



Suttons Primary School Nursery

Prospectus

Suttons Primary School
Suttons Lane, Hornchurch, RM12 6RP
Phone: 01708 443393
Email: admin@suttons.havering.sch.uk
www.suttonsprimary.co.uk



Welcome

Thank you for considering Suttons Primary School Nursery as the right choice for your child. This prospectus is intended to help you know more about the life and work of our nursery unit.

Learning begins in the home and throughout a child's schooling the environment of the home continues to influence his/her educational development profoundly.

In school we are dedicated to encouraging your child's learning by offering a stimulating and varied curriculum, a secure environment where he/she will be encouraged to fulfil his/her academic potential, respect other children, co-operate with others and communicate openly with their peers and staff. Our goal is to promote enjoyment in education.

We believe that parents should feel welcome in our school and take a positive interest in their child's education.

If you would like further details, please telephone the school on 01708 443393.

David Unwin-Bailey
Headteacher



Our Pre-Nursery & Nursery

The school's values and beliefs are deeply rooted in our Early Years provision; this supports our younger children as they embark on their educational journey. Our ethos is underpinned by the knowledge, understanding, skills, care and expertise of our staff.

The early years are a time of 'awe and wonder' as children discover, explore and try out new things. In our early years setting, children have opportunities to play, learn and develop as they experience a wide range of adult-led and child initiated activities.

Staff build upon what children already know and can do, promote their self-confidence, autonomy, independence and fulfilment. Using individual targets and tracking, children's learning is monitored throughout the Early Years Foundation Stage and into Key Stage 1.

Our ethos embraces and nurtures every child as an individual, with positive attitudes and respect for themselves, others and their environment. We offer children rich experiences in a variety of situations, creating a learning environment that stimulates and invites them to engage holistically and emotionally; both indoors and outdoors.

"Children benefit from a wide range of memorable experiences that cover all areas of learning. Labels, such as 'Come and build a castle for the queen', inspire children to use their initiative from the wide range of available resources."

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Our Aims

At Suttons Nursery, the emphasis is on learning through play and the provision of relevant first hand experiences that will extend and enrich children's understanding of the world.

We aim to:

- Provide a safe, caring and stimulating environment in which children are able to develop confidence and self-esteem.
- Provide a rich and varied environment that promotes learning, by motivating and challenging children.
- Ensure learning through first hand experiences that enable the children to play, investigate and explore.
- Provide opportunities for the children to develop independence, to direct their own learning and make appropriate choices and decisions.
- Enable children to develop relationships, to interact and co-operate with other children and adults and to be aware of and respect the needs of others, giving and receiving kindness, care and affection.
- Help the children to learn to exercise self-control and to begin to understand the difference between right and wrong, learning to share, taking turns and collaborating.
- Work closely with parents and carers in order to build effective partnerships and relationships with them.
- Enhance the quality of teaching and learning through planned staff development.
- Provide an inclusive environment where everyone is treated as an individual.



Nursery provision

Pre-Nursery (2-3 Year Olds):

We are able to provide flexible half days/full days for children aged 2 years of age in specially designed rooms within our school nursery.

Nursery (3-4 Year Olds):

The nursery provides full wrap-around care for children from the age of 3.

We are open during school term times, less 5 Inset days to allow for staff training. All staff are well qualified, caring and committed to ensuring that children receive the very best start in life.

Our induction process, starting with stay and play sessions, will help ensure that good relationships are formed with parents/carers, enabling children to feel safe and secure in the nursery environment

The Foundation Stage classrooms are designed to meet the needs of all children from 2-5 years of age. Under 3s provision has specially designed spaces to accommodate the needs of the younger child. Although there are two distinct spaces, all staff work together to ensure that children's needs are met in the most appropriate way.



Extended Provision

In order to provide the best possible care; the nursery offers a minimum of 15 hours each week. Extended places are available to nursery children (3-4 year olds), enabling parents to extend their child's core session, to include: breakfast, lunch and tea.

