



# Prospectus



# Welcome to Robin Nursery School

Registered Charity No. 1088997

Established 1977

## Contact Details

Address: Youth Centre, Station Road, Sway, Hampshire, SO41 6AB  
Telephone: 01590 683440 (Youth Centre - during Nursery hours only)  
Mobile: 07825 441854  
E-mail: [robinnursery@hotmail.co.uk](mailto:robinnursery@hotmail.co.uk)  
Website: [www.robinnursery.org](http://www.robinnursery.org)

## Opening Hours

Robin Nursery School is open weekdays 9am till 3pm during school term times.

Breakfast club is available by arrangement.

Lunch club is also available - 12noon - 12.30pm

(If your child is staying at the Nursery during these times, please provide a packed lunch)

Morning sessions 9am-12noon/12.30 or afternoon sessions 12noon/12.30pm-3pm are also available



## Welcome to Robin Nursery School

Robin Nursery School is situated in the centre of Sway village at the Youth Centre building. We are a community-run preschool, managed by an elected committee, most of whom are parents of children at the nursery. Our Manager, Teresa Cutler, leads a committed and caring team of qualified staff, who have many years experience at providing high quality care and education to preschool age children. We pride ourselves on our high adult:child ratio which enables us to tailor the national early learning goals and curriculum to the individual requirements of each child. We welcome children from all local areas from the age of two to statutory school age.



We aim to:

- Encourage your children to develop socially and academically with high quality care and education
- Provide a caring, secure, happy and stimulating environment
- Work in partnership with parents so your children can develop and reach their full potential
- Work within a framework which ensures equality of opportunity for all children
- Give the very best start to your children's education and provide a solid preparation for the future: school life and beyond.

## Our main rooms



*'The indoor and outdoor environments are well organised and offer children fun, interesting activities which support their individual learning and development' (Ofsted, June 2015)*



We offer your child:

- A specially tailored curriculum to ensure individual attention to the needs and development of your child, leading to nationally approved early years learning outcomes
- Structured periods within each session to equip your child for more formal teaching at school
- Individual care and attention made possible by a high ratio of adults to children
- The opportunity to join with other children and adults in play, choosing from a wide range of activities, including art, cooking, water and sand play, puzzles, construction, music, story time and outdoor play.
- A calm start to each session: as children arrive they are settled in small groups with their key person and quickly engaged in an educational activity
- Encouragement to help your child gain the skills which will help them become independent
- Our decked area provides children with freeflow inside outside play and learning
- Large garden and resources for stimulating play
- The support of a personal key person who has particular responsibility for your child and is in a position to tailor the curriculum to their unique requirements
- Friendly, committed, experienced, caring and approachable staff
- The use of 'Tapestry' - an online learning journal where parents and key persons work in partnership to record and celebrate achievements and progress.
- Excellent links with St Luke's Primary School and other local schools
- Solid preparation for their transfer to school

*'Each child receives individual support from a designated member of staff who makes sure that the child's care and learning needs are met well' (Ofsted June 2015)*



## Staff

We are proud of our experienced staff and high child ratios, which ensure individual attention to the care and development of each child.

### **Teresa Cutler (Nursery School Manager)**

Foundation Degree in Childhood Studies  
Safeguarding - Level 4, Child Protection Officer  
Behaviour Management, First Aider

### **Jessie Keen (Deputy Supervisor)**

NVQIII in Early Years Care & Education, First Aider  
Safeguarding - Level 3  
Health & Safety Officer  
Special Educational Needs Coordinator (SENCO)

### **Louise Lewis (Nursery Assistant)**

NVQIII in Early Years Care & Education, First Aider  
Safeguarding - Level 3  
Health & Safety Officer

### **Melanie David (Nursery Assistant)**

Diploma in Early Years Care & Education Level 3, First Aider  
Safeguarding - Level 3

### **Helen Palmer (Nursery Assistant)**

NVQ in Early Years - Level 3  
Montessori Teacher Training (2-6yrs), First Aider, Safeguarding - Level 3

### **Anita Ward (Nursery Assistant)**

Diploma in Children & Young People's Workforce - Level 3, First Aider, Safeguarding- Level 3

### **Jayne Charles (Nursery Assistant)**

NVQ in Early Years Care & Education Level 3, First Aider, Safeguarding - Level 3

### **Wendy Day (Nursery Assistant)**

First Aider, Safeguarding - Level 3

### **Shellie Holtom (Nursery Assistant)**

First Aider, Safeguarding - Level 3

# Timetable and Routines

At Robin Nursery School we give your child the opportunity to learn through play and activities within a structured routine.



