



NURSERY HANDBOOK



WELCOME

It is our great pleasure to welcome you to Happy Stars Nursery, a small, nurturing setting nestled in an area of natural beauty. Here, childhood is celebrated, curiosity is encouraged, and every child is truly known as an individual.

At Happy Stars, our approach is rooted in the belief that young children thrive when they feel secure, valued, and inspired by the world around them. Our strong focus on outdoor learning allows children to explore, discover, and develop confidence in rich natural spaces-whatever the weather! We know that fresh air, imagination, and hands-on experiences build the foundations for a lifelong love of learning.

We are proud to serve the warm and welcoming school communities of Bromesberrow and Redmarley, providing a joyful, inclusive environment where children aged two to four can grow, play, and shine. Our dedicated team works closely with families to ensure every child begins their learning journey with enthusiasm, resilience, and a deep sense of belonging.

I invite you to discover more about what makes Happy Stars Nursery such a special place to begin the adventure of early education.

Best Wishes,

Mrs Laura Hankins
Executive Headteacher

Miss Alanna Salter
Nursery Lead



MEET THE TEAM



Mrs Laura Hankins
Executive Headteacher QTS and NPQEL

I am Executive Headteacher across Bromesberrow and Redmarley Academies. I am committed to ensuring that every child becomes a confident, capable learner who achieves their very best.



Miss Alanna Salter
Nursery Lead NVQ3

As Preschool Lead, I am deeply passionate about the early years and the remarkable learning that takes place during this precious stage of childhood. I understand the importance of providing children with secure, nurturing, and inspiring beginnings that set them up as learners.



Mrs Tracy Page
Nursery Assistant NVQ3

With many years' experience in Early Years, I have a real love for all things creative! I enjoy getting down to the children's level, joining in the fun, and turning ordinary moments into memorable learning experiences



Miss Jodie Wilson
Nursery Assistant (Apprentice)

I am new to the early years, but I bring a wealth of real-life experience as a mum and from working within a school environment. I pride myself on my warm and caring nature. I am committed to providing the nurture, support, and comfort children need to thrive.

All staff have Enhanced DBS checks,

HAPPY STARS CURRICULUM

Our Curriculum Intent

At Happy Stars Nursery, we believe childhood should be filled with wonder, exploration and meaningful play. Children learn best through secure relationships, high-quality interactions and opportunities to investigate the world around them. Our curriculum is rooted in the Early Years Foundation Stage and is responsive to children's interests, needs and stages of development.

We recognise that children develop at different rates. Our curriculum is therefore designed around developmental milestones rather than fixed age expectations. Practitioners carefully observe children, identify strengths and next steps, and provide enriching experiences that build the foundations for future learning.

The curriculum is delivered through:

- High quality play experiences
- Rich indoor and outdoor environments
- Skilled adult interaction
- Language-rich learning opportunities
- Responsive planning based on children's interests
- Nurturing relationships and emotional security

This is **implemented** through:

Play and Exploration- where play is at the heart of what we do. Children are supported to:

- Explore ideas
- Develop curiosity
- Solve problems
- Build confidence
- Learn resilience
- Practise new skills
- Make sense of the world around them

Language is the foundation of all learning!

We place communication and language at the centre of our curriculum through our interactions with children. We model rich vocabulary, we listen attentively, we follow children's interests and we extend thinking and ideas.

Adults carefully balance:

Child-led play -Children follow their own interests and ideas.

Adult-guided play-Adults join play to model language, extend thinking and introduce new experiences.

Adult-directed learning-Short focused sessions develop key skills such as communication, early phonics, mathematics and listening.

The **impact** of this is that children are ready for the next stage of learning, having developed the communication, confidence, independence and resilience needed to thrive in Reception and beyond. They are equipped with secure foundations in the prime areas of learning, demonstrate positive attitudes to learning and are increasingly able to think critically, solve problems and build successful relationships. Children leave Happy Stars **ready to learn, ready to belong and ready to flourish**

WHAT DOES A TYPICAL DAY IN NURSERY LOOK LIKE?

8.45am - 9am - The gate is opened for children to enter the grounds. An adult will be there to meet them and take them into the classroom. The children hang up their coats/bags etc and register. After that we have a small group phonics based session with one of the adults.

9.30am - We can now choose what we want to do. There are lots of things to choose from; building, home corner, painting/drawing, playdough/clay or we can play outside. Our adults help play alongside us and develop our play further.

10:00-10:20 am - Is our time to wind down and have snack together as a class, we help ourselves to milk and fruit to develop our independence and have some toast.

10:20- 11 am - This is another opportunity to discover within our environment, we have free flow to choose what we want as well as helping ourselves to our creation station.

