



*Busy Bees Nursery School
and Beehive Club*

Beck House, St Johns Street, Beck Row, Mildenhall, Suffolk IP28 8AA

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Email: info@busybees-nurseryschool.co.uk

www.busybees-nurseryschool.co.uk



Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment



Busy Bees Nursery School

We are the longest established nursery in the area enjoying the finest reputation. Founded in 1982. We are here to guide and direct your child in activities aimed at:-

Prime areas

1. Personal, Social and Emotional Development
Focuses on children learning and how to work, play and co-operate with others and mix in a group other than their family.
2. Physical Development
Focuses on children developing physical control, mobility, awareness of space and manipulative skills, both indoors and out.
3. Communication and Language
Focuses on the development of language skills which include listening and speaking in a wide range of different situations.

Specific areas

4. Literacy
Focuses on developing an understanding of phonics to support knowledge of early reading and writing.
5. Mathematics
Covers understanding in mathematics and provides the basics in using numbers.
6. Understanding the world
___ Focuses on children developing an understanding of their environment, other people and features of the world.
7. Expressive Arts and Design
___ Focuses on how children's imagination develops and their ability to communicate and to express their ideas and feelings in creative ways.

At Busy Bees your child's happiness is of paramount importance whilst preparing him or her for primary school.

Early years Foundation Stage

At Busy Bees we follow a structure of learning, development and care for children from birth to five years old. This is called The Early Years Foundation Stage (EYFS) and is regulated by OFSTED.

For more information on the EYFS, please look on www.direct.gov.uk/en/parents/Preschooldevelopmentandlearning.

Our philosophy at Busy Bees is:

1. REALITY TO NATURE

Experience of the natural environment will help the child achieve harmony with it. We are fortunate to have a 10 acre farm and wildlife area in which the children learn how to care for the animals. They have watched the orphan creas being bottle fed, watched the sheep being shorn and watched the transformation of fleece into yarn. We have groomed and fed the ponies, planted flowers and vegetables in the school garden. Watched the baby chicks and ducks hatch from their eggs. Studied the life cycle of the frog, the bee and the butterfly. The list of such things is endless. We often take children for a nature walk on our local heath, we constantly encourage the children to respect the countryside by closing gates, keeping to pathways, never teasing the animals and always taking our litter home.

2. SOCIAL AWARENESS

Through freedom of movement and through exercises provided for care of the environment, care of self and the development of social skills, the child is helped towards social awareness.

3. ORDER

In the classrooms, there is a place for everything and the children are encouraged to return the toys/apparatus they use back to it's correct place. A child who is in harmony with his environment will demonstrate his enjoyment in keeping it tidy.

4. CULTURAL MATERIALS

These materials help the child to develop an awareness of the world in which he lives. Including the fundamentals of nature study, geography, history, science, art and music. The general aim being the child's whole development.

5. MATHEMATICAL APPARATUS

Mathematical apparatus gives the child an understanding of the basic rules. Through a series of carefully structured didactic materials the child learns concepts through concrete activities. The activities are individual as each child progresses at a different rate.

6. LANGUAGE MATERIALS

Language materials help the child to develop their language skills. These are listening, speaking, reading and writing. First through the sandpaper letters, the child learns the sounds and begins to build them using the moveable alphabet.

After careful preparation and when he shows he is ready, the child is taught how to read and finds reading an enjoyable activity. Furthermore, while the child is absorbing his own language he is exposed to games and activities which introduce him to the correct use of grammar. This approach helps lay sound foundations for the future.



7. SENSORIAL EXERCISES

We build a knowledge and understanding of the world through our senses. This is a slow process that goes on throughout childhood.

THE QUALITY OF LEARNING IS DIRECTLY RELATED TO THE QUALITY OF THE EXPERIENCES OR INSTRUCTION THE CHILD RECEIVES.

Sensorial apparatus provides the child with sensory motor activities which have been systematically planned for the five senses and so permit the child to form new concepts through experience and exercise. The sensorial exercises are individual, therefore should there be a weakness in any area it can be detected in the early stages.

8. PRACTICAL LIFE EXERCISES

The three main areas for practical life exercises are:-

- a) Care of self.
- b) Care of the environment.
- c) Exercises for the development of social skills.

