

# Bexley Manor Nursery School and Day Nursery



Promoting the health, happiness and  
education of each individual child

Proprietor: Mrs J M Waters

Early Years Manager: Mrs J A Leaton

## **Welcome to Bexley Manor Nursery School and Day Nursery**

The purpose of this prospectus is to provide parents with information on the organisation and aims of our Nursery. Having read it, we hope you will have gained some insight into the care and learning opportunities experienced by the young children at Bexley Manor.

Through partnership with parents we aim to provide high quality education and care for babies and young children at this crucially formative stage of their lives.

While every effort has been made to communicate the aims and ethos of the school, we recognise that the written word is no substitute for experience. Hence, we extend a warm welcome to you to visit us at a mutually convenient time.

We are unusual in that we are open for 39 weeks of the year, ie during school term times only. This means that for parents who want to be at home with their children during school holiday times, there is no need to pay unnecessary fees to retain a place at a day nursery which is open all the year round.

All enquiries and correspondence should be addressed to:

The Early Years Manager

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## **Principles and Aims of the Nursery**

The policy, practice and provision of Bexley Manor are underpinned by the following principles:

- Education is concerned with the whole child – thus all of the children’s needs are considered to be of equal importance.
- Parents are valued as their children’s first carers and educators, and are actively involved in the continuing care and education of their child.
- For young children, play is their right and is an essential and rich part of the learning process.
- Acceptance, love, approval, encouragement and security are vital to the development of all children from birth. Every child has individual attributes and abilities which will be recognised, accepted and built upon.
- Every child is unique, and will be encouraged to develop their strengths and personalities through interactions with adults and their peers.
- Your child’s safety, welfare and happiness are key to their development, and this will be actively nurtured through high quality interaction with skilled and knowledgeable adults.

Recognising and taking account of these principles, the staff of Bexley Manor in partnership with parents, aim to provide a caring and stimulating environment where each child will have the opportunity to learn, grow and develop. The emotional and social development and wellbeing of every child is of the utmost importance to us.

This will be achieved through active communication between staff and parents, ensuring a smooth transition from home to Nursery, and sharing of information between settings.

Children are encouraged to develop through challenging and progressive play indoors and out, exploring a wide range of activities and materials.

We work to develop children's self-awareness and self-esteem, and encourage sharing and co-operating with others through role modelling.

As children develop their language skills they are given plenty of opportunity to express and communicate their thoughts, ideas and feelings clearly, to both adults and other children

## **General information**

Bexley Manor Nursery School and Day Nursery was established in 1984 by the current Proprietor, Mrs J Waters, and is run by the Early Years Manager, Mrs J Leaton who holds Early Years Professional Status. The Early Years Manager works closely with the deputy, supported by other members of staff, to ensure the smooth and effective running of the nursery. All members of staff hold qualifications relevant to the welfare and education of young children, and are actively encouraged to undertake continued professional development, and to pursue further educational qualifications. The Nursery has a SENCO (Special Educational Needs Co-ordinator) who, along with support assistants gives additional help and support where appropriate, and liaises with other outside professionals e.g. Speech and Language Therapists, Educational Psychologists, etc.

We are situated in Penhill Road, Bexley. We provide places in three separate rooms:

- Baby Butterflies are babies up to about 2 years old,
- Busy Bees are confident walkers and talkers eager to explore and develop their independence, and
- Little Ladybirds are eager learners who are becoming more sociable and preparing for primary school.

Our rooms are purpose-designed and are light and airy with a homely feel. They have direct access to toilets, wash basins and the outdoor play area.

## **Meals**

Children arriving before 8.15 are provided with breakfast at Bexley Manor. We also provide tea in the afternoon. Lunch is provided by Zebedee's, one of south-east England's leading specialist providers of nourishing food for young children. The menus are designed to introduce young children to a variety of tastes and textures of food, and include recipes from around the world.

## **Session options and times**

Parents may choose Nursery sessions from one of the following options:

Option 1: 07-30 – 5.30 (includes all meals)

Option 2: 07.30 – noon (includes breakfast)

Option 3: 07.30 – 1.00 (includes breakfast and lunch)

Option 4: noon – 5.30 (includes lunch and tea)

Option 5: 1.00 – 5.30 (includes tea)

## **The Curriculum at Bexley Manor Nursery School.**

Our curriculum has been followed successfully for many years and covers all aspects of the Government's revised Early Years Foundation Stage (2012). Play is the principal means of learning for young children and is fundamental for successful education; and so we give children opportunities to learn through carefully planned play sessions as well as through more formal fun teaching sessions. We regularly review our practice to ensure it incorporates current teaching techniques and research, and it remains relevant to today's children.

Interaction with adults is key to the development of young babies. Each child will have a key worker who will be caring for your baby and interacting with him/her throughout the day. Music and singing will help to develop babies' speech and attention levels, and tactile opportunities will stimulate interaction with the world around him/her.

### **Prime Areas**

#### **Personal Social and Emotional Development**

At Bexley Manor we aim to support children as they develop and grow in confidence and self-belief. They are encouraged to express their thoughts, ideas, and opinions; to try new activities; and to make choices independently.

