



The Coombes Church of England Primary School

School-Based Nursery Operations Policy

Coombes Author and Signature:	L Henderson 	Lead Governor and Signature:	Kate McKrell
Approval by:	LGB	Team Reviewing:	LGB
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1. Purpose of this Policy

This policy sets out how the Orchard Nursery operates and demonstrates compliance with all statutory requirements, including the Early Years Foundation Stage (EYFS) Statutory Framework, safeguarding legislation, health and safety law, and Department for Education (DfE) guidance on establishing and running school-based nursery provision.

The policy applies to all nursery children, staff, volunteers, students, governors and visitors.

2. Legal and Statutory Framework

The nursery operates in accordance with the following legislation and statutory guidance: -

- Early Years Foundation Stage (EYFS) Statutory Framework (latest edition)
- Childcare Act 2006 - Children Act 1989 and 2004
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Equality Act 2010
- Health and Safety at Work Act 1974
- Data Protection Act 2018 and UK GDPR
- SEND Code of Practice (0–25 years)
- School-based Nursery Provision Guidance (DfE)

3. Aims and Ethos

The Orchard nursery aims to:

- Provide a safe, nurturing and inclusive early learning environment
- Support children's learning and development in line with the EYFS
- Work in partnership with parents and carers
- Promote equality, diversity and inclusion
- Safeguard and promote the welfare of all children

4. Safeguarding and Child Protection

The welfare of children is paramount.

- The nursery follows the school's Safeguarding and Child Protection Policy.
- A Designated Safeguarding Lead (DSL) and Deputy DSL are in place.
- All staff receive safeguarding training on induction and annually thereafter.
- Staff understand signs of abuse and neglect and know how to report concerns.
- Allegations against staff are managed in line with statutory guidance.

5. Staffing, Ratios and Qualifications

- Staff ratios comply with EYFS statutory requirements.
- At least one member of staff with a full and relevant Level 3 qualification and pediatric first aid is present at all times.
- A qualified teacher or Early Years Professional leads the provision where applicable.
- All staff undergo safer recruitment checks, including enhanced DBS clearance.
- Staff receive regular supervision, appraisal and professional development.

2 years ratio	1:5 ratio
3+ years ratio	1:13/1:8

6. Admissions and Attendance

- Admission arrangements are published on The Coombes website and are fair, transparent, and inclusive.
- Priority may be given in line with Orchard Nursery admissions criteria.
- Attendance is monitored and concerns followed up promptly with parents/carers.
- The nursery supports children eligible for funded early education places.

7. Drop off/pick up arrangements

Full Day

Drop off and pick up is via the external nursery door in the EYFS nursery area.

Parents are to wait outside the classroom and wait for staff to release the children from the door at the appropriate time.

Drop Off Time:	8:30am-8:45am
Pick Up Time:	3:10pm-3:30pm

Morning Session Only

Drop off is via the external nursery door in the EYFS nursery area. Pick up via the external school gate.

Drop Off Time:	8:30am-8:45am
Pick Up Time:	11:30am 12:30pm *If attending paid 'lunch club' session

Afternoon Session Only

Drop off is via the external school gate. Collection is via the Orchard Nursery classroom door.

Parents are to wait outside the classroom and wait for staff to release the children from the door at the appropriate time.

Drop Off Time:	11:30am *If attending paid 'lunch club' session 1:00pm
Pick Up Time:	3:10-3:30pm

Late Collection

Children are to be collected promptly at the end of the booked session. Children who are late to be collected will be taken to the school office to await collection .

Additional Charges

For collection more than 15 minutes after a session has ended, an additional charge of £25 will be raised. Repeated late collection may result in a child's place being removed.

8. Curriculum and Learning

The nursery delivers a broad and balanced curriculum in line with the EYFS Framework, covering the seven areas of learning and development. The curriculum is sequenced with the Reception class curriculum to ensure continuity and appropriate learning progression.

The curriculum includes (not limited to):

- Planned play-based learning indoors and outdoors
- Forest School sessions
- Observation, assessment and planning tailored to individual needs

Children's progress is regularly monitored and shared with parents via Tapestry.

9. Special Educational Needs and Disabilities (SEND)

- The nursery follows the school SEND policy and SEND Code of Practice.
- An Early Years SENDCo supports identification and provision.
- Individual support plans are implemented where required.

- Partnership with parents and external agencies is actively encouraged.

10. Behaviour and Positive Relationships

- Behaviour is managed positively and developmentally appropriately.
- All behavior is managed in an age appropriate way in line with the school behavior policy.
- Children are supported to develop self-regulation, respect, and empathy.

11. Health, Safety and Risk Assessment

- The nursery complies with health and safety legislation.
- Daily checks and risk assessments are carried out and reviewed annually.
- First aid provision meets EYFS requirements - staff have appropriate training and readily available resources to support a child.
- Accidents and incidents are recorded and reported appropriately via Meditracker

12. Medication, Illness and Infection Control

- Medication is administered only with written parental consent.
- Records are kept of all medication given.
- Procedures are in place for managing illness, allergies and medical conditions.

13. Equality, Diversity and Inclusion

- The nursery promotes equality of opportunity. This is in line with the school Equality, Diversity and Inclusion policy.
- Discrimination is not tolerated in any circumstances.
- Provision reflects and respects children's backgrounds, cultures and beliefs.