The main objectives for including exercises of practical life in the curriculum is to develop the child's:-

INDEPENDENCE.

Through the exercises of practical life, the child learns skills to enable him or her to become an independent being. From birth, the child is striving for independence and the concerned adult, parent and teacher should help him on this path by showing him the skills he needs to achieve this end. Having been shown a skill, he needs freedom to practice and perfect it, so he can function by himself and within a group.

CONCENTRATION.

As a child becomes absorbed in an interesting activity, he develops concentration. If the activity is appropriate, that is meets his needs, it will be interesting for the child. The longer the child is absorbed by an activity, the better for the development of concentration.

CO-ORDINATION.

Through activity, the child learns to control his movements. The exercises of practical life provide opportunities for the development of both fine and gross motor skills.

SELF-ESTEEM.

As the child performs and completes practical life exercises, he develops an awareness of his value to the group and so self-esteem and self-respect develop. It is vital that all children in our nursery school are made to realize their own value.

SOCIAL AWARENESS.

Many of the activities have to be done with the co-operation of other children and so learns to mix with, and help others.

PURPOSEFUL ACTIVITY.

Children have a deep love and need for purposeful work. When they are playing they are indeed working and are eager to learn about the world around them. Play need not be irresponsible fooling around. If it is allowed and guided in the right way, it is an excellent preparation for later efficiency and competence. If the work is spontaneously chosen, the concentration would be more profound, because the child's own choice of activity meets its own need.

SELF-DISCIPLINE.

The child learns to keep the environment in a clean and ordered way, putting everything in its right place. He is taught to approach each new task in an ordered way, carrying it out carefully and to complete it. Self-discipline has to be learned at many levels - in the home – in the classroom and in the wider community.

Beehive Club

A club for the older child offering a fun programme for children up to 11 years of age during the school holidays.

We can also provide a before and after school child care service for this age group, offering transport to and from:-

Beck Row Primary School

St. Mary's Primary School

West Row Primary School

Children who attend the Beehive club before school may bring their breakfast in with them to eat with their friends. They can then use a wide range of games and activities in the classroom until the Busy Bees buses take the children to their designated school.

Please ensure you pack a HEALTHY snack for your child for when they return to Busy Bees in the afternoon. We will provide a drink for each child, which will be either milk or water. They will then have the opportunity to engage in a wide range of activities such as:

Swimming lessons

Cookery

Outdoor play

Computers

Rural studies on the farm

Arts and crafts

A wide range of games and lots more



Each week there will be a schedule of the activities the school children will be participating in on the Beehive club notice board.

During the school holidays the children will also have the opportunity to participate in the activities mentioned above, plus there will be:

Trips out	Puppet making
Clay modelling	Sports activities
Visitors in, such as story tellers/falconer etc and lots more	

