



Manor Hill First School Nursery

Parent Information 2023-24





Welcome to our Nursery.

We look forward to your child having an exciting, inspiring and happy time with us.

This prospectus should help answer any queries you have as well as give you an insight into what happens during your child's time at our setting.

To make an appointment or if you have any further queries please feel free to contact Mrs J Roden (Headteacher) or Mrs J Wheeler (Nursery Manager).

Contact details:

Address: Manor Hill First School
Manor Rise
Walton
Stone
Staffs
ST15 0HY

Telephone: 01785 812418

Email: office@manorhill.staffs.sch.uk

Website: www.manorhillfirst.co.uk

Head Teacher: Mrs Jessica Roden

Early Years Lead Mrs Laura Brown

Nursery Manager	Mrs Julie Wheeler
Nursery Nurse	Mrs Andrea Hinchliffe
Nursery Nurse	Mrs Katie Ballance
Nursery Nurse	Miss Rebekah Lawson
Nursery Nurse	Mrs Lucy Edwards
Nursery Nurse	Mrs Julie Lawson
Nursery Nurse	Mrs Sarah Johnson
Nursery Nurse	Mrs Gabby Brammar



From the Headteacher:

Thank you for taking the time to consider Manor Hill as a provider for your child's education.

It is a pleasure and a privilege to serve as Headteacher here and I am ably supported by a team of dedicated and inspirational staff.

At Manor Hill we pride ourselves on our family ethos, everyone belongs and is valued here, the children are at the heart of all that we do and we like to work in partnership with parents and carers to achieve the best together.

It is our priority that the education your child receives here will enable them to achieve their full potential. We hold the vision that children should be provided with awe inspiring experiences and made aware of the endless possibilities that await them in the modern world. We ensure that children are nurtured to become confident and conscientious individuals with many skills and attributes to contribute to society.

Our school is an expanding school and has benefitted from extensive redevelopment which affords us a spacious and modern learning environment which is well resourced, bright and inviting. As our school community grows we would love to welcome your family to join ours, as the children say, 'Manor Hill is the place to be!'

Jessica Roden (BA Hons, NPQH, NPQEL)



All schools and Ofsted-registered Early Years providers must follow the Early Years Foundation Stage statutory framework, this sets the standards that all Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

At Manor Hill First School Nursery children are at the centre of all we do, we are incredibly proud of our high quality Early Years provision where children have the opportunity to lead their own learning in an inclusive and supportive environment. Our qualified and experienced staff observe the children on a daily basis and use their observations to plan further opportunities for children to help them progress through the Early Years Curriculum in a way which best suits their needs.

Our Governor run setting is open daily during school term time and provides a full and busy play based curriculum for children aged between two and four years old.

Our Bright Beginners room provides a nurturing environment for two year olds where by using stimulating child led activities the children are encouraged and supported to develop their natural interest in becoming independent. Opportunities are available in our indoor and outdoor environments for construction, mark making and messy play and there is a quiet area for sharing stories, songs and rhymes.

Our Early Explorers room provides a welcoming, encouraging environment for two and three year olds providing perfect conditions for children to explore and discover and become happy confident learners. The continuous provision includes small world play, role play, sensory opportunities construction, fine motor and gross motor activities where children have the opportunity to learn through their own experiences and at their own rate.

Our Little Learners environment comprises of a spacious classroom and outdoor area for our three and four year olds. Alongside focused daily Phonics, Numeracy and Literacy activities, staff plan play experiences based on the children's interests. There are a variety of play spaces including, role-play, sand, water, sensory, construction, small world and reading areas. Weekly Forest School sessions in our extensive school grounds are part of our weekly timetable, these are planned by our qualified Forest School Leaders to offer a wealth of outdoor learning opportunities such as den building, climbing and learning how to use tools. This process encourages the development of spatial awareness and gross and fine motor skills. Forest School also provides exposure to manageable risk, which encourages and teaches children how to assess risk.



At Manor Hill First School Nursery we use loose parts in play, these are materials that can be moved, taken apart, lined up, carried and completely redesigned to make something else, providing endless possibilities in their play and supporting children to explore their imaginations and develop their problem solving skills.

