Broomhall Nursery School

*Growing and learning together for a brighter future.*

# INFORMATION PACK


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Updated 14/09/2026

Broomhall Nursery School

***"Growing and learning together for a brighter future."***

## Our Aims

- To provide a welcoming, secure, happy and stimulating environment to enable all children to learn and develop attitudes, skills and abilities.
- To encourage all children to become confident as both independent and co-operative learners and enable them to develop to their full potential.
- To work in partnership with parents, carers, other agencies and the wider community for the benefit of our children and their families.
- To ensure a smooth transition for all children from home to nursery and provide a firm foundation for future lifelong learning.
- To embrace and value the diversity within our school and the wider community, so that everyone feels included.

## About Us

Happy children, growing and learning together is what Broomhall Nursery is all about. The oldest nursery in Sheffield we were established in 1930. We pride ourselves in providing a safe, supportive, creative and joyful environment in which your child can explore and discover the world.

Our provision was recognised by Ofsted as Outstanding in June 2012, October 2014, May 2018 and again in September 2023.

Our Nursery School occupies a large and once grand house set in beautiful, extensive walled gardens on the edge of the City Centre. We are just a few minutes' walk from Sheffield's two universities, the hospitals and the bustling Ecclesall Road with its shops and cafes and less than a mile from the City Centre. There are excellent public transport links to nursery.

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## Links with Parents and Home

Welcome to Broomhall Nursery School! Our partnership with you is the key to our success and the happiness of your child during their time with us. You know your child better than anyone else. Throughout your child's nursery career we hope that you will share with us all the valuable information you have about your child's experiences, development, skills and interests in order that we can work together to encourage your child to achieve their full potential. We will regularly share with you information about your child's progress and celebrate together their achievements. We value the role other establishments may have played in your child's education and welcome any records, visits or communication from previous nurseries or playgroups.

***Settling in***

When your child begins nursery, please be prepared to stay until they are settled. Some children settle quickly; others take longer. The time that this will take will vary from child to child and arrangements will be discussed between parents and staff to make this process as easy as possible.

***Behaviour at nursery***

All children deserve to learn and grow in an environment where they are treated equally with respect and understanding. We aim to promote positive social skills, foster mutual respect and strengthen and develop self-esteem in all children. We look to parents to support positive behaviour.

We ask that you support us at home and at our school in guiding children away from sexist, racist and other oppressive behaviour. We also ask all visitors to the school to be aware that the way they behave sets an important example to the children.

***Communication***

Most of our communication is now done by Email – please ensure you state this on your Application/Admissions Form. Our Facebook page and our website are updated regularly and you can use them to check for up to date information.

***Books to borrow***

There is a library trolley in our foyer, which you and your child may use as often as you wish. This is a simple system for borrowing a wide assortment of books. Books may be borrowed for a maximum period of 3 weeks, and should be signed out on the Lending Sheet.

***Parent consultations***

We are very lucky in that we see parents or carers most days. We do, however, set aside times each term when you can meet with your child's teacher/member of staff. If you wish to see staff at any other time we can always arrange this.

We look forward to working closely with you.

**Nancy Farrow,** *Executive Headteacher*

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## The Early Years Foundation Stage Curriculum

We deliver the Early Years Foundation Stage (EYFS) to children between the ages of 3 and 5 years. In Nursery we plan activities to help them make progress in all areas of their learning and development. The EYFS underpins all future learning and is divided into seven areas:

***Prime:***
Personal, Social & Emotional Development
Communication & Language
Physical Development

***Specific:***
Literacy
Mathematics
Understanding the World
Expressive Arts & Design

All teaching is delivered through practical activities and structured play. Parents/carers are closely involved in their child's learning and are asked to inform staff about children's interests. The children are regularly assessed to monitor their progress and to enable accurate plans to be made for future teaching and learning.

Throughout the time your child is at Broomhall, records will be kept showing their development and the progress they have made. These records, your child's 'Learning Journey', will be discussed with you at a parent consultation each term, although you can ask to see these records at any time. We will also liaise with other early providers if your child attends another setting or is with a childminder.

## Transition to Primary School

Applications for a school place are made by parents to the Education Authority by mid January of the year in which your child is due to start school. The Authority encourages parents to apply on line for their child's school place but we do have copies of the paper application forms available from the office. Admissions are co-ordinated by the Primary Admissions team on 0114 2735766.

