EWELL GROVE PRIMARY & NURSERY SCHOOL

Starting school in our Nursery Class is probably one of the biggest transitions of your family's life. Ewell Grove is committed to trying to make this as easy and comfortable as we can for both you and your child. The information in this booklet therefore is the start of us helping you through the process.

Ewell Grove champions the right of children to have access to high quality education in their local community. The overarching aim of Ewell Grove is to be, and always remain, a school of excellence both in academic and social terms. We regard our establishment as a community that provides both context and opportunities for children to develop an understanding of cohesion, tolerance and respect. We develop high aspirations for our pupils and in return families have exacting expectations of us.

We recognise the significance of inclusion and diversity within educational settings and the imperative to create and celebrate success for everyone. Through our school ethos and values, policies and practices we aim to eradicate discrimination and barriers to learning whilst improving participation and achievement for all.

As children move through our school, from their earliest formative years, we build upon the experiences they have already gained. With our school foundations firmly rooted in Early Years principles we believe that the curriculum we offer must nurture, preserve and cherish the uniqueness of childhood.

NURSERY PROSPECTUS

2026 - 2027

INCLUDING SCHOOL POLICY ON NURSERY ADMISSIONS & CHARGING

Ewell Grove Primary School, 29 West Street, Ewell, Surrey KT17 1UZ – 0208 393 4393
www.ewellgroveprimaryandnursery.co.uk/
office.ewellgrove@lumenlearningtrust.co.uk

EWELL GROVE'S VALUES AND AIMS

The overarching aim of Ewell Grove is to be a school of excellence and in pursuit of this goal we are committed to a journey of continuous improvement. At Ewell Grove we believe that ambition provides the foundation for success.

Value	Our Aim is that Children at Ewell Grove Will:
Be Gentle	• Be positive about themselves and others • Help one another and learn tolerance, patience, consideration and empathy • Understand that peace begins with all of us and enables us to live harmoniously • Show unity and togetherness • Understand the importance of collective strength and harmony
Be Honest	• Understand that everyone is unique and valuable • Be true to themselves and others • Be trusted and show trust in others • Develop dignity • Understand the importance of commitment • Understand that rights are balanced with responsibilities
Be Kind & Helpful	• Understand that respect starts with liking who I am • Learn when it is appropriate to put the needs of other people first and who to trust • Have courage and confidence • Contribute to our school community by caring and having the ability to share • Ensure consistency between words and actions
Listen to People	• Have self-respect, self-esteem and self-worth • Accept everyone and respect another person's point of view • Resolve differences in a constructive way • Be understanding and open-minded • Understand the traditions and value entrenched in their own culture and the importance of respecting those of others
Look After property	• Understand the importance of taking care of the environment • Understand that co-operation is working together • Know that taking care of our school is a collective goal
Work Hard	• Pursue excellence • Understand their responsibility in the learning process • Be resilient in their approaches to accomplish something worthwhile and admirable • Be given a firm foundation in the basic skills that are fundamental to their future economic well-being

EWELL GROVE'S NURSERY OFFER

SESSION TIMES		
Fifteen-hour Morning Session	08:30 am to 11:30 am	Monday to Friday
Fifteen-hour Afternoon Session	12:30 pm to 3:30 pm	Monday to Friday
Thirty-Hours Daily Sessions	08:30 am to 2:30 pm	Monday to Friday
These hours are non-negotiable		

The maximum number of children that can attend in any session is 26. Ewell Grove provides a flexible offer with a mixture of part-time (15 hours) and full-time (30 hours) fully funded Government sessions:

Morning	Afternoon
13 fifteen-hour nursery places	13 fifteen-hour nursery places
13 thirty-hour places	

Further information regarding fifteen hours of Free Early Education for 3 and 4 years olds, using five mornings or afternoons per week 3 hours per day, can be found by following the link below:

https://www.surreycc.gov.uk/schools-and-learning/childcare-professionals/providing-free-early-education/providing-free-early-education-for-three-and-four-year-olds

Further information regarding thirty hours of Free Early Education for 3 and 4 years olds, using five mornings and afternoons per week 6 hours per day, can be found by following the link below:

https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/30-hours-funded-childcare-for-working-parents

In addition to the standard nursery admissions criteria (as detailed on page 4 and 5) criteria for admission to the 30 hours Nursery provision are:

- Able to accept, with valid eligibility code, a place for 30 hours per week (8:30 am to 2:30 pm) Monday to Friday at Ewell Grove Nursery (term time only).
- Able to accept, but awaiting a valid eligibility code, a place for 30 hours per week (8:30 am to 2:30 pm) Monday to Friday at Ewell Grove Nursery (term time only). ***NB once a 30-hour place has been offered - it will not be confirmed formally until a valid eligibility code has been provided to the School by the parent/carer.***
- Ineligible for 30 hours extended entitlement but willing to self-fund the additional 15 hours per week at a rate of £7.50 per hour or £112.50 per week.

