



PROSPECTUS

2026-2027

Ditton Lodge Community Nursery Pre-School
St Johns Avenue, Newmarket, Suffolk, CB8 8BL

Tel: 01638 354252

www.dittonlodgenursery.org.uk

email:dlnooffice1@gmail.com



Index

Welcome to Ditton Lodge Nursery Pre-School	4
About Us	4
Nursery Philosophy and Aim	4
The Management of our Setting	5
The Committee	5
Committee Roles and Responsibilities	5
Staff Development and Training	6
Working with Parents and Carers	6
Key Person	7
Fees	7
Payment of Fees	8
Funding	8
Voluntary Donations	8
Fundraising	9
The Session	9
Woodland Play	10
Arrival and Collection Procedure	11
Absence and Illness	11
Snacks	12
Lunch	12
Starting at our Setting - The First Days	13
Clothing	14
Toilet Training	14
Learning and Development	15

How we Provide for Development and Learning	15
Our Curriculum	16
Our Approach to Learning and Development	17
Assessment	19
Tapestry (Online learning Journey)	19
Equality, Diversity and Inclusion	20
Special Educational Needs and Disabilities	20
Policies	21
Bad Weather Conditions	21
Social Media	21
Complaints Procedure	22

Welcome to Ditton Lodge Community Nursery Pre-School

At Ditton Lodge Community Nursery Pre-School, we provide a welcoming and secure environment where your child's happiness, welfare, development, and safety are our top priorities. Starting nursery is an exciting step, but we understand it can also feel daunting for both children and parents. Our staff are here to support you every step of the way, and we encourage you to speak to a member of the team with any questions, worries, or concerns, whether before your child starts or during their time with us.

About Us

Ditton Lodge Community Nursery Pre-School is a busy, happy, and well-established setting for children aged 2 to 4 years. We are Ofsted registered (URN 2571710) and members of the Early Years Alliance. As a registered charity, the nursery is overseen by a parent management committee. Our experienced and qualified staff team are committed to providing a nurturing environment where children can thrive.

The nursery has been based in the grounds of Ditton Lodge Primary School for over 40 years. In 2011, we moved from a portacabin into our purpose-built classroom. We can accommodate a maximum of 24 children per session, with up to 8 children aged 2 years. We maintain a 1:8 staff-to-child ratio for 3- and 4-year-olds, and 1:5 for 2-year-olds. Our free-flow environment encourages children to access both indoor and outdoor learning throughout the day.

The nursery is fee-paying and also accepts Early Years Funding, Childcare Vouchers, and Tax-Free Childcare Payments. Please speak to a member of staff or visit our website for more information.

Nursery Philosophy and Aim

At Ditton Lodge Community Nursery Pre-School, we value each child as an individual. We believe every child has the right to the best possible start in life and should be encouraged and supported to reach their full potential.

Our nursery aims to provide high-quality care and education in a safe, secure, stimulating, and caring environment. Each child is supported to develop independence, confidence, and a love of learning through play, while becoming considerate of others.

We offer a broad and balanced curriculum through challenging and purposeful play, ensuring that all children have equal opportunities to develop social, emotional, physical, and cognitive skills. Every child, regardless of gender, race, ability, cultural background, or religion, is encouraged to participate fully. Each child is allocated a key person to support both the child and their family.

We are committed to building positive partnerships with parents and carers, recognising the vital role they play in their child's development. Parents and carers are an important part of our nursery community, and we encourage them to be actively involved in this exciting stage of their child's life.

The Management of Our Setting

Ditton Lodge Community Nursery Pre-School is a registered charity overseen by a voluntary parent committee. We employ qualified and experienced staff to care for and educate the children, while the committee provides support, guidance, and oversight rather than managing day-to-day operations.

