

Parent Handbook





Contents

| | |
|--------------------------|----|
| Welcome | 3 |
| Our Aims & Values | 3 |
| School Information | 4 |
| Calendar | 4 |
| Keeping In Touch | 4 |
| The School Day | 5 |
| Funding | 5 |
| Aftercare | 5 |
| Dropping Off | 5 |
| Picking Up | 5 |
| Absences | 5 |
| Adverse Weather | 6 |
| Catering | 6 |
| Uniform | 6 |
| Uniform Lists | 6 |
| Lost Property | 6 |
| Your Child's Welfare | 7 |
| Health & illness | 7 |
| Medication | 7 |
| Safeguarding | 8 |
| Care Plans | 8 |
| Teaching & Learning | 9 |
| Montessori (Early Years) | 9 |
| Learning Support | 9 |
| Library | 9 |
| Activities | 10 |
| Tapestry | 10 |
| Family | 10 |
| Further Details | 11 |
| PTA | 11 |
| Fees and Finance | 11 |
| Staff lists | 11 |
| Graduation Day | 11 |
| Additional information | 11 |



Welcome

Welcome to Cherry Trees Early Years at Brookes, this handbook should be seen as a supplement to the standard Terms and Conditions, which are agreed to when the enrolment form is signed. A copy of our Terms and Conditions and a copy of the handbook are available on our website.

Should you have any further queries (or concerns) please don't hesitate to contact us and we will be more than happy to help.

Our Aims & Values

Our values underpin everything we do.

- Love
- Courage
- Honesty
- Respect
- Trust

Our school aims for our children to:

- Experience a child-centred approach to teaching and learning that allows them to grow as an individual at their own rate - intellectually, physically, emotionally and spiritually.
- Benefit from a well-balanced and broad curriculum that is delivered by teachers who have high expectations, encouraging individual excellence.

- Be loved in a family environment, where everyone knows, supports and cares for each other.
- Grow into responsible and trustworthy members of their local and global communities.
- Act with honesty and integrity and to do what is right.
- Understand the differences between themselves and other people and accept and respect those differences.
- Have the courage to be themselves and to embrace all challenges and opportunities.





School Information

Calendar

Please see the link to 'Family Calendar' below, this will give you information about the activities that are planned for the term.

<https://app.family.co/#/account/calendar>

Term dates are also published on the school's website at the link below:

<https://uk.brookes.org/about/term-dates/>

Keeping In Touch

The majority of communications from the nursery will be provided through Family . These posts will provide updates on live issues (e.g. estimated time of arrival from school trips or school closure due to adverse weather conditions) as well as priority messages relating to school attendance.

Website

Our website contains information ranging from news and events through to policies and inspections.

Our website address is: www.uk.brookes.org

Social Media

Our Facebook page also posts regular updates on achievements and events. The link to our page www.facebook.com/cherrytreeseysfs

We also have an Instagram page which you can find at the link below: www.instagram.com/brookes.school/

Contact Information

By telephone: 01284 760531

By Email

For admissions
cherrytreesadmissions@uk.brookes.org

For changing booking sessions
cherrytreesbookings@uk.brookes.org

By post

Flempton Road, Risby, Bury St Edmunds, Suffolk, IP28 6QJ





The School Day

The Early Years is open from 7.30 am for breakfast club. Our school day starts at 8am Monday to Friday. You are free to drop your children off from 8:00am onwards. The children who arrive before 8.30 can have a hot breakfast for a small additional fee. Registration for Reception is at 8:45am and you are required to be here by that time.

Unfunded children

In the Nursery the sessions are as follows.
Morning sessions run from 8:00 am until 1:00 pm.
Whole school day sessions run from 8:00 am until 5.30 pm

Children in receipt of government funding

Funded sessions run from 9am until 3pm. You can choose how to use your allotted hours within these times. Additional hours or part hours are charged at an hourly rate.

Aftercare

Aftercare is provided from 4-5.30 and a meal will be provided at a small additional cost.
For Reception children, who no longer have funding this is included within the school fees.
Please inform a member of the Early Years team if you wish for your child to stay for an additional aftercare session to ensure that there is space for them.

