Welcome to …

Early Years’ Foundation Stage

From little Acorns, mighty Oaks do grow!

Correct at time of Printing
September 2016
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Introduction

Oak CE Primary School is a split site setting based at Yews Hill Road [Lockwood] and inside Crosland Moor Children’s Centre on Dryclough Road. There is one Governing Body which is responsible for both schools under the leadership of Dave Bendall, Head Teacher [Pictured right].

Please try and read this booklet and keep it as a valuable reference for you to look at from time to time, when you need advice about the Nursery or you are unsure of what to do if your child is ill. Our Nursery policies can be found in the Nursery and are accessible for parents to read at any time.

We work in partnership with our parents and seek their views on the delivery of our services. We really welcome parents to be actively involved in the Nursery. We want to talk with you about all the things we do and welcome your help and suggestions. Please remember that you can come into Nursery to join in, help with an activity or read a story at any time. We have parents on our Governing Body who play an important role in deciding which way the Nursery develops. We produce newsletters 3 times a year to keep you informed of developments and events. Research has shown that children achieve more when schools and parents work closely together. Our setting operates an open door policy which provides opportunities for parents to drop in and talk to their child’s Key Person or a member of the management team at their own convenience. This is widely used by parents who want their views to be heard but do not wish to make a formal approach.

Children’s interests and views are integral to short term planning across all the Nursery rooms. The planning that we have in place ensures that all the children’s individual interests and needs are met, according to age and stage of development. Our setting provides a holistic approach to children’s learning and development. Enhancements are provided within each area of continuous provision according to the children’s needs and interests by observing them on a daily basis. There is open access to the outdoor area which includes a Forest School and it is an important part of children’s experiences at Nursery. This is planned for with a balance of adult led and child led activities which encourages the children to be active independent learners. Children are enabled to make positive decisions about their play and are supported by sensitive, caring adults who provide further challenges as appropriate.

We celebrate children’s achievements through offering praise and encouragement to promote confidence and self-esteem. We have attractive displays consisting of children’s work and photos around the Nursery to celebrate what they have been learning and ‘can do’. Our setting values the processes that children undertake rather than the end product. Opportunities are provided to enable children to access the ‘Characteristics of Effective Learning’: be creative, use critical thinking skills, to explore and investigate within both the indoor and outdoor learning environments.
Children are supported to develop early literacy and mathematical skills as soon as they are settled. Daily group activities support early sound awareness and later phonics skills to develop skills in reading and writing when a child is developmentally ready.

We have a tracking system in place to ensure that we are monitoring children’s development across all the areas of the Early Years Foundation Stage [EYFS] so that we can target provision to support their individual development and needs. We also have named Special Education Needs Co-ordinators [SENCO] as follows:

<table>
<thead>
<tr>
<th>Yews Hill</th>
<th>Dryclough</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Colette Lester</strong></td>
<td><strong>Abbie Fox</strong></td>
</tr>
<tr>
<td>Senior Early Year’s Practitioner</td>
<td>Senior Early Years Practitioner</td>
</tr>
<tr>
<td><strong>First Aider at Work</strong></td>
<td><strong>First Aider at Work</strong></td>
</tr>
<tr>
<td><strong>SENCO / Intervention Co-Ordinator</strong></td>
<td><strong>SENCO / Intervention Co-Ordinator</strong></td>
</tr>
</tbody>
</table>

Colette and Abbie provide day to day support for children who have additional needs and liaise with parents and other professionals. This is overseen by Ken Weed – Assistant Head Teacher. Ken is responsible for attending multi-agency meetings.

Through our extensive training programme all staff can access training regarding the EYFS to ensure we meet and extend children’s learning and development needs, and that we keep up to date with current practices. Our staff team attend professional development meetings which provides staff time to reflect on practice and plan the learning environment. During supervisions staff are given time to discuss how to support and extend children’s learning. All staff have annual appraisal targets and their professional development and conduct is reviewed regularly.

Our Nursery is set in a multi-lingual and multi-cultural area and this is reflected in the provision and experiences that are on offer. We celebrate and value each child’s cultural background. We promote, value and respect understanding of all faiths and being inclusive to all.

We have a settling in policy which is based around the individual needs of each child and we operate a Key Person system. This is intended to make the transition from home into Nursery as smooth as possible for the child and their family.
New for the Summer 2016, we are now running a Holiday Club that is open to all 2 – 8 year olds.

Little Acorns Holiday Club will run during school holidays and will feature themed days such as Super Heroes and A Day at the Beach. These sessions will not run during the Christmas Holidays as we normally close for 2 weeks.

The sessions we are running are as follows. These sessions are priced a little bit cheaper than our normal sessional rate.

<table>
<thead>
<tr>
<th>Session:</th>
<th>Times:</th>
<th>Price Per Day:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>9:00 am – 12:00 pm</td>
<td>£13.00</td>
</tr>
<tr>
<td>Afternoon</td>
<td>1:00 pm – 4:00 pm</td>
<td>£13.00</td>
</tr>
<tr>
<td>Full Day</td>
<td>9:00 am – 4:00 pm</td>
<td>£26.00</td>
</tr>
</tbody>
</table>

Please note that total charges are payable in advance at time of booking and are non-refundable. If we cannot accommodate your request your payment will be returned to you.

If you would like your child[ren] to attend, or know anyone who would like to take advantage of Little Acorns Holiday Club over the school holidays then please speak to our Business Support Team on T: 01484 222206 or E: admin.thorntonlodge@kirkleeseducation.uk .
All About Us

Our Nursery is a split site setting see below for our contact details:

<table>
<thead>
<tr>
<th>Yews Hill Road</th>
<th>Crosland Moor Children’s Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lockwood</td>
<td>Dryclough Road</td>
</tr>
<tr>
<td>Huddersfield</td>
<td>Huddersfield</td>
</tr>
<tr>
<td>HD1 3SP</td>
<td>HD4 5HX</td>
</tr>
<tr>
<td>T: 01484 226842</td>
<td>T: 01484 222206</td>
</tr>
<tr>
<td>E: <a href="mailto:office.thorntonlodge@kirkleeseducation.uk">office.thorntonlodge@kirkleeseducation.uk</a></td>
<td>E: <a href="mailto:admin.thorntonlodge@kirkleeseducation.uk">admin.thorntonlodge@kirkleeseducation.uk</a></td>
</tr>
</tbody>
</table>

Unique Reference Number : 102032

2, 3 and 4 Year Old FEEC Funding

Morning Session : 8:00 am to 11:30 am
Afternoon Session : 12:30 pm to 3:30 pm

Fee Paying

Full Day: 8:00 am to 6:00 pm £39.00
Morning: 8:00 am to 12:30 pm £23.00
Afternoon: 1:00 pm to 6:00 pm £23.00

http://www.oakprimary.co.uk/

We have an experienced and committed Early Years Practitioner’s team. Together they work in partnership with the Senior Leadership Team [SLT] to provide an exciting and challenging environment which supports and extends children’s development and learning. Our SLT consists of:

- **David Bendall**: Head Teacher
- **Ken Weed**: Acting Deputy Head Teacher
- **Diane Wilkinson**: Acting Deputy Head Teacher [Early Years]

Our Nursery staff team consists of qualified Early Years Teachers and Senior Practitioners at each site. We also have a team of Early Years Practitioners, some of whom are bi-lingual. All our staff team are professionally trained to work in Early Years education and their training needs are regularly updated. Most of our staff are qualified to NVQ Level 3 or above.
FREE Early Education Funding [FEEC]

We offer 15 hours FEEC funding at our settings as follows:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Name</th>
<th>Age Group</th>
<th>Number of Places Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Morning</td>
<td>Afternoon</td>
<td>Morning</td>
</tr>
<tr>
<td>Yews Hill</td>
<td>Poppies</td>
<td>2 – 3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Daisies</td>
<td>3 – 5</td>
<td>35</td>
</tr>
<tr>
<td>Dryclough</td>
<td>Snowdrops</td>
<td>2 – 3</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Day Care</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Bluebells</td>
<td>3 – 5</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Day Care</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

Our session times for FEEC funding are as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>Session Times:</th>
<th>The gates are open from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>8:30 am – 11:30 am</td>
<td>8:30 am – 8:40 am</td>
</tr>
<tr>
<td>Afternoon</td>
<td>12:30 pm – 3:30 pm</td>
<td>12:30 pm – 12:40 pm</td>
</tr>
</tbody>
</table>

Please would parents bring their child at the times listed above? If you arrive after 8:40 am and 12:40 pm you will need to sign your child into our Late Arrival Book which can be found in our reception area. If you require entry at other times such as appointments, please press the buzzer for assistance.

