



**Chevening Road Chipstead Sevenoaks  
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**2022/2023  
PROSPECTUS**

## 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.

We are one of Kent's Leading Early Years Team and continue to share our knowledge and experience with other settings in Kent.

**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 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 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 2½ 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 you 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 confidential records on your child's progress. With your permission, they 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 backup 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 experience and be involved in activities that develop their curiosity, enthusiasm for learning, forming relationships and thinking in a safe, caring and challenging environment.

Chevening School Nursery implement 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. By building on this partnership from the initial home visit and the sharing of information provides the foundation for a strong respectful partnership.

**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](http://www.cheveningnursery.com)

### **Children with Special Educational Needs:**

Chevening School Nursery has regard to the DfE Code of Practice on the Identification and Assessment of Special Educational Needs and strives to provide a warm welcome and appropriate learning for all children. Members of staff are trained to observe, assess and monitor the general development and progress of the children and to report on any matters of concern to the Special Educational Needs Coordinator (SENCo).

### **Opening times and fees:**

We are open Monday to Friday term time only (37 weeks of the year 2022/2023):

- Morning sessions 8.30am - 11.30am
- Afternoon sessions 12pm - 3pm
- Full days 8.30am - 3pm (this includes an optional, supervised half hour lunchclub at a cost of £5 per day.)

For non-funded, younger children (from 2.5 years of age to 3) an hourly rate of £7.50 will be charged and will cost £22.50 for a morning or afternoon session (3 hours) and £50 for a full day (including a supervised half hour lunch break ).

In order to remain financially sustainable Chevening School Nursery is not currently offering the Government's extended 30 hours of free childcare. We are offering the Universal (first) 15 hours of free childcare for those children who qualify. Those children entitled to Government funding can still claim up to 15 hours per week for 38 weeks free from the *full* term **after** their 3<sup>rd</sup> birthday. These hours can be used free of charge according to availability of FEE places at the time of allocation and can be accessed either in the morning or afternoon sessions and can also be split between 2 providers. Funded children who access more than the 15 Universal hours will be charged at £7.50 for each additional hour.

To ensure continuity for the child, parents are advised to access a minimum of 2 sessions over two separate days.

We also request a voluntary contribution of £10 a half term that goes towards cookery, snacks and printing costs.

We offer one "Free for Two" space. Please contact the nursery direct and speak to the manager if you think you meet the criteria.

*NB: Please note that a half term's notice must be given when cancelling your child's place once they have started - unless they are only accessing a totally free place, otherwise you may be charged for that term's fees.*

**How to Apply:**

Complete the Application Form on page 8 and return it to the nursery including the non-refundable £30 administration fee. Your child will go onto a waiting list. (If at the point of starting your child takes up a totally free place, then the admin fee will be refunded.) We will get in touch with you in March/April if a place for your child is available to start the next academic year. You will then need to accept the place by returning a holding deposit of £50 (this is deducted from your first invoice).

**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. 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 him/her 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 8.30a.m. Children leaving at lunchtime should be collected no later than 11.30am.

**Break and lunchtimes:**

For break we offer the children milk and water to drink and a variety of healthy foods including crackers, breadsticks, 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.

**Visiting us:**

Please do call or email 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).

## Quotes

### ***During the Coronavirus Lockdown:***

"I found it nice to know that there were people thinking about us and how we were coping"

"When we went on holiday and watched the story videos from the nursery blog, my daughter said she wanted to go to nursery instead of on holiday"

"The phone calls in lockdown were amazing, especially as they really made us feel supported Our favourite part of the blog were the story videos which were read by the nursery staff"

"The focus on nurturing was across really well; it is clear the children's mental health is of the upmost importance"

"Excellent communication, emails, phone calls and blog all at a tough time when everything was continually changing. I genuinely can't think of a way you could have made it a better experience. So very supportive"

"The key person calls were fantastic, it really showed how caring nursery is, even in such difficult circumstances. So supportive of us all and the whole family benefitted"

### ***Ofsted Report February 2019***

"Children are very happy and settled at this welcoming, friendly and nurturing nursery and all children make good progress in their development. Staff respond to the children's developing interests to extend learning. Children have plenty of opportunities to develop their writing skills"

"The manager and her staff team are highly motivated to evaluate the provision and staff are good role models for the children. Staff quickly develop strong attachments with the children and the children's good behaviour demonstrates that they are happy and secure. The children develop strong friendships and play harmoniously together"

"Children learning English as an additional language are well supported and staff work hard to ensure that transitions to school are well supported for all children - they are well prepared for the next stage in their learning, including starting school."

"Parents identify home visits as particularly helpful in building relationships with the staff"

### **Parent feedback**

"Chevening Nursery is amazing and I always feel involved in his early years."

"Happy, fun and stimulating environment that lets children play."

"Communication from staff is outstanding and the door is always open, if we want to talk or observe."

"The staff are all amazing! So helpful, caring and genuinely interested in the children."

"A caring, nurturing environment where staff are caring, inspiring, approachable, informative and most of all they really know my child."

"The outside area and forest school have been my son's favourite activities. He talks about building dens, painting with mud, climbing trees, digging for roots and playing knights!"



(attached to Chevening C.E.P. School)  
Chevening Road Chipstead Sevenoaks Kent TN13 2SA Telephone:01732 452342  
email:nurserychevening@gmail.com www.cheveningnursery.com

I/We would like a place at Chevening School Nursery for:-

Child's Full Name:

Date of Birth:

Full name, address and relationship of person(s) with whom the child is now living:

Name(s):

Address:

Post Code:

Telephone No:

Email:

**Please note the following criteria:-**

1. The Nursery accepts children aged 2½ to 4 years only.
  - There is a £30 administration fee to be placed on the waiting list. (Refundable if at the point of starting nursery your child only takes up a totally free place).
2. Notification of allocation of places will be given a term in advance and the Management Committee will get in touch and allocate the days on which your child may attend.
  - On acceptance of a place, a deposit of £50 is payable to hold your place. (This is deducted from the first term's fees).
3. Allocation of a nursery place does not guarantee your child a place at Chevening Primary School: Please ensure your child's name is registered with the Primary School of your choice.
4. Extra sessions will be offered to your child as they progress through the nursery if there are spaces available. Session spaces are reviewed annually. One session is either am or pm. 1 full day = 2 sessions.
5. One half term's notice is required before withdrawal of a child from the nursery, otherwise you may be charged for that term's fees. (Not applicable to children accessing a totally free place).

I/We would initially like ..... sessions per week on the following days:

I/We accept the criteria listed above and have paid the £30 administration fee by bank transfer (601902 13404857 Chevening School Nursery)

Signed:

Date:

How did you hear about us? (please circle).

Sibling      Word of mouth      Church      CIS      Ofsted      Health Visitor      Other

Please return to Suzanne Lingard at the above address either by post or email.