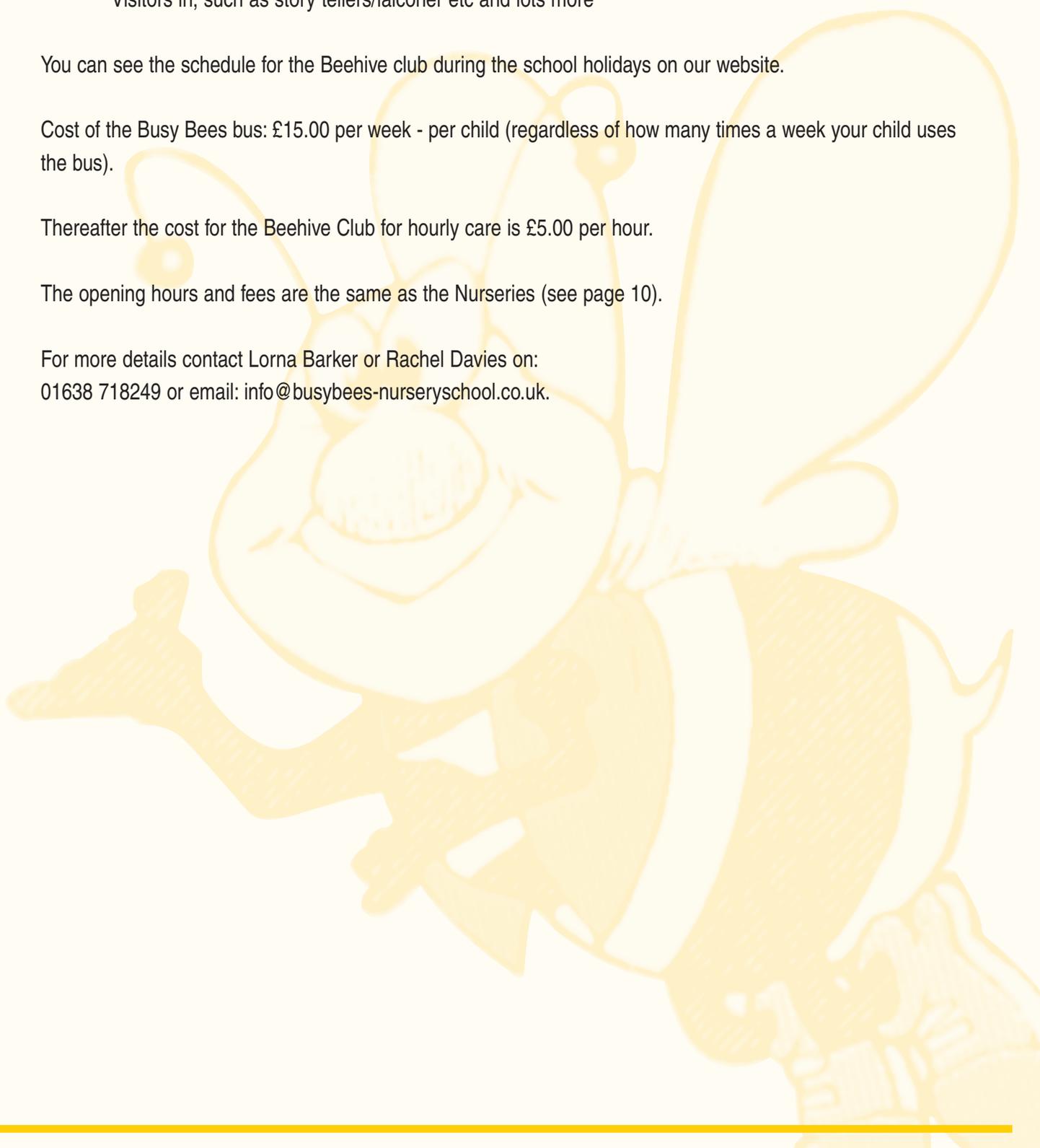
You can see the schedule for the Beehive club during the school holidays on our website.

Cost of the Busy Bees bus: £15.00 per week - per child (regardless of how many times a week your child uses the bus).

Thereafter the cost for the Beehive Club for hourly care is £5.00 per hour.

The opening hours and fees are the same as the Nurseries (see page 10).

For more details contact Lorna Barker or Rachel Davies on:
01638 718249 or email: info@busybees-nurseryschool.co.uk.



Optional Extras

SWIMMING

Once children are potty trained they are able to participate in swimming lessons. We have a lovely heated swimming pool and employ a fully qualified and experienced instructor.

Cost per lesson: £5.00.

The Swimming pool is also available for private swimming lessons, for more information, please contact the nursery on 01638 718249.

LANGUAGE LESSONS

Spanish and French lessons are held by Beverley Smith who is a fully qualified and experienced language tutor

Spanish lessons are held every Tuesday morning between 9.30am - 10.15am

French Lessons are held every Thursday morning between 9.30am - 10.15am

For more details please contact Beverley Smith on 01638 717683.



Busy Bees Staff

Director: Jean Beales
S.R.N
Montessori Teaching Diploma.
Hornsby Diploma for teaching children with specific learning difficulties (Dyslexia).
Dyslexia Institute Diploma for teaching children with specific learning difficulties.

