



NURSERY

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 fulfill their full potential.

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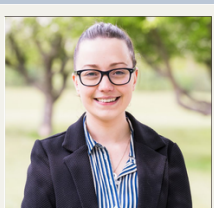
Kate Summerhayes

Deputy Head of Nursery
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!

”



Mrs Whitman

Caterpillars Room Leader
whitmanj@lingfieldcollege.co.uk

“

I have 14 years of experience working with children and love working with all ages. I have an amazing team that works alongside me offering a nurturing environment to help our learners develop the foundations of values in an appropriate way for their stage of development, building a strong, trusting relationship with each practitioner along the way. We work closely with families to ensure that each child's development is being supported and stretched, enabling them to learn new life skills and experiences.

”



Mrs Bradford

Butterflies Room Leader
bradford@lingfieldcollege.co.uk

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I am passionate about creating an engaging environment where every child feels valued and supported. I believe in a holistic approach to early years education, focusing on the development of the whole child socially, emotionally, physically and intellectually. I particularly enjoy messy play, as it encourages creativity, exploration, and sensory development. I love using nature to inspire learning and support wellbeing. I am dedicated to fostering curiosity and confidence in each child as they prepare for their next learning journey.

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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."



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



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.

The Nursery Day

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**
- For Butterflies we recommend some full days to help prepare for the transition into Reception.
- 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 (dates/times are published on the school calendar).

Arrival

Breakfast Wrap-around Care

- Term time – Oakleigh Building (opposite the Orchard)
- Holidays – Caterpillars classroom back door

All Other Nursery Sessions

- Drop off at your child's designated classroom entrance

Afternoon Sessions

- Please come to the School Office, where a member of the Nursery team will meet you and your child.

The Cocoon

- Drop off and collect from the rear entrance to the room, where a member of staff will greet you.

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.

- All authorised persons (including parents) are 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.

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.

In general the Nursery Day runs as follows:

7.30am	Wraparound care (am). Breakfast Club
8.30am	Children can be dropped off at the gated entrance to their designated classroom
8.30am	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
9.45am	Snack
11.45am	Lunch in the Woodland Cafe
12.30pm	Morning session ends and start of the Nursery afternoon session. Please ensure that all children attending these sessions arrive by 12.30pm for registration
3.30pm	Full day session and afternoon session ends.
3.30pm - 6.00pm	Wrap-around care (pm)
6.00pm	Extended day session ends

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.



Meals

We are proud to hold the Gold Healthy Schools Award, recognising our commitment to promoting healthy bodies and active minds. Our in-house catering team from Holroyd Howe prepares nutritious, balanced meals fresh each day.

Children are supported at mealtimes to build independence, develop social skills, and make healthy choices. Parents receive instant updates via the Family app showing what their child has eaten.

Lunch

Meals are prepared in the school kitchens and served in the Nursery classroom. Children are encouraged to use age-appropriate cutlery, practise good table manners and try new foods in a supportive, positive environment.

A vegetarian option or alternative is always available, and menus can be found on our 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 each child's individual routine and may include milk, puréed fruits, or weaning-appropriate foods. A group snack is also offered to all children at 9.45am.

Snacks consist of a selection of fruits and vegetables plus a carbohydrate-based option, with children encouraged to make their own choices. We provide milk and promote drinking water regularly from their water bottles throughout the day.

Snack time is also a valuable social opportunity, where children share conversations, practise good manners, and learn to help one another.

Breastfeeding

If you wish to continue breastfeeding, you are very welcome to discuss with us the options for feeding your child during the day. We also support the use of formula or expressed breast milk, and appropriate storage is always provided to ensure milk is kept safe and ready for your child.

Sleep & Play

After lunch, some children rest or sleep while others enjoy free play in Billy Bounce. We will talk with you about your child's sleep routine during the induction meeting so that we can follow a pattern that best supports their needs.

You will be notified of your child's sleep times each day through Family, and your child's key person will share any changes or observations with you.

