



## Nursery Parents Welcome Letter 2025

Dear Parents/Carers,

A very warm welcome to you and your child! We look forward to an exciting time ahead in the Nursery and wanted to provide some additional information to help you familiarise yourself with our routines. You can also find a link to our Curriculum Newsletter, which contains details about children's learning and development.

We are fortunate to have a dedicated team committed to providing engaging learning opportunities for your children.

For more information about your child's teaching team and their roles, please see below.

### Our Nursery Team

Mrs Tiffany Vickery	Head of Nursery Nursery SENDCo EYFS Designated Safeguarding Lead
Mrs Kate Ratsma	Nursery Administrator (Tues, Wed, Thurs)
Mrs Emma Turner	Nursery Administrator (Mon and Fri)
Mrs Tina Hawkes	Extended Session Room Leader (Can deputise in Head of Nursery's Absence)

#### **The Cocoon**

Miss Hollie Rainbow	Early Years Room Leader
Miss Georgia Cottrell-Pinch	Early Years Practitioner
Miss Aliya Harvey	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

### **Butterflies**

Mrs Sophie Bradford	Early Years Room Leader
Mrs Anneliese Quartarone	Early Years Practitioner & Deputy Room Leader
Miss Ginny Boswell	Early Years Practitioner & Deputy Room Leader
Miss Alahna Doone	Early Years Practitioner & Deputy Room Leader
Miss Katie Carter	Early Years Practitioner
Mr Andrew Davis	Early Years Practitioner
Mrs Natalie Shenton	Early Years Practitioner
Mrs Michelle Gardiner	Early Years Practitioner (Pool)
Miss Laura Marsden	Early Years Practitioner (Pool)
Mrs Ania Sikorska	Early Years Practitioner (Pool)
Mrs Joanna Winter	Early Years Practitioner (Pool)

### **Keyperson**

The Early Years Foundation Stage Framework requests that every child must be assigned a Keyperson. A keyperson is a suitable adult that is part of the qualified and skilled team that delivers quality care and education to all children. They are responsible for guiding a child's development through warm, positive interactions and supporting parents to guide their child's development at home. The keyperson is responsible for ensuring their key children reach their full potential implementing individual learning opportunities that encourages progress in the seven areas of learning.

At Lingfield College Nursery your child's primary keyperson will be your child's lead practitioner, they will then be further supported by your child's buddy keyperson. Your child's buddy keyperson details will be shared with you within your child's first week of starting. They, alongside your child's primary keyperson, will provide the initial support your child requires to feel comfortable in their new environment. From here continued support will be fostered so your child benefits from a supportive and nurturing relationship throughout their time with us.

### **Famly**

Our Nursery Management Software 'Famly' is fully functional and supports everyday communication by sharing updates on your child's daily activities, meals, and well-being, helping you stay informed and engaged with their routine. These working diaries record children's achievements and progress from their starting point to the completion of their Early Learning Goals (ELG's) at the end of Reception ensuring that you can see real-time updates on your child's progress, view photos and videos of their daily activities. Parents will be provided with access to the Famly Parent Portal, which allows us to work closely together by enabling parents to not only see what their children are achieving in school, but also for parents to share any observations from home and communicate with us more readily ensuring that we collaboratively work together to facilitate the best care and educational experiences for your child.

Please ensure you complete the Famly Online Consent Form (sent as part of the admissions pack) as soon as possible to gain access to your child's profile. Log in details will be emailed to you by Famly once your child has started their settle sessions at the Nursery. Once

registered, you can download the Family app on your smartphone or access the platform via a web browser, making it easy to stay connected anytime, anywhere.

### **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 and 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 Head of Nursery and your child's keyperson.

We also hold 'Lingfield Little Forest Folk', our play and stay group. This is every Friday morning from 9.30am term-time only in our Forest School facility. This is an excellent way for your child to become accustomed to the Nursery surroundings and staff.