Thank you for your co-operation in this matter.

Admission Procedures
Children are admitted to our Nursery following Kirklees Admission Procedures and are entitled to 15 hours free early education [FEEC] a week, for 38 weeks a year, starting from the term after your child’s 2\textsuperscript{nd} or 3\textsuperscript{rd} birthday [if there are places available]. Children are offered a place according to date of birth and by following the admission criteria. Any questions or queries regarding Admissions can be discussed with our Business Support Officers.

School Fund
A contribution of £1 is collected every Monday. This is payable towards school activities, baking, celebrations such as EID, Easter and Christmas, extracurricular visits and trips and enhancements to improve the environment for the children. This is an important fund that is independently audited and raises valuable funds to enhance our Nursery provision.
David Bendhall
Head Teacher

Ken Weed
Acting Deputy Head Teacher

Diane Wilkinson
Acting Deputy Head Teacher

Yews Hill

Alex van Breugel
Teacher

Colette Lester
Senior Early Year’s Practitioner

Kalsoom Bibi
Farhat Malik
Early Year’s Practitioners

Dry Clough

Lindsey Robinson
Teacher and Early Years Lead

Vikki Cooney
Abbie Fox
Senior Early Year’s Practitioner

[Blue Bells]

Kirsty Vance
Caroline Quinn
Michelle France
Mary Furey
Najma Shaheen
Amna Haq
Shanaz Iqbal
Early Year’s Practitioners

Natasha McKenzie
Senior Early Year’s Practitioner

[Snowdrops]

Caretakers

Rick Lendore
[Yews Hill]

Nigel Heaton
[Dryclough]

Sarah Robinson
Business Support Officer

Jane Dutchman
School Bursar

Dale Harley
School Business Manager

David Bendhall
Head Teacher

Ken Weed
Acting Deputy Head Teacher

Diane Wilkinson
Acting Deputy Head Teacher

Yews Hill

Alex van Breugel
Teacher

Colette Lester
Senior Early Year’s Practitioner

Kalsoom Bibi
Farhat Malik
Early Year’s Practitioners

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Michelle France
Mary Furey
Najma Shaheen
Amna Haq
Shanaz Iqbal
Early Year’s Practitioners

Natasha McKenzie
Senior Early Year’s Practitioner

[Snowdrops]

Caretakers

Rick Lendore
[Yews Hill]

Nigel Heaton
[Dryclough]

Sarah Robinson
Business Support Officer

Jane Dutchman
School Bursar

Dale Harley
School Business Manager
Our Senior Leadership Team

Our SLT works closely with staff in the Nursery, to ensure that your child is cared for in a loving, safe environment. If you have any problems or queries, please do not hesitate to speak to a member of our SLT. Our SLT consists of:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Bendall</td>
<td>Head Teacher</td>
<td>David joined us 1st May 2016 when Thornton Lodge Nursery, Dryclough Infants and Crosland Moor Junior School Amalgamated into one through school called Oak CE Primary School.</td>
</tr>
<tr>
<td>Ken Weed</td>
<td>Acting Deputy Head Teacher</td>
<td>Ken will be supporting the SENCOs as the Early Years Inclusion Manager and will be attending multi-agency meetings.</td>
</tr>
<tr>
<td>Diane Wilkinson</td>
<td>Acting Deputy Head Teacher [Early Years]</td>
<td>Diane will be based within the Nursery and will support our Early Year’s Team.</td>
</tr>
</tbody>
</table>

Our Teachers

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsey Robinson</td>
<td>Early Year’s Leader</td>
</tr>
<tr>
<td>Alison Drake</td>
<td>[Dryclough]</td>
</tr>
<tr>
<td>Alex van Breugel</td>
<td>[Yews Hill]</td>
</tr>
</tbody>
</table>
Our Support Team

Rachel Topham
Deputy Child and Family
Well Being Manager

Jane Dutchman
School Bursar

Sarah Robinson
Business Support Officer [Yews Hill]

Yews Hill [2, 3 and 4 Year Old Funders]
We take 2, 3 and 4 year old children for their FREE 15 hour’s entitlement of funding per week, term time only. We do not offer day care sessions.

Colette Lester
Senior Early Year’s Practitioner

Kalsoom Bibi
Early Year’s Practitioner

Farhat Malik
Early Year’s Practitioner
Dryclough

Early Years education and care at the Dryclough site is a registered provider which complies with the requirements for the Ofsted Early Years Register [Unique Reference Number: 102032] set out in the Statutory Framework for the EYFS. We take 2, 3 and 4 year old children for their FREE 15 hour’s entitlement of funding per week, term time only. We also have fee paying sessions.

Fee Paying

We offer 12 full time equivalent fee paying places. There are 4 full time equivalent fee paying places for 2 – 3 year olds and 8 full time equivalent fee paying places for 3 – 5 year olds.

Snowdrops [2 – 3 Age Group]

Natasha McKenzie  
Senior Early Year’s Practitioner

Amna Haq  
Early Year’s Practitioner

Caroline Quinn  
Early Year’s Practitioners

Kirsty Vance  
Early Year’s Practitioner

Mary Furey  
Early Year’s Practitioner

Michelle France  
Early Year’s Practitioners

Najma Shaheen  
Early Year’s Practitioner

Shanaz Iqbal  
Early Year’s Practitioner
Bluebells [3 – 5 Age Group]

We offer various extended sessions [subject to availability] see below:

<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am – 12:30 pm</td>
<td>3 hours FEEC + 1 hour and Lunch</td>
<td>£6.50</td>
</tr>
<tr>
<td>8:30 am – 1:00 pm</td>
<td>3 hours FEEC + 1½ hour and Lunch</td>
<td>£8.80</td>
</tr>
<tr>
<td>8:30 am – 3:30 pm</td>
<td>3 hours FEEC + 4 hours and Lunch</td>
<td>£20.30</td>
</tr>
</tbody>
</table>

Nursery Education

Some 2 year olds and all 3 and 4 year old children are entitled to 15 hours of free early education [FEEC] and care. You can take 15 hours flexibly if you wish to suit your family’s needs. Please see your child’s Key Person if you are interested. [Please Note: This service depends upon demand and being financially sustainable].

Registering Your Child

A £25.00 deposit is required to secure a place offered. This deposit will be deducted from your last invoice when your child eventually leaves us. Deposits are non-refundable if Nursery place is not taken up.

Payment of Invoices

- Your child will commence their place after an initial settling in period of 3 or more sessions depending on how they settle. This will be agreed with your Key Person. This settling in period is important and will vary on the needs of your child and how they adapt to the setting.
- You agree to collect your child on time each day of attendance.
- You agree to keep Nursery informed of any change of circumstances, such as telephone numbers, address etc.
- If anyone other than those listed in your child’s file are collecting your child from Nursery, you must ensure that you inform your Key Person or a member of staff in the office beforehand.
- Our fees are increased on 1st April and we inform parents at least 1 month beforehand.
- The responsibility for claiming Tax Credits rests with parents and not with providers. For further information, parents should call the Tax Credits Helpline on 0845 300 3900 or
their web address https://www.gov.uk/childcare-tax-credits Please note If you are claiming help with your childcare costs, you must tell the Tax Credit Office straight away about any changes to your childcare. If you do not tell the Tax Credit Office within one month, you could build up an overpayment which you may have to pay back.

- We do not offer a holiday or sibling discount.
- Our fee paying provision is open all year round and we do not operate this facility term time only. Fees are charged over 50 weeks a year.
- Parents who pay fees only, cannot close their child’s place during the school holidays. If a parent closes their child’s place during the school holidays, then they may not be able to get their child’s place back and risk losing their child’s place altogether.
- Each month of care has to be paid for by the 16th of that month. If your child’s place commences on 7th April, they would be invoiced for care until the end of April, and receive an invoice shortly after starting. Invoices are raised before the 1st of each month and are payable by the 16th of the month.
- Bills are prepared monthly - therefore the termination time of the contract is 4 weeks in writing.
- We also require 4 weeks’ notice in writing if you wish to change your child’s days, sessions or close your child’s place. Any requests should be given in writing to our Senior Early Year’s Practitioners or a member of the Business Support Team. We cannot accept verbal requests as confirmation of parent’s requests for changes in sessions or closure of place — this saves any confusion!
- Absenteeism due to sickness or holidays is still to be paid for in full.
- You will not be charged for Nursery closure dates, training days, or Bank Holidays.
- There is a charge if parents fail to arrive at the end of their allocated session [£5 if parents arrive within 15 minutes; extra £5 for each additional 5 minutes late].
- Please ensure payment of your monthly invoices is maintained, as failure to do so will result in your child’s place possibly being withdrawn with immediate effect at the discretion of the Deputy Head Teacher.