The Committee

Committee members are elected by parents at our Annual General Meeting in the Autumn Term, usually in early October. All parents and carers are invited to attend. Committee members also serve as Trustees of the Charity. Most serve for one year, with the option to continue for up to ten years. Meetings are usually held two to three times a year, with ongoing communication via email. All members are required to undergo DBS and Ofsted checks to ensure their suitability.

The committee has three core roles: Chairperson, Treasurer, and Secretary, and operates under the Preschool Learning Alliance CIO Constitution for Childcare Providers 2013.

Committee Roles and Responsibilities

The committee's role is to support, inform, and influence the nursery. Key responsibilities include:

- Overseeing nursery finances
- Supporting the Nursery Manager in staff recruitment
- Acting as a link between the nursery and the wider community
- Helping to determine the nursery's aims and achieve its targets
- Supporting staff, parents, and children
- Ensuring the nursery continues to progress and remain sustainable
- Fundraising to support the nursery

A strong committee is vital to the success of Ditton Lodge Community Nursery, and membership requires time, commitment, and engagement.

Safeguarding and Child Protection

The welfare and safety of children and adults is our highest priority at Ditton Lodge Community Nursery Pre-School. All staff have a legal duty to safeguard and promote the wellbeing of children,

ensuring they are protected from harm. This includes teaching children about personal hygiene, safety, and fire awareness.

All staff receive regular child protection training and are fully familiar with our policies and procedures. Our recruitment practices are rigorous, including:

- Enhanced DBS checks for all staff
- Thorough induction processes
- Safe recruitment procedures designed to prevent unsuitable adults from working with children

We have clear procedures for managing complaints or allegations against staff. By working closely with children and parents, we can identify potential issues early and provide appropriate support, including referrals to specialist agencies when necessary.

Our Designated Safeguarding Leads are:

- Amanda Darley
- Victoria Bourne
- Anna Millgate

At Ditton Lodge Community Nursery, we are committed to maintaining a safe, secure, and supportive environment for every child in our care.

Staff Development and Training

At Ditton Lodge Community Nursery Pre-School, we believe that quality learning experiences require a high-quality staff team. All our staff hold qualifications in Early Years Care and Education and are committed to ongoing professional development. Keeping up-to-date with best practice and current thinking in early years education ensures our staff can provide the best possible outcomes for the children in our care.

Most staff are trained in Paediatric First Aid, and all hold a Level 2 Certificate in Food Hygiene and Safety. Every member of staff has completed basic Child Protection training provided by the Local Authority, and we have three Designated Safeguarding Leads. All staff working with children also hold enhanced DBS checks, ensuring a safe and secure environment for all.

Working with Parents and Carers

At Ditton Lodge Community Nursery Pre-School, we recognise that parents and carers are as the first and most important educators of their children. All staff see themselves as partners with parents in providing care and education. There are many ways parents can be involved in making the nursery a welcoming and stimulating place for children including:

- sharing knowledge about their children's needs, activities, interests and progress with staff;
- sharing their own special interests with the children;
- participating in stay and play sessions or being a 'Mystery Reader' during the year;
- being part of the management committee and supporting fundraising events;
- joining in community activities in which the setting is involved; and
- building friendships with other parents in the setting.

We encourage and value parental involvement in all aspects of nursery life, helping to create a strong, supportive partnership that benefits both children and families.

Key Person

At Ditton Lodge Community Nursery Pre-School, each child is assigned a key person who is responsible for supporting their individual care, learning, and development. This approach ensures that every child:

- Feels secure and confident in the nursery environment
- Receives personalised attention tailored to their needs and interests
- Builds a strong, trusting relationship with both staff and parents

The key person works closely with families to maintain your child's Learning Journey on Tapestry, recording observations, interests, achievements, and next steps. By providing consistent support and guidance, the key person helps your child to develop independence, confidence, and a love of learning, while ensuring parents are fully involved in their child's progress.