14. Partnership with Parents and Carers

- Parents/Carers are recognised as key partners in children's learning.
- Regular communication is maintained through meetings, reports and informal discussions. Parents are actively encouraged to speak with staff at drop-off or collection daily.
- Parents are encouraged to contribute to assessments and planning.

15. Food and Snacks

- Free fruit and free milk will be provided daily
- The school is a nut free school, no nuts or foods containing nuts (including trace) are to be brought into school
- Water is to be provided (no squash, juice or fizzy drinks)

* Staff will make arrangements in partnership with parents to cater for children with specific dietary/medical needs

16. Nappies and Wipes

- Parents are required to provide appropriate nappies and support materials (wipes) for their child.
- Staff will work in partnership with parents to support toilet training; however, after an appropriate period of time and/or if repeated accidents are impacting on the day to day operations of the nursery and/or welfare of the child, this will be reviewed. The school reserves the right to not support toilet training.

17. Sleeping

- Children who are under 3 who are attending full day sessions will be offered a sleep/rest session daily.
- Sleep mats and a suitable environment will be provided by the staff team
- Children will be supervised by an adult throughout the sleep/rest session

18. Responsibilities

Responsibility of parents and carers

Parents and carers are required to:

- Provide pull-up / nappies and wipes for their child
- Engage in communications with the Nursery Team
- Ensure their child is dropped off and collected on time
- Provide all resources for a e.g. water bottle, packed lunch (if not purchasing a school lunch), hat, wellies and appropriate clothing. Including a spare change of clothes.
- Ensure that the school is made aware of any medical, dietary or additional requirement. This includes medical conditions and allergy information.
- Ensure that sessions (funded or unfunded) are funded in accordance with the school charges and remissions policy.

Responsibility of Nursery Staff

Safeguarding and Welfare

- Adhere to safeguarding policies and procedures, ensuring the safety and wellbeing of all children at all times
- Report any concerns promptly in line with school safeguarding protocols

- Maintain appropriate supervision ratios and carry out risk assessments

Teaching and Learning

- Plan and deliver high-quality early years provision in line with the Early Years Foundation Stage (EYFS) framework
- Provide a stimulating, inclusive and developmentally appropriate learning environment
- Support children's individual learning, development and next steps

Observation and Assessment

- Observe, assess and record children's progress accurately
- Use assessment information to inform planning and support individual needs
- Contribute to reports and discussions with parents and carers

Inclusion and Equality

- Promote an inclusive environment where all children feel valued and supported
- Support children with additional needs in collaboration with the SENCo and external agencies
- Ensure equal opportunities for all children

Behaviour and Relationships

- Promote positive behaviour through consistent expectations and modelling
- Support children's social and emotional development
- Build positive relationships with children based on trust and respect
- Manage behaviour in line with the school behaviour policy

Health, Safety and Hygiene

- Follow health and safety procedures, including hygiene practices and safe use of equipment
- Administer first aid where appropriate and report accidents in line with policy
- Ensure the environment is safe, clean and well-maintained
- Emergency Procedures, Evacuation Procedures and Fire Procedures are followed in line with the school procedures

Partnership with Parents and Carers

- Communicate effectively and professionally with parents and carers
- Share information about children's learning, development and wellbeing (Tapestry)
- Support a collaborative approach to children's care and education

19. Data Protection and Confidentiality

- Personal data is handled in accordance with the school GDPR and school data protection policies. Privacy notices are available upon request.

- Records are stored securely and shared only with appropriate consent.
- Photo permissions are requested upon admission into the nursery.

20. Complaints Procedure

- The nursery follows the school complaints policy.
- Parents are informed of how to raise concerns.
- Complaints are handled promptly, fairly and transparently.

21. Emergency closure

- In the event of an emergency closure, parents will be contacted via telephone with a follow up email.
- Children are to be collected as soon as possible from the Nursery classroom
- Staff will supervise the children until they are collected

* Nursery staff will follow arrangements outlined in the business continuity plan

22. Payments

£24*	3 hour session (unfunded)
£5 *	Additional hour for lunch club at end of day

Payments to be made via Arbor / Childcare Vouchers half termly in advance.

*fees as at April 2026

23. Linked Policies

- Behaviour policy
- Data Protection Policy
- Debt Recovery Policy
- Intimate Care policy
- Medical Needs in Education Policy
- Nursery Admissions
- Nursery Curriculum and offer document
- Safeguarding and Child Protection policy
- Any other relevant school policy

24. Monitoring and Review

- This policy is reviewed bi-annually or sooner if legislation changes.
- Governors and senior leaders monitor compliance.

25. Appendices

Appendix 1- Nursery Daily Timetable

- 8:50-9:00 - Register, Calendar & Rhymes
- 9:00-10:00 - Learning Through Play (Rolling snack/milk from 9:30-10)
- 10:00-10:15 - Grouptime
- 10:15-11:15 - Outdoor Learning Through Play (Phonics in summer term for eldest cohort)
- 11:15-11:30 - Storytime (morning session ends)
- 11:30-12:30 - Lunch Club
- 12:30-12:45 - Register, Calendar & Rhymes (2-year-olds offered a nap/rest)
- 12:45- 1:45 - Learning Through Play (Rolling snack/milk from 1:15-1:45)
- 1:45- 2:00 - Grouptime
- 2:00-2:55 - Outdoor Learning Through Play (Interventions/S< etc)
- 2:55-3:10 - Storytime (Afternoon session ends)
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