Nursery Manager Lorna Barker MA DIP SW (Level 7)
SEN coordinator Early Years Professional Status
Deputy Safeguarding Officer Forest School Leader (Level 3)
Forest School Leader
Data Protection Officer

Deputy Manager Rachel Davies
Deputy Safeguarding Officer Diploma in Pre-school Practice (Level 3)

Safeguarding Officer Gemma Cressey
Qualified Teacher Status - Level 7

Equality and Diversity Coordinator Tracy McGhee
NVQ Level 3 in Childcare and Education

Secretary: Sharon Frost
P.S.C. -Typing/Shorthand/Office skills

Swimming Instructor Nikki Saunders
A.S.A. Level 2 – Preliminary Teacher
A.S.A. Level 2 – Rescue test for swimming Teachers

Language Tutor Beverley Smith

Kid's Club Leader Tracy McGhee
NVQ Level 3 in Childcare and Education

We have a wonderful team looking after the children with a combination of qualifications ranging from:

NVQ2 - Degree and Early Years Professional Status. Other qualifications include N.N.E.B (Level 3), B-Tec National Diploma in Nursery Nursing (Level 3), Diploma in Pre-school practice (Level 3), Diploma in Early Years and Childcare (Level 3)

All members of staff are trained in Paediatric First Aid, Food Safety Level 2 and Safeguarding Children. Many also frequently attend additional training courses, workshops and lectures.

Our philosophy

At Busy Bees, we aim to make learning fun for each child, at the same time building on their self-esteem. It is vital from the earliest age, children gain confidence in themselves and their ability to succeed at their own pace. Great emphasis is placed on moral values. I believe this is the most important time of the child's development – certainly the most impressionable. It is at this time of his or her life when the foundations of the man or woman are laid. We genuinely care for each child as an individual. Not only would we want our children to reach their full potential academically, but it must be every parents desire their children learn the importance of caring and sharing, of respect for their parents, the law, the environment and other people's property, to be honest and hardworking with a fair sense of justice. What hope is there for the future of mankind if these essential values are not taught, not only in the home, but at school also? I believe, we reap what we sow, and here at Busy Bees not only do we offer an exciting programme, we believe an important part of the curriculum is to instil within the hearts of the children these values.

Our OFSTED report is displayed on the parents board in each classroom. If you would like a copy, please see Sharon in the main office.



Busy Bees

The premises

The nursery is situated at the rear of Beck House, Beck Row, Mildenhall, Suffolk. The house itself dates back to the 16th century and stands in an acre and a half of beautiful gardens.

At the rear of the nursery, we have a lovely miniature farm of ten acres. We are very involved in rural studies. The children help to grow their own fruit, vegetables and flowers, organically. We have several animals including:-

- Falabella ponies
- Rabbits
- Chickens – pure breed
- Aviary birds
- Alpacas

Forest School

We have a fantastic on-site area for the children to use throughout the week. The location provides the perfect space for children to explore the natural world around them in a safe engaging way. We have a wooded area for the children to build camps and dens. We also have vegetable patches and a growing orchard. The children have access to a climbing frame to give them a better view of their Forest School area, as well as a glorious mud kitchen to put our culinary skills to the test.

We also have a log circle which the children use to sing camp fire songs, eat their snacks and talk about their ideas and opinions. With all this outdoor space available, the children love being outside and learning what nature has to offer. Forest School is a wonderful way to reach our aim of helping children to be independent, self-motivated, courageous and ready to take part in life-long learning.

We have a carefully planned programme of activities available to the children, which supports the development of their confidence and self-esteem, leading to happy, healthy children.

Busy Bees

Opening hours: 6.45am to 6.00pm

School Fees are as follows:-

Full time £195.00 per week

Day £39.00

Session (per half day) £19.50

Registration fee £40.00

Hourly care extras are charged at £5.00 per hour = Additional top up fee for going over booked session times. It is also the hourly rate for the Kid's Club during term time.

When you are not using the grant and are in a full paying fee situation your payment covers you anytime from:

Morning 6.45 - 11.30am Afternoon 12.45 - 6.00pm

For children attending the Little Chicks, Robin and Ladybird classes.

Morning 6.45 - 12.00pm Afternoon 1.15 - 6.00pm

For children attending the Butterfly and Bumble Bee classes.

Payment of childcare/school fees should be made two weeks in advance.

Late payments for school fees will incur a penalty of £2 per session.

E.g. for a full time child who is a week behind in paying fees will be charged an additional £20 per week for each missed week.

