

# Parent Handbook



Rotherly, the Westgate's Day Nursery is an all year round (51 weeks per year, 8 am - 6 pm), day care setting and is registered to care for 55 children between the ages of 3 months and 5 years.

Opening hours; 08:00am to 6:00pm Monday - Friday

Telephone: 01962 854757 option 3

Email: [nursery@westgate.hants.sch.uk](mailto:nursery@westgate.hants.sch.uk)

THE WESTGATE SCHOOL – WINCHESTER  
Hampshire's First 4-16 'All Through' School



A warm and friendly welcome to Rotherly, The Westgate's Day Nursery.

We are a purpose-built nursery within The Westgate 4 -16 School campus and situated close to Winchester City centre. Our nursery is validated as 'Outstanding' by Ofsted, and has a highly qualified, established team which is supported by our Early Years Teacher, Miss Collins, and Mrs Woodall, our Head of Primary Phase. Mrs Woodall and Miss Collins are also Leading Early Years Foundation Stage practitioners for Hampshire Local Education Authority. Our children have access to the schools' superb facilities, and we provide a reassuring highly effective transition to Year R within The Westgate's Lower School and to other feeder schools, where we have developed close links.

### **Our aims, vision and values...**

- A nurturing, safe and caring environment where the happiness and well-being of each child is paramount.
- A high quality, fun play-based curriculum which builds on children's needs and interests.
- Fostering close partnerships through effective communication with families to ensure the best outcome for each child.
- To learn and grow both indoors and outdoors within three age groups, in an adaptable environment, to inspire a love of learning that facilitates well rounded development.

### **Our Story...**

We first opened our doors in September 1991. We shared our home, Rotherly House, with the borders of The Westgate School. Rotherly House was originally built in the early 1900s. And we enjoyed the surroundings



for 22 years. Rotherly Day Nursery started life with just 15 children a day. As time passed by the need for childcare grew. So, with the addition of Rotherly Cottage to the nursery environment, so did we! We have seen many families grow with us and we are now seeing some of those children from days of the past bring their children to Rotherly to continue their journey with us too!

Exciting times came with our purpose-built nursery, to which we moved to in October 2013. Rotherly House has also been on its own journey and is now incorporated in Westgate Lower School. The nursery children are able to enjoy all of the facilities across Westgate's All Through Site including Rotherly where we first began, which is now home to our new Primary Phase.

### **The Early Years Foundation Stage provision at Rotherly, The Westgate's Day Nursery**

In the Early Years Foundation Stage at Rotherly, The Westgate's Day Nursery we aim to develop and nurture the Characteristics of Effective Learning in all our children. These characteristics are: playing and exploring, active learning, creating and thinking critically and together they enable children to become happy and effective learners. We use a process of observation, assessment and planning to identify the learning and developmental needs of each child and we use this information together with children's interests to plan their learning opportunities. Miss Collins is Westgate's Early Years Foundation Stage Leader and oversees Early Years provision in both our Lower School and the Nursery ensuring continuity for all our pupils. Miss Collins is a very experienced Early Years teacher who is also a Lead Practitioner in the Early Years for Hampshire. Colleagues work together to develop teaching, learning and the environment and ensure the highest quality provision and the best possible start for Rotherly nursery pupils, in readiness for Year R - whether that be in our own Lower School at The Westgate, or other primary settings in the area. Miss Collins teaches in the Nursery weekly spending time with each age group.

Information can also be found at:

<https://www.westgate.hants.sch.uk/rotherly-day-nursery>



## Age Groups

Enhanced by a warm homely atmosphere within three age based rooms Rotherly, The Westgate's Day Nursery provides quality care and stimulation in all areas of development which suits the various interests, ages and stages of each child.

- Rainbow room: 3 months – 2 years (1 adult / 3 children ratio)
- Caterpillar room: 2 – 3 years (1 adult / 4 children ratio)
- Butterfly room: 3 – 5 years (1 adult / 8 children ratio)

Our nursery promotes learning opportunities through best practice 'In The Moment Planning' which embraces active learning through play and exploration within the Early Years Foundation Stage. Through observation, assessment and planning, each child is encouraged to build secure and positive relationships within an enabling environment, to begin their learning journey and develop foundations to achieve their potential in life.

## Rainbow Room

Our Rainbow children begin their learning journey within a welcoming, cosy and adaptable environment. Our experienced and well qualified team follow the young babies' care and daily routines ensuring a smooth transition from home to nursery for both babies and their parents or carers. This supports the babies during their formative years to be interested, independent and resilient to explore and discover their world.



**Meals** are served in the shared area dining room or outside (weather and interest permitting), where a selection of seating arrangements are available to suit the age and stage relevant to individual requirements. Our meals consist of a morning snack, lunch and afternoon tea. Please see the Catering section or nursery reception area for more details.



**Sleeping** facilities within the Rainbow room is relevant to age and stage of development. Younger babies sleep in traditional large coach built prams within our safe and secure garden. The older babies (who usually sleep once a day) will sleep after their lunch in our sensory room, where they are snug in special resting mats with blankets and their own comforters.

