

Plume Avenue Nursery



Prospectus 2025

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Welcome to Plume Avenue Nursery

Plume Avenue Nursery was formed in 1971 as a playgroup and has always had its home within the United Reformed Church. In 1994, Jean Catley took over the running of the setting as a privately run establishment that is registered with Ofsted, providing full day care for 2 to 5 year olds.

Aim

Our aim at Plume Avenue Nursery is to provide a safe, happy and stimulating environment in which your child can feel safe and secure, develop to their full potential and most of all, have fun. It is our intention to make the nursery genuinely accessible to children and families from all sections of the local community.

In order to accomplish this we will:

- ensure the existence of the nursery is widely known within the local community,
- when necessary, arrange the waiting list in order of date of birth,
- describe the nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, child-minders and people from all cultural, social, ethnic and religious groups, with and without disabilities,
- monitor the gender and ethnic background of children joining the group to ensure that no discrimination is taking place,
- make our equal opportunities policy known,
- have regard to the Code of Practice relating to children with special educational needs,
- welcome and provide appropriate learning opportunities for all,
- encourage consultation with parents / carers to ensure the group is meeting the changing needs of the local community and providing the best possible service.

Opening Times:

- Monday Morning 9.00am - 1.00pm
- Tuesday - Friday 9.00am - 3.30pm

Session times within these opening hours are negotiable. Please speak to us about what sessions are currently available.

Fees

Fees are calculated at a rate of £5.00 an hour.

Payment of Fees

Fees are payable each half-term for the sessions booked, not the sessions attended. The invoice for fees will be issued in the in the first two weeks of the half term.

Unfortunately, if fees are not paid by the due date without prior agreement, you may be subject to a 'late payment' charge and/or reduction or withdrawal of sessions until such time as outstanding fees have been cleared. We appreciate this may sound harsh but without prompt payment, nursery bills mount up and we also have obligations to pay our rent to the Church on time.

Please ensure you are fully aware of our "Payment of Fees" Policy

Free Early Educational Entitlement (FEEE) (Government Funding)

Funding is available for all three and four year olds providing up to 15 hours a week of free childcare for 38 weeks a year (term time only).

30 hours funding (Working Families Entitlement) may be available for two, three & four year olds and there is also alternative funding available for two year olds depending on individual family circumstances.

Please ask Martyn or Steve for more details, see our Admissions & Payment of Fees policies, the funding information section of our website or online at <https://www.beststartinlife.gov.uk/>

At Plume Avenue Nursery we have use of four areas of the church halls, comprising the large hall and three side rooms. We also have full access to a large, secure garden area.

All members of the management team and all room leaders are qualified to at least Level 3 standard. In addition we aim that all our practitioners hold qualifications appropriate for their position within the group.

Adult / child ratios throughout the nursery are equal to, if not higher than the guidelines set by the Early Years Foundation Stage (EYFS).

Registration Procedures

As previously mentioned, our waiting list is organised in 'date of birth' order but your child can be placed on the list at any time, all we need is their name & date of birth, your name and a contact telephone number.

As spaces become available, we will contact each member of the waiting list in turn and allocate sessions accordingly. We do not wait until the beginning of the following term for children to start; if there are spaces available when your child is old enough they can start immediately.

Prior to starting, we would like you to come along with your child to pay us a visit or two, to get to know the surroundings and the people so that when the first day comes, the transition from home to nursery doesn't come as too much of a shock. (For parent and child !)

We also require the completion of a registration form that will include details of all those people we may need to contact if we are unable to contact you prior to your child starting.

**All information provided is only used by the nursery
and confidentiality is paramount.**

The Nursery Day

Session Registration.

Upon arrival, a member of the management team will record your child's name on the register. We ensure this is done for every session.

(This is essential for your child's safety and for insurance purposes.)

Key Person

Plume Avenue Nursery operates a system where each child is allocated a key-person. This gives both you and your child a familiar face and someone with whom you will be able to discuss your child's learning and ongoing development. The key-person will also work to maintain links with home by means of shared observation and record-keeping using an online learning journal system called 'Class Dojo'.

Snack Time

All children are offered a snack during the morning session. This is usually between 9.30 and 10.00am so as not to impact on their lunch.

We aim to offer a variety of fresh fruit, vegetables, breadsticks & crackers together with the option of milk or water in accordance with the latest healthy eating guidelines.

Lunch Time

All children attending nursery over the lunchtime period will wash their hands and have their packed lunches. Those going home at 12:30pm will then get ready to leave while those staying for the rest of the day will return to their play. Children arriving for the afternoon session go straight into the play rooms.

