



Hartford Manor Nursery

Information Booklet

Term-time sessions for children age 3 to 4

7.30am – 6.00pm

(including Breakfast & After School Care)



Hartford Manor Primary School & Nursery
Stones Manor Lane, Hartford, Northwich, Cheshire CW8 1NU
Head Teacher: Mr Simon Kidwell
Tel: 01606 288140

www.hartfordmanorcpschool.co.uk

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Hello and welcome to our Nursery Information Booklet

I am very proud to lead Hartford Manor Primary School & Nursery; I hope you find this booklet helpful and informative.

At Hartford Manor we passionately believe that Nursery and Primary School years are the foundation and building blocks for every child's education, where they learn to read, count and write. They also make friends, build independence and develop their attitudes to learning. We do all we can to ensure our Nursery provides the right environment for your child supporting their early development in becoming literate, numerate and confident children with a focus on play, learning and achievement for all.

Please do come and see us; it will be our pleasure to show you around our lovely Nursery and School.

Best wishes

Simon Kidwell

Head Teacher



About Us

There has been a maintained Nursery at Hartford Manor from the day it first opened in 1972. Many children started their adventures in the Nursery Bus – a specially adapted double decker that was driven into the school grounds and provided a truly unique learning environment.

Our Nursery provision then transferred to a mobile classroom. More recently, the Nursery became part of the main school building enabling our children to get fully involved and feel much more part of whole school life.

Nursery is an exciting time for children. They visit new places, meet new friends and enjoy new experiences. Together we can make this time very happy and rewarding.

Your child's time at Hartford Manor Nursery lays the foundations for transition into Primary School education. We aim to provide the best support for you and your child, to make the transition from home to Nursery and Nursery to Reception as easy and enjoyable as possible.

We look forward to welcoming you and your child.

Kathy Hague

Nursery Teacher



Meet the Team



Kathy Hague, Nursery Teacher

I have been a teacher at Hartford Manor Primary School & Nursery for 22 years. I have over 15 years experience in Nursery and Reception. In my role as Nursery Teacher, I am in the fortunate position of sharing a child's first experiences of school and fostering their excitement to learn, make friends and explore the world around them.



Jenny Clarke, Nursery Teaching Assistant

I have been a member of Hartford Manor's early years team since 2015. Before becoming the Nursery Teaching Assistant I provided specialist one-to-one speech and language support. Prior to joining Hartford Manor, I held the position of Nursery Supervisor for an independent Nursery setting and have an NVQ Level 4 in Early Years Education.

Why Choose Us?

At Hartford Manor, we truly believe that your child's learning journey begins in Nursery. We foster each child's love of learning through discovery, challenge and adventure.

We offer the children opportunities to develop their skills in all areas of the Foundation Stage Curriculum. We do this through carefully planned topics and with sessions based around quality children's stories, seasonal changes, celebrations and festivals and children's interests.

We also foster your child's independence through supportive relationships and meeting everyone's individual needs.

With a focus on each child, we work alongside other professionals to ensure they achieve their potential and leave Nursery ready for their next step in learning.

Being part of the whole school means that children who continue their learning journey at Hartford Manor are familiar and confident with routines, have met the Reception team and feel settled and ready to move on.



What our parents say

“We can’t say how pleased we have been with our daughter’s time at nursery.”

“Outstanding and exemplary.”

“Genuine love, care and devotion to each and every child.”

“Arrives every day with a smile on her face.”

“The team make it so much fun and help to provide a great start to learning.”

What our children say

“We have fun and find out new things.”

“I can write now – whole stories and words!”

“We count up to really big numbers!”

“I do my own tray at lunchtime; I like roast dinner day the best.”

“My friends all come too and we play together.”



Free Nursery Places

Three and four-year olds are entitled to up to 30 hours of free early years education depending on eligibility. All funding - 30 and 15 hours - becomes available the term after a child's third birthday:

Autumn Term - 1st September to 31st December

Spring Term - 1st January to 31st March

Summer Term - 1st April to 31st August

All children in England get 570 free hours per year. This is usually taken as 5 three hour sessions each week for 38 weeks. Parents may also choose to pay for additional sessions.