Returned cheques

A charge of £20 will be made for all returned cheques of £150 and above.

£15 will be charged for cheques up to and including £149.

Late Collection Charges

There will be a £1.00 per minute charge for children not collected from the nursery at 6.00 pm up to 15 minutes. Thereafter a charge of £5.00 for every 15 minutes or part of. This charge is payable directly to the member/s of staff who have stayed late.

If your child's account becomes severely in arrears you will be asked to take your child/ren out of Busy Bees until payment is made in full. If you wish for your child to attend again once the payment has been made your child will then be placed back onto the waiting list.



Busy Bees

Grant Information

Some children in the Little Chicks class are eligible to use grant, please contact Sharon Frost on 01638 718249 for information regarding eligibility. For children not using the grant, the classroom runs all year and does not operate on a termly basis. However, for every four months your child has attended Busy Bees you are eligible to receive a weeks holiday. If you wish to book holiday time please ask your child's teacher for a 'holiday request form' which must be handed back in no later than two weeks prior to your holiday.

Cut off dates, always remain the same: 31 December for the Spring term, 31 March for the Summer term and 31 August for the Autumn/Fall term.

Your child will be eligible to receive grant the term after their third birthday.

Session times are as follows:

Morning 8.30 - 11.30am Afternoon 12.45 - 3.45pm

For children attending the Little Chicks, Robin and Ladybird classes

Morning 9.00 - 12.00am Afternoon 1.15 - 4.15pm

For children attending the Butterfly and Bumble Bee classes.

When using the grant you are eligible to receive 15 hours per week.

We are flexible with how you use your grant, examples of how it can be used are:

7 ½ hours 2 days a week. Unless your child is attending the 7 ½ hours over 2 days a week or the 5 hour sessions, you are unable to use the grant over the lunchtime period.

Monday, Wednesday and Friday afternoons - 5 hours each afternoon.

Set schedules for grant children only (these are at a discounted rate as well as the 15 hours of grant taken off - full day children are categorised as being able to attend school anytime between 6.45-6.00pm. However, the grant hours can only be used between 7.00am - 6.00pm (a 10 hour day)

5 full days - £148.50 per week on grant

4 full days - £109.60 per week on grant

3 full days - £70.50 per week on grant

Hourly care - £5.00 per hour

For more information on fees and grants, please contact Sharon Frost (accounts manager) on 01638 718 249. or Sarah Kiddy (Abacus Administrator) on 01638 718249

During the non-grant time, a good number of parents choose to keep to their regular schedule, as regular school activities remain in place throughout the whole year - with the exception of Christmas when school is closed.

For 3 and 4 year old children only using the grant you will receive a letter prior to a non grant period asking whether or not your child will be attending during the non grant week.

If your child only attends using grant and does not attend any additional sessions you may book your child out of school for the non grant period at no cost to yourselves - you will not be required to book holiday for the duration of the non grant periods, we will just ask you to confirm whether or not our child will be attending, if so, which sessions you would like them to attend. Regular fees will apply during non grant periods.

If your child attends using the grant + additional sessions, regular fees will be charged during the non grant periods. If you do not wish for your child to attend during the non grant period you must book this as holiday – if you have used your holiday entitlement for the year you will be charged for the sessions your child would usually attend, however we will deduct the grant from the amount payable for the non grant period.

30 HOURS A WEEK FREE CHILDCARE

As from September 2017 three and four year olds of working parents will be entitled to 30 hours free childcare in term time, if eligible.

You can find out more about your eligibility by looking on the governments digital Childcare Service www.childcarechoices.gov.uk You will also be able to receive your code which you will need in order to process your claim.

Please contact the main office on 01638 718249 for further information on how you can use the 30 funded hours at Busy Bees.

When you wish to deregister your child, please ask your child's key person for a 'leaving notification letter' which must be handed in no later than two weeks before your child leaves. Attached to the letter is a 'parental exit questionnaire', it would be greatly appreciated if you could take a few minutes to fill the form in and either hand it back to your child's key person, or place it in the suggestion box outside the main office.

Parent Portal Setup

To be able to view your child/ren's details we use a system called "Parent's Portal" which is a secure online system that allows you read only access to the information stored on our system about your child.

