



Welcome To

# The Old Rectory Nursery School

The Old Rectory Nursery School  
The Old Rectory,  
Church Road,  
Cranford, Hounslow,  
Middlesex,  
TW5 9RY

Tel: 020 8897 3999

Fax: 020 8897 0481

Email: [Info@torns.co.uk](mailto:Info@torns.co.uk)

Website: [www.torns.co.uk](http://www.torns.co.uk)

## **About Us**

The Old Rectory Nursery School was first opened in October 1997, and was registered to care for 20 children between the ages of 2 and 5 years.

Since then the Nursery has grown and we are now registered to care for 66 children between the ages of 3 Months and 5 years.

Our aim at The Old Rectory Nursery School is to provide high quality care and education for the children, in an environment specifically designed for them. We aim to ensure that the children feel safe, secure and loved, and that parents are reassured that our responsibilities are paramount whilst they entrust their children in our care.

We are an Ofsted inspected nursery and also work in Partnership with the Hounslow Early Years Development and Childcare Team. We are also regularly inspected by Environmental Health and Fire Officers.

## **Our Staff**

At The Old Rectory Nursery School we pride ourselves with dedicated, caring staff. Many of our staff are qualified; being NNEB/DPP/NVQ 3/DCE/B-TEC, Other staff members are working towards their childcare qualification, with the more senior staff members having many years experience in the childcare/teaching field. Staffs also receive training in areas such as First Aid, Child Protection, Health and Safety and Food Hygiene.

We have a small team of relief staff who cover when staff are on holiday or unwell, the staff are therefore familiar to the children and our Nursery practices.

We hold regular staff meetings to ensure that our high standards are maintained. Issues relating to all aspects of the Nursery are fully discussed with the staff. Management meetings are held regularly to ensure that our service is meeting the needs of our children, parents and staff.

There are two or three members of staff based in each group room and each member of staff has their own Key Group. Your child's Key worker will be your main point of contact for your child and will fill in their contact books, reports etc.

Special diets can be catered for with prior notice.

Children will be given a mid morning and mid afternoon snack. Snack times usually consist of milk/juice and fruit/biscuit.

Rest periods/quiet time follows the midday meal.

## **Staff & Parent/ Carer Partnership**

Working together with parents is extremely important and we want our parents to feel that we are all working together as a team to get the best possible experience for their child.

Obviously no-one knows your child as well as you do and the information you can provide us with will give us a greater insight into your child's individual needs.

Staff are always available to speak to parents at the beginning and end of the day, and the under three's will have a daily contact book filled in by the staff to let you know about their day.

Each child will receive a progress report every six months to let their parents know how they are developing in different areas of the curriculum. We also hold parents evenings around the same time of year so that staff and parents can discuss their child's development without the distraction of the children!

## **Grievance Procedure**

If you have any queries or concerns, please speak to the Nursery Manager, or Deputy Manager. If you feel that your concerns have not been addressed you can make an appointment with the Proprietors. If you feel that your concerns still have not been addressed you can contact: OFSTED, Royal Exchange Buildings, St Ann's Square. Manchester M2 7LA

## **Our Children**

We have three departments in the Nursery the Under Two's, Two – Threes and Three – Fives. The children do however spend time together and often join up for activities and move around the different classes, therefore all children are familiar with the staff and this helps us to create a more homely environment for the children.

Staff plan activities for the children based on The Birth to Three Matters and The Foundation Stage Framework. Planning is completed weekly and is displayed in each group room for parents to see what the children will be focusing on each week. As children are naturally curious they are encouraged to learn through play. A simple activity like sand play can teach children about mark making, sharing, texture, measuring, prepositions building and help to develop cognitive skills to name but a few.

## Meals and Diet

All Nursery Meals/Snacks are inclusive of Nursery Fees. However parents of our babies are welcome to supply their own prepared meals from home.

Fresh milk is always available for the children. Parents will need to supply their own favoured brand of formula milk.

We believe that Mealtimes should be a happy, social event; therefore staff eat with the children, giving guidance on feeding, table manners and etiquette.

We encourage children to be independent, and they are persuaded to sample food on offer. We never force children to eat, we would however discuss any ongoing concerns regarding mealtimes with you.

The Nursery operates four menus on a weekly rotation system which consist of a varied well-balanced diet, including fresh fruit and vegetables, high fibre and reduced salt and sugar. The current menu will be displayed each week on the parent's notice board.

Our group rooms are staffed with the following ratios:

3 months – 2 years 1:3

2 years – 3 years 1:4

3 years – 5 years 1:8

We occasionally have students from local colleges attending the Nursery as their work placement. These students are all studying for a childcare qualification and are here to gain some hands on experience; the students are always supervised by a member of staff.

### Opening Times and Fees

The Nursery is open from 7.30am – 6.30pm, 50 week's of the year.

We are closed for one week at Easter and one week at Christmas. You will not be charged for these two weeks.

Our sessions are as follows:

Full day 8.00am – 6.00pm

Half Day 8.00am – 1.00pm or 1.30pm – 6.30pm

Please call/ email for the current Fees.

Fees are paid monthly in advance and are payable by the first of each month, but should be received by 25<sup>th</sup> of each month to allow for administration and clearance at the bank.

We accept corporate Child Care Vouchers.

## **Registration**

Following the reading of our prospectus, we recommend that you come and visit the Nursery. This provides you with the opportunity to see what provisions we make for the children, and allows you to meet the staff team, who will be able to answer any queries that you may have. This in turn will put your mind at ease that you have chosen the right Nursery that is best suited to your child.

Should you then wish to enrol your son or daughter in the Nursery, we would ask for you to complete a Registration Form. A non-refundable administration fee of Thirty-Five pounds will be payable upon registration.

If we cannot accommodate your requested start date, you will be given the option to join the Waiting List.

Upon your child joining The Old Rectory Nursery School you will be issued with a Parents Handbook which outlines all The Nurseries policies and procedures.

A discount of 10% is given to siblings of a child already in the Nursery.

Parents of children aged three and four may also be entitled to Early Education Entitlement (EEE) which provides 570 hours of Early Education a year up to statutory school age. Children are entitled based on the birth date. For further information please

see our EEE section on the website or please do not hesitate to call/ email to discuss further.

You may also be entitled to Working Tax Credit and/or Child Tax Credit which helps parents with the cost of childcare – call the Tax Credit Helpline on 0845 300 3900 to find out more.