The Rainbow room, which is occupied by up to 15 children between 3 months and 2 years, has its own designated and secure garden area to play in and explore. They are offered time outside every day, weather permitting. The young children can access the rest of the nursery's outdoor areas affording opportunity to interact with other nursery children and colleagues within our team.

When the children are ready to move to the Caterpillar room, the team leaders and key person will plan and discuss the readiness of the transition and arrange familiarising visits to prepare for the actual transition date. Parents or carers are invited to discuss the transition plan and be informed throughout the process. Parents and carers are also offered a tour of the Caterpillar room to meet the new team and ask any questions to be equipped for their child's next learning stage.



## room

## Caterpillar

The learning journey in the Caterpillar room continues by enjoying free flow play, both indoors and outdoors, in a flexible and spacious environment. We have up to 16 children aged between 2 – 3 years old in our Caterpillar room. The toddler age is full of wonder and exploration which is supported by the opportunities for child initiated play within our nursery environment. A variety of activities, such as creative and imaginary play, physical exploration, songs and rhymes, are offered within the children's own routines and interests to support learning and growth. The children also have opportunities to play with all age groups during the day.



**Meals** are provided three times a day and consists of a morning snack, lunch and afternoon tea. Morning snack and afternoon tea is served within the Caterpillar room, or outside (weather permitting). Lunch is served within our shared area dining room. Please see the Catering section or nursery reception area for more details.



**Sleep** time is within the Caterpillar room and usually follows the children's lunch. All children are given the opportunity to rest or sleep for at least ½ an hour to support their physical needs and recharge their energy. Caterpillar children rest and sleep on mats with blankets and offered quiet activities on awakening.

During the term prior to their transition, the Caterpillar children are invited into the Butterfly room for familiarising visits. Parents or carers are invited to discuss the transition plan and be informed throughout the process. Parents and carers are offered a tour of the Butterfly room to meet the new team and discuss the needs and requirements for their child's next stage of their learning journey.

## Butterfly room

The Butterfly room is a spacious and adaptable environment for up to 24 children aged between 3 – 5 years. A wide variety of learning opportunities are cultivated from the children's interests in the Butterfly room which link to learning through play, the Early Years Foundation Stage and also supports the development of independence skills and school readiness. The Butterfly children are also offered opportunities throughout the Westgate campus such as school library visits, gymnasium and creative projects. The combination of these play and learning opportunities greatly support the children transitions into the Reception year at 'big school'.



**Meals**, which are a sociable time, consist of a morning snack, lunch and afternoon tea, are provided throughout the day. The morning snack and afternoon tea is available within the Butterfly room and lunch is served in the shared area dining room. The children play an active role within meal preparation, serving and clearing through meal times.



**Sleep and resting** provision suits the age, stage and requirements of the pre-school aged children. Soft mats are available for sleeping or resting children alongside quiet activities, either indoors or outdoors, for those children who do not need to sleep.

### **Personal care routines**

Children in nappies are changed, when required, and at regular intervals throughout the day. Parents and carers provide nappies, wipes and creams for their child. The nursery team apply a factor 50 sun cream, when necessary. Parents and carers are asked to provide a sun cream for their child, if they have a special requirement.

Toilet training starts at home, however, the key person and nursery team will support and advise parents and carers through the process. Of course, we ask for many changes of clothing during this phase! Once your child is interested with their own care routines, independence is encouraged with direct access to toileting and hand washing facilities.

### **Our garden and outdoor learning environment**

The nursery has a courtyard and a large garden area on our immediate site. The garden is comprised of an all-weather surface, grassed areas and hard landscaping. A large range of activities and equipment, including an outdoor play house, mud kitchen, construction and water areas, are available to offer fun learning opportunities to explore the wider environment and suit the needs of each unique child. The nursery also enjoy the wider environment, including local parks or the railway and we are regular explorers of the Westgate all through school campus.



## Your child's learning journey

The progress and development of each child is recorded using an electronic assessment tool called Tapestry. The nursery team use observations, which often include photographs, to plan and assess each child's learning and development. We welcome parental involvement via Tapestry, to gain an all-round view of each child to enhance their play and learning.

The nursery team use photographs to enhance observations; PLEASE NOTE that these images will not be used externally without parental permission. **In order to safeguard children, families and colleagues of the nursery and Westgate, parents MUST NOT share images from Tapestry on any external websites or social media.**

Tapestry is online, secure and can be accessed by invitation only. Only parents or carers invited to and registered with Tapestry (which may include family members or shared setting providers) can view and add to, their own child's learning journey record.



## What our families say

"I am extremely pleased with the care my son receives, the team are very friendly and they seem to really care. I can see my son making fantastic progress and I really feel that he is benefitting from being at nursery, and even if I was not working, I now appreciate how important it is for him to go!"

