



Full or part time nursery school for children from  
0 to 5 years.

Pinecones Nursery School  
Unit 1c, 4 and 5  
Kingsdown Business Park  
Salcombe Regis  
Sidmouth  
Devon  
EX10 OPD

**01297 680587**

[Pinecones20@outlook.com](mailto:Pinecones20@outlook.com)

Our Ofsted number is **EY551114**

Dear Parents/Carers,

Welcome to Pinecones Nursery School. Pinecones is a small private nursery school, offering day care and early year's education for children 0 to 5 years. We are open all year round and only close at Christmas, 1 week in the summer and bank holidays.

We open 8-5pm Monday to Friday and can be flexible with session times for your child. We do request that they do 2 or more sessions a week as this supports with settling in and staff getting to know your child.

Although we are a private nursery, we are a non- profit-making organisation and all the money from fees goes back into the setting.

### **Aims**

At Pinecones we offer friendly, personal, individual, home from home care and education for children aged 6weeks to 5 years. We work in partnership with families, ensuring all children feel happy safe and welcome.

- ❖ To provide a safe secure and stimulating environment, with high quality care and education.
- ❖ To help your child to develop socially and emotionally.
- ❖ To treat everyone as an individual and to welcome families from all different backgrounds and walks of life.
- ❖ To work in partnership with parents and carers to help children to develop and learn.
- ❖ To live learn work and play together.
- ❖ To offer play-based learning with an emphasis on outdoor education.

### **Coming into Pinecones**

We aim for the member of staff on the door to be the same throughout the day to ensure consistency for children and parents. When arriving in the toddler and big room please encourage your child to put their coat and bag onto the labelled hook, put their lunch box in the box and get out their snack.

Children will also have their own tray where we can put any work they have done or letters. If children make any models that do not fit in their

tray they will be stored on the table by the door.

### **Education and learning**

We follow the EYFs and information on this can be found at:  
[foundationyears.org.uk/files/2023/08/Revised\\_What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf](https://foundationyears.org.uk/files/2023/08/Revised_What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf)

We believe that children thrive when they are happy and interested so we offer child-led free flow play throughout the day. We follow the child's next steps and interests to plan different adult led activities that the children may choose to do, we also develop and enable the environment to enhance children's learning. Throughout the year we look at different seasons, local events and festivals.

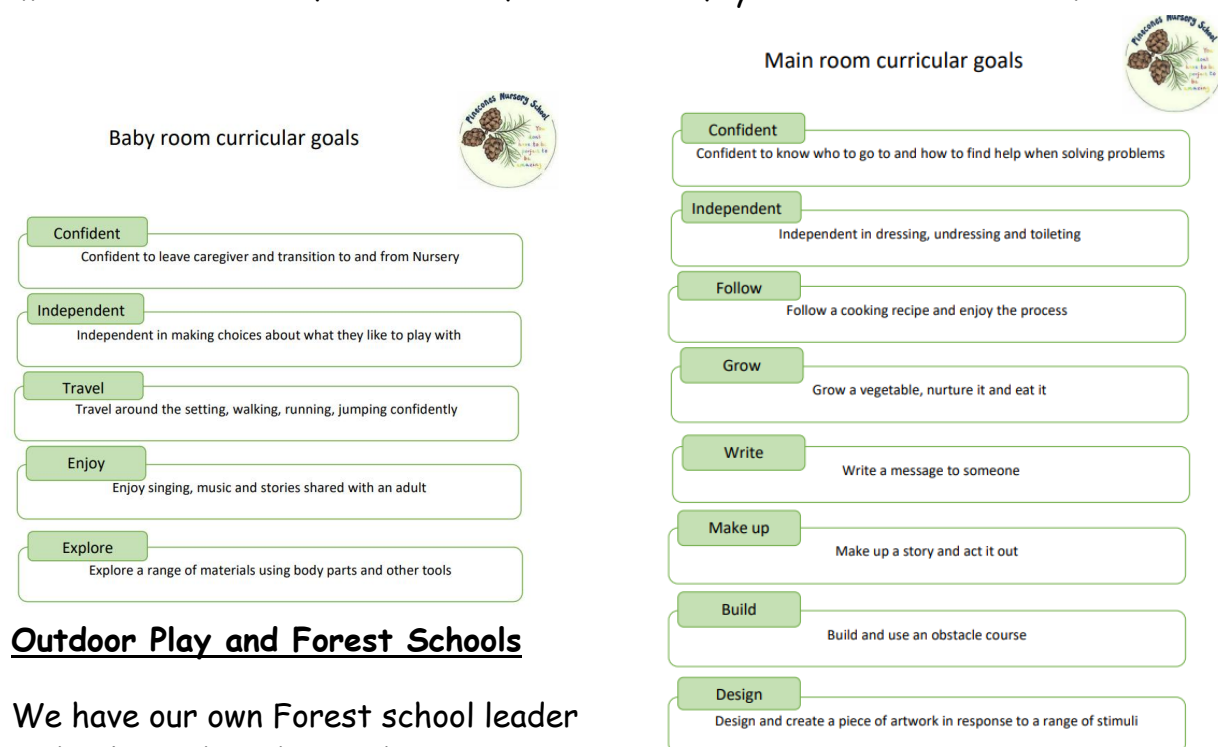
At Pinecones we use an online program called 'Learning Journals'. Once up and running you will be able to see any observations as we add them and you will be able to add pictures and videos from home. We also use 'Learning Journals' to send letters, reminders and invoices.