Children from Broomhall move on to over 20 different Primary School settings. We have excellent relationships with all of the infant and primary schools that we feed to. Many of the Reception Teachers come to Broomhall to visit their new pupils in the summer term and the schools all organise transition meetings for children and parents/carers at the schools. When the time comes for your child to say goodbye to Broomhall they will be awarded a Leaving Certificate and their Learning Journey will be passed on to their new teachers.

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## Staff

As a Nursery School we employ teachers and teaching assistants and all staff receive regular curriculum professional development.

We operate a 'key person' system so that a specific member of staff will be assigned to your child to support their development through planning and assessment. Your child's key person will be your first point of contact but we hope that you will still feel able to talk to all members of staff on a daily basis, because all of the staff in your child's classroom will be working with all of the children.

We have many visitors and students who attend Broomhall Nursery for their professional development/training. You may also see other professionals in the Nursery e.g. health visitor, speech therapist, visiting teachers, early years practitioners and local education advisers. These people are also involved in the education, general care and well being of the children at Broomhall. No one will observe, examine or discuss your child with outside professionals unless you have given your permission first. If you wish to discuss any worries or problems with any of the above people please contact your child's key person.

## Governors

As a Local Education Authority Nursery School, Broomhall has a Governing Body consisting of people appointed by the LEA, parent's representatives, members of the school staff and some co-opted members from the local community. Currently there are ten members of the governing body; each has a responsibility for certain aspects of the service and all have an overview of the running of the school.

| **Liz Chesworth** | **Chair** |
|---|---|
| Nancy Farrow | Head |
| Natalie Cullum | Associate |
| Graeme Goodwin | Associate |
| Madeleine Stones | Co-Opted |
| Rosa Cisneros | Co-Opted |
| Nazia Batool | Parent |
| Julie Watson | Parent |
| Faiza Ali | Parent |

The whole Governing Body meets at least once a term to discuss issues concerning our School and education in Sheffield. The minutes of these meetings are available at the School. Smaller sub-groups meet regularly to discuss personnel issues, resources (including finance and premises) and of course curriculum. All parents are welcome to attend the Parents & Community sub-committee meetings each term. These usually take place on a Thursday evening and notices are put up reminding parents when they are due to take place. The Governors are part of the decision-making body of the school. They welcome your comments on the running of the Nursery and will offer help on any matter.

Parent Governors also hold regular coffee mornings in nursery. You are all welcome to attend even if your child does not normally come to nursery on that date.

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You can also email Governors directly at governors@broomhall.sheffield.sch.uk
More information about our Governing Body, meeting dates, etc., can be found on our website at www.broomhallnursery.org.uk

## Free Early Learning and Fees

***Free Early Learning***
All children are entitled to fifteen hours Free Early Learning (FEL) per week, during term time. If you work you may also be entitled to the Working Parents Entitlement. Please visit www.childcarechoices.gov.uk to find out what support you are eligible for or refer to our leaflet about Working Parent Entitlement and Tax-Free Childcare. Children are eligible for a FEL place according to their date of birth as outlined on the table below:

| A child born on or before | Will become eligible for a free place from | Eligible Term |
|---|---|---|
| 1 April and 31 August | 1 September following their 3rd birthday | Autumn |
| 1 September and 31 December | 1 January following their 3rd birthday | Spring |
| 1 January and 31 March | 1 April following their 3rd birthday | Summer |

**Please bring your child's birth certificate or passport to the office to confirm their date of birth**

***Session Times***
Nursery is open from 8am to 5pm every weekday in term time, excluding Bank Holidays and Staff Training Days. The standard sessions we offer parents are based on 3 hour morning and 3 hour afternoon sessions. If a parent is entitled to access the 30 hour Working Parent Entitlement they can choose between the Standard Session Pattern or the Working Parent Entitlement Pattern:

| STANDARD SESSION PATTERN | Charge for Session | | WORKING PARENT ENTITLEMENT PATTERN | Charge for Session |
|---|---|---|---|---|
| **8.00am- 8.45am**<br>Breakfast Club | £6.50 | | **8.00am- 9.30am**<br>Breakfast Club | £10.00 |
| **8.45-11.45 am**<br>Core Morning | £19.50 or FEL | | **9.30am-3.30pm**<br>Core Day | FEL |
| **11.45am-12.45pm**<br>Lunch | £6.50 or FEL if full day | | **3.30pm-5.00pm**<br>After School Club | £10.00 |
| **12.45pm-3.45pm**<br>Core Afternoon | £19.50 or FEL | | | |
| **3.45pm-5.00pm**<br>Tea Club | £10.00 | | | |

***15 hours FEL***
At Broomhall Nursery you can use your 15 hour FEL during our core morning (8.45am-11.45am) or afternoon sessions (12.45pm-3.45pm). Most parents choose 5 mornings or 5 afternoons but it is possible to have any combination of paid and FEL sessions within our Standard Offer. Alternatively you can have two full days and use 14 hours of your FEL without charge.