Fees

Our nursery is open term-time only, and term dates may differ slightly from local schools. Our opening hours are as follows:

Session	Mon	Tues	Wed	Thurs	Fri
8.40am-11.40am (am only)	✓	✓	✓	✓	✓
8.40am-12.10pm (am with lunch)	✓	✓	✓	✓	✓
12.10pm-3.10pm (pm only)	✓	✓	✓	✓	✓
8.40am-3.10pm (all day)	✓	✓	✓	✓	✓

Any **unfunded or extra hours** will be charged at **£7.00 per hour**, and **lunch sessions** at **£3.50**.

Payment of Fees

- Fees are payable **half-termly, in advance**. To keep your child's place at nursery, fees must be paid on time, even if your child is absent due to holidays or illness.
- **One half-term's paid notice** is required if you wish to reduce sessions or cancel your child's place.
- Invoices are raised at the **beginning of each half term** and include a **full breakdown** of booked sessions, funded hours, and fees where applicable.

Early Years Funding

Your child may be eligible for **Early Years Funding** to support their nursery place:

- **Universal Funding (15 hours):** Available the term after your child turns **three years old**.
- **Extended Funding (30 hours):** Some families may be eligible for **30 hours per week**, subject to meeting the Government's eligibility criteria. Funding can be split between childcare providers, such as nurseries or childminders.
- **2-Year-Old Funding:** Expanded funding may also be available for **eligible 2-year-old children**.

To access funding, you will receive a **funding form** to complete. More information about eligibility and help available for paying for childcare please visit the Governments 'Best Start in Life' website: <https://beststartinlife.gov.uk/childcare-early-years-education>

Voluntary Donations

With each half-termly invoice, we include a suggested voluntary donation. The amount is based on the number of sessions your child attends and will not exceed £25 per half term.

While this contribution is entirely voluntary, we kindly encourage families to consider supporting the nursery where possible. Donations help us to:

- Provide morning and afternoon snacks
- Purchase everyday consumables, such as wipes and tissues
- Offer additional activities for the children, including seasonal baking and crafts, gardening, and other enriching experiences

These contributions help make your child's time at Ditton Lodge Community Nursery enjoyable, engaging, and memorable.

Fundraising

Ditton Lodge Community Nursery Pre-School is a registered charity (Charity No 1182313). While Early Years Funding and fees cover our basic running costs, fundraising and grants are essential to maintain and enhance the wonderful resources we provide. Many of our resources have been made possible through fundraising by previous committees, and we aim to continue this legacy each year. We warmly welcome ideas, support, and help from parents to make our fundraising events a success. Your involvement is invaluable in helping us provide engaging, high-quality experiences for all children.

We are also associated with Easyfundraising, an ongoing online fundraising platform. You can support us by registering at www.easyfundraising.org.uk and selecting Ditton Lodge Community Nursery as your chosen charity. When you shop online through the site, donations are made to the nursery at no extra cost to you.

The Session

At Ditton Lodge Community Nursery Pre-School, sessions are designed to offer a balance of child-chosen and adult-led activities. This approach helps children:

- Develop the ability to select and complete tasks independently
- Explore new experiences and gain new skills
- Learn to work collaboratively with others
- To encourage creativity, problem-solving and learning

We operate a free-flow environment, where children have supervised access to both indoor and outdoor spaces for most of the session. This allows children to choose where and how they play, experiencing the outdoors in all weather conditions. Outdoor activities support children's health, physical development, and understanding of the world. We ask that parents provide appropriate clothing for year-round outdoor play, following the saying:

“There is no such thing as inappropriate weather...just inappropriate clothing!”