"The staff at Rotherly are fabulous. The children love going. I feel incredibly confident leaving my children with the staff. All staff are friendly and cheerful and genuinely appear to adore the children. The outside space is very good and I like the fact they go out in all weathers".

"We could not recommend Rotherly Day Nursery more highly – the team of staff are all excellent, dedicated professionals and committed to our son's wellbeing".



"Rotherly has been fantastic, you have something unique. I think it's the structure of how the nursery is organised, the variation of the lovely activities, time is taken to ensure nursery life is kept interesting. More importantly it's the gorgeous staff you have on board, the mixture of ages, the ranges of experience and the amazing genuine caring nature towards all who attend. It's been brilliant!!!"

"We cannot thank all of the Rotherly staff enough for providing E with such a wonderful environment in which to play and learn. Evie has loved every minute. There has never been a day when she has not wanted to be here!"

“To all the real Rotherly Stars!★ From the first visit to the nursery we knew that yours was the establishment in which we would feel at home, and you have looked after our three children with outstanding interest and care ever since.”

“You are awesome – Thank you for continuing to provide such an amazing standard of care for the children and a great foundation for future learning.”



## Admissions

If you are interested in a place at our nursery, please complete the ‘**Expression of Interest Form**’ which is available online, or from the nursery. Please indicate which days you are interested in booking, your child’s date of birth (or expected due date) and commencement date. Please be specific on which days, the quantity of days are required and flexibility, where possible. It is important to inform us of any changes which may affect your place allocation. The admissions team will contact you at intervals during your time on the waiting list and when a place may be available.

Send all completed documents to:

Rotherly, The Westgate’s Day Nursery, The Westgate School, Cheriton Road, Winchester. SO22 5AZ  
or via email to [nursery@westgate.hants.sch.uk](mailto:nursery@westgate.hants.sch.uk)

Places are allocated in the nursery by the following priorities:

- Priority 1:  
An existing family (where requiring extra sessions) and/or a sibling of a child already attending Rotherly, The Westgate’s Nursery or, The Westgate School. Children of a NHS, Westgate or Western School employee.
- Priority 2:  
All other applicants, in date order, from date of receipt. Those requiring full time provision under the age of 3 will be given priority.

When a place becomes available, you will receive an offer along with a formal offer letter, a Child Entry Record form, a Medical Requirements form and a deposit request for one month’s fees, which is returnable from the last month’s fees. This deposit is **NON-REFUNDABLE** if you withdraw from an accepted place prior to the start date. Your child’s place is not finalised until we receive your deposit and signed agreement within 5 working days of the offer having been made.

Once we have received a deposit payment, your place will be confirmed, and you will be contacted nearer to the start date to arrange induction visits and discuss any medical or dietary requirements for your child.

Please note: a place at Rotherly, The Westgate’s Day Nursery, does not guarantee a future place at The Westgate School. Admissions to The Westgate School are managed by Hampshire Local Authority.



**FEE STRUCTURE** - From 1st September 2021 fees are as follows.

<b>Under 3's (Rainbow and Caterpillar rooms)</b>			
Per Day	£63.20		
Number of days per week	Session Charge Per month over 51 weeks	Deposit	
1	£268.60	<b>A full month's fees are required as a deposit to secure a place.</b>	
2	£537.20		
3	£805.80		
4	£1,074.40		
5	£1,289.28		includes reduction of 4%
<b>Over 3 not yet funded (Caterpillar and Butterfly rooms)</b>			
Per Day	£60.75		
Number of days per week	Session Charge Per month over 51 weeks Hourly Rate £6.08	Deposit	
1	£258.19	<b>A full month's fees are required as a deposit to secure a place.</b>	
2	£516.38		
3	£774.56		
4	£1032.75		
5	£1,239.30		includes reduction of 4%

The deposit is **NON-REFUNDABLE** if you withdraw from an accepted place prior to the start date. Deposit is returnable from the last month's fees if current notice period is observed.

<b>Over 3 funded</b>	<p>Charge per session £5.31 per hour + food and sundries at £7.65 per session                      Half day sessions are available.                      8.00am – 1.00pm (includes morning snack and lunch)                      1.00pm – 6.00pm (includes lunch and afternoon tea)</p> <p>Full day and sessional care is available for 51 weeks of the year.</p>
<b>Over 3 Term Time Only EYE funded sessions</b>	<p>Sessions available (no food provided):                      8.30am – 11.30am                      12.30pm – 3.30pm</p> <p>In accordance with funding regulations, we may be able to offer 3 hour funded sessions as stated above. These sessions are on a term time only basis and are subject to availability (up to a maximum of 8 spaces).</p>

## Early Years Education (EYE) Funding

Subject to availability and in accordance with funding regulations (HCC Early Years Education Payment Funding Terms and Conditions January 2018 Final – V2.1), we are able to offer Early Years Education (EYE) Funding for the children the term after their 3<sup>rd</sup> birthday.