You as a parent can view your child's session history, what they have booked for the coming months and account balance.

Using the 'communicate' feature, you can also highlight any errors, request changes to be made and/or extra sessions to be added.

To set this up we require your email address and your date of birth, once this information is received we can set up and an activation email will be forwarded to you.

Payments

We accept cash, cheque or direct bank transfers.

Please contact Sharon Frost or Sarah Kiddy for our bank details if you wish to pay via bank transfer.



Procedures for record keeping

Each child has his or her own personal record of progress. We use an online system called 'Tapestry' as part of our way of recording the children's developmental records. The benefits of using Tapestry include:-

- It enables parents/carers to see photos and observations of your child's learning and experiences
- You can share your child's at-home learning activities with us by adding pictures and comments on the 'Parents Observation' section.

Once your child is registered with us we will send you an invite so that you can register with Tapestry.

Additionally to Tapestry, each child has their own folder where we gather information from both you as parents/carers and observations in the nursery, this enables us to monitor how the children are achieving with their Early Learning Goals. Parents are welcome to view these records whenever they wish to. However if you wish to discuss any aspect of the record, you are asked to make an appointment, as you understand, teachers find it most difficult to discuss an issue whilst looking after the children. If, however, a matter of concern does arise at any time during the term, parents will be contacted and invited to meet with the staff at a mutually convenient time.

If your child will be attending a local British Primary School we will send your child's records directly on to their next school. The school will then pass them back to you at the beginning of their first term.

CHILD PROTECTION

At Busy Bees our prime responsibility is for the well being of all of the children within our care. We ensure that all of our staff are DBS checked and attend regular training sessions relating to Child Protection. If we have any concerns relating to the well being of any children within our care our first point of contact is with Customer First (Social Services) 0808 800 4005.

OUR NOTICE BOARD STATEMENT

This setting is here to serve children and families. We will listen and keep private what you say to us. However, we have to inform the appropriate agencies if we are concerned about the care a child is receiving.

BUMPS AND BRUISES BOOK

Due to updated safeguarding legislation you must inform staff of any injuries, bumps or bruises your child has sustained outside our care at the start of your child's session. Please don't be offended if we ask you to fill out a "bumps and bruises body map".

ENTRY TO THE NURSERY AND SIGNING IN AND OUT

We have a fingerprint entry system at the entry gate at the premises. We will install parents and primary carers fingerprints upon registration. (Fingerprints will be removed from the system once a child has de-registered from Busy Bees). All visitors must press the intercom button for assistance. For extra security we have coded locks on each entrance door. Parents are not given the code to gain entry to the premises, therefore please ring the bell by your child's classroom door to gain entry to the building. Once you are inside the nursery please help your child to find their name and hang their coat and bag on their peg. Please ensure that you sign your child in and out on your child's class register each time you drop off and collect your child. Once you are in the class, please help your child to put their snack in the relevant morning or afternoon snack drawer or fridge (please ensure all snacks are clearly named).

If you need any help with anything at all, please ask a member of staff who will be happy to help.

COLLECTING YOUR CHILD FROM NURSERY

If you are collecting your child directly at the end of their session could we please ask that you wait outside your child's classroom. A teacher will then bring your child and their belongings out to you and will ask you to sign them out. If you wish to speak to a member of staff could you please wait until all of the children have been brought out. A member of staff will happily speak with you then.

If you are not collecting your child directly at the end of the session, please ring the doorbell to gain entry. You may then come in and collect your child, their belongings and sign them out.

SAFETY

It goes without saying that safety is of paramount importance at Busy Bees. Could you please ensure that you close ALL GATES AND DOORS SECURELY behind you and ensure that no other children are following you out as you leave. We have strict policies and procedures in place for ensuring that security measures are met at all times. Could we please ask that you do not answer the door to anyone you do not recognise as being a parent. Please be aware that people may be following you as you enter the nursery (ie a delivery driver etc), if this is the case please ask them to wait outside and inform a teacher that there is someone at the door, who will open it and ask the person for a valid I.D.

MOBILE PHONES, CAMERAS AND RECORDING EQUIPMENT

Usage of mobile phones is not permitted on the premises. If you need to make an emergency call, please use the phone in the main office.