  Please note *this charge is subject to change at any point.*
- If a child becomes ineligible for the free extended entitlement during the year and parents/carers cannot produce an eligibility code, the child will remain entitled to the 15-hour universal provision, which will be available between 12:30 pm to 3:30 pm Monday to Friday.

ADMISSIONS CRITERIA

Admission is dependent on a Ewell Grove application being submitted within the publicised timescale and places being available. All application forms must be returned by 15th January the academic year prior to starting in September. After the closing date, applications for entry to Ewell Grove Nursery in the academic year 2026/27 will always be ranked according to the following criteria:

PRIORITY A – LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

Children who are or have previously been registered as being in the care of a local authority for example:

- fostered or living in a children's home
- adoption
- a special guardianship order
- a child arrangements order (previously known as a residence order)
- who has been in local-authority care for 1 day or more

PRIORITY B – EDUCATION HEALTH CARE PLAN OR SOCIAL NEED FOR A PLACE AT EWELL GROVE

Places will be allocated to children with an Education Health Care Plan (EHCP) or where written evidence can be provided that formal assessment for an EHCP has been agreed by a Local Authority.

Places will also be allocated to children with social need; these will be assessed against the information either provided directly to or gained by the school from professional agencies working with the family.

Examples of social need which may be considered (in no specific order) might include:

- If a parent is in receipt of any of the benefits that qualifies the school to claim 'Early Years or Pupil Premium'
- A child living in temporary/overcrowded accommodation with a confined play space (those living in a bedsit, top floor flat, hostel, caravan, mobile home or children with no garden); evidence from housing department will be required
- A child with a parent living in accommodation protecting them from domestic violence
- A child of parents with disabilities or a child who has siblings with disabilities
- A child who is cared for by a 'Young Carer'

PRIORITY C – CHILDREN OF A MEMBER OF STAFF

PRIORITY D – WHERE A CHILD IS EXPECTED TO HAVE A SIBLING ATTENDING EWELL GROVE AT THE TIME OF ADMISSION

A sibling is a child who will have a brother or sister (including children living as siblings within the same family unit) attending Ewell Grove Primary and Nursery School at the time of the sibling's admission.

PRIORITY E – CHILDREN WHO WILL TURN 4 YEARS OLD BETWEEN 1ST SEPTEMBER 2026 AND 31ST AUGUST 2027

This is to give priority to older children who will be due to transfer to Reception in September **2027** and hence have only one year left to attend nursery.

If parents believe that their child is eligible under any of these categories supporting evidence must be included with the application form. Evidence submitted to the school after the 15th January will not be accepted.

FOR THE SPRING AND SUMMER TERM ADMISSIONS (WHERE AFTERNOON VACANCIES ARE AVAILABLE ONLY):

PRIORITY F

In circumstances where there are vacant places in our Afternoon Nursery Class, and after priorities have been given using criteria A to D, children who have had their 3rd birthday and have applied to Ewell Grove Nursery for **September 2027** will be able to benefit from additional nursery experience as follows:

If your child is born between:	Children at Ewell Grove are eligible for up to 30 hours free early education in the term following their third birthday
1st September – 31st December 2023	Spring Term 2027
1st January – 31st March 2024	Summer Term 2027
1st April – 31st August 2024	Autumn Term 2027

Where any category of priority is oversubscribed applicants will be ranked according to the straight line distance from the address they provide on the Application Form to the School. Ewell Grove will use the Admissions and Transport Team's Geographical Information System. The measurement for these purposes does not take into account the mode of transport used. The distance is measured from the address point of the pupil's house as set by Ordnance Survey to the nearest gate available for pupils to use.

