Hungerford Nursery School



Parent Induction Pack

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Welcome to Hungerford Nursery School

On behalf of our governors, staff team and children, I would like to extend a very warm welcome to all families new to our Nursery School. We are delighted that you have chosen Hungerford Nursery School for your child. It is so important to us that you and your child feel settled and part of our community as quickly as possible; we will do all we can to make that happen.

The Nursery School has been here since 1942 and in our current building for 20 years. As a Maintained Nursery School (MNS), we are funded and controlled by the Local Authority (LA) just like all other LA schools. We are led by a headteacher and employ qualified teachers as part of our staff. Successive Governments have called MNS 'the jewel in the crown' of early years education because of the levels of expertise of staff and the outstanding progress that children who attend MNS make to age 5 and beyond.

At Hungerford Nursery School, our children learn through play, sharing stimulating, first-hand experiences in a caring and happy environment. Our outdoor spaces are a particular feature of the education provision here, because we feel that it is crucial for children to have lots of high-quality learning experiences outdoors. As a staff body, we aim to work in partnership with you, our local community and other professionals to support your child's learning and development and to prepare them for their next steps in their learning journey.

This handbook has some key information about how our Nursery School works organised in alphabetical order to make it easy for you to navigate and hopefully answer any questions you may have. If you cannot find the answers to any question you may have, please do not hesitate to speak to a member of staff or contact the office.

We look forward to sharing your child's learning journey with you during their time with us.

Mrs Chloe Summerville

Headteacher

Contact Details

Address: Hungerford Nursery School, The Croft, Hungerford, West Berkshire RG17 0HY

Phone: 01488 682628

Email: office@hungerfordnursery.w-berks.sch.uk

Website: www.hungerfordnurseryschool.co.uk

Staff

Headteacher	Mrs Chloe Summerville
Teachers	Mrs Hannah Harper (SENCo) Mrs Melissa Giles Mrs Jen McCowie
Early Years Practitioners	Miss Molly Stone Miss Josie Bridges Mrs Luan Pennington Miss Jessica Millam Mrs Christine Hutchins Mrs Sharon Waterman Mrs Chloe Ellis
Learning Support Staff	Miss Lilly Stephens Mrs Ewelina Szefler Mrs Rebecca Waters Mrs Nicola Tull Miss Gabriela Radu Mrs Nita Heneghan
	Miss Daisy Bremner Miss Hannah Rawlings Miss Jennifer Millis Miss Nicole Morrison Mrs Tracy Richings Mrs Kelly Maunders

Office

School Secretary	Mrs Sara Fenton
School Business Manager	Miss Steph Efford
Admin Support	Miss Gemma Baker

Governors

Chair	Marjorie Bannister
Clerk	Steph Efford
	Chloe Summerville
	Ana Vaccaro
	Hannah Harper
	Louisa Fidler
	Lucy Maynard
	Lynn Seabridge
	Marie Hall
	Philippa Johnstone
	Rebecca Cavill

Our Vision

At Hungerford Nursery School, our vision is to inspire every child to become a confident, capable and curious learner. We are committed to providing a nurturing environment where early experiences lay the foundations for a lifetime of learning, well-being and success.

Our Purpose

Hungerford Nursery School – a place where every child plays, grows and belongs.

