

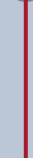


Lingfield  
COLLEGE  
PREP



COCOON

# Parent Handbook





“

*Every morning my daughter is up, excited and ready to go into Nursery. I am so happy she just settled in so quickly. The staff are all wonderful, and you can see they genuinely care for each and every child. I was amazed at how much she is learning already. I really couldn't be happier.*

”

# *Hello* and welcome to Lingfield Nursery

We are delighted to welcome you to Lingfield College Nursery. Our setting is situated in the wonderful surroundings of the Prep School at Lingfield College and provides the foundations for children to make the very best of their abilities as they grow and develop in our safe, secure and happy environment.

Our Nursery is a happy, nurturing and inspiring environment where children feel safe, valued and excited to learn. We believe that every child deserves the very best start in life, and our dedicated team works hard to ensure that each child's unique abilities and interests are encouraged and celebrated.

Learning at our Nursery is play-based, creative and engaging, following the Early Years Foundation Stage curriculum. Children learn best when they are happy, so we create opportunities for them to explore, discover and grow at their own pace, building confidence, independence and curiosity along the way.

I hope you find this parent handbook a useful tool to help you navigate through the first few months here. We do always welcome communications from parents if you feel you need further information or would like a helping hand. Our door is always open.

The nursery staff team and I look forward to getting to know you and your child in the coming years and helping them thrive throughout their time at Prep.

*Jacky Shackel*

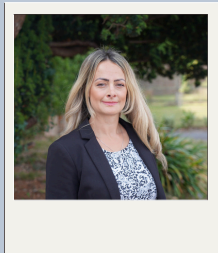
Jacky Shackel  
Head of Prep School



# The Nursery Team

Head of Nursery Emma Philpott leads a dedicated team of specially trained Early Years professionals who are passionate about your child's development.

They play a central role in guiding your child's educational journey and ensuring that each child's unique needs are met. To enrich your child's experience, we also have specialist teachers who provide Forest School, Music and PE lessons.



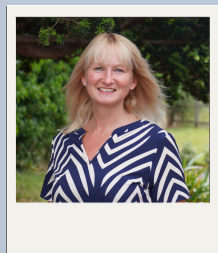
**Emma Philpott**

Head of Nursery  
philpott@lingfieldcollege.co.uk

“

A warm welcome to all the children and families joining us. I am looking forward to meeting all of you and working in partnership with you throughout your journey here at Lingfield. I have a great passion for the Early Years Sector, and have over 14 years' experience in owning and managing nurseries. I have a commitment to keeping up-to-date in Early Years Care and Education, ensuring children have a safe environment to fulfil their full potential.

”



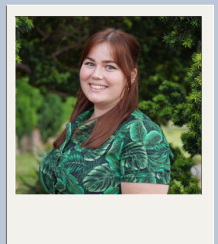
**Kate Summerhayes**

Deputy Head of Nursery & SENDCo  
summerhayesk@lingfieldcollege.co.uk

“

With over 25 years' experience in early years education, I am passionate about creating an inclusive and inspiring environment for young children. I believe strongly in a holistic approach to learning, supporting not just academic growth, but emotional and social development, building children's wellbeing, resilience, and curiosity. I'm very much looking forward to helping each child thrive and become the very best they can be!

”



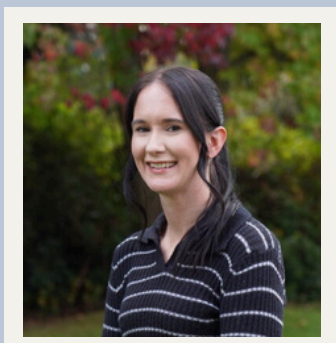
**Miss Rainbow**

Cocoon Room Leader  
rainbowh@lingfieldcollege.co.uk

“

I have been working at Lingfield since February 2023 and have around 10 years' experience. I believe that the early stages of a child's learning and development are critical to ensuring a successful and happy life in their future. We promote a calm, nurturing, and secure environment for the children to thrive and flourish as unique individuals. Our highly trained practitioners build strong, trusting relationships with each child, laying the foundation for emotional security and confident exploration.

”



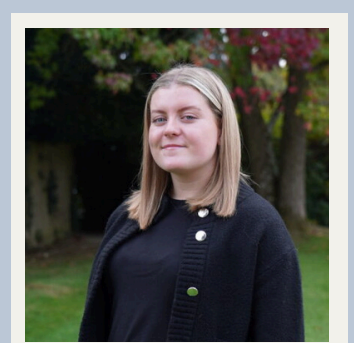
**Miss Hawkins**

Deputy Early Years  
Room Leader



**Miss Colquhoun**

Early Years Practitioner



**Miss Marsden**

Early Years Apprentice

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# Inspiring Exciting Futures

At Lingfield College Nursery, we believe the earliest years are the foundation of every child's future. These precious first steps into education should be filled with happiness, curiosity and discovery.

Every child can be inspired and nurtured to grow in confidence, independence and joy. In our caring and creative environment, we devote our expertise to providing a rich early years experience that sparks imaginations, builds resilience and encourages a love of learning from the very start.

Children who begin their Lingfield journey in our Nursery leave with strong foundations - happy, inquisitive and ready to embrace the exciting futures that lie ahead.