Babies under 2 will also have a hand written daily where we can record information on eating, drinking, sleeping and nappy changing.

We follow festivals, seasons, children's interests and use individual next steps for our in the moment planning. We also believe that the environment plays a very important part in the children's learning and we are constantly assessing, changing and improving this.

## Our Curriculum

As a setting we have written our own curriculum using Development matters goals as well as our own ideology of important skills for children before they start school. Below you can see an overview of the goals, more details can be found in the folder in the foyer and on our website.



## Outdoor Play and Forest Schools

We have our own Forest school leader and believe that the outdoor environment plays an important part in children's learning. Children are encouraged to play outside as much as possible and we continually review the effectiveness of our outside space.

Our outdoor area includes flowerbeds and vegetable patches for the children to help to look after. We offer Forest school sessions where we go on bug hunts, listening walks, dig for worms and build dens. We also light fires and doing outdoor cooking in the spring. This is all done with a high ratio of staff to children.

## Key Person

Each child has a Key Person who works with the family to make sure we provide the correct care and education to suit your child's individual needs. The Key Person will be the main link between you and the setting and will play a large part in helping your child to settle. They will observe, assess and record your child's development on 'Learning Journal'

## **Progress check at age 2**

When a child reaches 2 and a quarter you will get an appointment from the health visitor and be given an ages and stages questionnaire. The nursery will also fill out a 2-year progress check for you to take with you. This assesses your child's personal, social and emotional development, communication development and physical development. If either the setting or the health visitor has any concerns about your child, we will then do an integrated 2-year check, working together to support your child.

## **Partnership with parents**

At Pinecones we see parents as the most important educators of their children, and as staff we believe in working in partnership with you.

We welcome parents to:

- ❖ Share knowledge and information about children's needs, activities and interests, and their progress either verbally, or via Learning Journals.
- ❖ Contribute to their progress check.
- ❖ Help with sessions at the Nursery
- ❖ Share their own talents and interests with the children
- ❖ Help provide and maintain equipment at the nursery

Staff are always available for parents to talk to and we have an open house policy so feel free to pop in at any time. We also hold regular open afternoons for parents to join us in play.

## **Policies**

A copy of all our policies can be found on the bookshelf in the foyer, along with other parent information which is displayed on the wall. You can also find some of our policies on our website: [www.pineconesnursery.com](http://www.pineconesnursery.com)

*Regarding the General Data Protection Regulations May 2018 (GDPR), we are compliant and any one we share information with such as Learning Journals are also GDPR compliant.*

### Medication and sickness

Please don't send children to Pinecones if they are unwell and/or have a temperature or sickness.

If a child has sickness or diarrhea please keep them at home for 48 hours after the last bout of sickness/diarrhea. If a child has antibiotics, they can't come in for the first 24 hours after starting the medication.

If a child needs any medication, please discuss this with a senior member of staff and fill out the medication section on your child's care plan via learning journals. All medication must be in the original packaging with the child's name on. We can give unprescribed medication under certain circumstances, but a senior member of staff needs to authorise this.

