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PROSPECTUS 2025/2026

Mission Statement

We at Chevening School Nursery value the importance of providing a challenging and enjoyable experience for all children.

We recognise that all children learn at different rates, in different ways and have different interests.

Our curriculum is built to enable children to develop their curiosity, enthusiasm, knowledge, understanding, confidence and resilience through a flexible and varied approach to learning and teaching.

Introduction:

Welcome to Chevening School Nursery! The Nursery was established in 1993 by the Governors of Chevening St Botolph's Primary School. We are situated in our own grounds on the site of Chevening CEP School in Chevening Road, Chipstead. We are registered to take up to 24 children per session and inspections are carried out by Ofsted, with our latest inspection report to be found on our website. A good liaison exists between Chevening School Nursery and local schools to assist with the transition from nursery to primary school.

Staffing and Management:

We have a team of qualified, dedicated and experienced staff who are committed to keeping abreast with changes in policies and practices in childcare and education by updating skills and attending training. The day-to-day management of the Nursery is by the Leading Practitioner and/or her Deputy. Ofsted says: *"Leader and managers provide inspirational guidance and are excellent role models...Staff have an excellent understanding of how children learn."*

As a registered charity, we are managed by a committee, comprising of members of staff, parent representatives, Chevening CEP School Governors and staff from the school. All family members are encouraged to contribute their views and support the setting in a variety of ways. Ofsted says: *"Parents have exceptional opportunities to be involved in the nursery and parents are moved by the lengths staff will go to in accommodating a child's needs."*

When to start nursery:

The minimum age for entry is 2 years. Prior to starting, parents are encouraged to visit the setting and upon acceptance of a place, will also receive a home visit from their child's keyperson who will work with them to establish a smooth transition from home to setting.

The role of the Keyperson:

The setting operates a Keyperson system. This means that when your child joins the nursery they are assigned a specific member of staff. The Keyperson will keep records on your child's progress and will carry out observations that will enable them, with your input, to move your child forward, encouraging them to achieve their full potential. Your child's records are always available and you may speak with your specific Key person at any time, although regular meetings are held for this purpose. All records are shared with the family and we ask you to contribute your own anecdotes and observations, photos and artwork that your child has done at home. We also provide a "buddy" keyperson system for any sessions that do not match. Ofsted says: *"The nursery is highly effective at meeting childrens' individual needs."*

Chevening School Nursery's Curriculum:

Our curriculum provides opportunities for all children to access a wide range of activities and resources both indoors and outdoors. Our planning enables all children to develop their curiosity, enthusiasm for learning, form relationships with their peers and adults in a safe, caring and challenging environment.

Chevening School Nursery implements the **four principles** of the **EYFS** in order to ensure the best for each individual family in our setting. We do this by:

- Valuing each child as an individual and supporting their interests and needs, building on their learning over time.
- Each child has a keyperson with whom they can establish a strong and positive relationship, which then enables them to develop the skills to form relationships with their peers and others.
- Our environment encourages children to gain confidence and belief in their own ability.
- We encourage children to reflect and evaluate on their achievements so the whole nursery can take pride in their endeavours.
- We focus on the **3 prime areas of learning development** in order to ignite the children's love for learning and develop their confidence.
- We recognise that language development is central to learning, communicating, the ability to self-regulate and to focus their thinking.
- We focus on the **3 prime areas** as they are essential for children's healthy development and future learning. As the children grow the Prime Areas help them to develop skills in the other **4 specific areas**.

The Prime Areas of learning and development are:

Communication and Language

Physical

Personal, Social and emotional development

The four specific areas through which the 3 prime areas are strengthened and applied are:

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

Our partnership with families, we believe, is fundamental to the success of children's learning and their wellbeing. We establish this partnership at our initial visit to your home and build upon it through our sharing of information at the beginning and end of the nursery sessions, through formal meetings and the sharing of 'My Unique Child' folders.

Some of the activities regularly enjoyed: Cookery, PE, junk modelling, role play, yoga, music, STEM activities, mud kitchen, building & design, exploring different media, den building, treasure hunts, nature trails and forest school activities.