Fee Paying with Wraparound Care

- Fees are charged over 50 weeks a year and not term time only, no holiday discount is given.
- If the parent does not require care during the school holidays, then the wraparound care element will continue to be charged and the child will not attend Nursery.
- FEEC Funding is available during term time only and children who access FEEC Funding must achieve attendance of 85% or above.
- Where a parent accesses fee paying with FEEC Funding, then the FEEC Funding element is deducted in hours and the payment charged is quoted on the fee paying terms and conditions which you will sign when your child joins our Nursery.
- Where a parent accesses fee paying with FEEC Funding then the fee paying sessions [wraparound
care element] will continue during the school holidays with no FEEC Funding element deducted. Therefore, unless clearly specified at the beginning of the term that they wish their child to attend during school holidays then parents will continue to pay the wraparound care element of their fees. If they wish their child to continue their sessions during the school holidays, then they will be charged either a full day charge or half day charge as normal.
Our Mission Statement and Aims

“Only when young children feel happy and secure in their environment, with adults who care for them and educate them, will they then effectively learn and develop”

We do this by:

- Ensuring that the environment at our Nursery will be comforting, challenging, exciting, creative and enriching for all children, to develop their skills for life through planned and child initiated play experiences.
- By creating this environment for your child we can, through encouragement and support, understand their educational potential.
- Happiness is of paramount importance, for to have happy children is to promote self-esteem and enable confident, independent, active learning.

This is our aspiration for all children coming through the Nursery

Our aims:

- To respect children’s individuality, background and culture.
- To foster a positive attitude to learning in every child.
- To remember that the children are our first concern.
- To provide a diverse, stimulating early year’s curriculum of high quality.
- To educate the whole child, fostering the child’s intellectual, physical, cultural, moral and spiritual development.
- To provide the children with a range of first hand experiences.
- To work in partnership with parents to develop their child to their highest potential.
- To break down racial barriers and challenge racist attitudes amongst adults and children.
- To value and respect the work of the children.
- To offer appropriate support for any child with special educational needs.
- To encourage children to be caring, thoughtful and respectful of others.
- To support rapid developmental needs of young children, physically, intellectually, emotionally and social
- To offer provision that develops and extends knowledge, skills, understanding and confidence.

In developing a curriculum we recognise that the following principles should be adhered to:

- Each child will feel included, secure and valued.
- No child will be excluded or disadvantaged because of ethnicity, culture, home language, family background, special educational need, disability, gender or ability.
- Experiences offered to the children will build on what they can already do.
- Staff will encourage a positive attitude and disposition to learning.
- Staff will emphasise the learning process not the end product.
- Children will be allowed time to become engrossed in their learning, to allow them to work in depth and complete activities.
- Appropriate intervention by staff will engage children and help extend their learning.
Our Achievements

Ofsted
Our Dryclough site was inspected in May 2014 and the provision was found to be good. Ofsted did not give us an outstanding rating due to the following:

- **Children have fewer opportunities to gain an awareness of visual impairment and how it affects adults and children.**
- **There is scope to enhance children's awareness of social skills at snack time.**

We are taking steps to address these issues by extending opportunities for children to understand why children and adults wear glasses, for example, through story books, puppets and role play. We are also helping the children to understand about meal time etiquette, for example, by ensuring each child has their own plate at snack time.

Ofsted found that we are not in breach of our registration. They also stated the following in their report:

- **Adult-to-child ratios are met and sometimes exceed legal requirements and staff are well qualified and regularly update and refresh their knowledge.**
- **Children have a really secure relationship with their Key Person in this friendly and welcoming Nursery.**
- **The staff have a good knowledge of child development and the Early Years Foundation Stage. They offer a wide range of exciting, motivating and challenging activities, which cover all of the seven areas of learning.**

Overall, we are very pleased with the report and feel that most of the comments are very positive. If you would like a copy of our Ofsted report please speak to our Business Support Officers.

Kirklees Healthy Choice Award
We have recently been awarded the Kirklees Healthy Choice Award. This is an Award that recognises our Nursery for practicing good standards of hygiene but can also demonstrate some healthy options on our menu.

You have to pass 2 elements to receive this award which are:

- **Good standards of Food Hygiene [rating of 3 or above].** We have already done this and received a Food Hygiene 5 star rating in May 2014.
- **Healthy Options on the menu [emphasis on reducing fat, salt, sugar and increasing fibre, fruit and vegetables as well as healthier cooking methods].** It is not about all the food you serve being deemed ‘healthy’. We already do this and promote healthy eating within the Nursery. We provide fruit and healthy snacks.
Daynurseries.co.uk
You can find us on the daynurseries.co.uk website. We have got a recent review on there which is fantastic.

"All the staff are amazing! The way they go above and beyond to bring the best out of your child is outstanding. Any concerns regarding health, strengths and weakness areas of my son’s development is acknowledged and addressed straight away. I’m always kept in the loop with regards to what is going on and my son loves being there. He will definitely miss going there once he starts primary school."
What my Child will learn?

In planning the Early Year’s Curriculum we use the guidelines produced by the Department for Education [DfE] [http://www.education.gov.uk] and the Development Matters in the EYFS. We aim to provide a relevant, broad and balanced curriculum, which is delivered by a staff team that are fully conversant with the curriculum requirements. This will include:

- Provision for the different starting points from which children develop their learning, building on what they can already do.
- Relevant and appropriate content that matches the different levels of young children’s needs.
- Planned and purposeful activity that provides opportunity for both teaching and learning, both indoors and outdoors.

There will be both opportunities for children to engage in activities planned by staff and also those they plan or initiate themselves.

Planning
Planning always starts from the observed interests of the children, through either holistic observations or noted moments. Key Persons plan to meet the needs and interests of the children. An overview is monitored by the Strategic Leadership Team to ensure a broad and balanced curriculum is delivered and learning follows the guidance and statutory requirements of the EYFS for the age and stage of each child’s development throughout the year.

Assessment
Children’s progress and achievements are tracked across all areas of learning on a termly basis. This information is used to support the learning and developmental needs of each individual child in partnership with parents.

Outdoor Play
All children have the right to experience and enjoy the essential and special nature of being outdoors. Young children thrive and their minds and bodies develop best when they have free access to stimulating outdoor environments for learning through play and real experiences. Knowledgeable and enthusiastic adults are crucial to unlocking the potential of outdoors.

Forest School Philosophy
We have a number of staff who are trained in Forest School. Ofsted recognises this as an outstanding feature of the Nursery curriculum. These opportunities further develop the children's well-being and their personal, social and emotional development.
Attendance Management
[2, 3, 4 Year Old FEEC Funded Children]

Bringing and collecting your child
- For children attending the education provision only, we ask that you keep to the set session times as these are carefully planned for the children. We very much appreciate children arriving and being collected on time, children who attend regularly make much better progress in their development and achievements.
- All persons bringing and collecting children must be 16 years of age or over.
- Only agreed and named adults will be allowed to collect a child. Please tell a member of staff beforehand should someone different be collecting your child.

Do you want your child to do well at Nursery?
- If the answer to this is YES, then your child must attend Nursery every day.
- Going shopping to town, or the market or visiting friends are not acceptable reasons for your child being absent from Nursery.

Attendance
- It is very important that your child attends every session unless they are poorly.
- If your child is ill please inform us by telephone then we can mark them absent in the register.
- Regular attendance is very important for your child’s learning, development and achievement.
- It is better for your child to arrive late to Nursery than not to come at all.
- If your child is ill or has a medical appointment you must let Nursery know please telephone us as soon as you can. Your child will be then given the correct mark in the register.
- If we do not know why your child is absent. We are not able to give them a correct mark.
- If your child is going abroad on a long holiday you need to fill in a form from the office.
- Your child may be taken off the Nursery register and so cannot be guaranteed a place on their return.
- If your child is absent you will get a telephone call or text message from Nursery asking why. Please help our Business Support Team by contacting Nursery yourself to let us know the reason. This will be recorded in the register.
- If your child has not attended Nursery for 4 weeks, your child’s place will be withdrawn and it will be offered to another child on the waiting list.
- You will ensure that your child attends the number of free hours that you have requested and will inform the Nursery of the reason for any absences. You also understand that the Nursery is entitled to terminate your Parental Agreement with us if your child does not attend for 4 weeks or more.