Children rest on individual sleep mats and are gently supported into sleep with soft lighting, soothing music, and the reassurance of their key person. Comforters or dummies may be brought in and will be used as needed to help your child feel settled.

Drinking Water

Fresh drinking water is available to children throughout the day. Water bottles are sent home daily and should be washed and refilled with fresh water before returning to Nursery.

Please note that fruit juices, squash and flavoured water are not permitted in Nursery.





Getting Ready for Nursery

Getting Started

We aim to help every child settle into Nursery happily and confidently. Some children adjust quickly, while others may take a little more time — and that's perfectly natural. Here are some simple ways you can support your child as they prepare for this exciting new stage:

- Build listening skills – Singing nursery rhymes, talking together, listening to stories and playing simple games all encourage your child to listen actively and with focus.
- Encourage independence at mealtimes – Practising using a spoon, fork or cup at home will help your child feel confident at lunchtime.
- Practise getting dressed – Allowing your child to try putting on shoes, wellington boots, coats (including zips) and even gloves will build their independence and self-esteem.

Every small step of independence helps your child feel ready for Nursery and supports a smooth, confident transition into daily routines.

Settling In

To help your child feel comfortable and confident in their new environment, we arrange short visits in the weeks leading up to their start date

An hour-long play and stay induction is held to welcome you and your child. During this session,

you will both spend time with your child's key person, share information, and discuss your child's routines, interests and needs. Your child will have the chance to explore their new surroundings with you by their side, while we introduce routines and answer any questions you may have.

Further settling-in sessions can be arranged according to your child's needs. Our approach is flexible and nurturing, with routines tailored in partnership with you to promote a smooth transition.

We also hold Forest Folk, our Stay and Play group, every Friday morning at 9.30am (term time only). This is a lovely opportunity for children to become familiar with the Nursery environment and staff before they start. 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 team via Family for updates during the day, and we share regular photos during the settling-in period to reassure you of your child's progress. Please refer to page 15 for further information regarding Family.

Nursery Classes

Children in the Nursery are grouped into three classes, each designed to meet their developmental stage:

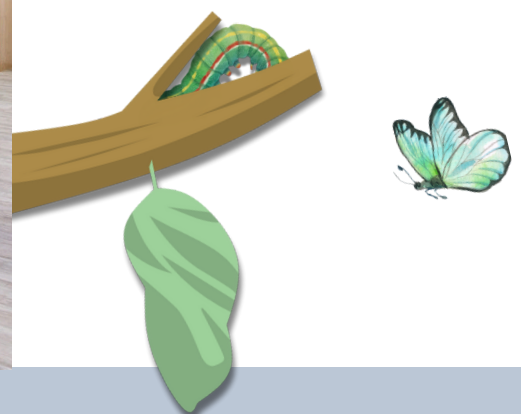
- The Cocoon – Our Baby Room, where children can join us from 6 months old.
- Caterpillars – For children from around 2 years old, as they begin to grow in independence.
- Butterflies – Primarily for children in their pre-Reception year, including those who may benefit from an earlier transition.

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.

Transitions Between Rooms

As children grow, they move between Nursery classes at the stage most appropriate for their age and development. Children in the Cocoon Room usually move to Caterpillars around their second birthday, before progressing to Butterflies in preparation for Reception.

To support a smooth transition, we arrange settling-in sessions, share information between key staff, and talk with parents to ensure every child feels secure and confident as they move up.



Items to Bring

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APPROPRIATE OUTDOOR WEAR

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

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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.

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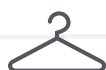
WATER BOTTLE/ SIPPY CUP (AGE APPROPRIATE)

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.

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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

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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. You will also find videos and garment information.

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 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 the Nursery

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.

Children are supported to follow their own interests through child-initiated activities, with staff guiding them to explore, discover and learn at their own pace.

Exploratory Play for 3-Year-Olds

We nurture the natural curiosity of 3-year-olds through exploratory play. Children develop fine motor skills, interact with their peers, and begin to understand the world around them.