## The Morning (Monday to Friday)

9am	Settling and registration followed by adult led group activities at tables.
9.30am	Child initiated activities: indoors and outdoors Snack time Free play
11.40am	Tidy up time
11.45am	Adult supported reflection time: stories, rhymes, musical activities, language group Lunch preparation
12noon	Lunchtime and collection of children who are not staying for lunch

## The Afternoon (Monday to Friday)

12noon	Lunchtime (children attending for the afternoon arrive at 12noon or 12.30)
12.30pm	Assisted play inside and outside with snack time
2.45pm	Adult supported reflection time: stories, rhymes, musical activities
3.00pm	Children are collected

## Healthy Snack Bar

We provide a healthy snack and a drink following the outdoor activities. Children are offered a variety of snacks, including fruit, vegetables, biscuits and cheese, together with milk or water. The children are encouraged to be independent and serve themselves.

## Lunch Club

Children are able to stay for an optional lunch club, which begins at 12noon until 12.30pm.



## Your Key Person

Your child will be assigned a Key Person from their first day at Robin Nursery School. This Key Person will help your child to settle in and will provide a link between family and nursery. They also share your child's online learning journey (Tapestry) with you, and are in a position to tailor the Early Years Foundation Stage curriculum to the unique requirements of each individual child. Every session starts with an adult-led activity, where the key person sits with their small group of children. We find that this familiar routine calms the children and gets them ready for the exciting morning ahead! It is also good preparation for school.



## Development Programme

During your child's time at nursery, we use observations, photos and examples of their work (in addition to parental information and guidance) to build a journal of their interests, learning and development (learning journey). This information can be accessed and added to by parents/carers at any time by logging on to your Tapestry account, and is used by staff to assess each child's strengths, possible weaknesses and next steps in development, which are then addressed through planned activities. You are welcome to discuss any queries that you may have concerning any aspect of your child's development with us, at any time.

## Special Needs

The number of adults present in our nursery enables us to provide individual attention for all our children. They are able to progress at their own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs. If you would like to discuss our ability to meet your child's special needs, please discuss with our Manager, Teresa Cutler. Our full Special Needs Policy is detailed in our Policy file.



## Robin Nursery School Committee

Robin Nursery School is a community preschool, managed as a charity by an elected committee of parents and interested parties, on behalf of all the parents and children at the nursery. Elections take place every autumn at the Annual General Meeting although members can be co-opted at any time throughout the year. The more help we have, the better the nursery.

The Committee is responsible for:

- managing the nursery finances
- employing and managing paid staff
- making sure that the nursery has in place and works to policies which provide a safe, high quality service
- ensuring that the Nursery works in conjunction with the parents and local community
- fundraising
- marketing the nursery in the local area.

# Early Years Foundation Stage Curriculum

The national "early learning goals" are the seven main areas of young children's development and learning. They set out what most children are expected to achieve by the end of the Foundation Stage (the end of school reception year). This will prepare them for work on the national curriculum at key stage 1 (years 1 and 2).

At Robin Nursery School we ensure that the areas of learning are approached in ways where children are playing and having fun in a nurturing and stimulating environment. All children are individually supported in developing their potential at their own pace. (Concentrating on 3 'prime' areas for under 3's)

## Personal, Social & Emotional Development

Our children...

- Develop confidence, independence and self respect, while learning to concentrate independently and to enjoy sharing and co-operating as part of a group
- Are encouraged to have a positive approach to learning and finding out about the world around them, embracing its many differences
- Learn acceptable ways to express their feelings and have respect for the feelings of others through activities, conversations and practical example
- Are given the opportunity to gain a sense of right and wrong and understand reasons
- Are encouraged to take responsibility for themselves and for property



## Communication and Language

Our children...

- Learn about communicating with one another and develop skills in talking and listening. Experience a rich language environment in which they will gain confidence in expressing themselves.

## Literacy

Our children...