**Universal** EYE Funding (15 hours) is available:

15 hours per week over 38 weeks (**standard** offer) **OR**

11 hours per week over 51 weeks (**stretched** offer)

Families who entitled to the **extended** (30 hours) funding are able to take it as:

30 hours over 38 weeks (**standard** offer) **OR**

22 hours over 51 weeks (**stretched** offer).

A charge of £7.65 per day for food and sundries is applied to all funded days. Additional hours will be charged at the advertised rate, which is available in the nursery, the parent handbook and our website.

PLEASE NOTE – Families taking the standard offer:

We are a 51 week per year full day care setting therefore, during unfunded periods, you will be required to continue your child's pattern of attendance and will be charged at the standard rate.

For further information, and to apply for 30 hours funding and tax-free childcare please visit the following links or contact our Finance team.

<https://www.gov.uk/30-hours-free-childcare>

<https://www.gov.uk/tax-free-childcare>



## Terms and Conditions

### Fees

Fees are calculated over 51 weeks and divided by 12 to achieve your monthly payments. Depending on where Christmas falls, the nursery usually closes between Christmas and the New Year. Charges are made for Bank/Public/National Holidays and 2 x INSET days (unless they fall on an EYE funded session of a funded child).

Nursery fees are due in advance, on the first working day of each month. Payment may be made via Standing Order, cheque, Tax Free Childcare accounts or Childcare Vouchers. If paying by childcare vouchers, please ensure with your employer and voucher company that you are not in a credit situation at the end of your child's time with us as, due to tax and national insurance issues, we are unable to make any refunds.

Cash payments can only be made with prior agreement; no cash can be accepted without notice.

Fees are still charged at the normal rate in the event of unusual circumstances that result in nursery closure that are deemed beyond our control, for example: extreme weather conditions, flood, power failure or an outbreak of serious illness, epidemic affecting safe levels of staffing or if your child is unable to attend owing to family circumstances or illness. This is to ensure that the nursery can continue to run sufficiently.

In the event of extended closure beyond our control (eg Government/Public Health England enforced closure) full fees may be charged for up to one month of closure but for subsequent months a retainer fee of 30% will be chargeable to supplement salary costs. In the event that some families are permitted to continue to use the nursery (eg Key Workers), normal fee charges will apply to those families.

If full or part payment of a monthly invoice is outstanding, by the end of the current month, your child will be unable to attend the nursery until the fees are settled in full or an agreement is approved by the Resource Committee of the Governing Body. Where there is a waiting list, we reserve the right to terminate places for children with unpaid fees (without prior agreement) and we will allocate the place to another family. If you are in financial difficulty, please contact us before fees become overdue to enable us to consider a payment plan where possible.

### Collecting your child

Children not collected by 11.30am, 1pm and 3.30pm, for sessional care or 6pm for full day care, a charge of £5.00 per 5 minutes (or part thereof) will be applied to your account. If a child has not been collected by 1 hour after the nursery session, and no contact has been made by parents/carers and if nursery colleagues fail to contact of any emergency contact numbers, they will report the situation to Children's Services in the first instance as well as Ofsted.

### Changes to the placement

**Following the original offer letter, any changes to start dates, or notice to leave must be made in writing, with at least 8 weeks' notice.** Changes and additions to the number of days required will be put on the waiting list and dealt with in priority and date order. If you wish to change the pattern of your child's attendance, you must complete a 'Change of Attendance Request' form. This can be found in the 'Information and Forms' section on the nursery website.

We would like to be able to offer families the flexibility of additional days. If your child is already attending our nursery, you may be able to book up to three additional days in one calendar year where we have availability. Please do contact our nursery reception to discuss availability. Additional days are charged at the normal rate.

**If the full notice period of 8 weeks is observed the original deposit will be deducted from the final months invoice.**

### Waiting lists

When all available places have been allocated, waiting lists will be operated by the nursery. Any places that become available will be offered to the child at the top of the list at that time and according to the criteria of the admission policy. The waiting list will be reviewed and revised each time a child is added to, or removed from, the waiting list.

## **Finance Queries**

Westgate's Finance team can be contacted on 01962 854757 or [finance@westgate.hants.sch.uk](mailto:finance@westgate.hants.sch.uk). It is important to include your child's surname and Unique Reference Number (RN) on all financial communication, documents and payments, in order to track and deal with finance queries. Your child's RN can be found on your invoices and original offer letter.

## **Voucher payments**

We accept childcare vouchers from all major childcare voucher companies - please contact our finance team for further details.

## **Funded places**

Funded places are invoiced monthly and non-funded fees are due in advance on the first of every month.

Funding forms will be circulated once per funding year or when adjustments are required. Funding forms will need to be completed at nursery so that we can claim government funding on your behalf. Funding is paid directly to The Westgate and will be shown on your monthly invoice. To claim extended funding, you will need to contact HMRC to apply and receive an eligibility code. The nursery requires the eligibility code and parents National Insurance number to enable the funding to be applied to your child's invoices.

## **Nursery Terms and Conditions**

### **Variation**

We may vary these terms or the fees associated with your child's place at the nursery, at any time, on 30 days' written notice to you.