Photographs and recordings must not be taken within the nursery and its grounds without prior permission from the Manager or Deputy Manager.

FACEBOOK AND SOCIAL NETWORKING SITES

Staff are not permitted to have parents/carers as 'friends' on Facebook and other social networking sites. Therefore, to prevent any awkwardness for staff members, please do not send them a 'friend request' or try to communicate with them through any other social networking method.

Busy Bees Nursery School and Farm have our own facebook page which we are happy for parents/carers to communicate through.

SUN SCREEN

Please apply sunscreen to your child before they come to nursery. We will re-apply sun screen to children who attend all day. (Parents/carers will be asked to sign a permission for to enable us to do this).

MEAL TIMES

BREAKFAST

If children attend before 8.00am they may eat breakfast at Busy Bees if they wish to. Many children bring in a box of cereal which may be kept at school. We will provide milk, bowls, cups and spoons for children.

SNACK

Children are required to bring in their own prepared healthy snack each session. (May we please stress the emphasis on healthy).

Suggested items could be: Fruit/vegetables (prepared please), Raisins, Cereal bars, Yogurts, Crackers etc

LUNCHTIME

Children who attend over the lunchtime period are required to bring their own healthy lunch and drink. We have a microwave and a fridge so are able to heat up or keep cool any items that may require it.

Could we please ask that you send your child to school with a water bottle each day and take it home with you at the end of their session/day. Please ensure that all water bottles are **CLEARLY** named.

We regularly have children attend Busy Bees who have a nut allergy. As you are probably aware, this is a very serious allergy and can be life threatening. Therefore we have an on going nut ban throughout the school at all times. Could we please ask that you do not send your child to school with nuts or food that contain traces of nuts. If your child has eaten nuts before they attend school, could you please ensure that you wash their hands and face thoroughly before you bring them into school.

WEATHER APPROPRIATE CLOTHING

We take children out to play in most weather conditions (including rain). Please ensure that you send your child to school in weather appropriate clothing. For health and Safety purposes could we please ask that children do not wear open toed sandals, crocs or sling back shoes to nursery. Children are asked to bring wellington boots to school on their Forest School day, however, they will also be required to bring outdoor shoes for when they play on the climbing equipment.

Could we please ask that your child brings a pair of slippers/indoor shoes to change in to each time they come to school. Please ensure that both indoor and outdoor shoes are **CLEARLY** named.

POTTY TRAINING

Children do not need to be potty trained to attend Busy Bees. We will work alongside parents/carers to help with the training process.

CAR PARK

We have a strict car park policy in place which is: During peak pick up and drop off times, between 8.50-9.45am, 11.15-1.30pm and 3.00-3.50pm the Busy Bees car park is only to be used for parents who have younger children to transport in who do not attend Busy Bees, heavily pregnant women and vehicles that carry a disability badge. Also, please do not park on the pavements outside the front of the nursery, or the grassed area opposite our drive or outside the front of the church. There is a large car park within easy walking distance next to the church which you may use.

Busy Bees is a non-smoking premises, this also includes the car park.



SICKNESS POLICY

Please do not send your child to school if they are unwell as it puts other group members at risk of catching an infection. If your child is not well enough to participate in their daily activities they should not attend school that day.

If your child is absent due to them being unwell, a quick phone call is always appreciated, so that we are aware of any illness that may be going around.

If your child has had diarrhoea or sickness please do not send them to school for 48 hours since their last symptom.

If there are any illnesses or head lice going around, we will display a notice on your child's classroom door. Please ensure that you read any notices that are displayed around the nursery on a regular basis.

DISCIPLINE POLICY

Busy Bees sets high expectations of behaviour through encouraging and praising good behaviour. At all times we encourage children to respect themselves, each other and property. We apply simple rules fairly and consistently. From time to time we are presented with situations which are challenging. Our first response is to try and resolve the problem by reason and diversion, by involving the child in an interesting and absorbing activity. This often resolves the problem. However, if the problem persists, we will involve the child's parents and may seek outside professional support. However, we will always seek permission from the child's parents before we took this step.