Our Values - *Building the foundations for life.*

Everything that we do is underpinned by our values - BRICKS

B – Belonging: *We make sure everyone is welcome, included and valued.*

R – Resilience: *We keep trying, even when it is difficult.*

I – Inspiration: *We notice, imagine and dream.*

C – Curiosity: *We look closely, wonder why and discover the world around us.*

K – Kindness: *We help each other, share and show that we care.*

S – Sustainability: *We look after our world.*



An ABC of what you need to know to get you started

Absences	It is our responsibility to ensure that all children who attend Hungerford Nursery School are safe. For this reason we ask you to always contact us if your child is not able to come to nursery to inform us of their absence and the reason, either by telephone 01488 682628 option 1 or by emailing the school office on office@hungerfordnursery.w-berks.sch.uk It is helpful if you can do this before the start of the school day so that their teacher is aware in advance.
Additional Hours	If you wish to increase the hours that your child attends nursery, please speak to Sara in the office and she will be able to tell you if we have the space. We operate a waiting list system for sessions if we are unable to accommodate your request. Additional hours are subject to charges. Please see the 'Charges' section for information on prices.
Allergies	We do have children and staff who suffer from serious allergies. If your child suffers from diagnosed allergies, please ensure that staff always have the information necessary to keep your child safe. Hungerford Nursery School is a **nut-free school** so children should not bring in any products which contain nuts such as cereal bars, peanut butter or Nutella sandwiches in lunchboxes.
Animals	For health and safety reasons, dogs/animals are not permitted on the nursery school grounds (within the perimeter fence). Exceptions include therapy dogs and guide dogs. The Nursery School has pet guinea pigs, which the children can gently hold and care for as part of a wonderful enrichment experience. We occasionally have special visits involving animals arranged for learning opportunities, but these are planned and have been risk assessed.
Assessing your child's learning	Assessment plays an important part in helping us to recognise your child's progress, understand their needs, plan appropriate activities and support them where necessary. Ongoing assessment is an integral part of the learning and development process. We use OP&L (Observation of Play & Learning) as our approach to assessing children's learning and progress. We observe your child in play situations to ascertain their current level of achievement, interests and learning styles and then use these observations to shape their learning experiences. More information about OP&L can be found in the Parent Guide **Appendix 1**. We use an online platform called 'Learning Journals' to record observations, photos and important events in Nursery School. Your child's Learning Journal is shared with you and you can add your own photos and videos of things your child does and achieves at home. More information about Learning Journals can be found in the Parent Guide **Appendix 2**.
Attendance and lateness	Whilst attendance for children below compulsory school age is not legally mandated, it is strongly encouraged due to the significant benefits that it offers for early learning and development. Regular and prompt attendance helps children establish routines, build

	social skills and make a smoother transition to primary school. We do monitor attendance and will contact you to come in and discuss attendance if it becomes a concern. The school day starts at 9am and we kindly ask parents and carers to try their best to ensure that children arrive promptly and ready for the 9am start. Staff will stay on the doors until 9:05am. If you arrive after the doors have closed, you must walk your child to the main entrance and sign your child in with office staff. Arriving late can be disruptive for your child and the other children in class, so please avoid doing so wherever possible.
Bags	All children are provided with a book bag when they start with us. This is for borrowing books each week to bring home and share with you. Children are also provided with a cloth bag each, which is for you to fill with spare clothes. These bags will stay in nursery on their pegs, and we ask that you regularly replenish these bags with appropriate clothing.
Birthdays	We know that children's birthdays are important milestones and will therefore be celebrated in nursery school by singing 'Happy Birthday'. If you would like to, you can provide fruit or stickers for your child to share with all children in class to mark the day. To support healthy eating, please do not bring in sweets or biscuits.
Charges	Charges are reviewed annually by the Governing Board Summary of fees from September 2026: Hourly Rate - £7.50 Breakfast Club 8am – 9am incl. breakfast - £8.00 After School Club 3.30 – 5.30 incl. snack - £16.00 Snack and Cooking Ingredients per term – Children attending 15 hours or less - £20.00 Children attending 16 hours or more - £30.00 Fees are payable monthly in advance. Invoices will be sent out via the Famly app. (more information to follow).
Clothing	Please **name all clothing including shoes and coats** as there are often duplicates and clear name labels helps staff enormously! A named coat is essential so that we can be outside whatever the weather. Children love to climb, paint and play with water at nursery school – they will get dirty and wet so please ensure that they wear clothes that enable them to fully explore and learn from their surroundings. To encourage independence, it is helpful if children come to nursery in clothes which are easy to remove and put on e.g. Leggings or jogging bottoms with minimal fastenings, shoes with Velcro or zip fastenings (no laces, backless shoes, flip flops or Crocs). As children can get messy and dirty whilst they are with us, and we know how expensive children's clothes can be, we have an optional uniform of a t-shirt and sweatshirt for children to wear. Wearing a nursery school t-shirt and sweatshirt will minimise 'home' clothes being spoilt. Another advantage of having a 'uniform' is that it provides a sense of belonging and identity, it also makes getting ready for the day easier!