Nursery children could therefore spend from 7.30am to 6pm (Monday-Thursday) and 7.30am to 5.30pm (Friday) within a fully equipped nursery environment.

The nursery is well staffed with a mixture of: teachers, nursery nurses and/or nursery assistants. Staff work well together to plan a range of experiences to meet the needs of the children throughout the setting.



Hours and Fees

Low-income families in receipt of some additional forms of government support may be eligible for free early education and childcare for two year olds (up to 15 hours a week). Applications must be made via <https://havering.gov.uk/earlyyears> If you are eligible, you will receive a voucher code from the Local Authority which you will need to provide to the school.

Eligible working families may be entitled for up to 30 hours of early education as well as tax free childcare. For more information and to apply, please go to: <https://beststartinlife.gov.uk> If you are eligible, you will be provided with an 11 digit code. Applications must be made by the end of the term before the code is to be used i.e. by 31st August, 31st December and 31st March each year.

The 15/30 hours Early Education Entitlement (EEE) offers can only be used for core sessions. The EEE funding cannot be used for wraparound care such as Breakfast Club and Afterschool Club.

Depending on availability, parents are able to choose the days of the week they require their child to attend.

All fees for additional sessions are payable a month in advance. Failure to pay will result in the nursery place being rescinded. Four weeks' notice is required, in writing, to cancel a child's place at nursery or for any changes to sessions.



Pre Nursery Provision (2 Year Olds)

Morning Session	8.30am – 11.30am	(Core Session)
Lunchtime Session	11.30am – 12.00pm	
Afternoon Session	12.00pm – 3.00pm	(Core Session)
Start of Day Session	8.30am – 9.00am	
Full Day Session	9.00am – 3.00pm	(Core Session)

Pre-Nursery Fees from September 2026:

Additional 3hr session	£28.50
Additional Full Day (9.00am-3.00pm)	£57.00 (lunch not included)
Start of Day Session	£4.75
Lunchtime Session (lunch not included)	£4.75 (lunch not included)
School Dinner (optional)	£2.70
Late Collection Fees	
0-5mins	£free
5-15mins	£20.00
15mins blocks	£20.00 each

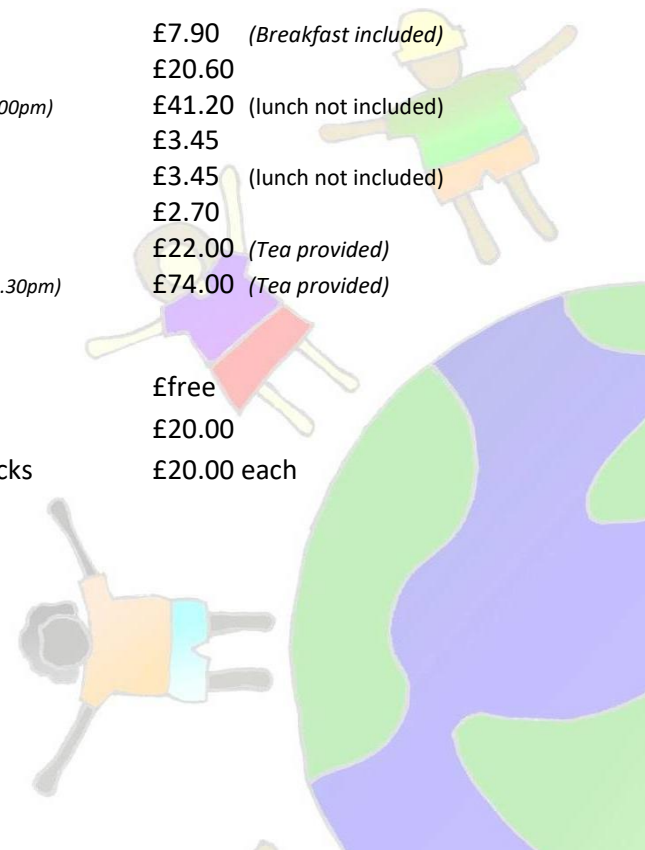
We do not charge for consumables – parents are expected to provide nappies, wipes etc. if required.