NB – the priority criteria outlined in this document will only be used for the purpose of allocating a place at Ewell Grove Nursery. The criteria are not used for the purpose of the allocation of morning/afternoon sessions. Parents are given an opportunity to express a preference for morning/afternoon sessions on their application form, but these cannot be guaranteed. The final decision with regard to the admission of Nursery places and the allocation of morning/afternoon sessions rests with the Governing Board of the School. Where Ewell Grove Nursery is oversubscribed we will maintain a waiting list and offer places from this in accordance with the criteria above.

Admission to Ewell Grove Nursery does not guarantee admission to our Reception classes. Applications for Reception must be made via Surrey County Council and be submitted by the statutory deadline in order to be considered.

Although children are not of statutory school age until the term after their 5th birthday, we believe that the precedent for attendance of our Nursery children should be in line with the rest of the school. Upon becoming statutory school age, any attendance rate under 95% will be automatically highlighted to the Inclusion Officer and must be closely monitored by the School. Please ensure you familiarise yourself with our school Attendance Policy that includes our nursery classes.

CHARGING INFORMATION

EWELL GROVE NURSERY LUNCH CLUB

Nursery Lunch Club operates for both nursery classes between 11:30 am -12:30pm. Nursery Lunch Club is in addition to the 15-hour free entitlement offers, providing parents with the option of provision for a further 5 hours per week. Places are subject to availability after provision for those children eligible for 30-hours' has been organised – remaining places are offered on a first come, first served basis. If all 30 hour places are filled there are 13 additional places for 15 hour children. Parents are required to provide their child with a packed lunch (Ewell Grove will provide water). Please note that nursery-aged children are not eligible for Universal Free School Meals.

There will be a charge of £7.50 per Lunch Club session to attend; this offers parents up to five further hours of supervision a week for £37.50. ***Please note*** *this charge is subject to change at any point.* This charge is not applicable to any child eligible for 30-hours' provision. Parents of children that qualify and register for Early Years Pupil Premium will receive a 50% reduction on this cost; the remainder will be covered by the additional Early Years Pupil Premium funding paid to the school. The sessional charge for Nursery Lunch Club will be reviewed annually by the Trust. No funds from Ewell Grove's budget will be used to subsidise the overall running costs of this service.

ADDITIONAL HOURS

Parents/carers may request to extend the daily provision of the 30-hours' childcare schemes from 2:30 pm until 3:30pm. There will be a charge of £7.50 per Extension Hour to attend; this offers parents up to five further hours of supervision a week for £37.50. ***Please note*** *this charge is subject to change at any point*.

Both Nursery Lunch Club and the Extension Hours are provided as a flexible arrangement giving parents the choice of which days to attend. However, sessions must be arranged with Ewell Grove and paid for in advance by the date advised. Ewell Grove will not refund a session payment that a parent has booked, but chosen or been unable to use – this includes if a child is absent. A session payment cannot be 'carried over' in lieu of a session missed for any reason. Nursery Lunch Club and Extension Hours arrangements will be cancelled if notification and payments are not in line with those outlined in this policy. Payment cannot be made retrospectively.

We understand that events can occur that require parents to find unexpected cover for their child over the Lunch Club period of 11:30 am to 12:30 pm, or the Extension Hours period of 2:30 pm to 3:30 pm. If a place has not been booked in advance, parent can always enquire if one is available at short notice. Ewell Grove will always seek to support a family in these unavoidable circumstances if able to do so.

PAYMENT METHODS

Payment for Nursery Lunch Club and Extension Hours should be made online through 'Tucasi'; the link for this can be found on the school website https://www.scopay.com/ewell-grove. In order to make your payment you will need to set up an account and enter an 'online link code'. This personal code will be sent home with your child during their first week at Nursery.

IMPORTANCE OF RELATIONSHIP BETWEEN HOME AND SCHOOL

Family are the most important people in a child's life. We recognise the individual insight you bring with your child and endeavour to work closely with families at all times. We see starting at Ewell Grove Nursery as a continuation of the learning experience that your child has already begun at home with you.

Our aim is to settle your child as easily and quickly as possible, but it will be a different experience for every unique child. Once offered a place you will be invited to, and we would strongly recommend you accept, a programme of induction events. In the meantime, we understand that both you and your child are bound to be wondering what happens at nursery each day.