The nursery reserves the right to adjust the Terms and Conditions following consultation with the head teacher and governing body of The Westgate School.

Rotherly, The Westgate's Day Nursery adheres to Statements of Intent, Policies and Procedures relevant to the nursery and The Westgate School. Further details are available through the nursery and The Westgate School website. These documents are reviewed at regular intervals.



## Induction Visits

### What to expect

The team leader of the Rainbow, Caterpillar or Butterfly room will contact you to arrange 3 induction visits prior to your child's start date. The first induction visit will be used to give us an opportunity to discuss routines and interests of your child. We will ask you to review your child's Child Entry Record and complete any documents and plans relevant for your child. This may include medical and dietary information. For this reason, it is important to bring with you on your induction visits:

- Various contact details and telephone numbers
- A birth certificate or passport as proof of your child's identity and date of birth
- Medical information including care plans, relevant to your child's needs
- Dietary information relevant to your child's requirements
- Any further information that may have changed since completing your Child Entry Record

Induction visits are tailored to the needs of each child. We suggest a minimum of 3 visits with a parent or carer or alone, each of an hour's duration. Your team leader or key person will then discuss the visits and transition into the nursery and arrange further visits if this is beneficial. Home visits and an Induction pack are also available if requested, to aid the transition into nursery.

### Key person

Although all of the nursery team are involved in the care of your child, each child is allocated a key person and key buddy, who have special responsibility for your child and family.

The role of the key person is to:

- Provide continuity by being part of the induction process
- Build a partnership with your family and ensure a smooth transition between home and nursery.
- Maintain up to date information concerning your child and their needs
- Encourage your involvement in the process of building the observations required to maintain a complete picture of your child progress and interests
- Record your child's learning and development via Tapestry.
- Support transitions during your child's time at nursery
- Share your child's progress and development during the nursery's 'Next Steps' parent's evenings.

### Transitions

Your child's key person and team leader will be involved in any transitions they may make. For example, the Rainbow room to the Caterpillar room, the Caterpillar room to the Butterfly room or another childcare setting or school. They

will also liaise with colleagues from the Westgate Lower School or other primary schools when it is time to move on to Year R.

Any concerns which the Key Person may have regarding your child's welfare or development may be shared with the Nursery Manager and discussion may follow in terms of how best to support your child and family.

## **Starting with us**

Please may we ask that all clothing and belongings are clearly named, and placed in your child's yellow nursery bag, which is supplied for you during induction visits. The yellow bags can be stored on the cloakroom trolleys on each day of attendance and taken home after each session for replenishing.

### **What your child will need:**

- Soft shoes (without buckles) or slippers should be worn indoors.
- At least one full change of clothing.
- Outdoor clothing such as a puddle suit, waterproof bottoms and a coat.
- Wellington boots, which can be left at nursery.
- A sun hat or warm hat, depending on the climate or season.
- A comforter, if required.
- A drinking vessel, dependent on age and stage of development.
- Sun cream, if your child has a specific requirement.

It is important to provide your child with appropriate protection from all weathers including harmful U.V. rays. The nursery keeps a selection of sun cream and spare clothing, which may be used to protect your child. Nursery colleagues will apply a factor 50 sun cream. However, if you prefer a particular brand, you may provide it, clearly named. If your child has a specific medical need regarding sun cream, parents or carers should provide an appropriate sun cream for application.

### **Care Routine supplies and Formula Milk**

We ask all families to provide babies with their own nappies, toiletries and formula milk. It is important that babies should be able to drink from a cup or bottle whilst they are being cared for at nursery. Parents are welcome to provide either expressed breast milk or formula, whichever is most suitable for your baby. The nursery is always aware of the importance of allergies, particularly during the weaning period. Therefore, further Health & Safety precautions are in place to maintain our high standards within the nursery. The weaning process should be discussed and agreed with your child's key person and team leader prior to its commencement. Items on the menu should be trialled at home before deemed safe for your child to be offered at nursery. Water only, will be offered as a substitute for milk.

## **Catering**

Meals are a sociable time of the nursery day and consist of:

- Morning snack – variations of fruit, milk and water.
- Lunch – a hot freshly prepared savoury meal with a dessert and water.
- Afternoon tea – a selection of savoury items, fruit, milk and water.

Lunch and Afternoon tea is supplied by Hungry Monsters, a local specialist nursery catering company. The menu is designed following recommendations from the Children's Food Trust and The Catherine Walker Trust and is

displayed within the nursery reception area. The menu runs over a three-week cycle and is arranged to provide variety for children who attend every day and to those who only visit on specific days each week. For more information about Hungry Monsters please visit: <http://hungry-monsters.com/>

Individual dietary requirements are respected and endeavour to meet the needs of each child. An alternative meal or provision may be supplied by our catering company. This change of meal will be communicated via daily report sheets. If your child has a suspected or proven allergy the nursery will complete a full risk assessment which must be signed by a parent or carer and reviewed regularly. All nursery colleagues will be made aware of a child's allergy, intolerance or dietary need. We will not accept any responsibility for any reaction to food substances that we consider to be safe if we have not received allergy information or medication for an allergic reaction from a parent or carer.

