HEADMASTER
M. Gough
BA, LLB, LLM, PGCE

HILDEN GRANGE SCHOOL
Dry Hill Park Road
Tonbridge, Kent, TN10 3BX
Tel: 01732 351169/352706
e-mail: office@hildengrange.co.uk
www.hildengrange.co.uk

INFORMATION FOR PARENTS OF PUPILS ELIGIBLE FOR FREE ENTITLEMENT TO EARLY YEARS LEARNING

1. INTRODUCTION AND FACILITIES

Pupils eligible for the Early Years' Free Entitlement are accommodated in the Nursery. Children may join the Nursery as Rising 3s (i.e. from age 2 ½+ starting in the term in which they turn three; subject to key physical milestones being met) and transfer to Reception in the September following their fourth birthday.

The Nursery is located in a spacious building in the East wing of the school, opposite the Reception Classrooms. It has its own outdoor play area and use of the extensive school grounds and facilities. Within the Nursery building there are designated areas for Art and Craft, construction and small world play also a book corner and home area. The Nursery has a large interactive touch screen computer, with a number of educational programs. These facilities help to stimulate the imagination and encourage learning.

2. STAFF

Nursery:	**Mrs S Sowerby, HDE, QTS**	**Head of Pre-Prep and Early Years**
	Miss T White, CCLD Level 5	**Nursery Leader**
	Mrs A Abbott, NVQ Level 3	Learning Assistant
	Mrs S Meads, Level 2	Learning Assistant
	Miss R Judd, NNEB, ADCE	Learning Assistant

3. EDUCATIONAL PROGRAMME

The Educational Programme in Nursery follows the revised Early Years Foundation Stage Framework and lays the foundations for Key Stage One of the National Curriculum.
Full details of the educational programme are available on the school website.

4. SPECIAL NEEDS PROVISION

The Early Years Special Needs Co-ordinator, liaises closely with the school Special Needs Co-ordinator, as well as outside agencies who are involved with certain pupils. This ensures that those children who need additional support are identified, assessed and provided for with full reference to the guidelines laid down by the SEND Code of Practice: 0-25Years January 2015 (updated 1.5.15).

It is important to note that we are a Preparatory School whose main targets at 13+ are entry examinations and Scholarship entry examinations to Senior Independent Schools. It is therefore necessary that our pupils are of sufficient academic ability that they will be able to go through the Prep School with those targets as reasonable goals.

Our other main assessment target is the 11+ Kent Selection tests for Grammar Schools which the vast majority of candidates pass. It is therefore necessary that our pupils should be of sufficient academic ability to achieve that goal. If pupils do require special tuition we have well qualified teachers on the staff plus visiting specialists who are able to provide the support.

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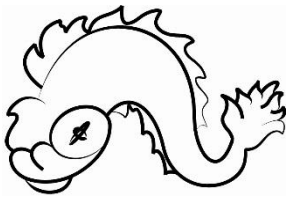

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5. DISCIPLINE POLICY

Our aim is to cultivate responsibility and self-discipline in each pupil. Good discipline creates the conditions for an orderly community in which effective learning takes place within a secure environment.

Full details of the Nursery and Reception Discipline Policy are available on the school website.

6. EQUAL OPPORTUNITIES

The School recognises the existence of discrimination within society and its detrimental effect. As an organisation we will ensure that no person is discriminated against on the grounds of gender, race, religion, culture or disability.

7. CONTACT WITH PARENTS

If there are any queries concerning a child's social or academic progress, we hope you will not hesitate to contact the Nursery Leader to discuss any matters arising.

Nursery Parents are invited to Parent/Teacher interviews which are held in the Michaelmas and Lent Terms. A written report is sent out at the end of the Trinity Term.

All Nursery children are involved in a number of drama, music and sports events during the year. We are delighted to welcome parents and friends to these occasions.

8. COMPLAINTS PROCEDURE

The School wishes for all its pupils and their parents to have a fruitful and rewarding association with the School during a child's time in the Nursery. However, should anyone have cause for concern please raise the matter with the Nursery Leader or the Head of Pre-Prep and Early Years. If there is still cause for concern after raising the matter with your child's class teacher then the Headmaster will be happy to help solve any problems that may arise. The full Inspired complaints policy is available on the school website.

9. HEALTH AND SAFETY POLICY

The School recognises its responsibility to provide a safe and secure environment for pupils and staff. To this end a detailed Health and Safety Plan has been published; this document is available from the School Office.

10. ADMISSIONS POLICY

It is expected that pupils joining the Nursery are stepping on the first rung of a ladder that will take them to the Pre-Prep and the Preparatory School. Pupils are monitored during the Pre-Prep years to ensure that they will cope happily in the Prep School. There is an assessment in reading, writing and Maths which children are required to pass for entry to the Prep School.

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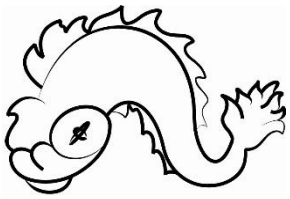

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11. FEES

Full details of the current fees are available to view on our school website. Fees are reviewed annually; notification of any changes are sent to parents at the end of the Summer Term for implementation in the Autumn Term.

We also accept payment of Nursery fees via childcare vouchers and the UK Government Tax Free Childcare Scheme; please contact our Finance Department for further details.

Parents will receive a termly invoice for fees which are paid to Hilden Grange School by Direct Debit. A credit for the Early Years' Free Entitlement to a maximum of 15 hours per week is applied to this invoice.

12. EARLY YEARS FREE ENTITLEMENT

Free Entitlement can be claimed from the term after your child's third birthday and currently continues whilst they are in the Nursery. One KCC Early years grant subsidized Nursery place is available for a maximum of 15 hours per week and no registration fee or deposit is payable. The notice period doesn't apply to the one KCC Early years grant subsidized Nursery place. Please contact the school office for availability.

The maximum Free Entitlement is 15 hours per week over 38 weeks, however please note that our academic year runs for a maximum of 35 weeks. Our Head of Admissions will make the claim on your behalf for all or part of your 15 hours entitlement based on the completion of a KCC Parental declaration which will be sent to you in advance of the start of term.

Eligible children are included in a 'head count' which is sent to the Kent Early Years and Childcare Unit. Further information is available from the Childcare Advice Line on 03000 412323.

Kent County Council 'Head Count' guidance details are below:

A child born in the period	Will become eligible for a free place
1 January to 31 March (inclusive)	The start of Term 5 following their birthday (after April holiday)
1 April to 31 August (inclusive)	The start of Term 1 following their birthday (after Summer holiday)
1 September to 31 December (inclusive)	The start of term 3 following their birthday (after Christmas/New Year holiday)

13. TERM DATES

Details of term dates and key dates are published in the School Calendar which is distributed at the beginning of each term and are on the school website.

September 2024