We believe that care and education are equally important in every child's experience. Our daily routines and activities are designed to:

- Help each child feel they are a valued member of the setting
- Ensure the safety of all children
- Promote social development and group participation
- Provide meaningful opportunities to learn and value learning

Typical Day at Nursery

- Arrival: Your child is signed in by staff at the door and then self-registers before choosing where to play.
- Morning Free Flow: From around 9:15am, children can access the outdoor area and move freely between indoor and outdoor activities.
- Together Time: At 11:20am, we tidy up for Together Time, which may include stories, songs, sharing news, or large group activities.
- Morning Collection / Lunch: Children leaving after the morning session go home at 11:40am. Those staying have lunch, then are collected at 12:10pm or stay for the afternoon session.
- Afternoon Session: Children arriving at 12:10pm follow a similar routine. Outdoor free flow begins around 1:00pm, with tidy up at 2:50pm, followed by Together Time and home time at 3:10pm.
- Collection: Children are signed out when collected.

Woodland Play

At Ditton Lodge Community Nursery Pre-School, we offer Woodland Play, based on the principles of Forest School—a play and exploration approach that encourages children to learn outdoors through fun, hands-on experiences.

Forest School originated in Scandinavia and is now widely recognised in England as a fantastic way to inspire, motivate, and engage children in learning through play.

Our Woodland Play sessions take place in a small wooded area adjacent to the nursery garden, within the fenced grounds of Ditton Lodge Primary School. Children enjoy this natural environment throughout the year, in almost any weather, exploring and learning using natural materials. Activities may include:

- Den building and imaginative construction
- Tree climbing and outdoor adventure
- Bug hunting and wildlife exploration
- Mud play and sensory experiences

Woodland Play is a natural extension of our nursery provision, centred on each individual child. It supports social, emotional, physical, and cognitive development, while fostering creativity, independence, and a love of learning.

Arrival and Collection Procedures

To ensure the safety and wellbeing of all children, we ask that parents and carers follow our arrival and collection procedures carefully.

Children should be dropped off and collected by an adult who is known to the nursery and listed on their registration information. If someone different will be collecting your child, please inform a member of staff in advance. Photo identification may be requested for unfamiliar adults.

We ask that children are dropped off promptly at the beginning of their session to allow them to settle in and participate in activities. Similarly, please ensure children are collected on time at the end of their session, as staff need to be available to safely supervise all children.

For safety reasons, children cannot leave the nursery unaccompanied or with older siblings under 16 years old.

These procedures help us maintain a secure environment and ensure that each child is safe, happy, and supported throughout their day at nursery.

Absence, Illness and Exclusion

If your child will be absent from nursery for any reason, please let us know by telephone or email. If we have not heard from you, we will contact you to check the reason for the absence. If a child misses consecutive sessions without contact, we may also contact any alternative emergency contacts listed on your registration form.

To protect the health and wellbeing of all children and staff, please do not bring your child to nursery if they are unwell or contagious. Children with symptoms such as a high temperature, vomiting, diarrhoea, or other infectious conditions should remain at home until they are well and no longer likely to pass the illness to others. As a guideline, children should stay at home for 48 hours after the last episode of vomiting or diarrhoea.

If your child becomes unwell while at nursery, we will contact you to arrange collection as soon as possible. We follow guidance from the UK Health Security Agency regarding recommended exclusion periods for common childhood illnesses. Additional information on specific illnesses and exclusion times is available on request.

Our aim is to work closely with parents and carers to maintain a healthy and safe environment for all children attending the nursery.

Snacks

During our free flow morning and afternoon, children are offered snack. At Ditton Lodge Community Nursery Pre-School, we ensure the children are offered a variety of healthy snacks that reflect many cultural cuisines, however also ensuring that any allergies are catered for. Please tell us about any allergies or intolerances that your child has and we will ensure that these are met.

Snack is accessible to the children for a period of time during the session, where their independence and skills are developed and encouraged by selecting, pouring, cutting and spreading their foods as well as clearing up after themselves. It also provides an opportunity to try new foods and is a valuable opportunity for them to socialise with other children.