Educational Play for 4-Year-Olds

For 4-year-olds, our curriculum offers educational play that deepens interests and builds essential early skills. Children start to grasp key concepts, enhance their communication, and express themselves through creative arts.



**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

Queries relating to curriculum matters should be sent to Jen Bowler, Head of Early Years (Academic)
bowlerj@lingfieldcollege.co.uk

Home Reading

Nursery children will choose a book from our library to bring home and share with you each week.

Specialist Subjects

Nursery children benefit from a wide range of specialist-led sessions which enrich their learning and spark curiosity. These opportunities, led by staff from both the Nursery and Prep School, nurture creativity, confidence and a love of learning.

Music

Our well-resourced Music Department nurtures creativity, self-expression and confidence through joyful musical experiences. Children explore the magical world of sound and rhythm, developing an early love of music through singing, playing instruments and movement.

Dance & PE

Through weekly dance sessions and age-appropriate PE lessons, children develop balance, coordination and teamwork while having fun and expressing themselves. PE lessons also make use of the Prep School's excellent sports facilities, giving children plenty of space to move and play.

French

Children are introduced to French through songs, stories and games that spark an early interest in language learning. These playful sessions help build listening skills, memory and a curiosity for other cultures.

Creative & Practical Experiences

In addition to specialist sessions, children take part in art, cooking and early writing activities, helping them to develop fine motor skills, imagination and independence. These opportunities give children the chance to explore, create and discover new interests.

Forest School

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

Children will change into their waterproof clothing and wellington boots if necessary when we go outside.

Local Adventures

Our Nursery children enjoy regular local adventures that bring learning to life in simple, meaningful ways. These gentle outings spark curiosity and help children feel connected to their surroundings.

Adventures may include:

- Exploring wildlife at the school pond
- Visiting the orchard and playing fields for outdoor play
- A stroll into the local village to discover the community around us
- Time in the wider 44-acre school grounds, from woodland walks to nature spotting

These everyday adventures are always carefully supervised and tailored to the children's needs, giving them the freedom to explore safely in both our beautiful school grounds and the local area.

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 Emma Philpott, Safeguarding Lead, or Kate Summerhayes, Deputy Safeguarding Lead.

Full details of our policies, including

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

can be found on our website.

Transition to Reception

When the time comes for your child to move on from Nursery, we work hard to ensure the transition is a smooth and positive experience for both children and families.

For those continuing at Lingfield College, we organise a range of transition activities to build confidence and familiarity. Children spend time in their new classroom with their peers and meet their Reception teacher, who is already a familiar face as part of the Foundation Stage team.

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 such as 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 as children become familiar with their surroundings.





Communication



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, uniform 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
Miss Kate Summerhayes	Deputy Head of Nursery
Mrs Kate Ratsma	Nursery Admin (Tues, Weds, Thurs)
Mrs Emma Turner	Nursery Admin (Mon and Fri)
Mrs Tina Hawkes	Extended Session Room Leader

The Cocoon

Miss Hollie Rainbow	Early Years Room Leader
Miss Emily Hawkins	Deputy Early Years Room Leader
Miss Aliya Harvey	Early Years Practitioner
Ms 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
Mrs Brindusa Stent	Early Years Practitioner
Mrs Lisa Barnes	Early Years Practitioner
Mrs Jackie Saunders	Early Years Practitioner
Ms Alahna Doone	Early Years Practitioner

Butterflies

Mrs Sophie Bradford	Early Years Room Leader & Forest School Lead
Mrs Anneliese Quartarone	Early Years Practitioner & Deputy Room Leader
Miss Ginny Boswell	Early Years Practitioner
Mrs Natalie Shenton	Early Years Practitioner

Mrs Michelle Gardiner	Early Years Practitioner (Pool)
Mrs Ania Sikorska	Early Years Practitioner (Pool)
Mrs Joanna Winter	Early Years Practitioner (Pool)

Early Years Administration Team

Early Years Administrators - Mrs Emma Turner / Kate Ratsma

Prep School Safeguarding Team

Safeguarding Governor - Mrs Janet Mills
Designated Safeguarding Leader - Mrs Jacky Shackel
EYFS Safeguarding Lead - Miss Emma Philpott
EYFS Deputy DSL - Miss Kate Summerhayes
Deputy DSL - Mrs Helen Roe
Deputy DSL - 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

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.