Attendance Awards Scheme

We work in conjunction with Rachel Topham, the Deputy Child and Family Well Being Manager [Pictured Left] to monitor children’s attendance who access the 15 hours Early Education Funding. We cannot stress enough how important it is for your child to attend the full 15 hours Early Education Funding they have been allocated each week. If you are ½ hour late each day that is 2½ hours a week missed which is almost a full session, this is a huge chunk of your child’s learning. Collecting your child early can also be disruptive as we hold ‘love of reading groups’ at the end of each session. Our Early Education Funding Session times are as follows:

- 8:30 am – 11:30 am
- 12:30 pm – 3:30 pm.

Our entrance will be open 8:30 am – 8:40 am for 10 minutes then 12:30 pm – 12:40 pm again for 10 minutes. Children arriving after the entrance has closed will receive a late mark which will affect their percentage attendance. Children who are collected early before the end of session will also affect your child’s percentage attendance.

As part of this and to encourage better attendance from this term, we are introducing a reward scheme for high attendance. If your child has 100% attendance at the end of the Autumn Term they will receive a Bronze Certificate. If by the end of the Spring Term they still have a 100% attendance they will receive a Silver Certificate. If by the end of the Summer Term they still have a 100% attendance then they will receive a Gold Certificate.

On a termly basis all children who reach 100% attendance will have their names put in a price draw and two of the children will receive a £5.00 voucher for Toyland and also receive a £20.00 voucher for their parents to spend at Tesco.

If you have any issues around your child’s attendance please contact Rachel [Pictured left] on 07487793268.
Getting to Know You and Your Child

It is our priority to make each child and their family feel welcome and valued from their first day onwards. In order to do this we have a settling in procedure. We will assign your child a Key Person which gives you and your child chance to bond with a member of staff. This is usually the member of staff that fills in the paperwork with you when they visit your home.

As a parent, you are your child’s first and most important educator. We want to know all about what your child can do and what their interests are, so that we can plan their next steps in learning and development with you.

Your Key Person takes a special interest in your child and has specific duties. These include:

- **Settling your child into Nursery.** Prior to your child staring at Nursery, we ask for parents or someone close to your child to visit every day, at an agreed time, over a 2 week period [fee paying] or set pre visits [FECE]. This enables both you and your child to meet the staff, feel comfortable and secure in the new surroundings and begin to build a relationship with a Key Person. This time also gives you the opportunity to discuss any individual requirements or routines your child has, ask questions, fill in the required paperwork and read through our policies and procedures file.
- **Your Key Person is your main point of contact for all matters concerning your child’s well-being, development, health and behaviour.**
- **Keeping all your child’s records up to date – these records are available for you to view at any time – just ask your Key Person.**
- **Keeping your child’s learning journey up to date – this book makes a lovely keepsake for you to treasure in years to come. Please look at these at any time you would like to and add your own comments around the progress your child is making. Staff are more than happy to talk to you about your child’s learning journey and how we can work together to support your child’s development and learning.**
- **We welcome parent contributions to the learning journeys e.g: photographs from a special event or ‘WOW’ cards.**
- **Observing your child’s development and learning, sharing their successes with you and planning how to help your child reach their full potential.**
- **Working in partnership with you to find solutions to any problems that might occur.**

“We are extremely pleased with our child’s progress, he often comes home with a new song that he loves to teach us. We are very pleased to find more paintings in his drawer as this wasn’t an activity he previously engaged in. His spelling and recognising words has grown immensely. Nursery has become a place he really looks forward to, not just for the activities or the children but for his keyworker and teacher too.”

*Comment from Parent June 2014*
What Your Child will need at Nursery?

- Your child will sometimes get paint, food or glue on their clothes, so please send them in practical clothes, not best clothes. Play is important to your child’s education and development.
- Please do not put jewellery on your child as this can be a hazard to your child and to others while playing at Nursery. We do not encourage children to wear jewellery for Nursery as it may become a health and safety issue. However, Nursery cannot be held responsible if any jewellery is lost or damaged.
- The wearing of small studs will be acceptable.
- We ask parents to bring a spare set of clothing and appropriate outdoor wear in a clearly labelled bag, as the children have daily access to water, sand, paint and access to the outdoor environment in all weathers.
- When sunny, please provide sun cream if your child is with us for the full day. If they attend for FEEC funding then please apply sun cream before your child comes to Nursery. Please also ensure that they wear a sun hat and that sensitive areas such as shoulders are covered.
- We provide a cloakroom peg with your child’s name on. Please use a drawstring bag for individual child’s use in the cloakroom area as there is limited space for rucksacks or other bags. **Drawstring bags can be purchased from Nursery for £2.20.**
- You should always ensure your child wears sturdy shoes that are suitable for playing inside and outdoors and suitable for all weathers. Do not send your child in sandals or flip-flops for safety reasons.
- Your child will need lots of spare underwear and socks especially if your child is toilet training.
- Provide a suitable coat for outdoor play, hats, gloves and scarf in winter.
- Please ensure that any clothes that you provide for your child are clearly labelled with your child’s name.

School Uniform – New for September 2016

We have now introduced a school uniform for our under 5’s which consists of a Jade sweatshirt with logo. We would ask that all our children wear their school uniform with pride. Wearing a school uniform will also get your child ready for school.

School uniform can be purchased from the following suppliers:
Natasha’s in Huddersfield **T:** 01484 431260 or Bridge School Wear, Milnsbridge **T:** 01484 655655. The cost of the Jade sweatshirt is £8.99.

This strong commitment to wearing school uniform from Nursery through to Year 6 reflects a positive attitude towards our new school and co-operation among pupils, staff and parents / carers.
Personal Possessions

- Whilst the staff within the Nursery endeavour to support children in partnership with parents to learn how to look after their own personal possessions, staff cannot be held responsible for the loss or damage of children’s valuables, clothes or toys.
- If possessions are brought into Nursery it is the parents and child’s ultimate responsibility to ensure they are kept safe.

Other Information

- Milk, water and fruit are provided daily for your child.
- Please do not send sweets or crisps to Nursery. We have a healthy eating policy.
- Please do not send toys to Nursery. These can often get lost and cause upset for the child and can start arguments. However, some children require a comfort object which is acceptable. Please discuss this with your child’s Key Person.
- We celebrate every child’s birthday – please speak to your child’s Key Person about the celebration.
- We run a library once a week where we encourage all children to borrow books to share at home. Tuesday at Yews Hill Site and Fridays at Dryclough Site.

Transition

- Have you registered your child at the local infant school of your choice?
- If you have not already been to register, then please will you do so as soon as possible or you may find there is not a place available for your child.
- You can register on line at [www.kirklees.gov.uk](http://www.kirklees.gov.uk) or you can go direct to the school of your choice and speak to a Business Support Officer. You will need to take your child’s birth certificate to register.
Your Child’s Health and Safety

Car / Road Safety

Yews Hill
- Please only use the appropriate entrance to the Nursery.
- Never park on the pavement outside the Nursery.
- Never park on the clearly marked yellow zigzag lines outside the Nursery.

Dryclough
- Please only use the appropriate entrance to the Nursery.
- Please do not walk down the drive at Dryclough Site for everyone’s safety.
- Only day care parents and ‘disabled drivers’ may have access to come down the school drive by car.
- People who do have access to car parking facilities – must use the car park for dropping off.
- Never park on the pavement outside the Children’s Centre.
- Never park on the clearly marked yellow zigzag lines outside the school.
- The car parks are for staff use, day care / disabled parents, deliveries and emergencies only.
- Please do not follow other cars down the drive unless you have permission to do so.

If Your Child Becomes ill at Nursery:
- If your child shows signs of illness whilst in our care, the professional judgement of the person in charge and the First Aider would be sought to assess the condition of the child.
- If your child has a temperature that exceeds 37.6°C then you or the named emergency contact will be contacted to collect your child.
- If your child’s health is of concern then the parent or emergency contact person will be contacted and requested to collect the child as soon as possible.
- Should your child’s condition deteriorate before you arrive and it is decided medical treatment or advice is necessary, staff will take appropriate steps. [i.e. speak to a Health Visitor, Doctor, Hospital or NHS Direct]. Staff will also refer to the Health Protection Agency - ‘Guidance on Communicable Disease and Infection Control in Schools and Other Childcare Settings’.

