

Hatfield Peverel Infant and Nursery School



Nursery Prospectus 2026-2027



Our Nursery prospectus aims to outline the expectations and procedures that will be helpful to you in getting to know us and in helping your child settle at Hatfield Peverel Nursery.

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General Information

Hatfield Peverel Infant and Nursery School
Church Road
Hatfield Peverel
Essex
CM32RP

Telephone: 01245 380220

Email: office@hatfieldpeverel.essex.sch.uk

Website: www.hatfieldpeverel.essex.sch.uk



Our school started its life in 1975 when the local village primary school became two schools, Hatfield Peverel Infant School and St. Andrew's Junior School, both of which now share the Church Road site. The Infant School was built to accommodate 180 pupils and has six classrooms and a spacious hall. The school has a hard playground area, a separate grassed area at the front of the school and enclosed outside areas alongside the Early Years classrooms. In September 2022 we extended our provision to include nursery age children. Please see the school prospectus on our website for more details regarding our school.

Welcome

Hatfield Peverel Nursery is part of Hatfield Peverel Infant School and children are very much part of the whole school community and, as such, share the same vision and values as the rest of the school.

We are very proud of our school and our children. We believe that our children sit at the heart of everything we do. We strongly believe that our children deserve the best opportunities in life and education. At our school, children enjoy their learning due to the rich, inspiring and creative curriculum experiences that we offer. We always seek to put your child's wellbeing and engagement at the heart of our decision making, ensuring that all children have the opportunity to be the best version of themselves.

The Governing Body are fully involved in the work of the school and nursery. Governors and staff work closely together to create a positive and forward-thinking ethos.

We recognise how important it is for parents and carers to be actively involved in their child's education. During the year, you will have a lot

of opportunities to come into the nursery so that you can share in your child's learning journey with us.

We have two well-equipped indoor spaces and a dedicated outdoor learning environment. Nursery children have access to the school hall, playground and garden. All school and nursery staff are friendly, approachable and happy to answer any questions you may have.

We hope you find this prospectus useful and it provides you with lots of information. Please contact the school office if you would like any further information.

Best wishes,
Mrs Z. Fairbairn

Vision Statement

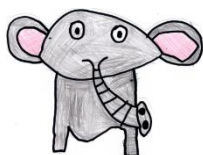
At Hatfield Peverel Infant and Nursery School, we aim to encourage a love of learning. We strive to provide a nurturing and vibrant community where every child experiences happiness and builds friendships, whilst demonstrating a culture of kindness and compassion. Our school is a secure, safe haven where every child can flourish academically, socially, and emotionally. Together, we create a dynamic environment where learning is an adventure, curiosity is sparked and knowledge blossoms.

Our School Rules

Be kind
Be safe
Be the best that you can be

Our Values

We have a school mascot called ERIC who is an elephant. He helps and encourages the children to think about our four core values. These values are:



- Effort
- Respect
- Independence
- Communication



These four values provide our children with key life skills for the future. Nursery staff begin to teach these values in nursery through telling stories, providing drama opportunities and playing games. Children are often celebrated when they display these four values.

Key School and Nursery Staff

Senior Leadership Team		
Headteacher	Mrs Z. Fairbairn (Designated Safeguarding Lead)	
Deputy Headteacher	Miss C. Springall (Deputy Designated Safeguarding Lead)	
EYFS Lead	Mrs L. Sapiano (Deputy Designated Safeguarding Lead)	
SENCo	Mrs K. McGaughey (Deputy Designated Safeguarding Lead)	
School Business Manager	Mrs D. Woods	
Office Administrator	Mrs J. Harris	
Administrative Assistant	Mrs S. Marks	
Finance Assistant	Mrs T. Dockerill	
Site Manager	Mr R. Bannister	
Year group	Teacher	Learning Support Assistants
Nursery	Mrs K. Manning	Mrs L. Pryke Mrs O. Wassennar Mrs K. Scanlan Mrs R. Lloyd Mrs L. Geer Mrs M. Herring Mrs A. Claxton
Reception	Mrs L. Sapiano Miss C. Thomaidou	

The Governing Body

The Governing Body consists of Local Authority, parent, teacher and co-opted representatives in accordance with the requirements of the Education Reform Act. Governors meet formally three times every term to discuss matters relevant to curriculum, finance, premises and personnel, school development and standards.