11:15 am- this is time for us to tidy up and join an adult in a focused adult led activity e.g. maths

11:50am - After enjoying some more discovery it is time to get ready for lunch. Lunchtime is in the Nursery or school hall, depending on the needs/age of the children. An adult eats their lunch with us. We can have a packed lunch or order a hot meal. Once we've eaten and tidied away we go outside to play.

1pm - This is the end of lunchtime so we all come inside to do the register. We then have a theme based input from our teacher where we can learn and discuss more about our theme. Then we can choose what we want to do. We love being able to go outside and explore but equally enjoy choosing from many of the classroom resources or enhancements set up. Sometimes we may have PE, forest school or music lessons incorporated into our day.

2.30pm - This is the end of the day tidy up. We then come together for a class story and/or some singing.

3.10pm - We get ready to go home. We collect our coats, bags and lunchboxes and wait to be called to the front door. An adult will be on hand to bring your child to you.

We always have a very busy day and children may not want to talk about what we've done. We use Tapestry (an online learning journal) to share wow moments with you

WHAT DOES MY CHILD NEED TO BRING TO NURSERY?

- A named or clearly identifiable drinks bottle filled with water only.
- A change of clothing, plus extras pants and bottoms if training. Please keep on top of this and send in extra clothes when your child has required a change in school.
- Nappies, wipes and nappy sacks if your child requires these. Again please keep us topped up.
- Ensure your child comes dressed for the weather e.g. coats, hats and gloves in cold weather and sunhats and sun cream in hot weather
- Wellies (a pair that can be kept at school)
- Wet weather all in one
- A healthy lunchbox or your child may have a hot dinner-these can be ordered through the School Office
- We provide a healthy snack and milk. If your child has any allergies or intolerances please state on the main information form. We will do our best to accommodate this.
- We ask that all belongings are labelled, this not only helps us relocate items but also promotes independence.



ADMISSION, FUNDING AND CHARGING

School Term Information

Our Preschool is open term time only. The school academic year is broken into six terms interspersed by holiday periods, and this year's School Terms and Holidays are available on the school website.

Eligibility for Nursery Attendance

Children can attend Nursery from the term in which they turn two. Nursery has a waiting list and takes children on a first-come, first-served basis.

Enrolment Process

You will need to complete an enrolment form, sharing details of key contacts, immunisations, allergens, etc., as well as submitting key documents like a birth certificate. Please contact happystars@st-marys-bromesberrow.gloucs.sch.uk

Funding for Nursery Hours

The government offers funded early education and childcare places for eligible families. All 3- and 4-year-olds are entitled to 15 hours of free childcare per week, with working families able to access 30 hours depending on income criteria. Some 2-year-olds may also receive 15 funded hours if families receive certain benefits or if the child meets specific criteria such as having an EHCP, being looked-after, or having left care. Working families of 2-year-olds may also now access 30 hours, following the national entitlement expansion. Families can check their eligibility and apply through the government's childcare support portals, with funding available from the term after the child's relevant birthday.

Claiming Funded Hours

All parents whose children are funded will be required to fill in a declaration form from the school to claim the funded hours and will need to apply through Childcare Choices <https://www.childcarechoices.gov.uk> for up to 30 hours/week. Information on claiming tax-free childcare is available at <https://www.gov.uk/help-with-childcare-costs>. Please speak with Mrs Martin (School Administrator) at admin@st-marys-bromesberrow.gloucs.sch.uk for further information.

Non-Funded Hours & Payment

Any hours not funded will be invoiced at £7.50 per hour for 3-4 year olds and £8.50 per hour for 2 year olds at the beginning of term and must be paid promptly. To maintain quality of care, we ask you to book sessions required for the whole school year. If your circumstances change within the year, please get in touch, and we will endeavour to accommodate your needs if possible.

KEY INFORMATION AND POLICIES

Behaviour

Our approach to behaviour at Happy Stars is a restorative one, which means we support children to gain a better understanding of their choices, their impact upon others and how they can make better choices when needed. Please see Trust behaviour policy for further information. Please also be aware that this is adapted for our younger members of the school and their level of understanding and development.

Parent-Teacher Communication

Monthly School newsletters- emailed

Preschool reports and updates

Regular updates via Tapestry (you will be sent instructions on how to sign up and access these)

Contacting the Nursery team: Feel free to call or email during office hours
happystars@st-marys-bromesberrow.gloucs.sch.uk 01531 650340

Health and Safety Policies

Illness Policy: If children are too unwell to be in Nursery then please contact the school office to let us know. If you are unsure on whether you should be sending your child into Nursery (e.g. infectious childhood illnesses) then please contact us for advice. We follow the NHS Spotty book advice.

