governors to review the school risk assessment and put in place proportionate control measures.

We continue to share our Infection Control risk assessment and information about specific arrangements by letter and on our website. The risk assessment is a 'living document' and may be altered over the course of the year as the circumstances at St Giles and the public health advice changes. We will keep in touch to let you know any changes.

### **The use of mobile phones and cameras within the Nursery**

- Parents and carers are asked to switch off mobile phones if they are coming into the Nursery setting and to leave the setting if they need to use their mobile.
- Parents and carers are generally prohibited from taking any photographs of children in the Nursery, but for special events such as school performances, may do so on the understanding that the images are not posted onto social media sites or otherwise shared.
- The school will seek parental permission to take photographs of the children before they start at Nursery. This will be linked to teaching the curriculum and staff will use school equipment only for this purpose.
- Nursery staff must adhere to the E-Safety Policy at all times.



### **Contact Details**

#### **Key Contacts**

**Nicole Todd** - Head of Lower School

**Sarah Williams** - Nursery lead

**St. Giles' School**

**Pampisford Road  
South Croydon  
CR2 6DF  
Main office: 0208 680 2141**

**Details of policies and procedures can be found on the school's website.**

**Website: <http://www.st-gilesschool.co.uk>  
Office email: [office@st-giles.croydon.sch.uk](mailto:office@st-giles.croydon.sch.uk)**