Additional sessions

If you ever require additional sessions to your child's regular sessions, please inform the Head of Early Years via cherrytreebookings@uk.brookes.org. This can be done permanently or on an ad hoc basis.

Late Charges

There is a late charge of £15 for children collected between 5:30pm and 6:00pm.
For all children who are collected after 6:00pm there is a charge of £22.80 for one child or £25.90 for two children, per 15 minutes.

Dropping Off

All vehicles entering the school premises are required to turn left and follow the track around the woods to find an available parking space. Please ensure that you follow the 5 mph speed limit and drive carefully at all times keeping a watchful eye on your own and all other children. Under no circumstances should parents enter and park in the gravelled staff car park.

Picking up

At the end of your child's session they will be brought out to the Nursery gate by the bus. Children staying for aftercare will be brought out at 5pm & 5.30pm. In between times the gate will be open to come to the nursery to collect.

Absences and Lateness

If your child will be late arriving or unwell and unable to attend nursery, please contact the nursery on Family by 9:00am.





Adverse Weather

Should bad weather prevent the opening of the school, a decision will be made, where possible, by 7:30am on the morning of closure. Parents will be informed via Famly. Information will also be posted on our website and Facebook page. If the school has to close during the day information will be sent out via Famly. Please listen to BBC Radio Suffolk 103.9 – 104.6 FM for their snowline updates.

Catering

School catering is provided by the in-house chefs catering team who can cater for vegetarians, vegans and those with food allergies or intolerances.

Uniform

Cherry Trees Uniform List

- Navy jogging pants - logo
- Navy sweatshirt - logo
- Red polo shirt - logo
- Red polo dress - logo
- Navy waterproof winter coat (fleece lined) - logo
- Navy blue waterproof trousers
- Red Sun hat or cap
- Navy Ski Mittens

To make the children feel like they are part of the school community, we strongly encourage them to come to Early Years in our school colours which are blue and red. Please see the above uniform list to see what is required, these items are available from our school supplier Premier Logos, or you can source them locally. We also have a used uniform shop, Uniformerly.

www.uniformerly.co.uk

<https://premierlogos.yourwebshop.com/>

We do have sample sizes of the polo and sweatshirts in nursery should you wish to check sizes, as once embroidered, uniform cannot be returned.

It is essential that ALL items of your child's belongings and uniform are named securely.

When children enter Reception class they will also need a Brookes Junior Rucksack, a Brookes swimming costume, Brookes swimming hat and Brookes book bag, these will then be used as the children move through the school. These items can be purchased from

www.mrcrickethockey.com/product-category/schools/brookes-school/

Lost Property

We encourage as much as is possible for the children to look after their own belongings, hanging their own or others' items on pegs. Inevitably items do go missing, so please inform your child's key worker or duty staff in pre or after care and they will endeavour to find them.





Your Child's Welfare

Health & Illness

If your child has any allergies or suffers from a condition such as asthma, please ensure you discuss this with their keyworker. If your child's medical information changes it is essential that you inform your child's keyworker.

The health and safety of each child is of paramount importance to the school. However, accidents may occasionally occur or children will become unwell during the school day. In either event, every effort will be made to ensure that parents are notified immediately. The emergency contact numbers provided by parents are used to notify parents or their nominated representative. In the event of emergency treatment being required, should it prove impossible to make contact with the parents, the school will proceed with emergency treatment with a suitable doctor or hospital, providing that the medical form has been completed.

It is very important that the contact numbers on your child's Family pages are kept up to date.

If your child falls ill during school hours, we will contact you to advise that they need to be collected.

Pupils who are obviously not well, have sickness or diarrhoea or a fever should not be sent to school. With sickness and diarrhoea, they must be kept off school for 48 hours after recovery. In the case of communicable diseases, the school should be notified immediately, so that other parents can be informed. If your child has had to be given Calpol or Paracetamol to reduce a temperature, they should not be sent to school.

Medication

School policy does not allow keyworker to dispense medicine to pupils without written consent from the parents. An 'Administering of Medication Form' must be completed in order for school staff to administer medication. These are available in the nursery. Any medicine coming into school must also be clearly labelled with the child's name and prescribed dosage. No responsibility can be accepted if a dose is missed. Unless other arrangements are in place, Asthma inhalers and Epipens must be marked with the child's name and handed to the class teacher/key worker for safekeeping.