Medication Administration: Medication will only be administered in accordance with the school's medicines policy and with appropriate parental consent.

Emergency Procedures: Regular fire and emergency drills are conducted. Staff are trained in Safeguarding, CPR and first aid.

Transition into Setting

- It is really important to us that your child feels happy and confident in setting. To ensure a smooth start we:
- Offer stay and play sessions- (a chance for you to stay with your child in setting and experience it with them)
- Taster sessions- where your child can 'try out' the setting.
- Liaise with your child's previous setting to gain a fuller understanding
- Liaise and listen to parents- we ask you to complete a booking form
- Conduct home visits when welcomed to visit your child where they feel most comfortable

Key Person

Every child is allocated a key person who helps them settle into nursery, develops strong relationships with families, monitors progress and acts as the main point of contact between home and nursery.

Safeguarding

Safeguarding is everyone's responsibility at Happy Stars. All staff receive regular safeguarding training and hold enhanced DBS checks.

We work closely with families and external agencies where required to ensure children are safe, happy and able to flourish.

Designated Safeguarding Leads: Miss Leonie Mison and Mrs Laura Hankins dsl@st-marys-bromesberrow.gloucs.sch.uk

Safer Sleep

Children who require rest during the nursery day are supported in line with our Safer Sleep procedures and individual needs discussed with parents.

SEND and Inclusion

We are committed to inclusive practice and welcome children of all abilities and backgrounds. We work closely with families, the SENDCo and external agencies to ensure children receive the support they need to thrive.

SENDCo- Mrs Robyn Oakes sendco@st-marys-bromesberrow.gloucs.sch.uk

TOP TIPS FOR STARTING NURSERY

1. Establish a routine of "early to bed" and "Nursery wake-up time" several weeks before Nursery begins so your child has time to adjust to the new schedule.
2. Build a new morning routine before you go to nursery, for example, let them help pack their lunch or bag.
3. Encourage a good toilet routine, so that your child is aware when they need to go and can begin to meet their own needs.
4. Please take up the opportunity for yourself and your child to visit the setting. These will help your child get to know the environment and people in Nursery. This allows your child to experience the setting and allows us to get to know them more as individuals.
5. Let your child pick out a lunchbox and bag (for spare clothes) and together write their name on it.
7. Read lots of stories and sing songs. This will help with listening skills.
8. Encourage your child to help with tidying up their toys at home and follow your instructions. This will help with the tidying up routine at Nursery.
9. Teach your child how to wash their hands in the correct manner.
10. Help your child learn to take off shoes, keep together and put on wellies. Let them know that we are there to help them too.
11. Clothes can be challenging for children to do alone but try get into the habit of letting them have a go as this will help promote independence whilst at Nursery.
12. Discuss this new beginning with your child, this will help you both come to terms with the new routines. We find this helps with the transition into Nursery in the mornings and always encourage a swift handover into the setting

2 Year Old Check

As part of the Early Years Foundation Stage (EYFS), all early years settings are required to complete a 2-Year-Old Progress Check for every child between the ages of 24 and 36 months. This is an important opportunity to celebrate your child's achievements, identify areas where they may need extra support, and ensure they are progressing well in their early development.

What the Check Involves

The 2-Year-Old Progress Check is a short written summary describing your child's development in the following three Prime Areas of Learning:

Personal, Social and Emotional Development (PSED)

How your child plays with others, manages their feelings, gains independence, and builds relationships.

Communication and Language (C&L)

How your child listens, understands words and instructions, and uses language to express themselves.

Physical Development (PD)

Your child's movement, coordination, health and self-care skills.

Our practitioners observe your child through everyday play and interactions. There are no tests or formal assessments—everything is gathered naturally while your child is enjoying their normal nursery routine.

How Parents Are Involved

We believe that families know their children best, so your input is essential. As part of the process:

We will invite you to share information about your child's interests, strengths, routines, and any concerns you may have.

You will receive a written summary of the check.

You will be offered a meeting to discuss the outcomes together and ask any questions.

A copy can be shared with your child's Health Visitor if needed, especially if additional support may be beneficial.

Why the Check Matters

The purpose of the 2-Year-Old Progress Check is to:

Celebrate your child's unique development.

Identify any emerging needs early, so that support can be put in place.

Strengthen communication between families and nursery staff.

Help ensure your child is thriving as they move towards the next stage in their learning.

If Additional Support Is Needed

If the progress check highlights areas where your child might benefit from extra support, we will:

Discuss this sensitively with you

Agree next steps together

Put a plan in place to support your child within the nursery

Seek advice from external professionals if appropriate (with your consent)

Our aim is always to work in partnership with you to give your child the very best start.