Learning at our nursery will include:

- Leaving our main carers happily and making new friends
- Understanding that within a class I have to think about other people and not just what I want!
- Learning to be independent in my learning, behaviour and toileting; between 30-50 months most children should be able to remember to go to the toilet in time and wipe themselves. This approach will be supported in nursery… but help will always be on hand.
- Indoor and outdoor independent learning across all 7 areas of Early Years learning
  - 3 prime areas - Personal, Social and Emotional Development, Physical Development & communication and Language.
  - 4 specific areas – Literacy, Mathematics, Understanding the World, Expressive Arts and Design
- Thinking and reasoning creatively and critically
- Adult facilitated activities
- Fruit, milk and/or water
- Group time such as story-telling, developing phonics and listening games

READY TO LEARN EVERY DAY

We are often asked how families can prepare their child for nursery… here are some of the things you can practise:

PREPARING FOR NURSERY

The Start of Independence

- Teach your child to use the toilet (and urinal) independently; this will improve their self-esteem when they are at school with their peers
- Ensure they can dress themselves and put on their own coat
- Encourage them to carry their own bag to school
- Be confident when dropping them off at school; don't let them 'cling' to you at the school gate
- Encourage them to become a 'playground friend' or 'school buddy'
- Support them to hang up their school uniform ready for the next day
- Include them when completing household tasks

EMOTIONAL WELLBEING

Relationships

- Tell your child that you love them every day
- It's good to establish and maintain boundaries with your child – it helps them to feel safe
- Be a positive role model for your child don't shout or swear in front of them, it is rarely effective

Raising Self-Esteem

- When things are difficult help your child to see it as part of life and learning and that it happens to all of us
- Teach your child not to give up and to keep trying
- Listen to your child and show them you value their views and opinions

Spending Time Together

You can help your child if you:

- Set aside time for talking – without being interrupted by phones, TV, radio, computer etc.
- Share books and games in a quiet environment – not in front of the television
- Play games together as a family that encourage concentration, such as jigsaws and board games
- Encourage physical play and exercise by taking a trip to the park or the local leisure centre
- Give lots of hugs and praise

Getting Enough Sleep

- Children need sleep to develop, to concentrate in school and to learn well
- Under fives need up to 15 hours, primary children about 10 hours and even older children still need 9 hours
- Too many late bedtimes can make it hard for them to learn
- A good night's rest will help your child feel happy all day long

Behaving Well

- Agree clear and realistic rules and stick to them
- Encourage your child to always say 'please' and 'thank you' and not to interrupt you or others when you are talking
- Support school rules and encourage your child to follow these
- Ask for help if you child's behaviour is proving difficult at home

UNIFORM AND PE ITEMS NEEDED

UNIFORM POLICY

All children are expected to wear school uniform. We are aware that children with sensory difficulties/challenges may need to have some adaptations made to the uniform; any changes **must** be discussed and agreed with the school before being implemented. The wearing of school uniform encourages children to take a pride in themselves and their school and the Trust would appreciate parents' support.

Please ensure that **ALL** items of clothing (along with any other items brought into school) **are clearly named.** Labels are available from companies such as http://www.wovenlabelsuk.com

Items which state '(with logo)' must be purchased through our school uniform provider
https://www.schoolwearinc.co.uk/school/ewell-grove-primary/

All other items can be purchased either through our school uniform provider or generically

Children can dress in the uniform listed in which they feel most comfortable

Nursery to Year 2

- Red plain polo shirt
- Black fleece zip top (with logo)
- Grey pinafore/skirt
  - ➢ With white/grey socks or red/dark tights
- Red gingham dress/shorts *(warm weather)*
- Grey trousers or shorts
  - ➢ With dark socks
- Black/white trainers or shoes *(no sandals)*

Accessories

- Book Bag (with logo)
- Sun hat/cap *(with logo - optional)*



Please remember to send your child in appropriate footwear. We do not permit boots or sandals with open toes, jelly shoes or heels for safety reasons; please no laces before your child can tie them independently. Coats in school every day for playtimes and all items clearly named.

PE KIT POLICY

Children are to arrive at school in PE Kit on their allocated PE days; these will be confirmed once the timetable has been arranged in September. Please note, PE kit is viewed strictly as 'Uniform' and therefore other adaptations of PE kit, not shown on our list, will not be allowed. T-Shirts and Fleeces with the Ewell Grove Logo and plain black short/joggers are essential.