Safeguarding

All our policies relating to all areas of your child's education and safeguarding can be found by accessing the school website. All policies are reviewed and updated regularly and in accordance with government guidelines.

At Cherry Trees we are determined to ensure that all necessary steps are taken to protect children and young people from harm. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Brookes.

The Senior Designated Persons at Cherry Trees are Natalie Taylor (Principal) and Jennie Donlon Early Years SENDCO.

Care Plans

Children with learning disabilities or medical conditions are supported with a care plan which is shared with all relevant staff for continuity of care.





Teaching & Learning

Montessori

The Montessori approach in our Nursery through to the end of Reception places emphasis on educating the whole child and building upon their intrinsic desire to learn. This encourages the children by giving them opportunities to engage in spontaneous, meaningful activities under the guidance of trained Montessori teachers and EYFS practitioners. Through their work, the children develop concentration, motivation, persistence and discipline. The curriculum is designed to also recognise the varying abilities, learning styles and ages of the children. Each child is closely monitored to ensure that they are not only learning at their own pace but also being challenged when they are ready. Please see our website for more information <https://uk.brookes.org/cherry-trees/montessori-approach/>

Learning Support

We have a Special Educational Needs Co-ordinator and Learning Support Assistants who support the children on an individual basis. Children who are identified as needing extra support or extension are provided with their own Individual Learning Plan (ILP). This ILP is a collaborative approach between school staff and parents to offer strategies to support and stretch where appropriate. This is reviewed with parents each term.

Library

All children have access to our library which is situated in our red bus. Each class has a dedicated library time each week.





Activities

There are a number of activities which the children take part in throughout the week for which there is a small charge.

- Forest school
- Swimming at Bury St Edmunds Leisure Centre (Nov-May)
- PE- Graham Ellis, Brookes Sport & PE
- Music - www.tadpoletunes.co.uk

There are also activities that can be booked at an additional cost.

- Baby Ballet - <https://babyballet.co.uk>
- Tennis - www.davidhalltennis.com
- Parent and toddler session –An Introduction to life at Cherry trees

(Please see details on our website)

Tapestry

Tapestry is used as the Learning Journey for your child during their time in Cherry trees and into KS1 at Brookes school. You will receive a minimum of one observation per week, plus additional observations will also be added to the children's journey, these will be shared at the end of each year along with their end of year report.

Famly

Famly is a nursery management software system. It records the necessary safeguarding information, child's weekly plans and acts as an invoicing system. It also acts as a centre for parent/nursery contact for news and notices. Parents have access to their child's page and can add or change contact and health information. Photos will be sent throughout the day to share the main activities that your child/children are involved in, to act as a discussion point when returning home.





Further Details

PTA

At Cherry Trees, we pride ourselves on the family feel that runs through the entire school. Our PTA plays a vital role in making sure that everyone has the opportunity to be part of our school community.

The PTA helps with a variety of fundraising and social events across the school calendar. From dressing the hall for the children's disco to running quiz and curry nights, our PTA are always on hand to support and build on our community spirit. They are also an invaluable source of information to our newest families. New members are always welcome to join the PTA. Monthly meetings take place at the school. You can find the dates of upcoming meetings in our school calendar and in our newsletters.

Fees and Finance

For our full details of fees and payments please refer to our website, where you will find our price list and our full Terms and Conditions.

Please contact bursar@uk.brookes.org for further information.

Staff Lists

Our current staff listings can be found on the school's website. All enquiries to staff should go the Family App.

Graduation Day

This is a day in our school calendar when we take the time to celebrate all our Reception children's achievements over the year. This day takes place at the end of the summer term and all families are encouraged to attend this event.

Additional Information

If you have any other questions throughout the year, please do not hesitate to contact a member of Cherry Trees staff. We will be more than happy to help. Alternatively, you may find what you're looking for on the school website or social media pages. This handbook will be updated regularly so please do let us know if you have any suggestions for the next issue.