	The uniform is available to purchase from **Skoolkit** either direct from their shop in Newbury or online https://www.skoolkit.co.uk/school-uniform/1468 **Prices are:** Sweatshirts from £12.00 and T-shirts from £6.50 Skoolkit Newbury is located at 40 East Street, Parkway Shopping, Newbury RG14 1AY Tel: 01635 226703
Comforters	If your child has a special toy or blanket which they require for sleeping at nursery, please ensure that it comes to nursery in a bag which will stay on their peg until it is required. You will be sent more information and login details soon. Please note that **we do not allow children to use dummies whilst in nursery** and we encourage you to not allow your children to bring them in or arrive at nursery with a dummy.
Communication	To minimise the amount of paper that we use, we send as much information as we can via our Famly app. If you have any queries regarding this app, please speak to Sara Fenton in the office. Newsletters are sent at the beginning, middle and end of every term. Please take time to read these as they include lots of information about important events and dates for your diary as well as what the children have been getting up to across the nursery school.
Drinks	At snack times, children will be offered water or milk to drink from an open cup. If your child is staying to lunch, we ask you to provide a **named** water bottle each day for them to drink with their lunch. Please can we ask that only water is sent in to drink and **no squash or fizzy drinks.**
Drop Off and Collection	**Turtle and Starfish Class** All drop off and collection will happen from the main nursery school doors. Staff will meet your child at the door, and you will collect them from the same doors. **Jellyfish Class** Drop off and collection (at 3:30pm) will be from the hall door. **Dolphin Class** Drop off and collection will be from Dolphin classroom door. Please queue alongside the nursery school building from the carpark, drop off/collect and then exit the side gate into the Croft Field Centre carpark to ensure a smooth flow of traffic. **Jellyfish and Dolphin Class collection at 12pm and 2pm** Will be from Dolphin classroom – see details above.
English as an Additional Language	Our staff have a great deal of experience with teaching children who do not speak English as their home language. Children react in different ways, some developing good fluency within a short period of time with others preferring to sit and listen before speaking themselves. A fully proficient level of fluency may take up to 3 years, whilst it takes up to 7 years for a child to be fully bilingual. **The most important thing you can do is to continue to speak in your home language (your most fluent language) with your child so that they can also learn to speak it fluently.**

	Knowledge of one language makes learning a second language much easier. If each parent has a different home language, it's fine for you to both speak your own language to your child.
Family Hub	We are lucky enough to have a Local Authority run Family Hub onsite to provide support and services to families with children from 0-19 living in Hungerford, Lambourn, Kintbury and the surrounding areas. **Hub Manager** Mrs Marie Hall marie.hall1@westberks.gov.uk **Family Support Workers** Mrs Michelle Harris Mrs Beckie Hanson Mrs Michelle Wilding **Family Hub Assistant** Miss Sophia Memish For more information about Family Hubs, please visit their website https://www.westberks.gov.uk/familyhubs
First Aid	Young children have lots of trips and falls because they are growing and this affects their balance (vestibular system) and their body mapping (proprioceptive system). All minor incidents are dealt with by staff. In the unlikely event of a more serious injury, or a head injury, you will be contacted by telephone so that you are aware of the situation as soon as possible. Staff in each classroom are trained first aiders having undertaken the Paediatric First Aid Course which include CPR.
Food at Nursery School	Parents and carers are asked to provide a balanced packed lunch for children who stay for lunch. Healthy lunch ideas are provided in the newsletters. Please do not send chocolates, sweets or drinks other than water. Hungerford Nursery School has set up a ***Free School Meal Initiative***, which aims to support low income families and ensure that every child enjoys a healthy, balanced meal during their nursery school day. Although government funding for free school meals begins only once children start school, we want to help provide low income families with nutritious packed lunches during their time with us. As part of this initiative, each eligible child that attends a session over the lunch period (from 12pm – 1pm) will receive their own lunchbox and thermos to use for their daily packed lunch. Parents and carers are asked to supply a healthy lunch for their child each day. To help with the cost of providing these meals, the nursery will contribute **£1.50 per session attended**, paid retrospectively at the end of each term. For more information on Free School Meals see **Appendix 5**. There is no need to send your child to Nursery School with snacks as during the morning, our snack tables are open in each classroom where we provide a snack of fruits, vegetables and other healthy snacks such as crackers, breadsticks etc. with a drink of either milk or water. If your child attends Breakfast Club, they will be provided with a choice of cereals and wholemeal toast with butter or marmite. Breakfast is served up until 8.30am, please ensure your child arrives before 8.30am if you would like them to have breakfast. If your child attends After School Club, they will be provided with a snack between 4pm and 4:30pm.