Nursery Provision (3-4 Year Olds)

Breakfast Club	7.30am – 8.30am	
Morning Session	8.30am – 11.30am	(Core Session)
Lunchtime Session	11.30am – 12.00pm	
Afternoon Session	12.00pm – 3.00pm	(Core Session)
Start of Day Session	8.30am – 9.00am	
Full Day Session	9.00am – 3.00pm	(Core Session)
Afterschool Club	3.00pm – 6.00pm (M-Th) / 5.30pm (Fr)	
(Tea/snack provided)		

Nursery Fees from September 2026:

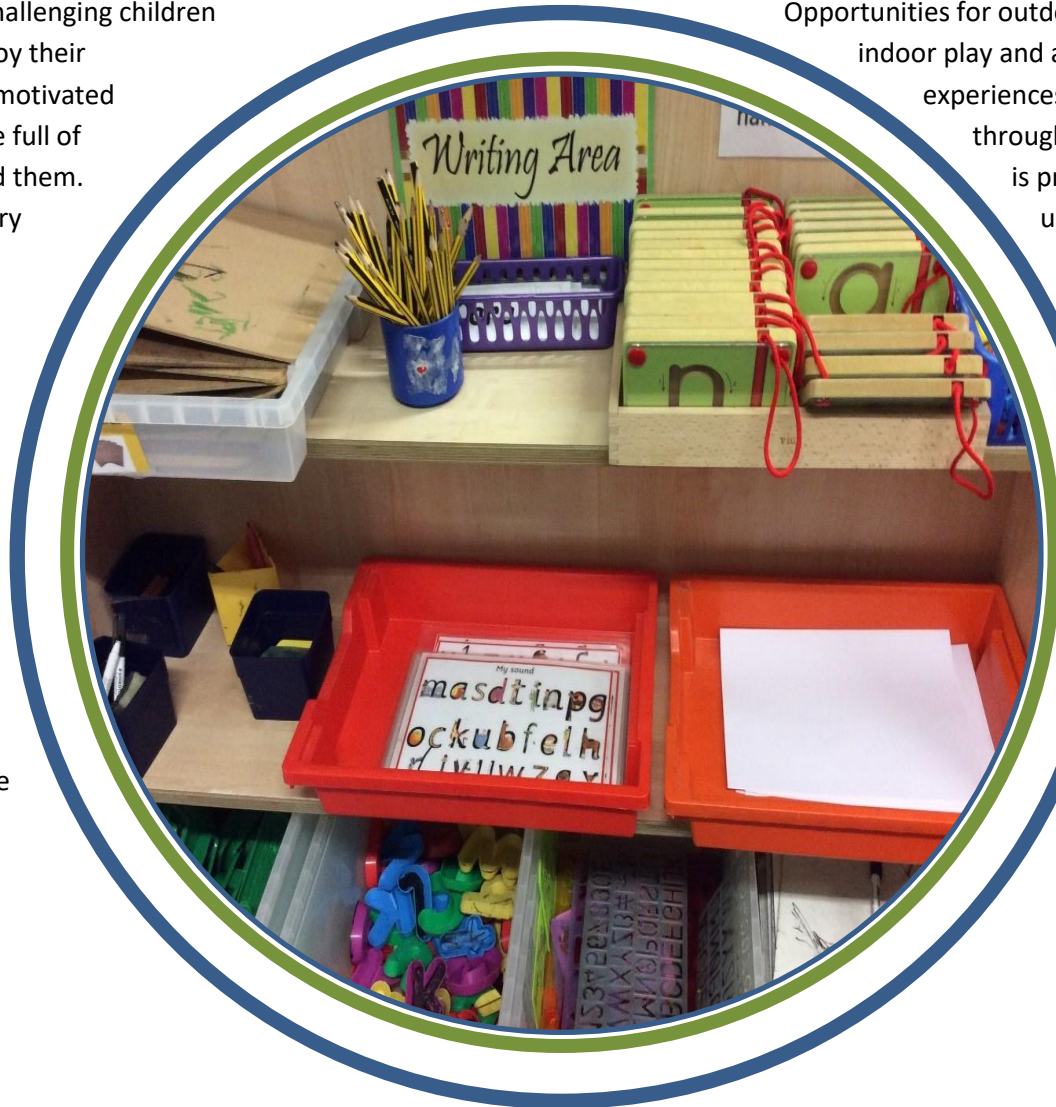
Breakfast Club	£7.90	(Breakfast included)
Additional 3hr session	£20.60	
Additional Full Day Session (9.00am-3.00pm)	£41.20	(lunch not included)
Start of Day Session	£3.45	
Lunch Time Session	£3.45	(lunch not included)
School Dinner (optional)	£2.70	
Afterschool Club	£22.00	(Tea provided)
Additional Wraparound (7.30am-6.00/5.30pm)	£74.00	(Tea provided)
Late Collection Fees		
0-5mins	£free	
5-15mins	£20.00	
15mins blocks	£20.00 each	



