



**St Sebastian's C of E Primary
School and Nursery**

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"Love for Others, Learning in Every Step"



St. Sebastian's Church of England Primary School and Nursery

Nursery Operations Policy

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St Sebastian's School-Based Nursery

Operations Policy

1. Purpose of the Policy

This policy sets out how Seedlings 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

Seedlings Nursery provides a nurturing, inclusive and aspirational environment rooted in Christian values. We recognise each child as unique and valued and seek to develop confident, curious and compassionate learners who flourish academically, socially, emotionally and spiritually.

Seedlings 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 recognises that safeguarding includes protection from abuse, neglect, exploitation, radicalisation, online harm and peer-on-peer harmful behaviour. All concerns will be reported immediately in accordance with the school's safeguarding procedures.

- 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

- Staffing ratios will comply with the requirements of the EYFS Statutory Framework. For children aged 2 years, the ratio will be 1:5. For children aged 3 and over, ratios will be maintained in accordance with EYFS requirements, taking account of staff qualifications and the presence of qualified teachers where applicable.
- 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.

6. Admissions and Attendance

- Admission arrangements are published and fair, transparent and inclusive.
- Priority may be given in line with Seedlings 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. 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 Class Dojo.

8. 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.

9. 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.

10. 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.

11. 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.

12. Equality, Diversity and Inclusion

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

13. Partnership with Parents and Carers

- Parents are recognised as key partners in children's learning.
- Regular communication is maintained through meetings, reports, Class Dojo 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.

14. 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.

15. Complaints Procedure

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

16. Monitoring and Review

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

Settling in Procedures

Every child will be assigned a Key Person who will support their emotional wellbeing, learning and development, and act as the main point of contact for parents and carers.

Prior to starting nursery, children will be offered settling-in sessions to support a positive transition into the setting. These sessions will be planned to allow children to become familiar with the environment, routines, staff and other children before attending their full sessions.

Settling-in arrangements will be tailored to meet the individual needs of each child and family. The nursery will work in partnership with parents and carers to ensure children feel safe, secure and confident as they begin their nursery journey.

For children with additional needs, medical requirements or who may require further support with transition, individualised arrangements will be made in consultation with parents, carers and relevant professionals.

Transition Arrangements

The nursery recognises the importance of effective transition arrangements in supporting children's emotional wellbeing, confidence and continued learning.

Transition into Nursery

- Children and families will be offered opportunities to visit the setting prior to admission.
- Information will be gathered from parents and carers to ensure children's individual needs are understood and supported.
- Settling-in sessions will be arranged as appropriate.

Transition Within the Early Years Foundation Stage

- Staff will share information about children's learning, development and wellbeing to ensure continuity of provision.
- Children will be supported to develop independence and familiarity with routines through age-appropriate experiences and expectations.

Transition to Reception

- Nursery and Reception staff will work closely together to ensure a smooth transition.
- Information relating to children's learning, development, wellbeing and any additional needs will be shared with parents' consent and in accordance with data protection requirements.
- Children have daily opportunities to visit the Reception environment and meet Reception staff.

- Transition activities will be planned throughout the year to promote familiarity with the Reception setting, routines and expectations.
- Parents and carers will be kept informed of transition arrangements and opportunities to support their child's move to Reception.

The nursery curriculum is carefully sequenced alongside the Reception curriculum to ensure continuity of learning and progression across the Early Years Foundation Stage.

Drop off/pick up arrangements

Full Day

1. Drop off at 8:40am via the external nursery door from the main playground.
2. Pick up at 3:15pm. Parents are to wait outside the main school hall door and wait for staff to release the children from the door at the appropriate time.

Morning Session Only

1. Drop off is at 8:40am via the external nursery door from the main playground
2. Pick up at 11:40am. Children will be brought to meet parents at the external school gate.

Afternoon Session Only

1. Drop off is at 12:15pm via the main school office.
2. Pick up at 3:15pm. Parents are to wait outside the main school hall door and wait for staff to release the children from the door at the appropriate time.