From September 2017, families may also be eligible for up to 30 hours free childcare if the parent, (and partner - if there is one), is:

- in work - or getting parental leave, sick leave or annual leave;
- earning at least the National Minimum/Living Wage for 16 hours a week - this equates to £120 if you are over 25

If you are not working, you may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

You cannot get 30 hours free childcare if you earn £100,000 or more.

Please see www.childcarechoices.gov.uk for more information.

Services

We offer 15 hour funded places for all children between the ages of 3 and 4 years. We also offer up to 30 hour places for eligible children. We are currently able to offer a maximum of 26 places per session:

Morning Session: 8.40am – 11.40am

Lunch: 11.40am – 12.20pm

Afternoon Session: 12.20pm – 3.20pm

For those parents who wish to add additional sessions above their child's 15 hours funding our fees are:

Session	Time	Fees
Morning – 3hrs	8.40am – 11.40am	£12
Afternoon – 3 hrs	12.20pm – 15.20pm	£12

Extended sessions and full days

We also offer the added flexibility of additional full days and extended sessions in the morning and afternoon. Where extended sessions are added onto a funded morning or afternoon place our fees are £2.50 plus, if required, £2.25 for a school meal.

Our fees for non-funded additional sessions are:

Session	Time	Fees
Extended morning	8.40am – 12.25pm	£14.50
Extended afternoon	11.45am – 15.20pm	£14.50
Full day	8.40am – 15.20pm	£26.50

Breakfast and after school clubs

Our breakfast club is available from 7.30am to 8.40am and costs £3.50/ day. Children are escorted to Nursery by the breakfast club team.

Our after school club runs until 6pm each day. The club costs £5 per day for children collected by 4.15pm, £9 with a snack or £10 with a light meal.

Children are collected from Nursery by the after school club team each day.

Snack

A healthy snack of fresh fruit and a drink of milk or water is provided free of charge during each morning session.

We operate a Rolling Snack system where a bell is rung to signal the start of snack time; children can then come when they are ready, leaving time to finish an activity without disturbing their concentration.

Water is available for the children to drink throughout the day or they can bring their own water bottle from home.

Lunchtimes

If your child is staying at Nursery for lunchtime, they can bring a packed lunch from home or choose a school meal. Menus are sent home each week for you to select meals with your child. Meals are ordered from the school kitchen daily so you can choose the combination of packed lunches and school meals that suits you and your child.

Uniform

We encourage Nursery children to wear our uniform. But they are welcome to wear their own clothes if you prefer.

Toileting

The Nursery is well equipped with specially designed, low level toilets and washbasins to make it as easy as possible for children to be independent. We also have toilet steps if required.

The children are free to use the toilet whenever they need to and will be supported when required.

For those children who still wear nappies or pull-ups, we ask parents to provide a small bag containing nappies and wipes. We do not charge for additional supplies - nappy sacks, staff gloves/aprons, disposing of waste.

Our Facilities

The Nursery area is located within the main school building as part of Foundation Stage. Alongside Reception class children, we have our own secure area of the school. We share the enclosed outdoor space, which includes a grass area, playground, soft surface area and outdoor creative studio. Nursery staff plan and design appropriate activities to meet the children's learning needs. We encourage our Nursery and Reception children to learn and play together and they often enjoy completing activities as teams.

The Nursery room is organised into different activity areas including block play, story-telling, role play house, 'messy play' and a reading corner.

Health, Safety and Security

Keeping our children safe is a key priority. Throughout the day, all visitors use the main school entrance via the secure camera phone system. Whilst on our premises, all visitors must display our Visitor Badges.

There are no direct access routes to other areas of the school through the Foundation Stage. During morning arrival time, a member of staff is on every door to greet children and their parents to ensure that all children are safe. Our 'finger safe' doors are closed once the school day starts and can only be opened by a member of staff.

Our classroom and outdoor area risk assessments are reviewed regularly by staff and our Site Manager.

Food and Nutrition

We encourage children to make healthy choices at school. At snack time, we offer at least two choices of fruit and either water or milk. Our school meals follow strict guidelines and operate a 'No Nuts' policy in the kitchen. We are happy to work with parents of children with any dietary needs/allergies to ensure their well-being.