The curriculum

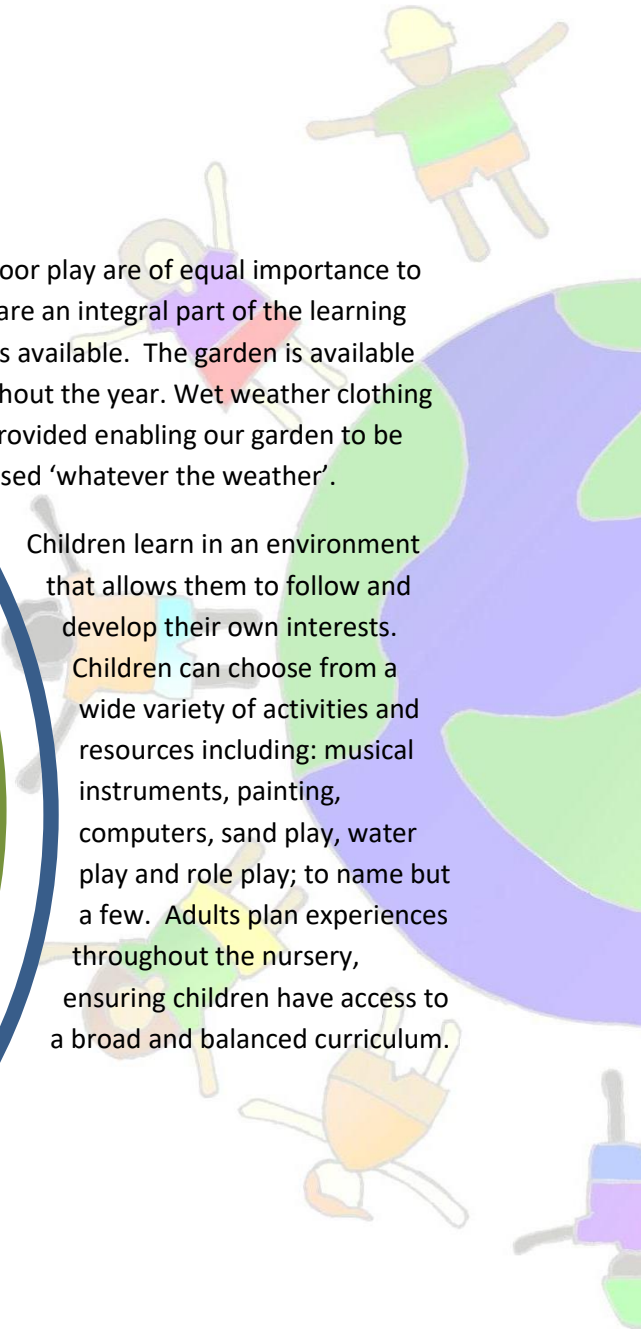
Nursery education is about challenging children and encouraging them to enjoy their learning and to develop into motivated thinkers and learners who are full of curiosity for the world around them. At Suttons, we provide Nursery experiences that will extend and enrich children's understanding of the world.