Packed Lunch Guidance

We encourage children to bring healthy, balanced packed lunches. Some ideas of what to include are:



Please do not include:

- **Sweets or fizzy drinks** – these can affect children’s behaviour and concentration.
- **Nuts or foods containing nuts** – these pose allergy risks.
- **Popcorn, marshmallows, or hard/sticky items** – these can be a choking hazard. For more guidance, see the Food Standards Agency and Foundation Years advice: <https://www.foundationyears.org.uk>.

Additional guidance:

- Ensure all food is within its use-by date.
- Cut small items such as grapes, blueberries, or cherry tomatoes in half lengthways to reduce choking risk.
- Staff may return items that do not follow these guidelines.
- Please provide a small, manageable amount of food to avoid overwhelming your child.
- Packed lunches are not the best time to introduce new foods for the first time, as this may cause distress if the child refuses to eat.
- Include an ice pack in your child’s lunch box, as we are unable to refrigerate lunches for up to 24 children.

Children are encouraged to eat as much as they can. Any uneaten food will be returned home so parents can monitor what has been eaten.

Starting at Our Setting

The First Days

We want every child to feel happy, safe, and secure from the very beginning of their journey with us. You are always welcome to visit the setting and speak with the Nursery Manager to discuss any questions or concerns you may have.

If your child is due to start in September, you and your child will be invited to a ‘Stay and Play’ session, usually held at the beginning of July. This session offers a valuable opportunity for you and your child to explore the setting together, take part in typical activities, become familiar with daily routines, and meet our staff in a relaxed and welcoming environment.

We believe that a strong partnership between staff and parents/carers is essential in helping children settle successfully. Every child is unique, and while some may settle quickly, others may take a little longer. Please be reassured that this is completely normal, and our team will support both you and your child throughout this transition. If you have any concerns at any time, we encourage you to speak with your child’s key person or the Nursery Manager.

To support a smooth transition, we recommend saying goodbye to your child confidently and promptly at drop-off. This helps children to settle more quickly and reassures them that you will return. Our experienced staff are always on hand to comfort and support your child, and we will contact you if your child becomes very upset and cannot be settled.

Rest assured, most children adjust very quickly to nursery life, and your child's key person will work closely with you to ensure they feel secure, confident, and happy in their new environment.

Clothing

We have found that wearing protective clothing, such as aprons during water or messy play, can sometimes limit the full experience for children. Instead, we encourage a 'Dress for Mess' approach. Please send your child in clothes that you are happy for them to get dirty.

We do provide waterproof clothing for outdoor play in wet and muddy conditions, ensuring children can enjoy all activities comfortably.

We actively support children in developing independence skills, such as using the toilet and dressing themselves. For this reason, we recommend clothing that is easy for children to manage on their own. Items such as dungarees and belts can be difficult for young children, so we kindly ask that these are avoided.

Blue T-shirts and sweatshirts featuring the Ditton Lodge Community Nursery logo are available to purchase; however, these are entirely optional.

We ask that every child brings a full spare set of clothes in case they become wet or messy. In addition, children will need a pair of wellies to keep at nursery so they can fully take part in outdoor activities such as gardening, digging, and puddle jumping.

To help prevent items from being lost or mixed up, please ensure that all clothing and footwear are clearly labelled with your child's name.

On your child's first day, and each day thereafter, please provide:

- A full change of named clothes, including socks and underwear (in a named bag)
- Weather-appropriate clothing (e.g. raincoat or sunhat)
- A pair of wellies (to be kept at nursery)

Toilet Training

If your child is still in nappies or is toilet training, please discuss this with your child's key person and they will agree a plan to help with this. If applicable, please provide spare nappies, wipes and nappy sacks and make sure your child has a clean nappy on arrival at Nursery.