	At Nursery School, we serve drinks in open cups and children are expected to sit at the table whilst they eat and drink. Adults sit with the children on tables of no more than 8 children to supervise them whilst they eat and drink.
Funded Offers	England's funded childcare schemes offer up to 15 or 30 hours of free early education a week for working parents and those on qualifying benefits. For more information and to see if you are eligible, please visit www.gov.uk/get-childcare As a Local Authority maintained nursery school, our primary focus is education, like all other schools. This is why we employ qualified teachers who work hard to plan and deliver a high-quality curriculum that supports children's progress and development, preparing them for the next stage of their educational journey. Our 15- and 30-hour offers are structured to enable us to deliver this curriculum effectively. It is important that parents select and follow these set attendance options as closely as possible so that children are able to access our full curriculum. **15 Hours** For children eligible for 15 hours of funded childcare we ask you to select either every morning 9am – 12pm, every afternoon 12:30 - 3:30pm or 3 days 9am – 2pm. **30 Hours** Our 30-hour offer is Monday – Thursday 9am – 3:30pm and Friday 9am – 1pm. When your child starts with us, we may not be able to offer our full 15 or 30 hour offer, but when we have capacity to do so, we will ask you to select and follow one of our offers. We do offer more flexibility for children with additional needs and will work closely with families to agree an attendance pattern that meets the needs of the individual child. We do offer parents the option to purchase additional hours to extend sessions if capacity allows. For more information on this, please see the 'Additional Hours' section.
Governing Body	As a state-maintained school, we have a Board of Governors who are collectively responsible for the overall direction of the school and its strategic management. The full governing board meets 6 times a year with some additional finance meetings for selected governors. See **Appendix 3** for more information about being a governor at our Nursery School.
Health and Safety	The safety of your children is always our priority. We request that all members of our community are vigilant and report any concerns to a member of staff immediately. If you are visiting the school, please abide by any Health and Safety requests made by staff and take time to familiarise yourself with the fire escape routes of the area in which you are based. We have regular fire drills and lockdown drills, your child will be regularly educated in fire safety and lockdown procedures.
Healthy Living	We know that all parents want their children to grow up to be healthy and strong and we try to support families with this aim. Government advice is that children under 5 should have at least 3 hours of physical activity every day. For this reason, at Nursery School, we minimise the time spent sitting

	down and encourage all our children to spend time outdoors, whatever the weather. Having lots of opportunities for functional movement through play helps children develop the large muscle groups they need to be ready for school.
How we Learn at Nursery School	**Wellbeing, involvement and Creating Effective Learners** Children of all ages need to have high levels of wellbeing before they can start learning. It is something that we monitor very carefully and is the reason we take transition from home to Nursery School so seriously. Some children settle very quickly whilst others need more support. We respond to their individual needs so that they have a positive first experience of being separated from their main carers. For children to challenge themselves they need to have high levels of involvement in what they are doing. Our experienced staff observe children very carefully and know exactly when to step in to extend children's learning or support them to challenge themselves. Our focus is particularly on supporting children to develop the 'Characteristics of Effective Learning'. These are the ways in which children engage with other people and their environment through 'Playing and Learning', 'Active Learning' and 'Creating and Thinking Critically'. These underpin learning and development across all areas and support the children to become effective and motivated learners. **The Early Years Foundation Stage Curriculum** The Early Years Foundation Stage Curriculum is followed by all Early Years settings in England to the end of Reception year in primary school. The curriculum emphasises the importance of play as the most effective way to learn. The curriculum is split up into 7 areas of learning: **Prime Areas** Communication and Language Physical Development Personal, Social and Emotional Development **Specific Areas** Literacy Mathematics Understanding the World Expressive Arts and Design At Nursery School we focus on the Prime Areas of learning, which form important foundations to all future learning and development.
Involving Families in Nursery School Life	Our aim is to work in partnership with parents and carers; we are mindful that you are your child's first, and most important educators. We always welcome the involvement of families who can support us with reading stories, sharing skills or family traditions and celebrations from your own heritage such as Chinese New Year, Diwali etc. SHOAL is our fundraising organisation and is a charity separate from the Nursery School. Parents are encouraged to volunteer as members of SHOAL or to help organise events. Please speak to the office if you would like to get involved. The Nursery School governing body has 2 places for parent governors. Please see the 'Governing Body' section for more information.