## Our Purpose

We are guided by a simple philosophy that:

"Together we can inspire and enable every pupil to truly flourish socially, academically and creatively to fulfil their aspirations and lead exciting, meaningful lives."



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## Our School Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Prep School Motto



**"I CAN...I KNOW I CAN."**

Our motto is seen, heard and cherished throughout the school. It promotes confidence, resilience and self-belief that guide every member of our school family as we learn and achieve together in a happy, supportive environment.



# Your Little One's Day

## Getting Started

We are excited to welcome you and your child and prepare you for their next adventure! We have provided you with this information to help guide those early days of transition. Following the tour and registration, Admissions will confirm your place. The Nursery Manager will be in contact to confirm details and organise the initial meeting with you.

## Structure

The children in the Nursery are organised into three classes:

- The Cocoon - Children can start from the age of 6 months in the Cocoon Room.
- Caterpillars - Children from 2 years.
- Butterflies - Primarily the pre-Reception year, including children that may benefit from an earlier transition.

Each class provides a nurturing environment tailored to your child's age and stage, ensuring they feel secure, supported and ready for their next steps.

## Sessions

We offer four different sessions in our Nursery. To help your child feel secure, build friendships and develop a sense of belonging, we ask that they attend at least three morning sessions per week.

Our sessions are:

- Morning: 8.30am – 12.30pm
  - Afternoon: 12.30pm - 3.30pm
  - Full Day: 8.30am – 3.30pm
  - Extended Day: 7.30am – 6.00pm
- Before your child starts, you will be asked to complete a form indicating the sessions you require. We will do our best to accommodate your preferences, depending on availability. If you wish to reduce your child's sessions, we kindly ask for six weeks' notice.
  - The Nursery is open 50 weeks a year, closing only for two weeks at Christmas and inset days (dates/times are published on the school calendar).

## Arrival

Drop off and collect from the rear entrance to the room, where a member of staff will greet you. This will be the main drop-off and collection point.

Please inform us if you intend to drop your child off at a time later than their planned time. This is so we can prepare for routine changes if needed.

We expect a child to be dropped off by their parents or carer; if this is different, please let a member of staff know.

Your child will be registered on FAMILY, and handover information will be recorded so we are aware any routine changes we may need to implement. Your child's keyperson will welcome your child, settling them into the Cocoon Room ready for the day's activity. We do welcome parents into the classrooms but equally appreciate that a prompt handover aids transition.

## Collection

- When a session ends, children are collected from their designated classroom entrance.
- For your child's safety, we will only release them into the care of a parent, guardian or authorised adult. If someone else is due to collect your child, please inform staff at drop-off and confirm in writing (by email). We will need the person's full name, a photograph, and your child's collection password.
- Every authorised person (including parents) is assigned a password at enrolment. Your child will not be released unless the correct password is given.
- To ensure the safety of all children, please respect our controlled entrance procedure:
- Only Nursery staff may open doors to allow access.
- Parents must not open the door for others, even if they recognise them.
- If you are delayed in picking up your child or there are changes to arrangements, please get in touch with the Nursery.
- Thank you for helping us keep every child safe. For full details, please see our Failure to Collect Policy on the school website.

## In general the Cocoon Day runs as follows:

<b>7.30am</b>	Wraparound care (am). Breakfast Club
<b>8.30am</b>	Children can be dropped off at the back of the Nursery Building
<b>8.30am</b>	All children arriving for start of the Morning Session and Full Day session. Please ensure that all children attending these sessions arrive in time for registration
<b>9.45 am</b>	Group snack time
<b>11.45am</b>	Lunch served in the children's nursery classroom
<b>12.30pm</b>	Morning session ends and start of the Cocoon afternoon session. Please ensure that all children attending these sessions arrive by 12.30 pm for registration
<b>3.30pm</b>	Home time for the full day or the start of the extended day.
<b>3.30pm - 6.00pm</b>	Wrap around care (pm)
<b>6.00pm</b>	Extended day session ends



## Parking & Drop Off

We operate designated year group parking zones in Prep School to ease traffic flow. Nursery parents, parents and baby spaces are located outside the Oakley building. There are a number of parent and child parking bays available with additional room. Disabled parking is available in front of the Drama Studio, and badges must be displayed.

We ask all parents to park considerately:

- To park strictly within bays and not on yellow lines.
- To observe the speed limit of 5mph.
- To turn off engines when parked.
- To ensure children are supervised at all times.

## Gate Access

For the safety of all children, the main Prep School gates are now electric.

Opening times

- 6.30am – 9.30am and 3.00pm – 6.30pm
- Nursery parents have automatic access via number plate recognition at drop-off and pick-up.
- Outside these times, please use the buzzer at the gate.
- For key school events, the gates will remain open.
- When exiting the gate opens automatically. Please follow the signage and avoid driving through behind another vehicle.

## Settling In

To help familiarise your child with their new environment we arrange short visits in the weeks leading up to your child's start date.

An hour long play and stay induction meeting is arranged to welcome you and your child, during this meeting, you will both spend time with your child's keyperson. Together, we review your child's information and discuss your child, 'getting to know them'. Your child is able to explore their new surroundings in the comfort of your presence. This also familiarises you with your child's environment.