For support with toilet training please refer to the ERIC website <https://eric.org.uk/potty-training/>

Learning and Development

Children's Development and Learning Through our Framework

The provision for children's development and learning is guided by The Early Years Foundation Stage Statutory Framework: For group and school-based providers (DFE 2025). The Early Years Foundation Stage (EYFS) sets the standards that we must meet to ensure that your children learn and develop and are kept healthy and safe. It promotes learning through play and enables children to learn a broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

By following the guidance of the EYFS we seek to provide: -

- Quality and consistency to ensure all children are included and make good progress.
- Secure foundations to ensure learning and development opportunities are planned around the needs and interests of each individual child and to assess their learning.
- Partnership working to ensure Nursery staff work with parents and/or carers.
- Equality of opportunity to ensure that every child is included and supported.

How we Provide for Development and Learning

Children start to learn about the world around them from the moment they are born. The care and education offered by the staff in our setting help children to continue to do this by providing all of the children with interesting and challenging activities that are appropriate for their age and stage of development.

There are seven areas of learning and development which shape the activities and opportunities we provide for your child/ren. All areas of learning and development are equally important and interconnected.

The seven areas of Development and Learning comprise:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

At Ditton Lodge Community Nursery Pre-School, we have developed our own curriculum that is based around these seven areas of learning. Our curriculum is broad and ambitious for every child that attends our setting. Our curriculum supports our staff in implementing the statutory requirements of the EYFS. We ensure we provide a wide variety of activities and experiences for the children to enable them to develop in all seven areas of learning and development. These areas are vitally important to ignite children's curiosity and enthusiasm for learning and for helping them build their capacity to learn, form relationships and thrive.

Our Curriculum

Intent - this is what your children will learn whilst they are with us.

Personal, Social and Emotional Development

- Build strong positive respectful relationships with the adults and other children at nursery
- Have the tools to be able to manage conflicts and resolve disputes
- Begin to identify a range of feelings in themselves and begin to recognise them in others
- Show care and concern for others
- Show confidence and self-esteem through:
 - Taking risks
 - Trying new things
 - Making choices and decisions
 - Asking for help
 - Expressing their needs
 - Having their own ideas

Communication and Language

- Use speech, gesture or sign to express their needs and communicate with those around them.
- Listen to and understand simple sentences, instructions, directions and questions and respond appropriately
- Have self-help skills, at a developmentally appropriate level for them:
 - Dress themselves (e.g. coats, hats, shoes)
 - Attend to toileting needs
 - Feed themselves
 - Drink from an open cup
 - Undo their lunchbox and the contents

Physical Development

- Ability to move in a variety of ways, appropriate for them, negotiating space, assessing for and taking risks
- Manipulate a range of tools and equipment, beginning to show a dominant hand, using gross and then fine motor skills
- Begin to have an understanding of good hygiene and healthy practices

Literacy

- Have a love of books and stories, have some favourites and respond to them appropriately e.g. using speech, gesture or sign
- Enjoy mark making using a variety of media, beginning to show interest in words in the environment

Mathematics

- Show an interest in shapes
- Begin to count objects in their play
- Explore size, weight, length, capacity through play and begin to use some appropriate language to compare these

Understanding of the World

- Show interest in their lives and the people that are important to them
- Have a positive attitude towards people that are different to them
- Experience growing fruit and vegetables in our nursery garden

Expressive Arts and Design

- Explore music using instruments and movement and by singing songs and rhymes
- Build using blocks and loose parts, indoors or outside, with an idea in mind
- Enjoy the process of creating art not the product
- Explore and use colour
- Begin to be interested in imaginative and role play

Our Approach to Learning and Development

Implementation – how we will teach your child

Environment, Resources and Activities

- Provide a clean, welcoming and safe environment, completing risk assessments for indoor and outdoor areas
- Provide a suitable environment for the situation
- Provide a wide range of exciting activities and open-ended resources, that follow the children's interest, that can be accessed independently, both inside and outside
- Create a timetable where there are minimal disruptions to free play through the day to allow children time and opportunity to return to tasks and activities
- Provide opportunities for 1:1, small or large group activities