*Examples:*

*5 morning sessions* 8.45am to 11.45am = 15 hours at nursery.
15 hours FEL.
Weekly bill = £0.

*3 full days* 8.45am to 3.45pm = 21 hours at nursery.
15 hours FEL (3 x am plus 2 x pm sessions)
6 hours paid sessions (3 lunch sessions @ £6.50 and one afternoon session @ £19.50).
Weekly bill = £39.00

***Working Parent Entitlement***

**FULL WEEK - Our Core Day** (7 hours in length) is 8.45-3.45 and most children start and finish at these times if they are doing full days. If you are using your full 30 hours over five days on this pattern then you would just pay for the extra hour each day @ £6.50, meaning a full weeks childcare for five days would be £32.50. You can also choose to add Breakfast Club at £6.50 and Tea Club at £10 per session.

**FULL WEEK - Shorter Da**y (6 hours in length) is 9:30-3:30 and is available to those parents who are using their full 30 hours over five days. There would be no additional childcare costs to this pattern unless you wish to add Breakfast Club and Tea Club at £10 per session.

**PART WEEK** – For those parents who want part weeks we can offer the Core Day (8.45-3.45) fully funded by the WPE. So if you take four days this would mean you are using 28 hours of your 30 hour funding.

***FEL Terms and Conditions***
We will ask you to sign a Parental Agreement Form each term to confirm how many FEL hours per week and weeks of the term you intend to claim at Broomhall Nursery School and if you are claiming any hours at another setting.

If you take a family holiday during the 38 funded weeks, only the first four weeks of your holiday will be funded each year. If you wish to take additional holidays or extended leave to home country and would like us to keep your child's place open then we will need to charge you for any sessions not covered by the Free Early Learning holiday entitlement. Alternatively, you can reapply for a place at Broomhall Nursery when you return to Sheffield, although a place cannot be guaranteed.

If you wish to leave nursery and/or change provider midway through the term, you will be asked to give 4 weeks notice. Within this notice period you will not be able to claim FEL at another provider and you will be liable for any paid for sessions.

### *Fees*

*Charges are applicable for all wrap around care (Breakfast Club, Lunch and After School Clubs) and any extra core sessions you may require over and above your FEL.*

The current charge is £6.50 per hour or part hour for childcare. Hot lunches are £2.85 per meal
Invoices will be issued 4 weekly in advance and payment of fees is required within 14 days of receipt of invoice.
Fees will continue to be payable, at full cost, for your child during absence from the nursery, whether it is due to sickness, holidays or non-attendance.

## Early Years Pupil Premium

We receive additional funding called the Early Years Pupil Premium for some of our children, and this government funding is used to improve the provision of education and enrich the curriculum. Some of it is used to support children's learning in small group work related to specific areas of the Early Years Foundation Stage and some is used to enrich the curriculum with weekly musical sessions and Rugby Tots.

## Attendance

In partnership with parents, carers and other agencies we want all our children to achieve their full potential. At the heart of this drive is a commitment to nursery attendance, there is an enormous amount of evidence that this is critical for your child's success. We trust that you will join in this partnership and support the education of your child by ensuring their attendance at nursery. Please inform us if for any reason your child will be absent from nursery at the earliest opportunity. If a child fails to attend their session at Nursery and we have not been informed of their absence, staff will contact you by telephone.

If your child has a hot lunch at Nursery then you need to telephone us before 9.30am to tell us that your child will not be attending otherwise the lunch will be ordered and you will be charged.

## First Aid, Medication & Illness

Children should be kept at home if they are ill and nursery should be informed. Infections spread quickly among children and they cannot be allowed to attend if they are infectious or have symptoms of:

- Eye infections/conjunctivitis (red or discharging eyes). Medical advice should be sought. Eye drops will not be given by Nursery staff.
- Sickness or diarrhoea: no attendance until 48 hours after the last bout of sickness/diarrhoea.
- Doubtful skin rashes: no attendance until medical advice is sought.
- If your child catches chicken pox then they need to stay at home for 5 days after the first spots appear and until the spots have scabbed over and are dry.