Glasses on PE Days - The majority of children can safely remove their glasses for P.E. However, if your child has to wear glasses during P.E we recommend that you discuss this with your child's optician and obtain either prescription sports goggles or a headband to secure glasses

Please ensure that **ALL** items **are clearly named**

Items which state '(with logo)' must be purchased through our school uniform provider

All other items can be purchased either through our school uniform provider or generically

Nursery and Reception to Year 2

- Red PE T-shirt (with logo)
- Black shorts or skort (minimum of mid-thigh length)
- Black Leggings (optional)
- Black fleece zip top (with logo)
- Black jogging bottoms
- Light Waterproof coat (not school coat)
- Black/white Trainers (velcro fasteners until children can do laces)
- Socks (to replace tights)



IMPORTANCE OF PROVIDING SCHOOL WITH ALL THE INFORMATION NEEDED BEFORE YOUR CHILD STARTS

It is very important that you provide all the information needed via Admissions+ or complete any forms provided before your child starts. The information you provide will inform our planning for the first weeks and helps us to ensure that children are safe and happy when they start Nursery. We cannot have a child on site without emergency contact information.

TUCASI

Tucasi is a secure online payment service that allows parents to make payments to the school using their debit or credit cards. This system is also used to communicate with parents, i.e. weekly newsletters.

MEDICAL NEEDS

If your child has an ongoing medical condition, for which they take medication outside of school hours please inform the School Office.

MILK

For children in **Nursery** to receive free milk you **must register** your child with Cool Milk https://www.coolmilk.com/.

FRUIT

Nursery, Reception, Year 1 & 2 are offered fruit daily to promote healthy eating. Please inform us of any fruit allergies.

SPECIAL EDUCATION NEEDS AND DISABILITY

Please refer to the SEND Policy available on our website under 'about us'.

ACTIVITY FUND

Parents at Ewell Grove are asked to make an annual one-off payment of £15.00 into our Activity Fund. Over the academic year all our children take part in various activities that supplement the basic curriculum. In the past this has included visits from companies staging puppet, dance and drama performances, as well as science activities for the children to observe over a period of time, such as egg hatching. We are also very keen to continue offering the opportunity for children to undertake projects involving, for example, cooking and sewing.

The costs relating to the experiences we would like to provide amount to ***£15 per child*** (Please contact the School Office if you will have difficulty making this payment in one instalment).

Assuming that we receive enough contributions we aim to provide the following:

- Two additional educational activities – e.g. puppet show, drama production
- Two Science based activities – e.g. egg hatching, butterfly lifecycle, mobile planetarium
- Projects through the year – e.g. art, baking, sewing, construction

We have already booked a theatre company to visit in January which will be paid for by these contributions, however, if we receive insufficient contributions we will be unable to continue with the planned programme of activities.

Please note that this contribution does NOT include any educational visits

Payments should be made through Tucasi, which you will find on the School website at the bottom of the home page.

In order to make your payment you will need to set up an account and enter an 'online link code'. This personal code will be sent home with your child sometime in September.

If you require the use of a computer, you will have the opportunity to contact the School Office and arrange a suitable time to come in and process your contribution in school. Manual systems will also be maintained in the event that you are unable use this system, however, please note that we no longer accept cheques and we aim to keep cash holding to a minimum. Please contact the School Office if you require assistance.

QUESTIONS

If you have any questions please do contact the School Office by:

Telephone 020 8393 4393

Email office.ewellgrove@lumenlearningtrust.co.uk

SAFEGUARDING STATEMENT

This statement should be read in conjunction with the School's

Safeguarding Policy***; a copy of which is available***

from the School Office or School Website

Ewell Grove Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff[1] and visitors to share this commitment.

If you have a concern that a child is being maltreated you have a duty to report this to the School's Designated Safeguarding Lead (DSL).

Our Designated Safeguarding Leads (DSL) are Paula Rising, Headteacher Tom Bosher, Deputy Head Jade Moore, SENCo/Inclusion Carina Jenkins, EYFS/KS1 Progress and Achievement Lead Hannah Barnett, KS2 Progress and Achievement Lead Nabihah Ahmed, Home School Link Worker
Our Special Educational Needs Coordinator (SENCo) is Jade Moore
Our Home School Link Worker is Nabihah Ahmed
Our Chair of Governors is Rachel Tillen

Wherever the word 'staff' is used, it covers ALL staff on site, including supply and self-employed staff, contractors, volunteers working with children etc. and governors.