COMPLAINTS PROCEDURE

What do you do if you feel your rights have been ignored, a wrong decision made or your child is not being taught properly? Most difficulties can be sorted out informally by you and your child's teacher. If after talking to the teacher you are not satisfied, you should make an appointment to talk to her supervisor or the manager of the school. Problems should be dealt with as soon as they arise. If you have a concern, please tell us about it, otherwise we cannot resolve it.

We are here to give you and your child the very best service available. If things go wrong, please tell us, they can often be sorted out very easily by communication.

OFSTED CONTACT INFORMATION

Address:

The National Business Unit

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231

Our settings Unique Reference Number (URN) is: 251744

Equal Opportunities Policy

Busy Bees nursery and 'kids' club provision is committed to equal opportunities and good working practice in order to provide a welcoming, appropriate environment for children, parents, carers and staff. The policy has been prepared in accordance with relevant legislation including:

Race Relations Act 1976

Race Relations Amendment Act 2000

Sex Discrimination Act 1976, 1986

Children Act 1989 and 2004, 2006

The Equality Act 2006

Disability Discrimination Act (DDA) 1995, 2005

Special Educational Needs and Disability Act 2001

Busy Bees provision is open to all children regardless of race, gender, colour, religion, ethnic or national origins or disability. We aim to reflect the diversity of the local community in every aspect of our provision. Medical, dietary and cultural needs will be met.

Every endeavour will be made to provide accessibility for all children and consideration of special needs will be discussed with parents where special equipment or staffing is required in accordance with our policy. Every effort will be made to include special needs children and/or staff. We will raise awareness of the needs of those facing discrimination.

We will address staff training and ensure everyone is made to feel welcome and comfortable within our school.

Children will be encouraged to communicate freely with any member of staff. Every child will be valued and respected as an individual.

Unacceptable, offensive or discriminatory behaviour or language will not be tolerated. This will be dealt with in a sensitive manner towards the victim and by discussion with the offender in order to raise awareness of the feelings of others. Bullying or harassment will not be tolerated and procedures for complaint will be established.

Parents will be encouraged to discuss issues surrounding the childcare provision of their child with staff in accordance with the confidentiality and data protection policy. Busy Bees has a complaint policy for parents.

All staff will undertake induction training. Staff will be recruited and employed under the conditions of equal opportunities.

Busy Bees is committed to positive play and will reflect an awareness of diversity both in culture and disability through the choice of resources and activities. The equal opportunities policy will be a working document and will be revised on a regular basis.



Special Educational Needs Policy

Our Philosophy

Busy Bees aim to provide all children with a broad and balanced learning environment committed to the integration of children with special education needs. Our philosophy is for all children 'with or without special needs' to have the opportunity to develop to their full potential alongside other children in an educational environment.

We aim to provide a learning environment suitable for all children, including those with special needs. To do this the nursery follows the guidelines listed below which have been set in conjunction with the Early Years Developmental Partnership (E.Y.D.P.) and our nursery.

Data Protection

Under the data protection law, individuals have a right to be informed about how the nursery uses any personal data that we hold about them. We comply with this right by providing a 'Privacy Policy' (sometimes called a 'Fair Processing Notice') to individuals where we are processing their personal data. An up to date copy of our Privacy Policy is displayed on the nursery website.

Education

All our planning for activities and play takes full account of the Early Years Foundation Stage. Each child's ability is taken into account when planning and carrying out any activities making sure each child's individual needs are met.

Each child is appointed a key person who is responsible for the induction and monitoring of that child's progress.

We have a policies file located on the window sill outside the main office, please feel free to read through it, if you would like a copy of any of our policies please see Rachel.

If you would like to see our operational plan (plan of how the nursery operates on a daily basis) please also see Rachel.

A copy of our OFSTED report is displayed on our parent's boards in each classroom. Please ask your child's room leader if you would like to receive a copy

Our aim at Busy Bees is to help your child reach his or her potential in the happiest environment possible, without pressure. Simply providing for them the opportunities for them to progress at their own pace.

The important period of life is not the age of university studies, but the period from birth to the age of six. During this period the unconscious learning is gradually brought to the conscious level. Up to the age of six, the child's mind is absorbing all his experiences. Hence. The QUALITY of his earlier environment is most important.

Jean Beales
Directress