- Are helped to understand that written symbols carry meaning and by linking sounds and letters we can create words moving them towards reading and writing
- Are made aware of the purposes of writing and, when they are ready, to use written symbols themselves
- Are given the opportunity and encouragement to use our well-stocked book corner to become familiar with books, able to handle them and aware of their uses, both for reference and as a source of stories, poems and pictures





## Expressive Arts and Design

Our children:

- Are encouraged to use a wide range of resources to express their own ideas and feelings, constructing their individual response to experiences in 2 and 3 dimensions
- Explore colour, shape and texture and develop skills in painting, drawing and collage using paint, glue, crayons and pencils as well as other materials such as natural and discarded resources
- Explore sound and movement through dance and music
- Develop their imagination, through stories, role-plays, rhymes, imaginative play, dance, music, art, design and technology both individually and as part of a group



## Physical development

Our children:

- Develop confidence and independence doing age-appropriate physical activities, both indoors and outside, using a range of large and small equipment
- Increase skills and control in moving, climbing, balancing and hand-eye coordination
- Are supported in the development of the fine motor skills required to handle and use tools, including pens and pencils, with increasing control and precision.
- Also learn about the importance of being healthy and how make healthy choices in relation to food to enable them to look after their bodies.



## Mathematics

Our children...

- Are guided in practical activities to become familiar with sorting, matching, ordering, sequencing and counting, which form the basis for early mathematics
- Observe and create patterns, learn to recognise colours and shapes and develop spatial awareness
- Learn to use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number: *"How many, how much, how far, how big"*
- Become aware of number sequences through songs, games and picture books, and, when they are ready, to use simple mathematical operations such as adding and subtracting calculations

## Understanding the world

Our children:

- Explore, experiment and predict with a range of natural and manufactured materials in a safe and stimulating environment
- Learn to observe and investigate the features of objects and substances, recognising differences, patterns and similarities, then share and record their findings
- Are assisted in exploring and understanding their environment, both at nursery and in the wider community
- Learn about their own and other cultures
- Use a range of safe and well-maintained equipment to solve problems
- Learn about computers, how to use them and how they can help us
- Are helped to put together ideas about past, present and the links between them, through play and conversation



Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. In some of these activities children will decide how they will use the activity and in others an adult will guide them or lead the way.

*'Staff use their qualifications well and are skilled at teaching children through play'*  
(Ofsted June 2015)



## Fees

Our fees are currently\* £4.00 per hour (during normal government funded weeks). Fees are payable in advance, half-termly by cash, cheques, BACS or childcare vouchers. \*(an hourly rate of £4.26 applies to funded children who do not claim all 15 hours of their funding with us)  
Please make cheques payable to The Robin Nursery. Bills will be provided to each parent when payment is due.

Please note that our hourly rate is reviewed annually - please see our website for notification of any changes.

If you wish your child to stay for the lunch session, the additional cost will be £2.00 per day.

Fees continue to be payable even if a child is absent. In cases of prolonged absence, parents should consult the Manager (Teresa Cutler) about fee payment.

The Nursery has obtained funding for all children living in Hampshire from the full term following their third birthday. This funds your child for up to fifteen hours per week for 37 weeks (the Robin Nursery academic year).

If a funded child uses part or all of this funding entitlement at another setting, the first 15 hours at Robin Nursery will be charged at the current Hampshire funding rate. (Please ask for details). This will be discussed each term when you complete a funding form for your child.

We also accept 'Early Education Funding for Two Year Olds' (for qualifying families)





Reg Charity No. 1088997  
Est 1977

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Station Road  
Sway  
Hampshire  
SO41 6BA

Tel: 01590 683440  
Mobile: 07811 073266  
Email: robinnursery@hotmail.co.uk

Name of child

Date of birth

Name of parent/s with whom the child lives

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Address

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Telephone

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Mobile

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Email

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Does your child have any special needs or disability? Yes/No (delete)

Details

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Will your child require any special support in our setting?

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Preferred Start  
date

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Days of attendance Mornings

M T W T F

Afternoons M T W T F

Please enclose a £20 deposit to secure a place on our  
waiting list

We hope that you and your child have a very happy and enjoyable time at Robin Nursery. However, if you should ever have ideas, suggestions or concerns relating to your child's care or education at the setting, please speak to the manager or any member of staff who will be happy to assist you.

You may prefer to speak to a committee member, or make an anonymous suggestion via the black box on the office window ledge. Positive comments are also very welcome !

A copy of our complaints policy is available upon request, it is also available on our website.

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