During this time, the keyperson will introduce you to routine information and answer any questions you may have.

Further settling in sessions are arranged according to your child's needs. Our approach to transitioning is nurturing, so a flexible 'settling in routine' may be organised to promote a smooth transition. These are arranged with the Nursery Manager and your child's keyperson.

We also hold Forest Folk, our Stay and Play group. This is every Friday morning from 9.30am term-time only. This is an excellent way for your child to become accustomed to the Nursery surroundings and staff. Please note that these sessions are weather dependent; check our website for any updates.

It is common for children to experience some tears when first separated from their parents. Please don't worry, our experienced staff are skilled in helping children settle quickly, and we will always contact you if your child is unable to settle. Often, a calm, quick goodbye works best.

You can reach out to the Nursery via Family for updates during the day, and we'll share regular photos during settle sessions and the initial weeks to reassure you of your child's adjustment. Please refer to page 15 for further information regarding Family.

## Internal Assessment

Upon registration, we collect information that indicates your child's achievements to date. This information is shared by you. This information is also complemented through a series of early observations that help

inform us about your child's interests and achievement levels in all seven areas of learning:

- Personal, social and emotional development
- Communication and Language
- Physical development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

## Moving & Handling

Children in our under-2s provision will be handled appropriately, with support given to non-walking children and children in the early stages of moving.

Immobile children are also considered and require appropriate handling for their age and development. Considering the child's level of mobility, appropriate levels of care and handling is expected from staff members, ensuring children are kept safe at all times.

Levels of independence and development must be visually risk assessed so appropriate support, guidance, and care can be given to aid the child's mobility, free will, and growth. Members of staff are trained, supported, and guided to ensure they are lifting babies and children under the age of 2 safely, considering the child and their own health whilst doing so.





## Morning Activities

**Morning Welcome - morning sing song and introducing the day's activities.**

The routine of morning activities will very much follow the children's interests and choices. Their routine needs and next steps will be supported with provisions that will promote exploration and discovery. Prepared activities will be available for children to access, broadening their learning opportunities and experiences.

During the morning sessions we may have specialist teachers and curriculum enhancements including Forest School & PE.

During the morning, some children may sleep, others may enjoy play outside. This is dependent on the child's routine needs and opportunities for play accommodate this.

## Sleep

Children in the Cocoon Room have varied sleep patterns and so routines are adapted to suit this. The sleep routines that are most practised due to children's needs are:

- Two sleeps in a day primarily in the morning and afternoon.
- One sleep in a day after lunch.

We will discuss your child's sleep routines with you during the induction meeting so we can implement a routine that best supports their needs at that time. You will be notified of your child's daily sleep times via FAMILY, and your keyperson will discuss any changes in sleep routines, sharing observations and information about your child's sleep needs.

We have little sleep pods for children, they will be supported into a restful sleep through keyperson support, soft lighting and soothing music. Please see our Sleep Policy for more information.

Children are able to bring in comforters or dummies, these are used to settle or comfort your child when needed and during sleep.

## Meals

We have been awarded the **GOLD HEALTHY SCHOOLS AWARD**

because we really believe that healthy bodies lead to healthy, active minds. Our in-house catering team from Holroyd Howe freshly prepares our school meals daily.

Our priority is to ensure that the children are offered nutritious and balanced meals that they will eat and enjoy to sustain them throughout the school day.

## Lunch

Lunch is prepared in the school kitchens and served in the Nursery classroom. Children are encouraged to eat together during mealtimes with the appropriate furniture provided.

Parents receive instant updates via the Family app showing what their child has eaten.

Manners are taught through the use of age-appropriate tools. Social skills are all encouraged to promote independence and safe eating habits, along with gentle encouragement to try new foods and make healthy choices.

A vegetarian option or an alternative is always available. Menus are available on the school website.

Please advise us of any allergies or intolerances your child may have, and ensure this information is kept up-to-date.

## Allergies & Food Preferences

We cater for all allergies, dietary needs and weaning stages, with staff providing extra support where needed. To protect children and adults with severe nut allergies, Lingfield College operates a strict NO NUT POLICY. This includes snacks, treats brought in from home and any items in children's bags.

It is essential that parents keep us regularly updated about their child's dietary needs so we can put the right measures in place to safeguard them.

Please let us know whether your child's needs are due to an intolerance, allergy, or food preference, and provide details of:

- any treatment required, and
- the symptoms staff should look out for.

This information ensures we can keep your child safe, supported and well at all times.

## Snacks

Snack time depends on an individual child's routine and may encompass a variety of available foods and drinks, including milk, pureed fruits and weaning-appropriate foods. Group snack is available at 9.45 am, this is offered to all children.

## Breastfeeding

If breastfeeding is your preference, you are welcome to discuss options where you can continue to breastfeed your child during the day. All milks are welcome, including formula or breast milk; appropriate storage will be provided. Water is available for the children throughout the day. Water bottles go home daily and should be washed and refilled with fresh water at home. We do not permit fruit juices or flavoured water/squash in the Nursery.

## Weaning

Weaning is an important milestone and one that introduces new sensory experiences for your child. Through discussion we can decide the best weaning approach for your child up to the age of 2. Our catering team can ensure that all recommended weaning advice is implemented and respected as per our Weaning Policy.