Our current Chair of Governors is Mr Patrick Burgess. He can be contacted via the school office. More information about our Governing Body is available on our school website.

Child Protection

The nursery staff have a duty to report any incidents or occurrences which may cause concern in respect of the welfare of any child in our care. We can refer a child or family to Social Care at a family's request, or independently if we are aware of issues causing concern. If a referral is made, parents will be informed unless this puts their child at risk of harm.

All schools follow the procedures set down in the Local Authority Child Protection Guidelines and the Southend, Essex and Thurrock procedures (SET procedures) and we seek advice from Social Care in both a formal and informal capacity.

The Designated Safeguarding Lead for Child Protection is the Headteacher, Mrs Z. Fairbairn. Deputy Designated Safeguarding Leads are Miss C. Springall (Deputy Headteacher) and Mrs L. Sapiano (EYFS Lead) and Mrs K. McGaughey (SEND).

Admissions Procedures and Fees

Places at Hatfield Peverel Nursery are subject to application and availability. Priority will be given to children who are 3 and 4 years old. Depending on availability, limited spaces may be available for 2-year-olds for morning sessions only.

An application form is available from nursery or the main school office.

Owing to child supervision ratios, Hatfield Peverel Nursery is unable to offer routine nappy changing to all children, except where there is a pre-agreed intimate care plan or there is a medical reason. For this reason, we ask that children attending the nursery are fully toilet trained (or close to 'dry') prior to starting nursery.

Since nursery education is not compulsory below the age of 5, parents can request the number of sessions that their child attends. We require children to be in nursery for a minimum of 5 sessions per week to ensure consistency. We require that this is taken as 5 morning sessions, 5 afternoon sessions or 2.5 days at the beginning or end of the week (i.e. Monday all day, Tuesday all day and Wednesday morning, or Wednesday afternoon, Thursday all day and Friday all day). We may potentially be able to be flexible and offer different sessions if spaces are available. Additional morning and afternoon sessions can be requested at an extra cost subject to availability.

Below is a table of timings, funded and unfunded sessions:

8.30am-8.45am	Early Bird Offer	£2.40	Additional cost
8.45am-11.45am	3 hour am session 3-year-olds	No charge	Funded
		£8.20 per hour	Unfunded session per hour
	3 hour am session 2-year-olds	No charge	Funded
		£10.20	Unfunded session per hour
11.45am-12.15pm	Lunch Time	£4.10	Additional cost
12.15pm-3.15pm	3 hour pm session 3-year-olds	No charge	Funded
		£8.20 per hour	Unfunded session per hour

Please note that these fees are reviewed annually and any increase will take effect from September 2027.

Please see below 15 and 30 hour funded childcare schemes explained by the Government Website

<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

Check if you're eligible

The amount of free childcare you can get through Free Childcare for Working Parents depends on:

- your child's age and circumstances
- whether you are working (employed, self-employed, or a company director)
- your income (and your partner's income, if you have one)
- your immigration status

You will not be eligible if either:

- your child does not usually live with you
- you or your partner's expected [adjusted net income](#) (including any [foreign income](#)) is over £100,000 for the current tax year

Your child's age and circumstances

If your child is aged 9 months to 4 years old you can get 30 hours per week of free childcare for 38 weeks of the year.

If they're being fostered by you

You can claim Free Childcare for Working Parents as long as:

- you are in paid work outside your fostering role
- your '[adjusted net income](#)' is under £100,000

You cannot use the online application to get free childcare. Speak to your social worker and your [local authority](#) if you want to apply.

If you are working or on leave

You can usually get Free Childcare for Working Parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave
- getting Statutory Neonatal Care Pay
- on Bereaved Partner Paternity Leave

If you are not currently working

You may still be eligible if your partner is working, and you are on [carer's leave](#) or if you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance
- Limited Capability for Work Benefit
- Contribution-based Employment and Support Allowance

Basically, this depends on whether you are working, your income, your child's age and circumstances and your immigration status. Please also refer to www.beststartinlife.gov.uk for details, you can do a check to see what you can claim for your circumstances.