The children are encouraged to prepare, choose and eat varied snacks and also enjoy cooking activities within our curriculum. We would like to remind parents and carers that some children attending Rotherly, The Westgate's Day Nursery, have food allergies. For this reason, we discourage food to be brought into the nursery for consumption. Any food that is made with the children as part of our curriculum or has been provided to share as part of a celebration, will be sent home or will seek permission prior to consuming.

## Medical Information

For the safety of all of the nursery's children, staff and visitors, all colleagues should be Paediatric First Aid trained. The nursery team endeavour to undertake relevant training such as auto-injector administration for allergies. However, nursery colleagues are not medically trained, and we provide treatment as directed or, in case of emergency, as considered necessary by medical professionals.

## Absences

Children who are obviously not well before coming to nursery **must** stay at home. Parents and carers arriving with children who are unwell, have a discharge/fluid or rash will be asked to take their child home. Attendance must not rely on the child being administered pain relief prior to arriving at nursery, as this means the child may be in discomfort later in the day, disguise signs and symptoms, and does not prevent the spread of infection or reduce the risk of others contracting an illness. We ask all parents and carers to be considerate of their child's and others, needs.

## Medicines

Parents and carers are to inform the nursery colleagues if their child is on medication. This includes any pain relief that may have been administered within the last 12 hours. If a child is prescribed antibiotics, they will not be allowed to return to the nursery for 24 hours so that any adverse reaction can be monitored at home.

An 'Administration of Medicines & Treatment Consent Form' must be completed and agreed with the nursery team, to allow a child to be administered antibiotics for a reoccurring condition which includes the same medication.

Nursery colleagues are able to administer prescribed medication, if permission is given via an 'Administration Of Medicines & Treatment Consent Form' is completed. A nursery colleague will administer medication, as documented by the parent or carer, and will be witnessed by another nursery colleague.

ALL medications must have the original pharmacy label and clearly marked with:

- The child's name
- Name of medication
- Dosage
- Expiry date
- Name of dispensing pharmacist or doctor
- Storage details

Without the above information and signed permission from the parent or carer, nursery staff cannot administer any medication (which includes natural, herbal or over the counter remedies). On arrival, the parent or carers instructions, time, date and dosage onto the 'Administration of Medication & Treatment Consent Form' and must be signed. A colleague will administer the medication as per instructions. At the end of the day, the parent or carer must sign the form again to acknowledge that treatment has been given.

Should a child require ongoing medication for a condition e.g. asthma, diabetes, allergies, teething, skin conditions, fits, convulsions, reflux and anaphylactic shock, we may store medication to be used when required. These medications must be accompanied by an 'Administration of Medicines & Treatment Consent Form' which has been completed by a parent or carer. An 'Individual Care Plan' will be discussed and completed to support the child's needs in these cases.

In an emergency situation, one dose of liquid paracetamol may be administered after a discussion with a parent or carer. The written permission of 'emergency treatment' is collected in advance, via the 'Child Entry Record' as part of the official offer of a nursery place or child's induction.

In cases of an extreme emergency situation nursery colleagues will contact the Emergency services, parent and/or carer. If the parent or carer is unavailable, nursery colleagues will travel in the ambulance with the child to the hospital. On arrival at hospital, the responsibility of medical needs will be handed over to the medical professionals. The nursery colleague will stay with the child until the arrival of a parent or carer.

## **COVID-19**

### **Coronavirus (COVID-19) symptoms in children:**

Children can get coronavirus (COVID-19), but they seem to get it less often than adults and it's usually less serious.

#### **The main symptoms of COVID-19 are:**

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

### **What to do if your child has symptoms**

If your child has any of the main symptoms of COVID-19, even if they're mild:



1. Get a PCR test (test that is sent to a lab) to check if they have COVID-19 as soon as possible.
2. Your child should stay at home and not have visitors (self-isolate) until you get the test result – they can only leave home to have the test. [Check if you and anyone else your child lives with need to self-isolate.](#)

[Get a PCR test to check for COVID-19 on GOV.UK](#)

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

(Accessed 11.10.2021)

Children and visitors to the nursery who show signs of COVID-19 or are sent home from nursery with COVID-19 symptoms must book a PCR test. Children who are sent home due to a high temperature and/or have been given emergency pain relief at nursery must stay at home for at least 24 hours. This is to ensure children are well enough to be at nursery, whilst reducing the risk of further infection to others.

**The notification of a positive or negative COVID-19 result should be shared with the nursery by email prior to return.**

**To support the health and well-being of all children, families and colleagues of Rotherly, we respectfully ask that face masks continue to be worn and all visitors to the nursery remain mindful to social distancing.**

The Westgate School's COVID-19 risk assessment is in place and continues to be regularly updated. This is accessible on the Westgate School website.