Parents will be actively involved in the stages of weaning and choices of foods for their children and appropriate menus will be shared to ensure parents are informed of their children's mealtimes during the day. Instant notifications of how much and what children have eaten during the day will be sent via FAMILY so parents are informed.

# Items to Bring



## APPROPRIATE OUTDOOR WEAR

Suitable for the weather and season. E.g. waterproof coat, sun hat, winter hat, scarf, gloves, sun cream. We go outside as much as possible during the day.



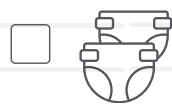
## MILK (AGE APPROPRIATE)

All milk types and bottles for the little ones are accepted, these being provided by you. Please indicate the type of milk you would like your child to have during the induction meeting. Cow's milk and alternative milk are provided after your child turns one. We have all sterilisation equipment and can ensure we meet your child's dietary needs.



## WATER BOTTLE/ SIPPY CUP (AGE APPROPRIATE)

This should be named, clear and ideally with a straw to reduce spillage. Only water is allowed to promote good oral hygiene and healthy choices.



## NAPPIES

Please ensure you bring a bag of nappies in on a regular basis so we have enough nappies for your child. We average 3 nappy changes a day for a child doing a core day and 4 nappies a day when your child is attending the extended day. We provide wipes, however if you'd prefer a particular brand, please ensure you provide these too. We also accept reusable nappies.



## CHANGE OF CLOTHES

We ask that a change of clothing is available at the Nursery. If your child's clothes become soiled during the day, we will place in a nappy bag to return to you at the end of the day.



## FOOTWEAR

Children in the Cocoon Room wear any age-appropriate shoes and soft shoes for inside. For our walking children, boots for Forest Schools may be requested.



## COMFORTS

Children are able to bring a comfort or dummy for comfort or sleep time. Please place dummies in a named sealed container



## BOOK BAG

Please bring on a daily basis, as we will place information inside to share with parents.

## Nursery Uniform

The Lingfield College uniform provider is Monkhouse. They are based in Tunbridge Wells. School uniform is also available to purchase from the Monkhouse website: [www.monkhouse.com](http://www.monkhouse.com). You will also find videos and garment information.

Babies are exempt from our Uniform Policy, however if you would like to purchase items of uniform that support your child's transition into Caterpillars or saves on their wardrobe, we recommend purchasing a:

- Navy Blue Sweatshirt
- Light Blue polo shirts
- Navy Blue Tracksuit bottoms, shorts or leggings.

## Preloved Uniform

Our preloved uniform shop operates from the conservatory at Batnors House at the Prep School. It is open to Nursery, Prep and Senior School parents on Tuesday afternoons between 3.15 pm and 4.15 pm.

For our pay-and-drop system, please email [shop@lingfieldcollege.co.uk](mailto:shop@lingfieldcollege.co.uk) to request the required items and their size/ages. A team member will source the uniform, send you a payment link and deliver your order to the Prep or Senior School office to be collected on a specific date.



# Learning in Cocoon

Our Nursery is a place where children grow in confidence, develop a love of learning, nurture their emotional intelligence, make lasting friendships and have lots of fun.

Learning is built on the principles of play, exploration and independence, following the Early Years Foundation Stage (EYFS). We offer a balanced curriculum through both indoor and outdoor play, encouraging imagination, creativity, and social interaction.

At this stage in a child's life, we understand how much desire a child has to explore, discover, and investigate with all their senses in their bodies. Our practitioners encourage these strong exploratory impulses through planned activities to form a strong foundation for the individual child's early learning experience.



**Find out about the Nursery curriculum here**

## Curriculum Topics

Integrated into the curriculum are the seven key areas of learning which guide the Nursery curriculum:

- Personal, Social & Emotional Development
- Communication & Language
- Literacy
- Mathematics
- Understanding the World
- Physical Development
- Expressive Arts & Design

## Specialist Subjects

Children benefit from a wide range of specialist-led sessions which enrich their learning and spark curiosity. These opportunities begin in our Cocoon room and continue to develop and grow during the child's time in our Nursery setting.

These opportunities, led by staff from both the Nursery and Prep School, nurture creativity, confidence, and a love of learning, allowing your child to continue to develop and grow during their time in our Nursery setting.

## Music

Every day in Cocoon, during our Morning Welcome, we use Music through song as a way of communicating with the children. Children explore the magical world of sound and rhythm, allowing them to develop an early love of music.

This experience is continued throughout the child's time within our setting through further activities such as singing, playing instruments, and movement.

## PE

Children begin to develop their gross motor skills through this foundational stage of learning. These skills include but are not limited to, their balance and coordination.

To support this growth and encourage exploration, we conduct age-appropriate PE lessons, which are planned to support your child's stage of development.

## Outdoor Learning

The children within Cocoon visit our Forest School weekly. It has been professionally designed to provide exciting and practical experiences that enable children to better understand the world around them. The woodland setting promotes a sense of freedom, and pupils become more relaxed in the open. We take great delight in watching them have fun and become more confident.

On outdoor days (weather permitting) children may be involved in gardening, growing flowers and vegetables. We also have a secure pond habitat, which we maintain to attract wildlife including birds, frogs and mini-beasts.

There is also a large orchard area and playing fields on which the children can play.