Funding is spread over 38 weeks a year and will coincide with the school year. Please note that this funding is the responsibility of the parent/carer and must be applied for prior to starting the new term. As your chosen childcare provider, we claim funding from Essex County Council, who pay the funding directly to us on a termly basis. Therefore, each term you will be required to complete and sign a funding form.

Enhancement Fund: we kindly request that parents pay towards a voluntary Enhancement Fund which will enable the children to access healthy and varied snacks and provide additional resources to enhance the nursery experience. We request a donation of £1.00 per booked morning/afternoon session.

Fees are payable termly and in advance. Failure to pay an invoice may result in your child being unable to attend. If the school nursery is closed for any unforeseen circumstances, then fees are non-refundable. Please refer to our terms and conditions.

Please note: unfortunately, children who attend Hatfield Peverel Nursery are not guaranteed a place at Hatfield Peverel Infant School. Parents are still required to apply to the Local Authority for a place in school in the year prior to their intended start date. The Local Authority is responsible for all initial school allocations in Essex. However, children who do attend Hatfield Peverel Nursery often find the transition to school easier to cope with due to the nursery children taking part in various school events and being able to use the school garden, hall and playground. The closing date for applications is usually in the January prior to commencing school in September. Please see our school website for school admission details.

Pupil Premium

If you are receiving Income Support or certain other types of benefit, the school may be entitled to claim Pupil Premium for your child. This valuable funding enables us to provide extra support and resources for your child. If you think you may be eligible for Pupil Premium, please enquire at the main office. This will remain confidential.

Drop-off and Pick-up



The nursery entrance is located at the front of the main school, opposite the school garden. When a member of staff opens the nursery gate, children are dropped off and picked up at the main nursery door. May we politely remind parents that when dropping off and collecting children, your child's behaviour and safety remains your responsibility until you hand them over to nursery staff for their sessions.

When your child joins Hatfield Peverel Nursery we ask that you complete a collection form detailing who will be collecting your child each day from nursery.

If you wish for someone else, who is not on the form, to collect your child from nursery at any given time, please ensure you inform the school office prior to collection. If someone unknown to the nursery

staff arrives to collect your child, the school office will contact you (the parent/carer) to confirm.

Health and Safety School Rules

We have a number of other school rules in place for health and safety reasons:

- **No smoking, vaping or any other e-cigarettes:** the whole school site is 'no smoking'.
- **No dogs:** we are a dog free site due to allergies and medical conditions.
- **No nuts:** we are a nut free school due to children and staff with severe allergic reactions.
- **No bicycles or wheeled toys:** due to health and safety and lack of space at busy times, please ensure that your child does not ride any wheeled toys on site.
- **No pushchairs or buggies inside the school building:** please ensure any buggies or pushchairs are left outside.

Road Safety:

Please be advised that there is no parking allowed on school premises for parents. Parking spaces are very limited and must be reserved exclusively for the staff of both the Infant and Junior schools. Parking spaces in the school driveway and the car park next to the school garden are for staff parking only.

Please have consideration for local residents and other pupils and parents when parking or dropping off/collecting your child. Please help us to reduce the pressure on parking spaces by using your car only when absolutely necessary and by parking well away from the school entrance with consideration for others.

Attendance and Absence



Nursery attendance is not compulsory. However, if your child is sick or will not be attending nursery for a scheduled session, we ask that you contact the school office via Studybugs www.studybugs.com and advise us of the absence.

Please do not send your child into nursery if they are poorly. It will likely have a negative impact on their experience that day. An ill child needs the comfort of parents and home.

If a child experiences sickness or diarrhoea, please wait for 48 hours after the last occurrence before sending them back to nursery; this will help prevent the spread of bacterial or viral infection. This guidance for return to nursery is given by the NHS and supported in nurseries and schools across the country.

If your child becomes unwell at nursery, we will contact you immediately through the emergency contact numbers you have given us. When children are poorly in school, we make them as comfortable as we can while we try to contact the parents. Children who are unwell, however, need to be at home as quickly as possible. Please ensure that we have up to date contact details.