Children enter nursery with a variety of knowledge and skills based on their personal experiences. We believe that children learn best when they are interested and motivated. We work with individual children's interests and needs to provide a wide range of experiences, which help them grow and develop.



Opportunities for outdoor play are of equal importance to indoor play and are an integral part of the learning experiences available. The garden is available throughout the year. Wet weather clothing is provided enabling our garden to be used 'whatever the weather'.

Children learn in an environment that allows them to follow and develop their own interests. Children can choose from a wide variety of activities and resources including: musical instruments, painting, computers, sand play, water play and role play; to name but a few. Adults plan experiences throughout the nursery, ensuring children have access to a broad and balanced curriculum.





A typical day in the Nursery

7.30am

Breakfast / activities

8.30am – 11.15am

Children choose from a wide range of experiences available throughout the nursery and garden, some led by adults and some that the children will explore and develop themselves.

During this time, children will informally meet with their Key Carer and group members to have a drink and a healthy snack (often fruit).

Two (2) short Group Time sessions will take place during this time. They are a much more structured element of the session which is led by the children's Key Carers. It enables children to develop a sense of belonging as a member of a small group, and is used to help develop social skills by sharing information, reading stories and singing together. It is used as a learning opportunity to extend children's thinking and build on the experiences they have had throughout the session.

We believe:

"The first school a child ever attends is at home, and the first teachers a child ever has are their parents. The education which a child receives at home remains with them for the rest of their lives."

11.15am – 11.30am

Tidy-up time / Story / Music session

11.30am – 12.00pm

Lunch time

12.00pm – 2.45pm

Similar to the morning session – often with a slightly different focus dependent on the needs of individual children.

2.45pm – 3.00pm

Tidy-up time / Story / Music session

3.00pm – 6.00pm/5.30pm

Tea and activities



Registering for a place

1. Your child's details can be added to our waiting list by completing the application form using the link:
<https://forms.gle/tBs4sW9mDiW42dUB7>
or alternatively, contact the main school office on 01708 443393. Your application must be submitted by 30th January for admission in the following September.
2. Parents should make an appointment to look around the nursery and wider school, or attend the open evenings/days offered in the Autumn term (the dates will be advertised on our website).
3. Places will be offered in line with the following admissions policy:
 - Children looked after or previously looked after;
 - Children with exceptional family, social/special or medical needs identified by an outside agency;
 - Children of current staff members;
 - Children with a sibling in the school at the time of admission;
 - Distance of home address from the school.



Parents are expected to sign a contract if offered a place at the nursery. To show your commitment, we ask that this contract is returned to us promptly.

We will have one main intake per year, in September, however occasionally, places may become available at other times. Places for our September intake will be allocated during March and April.

Once you have been offered a place, you will also be offered the opportunity to attend stay and play sessions. This is a chance for your child to meet the nursery staff in their learning environment, share information and begin to build up a relationship with all members of the nursery staff.

Children's individual needs

We believe that all children have an entitlement to the nursery curriculum and aim to help every child achieve their potential. Children's individual needs are identified and planned for, ensuring that the curriculum is appropriate to them.

There are particular groups of children who will benefit from extra help and support; we strive to identify these at an early stage and make appropriate provision to meet their needs. Other children's needs may have already been identified before they begin. To help us meet the children's special needs, we follow the National 'Special Educational Needs and Disability Code of Practice'. Following the procedures outlined, we plan individual support for children and seek advice from other professionals if necessary.

We have a proportion of children who are learning English as an additional language. The language rich environment within the nursery enables these children to develop their English skills through a play based learning environment.

We believe:

"Staff develop individual learning plans which enable them to provide activities especially well adapted to each child's needs. This process helps ensure that those who have specific learning, behavioural or language needs make excellent progress, similar to that of other children."