Role of the Adult

- Build nurturing, trusting, positive relationships with the children
- Complete meaningful observations, plan for each child's next steps and assess their progress
- Be positive role models, modelling social interactions, speech and how to do things
- Praise, support and encourage them and their ideas, especially when things get difficult
- Encourage and support independence in doing things for themselves

- Be mindful of when it is appropriate to interrupt their play
- Use Positive reinforcement
- Support children to play amongst others, using sand timers to support turn taking
- Practice sustained shared thinking
- Scaffold children's learning

Language and Literacy

- Have communication friendly spaces
- Provide opportunities to listen to others
- Talk with the children and model turn taking in conversation
- Sing songs and rhymes
- Use wide vocabulary, introducing new words where appropriate, modelling the correct use of language and extend sentences where appropriate
- Read a variety of books and stories with and to the children
- Have books in all areas of the nursery

Inclusivity and Community

- Treat each child as unique, supporting their individual needs
- Be responsive to emerging needs
- Acknowledge the home language and culture of all children in the setting
- Develop positive relationships with parents and families
- Provide opportunities for family members to spend time in nursery
- Provide opportunities to learn about our local community
- Enable positive transitions to school/new setting

Wellbeing

- Provide warm and responsive interactions, to support, coach and model how to manage difficulties and challenges appropriately (Co-regulation leading to Self-regulation)
- Name emotions
- Provide resources to support the understanding and managing of emotions
- Give the children responsibilities
- Praise effort and process not just the outcome and encourage them to be proud of their achievements
- Allow mistakes to happen, enable trial and error and show that adults make mistakes too!

Risk

- Allow risky play
- Model and encourage assessment of risks and support children to manage their own risk

Have Fun!

Assessment

From the information you share with us, conversations with you, your child's '*A Book About Me*', and observations during their first few weeks at nursery, your child's Key Person will create an Initial Starting Point for them.

Using this starting point, and at the beginning of each half term, your child's Key Person will add an observation on Tapestry to let you know what your child is currently working on at nursery, what their next steps in learning will be, and how you may be able to support this at home (where appropriate). Throughout the half term, staff will support and observe your child as they work towards these next steps. Learning at this stage can develop quickly, so next steps may sometimes change as your child progresses. Occasionally, children may achieve a next step naturally during play before it is formally recorded.

Our aim is to ensure that each child's learning remains responsive to their interests, development, and individual pace. If at any time we have concerns about your child's progress, the Key Person will discuss these with you and agree together how best to support your child.

If your child is 2 years old when they start with us, we will complete a Two-Year Progress Check in partnership with you before their third birthday. This provides an opportunity to review your child's development together and celebrate their progress.

We also carry out assessments at key transition points, such as when your child moves to another setting or prepares to start school. These may take the form of written reports or discussions with the new setting to help ensure a smooth and supportive transition for your child.

Tapestry

We use Tapestry, an online Learning Journey, to record and celebrate your child's development at nursery. Your child's Key Person, your child, parents/carers, and other family members can all contribute to this special record of their learning. Through photographs, observations, children's artwork and parent contributions, Tapestry shows your child's progress and experiences while they are with us. Working together on your child's Learning Journey is one of the ways we build a strong partnership between nursery and home.

Your child's Learning Journey allows us to celebrate their achievements and better understand their interests, needs and development. This information helps the Key Person identify your child's stage of development and plan enjoyable, challenging, play-based experiences that support their next steps in learning.

We encourage parents and carers to contribute to their child's Learning Journey by uploading photos, sharing special moments from home, or commenting on staff observations. By sharing information about your child's interests, skills and achievements, we can create meaningful learning opportunities both at nursery and at home.

Equality, Diversity and Inclusion

At Ditton Lodge Community Nursery Pre-School, we value and celebrate the individuality of every child and family. We are committed to creating an inclusive environment where all children feel safe, respected and valued.