Key Person	Our teachers oversee each class and children however we also run a Key Person system. When they start at Nursery School, your child will be allocated a Key Person who will be responsible for maintaining records of your child's learning and progress with the support of the class teachers. Children are allocated a 'Key Person' within the first few weeks of term and you will be informed of who your child's key person is. During the school year, you will have two opportunities to meet with your child's Key Person to discuss their progress and next steps at the end of their 'Spotlight' months. For more information about the assessment process, please see the Parent Guide **Appendix 1**
Medical, including Medicines and Illness	Please inform us of any diagnosed medical needs by completing the 'Medical Form'. We are happy to administer prescribed medication and ask that you complete a permission form to give us the correct instructions. Medication should be delivered to the office where you will also get the permission form from. We are not able to administer over the counter medication such as Calpol. If you think that your child needs a dose of this type of medication, then they are not well enough to be at Nursery School. We do keep a bottle of Calpol, Piriton and a blue inhaler onsite for emergencies when parents cannot collect their child quickly. We would always seek verbal permission from parents and carers before giving this medication and require you to sign a form on arrival to say that you gave permission. For more serious medical conditions, we will complete an 'Action Plan' which will be shared and displayed in nursery to follow in an emergency. Staff at Nursery School are trained to support children with asthma or similar respiratory conditions. If your child has been prescribed an inhaler, we will require an inhaler and spacer that can be kept in school to avoid you needing to transport it to and from Nursery School. Staff are trained to administer adrenaline pens. If your child has an allergy that requires the use of an adrenaline pen then we will require an adrenaline pen to stay in Nursery School. **Whilst we are as vigilant as possible, it is your responsibility to ensure that medications kept in Nursery School are in date and still required.** If your child has been sick or has had diarrhoea they must be kept off Nursery School for **48 hours** (two clear days) after the last episode to minimise the spread of infection to other children and staff. If your child feels ill during the day, we will contact you and possibly advise you to collect your child so it is important that you keep your contact information up to date. For information about accidents and first aid at Nursery School, please see the 'First Aid' section.
Mobile Phones	Nursery is a mobile free zone, and we ask parents and carers to refrain from using mobiles phones whilst on Nursery School Premises.
Nappies and Toilet Training	We have the facilities in Nursery School for nappy changing and we require you to supply your own nappies and wipes which we will name and store in nursery.

	Please ensure that your child starts their Nursery School session in a dry, clean nappy. We also ask that you please use nappies rather than pull ups as it is much quicker for us to change a nappy (a big consideration when there are several to change!). Our classroom staff are happy to offer advice about how you can help your child to use the toilet and will work together with you to support your child to make this transition. Unless your child has an additional need or disability, we would expect them to be using the toilet during the day by around the time of their 3rd birthday. We can call on the support of Health Visitors if we feel that additional help and support is needed. We have put together a really useful toilet training guide, if you would like a copy please ask at the office.
Nursery School Day	Our Nursery School Day starts at 9am for all children. Session times are either 9am – 12pm, 9am – 2pm or 9am – 3:30pm. For details of our before and after school care, please see the 'Wraparound Care' section. Please make every effort to collect your child punctually at the end of their session and avoid collecting them early as this is disruptive for the class and unsettles the other children.
Offsite activities	We like to take the children out of Nursery School and into the community whenever we can. Examples of visits are to the Library, the Market, Hungerford Resource Centre and Boxford Woods. Rather than obtaining permission each time, we ask you to complete a permission form once a year giving us permission to take your children out when the occasion arises. If a trip involves going on our Nursery School minibus, we will always communicate this to you prior to the day.
Organisation of Children	Our Nursery School is organised into 4 classes. **Turtles and Starfish Classes** – 2-3yr olds **Jellyfish and Dolphins Classes** – 3-4yr olds
Parking	The Croft becomes extremely congested at drop off and pick up times. Whenever possible please do try and encourage your children to walk to Nursery, even if just from outside The Croft. We know not everyone is able to walk, so if you need to bring the car into The Croft, please be kind enough to park considerately, do not block neighbours' drives or park illegally. Please do not park in the Nursery School car park which is reserved for staff cars.
Policies	Please refer to our school website and familiarise yourself with our key Nursery School policy documents.
Safeguarding	Links to important safeguarding information can be found on our school website. The designated lead officer (DSL) for safeguarding is the Headteacher; two other members of staff are also trained at this level (Deputy DSL).