Parents will be asked to
- Please keep your child at home if they have an infection and inform the Nursery as soon as possible. If the infection is thought to be contagious, then the person in charge at the time will inform other parents and staff where necessary. Staff will keep careful observations on all children attending.
• Please be aware that due to close contact of the children, infectious disease can spread rapidly. If your child has contracted an infectious disease, then you will be asked to follow the guidance outlined in the Exclusion Policy.
• We would ask that you use your judgement and consider your child’s best interest and do not bring your child into Nursery if they are unwell.
• Children who are ill cannot attend Nursery. Please do not bring your child if they are suffering from any infectious diseases.

If your child has had sickness or diarrhoea
• If your child develops sickness or diarrhoea whilst at Nursery, we will call you to come and collect your child straight away.
• You must not bring your child to Nursery until 48 hours AFTER the last bout of sickness or diarrhoea. Your doctor will advise you when your child is no longer infectious.
• If you have any doubts whatsoever about whether your child should come to Nursery, please ring us before you leave home so that our staff can advise you.

If your child is prescribed antibiotics
• Parents will be asked to keep their child at home for the first 48 hours when prescribed antibiotics. All antibiotics will be kept in the fridge if stated on the medicine and must be clearly labelled with your child’s name.

Medication
• In line with EYFS framework specific legal requirements and Nursery Policies and Procedures, only prescribed medication will be given by staff. Medication including antibiotics must have the prescription label present either on the bottle or packaging. Medication includes Calpol, eye drops and cough medicines.
• If your child has been prescribed medicine by the doctor – this includes antibiotics that need to be taken during the Nursery day, you will be asked to sign a medication form. This form authorises staff to administer medicine and states the dosage and time given.
• We are also required by EYFS as a setting to implement Health Care Plans for children with long term medical conditions. These plans will include information on your child’s medical needs, the action you would like us to take in the event of a medical emergency and any follow up care needed. If there is a support worker or other agencies involved the health care plans will be developed with all agencies involved.
• If your child develops a medical condition during their time at Nursery please inform your child’s Key Person as soon as possible. Your child’s Key Person is responsible for implementing Health Care Plans. Parents of children with existing medical conditions will be asked to complete a Health Care Plan with their Key Person.
Accidents or Injuries

- Unfortunately accidents and injuries do sometimes occur at home and at Nursery. All accidents at Nursery are recorded in an accident book. For any accidents / injuries that have occurred at home we will ask you to complete an Existing Injury Form.
- We record the date, time, what happened, what injury / incident occurred and what first aid treatment was needed if any. You will be asked to sign this and a duplicate copy will be given to you to keep.
- If your child has a serious accident needing urgent medical attention we will inform you immediately and take the child to hospital via ambulance.
- The Nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- The First Aid boxes will be checked on a monthly basis by a designated member of staff.

Head Lice

- Head lice are easily caught and we do sometimes have outbreaks of them at Nursery. If your child gets head lice we will expect you to wet comb their hair and / or treat their hair.
- Any child with head lice will not be excluded from Nursery. We will inform parents that head lice have been found and ask that they take appropriate action.
- We have up to date information from the Calderdale and Kirklees Healthcare NHS Trust about head lice so please do not hesitate to ask if you have any questions.

Drink and Drugs

- We take our responsibility for every child in our care very seriously. When a parent or carer arrives to collect a child and a member of staff suspects that he / she is under the influence of alcohol or drugs, the member of staff will refuse entry into the Nursery and will report their concerns to the Deputy Head Teacher.
- The Deputy Head Teacher will discuss the concerns with the parent and should they feel the person is incapable of taking responsibility of the child they will refuse to release the child into his / her custody.
- The Deputy Head Teacher will then call the emergency contact listed on the child’s file. If the situation cannot be resolved in a reasonable manner then the Police will be called. The Nursery is obliged to also report anyone they feel is incapable of driving a vehicle and are a danger to others. If the Police are called the Deputy Head Teacher will automatically involve Care Services.

Collecting your Child

- If for any reason, you have to send another person to collect your child from Nursery, other than yourself or those mentioned in your child’s file, then you must ensure that you telephone Nursery beforehand to let a member of staff in the office know.
- We also ask that you provide Nursery with a memorable password. This password must be given to any other person you ask to collect your child from Nursery. This must be confirmed with our Business Support Team over the telephone.
• The safety of your child is paramount to our Nursery and we cannot let your child leave with anyone other than those mentioned in your file. Letting Nursery staff know saves any embarrassment for the person collecting your child.
• You must also ensure that anyone collecting your child is over the age of 16. The only exception to the over the age of 16 rule is in the case of young parents.
• Please give us as much information as possible about the person collecting your child such as the name, a description of the person and the relationship to your child.
• If anyone other than yourself is collecting your child, and this could possibly be on a permanent basis, then we will require a Change in Circumstances form completing.

Severe Weather
• In the event that we have heavy snow and blizzards overnight or in the morning. A text message will be sent to all parents to inform of any closures [you can also find information on the Kirklees Schools Website].
• If it starts snowing during the day whilst your child is at Nursery, we will contact you if we feel Nursery needs to close. Please ensure that you keep Nursery informed of any change of telephone number and address.
Our Policies

All Weather Policy

Part of the Nursery’s curriculum is to ensure all children have opportunities to access outdoor play throughout the whole year. In order to do this it is important to ensure your children have the appropriate clothing / protection.

The following guidance is to help you as parents understand our policy on outdoor play.

Spring / Summer

- Children will not be allowed to access outdoor play in hot weather unless they have the appropriate protection such as sun hats.
- Clothing that covers sensitive areas i.e. neck shoulders and backs [no strappy tops please].
- Sun cream – You must provide your own sun cream but this must be of an appropriate factor and quality. Factor 25 or above depending on skin tone.
- In very hot weather children will have limited access to outdoor play at peak times of the day; shaded areas will be provided to give further protection.
- Please can you send your child in suitable footwear. Strappy sandals and flip flops can cause unsteady footing when running and climbing which may result in your child having an accident.
- Children will have free access to drinks at all times.

Autumn / Winter

- During the winter months we would ensure the children have the opportunity to experience a range of weather i.e. snow, wind, ice, to do this we need to ensure that children have appropriate clothing. Hats / gloves / warm coats / wellington boots – please ensure that all clothing is labelled.
- Suitable clothing is provided for outdoors i.e. waterproof trousers, waterproof coats and wellington boots.
- When the weather is very cold we would ensure that children are out for a limited period and only if wearing suitable clothing.

Health and Safety

- Staff will ensure that in wet / icy weather the equipment in the outdoor area is appropriate and safe for children. Children will also be encouraged to participate in more physical activities.
- A risk assessment for the outdoor area is carried out daily to ensure the outdoor environment and the equipment are safe for the children to access.
Allegations Against Staff

- Any inappropriate behaviour towards children by staff or volunteers must be reported to the Head Teacher or Senior Designated Lead Person.
- If it is the Head Teacher who is to be reported, then the incident must be reported directly to the Chair of Governors [Amanda Jackson].
- All allegations against staff will be reported to Cheryl Day who is the Local Authority Designated Officer [LADO] and Safeguarding Improvement Officer.

Behaviour and Discipline

- At Oak CE Primary School we endeavour to facilitate positive attitudes and good behaviour in all our children.
- We believe that high standards and expectations of children’s and adult’s behaviour contributes to a more effective learning environment.
- To enable this to take place we provide a happy, secure environment in which children feel safe to play and learn, alongside sensitive and caring adults, and where appropriate provision is made to meet each child’s individual needs.
- It is acknowledged that on occasions staff will be faced with children who lose control. In these situations staff will follow the physical intervention policy in order to safeguard the child, other children and staff.

Child Protection

The safeguarding of children and vulnerable adults is everyone’s responsibility. You are required to read, understand and implement Kirklees Safeguarding Board procedures and comply with these. For full Safeguarding Guidelines, please refer to the School’s Safeguarding Policy based on Kirklees Model Policy in Safeguarding in Schools.

What is expected of all staff, students and volunteers:

- Listen to children and vulnerable adults.
- Follow the Safeguarding flow chart in your Nursery if you suspect that any child or adult is at risk of significant harm. Read and implement the Safeguarding Procedures available on www.kirkleessafeguardingchildren.com
- If you have a concern or a concern is raised with you regarding a child or vulnerable adult you must immediately notify the child protection lead person [please see below]
- Work in partnership with the lead child protection person and other professionals to ensure the safety of children and vulnerable adults.
- Undertake all essential Safeguarding training and updates appropriate to your role. Details can be found at www.kirkleessafeguardingchildren.com
• Ensure that you comply with Kirklees staff vetting procedures, undertake an enhanced Disclosure and Barring Service Check [DBS] reviewed every 3 years and notify your Manager of any change to your status.
• Comply with the safe access and exit procedures for the building.
• Wear your Identification Badge visibly at ALL times.
• Challenge all visitors to the Nursery who do not have clear visible identification.
• To report any inappropriate behaviour toward children from staff and volunteers to the Head Teacher or designated senior person, if this is the Head Teacher then you report the incident to Amanda Jackson, Chair of Governors.
• Allegations against staff will be reported to Cheryl Day [LADO].