Staff seek to listen to children and to acknowledge their emotions. We aim to help them to express their feelings verbally, and to develop strategies to manage their behaviour and emotions appropriately.

Children are encouraged and supported to play co-operatively, to share, and to take turns. They are expected to show respect and consideration for all people regardless of background, culture, or disability.

## Physical Development

Children have supervised access to the outdoor areas and daily opportunities for physical activity. Regular more formal P.E. sessions using a variety of small and larger equipment are planned for older children to provide a broad, balanced and gradually progressive programme to develop control and coordination in fine and gross motor movements. Children are encouraged to handle tools and equipment safely and effectively.

Care is taken to introduce children to the importance of concepts relating to good health, exercise and hygiene; and they are supported, as they become more independent, in recognising and managing their own personal needs.

## Communication and Language

We aim to provide an environment rich in language experiences; and to encourage children to develop the confidence and skills to express their needs thoughts and ideas verbally. There is a strong emphasis on expanding children's vocabulary and the development of speaking and listening skills in a range of different situations. Children of all ages learn songs and rhymes and have access to books and stories appropriate to their age.

## **Specific Areas**

As children progress towards school age, a little more emphasis is given to more specific areas of their learning.

### Literacy

At Bexley Manor, older children regularly share books one to one with an adult and in group situations. We encourage children to develop an appreciation of reading and a love of books, both factual and fiction. We place a strong emphasis on the phonic alphabet and all children are given opportunities to engage with the 'Jolly Phonics' rhymes, songs and actions. We aim to develop pre-reading skills, and when a child is ready to begin learning to read we introduce one of several available reading schemes.

Opportunities are always available for mark-making both indoors and outside. Children are encouraged to develop their emergent writing with a wide variety of equipment and media and to progress to correctly forming recognisable letters in play situations and during more formal teaching sessions. We

encourage children to learn to write their name; and to work towards composing sentences and using their phonic knowledge to try to spell words.

### Mathematics

The teaching of mathematical concepts is primarily linked to practical activities, ensuring children learn to understand the relevance of these principles for everyday use. We have a wide variety of toys specifically aimed at developing children's ability to match, sort, and count accurately. Children learn to use and understand mathematical language linked to size, shape, measurement and quantity; and there are opportunities to develop the simple calculating skills involved in addition and subtraction in a practical context.

### Understanding the World

At Nursery we encourage children to learn by discovery, to experiment, and to ask questions. Adults aim to model the skills required for thinking and problem solving. Our themes and topics provide opportunities to learn about, and to investigate, different aspects of the world we live in; including technology, nature, and different people and places. Outings are arranged to complement our topics, and visitors are invited to Nursery to share their expertise.

### Expressive Arts and design

Art and craft activities are freely available in most sessions; children are encouraged to develop their creative skills and to express themselves originally and imaginatively with a wide range of resources and media.

Music and singing activities play a large part in Nursery life, establishing routines and reinforcing many aspects of the curriculum. Children are encouraged to learn new songs and rhymes, and to join in with old favourites and familiar classics. There are many opportunities to use puppets and instruments to explore and interpret sound and rhythm both in structured adult led sessions and as part of free child initiated play.

## **Policies and inspections**

Bexley Manor Nursery has policies relating to over 20 aspects of school life. Relevant policies are issued to parents when their child starts Nursery. Students and parent helpers are given additional policies and a full list of all policies. Any policy not routinely issued to interested parties may be requested from the Nursery office.

All policies are regularly reviewed by the Early Years Manager and staff.

The school is inspected regularly by the government standards regulator - Ofsted - and parents are given a summary of the findings of this inspection. Copies of the full inspection report are available in the school office and local libraries for inspection on request, and are available on the internet via our website.

## **Registering your child**

Applications are welcomed from parents of all children regardless of gender, nationality, ethnicity, religion or disability. We consult with parents of children with additional needs in order to ensure appropriate support can be provided for their child.

An application form is available on request or can be downloaded from the website, and should be completed and emailed or returned to Nursery as soon as possible.

Your application will be acknowledged and you will be notified of your number on the waiting list.

Prior to your child starting Nursery we will arrange to visit you and your child in your home. This will give you the opportunity to ask any questions, and us the opportunity to get to know your child in familiar surroundings.

At this time we will also give you various items of paperwork, including details of safety, security, and policies.

Our school is independently run and is not required to follow any council policies regarding catchment areas. We do ask for a nominal registration fee, since if an application is cancelled at short notice then it deprives another child of a place.

## **Fees and grants**

### **Early Years Funding**

Bexley Manor is registered with the Local Authority to accept three and four year old children who qualify for 15 hours Early Years Funding. This is a non-means-tested grant available to everybody provided your child is old enough and not also attending a state nursery.



We also take children of working parents who qualify for 30 hours funding, subject to places being available and eligibility codes being validated before the start of each term.

## **Fees**

An up-to-date fee sheet is available from the Secretary.

The fees are payable at the start of each month and can be paid by cash, cheque, internet transfer, or by voucher. We accept the nursery education vouchers which a number of employers offer as a benefit to their staff.

Any increase in fees is made at the beginning of the school year and the fees then remain fixed for the academic year.