### Fees and funding

Pinecones Nursery School fees are as follows:

- 3 and 4 year old's £6.80 per hour, full day rate-8am-5pm= £58
- 2 and 3 year old's £7.20 per hour, full day rate 8am-5pm= £62
- Under 2 year old's £7.80 per hour, full day rate 8am-5pm= £67
- Invoices are sent out at the end of the month, we charge in advance for regular and prebooked sessions. Any additional hours booked after the invoices are sent will be charged for the following month, you will have 14 days to pay. **We request 4 weeks' notice of child leaving or reducing their hours at Pinecones. This applies to funded and non-funded hours.**
- If payment is not received within 14days of receiving the invoice then an additional £25 charge is added to your account. If there are circumstances which mean this schedule doesn't work for you i.e. benefit or work payments then let us know and we will discuss.
- Children collected 15minutes or more later than their booked session ends when the you have not called to warn and explain then a £5 fee will be added to your account.
- Children who are collected less than 15minutes later than their booked session ends on 3 or more occasions in a term then a £5

fee will be added to your account.

***(all details correct as of April 2025)***

Bank details are:

Julie Stenning  
**Pinecones Nursery School Limited**

Monzo bank

Account number - 68646880

Sort Code- 04-00-03

### **Ad hoc- temporary additional days**

If you require occasional ad hoc sessions, we are happy to provide these providing we are able to offer the space.

Please give as much notice as possible, we do not set time limits on when these should be requested as we understand family life can sometimes change last minute, however please be aware we are not obliged to offer you child a space for an ad hoc session.

We are happy to consider a temporary swapping of sessions with 1 months notice which will not incur an additional charge. For example, swap a Tuesday to a Wednesday. Again we are not obliged to offer this but we will consider it.

### **Funding**

When your child is eligible for funding we do not have restrictions on times at which this funding can be used.

Currently 3-4year olds with both parents working receive 1140 free hours per year. Which is usually taken as 30hours per week for 38weeks or 23hours over 48weeks.

Children from the term after they're 9months in working families may be eligible for up to 15hours a week free childcare term time only or 11hours a week all year round.

You can use this [link](#) to see if you are eligible. If you are, you will receive a code which needs to be shared with Pinecones Nursery School and your details will need to be updated every 3months. It is vital you do this as otherwise funding will stop being provided.

Funding is still claimed when you are on holiday, therefore hours cannot be used at other times during the year.

We are aware that the government have released an update to the funded childcare system, details of which are outlined below.

- from September 2025, all working parents of children aged 9 months up to 3-years-old can access up to 30 hours free childcare per week (1140hours a year)

Please be aware for children who receive funded child care unrelated to benefits we charge an optional small daily fee for consumables such as sun cream, snacks, nappies, wipes, dry bags, upkeep of outdoor clothing, festivals, special events, leavers party, festivals and facepainting.

The charge is per day: £5

In line with our policy on not charging for sessions when more than a months' notice is given. This also applies to the consumables charge.

Please let us know if you would like to opt out of the consumables charge.

### **Collection and drop off**

Pinecones Nursery School charges fees by the hour, and also has a day rate.

You will be charged from your chosen drop off time and collection time. We can be flexible to accommodate to your work/family needs.

Our latest collection time is 5.00pm and we ask that parents aim to arrive on time so staff can clean the setting and have a staff discussion before heading home. If on the odd occasion you are going to be late and cannot get someone else to collect your child, please can you let us know. We also need to know who is going to collect your child and if they are unknown to us will need to provide ID or a password.



### **Safeguarding children**

Our setting has a Duty of Care under law to safeguard your children against suspected or actual 'significant harm'.

Our recruitment process checks the background of all staff. All staff complete at least Level 2 Safeguarding and we follow the Devon Safeguarding Policy.

***Our designated safeguarding officer is Julie Stenning and the deputy's are Tori Hayden and Lauren Weber.***

### **Special Needs**

It is our policy to be an all-inclusive setting, adapting to the needs of all children. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs and Disability Code of Practice January 2015.

Our Special Educational Needs Co-coordinator is **Lauren Weber**. **Tori Hayden** is the SEND mentor and provides support to all staff. Together they form our SEND team.