For further info regarding the EYFS refer to the government website

Our Policies and Procedures:

We are committed to following set policies and procedures, which cover all aspects of nursery provision. A copy of these documents can be found in the foyer and may be viewed at any time and a selection are also on our website at www.cheveningnursery.com

Inclusive practice and equalities

We believe every child deserves a high quality education in their early years. Chevening School Nursery has regard for the DfE SEN Code of Practice. We acknowledge and value each child, emphasising what they can do through a strengths based perspective on disability. We endeavour to ensure that children can see themselves and their families reflected in the environment. Members of staff are trained to observe, assess and monitor the general development and progress of the children and to report any matters of concern to the Special Educational Needs Coordinator (Senco).

Visiting us:

We encourage you and your child to visit the nursery so please do get in touch with us to arrange a mutually convenient time to visit. We are on the same site as Chevening Primary School in the village of Chipstead. Please enter the site via the main school office and their reception staff will call us and a member of our team will escort you to the nursery. Please show consideration to the neighbours when parking and do not use the school staff car park. You can park on the school side of the road and also in the Recreation Ground car park (a short walk away).

How to Apply:

To register your child, you will need to fill in an application form (found on our website) and pay a non-refundable £40 administration fee. *(If you know your child will take up a totally free FF2 place, then no admin fee is required.)*

The minimum age for children joining the nursery is 2 years. A place will be offered depending on a space being available at the time of enquiry. If not, your child will go on our waiting list and we will get in touch with you once a place becomes available or around March/April when we go through the waiting list ready for our main September intake.

Upon acceptance of a place offered, we ask for a non-refundable £50 holding deposit which will be deducted from your first invoice. *(If at the point of starting your child takes up a totally free place this will be refunded.)*

Opening times:

We are open Monday to Friday term time only 38 weeks of the year (unless otherwise stated.)

- morning sessions are from 08:30am - 11.30am
- full days from 08.30am - 3.30pm. (6 claimable hours with an optional 1 hour later pick up time from 2.30pm - 3.30pm at an extra cost of £9/£9.50 per day.)

Fees and Funding

Children who qualify for government funding will be able to use up to 15 hours per week Universal hours entitlement (3&4 year olds) and up to 30 hours per week Working Parents Entitlement for 2,3 and 4 year-olds, free of charge according to availability of FEE places at the time of allocation and eligibility*. These hours can be accessed as a 3 hour session: 8.30am - 11.30am or 8.30am - 2.30pm as a 6 hour session and can be split between 2 providers.

We also accept "Free for 2" funded places - specific financial criteria is needed to qualify for this funding. Please speak with a member of staff.

**Certain economic criteria apply to be eligible to receive the Working Parent Entitlement. Please refer www.beststartinlife.gov.uk for further information.*

For more detailed information and specific fee charges please refer to our admission and fee policy found on our website.

Useful Information on starting at Chevening School Nursery:

What your child should wear:

Your child should wear clothes that are easily removed for them to go to the toilet, are comfortable and which you do not mind getting spoilt in the event of an accident. Chevening School Nursery T-shirts and sweatshirts are available to buy from the nursery but are not mandatory. Please ensure that all items of clothing are clearly marked with your child's name. No jewellery should be worn for safety reasons. If your child has pierced ears, we recommend your child wear small studs or sleepers. Please also bring in a bag which should contain a spare change of clothes and for those children still in nappies, spare nappies, wipes and nappy sacks. Shoe bags are also available to buy from the nursery. Warm and waterproof clothing and footwear are essential for our outdoor activities.

Accidents & Illness:

Please be aware that there is no sick room at the nursery and in a small environment poorly children may pass their illness quickly to others. If your child is unwell, please keep them at home and notify the nursery by telephone (**not email**) between 8am - 8.15am.

Bringing and collecting your child:

We welcome children into the nursery from 8.30am so that all children are in the setting no later than 8.50am. Children leaving at lunchtime should be collected from the school office no later than 11.30am.

Break and lunchtimes:

For break we offer the children milk/milk alternatives and water to drink and a variety of healthy foods including crackers, breadsticks, fresh fruit and vegetables to eat. Sometimes the children may eat something that they have prepared during the session, or food linked to our topic, such as noodles at Chinese New Year. Occasionally they have a treat for a special celebration such as when a birthday cake is brought in to share. Please ensure that we are informed of any dietary requirements in writing.

For those children attending a full day, they will need their own packed lunch. Staff sit and eat with the children. We are nut free.

Please refer to our website [Www.cheveningnursery.com](http://www.cheveningnursery.com) for lots more information and to sign up to our blog so you can be kept in the loop for all things Chevening School Nursery.