The success in our approach to learning is evident as children leave us to continue their educational journey at the expected level of development for their age or higher.

Snack

A healthy snack is provided free of charge during each session. We ask that you provide a water bottle each day so that your child is able to access fresh drinking water at any time. Prior to your child starting Nursery you will be asked to inform us about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements

Nappy changing

Please provide a supply of nappies and baby wipes for your child to be kept at the setting. Parents will be informed when these need replenishing.

Sun cream

During the warmer weather children should arrive at Nursery with suncream applied and provide a bottle for further application if they are in all day.

Uniform

We request that all children wear the red Manor Hill polo shirt, (which can be purchased from <https://www.price-buckland.co.uk>) a grey school dress or skirt or black or grey leggings, trousers or jogging bottoms. Many pupils choose to also wear a school jumper or cardigan. They will also require a coat, preferably with a hood, sensible shoes, a sunhat, pair of wellingtons and a puddle suit to wear for forest school. A bag of spare clothing should be left on their peg in case a change is required.



Session Times and Prices

The sessions provided are set out below. Any funded hours you are eligible for will be offset against these charges.

Morning session-(8.45-11.45am) £18

Afternoon session-(12.15pm-3.15pm) £18

Lunch Session-(11.45am-12.15pm) £3.00

School Lunch £2.50

Wraparound care is available at Hilltops at Manor Hill First School for children from the age of three upwards. If this is required, please request a separate booking form.

Before school	7.30-8.45 a.m	£5			
After school	3.15-4.30 p.m	£5	or	3.15-5.30 p.m	£10

Funding

Two year olds

Eligible children are entitled to 15 hours a week of free education during school term times with a childcare provider of your choice.

Three & four year olds

All 3 and 4 year olds in Staffordshire are entitled to free education for 15 hours a week during school term times (NEF Funded).

Working parents of 3 and 4 year old children could receive an additional 15 hours of funded early education a week, on top of the current entitlement of 15 hours for all 3/ 4 year olds.

For more information see <https://www.childcarechoices.gov.uk/>

Application for a Nursery place

If you would like to apply for a place in our Nursery, please complete an application form and return it to the school office or the Nursery Manager. Availability of the place you have requested will be confirmed and registration forms distributed for completion.



Application for Admission to Manor Hill First School Nursery

Before completing this form, please read the Nursery admission policy and guidance.

Nursery intake you are applying for:- (Please tick)

September intake		January intake		April intake	
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Childs details

Legal Surname _____ Date of Birth _____

Legal First Name _____ Male ☐ Female ☐

Full Address

_____ Post Code _____

Nursery session requirement (Please tick sessions required)

15 hours funding entitles you to up to 5 funded sessions, 30 hours of funding entitles you to up to 10 funded sessions

	Funded morning 8.45am – 11.45am	Lunch session 11.45am – 12.15pm	Hot dinner £2.57	Funded afternoon 12.15pm – 3.15pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Further information

Is the child in the care of the Local Authority? Yes ☐ No ☐

Has the child previously been in the care of the Local Authority but has since been adopted or become subject to a residence or special guardianship order?

Yes ☐ No ☐

If you have answered 'yes' to either if the above please provide social worker and LA contact details

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Does your child have an Education, Health Care Plan? Yes ☐ No ☐



Does your child have elder brothers or sisters attending Manor Hill First School? Yes ☐ No ☐

If yes please provide details

Name	Date of Birth	Class

Is your child eligible for 15 hours funding? Yes ☐ No ☐

Is your child eligible for 30 hours funding? Yes ☐ No ☐

Your details

Surname _____ Title Mr/Mrs/Miss/Ms

First Name _____

Relationship to child _____

Address if different to the child _____

_____ Post Code _____

Contact Number _____

Email address _____

Please use the following space to provide any additional information to support the application, please attach any supporting documents in respect of this.

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We will endeavour to offer you your first choice of sessions, should these not be available we will offer you the sessions we do have available with an understanding that we will contact you should other sessions become available.