	All staff have received the Universal Child Protection level training. Children are made aware of the people they can talk to if they are worried about anything and this is regularly reinforced.
Settling In	For most children, coming to Nursery School is the first time they will have left their main carers. This may well cause some upset that you need to be prepared for. We support you by having a carefully planned transition from home to Nursery School. • We will visit you and your child at home. At home, children tend to be more relaxed and enjoy showing us their toys and favourite books. We also use this time to talk with you about your child. • We have a 'Parent Information Evening' in Nursery School for you to meet some of the staff and hear about our Nursery School and what you can expect from us. • We have a 'Stay and Play' session when we encourage you and your child to explore the classroom that they will be joining for them and you to become familiar with their surroundings. • When children stay at Nursery School on their own for the first time, they can get very upset that their parent/carer has left them. Part of solving this separation anxiety is for them to learn that you will always come and collect them. Therefore, at first, we suggest you only leave your child for a short period of time. • Children take different amounts of time to adjust to being left – our staff are really experienced at handling separation anxiety, and we advise you to be guided by their suggestions. We know that separation can be tricky for parents as well as for children and we will do our best to support you and find what is right for you and your family. **Please note that if you have a holiday booked in the first few weeks of your child's settling in, we may suggest that you delay their entry to Nursery School until you return.**
Smoking	Our Nursery School is a non-smoking site; visitors are requested not to smoke (including vapes) anywhere on the grounds nor anywhere where any pupils can see them. You will be asked to stop smoking or vaping if seen by a member of staff.
Special Educational Needs	We are an inclusive Nursery School that welcomes children of all needs and abilities. We have a qualified SENCo (Special Educational Needs Co-Ordinator) and very experienced support staff who work with children who have additional educational and physical needs. Our SENCo supports the staff and offering advice on how best to support children with additional needs. If you already know that your child has additional needs and they have seen a professional such as a medical specialist, paediatrician or speech & language therapist, please let staff know as soon as possible so that we are in the best place to support your child and you.
Term Dates	Term dates and Inset days are published on our website and can also be found in this pack. See **Appendix 4.**
Wraparound Care	We run a Breakfast Club each morning from 8am and an After School Club from 3:30pm – 5:30pm Monday – Thursday.

	These are run by Nursery School Staff and are chargeable – funded hours cannot be used to pay for these sessions. **Breakfast Club** Breakfast Club runs from our Nursery School Hall, entry is via the nursery school car park. Children are welcomed at the hall door and remain in the hall until they are taken into their classrooms for 9am. Breakfast is served up until 8.30am, please ensure your child arrives before 8.30am if you would like them to have breakfast. **After School Club** After School Club runs from Turtles Classroom and garden at the front of the Nursery School. Children must be collected by 5:30pm, but can also be collected earlier. If you arrive earlier than 5.30pm to collect your child, please call the after school phone on 07493354630 and your child will be brought out to you. For details about food served at Breakfast and After School Club, please see the 'Food at Nursery School' section. Spaces for Breakfast Club and After School Club are limited to ensure that we are within ratio. We operate a waiting list for spaces which you can join if we are unable to offer you what you require.



Your child's learning journey at Hungerford Nursery School

We aim for Hungerford Nursery School to be a place of possibilities where children are nurtured, where their individual interests and talents are valued and developed. As a result, we hope that children's well-being will be high and that they will have a belief in themselves and their abilities. They will know that they are loved, that they are strong, capable and unique. They will have resilience and the perseverance to keep on trying when things are challenging.

We want children to have the confidence to try new things, to take risks and be physically active. We want children to be able to communicate their ideas, beliefs and feelings, choosing different ways to do this. Some children will choose to dance, others to build or draw or sing. They will have experienced and remembered a wide range of words through stories, rhymes and poems. They will have the skills to make friends and will show kindness to others. They will know how to look after themselves, their friends, their school and the environment.

They will know about important mathematical and scientific concepts. They will have an understanding and respect of the world around them and the world beyond. They will have a desire to learn and be ready for their next stage in education.