Should a child become unwell whilst at nursery then every effort will be made to contact parents/carers or the person specified as quickly as possible. Please collect sick children promptly to minimise distress and the spread of infection. **It is very important that you notify the office of**

**any change of mobile or daytime contact numbers so that we can contact you quickly in the event of an emergency.** If you work in employment where you do not have access to your mobile phone please ensure that we have an up to date business landline number on which to contact you.

Only prescribed medicine, clearly labelled with child's name, dosage and date can be given at nursery. You will be expected to complete and sign administration of medication forms at nursery which will need to be countersigned by the Headteacher. No eye or ear drops or creams will be administered by Nursery staff. Long term medication will be administered with parent/carers written permission and once staff have received the relevant training.

In the event of your child being involved in a minor accident we will administer First Aid. In the case of a more serious accident, we will contact you and if necessary we will take your child to hospital.

## **Clothing** - *please help us*

Please dress your child in clothes they can manage themselves and that are easily washable. Belts, buckles and braces are difficult for small children to manage especially when they are in a hurry to go to the toilet.

Broomhall children love to play in our beautiful garden all year round. In winter please ensure you child has a suitable, warm coat for outdoor play, gloves, a woolly hat and a pair of wellies. In summer, please ensure that they are protected with sunscreen, sunhats etc. Please apply sunscreen before your child's session. Sensible shoes with a good grip are also beneficial for climbing and to prevent slipping.

**Please ensure that all removable items of clothing e.g. coats, cardigans, jumpers, hats etc are clearly labelled with your child's name.** Children are not allowed to wear jewellery at nursery with the exception of stud earrings.

## Nappies and personal care

We ask parents to provide nappies, creams and wipes for their child's personal care and these should be clearly labelled with your child's name

## Bringing things to school

Please do not send your child to school with snacks or sweets from home as we have children with severe allergies. Toys should also remain at home because it causes distress if these are lost.

## Snacks

Water is provided throughout the day and milk and a healthy snack will be provided mid session. We would prefer you not to send your child to nursery with additional snacks. **In particular please do not send any nuts or products containing nuts to nursery as we have a number of children with particularly severe allergies. Please chop grapes and olives lengthways to help avoid the possibility of choking.**

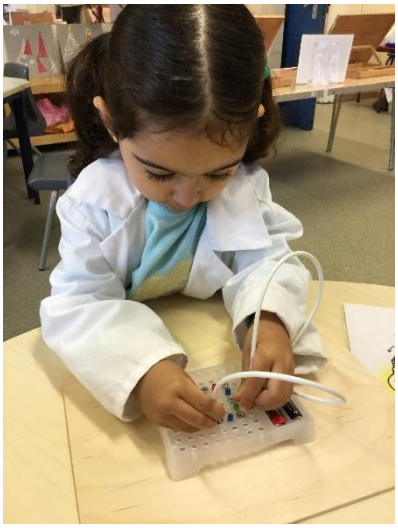
We request a voluntary donation of £6.00 each half term to help fund all snacks, baking and food technology activities which encourage healthy eating. Please inform us of any allergies or dietary requirements your child may have.

## Our Policies and Procedures

Our School has a comprehensive list of policies and procedures carried out in line with those of the Local Education Authority. A full list of our policies is available to read on our website and most are available to download. If you would like to see a printed copy of a policy then please ask in the office.

If there are any issues or problems you wish to discuss with us, in the first instance these can be dealt with through informal discussions with staff. If you would like a copy of our Complaints Policy again this can be accessed on the website or in the office.

***Safeguarding***



At Broomhall we have responsibility to make sure that all children are safe and protected. In the event of any concerns we are obliged by law to follow the latest safeguarding procedures and inform the appropriate authorities in line with Keeping Children Safe in Education (KCSIE). All of our staff have a duty to respond to any concerns there may be about a child suffering from any possible abuse, whether physical, mental or sexual. We always work closely with parents over all issues concerning their children; however, if significant harm were suspected, the interests of the child would be paramount. We liaise closely with Social Services and Multi Agency Support Team to help any children and families in crisis.