Please be aware of the contents of our "Food & Drink" policy.

Craft and Painting

Please remember that the children are here to play and need to be able to access all the activities. We do our utmost to keep the children as clean as possible and aprons are always provided but they do not cover completely and as children are able to freely access messy play both inside and out, we kindly suggest no new clothes for nursery !!

We will not take responsibility for damage caused to children's clothing during their play. We do also suggest that all children have a change of clothes at nursery.

Comforters (Dummies / Blankets etc)

While we appreciate some children may need a comforter of some kind to help them settle, they will only be used in accordance with Health & Safety guidelines and when deemed necessary.

Please do not bring toys to nursery.

We cannot be held responsible for loss or damage.

Illness

If your child has an infection we need you to keep them at home and notify us of the nature of the infection to enable us to alert other parents if necessary. In the case of sickness or diarrhoea children should not be brought into nursery until at least 48 hours have elapsed since the last episode and if any child has been prescribed antibiotics, we ask that the child is kept away from nursery for at least 24 hours.

Any cuts, either on adults or children will be covered with sticking plaster or other appropriate dressing unless we are advised to the contrary.

Insurance Cover

For your child's safety please remember that our insurance only covers the children from 9.00am to 3.30pm. Please do not send older siblings to collect from nursery (unless they are aged 16 or over). Only named adults are covered by insurance and inspection.

Care of your child

All the staff are committed to the protection, safety, happiness and well-being of ALL the children in our care.

Any accidents/incidents that may occur during a play session will be recorded on your child's record. Parents/carers will be advised upon collection and if there is any first aid administered, will be asked to countersign this record upon collection. In the event of any serious accident the parents/carers/emergency contact will be notified immediately.

Children who display unwarranted behaviour will be stopped for their own safety. It will first be explained to them what they have done wrong, in language that they can understand. If necessary, their play will be redirected, with adult supervision to calm the situation.

We support each child in developing their self-esteem, confidence and sense of belonging. Positive behaviour is rewarded by a combination of verbal praise and positive body language directed specifically to the individual child. Parents/carers will be informed if there have been any problems during the session.

Any child who becomes upset or distressed will first be comforted by a practitioner. If, after a short while they have not calmed down, then parents / carers will be contacted. They will usually be asked to stay for a while rather than leave immediately with their child.

Concerns of a child protection/safeguarding nature will be reported to the relevant Social Services Department in accordance with the Children Act 1989.

Social Networking & Use of the Internet

The nursery has a website www.plumeavenuenursery.co.uk containing the latest information regarding the nursery, its policies and procedures.

We also use Class Dojo, a secure online app for learning journeys.

Our registration procedure requests the consent of parents/carers for the use of photographs for the children's individual development records but no photos of the children are ever displayed on the nursery website.

Curriculum

All children are treated with respect and have their individuality and potential recognised. Every child is given the opportunity to develop and progress at their own rate. Our curriculum enables every child to work towards the early learning goals (ELG) specified in the Early Years Foundation Stage allowing them to access the seven developmental areas.

CL - Communication & language.

ELG: Listening, Attention and Understanding

- Listen attentively and respond to what they hear with relevant questions, comments and actions when being read to and during whole class discussions and small group interactions;
- Make comments about what they have heard and ask questions to clarify their understanding;
- Hold conversation when engaged in back-and-forth exchanges with their teacher and peers.

ELG: Speaking

- Participate in small group, class and one-to-one discussions, offering their own ideas, using recently introduced vocabulary;
- Offer explanations for why things might happen, making use of recently introduced vocabulary from stories, non-fiction, rhymes and poems when appropriate;
- Express their ideas and feelings about their experiences using full sentences, including use of past, present and future tenses and making use of conjunctions, with modelling and support from their teacher.

PSED - Personal, social, emotional development.

ELG: Self-Regulation

- Show an understanding of their own feelings and those of others, and begin to regulate their behaviour accordingly;
- Set and work towards simple goals, being able to wait for what they want and control their immediate impulses when appropriate;
- Give focused attention to what the teacher says, responding appropriately even when engaged in activity, and show an ability to follow instructions involving several ideas or actions.
- **ELG: Managing Self**
- Be confident to try new activities and show independence, resilience and perseverance in the face of challenge;
- Explain the reasons for rules, know right from wrong and try to behave accordingly;
- Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.

ELG: Building Relationships

- Work and play cooperatively and take turns with others;
- Form positive attachments to adults and friendships with peers;
- Show sensitivity to their own and to others' needs.