**Remember:**
• Communication and sharing information accurately and appropriately is crucial to Safeguarding.
• Support is there to ensure that we continue to work in partnership with parents whilst addressing any concerns.

**Key contact numbers:**
Liaison with the people listed below is essential if you have a concern that a child or adult is at risk of significant harm. However, do not delay if you cannot find a manager to speak to, contact the Duty and Assessment Team for advice.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Bendall</td>
<td>Head Teacher</td>
<td>01484 222200</td>
</tr>
<tr>
<td>Gill Simpson</td>
<td>Child and Family Well Being Manager</td>
<td>01484 222202</td>
</tr>
</tbody>
</table>

**Allegations against staff and volunteers:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Day [LADO]</td>
<td>01484 221000</td>
</tr>
<tr>
<td>Amanda Jackson</td>
<td>07531 066534</td>
</tr>
</tbody>
</table>

**Kirklees Duty and Assessment Team and Children with a Disability**

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday 8:45 -17:15 and Friday: 8:45 -16:45</td>
<td>01924 326097, 01924 326076 or 01924 431429</td>
</tr>
<tr>
<td>Out of hours: Evenings, Weekends and Bank Holidays</td>
<td>01484 414933</td>
</tr>
</tbody>
</table>
Compliments and Complaints

Oak CE Primary School is delighted to receive compliments about our education, care and services. We will endeavour to pass on the compliment to the right individual or service. All compliments are acknowledged and are a valuable source of evidence for Ofsted.

Equally, we are prepared to listen to any complaints you may have. We take all complaints seriously and feel it is important that we set out clearly the procedures for making, handling and managing any complaints. Our procedures ensure your complaint will be dealt with fairly and reasonably.

How do you go about making a complaint?

- Discuss the matter with your child’s Key Person and try to resolve any difficulties.
- If you have tried this and are still not satisfied, then you should ask to meet the Head Teacher or a member of the SLT.
- If the matter cannot be resolved at this meeting, the Nursery may need to look into the matter and carry out an investigation. This may take a few days but the Head Teacher should be able to get back to you within 5 working days.
- If you still cannot resolve the matter then you should write to the Chair of Governors and ask for the Governors’ Complaints Committee to look at the complaint. You can write to Amanda Jackson, Chair of Governors or Malvern Goodhall – Vice Chair care of the Nursery, please mark the envelope Private and Confidential.
- The Governors’ Complaints Committee will arrange a meeting when it will consider written evidence from you and from the Head Teacher. Both you and an accompanying person are entitled to be present at the meeting. The committee will consider 2 things: firstly whether the process has been fully and fairly followed and secondly, whether or not to uphold your complaint.
- If the Governors’ Complaints Committee decides the process has been fully and fairly followed it will consider your complaint. The Complaints Committee will inform you of its decision either to:
  - uphold the Head Teacher’s decision or
  - ask the Head Teacher to reconsider certain aspects of the decision or
  - ask the Local Authority to investigate your complaint
- If the Committee decides to ask the Local Authority to investigate your complaint it will ask the Chair of Governors to contact the Head of Management in the Learning Service.

If your complaint needs to be investigated you should give the Head Teacher or the chair of governors enough time to do this. A reasonable amount of time to carry out an investigation would be 20 working days. You should be informed if it will take longer than this. Most complaints are settled at this stage. However, if you are not satisfied with the reply you should then write to:

**Head of Management**
Kirklees Council
Learning Service
High street
Huddersfield
You also have the right to inform Ofsted of any concerns. This should be forwarded to:

**Ofsted Early Years – Complaints Team**
**Piccadilly Gate**
**Store Street**
**Manchester**
**M1 2WD**

**T: 0300 123 1231 [8.00am - 6.00pm]**
**E: enquiries@ofsted.gov.uk / parentview.ofsted.gov.uk**

All complaints are recorded in our Complaints Log, alongside who dealt with the complaint, how, and the outcome.
Equal Opportunities

- We are fully committed to our multi-ethnic community. Recognition and respect for our different cultural groups is part of our everyday practice and, as an integral part of this practice, any form of racism will always be challenged.
- We are also committed to encouraging and providing equal educational opportunities for girls and boys, and to challenging sexist attitudes and behaviour so that no child is denied opportunities on account of their race, gender, social background, special educational need or disability.

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**e-Safety / Mobile Phones and Cameras**

- We adopt the good practice that is included in the Kirklees Information Security Guidance. Staff only use IT equipment supplied by Kirklees in Nursery, including cameras and camcorders for observational recording keeping.
- This equipment remains on site and is monitored according to Guidance by IT technicians.
- Parents must not under any circumstances use mobile phones on Nursery premises and must not to take any photographs whilst on the Nursery premises.

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**Late Collection of Children**

- The Fee Paying Nursery has 3 sessions per day, the morning session ends at 12:30 pm and the afternoon session at 6:00 pm. Failure to collect your child before or at these times will result in an extra charge being incurred [this charge may be extended to FEEC funded children if a parent is persistently late in collecting their child].
- If you are consistently late your child's place will be reviewed and may be withdrawn.
- Details of late collection will be recorded on a form which the parent will be asked to sign. If you are late collecting your child on 3 occasions, you will be sent a letter warning that on the next occasion your childcare place will be withdrawn without further notice.

**Charges for Late Collection for both morning and afternoon session:**

- £5.00 per child during the first 15 minutes
- £5.00 per child for each subsequent 5 minutes

Please also see Uncollected child policy which can be found in our Policy booklets within the Nursery.
Privacy Notice
For Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998
We at Oak CE [VC] Primary School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DfE). Further Information may be passed to the LA only, in line with data sharing agreements.

If you want to receive a copy of the information about you that we hold or share, please contact our Business Support Team.

If you need more information about how the Local Authority and DfE store and use your information, then please go to the following websites:

http://intranet.kirklees.gov.uk/Policies-and-procedures/Service/Schools/Information-systems-guidance/Privacy-Notices

Or

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you cannot access these websites, please contact the LA or DfE as follows:

Kirklees Council, Information Access Officer
Email: data.protection@kirklees.gov.uk
Telephone: 01484 221000

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: https://www.gov.uk/government/organisations/department-for-education
Email: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288
Safeguarding Children

Ensuring the safety and well-being of all children is paramount!

We at Oak CE Primary School, follow the Kirklees Safeguarding Children Board procedures. The Nursery will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the Nursery will discuss concerns with Social Care and/or the Police without parental knowledge [in accordance with Kirklees Safeguarding Children Procedures]. The Nursery will, of course, always aim to maintain a positive relationship with all parents. The Nursery’s safeguarding policy is available on request.

- All adults [16+] working within our Nursery have the appropriate identity and Disclosure and Barring Service [DBS] checks in place. All this information is held on a Single Central Record.
- Only designated adults [16+], agreed with Nursery, can collect children, therefore students and supply staff must not open the Nursery door but inform a member of staff.
- Any existing injuries are to be recorded [forms completed by the parent] and any concerns reported to the main designated leads:
  - David Bendall – Head Teacher
  - Gill Simpson - Child and Family Wellbeing Manager
  - Rachel Topham - Deputy Child and Family Well Being Manager
Sickness Policy

- We hope that your child is well; however sickness does occur from time to time.
- If your child is ill, we would be grateful if you could let us know how he / she is and what has been diagnosed.
- When your child is ready to return to Nursery, please inform us. As it is sometimes difficult to assess when a child is ready to return where an infectious disease is suspected, staff will refer to the ‘infection control handbook.’ From this they will take advice to ensure the safety of other children and staff alike before accepting a child’s return to the setting. Parents are asked to respect the professional judgement of staff in these matters.
- If your child becomes ill while at Nursery, we will ask you to collect them as soon as possible. We understand that this can be difficult for working parents, but the Nursery cannot sufficiently meet the needs of children who are ill.
- If your child has had vomiting and/or diarrhoea we would ask that you keep your child off Nursery for 48 hours from the last episode of sickness/diarrhoea to avoid further infection.
- If your child has conjunctivitis it is our policy that they do not return to Nursery until 24 hour after starting treatment or until your child’s eyes are clear.