Term time holidays: although children who attend nursery are not of the statutory school age, we do ask that you notify the school of any planned holidays during term time and ask that you bear in mind time away from nursery is time that a child is not benefitting from the shared experience with their peers.

Term dates: as part of the school, Hatfield Peverel Nursery follows the same term dates as the school. These can be found on the school website or you can request a paper copy from the school office.

Meals and snacks

Snacks:

Children are given a snack during morning and afternoon sessions. We encourage our children to eat healthily. We are part of the national Fruit and Vegetable Scheme and, therefore, each child receives a free portion of fruit or vegetables to eat at snack time.

Money raised from the Enhancement Fund will go towards providing the children with a range of other fruits and vegetables, as well as additional resources. Children do not need to bring their own snacks to nursery unless there are special circumstances and permission is given.

Milk:

Children may have milk every day at nursery during snack time. Milk is free in school up until the age of five.

Packed Lunches:

If you would like your child to stay all day and spend lunch time at nursery there will be an additional charge of £4.10 per day, covering lunch time supervision and cleaning costs.

Children are required to bring a packed lunch from home. We are unable to offer a hot school dinner in nursery.

A packed lunch should be placed in a suitable container clearly labelled with your child's name. Care should be taken that any drink containers do not leak. Drinking water is available every lunch time.

Our nursery staff and midday assistants will gently encourage the children to eat their food. Please make sure that they know what is in their lunchboxes and that it is something they will enjoy. Please help us to encourage healthy eating habits as a good diet does aid children's concentration. We have a few items which we do not allow in lunchboxes. These are:

- No fizzy drinks
- No cans or bottles
- No flasks
- No sweets or chocolate
- No Frubes (yoghurt in plastic tube)
- No nuts (we are a 'no nut' school due to some children in school having severe allergies to nuts. This includes peanut butter and chocolate/hazelnut spread)

A packed lunch rules poster has been made by our School Council and is available on our school website.

We also ask that all children bring a named water bottle with them to nursery each time they attend. Children will have access to their water bottles at all times of the day but are also encouraged to have a drink at scattered times throughout the day. Please ensure the water bottle is filled with water, not flavoured water, juice or fizzy drinks.

Uniform

As the nursery and the school are a collective, the nursery children wear a similar uniform to the school children. This encourages a sense of belonging within our school.

We require that children wear a royal blue or gold coloured polo shirt and royal blue jumper/cardigan (plain or with school logo).

All clothing with the school logo is available to purchase online at www.personalise.co.uk or in person at Personalise, Unit 9, Crittall Road, Witham. CM8 SDR. Telephone: 01376 521020. Plain, unbranded alternatives are entirely acceptable and are available from a variety of outlets.

- Black or grey trousers/jogging bottoms/leggings/shorts
- Grey skirt or pinafore dress
- Yellow or blue check summer dress
- Plain black or white socks
- Royal blue or gold polo shirt
- Royal blue sweatshirt, jumper or cardigan (plain or with school logo)

Hair:

Please ensure that long hair is tied back at all times.

Footwear:

Please ensure that your child's shoes are easy to put on and have Velcro and not buckles or laces. Children can wear black trainers or black school shoes. Please ensure that you do not send your child in with flip-flop style sandals or boots as these can be dangerous as well as uncomfortable for a day at nursery. The children spend a lot of time outside in all sorts of weather, so please send in wellies.

Earrings:

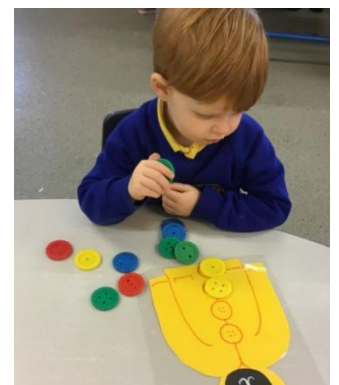
For safety reasons, children are not permitted to wear earrings or jewellery in nursery or school. This includes transparent stud earrings and watches. Members of staff are not permitted to remove or replace earrings and are not permitted to tape ears.