Children will change into their waterproof clothing and wellington boots if necessary

As well as our Forest School, our youngest babies and toddlers will have access to our play area.

This play area is enclosed, allowing them to safely discover the outdoors under the supervision of our staff.

## French

When your child transitions through our Nursery, further specialised subjects are introduced into their learning such as languages. French is introduced to children through song, stories and games to spark an early interest in language learning. These playful sessions help build listening skills, memory and a curiosity for other cultures.



## Planning, Observing & Communication with Parents

We believe the best outcomes for children are achieved when parents and staff work closely together. To support this, we use the Family app to share updates about your child's learning and daily experiences. You'll receive instant notifications about meals, sleep times, activities and achievements, helping you feel connected to their day.

We also provide regular reports and meetings to discuss your child's progress and next steps. Our Nursery team is always happy to talk with you if you have any questions or would like to share information about your child.

## Individualised Support & Additional Support

Every child is unique, and we tailor our support to meet their individual needs. Some children may require extra encouragement at certain times, while others may benefit from additional challenge. Our aim is to help every child build confidence, independence and resilience, developing the skills they need to thrive.

If a child needs further support, our Early Years SENDCo, may become involved. Together with parents, we may create a support plan and, if helpful, seek guidance from outside professionals such as a speech therapist, occupational therapist, health visitor or paediatrician. By working in partnership with families, we ensure every child receives the right level of support to flourish.

## Positive Behaviour

Our approach to behaviour is built on care, sensitivity and understanding. Staff model positive behaviours and guide children gently, encouraging them to feel calm, secure and confident. If behaviour causes harm to a child or others, or if it becomes repetitive and of concern, parents will be informed. We work closely with families and key staff to understand the reasons behind the behaviour and provide consistent support. Where necessary, concerns may be referred to the Head of Nursery (Emma Philpott) or the SENDCo.

## Pastoral Care

Lingfield College is fully committed to safeguarding and promoting the welfare of all children. Our Nursery team is trained in child protection and works closely with the school's Designated Safeguarding Lead (DSL) and deputies to ensure best practice.

If you have any concerns about safeguarding, please speak to the Head of Nursery, or the Deputy Head of Nursery.

Full details of our policies, including

- Safeguarding,
- Medical Conditions,
- Compliments & Complaints, and
- Health & Safety

can be found on our website.

If your child is moving to a different school, we welcome their new teacher to visit them here. We also share information about your child's learning and development to support a smooth transition and help them settle quickly into their new environment.

Throughout this process, we provide support for both children and parents. If you have any concerns about transition, or would like to discuss your child's reports, please speak with

your child's key person or contact the Head of Nursery. Our aim is always to maintain the love of learning fostered in Nursery and to ensure your child feels confident and excited about the next stage of their journey.

## Our School Community

Throughout the school year, Nursery children have the opportunity to participate in whole-school events like the Christmas Nativity Play with Reception children and their own Sports Day in the summer term. These events not only unite the school community but also ease the transition to the Prep School once your child has finished their time in our Nursery setting.

## Transition to Caterpillars

Children attending the Cocoon Room transition into our Caterpillars setting when they turn 2 years old.

We will ensure that they are supported during this transition by:

- Contacting the child's parents to discuss the transition.
- Organise settling-in sessions in Caterpillars.
- Liaise with the key people so that transition supporting documents are completed and they are aware of needs, interests, and development.





# Communication



**Nursery Office:**

**01342 778773**

[nurseryadmin@lingfieldcollege.co.uk](mailto:nurseryadmin@lingfieldcollege.co.uk)

There is always something happening in the Lingfield Community, and we recognise that effective communication between home and nursery is essential in supporting social, emotional and academic progress.

## Parent to Nursery Staff

Nursery staff are open to having in-person conversations with parents, during drop off and pick-up times. If you require more time with your child's class teacher, you can arrange a specific appointment by emailing the Nursery Admin. Additionally, parents can also email staff directly via Famly but it's worth bearing in mind that there may be a delay in response time, as staff are not expected to reply outside of regular working hours (evenings and weekends).

## Website

Visit the [Parent Information](#) section of our website to access term dates, school policies, fees, uniforms and transport information. You can also keep up to date by visiting our [news section](#).

## Famly App

Our GDPR-compliant digital platform can be downloaded via Android and Apple devices. It allows us to communicate with Foundation Stage parents daily, logging learning, eating, playing and sharing photos for parents to see their children. Parents can stay in touch with the teachers.

## SchoolPost

SchoolPost is the system we use to send whole school or year group emails and text messages.

## School Calendar

The School calendar can be viewed via the calendar icon on the [landing page of the website](#). Here you can see many activities and events at Prep School.

## The Lingfield Link

A Lingfield Link is our weekly Friday newsletter. It summarises everything for the week ahead, key dates, what has been happening at the School, success stories, and news from the School community.

## Curriculum Newsletter

This is sent out at the beginning of the new term and contains more detailed information about learning and development.

## Parent Reps & WhatsApp Groups

When your child joins the Nursery, you will be offered the chance to connect with a Parent Rep – another parent from the school community. Parent Reps usually host a WhatsApp group to share information and help families feel connected.

Parent Reps also meet with Nursery staff each term to share the 'Parent Voice', giving valuable feedback that helps us celebrate what is working well and identify areas for improvement.