At Broomhall Nursery School our Safeguarding Lead is Natalie Cullum and our Deputy Lead is Nancy Farrow. If you have any concerns regarding children or vulnerable adults, please speak to Natalie or Nancy who can be contacted on 0114 2721453.

***Equal Opportunities***
We believe that each child should have every opportunity to develop his/her potential, regardless of race, gender, religion, culture or disability. Our curriculum and the way in which it promotes positive behaviour, strives to offer equality of opportunity. We feel privileged that our community reflects the multicultural society in which we live, and therefore offers children many real opportunities to experience and discuss issues of the wider world.

## Special Educational Needs & Disabilities

We have a staff team, which is committed to our policy regarding the inclusion of children with Special Educational Needs & Disabilities (SEND). Some members of staff have special responsibility and additional expertise in this area. Where a child with SEND requires a place at our Centre we will work closely with parents, support services and the Children and Young Peoples Directorate to enable them to take up this place and meet their needs, by maximising whatever resources are available. Our nursery has a member of staff designated as Special Educational Needs & Disability Co-ordinator (SENDCo). This is Liz Hodkin who can be contacted on 0114 2721453. We work to the Special Educational Needs Code of Practice. Regular reviews of children's progress will take place with parents and other professionals to ensure their needs are met.

We liaise with other support professionals as appropriate, such as Speech Therapists, Education Psychologists and Community Paediatricians, and can arrange referrals if required.

## Health and Safety

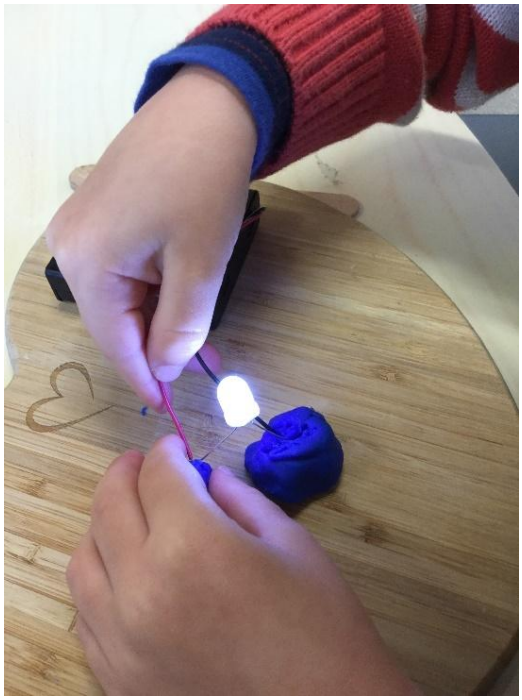
***Collecting children***
The safety of your child is a prime concern to us all. Please make sure a member of staff knows your child has arrived and that you follow the simple registration system. It is also crucial that staff are aware when your child is due to be collected if this is not at the normal time.

We will only allow your child to leave Broomhall with a parent or person named on your child's Safety & Permission form. If your child needs to be collected by someone else you must inform us in advance. No child will be allowed to go home with anyone *under sixteen* (unless they have PARENTAL RESPONSIBILITY, not parental permission). Children who are dropped off late or collected early should be checked in/out via the office.

***Road safety & parking***
The road outside the School can be very busy and dangerous, particularly at the beginning and the end of each session. Please observe the parking restrictions on the road and park safely and sensibly so that all the children coming to Nursery are protected. Please ensure that you lock your car before coming into Nursery and do not leave anything, whether valuable or not, in view. Please do not leave younger siblings in vehicles whilst collecting children from Nursery.

Although we have a car park at the rear of the building this is for the use of staff members and official visitors to Broomhall. **We regret that there is no access for parents from the car park to Nursery although there are disabled parking spaces for parents and children with disabilities.**

Access to Nursery is via the front of the building through the main entrance.  Please remember to close and lock the nursery gates to ensure children's safety.



***Please do not…***

- smoke at Broomhall Nursery. The nursery and its grounds have been designated a Smoke Free area in the interest of everyone's health and safety.
- bring dogs to Nursery.  Dogs (except Guide Dogs) are not allowed in the grounds and we would ask you not to tie your dog to the gates as some children find dogs frightening.
- park illegally on the double yellow lines outside of nursery
- **use mobile phones in the Nursery building or gardens at any time**.

***Please do….***

- talk to us about your child's progress and development.
- share with us any concerns or worries you may have.
- feel very welcome at Broomhall Nursery School.

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