Help and support is always available for children with Special Educational Needs (SEND). At the nursery we feel that such children have an equal right to opportunities offered to any child within our care and to experience all the elements of the nursery curriculum so far as is appropriate.

All staff are involved in the identification of children with special needs. The Foundation Stage Leader, in conjunction with the school Inclusion Manager, help to oversee provision for children with special needs.



Behaviour

At Suttons, we believe that positive behaviour is crucial to a child's social, emotional and educational development. We provide a supportive learning environment in which all members of the school community can feel safe, happy and valued, as part of the 'Suttons Family'. All staff have high expectations for children's behaviour and work in partnership with parents in this very important area. We encourage appropriate behaviour through praise and give clear guidance on what is acceptable. If children have conflicts, they are encouraged to use a problem-solving approach staff. We have 6 'Golden Rules' which all children are encouraged to follow.



Parents / Carers

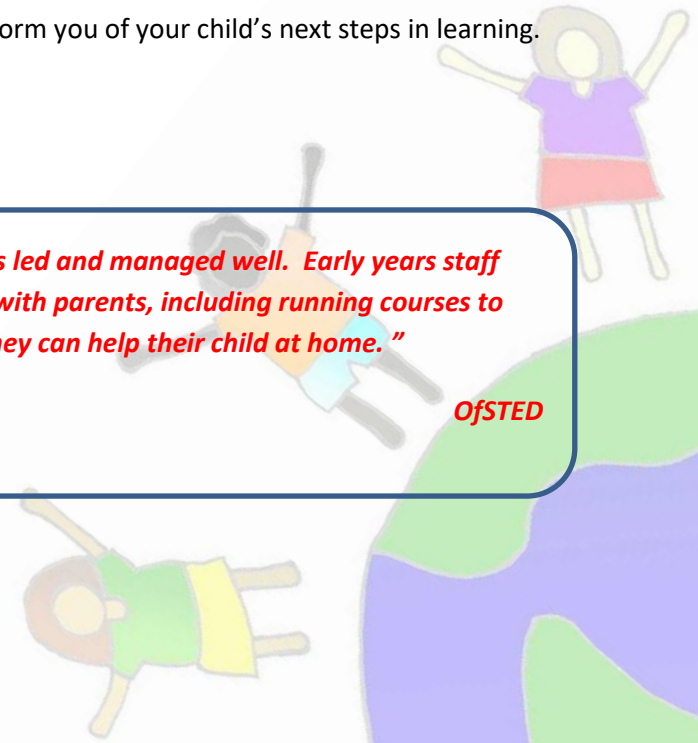
There are many ways in which you can support your child/ren when they are at nursery.

When your child has settled, you may like to join us as a helper on a regular or occasional basis. There are many ways in which you can help, either with the children's activities or by sharing specific skills. Your involvement in the nursery is very much encouraged and appreciated; this could include:

- Weekly reading/library books to share;
- A puzzle lending library to promote fine motor / numeracy development;
- Parents evenings will inform you of your child's next steps in learning.

"The early years is led and managed well. Early years staff work very closely with parents, including running courses to show them how they can help their child at home."

OFSTED



Equality

We ensure that all children, irrespective of their gender or race, have the opportunity to use their talents to the full and have equal access to the curriculum. We adhere to the Suttons Primary School Equality Policy.

Security in the nursery

Our staff are very conscious of the need for tight, but unobtrusive, security within the nursery. All visitors to the nursery must report to the main school office and are given a printed visitor's badge to wear. Any unknown person, not wearing a badge, will be challenged by a member of staff.

All staff who work with children have had enhanced DBS checks.

Uniform

Nursery children wear a white polo t-shirt and a bottle green school jumper or cardigan (with or without school logo) with plain black tracksuit bottoms. Sensible closed-in shoes should be worn (no sandals, flip-flops, boots or shoes with laces). Uniform bearing the school logo can be purchased at Havering Schoolwear, 160-162 Hornchurch Road, RM11 1QH or online from their website www.haveringschoolwear.co.uk