### **Transition between Nursery classes**

Children attending the Cocoon Room will transition to Caterpillars when they turn 2 years. Children transitioning from Caterpillars and Butterflies do so either in their cohorts at the beginning of the new academic term in September or on an individual basis when the child is considered 'ready'.

To support transitions, we:

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

### **School Transition**

When your child transitions to Lingfield College Reception or a new school we are proactive in liaising with your child's new teacher and establishing links with your child's new school if they are moving. We encourage a smooth transition and so for those remaining at Lingfield College we organise events to aid your child's confidence when settling. Your child will already be familiar with their teacher as Reception is very much part of the Foundation Stage, having said this, your child will still be given the opportunity to meet their new teacher spending time in their new classroom with their peers.

If moving to a different school, your child's new teacher is welcome to visit to spend time with your child. During this time we will share aspects of their learning and development, sharing information to aid a smooth transition. During all school transition support for both the child and family is provided. Please do contact us if you have any concerns about your child's school transition. We ultimately want to maintain the love of learning fostered at Lingfield so are happy to provide support even in the early stages of transition.

If you have any concerns or would like to discuss any of your child's reports please contact either myself, Mrs Vickery by sending an email to [nurseryadmin@lingfieldcollege.co.uk](mailto:nurseryadmin@lingfieldcollege.co.uk) or speak to your child's primary keyperson.

### **Learning and Development**

For further information regarding our Curriculum and Learning and Development opportunities for children please see the link attached to our Curriculum Nursery Newsletter 2024/2025: Please open 'Go to this sway' and press Play.

[Curriculum Nursery Newsletter 2024 - 2025](#)

[Go to this Sway](#)

### **Routine**

#### **Our Daily Routine**

#### **Dropping off and Collection**

We'd like to request that children are to be dropped off and collected at the start times and finish times in the following areas:

- |                                 |  |
|---------------------------------|--|
| • Morning session: 8.30 – 12.30 | Drop off at the designated gated entrance to your child's classroom and collect from the back door of Caterpillars classroom.                                |
| • Core session: 8.30-3.30       | Drop off and collect at the designated gated entrance to your child's classroom.   |
| • Breakfast session: 7.30-8.30  | Drop off at the entrance to the Dining Room located opposite the Orchard during term-time and at the Caterpillars Room back door during the holiday periods. |
| • Extended session: 3.30-6pm    | Collect from the Caterpillars Room back door.  |

For those children attending the Cocoon, please collect and drop off your child at the rear entrance. A member of staff will meet you and welcome your child into the classroom.

The doors to Nursery open at 8.30am and children should be brought by their parent/carer to their classroom gated entrance. A member of staff will meet you, collecting your child and taking them to their classroom. We welcome known parents into the classrooms but equally appreciate that a prompt handover aids transition.

### **Collection:**

A child will only be released into the care of someone who is known to be the child's parent/guardian or an appropriately authorised person. If parents wish to authorise another person to collect their child, this should be done in writing. In the nursery, photographs and full names should be provided for all authorised people including parents and a password provided upon enrolment is required.

If somebody else is due to collect your child that day please inform staff at drop off and send an email providing a photograph of the person and their full name, stating when they wish to collect your child. The person collecting your child will be asked to provide their full name and known password to a member of staff. Your child will NOT be allowed to leave the Nursery without the password being given. This password will form part of your enrolment information. Please take note of the 'Failure to Collect Policy' on our website.

Please also respect our controlled entrance procedure. This ensures the safety of all the children in our care. Only members of the nursery team are permitted to open Nursery doors to allow access into the setting. It is strictly forbidden for parents to open the door and allow access to others, including parents they may recognise.

If you wish to discuss anything regarding your child, please either speak to your child's keyperson on collection or message them on FAMLY. If queries remain unanswered, please email [nurseryadmin@lingfieldcollege.co.uk](mailto:nurseryadmin@lingfieldcollege.co.uk) or email your child's primary key-person and the Room Leader of your child's classroom.