Late Collection

Children are to be collected promptly at the end of the booked session. Persistent late collection may result in a formal meeting with parents/carers. Where concerns continue and all reasonable support has been exhausted, the school reserves the right to review the child's nursery place in accordance with its admissions procedures.

Additional Charges

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

Uniform

Each child will be provided with an initial nursery t-shirt upon admission. Additional uniform items may be purchased through the school's approved uniform supplier. Details of how to order uniforms will be provided to parents and carers upon acceptance of a nursery place.

Working together

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 essential resources for their child e.g. a 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 requirements. This includes medical conditions and allergy information.
- Ensure that sessions (funded or unfunded) are funded in accordance with the school charges and remissions policy.

Nursery Staff will:

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 SENDCo 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

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

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

Food and Snacks

- Free fruit and free milk are provided daily.
- Children may either **order a hot school meal via Arbor** or **bring a healthy packed lunch** from home.
- Our nursery is a **fish-free setting** due to a current staff allergy. This will be reviewed should staffing change in the future.
- St Sebastian's is a **nut-free school**. No nuts or foods containing nuts (including products that may contain traces of nuts) should be brought onto the school site.
- Fresh drinking water is available to children throughout the day. Squash, juice and fizzy drinks are not permitted.
- Staff will work in partnership with parents and carers to ensure that children with specific dietary requirements, allergies or medical needs are safely catered for.

Nappies and Wipes

- Parents are required to provide appropriate nappies and support materials (wipes) for their child.
- The nursery will work in partnership with parents and carers to support toileting development. Where additional support is required, individual arrangements will be discussed to ensure the child's needs can be met safely and appropriately. The school reserves the right to not support toilet training.

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

Payments

Where a child is **not eligible for government-funded childcare**, or where parents choose to purchase additional hours beyond their funded entitlement, the following charges apply:

- **Children aged 2–3 years:** £9.40 per hour
- **Children aged 3–4 years:** £6.50 per hour
- **Lunch session (where applicable):** £5.50 per session

All fees are payable in advance via Arbor. Parents will be invoiced in accordance with the school's published payment schedule.

Linked Policies

Nursery Admissions

Intimate Care policy

Administration of Medicines**

Behaviour policy

Safeguarding policy

Nursery Curriculum and offer document

Appendix 1- Nursery Example Daily Timetable

Nursery Daily Timetable

A day full of learning, play and fun! ☆ ☆

8:40 – 8:55am		Registration, story time, nursery rhymes and Makaton	
8:55 – 9:30am		Free play with carefully planned adult-led activities and child-initiated learning	
9:30 – 10:00am		3–4 year olds: Phonics and early writing 2–3 year olds: Purposeful mark making and early communication activities	
10:00 – 10:15am		Group time and healthy snack	
10:15 – 10:40am		Outdoor learning and free play	
10:45 – 11:00am		Age-appropriate maths activities	
11:00 – 11:25am		Free play	
11:25 – 11:40am		Understanding the World (including history, geography, science and religious worldviews)	
11:40am		Morning session ends	
11:45am – 12:10pm		Lunch	
12:15pm		Afternoon session begins	
12:15 – 1:00pm		Outdoor free play (Rest or sleep time available for children under three if needed)	
1:05pm		Registration	
1:10 – 1:30pm		Adult-led learning activity	
1:30 – 2:00pm		Free-flow play indoors and outdoors	
2:00 – 2:15pm		Group time and healthy snack	
2:15 – 2:30pm		Adult-led learning activity	
2:30 – 3:00pm		Free play	
3:00 – 3:15pm		Rhyme time and Makaton	
3:15pm		Home time Collection from the hall	



Personal Care

Planned nappy changing takes place at 11:00am and 2:00pm. Children are checked regularly throughout the day and changed whenever required to ensure they remain comfortable and happy.