...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.

We encourage medicine to be administered. 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 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 prepoffice@lingfieldcollege.co.uk
Nursery	+44 (0) 1342 778773 nurseryadmin@lingfieldcollege.co.uk
Head of Prep School Mrs Jacky Shackel PA Mrs Marie Wright	+44 (0) 1342 778773 PA to the Head of Prep wrightm@lingfieldcollege.co.uk
Admissions Team	+44(0) 1342 838153 admissions@lingfieldcollege.co.uk
Finance Team	finance@lingfieldcollege.co.uk

Digital Communication



Family App

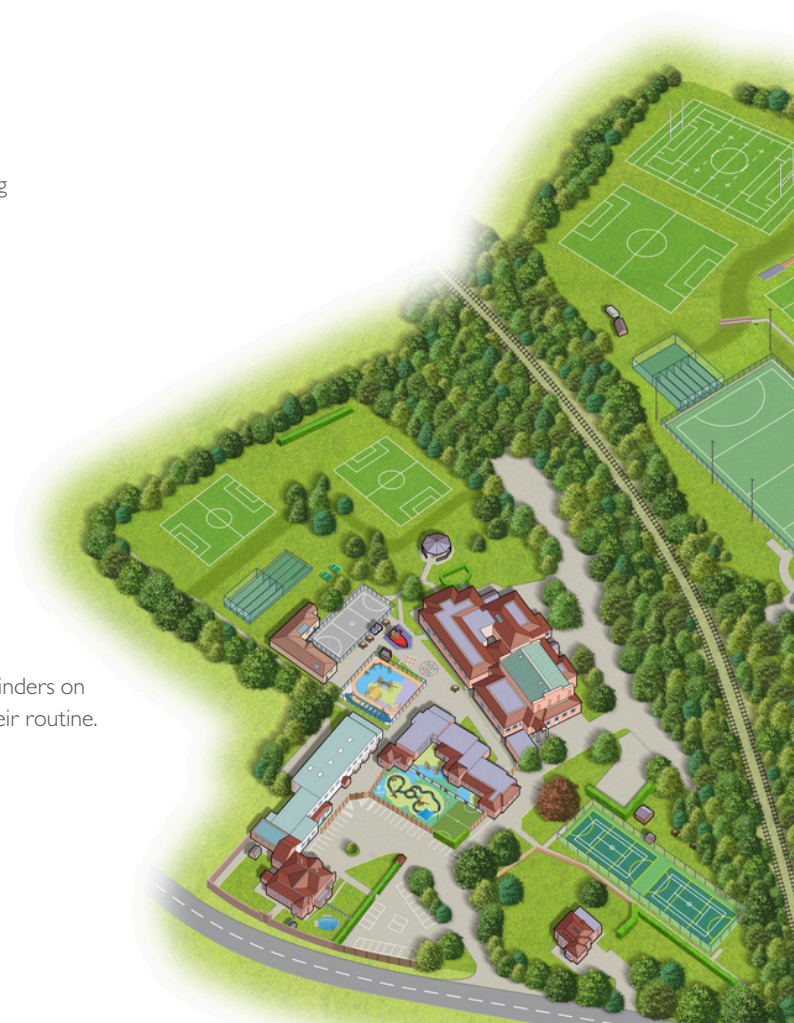
Family is the Foundation Stage Secure App used for the recording and planning of your child's educational development. It allows children, parents and teachers to work closely together, celebrating your child's individual achievements and personal development journey until the end of Reception. We also 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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