### **Morning session**

Upon arrival children are welcomed and settle into the day's routine. Children are invited to participate in Circle time at 8.50am. This is an opportunity for children to settle, introduce the day's events and contribute news and stories that all may wish to share. We review children's home learning, discuss the date, weather and season and appoint a "Helper of the Day". The helper is appointed under a rota system that runs through the half term, so all children benefit from the responsibility.

After circle time, children enjoy the continuous provision where they have the opportunity to explore and choose activities, often referred to as child-initiated play (CIP). During this time children are invited to participate in planned activities with an adult. These activities are planned to facilitate individual progress and learning and are either small group activities or one to one.

Children's work cycle is very much considered and helps to form the structure of the child's morning activity, having said this we also appreciate children need refuelling, so we have a snack-break after a good run-around in the playground. Snack is an assortment of fruits and vegetables plus a carbohydrate-based food that the children have an opportunity to self-select. We encourage choice and foster opportunities for children to be independent when selecting and preparing fruit. Milk is also provided, and children are encouraged to drink water from their water bottles throughout the day. During snack time both classes are encouraged to be independent and develop social skills whilst sharing discussion and helping their friends.

After snack time, we continue to develop children's interest and offer them a range of activities both in our external and internal continuous provision. Children have a choice of

activity and can enjoy the range of varied adult-led activities supporting new experiences and learning ideas.

After a shared tidy up time, children are invited to share a story before our preparations for our lunch routine.

### **Lunch**

After handwashing, children line up and walk together to the Dining Hall for lunch. This is at approximately 11.45am finishing at 12.30pm. Allergies and Food Preferences are catered for and children that require additional support are assisted. Although we facilitate independence, we also support healthy choices and encourage children to eat well. Please see the Menus on the website for more information.

### **Sleep and Play**

After lunchtime, some children will rest or sleep and others will enjoy free play in Billy Bounce. 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 FAMLY and your keyperson will discuss any changes in sleep routines sharing observations and information about your child's sleep needs.

We have little sleep mats for children and they will be supported into a restful sleep through keyperson support, soft lighting and soothing music.

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

### **Afternoon session**

After the lunchtime play, children will be invited to participate in a short circle time before beginning afternoon activities. The afternoon activities very much support children's choice and interests. They extend on children's learning and ideas from their morning activities and can be 'in the moment'. Children benefit from these spontaneous learning opportunities as their ideas and contributions to activity ideas are valued and fulfilled.

Once again, we work together collaboratively to tidy. Children are encouraged to be a part of this as we promote a sense of order, a respect for their environment but also to each other. This also promotes teamwork and a sense of achievement. During activity time we also encourage children to tidy away their activity once they are finished making it available for their peers.

We enjoy some downtime together, sharing news about the day's events and valuing each other's contributions to rhyme, reading or speech. Children are encouraged to be expressive and confident to share their news, opinions or feelings and others are encouraged to be respectful by listening. We share a story and it's time for children leaving at 3.30pm to be collected.

## **Extended Hours and Sessions**

### **Breakfast Club starts at 7.30am**

There is a Breakfast Club which is held in the Prep School Dining Hall during term time. The breakfast provided is nutritious and can range from cooked foods to a choice of cereal. During the period where the whole school is closed, the Breakfast Club will be held in the Nursery.

### **Extended Session 3.30pm until 6.00 pm.**

Children are mixed in age groups for this session so have the benefit of playing with children from other Nursery classes. They have a relaxed approach to the session and enjoy varied activities that promote interaction and collaborative play. During term-time at 4pm children will go to the Dining Hall to enjoy a hot meal. During the period where the whole school is closed, their packed tea will be held in the Nursery.

### **Throughout the Year**

We are a 50-week Nursery and so are open all year except for two weeks at Christmas. These dates for Nursery closure are on the school calendar which is available on the website.