Medication procedure

We will be happy to give prescribed medication to your child if in our view he / she is:

- Well enough to be in Nursery
- The medication has been prescribed by your GP and your child has had a dose administered within the last 24 hours.
- You have completed and signed the appropriate forms at Nursery, noting the dosage required and the times the medication is to be given.
- Please note that staff working with children are not legally obliged to administer medication.

Smoking

We have a strict no smoking policy at Oak CE Primary School.

- Smoking is prohibited in all indoor and outdoor areas within the school grounds and premises. If using a vehicle for business use you must not smoke in the vehicle, when using your own personal vehicle for business this must also be smoke free 24 hours prior to use.
- The school will not provide any amenities which will aid or help employees to smoke. Consequently, employees wishing to smoke are required to leave the workplace totally before being at liberty to smoke.
Uncollected Child Policy

In the event of a child being left or not collected from Nursery, by the allocated time, the following steps will be taken:

- Staff will attempt to contact the parent.
- If unsuccessful, staff will then telephone the named emergency contact person.
- If all else fails, staff will then contact any other agency that may be involved with the family, e.g. Health Visitor [to enquire if any alternative numbers are available].
- Your child will be reassured and cared for throughout this period.
- Every attempt will be made to ensure that the child is collected.
- If after 30 minutes of closure of the setting, the issue has not been resolved, then staff will contact the First Response Team at Kirklees Council.
- Your child would then be cared for by Kirklees Multi-Agency Services and a note giving their contact details, would be left on the main gates of our setting.
Crosland Moor Children’s Centre is a purpose built building that was opened in 2004. Our services are designed to meet the needs of the local area. We offer parents, children and young people support to help them learn and develop. These will vary from area to area but typically could include stay and play and community activities.

Other services we provide:
- Help to prepare your child for school, access to local childcare providers and child’s journey information pack.
- Practical advice on health, family and financial matters one stop shops and baby clinics.
- Support with adult learning, job opportunities and training access to a Jobcentre Plus advisor and volunteering opportunities.
- Sometimes families need some extra help and support. At these times it is important that the right services are made available. If you feel you need this extra support there are a number of people you can talk to, including Children’s Centre staff, School staff and Health professionals.

The types of extra help available include:
- Parenting advice and guidance
- Managing children’s behaviour
- One-to-one and group support
- Advice on child learning and development

Each area has a Family Forum where you can get involved in planning the services on offer and making important decisions. You can also give us feedback on our services.

How to contact us:
Crosland Moor Children's Centre
Dryclough Road
Crosland Moor
Huddersfield HD4 5HX

T: 01484 225052
Conclusion

May we thank you for your continued support. Please ensure you keep Nursery informed of any change in circumstances, such as change of address or telephone numbers.

We look forward to getting to know you, your child and family. We hope you have found this booklet helpful. Please ask your Key Person or a member of our Business Support Team if you have any questions at all. If you feel that you need further guidance or advice please feel free to look at our Policies and Procedures file that can be found in the Nursery.
Term Dates and Staff Training Days 2016 – 2017

<table>
<thead>
<tr>
<th>Term Dates : 2016 – 2017 – 2, 3 and 4 Year Old FEEC Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term Dates</strong></td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
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<tr>
<td><strong>First Day</strong></td>
</tr>
<tr>
<td>Tuesday, 5\textsuperscript{th} January 2016</td>
</tr>
<tr>
<td><strong>Autumn Term</strong></td>
</tr>
<tr>
<td><strong>First Day</strong></td>
</tr>
<tr>
<td>Tuesday, 6\textsuperscript{th} September *</td>
</tr>
</tbody>
</table>

Our Nursery will be closed to all children on the following dates. We also close for 5 teacher training days each year. Day-care we are open 50 weeks each year closing for 2 weeks at Christmas.

<table>
<thead>
<tr>
<th>Bank Holidays</th>
<th>Training Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Friday</td>
<td>Friday, 25\textsuperscript{th} March 2016</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday, 28\textsuperscript{th} March 2016</td>
</tr>
<tr>
<td>Nursery Closed</td>
<td>Tuesday, 29\textsuperscript{th} March 2016</td>
</tr>
<tr>
<td>May Day</td>
<td>Monday, 2\textsuperscript{nd} May 2016</td>
</tr>
<tr>
<td>Spring Bank Holiday</td>
<td>Monday, 30\textsuperscript{th} May 2016</td>
</tr>
<tr>
<td>Nursery Closed</td>
<td>Tuesday, 31\textsuperscript{st} May 2016</td>
</tr>
<tr>
<td>August Bank Holiday</td>
<td>Monday, 29\textsuperscript{th} August 2016</td>
</tr>
</tbody>
</table>

* To be confirmed
**Recommended Exclusion Period for Common Infections**

**Guidance on Infection Control in Schools and other Child Care Settings**

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly hand washing, and maintaining a clean environment.