## Parents' Association

Our active parent community (LCPA) is a valued part of the School, and everyone is welcomed as a member of the association. They organise various fundraising events throughout the year, such as the Christmas fair, Summer Fun Day, and discos. Visit our [website](#) to find out about the latest events or how to volunteer.

## Parent Engagement Group

Headmaster, Mr Bool and Head of Prep, Mrs Shackel meet with parents (by year group) several times yearly. The group is a platform for idea sharing and providing feedback and information on School life from the perspective of the pupils and their families.

## Volunteering Opportunities

Prep School has always valued the time and talent so generously shared by our families. We welcome your help with various activities and events such as reading with pupils, talks, sporting fixtures, clubs, educational visits and art days. If you are willing and able to help in any way, please email the Prep School office

## Social Media Platforms

Our Social Media Platforms - Instagram, Facebook and LinkedIn are a great way to keep up to date with what is happening in the School and our pupils' achievements. We would love you to share our news and engage with our stories.



# Our Staff

## Nursery Staff

With our experienced team of Nursery practitioners and apprentices, our aim is to provide a nurturing environment where children thrive, learn, and grow holistically. The Nursery also benefits from having an Early Years qualified teacher leading the Academic curriculum. All staff attend regular training and workshops to keep updated.

To read more about our wonderful teaching staff, please visit our website.

## Ratios

As a commitment to heightened interaction through individual learning opportunities we facilitate where possible a higher ratio of adults to children.

## Key Person

Each child within the Nursery is assigned a named Key Person, a qualified staff member responsible for guiding their development through warm and positive interactions, monitoring progress and engaging with the child's family.

Your child will have a primary key person, supported by a buddy key person whose details will be shared with you within your child's first week of starting in the nursery. This support aims to minimise any separation anxiety and ensures your child feels comfortable and supported.

This nurturing relationship continues throughout their time with us, helping your child reach their full potential across all areas of learning.

## Specialist Teaching Staff

Nursery children benefit from specialist teaching staff from the Prep School. The children enjoy taking part in singing, dance, music and French lessons weekly. Additionally, they participate in age-appropriate Physical Education lessons led by the staff team and utilising the extensive Prep School Sports facilities.

### The Whole Team

Miss Emma Philpott	Head of Nursery & EYFS Designated Safeguarding Lead
Mis Kate Summerhayes	Deputy Head of Nursery & Nursery SENDCo
Mrs Kate Ratsma	Nursery Admin (Tues, Weds, Thurs)
Mrs Emma Turner	Nursery Admin (Mon and Fri)
Mrs Tina Hawkes	Extended Session Room Leader
Mrs Jennifer Bowler	Head of Early Years (Academic)

### The Cocoon

Miss Hollie Rainbow	Early Years Room Leader
Miss Emily Hawkins	Early Years Practitioner & Deputy Room Leader
Miss Aliya Harvey	Early Years Practitioner (Mat Leave)
Mrs Sami Colquhoun	Early Years Practitioner
Miss Laura Marsden	Early Years Apprentice

### Caterpillars

Mrs Josie Whitman	Early Years Room Leader & Forest School Lead
Miss Lauren Middleton	Early Years Practitioner & Deputy Room Leader
Mrs Emily Demain	Early Years Practitioner & Deputy Room Leader (Mat Leave)
Mrs Brindusa Stent	Early Years Practitioner
Ms Alahna Doone	Early Years Practitioner

### Butterflies

Mrs Sophie Bradford	Early Years Room Leader
Mrs Anneliese Quartarone	Early Years Practitioner & Deputy Room Leader
Mrs Natalie Shenton	Early Years Practitioner & Deputy Room Leader
Miss Ginny Boswell	Early Years Practitioner
Mrs Lisa Barnes	Early Years Practitioner
Ms Carolyn Goody	Early Years Practitioner
Mrs Ania Sikorska	Early Years Practitioner

Mrs Joanna Winter	Early Years Practitioner (Pool)
Ms Casey Keswick	Early Years Practitioner (Pool)
Ms Francesca Lebihan	Early Years Practitioner (Pool)
Ms Eve Carey	Early Years Practitioner (Pool)
Miss Amber Hawkes	Early Years Practitioner (Pool)
Ms Ruby Barlow	Early Years Practitioner (Pool)

## Prep School Safeguarding Team

Safeguarding Governor - Mrs Janet Mills  
Designated Safeguarding Leader - Mrs Jacky Shackel  
EYFS Safeguarding Lead - Miss Emma Philpott  
EYFS Deputy DSL - Mrs Tina Hawkes  
Deputy DSLs - Mrs Helen Roe & Mrs Christina Hubbard



# What to do if...

## **...You Have Concerns About Your Child.**

If you have any worries, contact the Nursery Office in the first instance. They are best placed in understanding your child's needs and requirements regarding their general wellbeing and academic progress.

## **...Your Child is Going to be Late for School.**

If your child arrives after their session time, they should report to the Nursery Office or via Family. Parents should come straight to the Nursery if late.

## **...Your Child is Unwell.**

Please do not send your child to school if they are unwell. Please send a message on Family, or ring 01342 77873 ext. 2 and leave a message on their absence line. Alternatively, you can email: [nurseryadmin@lingfieldcollege.co.uk](mailto:nurseryadmin@lingfieldcollege.co.uk)

Please contact us on every day of your child's absence.