Awards and Accreditations

- Safeguarding: All members of the Nursery team have Level 1 Safeguarding training.
- Paediatric First Aid.
- Primary Writing Project – We have been a Talk for Writing school since 2014. Stories and books that form part of our topics are taken from the whole school Literature Spine.
- LEN's Project - We are contributors to the Liverpool Early Numeracy Skills Research project. Working alongside Liverpool John Moores University, we have been developing our maths teaching and resources alongside a research study that will track our children until they are 7 years old.
- Makaton – Using signs/actions and symbols children are supported to communicate meaningfully and effectively whilst developing speech.
- WELLCOMM – Helping to identify and support potential language and speech difficulties and provide intervention where necessary.



A Day in the life of 'Robert'

Robert attends 15 hours at Hartford Manor spread over 5 mornings per week – 8.40am to 11.40am

8.40am – Mummy or grandma bring me to Nursery and help me to hang my coat and bag on my peg. I choose an activity to do whilst everyone arrives.

9.00am – We all sit together on the carpet, say 'Good Morning' to each other and share our news. We always have a story to share and talk about.

9.20am – Sometimes we work in smaller groups with one of the grown-ups, sometimes I choose somewhere to 'play & learn' and a grown-up will join in with what I am doing.

10.00am – The snack time bell rings and if I am hungry or I have finished working with a grown up, I wash my hands and choose what fruit I would like from the snack basket. I always try to open or peel the fruit by myself but if I can't a grown up is there to help me.

10.15am – The outdoor area is open for play and learning. If I want to go outside I can get my coat, sunhat or wellies and go outside. There is always a grown up outside to learn with me.

11.15am – It's Phonics time! We work in groups to learn new letters, listen for sounds and play rhyming games.

11.30am – I say 'Goodbye' to my friends that are staying at Nursery then I get my home time things and we go to meet mummy at the gate.



A Day in the life of 'Savanna'

Savanna attends 30 hours at Hartford Manor per week.

Each day 8.40am – 3.20pm including lunch

8.40am – Sometimes I go to Breakfast Club. I have toast and cereal. Mrs Barrow and I go to Nursery together when the Nursery door opens.

11.40am – After we have said goodbye to our friends in Breakfast Club, we share a story and sing songs. If it has been rainy; we do '5-a-day' or 'Jump Start Johnny'. It's good exercise!

11.50am – We go to the toilet and wash our hands ready for lunchtime. Sometimes I bring a packed lunch and sometimes I have a school dinner. Miss Palmer helps us to open any tricky packets in our lunchboxes or cut up food. She's really good at showing us how to use a knife and fork. Sometimes we get lunchtime stickers for trying something new or clearing our plates!

12.20pm – When all my friends have finished eating we come back into Nursery and choose a quieter activity to do like sharing books, jigsaw puzzles or drawing. Sometimes friends go home after lunch and some new friends arrive.

1.00pm – We start out afternoon together on the carpet. We might be busy counting, looking at shapes or measuring.

1.20pm - Sometimes we work in smaller groups with one of the grown-ups, sometimes I choose somewhere to play and learn and a grown-up will join in with me. We might choose to go outside too.

3.00pm – I get my home time things and we share a story until our parents arrive or Mrs Barker collects us for After School Club.

How to apply

We are delighted to spend time showing you and your child around our Nursery environment. During a visit to Nursery you will have the opportunity to meet our team, explore both the indoor and outdoor environments, join in with activities and ask any further questions you may have.

Please contact our School Office to arrange a visit, speak to the team or request an Expression of Interest form:

- 01606 288140, or
- email admin@hartfordmanor.cheshire.sch.uk.

If you would like to apply for sessions at Hartford Manor's Nursery, please complete an Expression of Interest form and return it to the School Office.

The form is also on our website <http://www.hartfordmanorcpschool.co.uk>.

A member of the Nursery team will be in touch to invite you to a 'Stay and Play' session alongside other new starters with their parents/carers.

We also offer 'Settling In' sessions during the half term before your child starts Nursery.