Please contact your local Health Protection Unit [HPU] on 0113 284 0606 if you would like any further advice or information.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Recommended period to be kept away from school, nursery, or childminders</th>
<th>Comments</th>
<th>Notifiable to HPU</th>
<th>Nursery Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Diarrhoea and Vomiting Illness</strong></td>
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<tr>
<td>Diarrhoea And / Or Vomiting</td>
<td>48 hours from last episode of diarrhoea or vomiting [48 hour rule applies]</td>
<td>Exclusion from swimming maybe considered</td>
<td></td>
<td>Child will be sent home after one dirty nappy</td>
</tr>
<tr>
<td>E.Coli O157 Vtec</td>
<td>48 hours from the last episode of diarrhoea</td>
<td>Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. Local HPU will advise. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.</td>
<td></td>
<td>Due to how infectious this is Nursery reserves the right to exclude the child until he / she is completely clear. This is to limit the spread of infection.</td>
</tr>
<tr>
<td>Respiratory Infections</td>
<td>Recommended period to be kept away from school, nursery, or childminders</td>
<td>Comments</td>
<td>Notifiable to HPU</td>
<td>Nursery Exceptions</td>
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<tr>
<td>------------------------</td>
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<tr>
<td>Typhoid [And Paratyphoid] [Enteric Fever]</td>
<td>Further exclusion may be required after 48 hours</td>
<td>Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. Local HPU will advise. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Shigella [Dysentery]</td>
<td>Exclusion may be necessary.</td>
<td>Exclusion [if required] applies to young children and those who may find hygiene practices difficult to adhere to. Local HPU will advise. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.</td>
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<tr>
<td>‘Flu’ [Influenza]</td>
<td>Until recovered.</td>
<td>Vulnerable children</td>
<td></td>
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<tr>
<td>Tuberculosis</td>
<td>Always consult the HPU.</td>
<td>Not usually spread from children. Require quite prolonged close contact for spread.</td>
<td>✓</td>
<td></td>
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<tr>
<td>Rashes and Skin Infections</td>
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<tr>
<td><strong>Whooping Cough [Pertussus]</strong></td>
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<tr>
<td><strong>Recommended period to be kept away from school, nursery, or childminders</strong></td>
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<tr>
<td>Five days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment.</td>
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<tr>
<td><strong>Comments</strong></td>
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<tr>
<td>Preventable by vaccination. After treatment non-infectious cough may continue for many weeks. HPU will organise any contact tracing necessary.</td>
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<tr>
<td><strong>Notifiable to HPU</strong></td>
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<tr>
<td>✓</td>
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<tr>
<td><strong>Nursery Exceptions</strong></td>
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<tr>
<td><strong>Athlete’s Foot</strong></td>
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<tr>
<td><strong>Recommended period to be kept away from school, nursery, or childminders</strong></td>
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<tr>
<td>None</td>
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<tr>
<td><strong>Comments</strong></td>
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<tr>
<td>Athletes foot is not a serious condition. Treatment is recommended</td>
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<td><strong>Notifiable to HPU</strong></td>
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<td><strong>Nursery Exceptions</strong></td>
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<tr>
<td><strong>Chicken Pox</strong></td>
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<tr>
<td><strong>Recommended period to be kept away from school, nursery, or childminders</strong></td>
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<tr>
<td>5 days from onset of rash. All spots need to be completely dried up.</td>
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<td><strong>Comments</strong></td>
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<tr>
<td>SEE: female staff-pregnancy which follows</td>
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<td><strong>Notifiable to HPU</strong></td>
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<td><strong>Nursery Exceptions</strong></td>
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<tr>
<td><strong>Cold Sores [Herpes Simplex]</strong></td>
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<td><strong>Recommended period to be kept away from school, nursery, or childminders</strong></td>
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<tr>
<td>None</td>
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<tr>
<td><strong>Comments</strong></td>
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<tr>
<td>Avoid kissing and contact with the sores. Cold sores are generally a mild self-limiting disease</td>
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<td><strong>Notifiable to HPU</strong></td>
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<td><strong>Nursery Exceptions</strong></td>
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<tr>
<td><strong>German Measles [Rubella]</strong></td>
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<tr>
<td><strong>Recommended period to be kept away from school, nursery, or childminders</strong></td>
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<tr>
<td>6 days from onset of rash.</td>
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<tr>
<td><strong>Comments</strong></td>
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<tr>
<td>Preventable by immunisation [MMR x 2 doses]. SEE: female staff-pregnancy.</td>
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<tr>
<td><strong>Notifiable to HPU</strong></td>
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<td></td>
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<tr>
<td>✓</td>
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<tr>
<td><strong>Nursery Exceptions</strong></td>
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<tr>
<td><strong>Hand, Foot &amp; Mouth</strong></td>
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<tr>
<td><strong>Recommended period to be kept away from school, nursery, or childminders</strong></td>
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<tr>
<td>None</td>
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<tr>
<td><strong>Comments</strong></td>
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<tr>
<td>Contact HPU if a large number of children are affected. Exclusion may be considered in some circumstances.</td>
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<tr>
<td><strong>Nursery Exceptions</strong></td>
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</tr>
<tr>
<td>Nursery reserves the right to exclude a child if they are ill</td>
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<tr>
<td>Other infections</td>
<td>Recommended period to be kept away from school, nursery, or childminders</td>
<td>Comments</td>
<td>Notifiable to HPU</td>
<td>Nursery Exceptions</td>
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</tr>
<tr>
<td>Impetigo</td>
<td>Until lesions are crusted or healed or 48 hours after commencing antibiotic treatment.</td>
<td>Antibiotic by mouth may speed healing and reduce infectious period.</td>
<td></td>
<td>Due to how infectious this is Nursery reserves the right to exclude the child until he / she is completely clear. This is to limit the spread of infection.</td>
</tr>
<tr>
<td>Measles</td>
<td>4 days from onset of rash</td>
<td>Preventable by immunisation [MMR x 2 doses]. SEE: vulnerable children and female staff-pregnancy.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Ringworm</td>
<td>Exclusion not usually required</td>
<td>Treatment is important and available from pharmacist. N.B. For ringworm of scalp treatment by GP is required. Also check and treat symptomatic pets.</td>
<td></td>
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</tr>
<tr>
<td>Roseola [Infantum]</td>
<td>None</td>
<td></td>
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</tr>
<tr>
<td>Disease</td>
<td>Recommended period to be kept away from school, nursery, or childminders</td>
<td>Comments</td>
<td>Notifiable to HPU</td>
<td>Nursery Exceptions</td>
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</tr>
<tr>
<td>Scabies</td>
<td>Child can return after first treatment.</td>
<td>Two treatments 1 week apart for cases. Contacts should have I treatment; include the entire household and any other very close contacts. If further information is required contact your local HPU.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>24 hours after commencing antibiotics.</td>
<td>Antibiotic treatment recommended for the affected child.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Slapped Cheek / Fifth Disease, Parvovirus B19</td>
<td>None</td>
<td>SEE: vulnerable children and female staff-pregnancy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shingles</td>
<td>Exclude only if rash is weeping and cannot be covered.</td>
<td>Can cause chicken pox in those who are not immune i.e. not had chicken pox. It is spread by very close contact and touch. If further information is required contact your local HPU. SEE: vulnerable children and female staff-pregnancy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warts And Verrucae</td>
<td>None</td>
<td>Verrucae should be covered in swimming pools, gymnasiums and changing rooms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition</td>
<td>Recommended period to be kept away from school, nursery, or childminders</td>
<td>Comments</td>
<td>Notifiable to HPU</td>
<td>Nursery Exceptions</td>
</tr>
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</tr>
<tr>
<td>Conjunctivitis</td>
<td>None</td>
<td>If an outbreak / cluster consult HPU.</td>
<td></td>
<td>Due to how infectious this is Nursery reserves the right to exclude the child until he / she is completely clear. This is to limit the spread of infection.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclusion is important. Always consult with HPU.</td>
<td>Preventable by vaccination. HPU will organise any contact tracing necessary.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Lice</td>
<td>None</td>
<td>Treatment is recommended only in cases where live lice have definitely been seen. Close contacts should be checked and treated if live lice are found. Regular detection [combing] should be carried out by parents.</td>
<td></td>
<td>Nursery reserves the right to exclude a child if they are ill</td>
</tr>
<tr>
<td>Disease</td>
<td>Recommended period to be kept away from school, nursery, or childminders</td>
<td>Comments</td>
<td>Notifiable to HPU</td>
<td>Nursery Exceptions</td>
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</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclusion until 7 days after onset of jaundice [or 7 days after symptom onset if no jaundice] Always consult with HPU.</td>
<td>Good personal and environmental hygiene will minimise any possible danger of spread of hepatitis A. SEE: cleaning up body fluid spills and PPE information.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B And C</td>
<td>None</td>
<td>Hepatitis B and C are not infectious through casual contact. Good hygiene will minimise any possible danger of spread of both hepatitis B and C.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>HIV / Aids</td>
<td>None</td>
<td>HIV is not infectious through casual contact. There have been no recorded cases of spread within a school or nursery. Good hygiene will minimise any possible danger of spread of HIV. SEE: cleaning up body fluid spills and PPE information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningococcal Meningitis / Septicaemia</td>
<td>Until recovered</td>
<td>Meningitis C is preventable by vaccination. There is no reason to exclude siblings and other close contacts of a case. The HPU will give advice on any action needed and identify any contacts requiring antibiotics.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Meningitis Due To Other Bacteria</td>
<td>Until recovered</td>
<td>Hib meningitis and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings and other close contacts of a case. Always contact the HPU who will give advice on any action needed and identify contacts requiring antibiotics.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Meningitis Viral</td>
<td>None</td>
<td>Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Disease</td>
<td>Recommended period to be kept away from school, nursery, or childminders</td>
<td>Comments</td>
<td>Notifiable to HPU</td>
<td>Nursery Exceptions</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>MRSA</td>
<td>None</td>
<td>Good hygiene. In particular hand washing and environmental cleaning, are important to minimise any danger of spread. If further information is required contact your local HPU.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Five days from onset of swollen glands.</td>
<td>Preventable by vaccination. [MMR x 2 doses].</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Threadworms</td>
<td>None</td>
<td>Treatment is recommended for the child and household contacts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tonsillitis</td>
<td>None</td>
<td>There are many causes, but most cases are due to viruses and do not need an antibiotic.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Denotes A Notifiable Disease. It Is A Statutory Requirement That Doctors Report A Notifiable Disease To The Proper Officer Of The Local Authority. In Addition, Organisations May Be Required May Be Required Via Locally Agreed Arrangements To Inform Their Local HPU. Regulating Bodies [E.G. Office For Standards In Education [Ofsted] / Commission For Social Care Inspection [Csci]] May Wish To Be Informed – Please Refer To Local Policy.
Pregnant Staff
In general, if a pregnant woman develops a rash or is in close contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to pregnant women from such infections comes from their own child / children rather than from the workplace.

The following table indicates what action should be taken if a pregnant member of staff think that they may be affected by illnesses which can pose a risk to their health and the health of their baby:

<table>
<thead>
<tr>
<th>Illness</th>
<th>Period of Contact</th>
<th>Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Any period whilst pregnant</td>
<td>GP and antenatal carer should be informed promptly and a blood may be done to check immunity. Shingles is caused by the same virus as the chickenpox virus. Therefore anyone who has not had chickenpox is vulnerable to the infection if they have close contacts with a case of shingles</td>
</tr>
<tr>
<td>German Measles [Rubella]</td>
<td>Early pregnancy</td>
<td>GP and antenatal carer should be informed promptly to ensure investigation. The infection can affect the baby if the woman is not immune and she is exposed in early pregnancy.</td>
</tr>
<tr>
<td>Slapped cheek disease [Parvovirus B19]</td>
<td>Before 20 Weeks</td>
<td>Can occasionally affect an unborn child, if exposed. Inform antenatal carer as this must be investigated.</td>
</tr>
<tr>
<td>Measles</td>
<td>During Pregnancy</td>
<td>This is serious as it can result in early delivery or even loss of the baby. If a pregnant member of staff has been in contact with someone with measles, antenatal carers should be informed as further action can be taken.</td>
</tr>
</tbody>
</table>