#### **Illness Exclusion table**

The following information is taken from Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London. PHE publications gateway number 2016692 Crown Copyright 2017

<b>Infection</b>	<b>Exclusion period</b>
Chicken pox	Five days from onset of rash and all the lesions have crusted over
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms
Flu (influenza)	Until recovered
Head lice	None - Please treat if live lice are found
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment
Measles*	Four days from onset of rash and recovered
Meningococcal meningitis*/ septicaemia*	Until recovered
Meningitis* due to other bacteria	Until recovered
Mumps*	Five days after onset of swelling
Rubella (German measles)	Five days from onset of rash
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed
Scabies	Can return after first treatment
Slapped cheek /Fifth disease /Parvo virus B19	None (once rash has developed)

Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics
<p>*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).</p> <p>Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London. PHE publications gateway number 2016692 Crown Copyright 2017</p>	

## Injuries

Should a child arrive at nursery with an injury, parents and carers must complete a 'Before Setting Incident' form.

If a child should sustain an injury when they are at nursery, the injury, however small, will be recorded and kept on our database. Should a child receive an injury to the head, a nursery colleague will contact a parent or carer, informing them of the incident. The child will be closely monitored and if there is any deterioration in wellbeing, parents or carers will be informed immediately.

## Allergies

We will undertake suitable induction processes to ascertain that the child's allergy will not have an impact on the health and safety of both the child and other children in the nursery. Every effort will be made to adapt procedures that minimise the risk of an allergic reaction. Each case will be treated in accordance to the needs and medical instructions relevant to the individual child. A full risk assessment will be completed to identify risks, control measures and treatment necessary. Parents, carers, nursery colleagues and medical professionals will be involved in contributing to risk assessments and will be reviewed at agreed timescales. If a child requires medication as routine or in emergency situations, medication MUST be provided and on site. The nursery will refuse entry if medication is not available.

We would like to remind parents and carers that we care for some children attending Rotherly, the Westgate's Day Nursery, have various allergies. For this reason, we discourage food to be brought in and/or consumed at the nursery. Food that has been provided by parents, carers or made as part of the children's activities will be sent home for parents or carers to decide if it is suitable for consumption by their child.

## Safeguarding

Our safeguarding and welfare procedures are outlined in our safeguarding policy. We take all necessary steps to keep children safe and well by providing a welcoming, safe and stimulating environment where children can enjoy learning and grow in confidence. It is important to us that all children in the nursery are 'safe'. We aim to educate children on boundaries, rules and limits and to help them understand why they exist.

The Westgate School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

As part of the Westgate's safeguarding procedure absences should be communicated to the nursery. Any unconfirmed absences will be subject to contact by a member of the nursery team and documented.

The safety of all the children at the Westgate is of paramount importance. CCTV cameras are situated across the Westgate campus. The nursery building is surrounded by fencing and a buzzer entry system in place. ONLY nursery colleagues may allow entry to any visitors to the nursery building. Parents, carers and other visitors should not open the door for others without the knowledge of a nursery colleague. Any visitors, big or small, will be asked for proof of identification, if unknown to the nursery team.

Children are to be collected by an adult who has been authorised to do so on the Child Entry Record. In exceptional circumstances, if the parent requires another adult who is not listed on the Child Entry Record to collect their child, the parent or carer must inform nursery colleagues in advance. We require a description or photograph and a password that will be used. The nursery will not allow a child out of their care of the nursery unless contact has been made to a parent or carer with responsibility for that child. Children under 16 must not collect nursery children.

No mobile phones are allowed in the nursery building. We respectfully request that parents and carers do not use their phone in the building. Nursery colleagues wait for conversations to end or will ask for mobile phones to be switched off, before entering the nursery.

Photos and videos are used for observation opportunities and displays. These are available for parents to view on their own child's Tapestry account. Parents are able to ask for their child not to be used in joint observations to remove the possibility of photographs being shown or children identified.

Safeguarding is everyone's responsibility. As such it does not rest solely with the Designated Safeguarding Lead (DSL) and their deputies, to take a lead responsibility in all of the areas covered within the safeguarding policy. The Westgate safeguarding lead, deputies and useful contact numbers are displayed in the nursery reception area. This information can also be found within the Lower and Upper school.

Everyone who comes into contact with children and families has a duty of safeguarding. Therefore, we reserve the right to contact the Westgate's designated safeguarding lead, Children's Services and Ofsted, if we have any cause for concern.

Some areas, such as Health and Safety, are a specialist area of safeguarding and a separate lead for this area is in place in the school/nursery/wraparound.

Safeguarding processes are intended to put in place measures that minimise harm to children. There will be situations where gaps or deficiencies in the policies and processes we have in place will be highlighted. In these situations, a review will be carried out in order to identify learning and inform the policy, practice and culture of the school/nursery/wraparound.