PD - Physical Development.

ELG: Gross Motor Skills

- Negotiate space and obstacles safely, with consideration for themselves and others;
- Demonstrate strength, balance and coordination when playing;
- Move energetically, such as running, jumping, dancing, hopping, skipping and climbing.

ELG: Fine Motor Skills

- Hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases;
- Use a range of small tools, including scissors, paint brushes and cutlery;
- Begin to show accuracy and care when drawing.

L - Literacy

ELG: Comprehension

- Demonstrate understanding of what has been read to them by retelling stories and narratives using their own words and recently introduced vocabulary;
- Anticipate – where appropriate – key events in stories;
- Use and understand recently introduced vocabulary during discussions about stories, non-fiction, rhymes and poems and during role-play.

ELG: Word Reading

- Say a sound for each letter in the alphabet and at least 10 digraphs;
- Read words consistent with their phonic knowledge by sound-blending;
- Read aloud simple sentences and books that are consistent with their phonic knowledge, including some common exception words.

ELG: Writing

- Write recognisable letters, most of which are correctly formed;
- Spell words by identifying sounds in them and representing the sounds with a letter or letters;
- Write simple phrases and sentences that can be read by others.

M - Mathematics

ELG: Number

- Have a deep understanding of number to 10, including the composition of each number;
- Subitise (recognise quantities without counting) up to 5;
- Automatically recall (without reference to rhymes, counting or other aids) number bonds up to 5 (including subtraction facts) and some number bonds to 10, including double facts.

ELG: Numerical Patterns

- Verbally count beyond 20, recognising the pattern of the counting system;
- Compare quantities up to 10 in different contexts, recognising when one quantity is greater than, less than or the same as the other quantity;
- Explore and represent patterns within numbers up to 10, including evens and odds, double facts and how quantities can be distributed equally.

UW - Understanding the world.

ELG: Past and Present

- Talk about the lives of the people around them and their roles in society;
- Know some similarities and differences between things in the past and now, drawing on their experiences and what has been read in class;
- Understand the past through settings, characters and events encountered in books read in class and storytelling.

ELG: People, Culture and Communities

- Describe their immediate environment using knowledge from observation, discussion, stories, non-fiction texts and maps;
- Know some similarities and differences between different religious and cultural communities in this country, drawing on their experiences and what has been read in class;
- Explain some similarities and differences between life in this country and life in other countries, drawing on knowledge from stories, non-fiction texts and - when appropriate - maps.

ELG: The Natural World

- Explore the natural world around them, making observations and drawing pictures of animals and plants;
- Know some similarities and differences between the natural world around them and contrasting environments, drawing on their experiences and what has been read in class;
- Understand some important processes and changes in the natural world around them, including the seasons and changing states of matter.

EAD - Expressive Arts & Design

ELG: Creating with Materials

- Safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function;
- Share their creations, explaining the process they have used;
- Make use of props and materials when role playing characters in narratives and stories.

ELG: Being Imaginative and Expressive

- Invent, adapt and recount narratives and stories with peers and their teacher;
- Sing a range of well-known nursery rhymes and songs;
- Perform songs, rhymes, poems and stories with others, and - when appropriate - try to move in time with music.

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### Complaints

If you feel that you have any concerns or a complaint about something that may have happened within the group please contact Jean Catley, Steve Catley or Martyn Ditchman immediately. It is far better to address an incident at once rather than let it continue or escalate.

Full details of all our policies, our latest Ofsted Report and lots of other information is available on our website

*[www.plumeavenuenursery.co.uk](http://www.plumeavenuenursery.co.uk)*

or, if you do not have access to the internet, all this information is available on request.

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“PLEASE TAKE THE TIME TO READ OUR POLICIES”

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### Suggested items for a child starting at Plume Avenue Nursery

- Lunchbox - labelled on the outside
- Clothing - all labelled
- A pair of indoor shoes; trainers etc,
- Wellington boots (for outside play)
- Spare socks and underwear
- A warm, waterproof coat, hat and gloves
- A sun-hat during summer
- A full change of clothes
- Nappies and wipes if appropriate
- Any prescribed medication - clearly labelled
- Own sun cream if required - clearly labelled



## Contact Information:

Proprietor : Jean Catley

Designated Person for Safeguarding : Steve Catley

Special Educational Needs Coordinator : Steve Catley

Administrator: Martyn Ditchman

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Plume Avenue Nursery United Reformed Church

18 Plume Avenue Colchester

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