We welcome children and families from all backgrounds, cultures, languages and beliefs. Our staff ensure that activities, resources and experiences reflect and celebrate diversity, helping children to develop respect and understanding for others.

We work closely with parents and carers to ensure that every child is supported according to their individual needs, abilities and interests. Our aim is to provide an environment where all children have equal opportunities to learn, develop and reach their full potential.

For children whose home language is not English, staff will support and encourage the use of their home language during play and learning. We recognise that a child's home language is an important part of their identity and development.

At the same time, we will provide plenty of opportunities for your child to develop their English skills so they can fully take part in the experiences and learning opportunities available to them at nursery.

Special Educational Needs and Disabilities (SEND)

At Ditton Lodge Community Nursery Pre-School, we believe that every child should be supported to reach their full potential. We are committed to providing an inclusive environment where all children can participate fully in nursery life.

If a child has additional needs, or if we identify that they may need extra support, we will work closely with parents and carers to ensure the appropriate support is in place. Our staff observe children carefully and plan activities that meet their individual needs and interests.

We have a Special Educational Needs Coordinator (SENCo) who supports staff in identifying and supporting children with additional needs. Where appropriate, we may work in partnership with other professionals and services to ensure children receive the support they need.

We believe that strong partnerships with families are essential and will always involve parents and carers in discussions about their child's development and the support we provide, working to the requirements of the Special Educational Needs and Disability Code of Practice: 0-25 years (2015). Our SENDCo is Anna Millgate.

Policies

Our policies make clear to staff, parents, committee members and volunteers the principles and aims the Nursery are working towards and help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents/carers.

The Nursery Manager works with the Nursery staff and the Committee to review the policies annually and amend where necessary, with regard to Ofsted recommendations and in accordance with the Statutory Framework for the Early Years Foundation Stage and legal regulations. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

Our Safeguarding and Complaints Policies are available on Tapestry and on our website, all other policies are available to view should you wish to see them.

Bad Weather Conditions

In cases of severe weather, such as heavy snow, the nursery may need to close if Ditton Lodge Primary School is also closed or if conditions make it unsafe to open. In these circumstances we will endeavour to inform parents and carers as soon as possible via email. We will also aim to post updates on our Facebook and Instagram pages.

During periods of bad weather, please ensure that your child comes to nursery dressed appropriately for the conditions, for example with a warm coat, suitable footwear such as boots, and a change of indoor shoes for inside the nursery.

Social Media

At Ditton Lodge Community Nursery Pre-School, we recognise that social media is an important part of modern communication. However, as part of our responsibility to safeguard the children in our care, we must ensure the privacy and security of all families within the setting.

We ask that parents and carers do not share photographs taken at nursery on social media if they include children other than their own. In addition, we ask that parents and carers do not engage in public discussions about individual children attending the nursery.

To share information and celebrate events and activities within the nursery, we maintain a Facebook page and an Instagram account. Any photographs shared by the nursery will only include children where parental permission has been given.

Please note that any comments made on social networking sites by members of our community represent their own personal views and not those of the nursery.

Complaints Procedure

We hope you and your child will be very happy during your time with us at Ditton Lodge Community Nursery. However, if for whatever reason, you are unhappy about any aspect of the Nursery provision, please speak to a member of staff to talk over and discuss any worries or anxieties you may have. It is always better if an issue can be resolved through informal discussion.

If, however, you feel that the matter is still not resolved then please speak to the Nursery Manager or the Chair of the Committee who will provide you with a copy of the Complaints procedure. For your information, the contact details for Ofsted are: -

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231; Email: - Enquiries@ofsted.gov.uk
www.ofsted.gov.uk

Please also note that your child's attendance at Ditton Lodge Community Nursery Pre-School will not ensure them a place at Ditton Lodge Community Primary School.

**We hope that you and your child have a very happy and enjoyable
experience at Ditton Lodge Community Nursery**