At the end of each term, it is usual that the school closes at midday, this is not applicable to Nursery so children booked for Term Time and 50 weeks can remain for the afternoon.

If your child is booked in for 50 weeks a year your child can continue to attend their normal sessions throughout the year. We would like to offer the opportunity for children to spend time with their families during the year and so grant a two-week holiday that is not charged. This is on a pro-rata basis and is reimbursed in the August bill.

## **Mealtimes**

Holroyd Howe supports the provision of foods for the children in the Nursery and accommodates all dietary requirements of children. Menus are designed to support the nutritional wellbeing of each child providing a rich and diverse choice of foods across the week. Children are supported at mealtimes and parents are informed of their children's meals during the day with instant notifications received on FAMLY of how much and what children have eaten.

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

If breast feeding is your preference, you are welcome to discuss options where you can continue to breast feed your child during the day. All milks are welcome, including formula or breast milk, appropriate storage will be provided.

## **Allergies and Food Preferences**

Allergies and Food Preferences are catered for and children that require additional support are assisted. Although we facilitate independence, we also support healthy choices and encourage children to eat well. Children will have an option of the main meal, vegetarian or an alternative. All dietary requirements including weaning stage can be catered for and menus can be found on our website. Can we please reiterate that the school operates a **NO NUT POLICY** to safeguard children and adults with severe nut allergies. This applies to snacks and treats at the end of the school day and any treats in children's school bags. Furthermore, please update us regularly with information regarding your child's allergy or food preferences

as systems will be immediately put in place to safeguard your child from any allergen that can result in an allergic reaction. It is important to know if your child's allergy is an intolerance, allergy or food preference, what treatment is required and what symptoms we should be alert to.

## **Policies**

### **Promoting Positive Behaviour**

For children in the Nursery, sensitive guiding, care, understanding and a nurturing approach are very much forefront in our interactions when managing behaviour. Respectful and considerate interactions that appreciate the child's context, age and level of development are key to promoting positive behaviour.

We consider our responses when managing behaviour and choose to instil a sense of calm, confidence and security in all children, this means we are attentive and responsive to a child's needs and consistently provide an environment where children are able to express themselves.

Members of staff will respond to any incident calmly, diverting children's attention, offering alternative play opportunities and encouraging interaction. Children will not be coerced, forced or held and corporal punishment will not be used in any form.

Parents will be informed of actions that cause harm to others or harm to themselves or if the behaviour is repetitive and of concern. Further support may be required to ascertain reasons for certain behaviours which will be managed through discussion with the parents and key person initially and escalated to the Head of Nursery and SENCo if required.

Please visit our website for other policies including those that guide our approach to:

- Medical Conditions
- Safeguarding and Child Protection
- Compliments and Complaints
- Health and Safety.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

### **Additional Support**

We consider ourselves fortunate to be partners in your child's early learning journey and through observation can assess their learning curve identifying any areas that may not be consistent within the expected range of the Development Matters observation checkpoints. We very much appreciate children develop at different rates and take this into consideration when making a judgement about their progress. If we identify areas of concern, we will firstly gather information to discuss our concerns with our Early Years SENDCo Mrs Vickery. Upon assessment we would contact you as the child's parents and initiate discussion as how best to support your child. If we collaboratively decide that it'll be in your child's interests to initiate a support plan, we may seek the support of outside agency such as a speech therapist, occupational therapist, health visitor and/or a paediatrician.

We understand that it can be disconcerting to hear that your child may need some additional support to reach their milestones, we would however urge parents not to be alarmed, these specialists are there to support us all with specific areas of development of your child. There are a number of different reasons why we would seek advice as any concerns are always best dealt with as soon as possible to enable your child to reach their full potential. Please bear in



mind there is often a long waiting list before you can see a child specialist which tells you how often their services are required. If ever you have concerns about your child's development please do not hesitate to speak to their keyperson, Room Leader or Head of Nursery, an appointment can be arranged to do this in confidence if you prefer.