All pupils in our school/nursery/wraparound are able to talk to any member of staff to share concerns or talk about situations which are giving them worries. The staff will listen to the pupil, take their worries seriously and share the information with the safeguarding lead.

In addition, we provide pupils with information of who they can talk to outside of school/nursery/wraparound both within the community and with local or national organisations who can provide support or help.

### **Safeguarding Policy Statement extract**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school/nursery life. As a school/nursery we are committed to safeguarding and promoting the welfare of all of our pupils.

The actions that we take to prevent harm; to promote wellbeing; to create safe environments; to educate on rights, respect and responsibilities; to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school/nursery. As such, this overarching policy will link to other policies which will provide more information and greater detail.

‘Safeguarding’ is defined in the Children Act 2004 as protecting from maltreatment; preventing impairment of health and development; ensuring that children grow up with the provision of safe and effective care; and work in a way that gives the best life chances and transition to adult hood. Our safeguarding practice applies to every child.

Further documents recognised in practice: Keeping Children Safe in Education (2018), Early Years Foundation Stage (2017) and the Ofsted inspection guidance (2016).

Any links to local or national advice and guidance can be accessed via the safeguarding in education webpages: [www.hants.gov.uk/educationandlearning/safeguardingchildren/guidance](http://www.hants.gov.uk/educationandlearning/safeguardingchildren/guidance)

Links to online specific advice and guidance can be found at <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/onlinesafety>

Links to other pages from the local authority on safeguarding can be found at <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>

The procedures of the Hampshire Safeguarding Children Board can be accessed at <http://4lscb.proceduresonline.com/hampshire/contents.html>

## **Car parking**

There is 2 hour parking spaces available on Cheriton Road, close to the nursery entrance. Please be considerate of our neighbours and do not block any access to driveways. The parking near the Westgate School can become very busy at peak times of the day. Please consider this when arriving at the nursery or collecting your child.

## **Policies**

Every child is included and supported through equality of opportunity and anti-discriminatory Practice. We value the diversity of individuals within the nursery. All pupils at The Westgate School are treated fairly regardless of race, gender, religion, ability or any other protected characteristic.

The Westgate Policies and Procedures are available on the Westgate website and in the nursery reception area. Parents and carers are advised to read them.

<https://www.westgate.hants.sch.uk/policies>

## **Social media**

The School’s social media accounts should be used appropriately, in line with the School ethos and values, by all partners, in order to celebrate our community.

If any person would like to discuss a matter then they should contact the School office or appropriate colleague as per the School website, in order to resolve the situation.

If a person uses an account contrary to the Nursery’s ethos and values, the nursery reserves the right to take one or more of the following actions:

- A nursery colleague will contact parents or carers.
- ‘Block’ said person from accessing the account.

Contact the person in order to resolve the situation.

- Pass the details to the police.
- Inform the School's legal services.

## Data Protection

Our aims are to:

To ensure that all personal data collected about colleagues, pupils, parents, governors, visitors and other individuals is, stored and processed in accordance with the General Data Protection Regulation (GDPR) 2018 and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

Our school processes personal data relating to parents, pupils, staff, governors, visitors and others, and therefore is a data controller. The school is registered with the ICO (Registration reference: ZA336960).

Our Data Protection Officer is the Senior Site and Facilities Strategic Lead, who is the first point contact for individuals whose data the school processes and is contactable via [contact@westgate.hants.sch.uk](mailto:contact@westgate.hants.sch.uk).

Privacy notices in place:

Pupil Privacy Notice

Privacy Notice – General Data Protection Regulation 2018

Colleague Privacy Notice

For our data protection policies please see our policies page.

<https://www.westgate.hants.sch.uk/policies>

### Policies:

CCTV

Safe Use of ICT for Staff

Freedom of Information

GDPR Data Protection

## Complaints procedure

Rotherly, The Westgate's Day Nursery believes in taking a positive approach to complaints, which are made in an appropriate way, and recognises that mistakes can sometimes be made. The nursery team is willing to take action and make changes, when appropriate, to benefit the daily operation and the ethos of the nursery.

If a parent or carer has a concern either involving their child or the nursery, they should in the first instance, raise the issue with the child's key person. If the parent or carer feels unable or unwilling to raise the issue in this way, they can approach the nursery manager, Jayne Bush.

If there is a concern about an aspect of the nursery, this should in the first instance be taken up with the relevant member of staff. We encourage parents and carers to approach your child's key person or nursery manager, with any concerns and aim to resolve issues through open dialogue and mutual understanding. If a concern cannot be satisfactorily resolved, parents and carers may wish the matter to be referred to our Early Years Leader, Lucy Collins who may then refer the matter to the Westgate Head teacher, Fae Dean.

In the unlikely event that a concern is not resolved through the procedure, you may contact Ofsted.

You can get in touch with **Ofsted** at:

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

**0300 123 4666** to complain about a childcare provider.

<https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>

Rotherly



**THE WESTGATE SCHOOL – WINCHESTER**  
Hampshire's First 4-16 'All Through' School  
★ ★ ★ ★ ★