### **Leaving my child**

When your child first starts, we advise that parents stay until they are happy their child is settled. This is often when your child starts to move away from you, however we understand what's best for each child will vary. Staff will work alongside you throughout settling in sessions.

We have a settling in process in place prior to a full start date. This usually consists of 2x 2hour sessions, we work with parents/carers to do what is best for each child. Some children may need longer than this and a plan is made with your child's key person, manager and yourselves. The child's Key Person will form a special bond with the child and family and help them to settle.

### **Toys from home**

Children are allowed to bring in toys from home especially if this will help

them to settle. Please ensure they are named.

### **What will your child need?**

#### **Shoes and Boots**

We ask that children take off their shoes at nursery, if you want to provide slippers you can, particularly in the winter months. We provide wellies and have all sizes available. Please make sure your child's shoes are named.

#### **Clothing**

Please send your child in old clothing, there will be lots of opportunities for painting, water play and outdoor play. We also encourage children to be as independent as possible at mealtimes so they will get messy. We do provide a variety of different aprons as well as outdoor waterproofs, but please send a few full sets of spare clothes with their name on.

You may send in suntan lotion if your child cannot use what we provide

#### **Bag**

It is helpful for children to have a small bag containing their spare clothes. We also suggest a reusable wet bag. Some can be found on this link but there is a large variety available from other retailers:

[Amazon.co.uk : reusable wet bag](https://www.amazon.co.uk/s?k=reusable+wet+bag)

#### **Food and drink**

Please provide a healthy packed lunch for your child. You can find ideas for lunches here: [Lunchbox ideas and recipes - Healthier Families - NHS \(www.nhs.uk\)](https://www.nhs.uk/healthierfamilies/lunchbox-ideas)

This is also helpful for portion sizes: [Portion Sizes for Toddlers - Infant & Toddler Forum \(infantandtoddlerforum.org\)](https://infantandtoddlerforum.org/portion-sizes)

We will supply water all day and milk or water at snack time, at around 10.00am and 3.30pm. We will also provide all snacks, a menu will be sent out monthly so you know what your child will be eating. This is included in your hourly or consumables charge.

For babies under 1 year old please provide any breast milk, bottles and formula required.

### **Resources**

We use lots of different resources to support activities; if you have anything you think might be useful please let us know. Things like old crockery, teapots pans, spoons, mugs and jugs, wooden planks, guttering, plastic tubing, washers, screw, corks and lolly sticks, old tyres, tubs and yoghurt pots. There are posters in the foyer with other suggestions of items.

### **School Links**

Although we are not connected to one particular school, we do have children that will go to 4 or 5 different local schools. We make good links to all of these schools and make sure that children are offered a good transition to help them settle in September. We provide support for children who require an enhanced transition which will include more support over a longer period than traditional transition support.

### **Smoking**

Please can we remind you not to smoke cigarettes or E cigarettes in or around the nursery.

## **The Pinecones Nursery School Team**

### **Director/Nursery Manager – Julie Stenning**

Early years professional status with a degree in Early Years Education, Designated Safeguarding Officer, first aid, fire training and health & safety officer.

### **Office Manager/SEND Mentor/HR/ Deputy Manager- Tori Hayden**

Degree in Early Years education, Level 3 Safeguarding, SEND training and experience, Deputy Safeguarding Officer

### **SENDCo/Early Years Practitioner – Lauren Weber – Level 2 Early**

Years, first aid, Deputy Safeguarding Officer.

### **Early Years Practitioner – Mary Chambers – Qualified Teacher Status,**

Level 2 Safeguarding, first aid

### **Early Years Practitioner- Charlie Hichens – Level 3 Early Years, Level 2**

Safeguarding, first aid

### **Early Years Practitioner- Louise Vickery- Level 5 Early Years**

Practitioner, Level 2 Safeguarding, first aid

### **Apprentice Early Years Practitioner- Olivia Sancey- Level 3**

Apprentice Early Years Practitioner, Level 2 Safeguarding

### **Apprentice Early Years Practitioner- Faye Salter- Level 3 Apprentice**

Early Years Practitioner, Level 2 Safeguarding

We have a number of regular bank staff used to cover staff sickness and holidays