How do we observe children and monitor progress?

The approach we use to monitor learning is called OP&L (Observation of play and Learning).

OP&L does not involve spending unnecessary amounts of time writing lots of observations or gathering evidence of children's learning. We believe that if we are **capturing** the moment, we cannot be **part** of the moment. Instead, we have structures in place that enable teams to regularly discuss each child and then share this with you and their family.

Observation of Play and Learning (OP&L)

OP&L
Observation of Play and Learning

Your child's learning will be closely monitored in collaboration with you to ensure they are supported to reach significant milestones for their age.

OP&L works on the basis of having very simple, six-monthly child developmental milestones, which we use to monitor children's development. These milestones reflect what we believe a 'typical' child, should be able to achieve. We know that not all children will have 'typical' development.



OP&L allows us to tell and celebrate each child's story and focus on the support they need from us.

The observations and assessments that we make are called 'Spotlights'. We observe children's innovation, their creativity, their ideas, their intents and feelings. The insight that we gain enables us to discuss, reflect and plan our environment to support and shape future learning.


BEYA

OPAL Spotlight

Edward, 48 months

Start date: January 2020

Key Person: Janine / Date: October 2020

Current interests

What next?

OPAL MILESTONES

Personal, Social and Emotional	Communication & Language	Physical Development	Literacy	Mathematics
MET	MET	MET	MET	MET

What to expect?

There will be several opportunities throughout the year for us to come together to talk about your child and their learning.

Starting Point: Soon after your child has started Nursery School, we will meet with you to talk about how your child has settled in and to share their 'Starting Point' or '2-Year Old Check'. We will look at the child development milestones together to help you understand what is expected for your child's age and stage.

Spotlights: Each child will have two 'Spotlight' points in the year. These are organised according to their date of birth and are approximately 6 months apart. We will invite you into nursery to share the Spotlight and talk about your child's learning and development.

An online app called 'Learning Journals' is used to record observations and Spotlights and communicate these with you. For more information about Learning Journals, please see the separate parent guide.

Learning Journals

We look forward to working with you, providing happy times and a happy childhood.

Appendix 2 – Learning Journals Parent Guide

ParentZone Guide

ParentZone is the new way for parents to access their Learning Journals account.

Why are we doing this?

Parentzone logins allow you to login tro your Learning Journals account using your email address instead of your Learning Journals username. It also allows you to link profiles for children who are attending different schools or nurseries, so you can have one login for all your children.

To get started you will need an existing Learning Journals account, your school or nursery should have arranged for login instructions to come out to you already. If you don't have this, contact your school or nursery

Got your Learning Journals login details?

You do need to know your existing Learning Journals username and password to get onboard with ParentZone – if you don't have these you can reset your details from the Forgot Login page of your exising account or you can ask your nursery or school to do this for you.

Go to parentzone.yourlearningjournals.co.uk. You will see instructions here to onboard you into Parentzone.

If we detect you have multiple children in the Learning Journals system we will ask you to link your accounts. This means that if you have children in multiple settings you will be able to access them from one account in ParentZone.

Navigating ParentZone

All children that you have access to will appear for selection along the bottom of the screen.

You will also be able to access any messages from your schools or nurseries using the buttons along the bottom, as well as accessing your settings and preferences.

The Stream page gives you a view of everything that has been added to the profiles of the children that you have access to. This could be observations, stories, daily diary events, messages etc.



Using the filter to change views

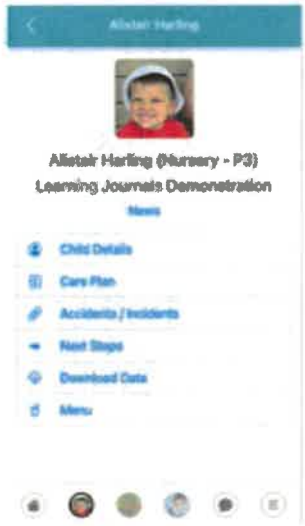
Use the filter button at the top left of the screen to bring up the filter menu to change views of what you would like to see (remember to click the Apply button when changing views!)





Parent Contributions

If your setting has enabled Parent Contributions you will be able to add contributions using the button at the top right. If your school or nursery has not enabled this feature it will not appear.