### **Items to bring:**

Appropriate outerwear for the weather: for example, a rainproof coat and/or sunhat.

- As we will go outside as much as possible during the day it is **essential** that your child has a change of clothes and a coat and hat for the season available in school throughout the year.

Book bag

- Please bring your child's bookbag on a daily basis as we will place information to share with parents and their home-learning in their bookbags.

Water bottle

- Children will need a named water bottle during the day. Please make sure that the water bottle chosen is one that the child can carry themselves when filled with water and that it is easily opened when drinking from it. This helps to facilitate independence and choice. We would like to ask that only water is placed within their water bottles; this not only promotes good oral hygiene it also facilitates healthy choices.

Nappies

- If your child is still a user of 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.

Change of clothes

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

Appropriate footwear

- Children wear black school shoes as part of their uniform, however we would ask that a pair of trainers is left in school for children doing PE. We will occasionally ask a child to change into their trainers during extended outdoor play or if doing physical activity so please make sure they are at the nursery. We also request boots for Forest School days, please make sure we have boots here for those days.

Comforts and Toys

- Children are able to bring a comfort for when they have a rest or sleep after lunch which can remain at the nursery. We would ask though that we continue to implement a 'No toy from home' policy. If your child is insistent that they would like to bring their toy in from home then please ensure this is a part of their Chatterbox.

### **Parent Communication**

Parent communication is hugely valued and is something that helps us to foster good keyperson relationships and partnerships. We are committed to sharing information and do this through:

Weekly Newsletters

- Keep an eye out for your weekly school post notification. This is sent via email on a Friday and contains information regarding events, activities, important dates and

reminders. Every other week this also includes Top Tips for Parents which helps foster consistency in approach, fun activity ideas and developments in Early Years.

#### Annual Curriculum Newsletter

- Sent out at the beginning of the new term this newsletter is more detailed containing information about learning and development information.

#### Parents Handbook

- Sent to you upon registration, this informs you about your child's day at Lingfield College Nursery including policy information.

#### Website

- This again informs you about all that happens at Lingfield College Nursery, including our policy and procedures, if you'd like to know the most up to date information please access the website. You can also access our social media pages by clicking on the links from our website.

#### Keyperson discussion

- Keyperson discussion and regular meetings help support your child's transition and wellbeing and encourages a richer understanding of their developmental and emotional needs. If you would like to contact your keyperson or speak to a member of the Nursery Team, please message on FAMLY, phone our direct line 01342 778773 or email: [nurseryadmin@lingfieldcollege.co.uk](mailto:nurseryadmin@lingfieldcollege.co.uk)

#### Nursery Adhoc Requests

- 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.

### **Parent Representatives**

We are delighted to welcome our new Parent' Representative for 2024/2025:

Mrs Smythe (Mark's Mum: Caterpillars)

Your parent representative will have termly meetings with us to discuss the 'Parent Voice'. This is especially important when recognising areas for improvement as parental concerns and feedback are paramount to our growth and success.

The main channel for communication is a WhatsApp group. If anyone isn't a member and would like to be added please contact the Parent Rep so they can add you, equally if you'd prefer to communicate through other means, please let us know.

A huge thanks to our previous Parent Representative's for Year 2023/2024

- Mrs Saunders
- Mr Smythe

We look forward to this year ahead,

If you have any concerns, questions or any issues relating to your child that you would like to discuss, please do not hesitate to contact us.

Yours sincerely,

*Tiffany Vickery*

Mrs Tiffany Vickery  
Head of Nursery

*'I will show compassion and respect in my thoughts and actions, helping to foster a happy environment for all'.*

**Contacts and Key staff**

Mrs Tiffany Vickery     Head of Nursery  
EYFS Designated Safeguarding Lead  
Foundation Stage SENCo

Mrs Kate Ratsma        Nursery Administrator

Mrs Emma Turner        Nursery Administrator

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

Nursery Direct Line: 01342 778773