Any child with vomiting or diarrhoea should not return for a minimum of 48 hours from the last episode. If your child is absent for more than 5 school days, parents must obtain a medical note from their GP. If your child is absent for a significant length of time, an email to the headmaster explaining the circumstances is required.

Should your child be taken ill at school, they will be cared for by our staff, who will make every effort to contact you. It is, therefore, vital that the Nursery Office has a list of current contact numbers.

If a child's temperature reaches over 37.5 °C a parent will be informed. The temperature will be monitored every 10 minutes and should it increase, a parent will be asked to collect the child.

We ask that a child's temperature has been stable without medication for 24 hours before they return to nursery.

## **...You Might be Delayed in Collecting Your Child or There Have Been Changes to Arrangements.**

If you are delayed in picking up your child after school, or there are any changes to your collection arrangements, such as them not attending a club, please contact the Nursery Office so that their room leader can be informed or send a message on Family.

## **...There is Heavy Snowfall or Extreme Weather Conditions.**

In the event of adverse weather, the Headmaster may take the decision to close the school. We will endeavour to communicate this decision by 6.45 am on the morning of the closure. The information will be on our website, and parents will be informed by email.

In the event of bad weather during the course of the school day, we will email parents and pupils will remain supervised until they can be collected.

## **...Your Child Requires Medication.**

We encourage medicine to be administered at home unless there is a special reason why a pupil needs to take it during the school day. Medication brought into school must be handed directly into the Nursery Office, parents must complete a Consent to Administer Form, which can be emailed in advance.

Medicine for potentially life-threatening conditions will be administered by staff such as inhalers for asthma, auto-injectors for anaphylactic shock and diabetic treatments. If a child does not have their inhaler or EpiPen in school, they may not be allowed to participate in physical activities, a sporting fixture or a trip. The Nursery holds an emergency supply of paracetamol, which parents are requested to give consent for prior to administering.

## **...You have an Adhoc request for a session.**

Please email: [nurseryadmin@lingfieldcollege.co.uk](mailto:nurseryadmin@lingfieldcollege.co.uk) with any adhoc requests you have for all nursery sessions including the extended sessions. Please note these sessions include an admin fee.

## **...You want to see the school's policies**

A comprehensive list of our policies and procedures is available on our website.



**FAQs are also available on our website**



# Key Contacts in Nursery

Prep School Office	+44 (0)1342 832407 <a href="mailto:prepoffice@lingfieldcollege.co.uk">prepoffice@lingfieldcollege.co.uk</a>
Nursery	+44 (0)1342 778773 <a href="mailto:nurseryadmin@lingfieldcollege.co.uk">nurseryadmin@lingfieldcollege.co.uk</a>
Head of Prep School Mrs Jacky Shackel PA Mrs Marie Wright	+44 (0)1342 778773 PA to the Head of Prep <a href="mailto:wrightm@lingfieldcollege.co.uk">wrightm@lingfieldcollege.co.uk</a>
Admissions Team	+44(0)1342 838153 <a href="mailto:admissions@lingfieldcollege.co.uk">admissions@lingfieldcollege.co.uk</a>
Finance Team	<a href="mailto:finance@lingfieldcollege.co.uk">finance@lingfieldcollege.co.uk</a>

## Digital Communication



### Family App

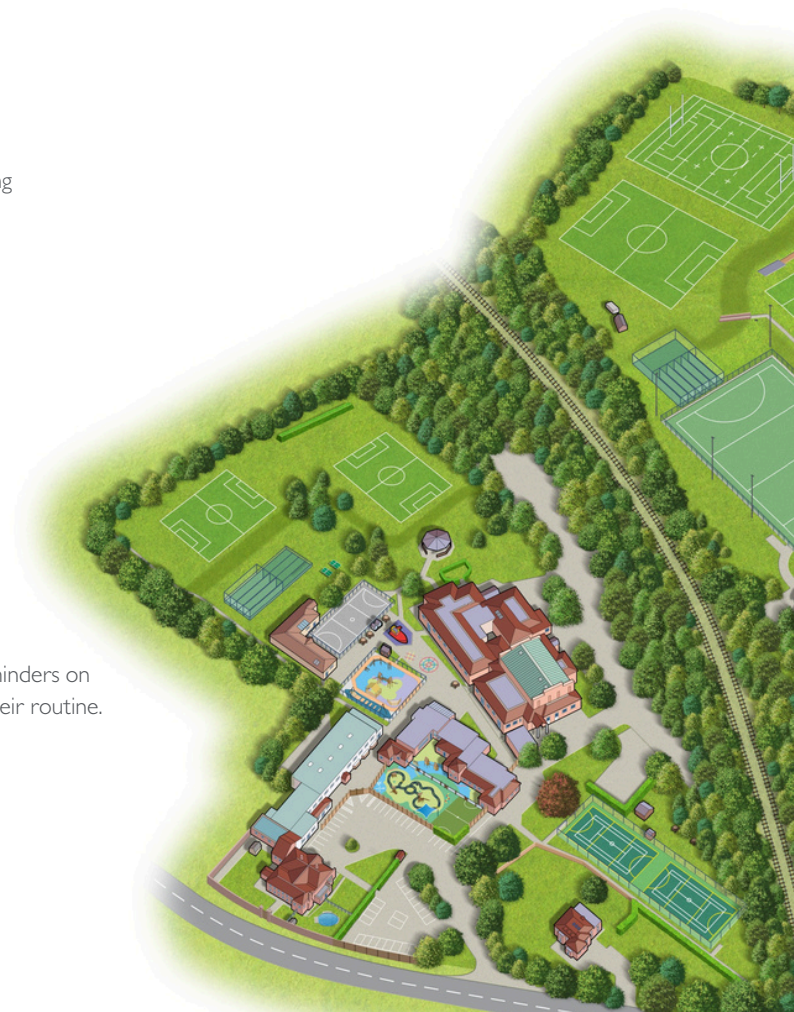
Family is the Foundation Stage Secure App used for the recording and planning of your child's educational development. It allows children, parents and teachers to work closely together, celebrating your child's individual achievements and personal development journey until the end of Reception. We also encourage every parent to submit observations, videos and photographs that you make of your child, thus enhancing our holistic and collaborative approach to learning.