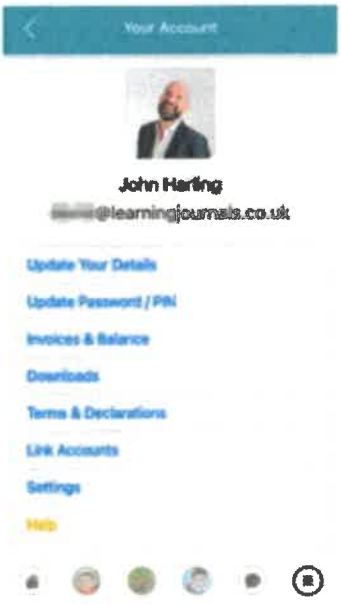
Child Page

Click on your child's photo on the bottom bar to access their Child Page. Here you can access other links and settings relating to this child. Depending on which features your nursery has enabled you may not see all menu items in your account:

Settings

You can access your settings page using the 3 horizontal buttons at the bottom right of the navigation bar:





Appendix 3 – Role and Membership of Governing Body

The governing body are collectively responsible for the overall direction of the Nursery School and its strategic management and they have 3 main roles:

A Strategic Role:

This involves governors having an input to the curriculum

Agreeing and monitoring the Nursery School's financial budget

A planning role in relation to helping to develop the school's vision, values and aims and having an input to the annual School Development Plan

A Policy making role including the reviewing of Nursery School policies

The involvement of staffing matters such as the appointment of staff, pay decisions and Performance Management of teaching staff

Acting as a 'Critical Friend':

Governors offer support and constructive advice, as well as providing a second opinion on new initiatives and proposals that the school receives from local and national government.

Acting as a sounding board for new ideas put forward by the Headteacher prior to their introduction in the Nursery School

An Accountability Role:

In terms of the governors being accountable for the school's overall performance and a willingness and ability to explain decisions and actions made to anyone who asks such as parents, staff, local community, pupils, the Local Authority and Ofsted

In helping to raise the standard of education by encouraging high expectations of the children and by promoting a culture of effective teaching and learning so that each child can maximise their potential

Membership of the Governing Body.

2 x Staff Governors (Usually the Headteacher and another staff member)

7 x Foundation Governors

1 x Local Authority Governor (Appointed by West Berkshire Council)

2 x Parent Governors

Associate Members are appointed to the Governing Body for specific purposes and work to protocols.

The Clerk to the Governors carries out the administration for the Governing Body.

To contact the Governing Body please contact Steph Efford, clerk to Governors c/o the School Office.

Appendix 4 – Term Dates 2026 - 2027

Hungerford Nursery School

Term 1

Friday 4th September 2026 - Thursday 22nd October 2026 (35 days)

Half-term break: Friday 23rd October - Friday 30th October

Term 2

Tuesday 3rd November 2026 - Friday 18th December 2026 (34 days)

Christmas break: Monday 21st December - Friday 1st January

Term 3

Tuesday 5th January 2027 - Friday 12th February 2027 (29 days)

Half-term break: Monday 15th February - Friday 19th February

Term 4

Monday 22nd February 2027 - Thursday 25th March 2027 (24 days)

Easter break: Friday 26th March - Friday 9th April

Term 5

Monday 12th April 2027 - Friday 28th May 2027 (34 days)

Half-term break: Monday 31st May - Friday 4th June

Term 6

Monday 7th June 2027 - Thursday 22nd July 2027 (34 days)

Total number of Nursery School days: 190 days

INSET Days 2026 - 2027

Tuesday 2nd September

Wednesday 3rd September

Monday 2nd November

Monday 4th January

Friday 23rd July

FREE SCHOOL MEALS

ARE YOU MISSING OUT?

If you receive any of the benefits below your child could qualify for free school meals (fsm) and benefit from Hungerford Nursery School's fsm initiative*, when they stay at Nursery over the lunch period.

- Universal Credit
- support under Part VI of the Immigration and Asylum Act 1999
- Income-related Employment Support Allowance
- Guaranteed element of State Pension Credit

* subject to funding availability

Hungerford Nursery School FSM Initiative:

- Receive a free lunch box and thermos flask
- Receive a Tesco food voucher for £1.50 per lunch session attended (voucher issued at the start of the next term).
- Packed lunch guidance

Apply online: https://www.westberks.gov.uk/free-school-meals-apply