Labelling clothes:

We encourage all children to take responsibility for their personal items but this inevitably means that sometimes clothing can get misplaced. Please ensure that all children's clothing is clearly labelled. We also ask that, when the weather begins to get colder, children bring weatherproof coats with them.

Lost property:

Lost, un-named articles of clothing will be kept in nursery for a short time. These items will then be put into the school lost property box located in the main entrance hall.



Communication

At Hatfield Peverel Infant School and Nursery, we recognise that good communication between home and school is fundamental in helping your child feel confident, happy and secure. Some children take longer than others to settle and we are therefore flexible in our approach when it comes to transition into nursery.

Nursery staff are always available to speak to briefly on the door at the beginning and end of the sessions. If you require a longer conversation with the Nursery Teacher, this can be arranged with a phone call or face to face meeting.

TAPESTRY

At Hatfield Peverel Nursery we use Tapestry, which is an electronic online learning journal. This is used to record, track and share your child's learning linked to the different areas of learning. It enables us to work in partnership with you to record and celebrate special moments from home and school. On Tapestry you can record observations, photographs and comment on any observations or photos. Nursery half termly letters and weekly updates are also sent home on Tapestry.

Throughout the year, there will be opportunities where parents can visit the nursery and spend time doing planned activities with the children, workshops, see displays and their child's learning space. Parent Consultant Evenings are held termly for the older children who will be starting school the following September.

Our website <https://hatfieldpeverel.essex.sch.uk> contains a wealth of information and is constantly updated. There are dedicated nursery pages for you to refer to.

We also communicate with parents by ParentMail so we can get information to you as quickly as possible.

The Headteacher sends out a weekly newsletter to all parents to keep parents informed about life at the school. These will be sent home via ParentMail and are available on our school website.

Medical Matters

Medicine:

Prescribed medicines can be administered by the office staff to children, but we must have written authorisation from a parent before this can commence. Please ask at the school office.

Inhalers will be kept in nursery and administered by the nursery staff.

Accidents and Injuries:

All accidents are recorded in the accident book when they are reported. Please encourage your child to inform staff if they have had an accident, however small.

Accident slips are sent home to inform you if your child has had an accident. On occasion, we will phone parents to keep you fully informed of any incidents that occur in nursery, especially if they involve a head bump with a mark. Where issues are minor, the nursery staff will notify parents upon collection.

The Nursery Curriculum

At Hatfield Peverel Nursery we follow the Early Years Foundation Stage (EYFS) framework. Within the EYFS there are four guiding principles which shape the practice in an early year setting. These are:



- **Unique child:** looking at each child as a unique individual who is constantly learning.
- **Positive relationships:** enabling children to learn to be strong and independent.
- **Enabling environments with teaching and support from adults:** where individual interests and needs are celebrated.
- **Learning and development:** importance of children learning and developing at different rates.

There are seven areas of learning:

- Communication and Language
- Physical Development
- Personal, social and emotional development
- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design



The Early Years Curriculum places great emphasis on practical and social activities. A lot of learning takes place using play as a vehicle. Our curriculum aims to deepen children's experiences by addressing all areas of learning through well-planned and imaginative activities linked to half termly topics. The children's learning will be shared with you via Tapestry. We encourage you to engage with your child at home and record any activities and experiences using Tapestry so they can be shared with their peers during nursery sessions.

Our nursery staff are trained to help your child learn through play. We like to offer children a combination of structured play with free play. Activities may include playing in the sandpit, listening to stories, singing and playing instruments, painting, drawing, building with construction blocks, making things with play dough, jigsaws and puzzles. The list is endless!

Each week, the children follow Little Wandle Letters and Sounds Revised as part of their phonics teaching and weekly maths planning in preparation for Reception year.



You can access the EYFS framework online - [EYFS framework](#).

Inclusion

Children with Special Education Needs are integrated as fully as possible into our setting. Children are encouraged to participate as much as possible. Resources and facilities that a child may require are provided whenever possible from our existing resources, and any child with an Education, Health and Care Plan (EHCP) will receive additional provision from outside agencies and/or funded hours of Learning Support time.

The nursery and school has a part-time Special Educational Needs Co-ordinator (SENCo). There is a SEND information report and policy on our website.