### Create Your Account

As part of your sign-up, you will complete forms to give us permission to set up an online profile and initiate your child's account. Once we have received this, you should receive an email with unique login details to the portal on the App or via desktop.

### Features of Family

Communication - Send instant messages, get daily updates and automatic reminders on activities, meals and wellbeing, helping you stay informed and engaged with their routine.  
Personalised Journey - Parents and teachers can share any child information, observations, videos, and mealtimes.





# Further Information

## Mobile Phones

Mobile phones or Smart Watches are not allowed at School. Permission may be granted in exceptional circumstances by the Head of Prep School. In such circumstances phones should be handed directly in to the School Office at the beginning of the day and collected before the journey home. Urgent messages to pupils may come via the School Office. The school can accept no liability for a phone, that is lost, tampered with or stolen.

If you are visiting the school site in whatever capacity (Including visitors, parents, governors, volunteers and senior school students), please be aware that:

- Personal mobile phones, cameras and recording equipment cannot be used in the presence of children on the prep school site.
- In Foundation Stage (Nursery & Reception), all mobile phones are strictly prohibited and must be stored securely (locked away) out of reach within the setting until such time as the individual leaves the building.

## Photography at School Events

Parents are reminded that Images/videos taken of their own children at School events, such as award ceremonies, sporting events, concerts and productions, should be used for personal use only.

A parent/carer publicly sharing images of other pupils with no controls on privacy may be in breach of data protection rules. Parents are therefore asked that images that may, expressly or not, identify other pupils should not be made accessible to others via online or social media channels without the prior agreement of that pupils' parents or shared/published in any other way.

Parents are asked expressly not to interfere with the smooth running of the event or compromise health and safety to take images.

The School reserves the right to refuse or withdraw permission to film or take photographs from any parent who does not

follow these guidelines or is otherwise reasonably felt to be taking inappropriate images.

## Complaints

Lingfield College is a busy place with lots of pupils taking part in a great many activities taking place in any given week, over a given term. While we pride ourselves on maintaining a positive and cooperative community, we understand that occasional conflicts of interest, misunderstandings, and disagreements can arise between students, parents, and teachers, although these instances are infrequent. We are committed to addressing any issues that arise promptly and fairly.

If parents have a complaint, they can expect us to handle it in accordance with our complaints procedure, which is readily available on our website. The Headmaster's decision will be final in interpreting all school rules.

## First-Aid

Our fully equipped medical room is located next to the School Office. First aid boxes are situated in key areas of the school, and we always take first-aid kits with us on trips or excursions or when participating in sporting events.

Most members of our teaching staff are trained to provide basic first aid.

We record all accidents and injuries, make parents aware and have a procedure in place to review this to minimise the likelihood of reoccurrence. We will always contact parents if a child needs anything more than basic first aid, if they become unwell, or if we have any worries or concerns about their health. It is therefore important we have your current contact details.

## Safety in the Sun

From the end of Spring term, throughout Summer term and at the beginning of Autumn term, we advise pupils to wear sunhats during break times, when appropriate.

Parents should apply high factor long-lasting sunscreen before school, as staff are not allowed to administer this.

## Serious Incidents

If a major crisis occurs at the School, such as severe weather, power outages, serious accidents, or major incidents in the local or wider community, our priority will always be the safety and wellbeing of our pupils.

We will make every effort to communicate with parents as fully and comprehensively as possible, although if we don't have all the details, we will inform you of that.



# Policies

Our policies are all listed on the [Policies & Safeguarding page](#) of our website. We ask all parents to read these policies before their child starts at the school.

- Admissions Policy
- After School Club & Breakfast Club
- Anti-bullying & Cyberbullying
- Attendance
- Behaviour Management
- Complaints Policy
- Curriculum
- Educational Visits
- Failure to Collect
- Foundation Stage
- Health & Safety
- Holiday Club
- Homework
- Inclusion & SEND
- Medical Conditions
- Missing Child
- PSHE
- Relationships & Sex Education
- Safeguarding & Child Protection
- School Closure (Nursery)
- Use of Cameras & Mobile Phones (EYFS)
- Use of Digital Images



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