



# Little Stars Nursery Great Staughton Primary Academy

**Great Staughton Primary Academy**

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# Prospectus

## Prospectus Contents

Welcome.....	p.3
Vision and Aims.....	p.3
Meet the Team.....	p.4
Links with Our School.....	p.5
Partnerships with Parents.....	p.5
What you Need to Know.....	p.5
Special Educational Needs and Disabilities.....	p.10
Transition to School.....	p.10
Fees and Funding.....	p.11
Opening Times and Term Dates.....	p.12
The Early Years Foundation Stage.....	p.14
A Typical Morning.....	p.16
Registration forms.....	p.17
Consent forms.....	p.23
Tapestry Consent form.....	p.27
Collection of my Child.....	p.29



## Welcome to Little Stars Nursery

We would like to warmly welcome you and your child to Little Stars Nursery. We hope that you will find the information in this pack useful. If you have any questions, please do not hesitate to contact a member of staff.

Our aim is to provide a stimulating, caring and safe environment through play and exploration for our children here at Little Stars. We are child led and aim to provide children with the best possible start in life. All children have the right to provision which enables them to develop their personalities, talents, abilities and independence. The 7 areas of learning and the characteristics of effective learning are vital in supporting pupils to become life-long learners through a play-based curriculum which inspires and engages pupils.

We provide provision in the nursery for children age two to five years old. All children have the right to explore and express their understanding and feelings of the world around them in a range of ways, including painting, sketching, dancing, creating music and storytelling. Developing a love of reading for pleasure is also at the heart of what we do and we recognise the importance of working with parents to achieve this.

We hope this prospectus gives you a flavour of our approach and attitudes to learning in the Early Years at Little Stars Nursery.

## Our Vision and Aims

- We provide a happy, relaxed and safe environment for children of any culture and ability to learn through play.
- Children are encouraged by example and teaching to care for and respect not only themselves, but also others and their environment.
- We aim to increase their personal confidence and self-esteem. We actively promote positive behaviour.
- We aim to develop the concentration, communication and listening skills of the children, to broaden their range of experiences and to deepen their levels of understanding.
- We aim to develop their physical abilities.
- We actively promote creativity and imaginative play.
- We actively promote healthy eating and healthy lifestyle.
- We actively promote independence in the setting including personal care and hygiene.
- We actively promote equality of opportunity for everyone.
- The Nursery aims to provide a service to the local community.
- We encourage the children to feel part of their community by having visitors, and by occasionally taking part in visits to local facilities and places of interest in the area.
- We maintain a working partnership with parents, as we recognise this as being of major value and importance in a child's education.

- We follow the Early Years Foundation Stage Curriculum, as set out by the Department for Education.
- We plan following the children's interests, needs and next steps.
- We actively promote a smooth transition into school by offering joint activities and experiences throughout the year.

## Meet the Team



Miss Emma Kelly  
Nursery Class Teacher



Mrs Laura Nash  
Nursery Assistant



Mrs Suzi Whiting  
Executive Head Teacher



Mrs Vicky Whitley  
Senior Office Administrator

## Links with Our School

Little Stars is part of Great Staughton Primary Academy and is set in the school grounds. This has many benefits including:

- Smoother transitions for nursery children going into reception class.
- Children become more familiar with the school grounds and staff.
- Access to the school library.
- Participation in school celebrations such as assemblies and fundraising events.
- Access to the school hall for physical activities.
- Sharing high quality planning, resources and professional development opportunities.
- Access to school field, playground and all other areas.
- Fresh, hot school lunches.

## Partnerships with Parents

Little Stars recognises that parents are the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents can take part in making the setting a welcoming and stimulating place for children and parents, such as:

- Talking to staff about their children's needs, activities, interests and progress.
- Contributing to their child's online learning journal. eg sharing 'wow' moments from home.
- Greeting your child with a smile at the end of the session and asking them about their day.
- Sharing special interests with children and exploring the children's interests at home.
- Building friendships with other parents in the setting.
- Returning letters/permission forms and responding to emails promptly.

We also have a Facebook page where you can receive regular updates. Please visit: <https://www.facebook.com/groups/738023336309396/> and ask to become a member. This action will allow you to comment and 'like' our posts. Please make sure you read our Facebook Code of Conduct; we believe it is important that you understand how we believe this facility can be used best.

## What you Need to Know

### Learning Journeys:

Here at Little Stars, we use an online learning journal called Tapestry. Staff can make observations of the children's learning directly onto the app to share with parents. These observations can include notes, photographs and EYFS assessments, characteristics of

effective learning and videos which are completed throughout the term to identify next steps for each child to provide them with the best learning opportunities for them as individuals. They can be enhanced by comments from other staff and parents. You will be able to view the complete set of observations as a learning journey, flipping through your single child's observation pages, in time-order, or filtering in flexible ways to access your favourite records. You can also bookmark your favourites for quick access.

Each child's journal can have individual accounts set up for parents and relatives to access. Parents can comment on new entries and even add their own. This is especially useful for any parent working away from home as you can still be involved in your child's progress and achievements. You will receive a password and PIN to enable you to access your account and we will activate this for you. These records will also help us make assessments of your child/ren to ensure their learning and developmental needs are being met.

### Settling In

Every child who is offered a place at Little Stars Nursery is invited to attend a taster session. This is an opportunity for the parents and child to familiarise themselves with the environment, routines and people their child will be joining.

### Key Person

Your child will be allocated a key person who will work closely with you and your child on a day to day basis. As we are such a small group, all the staff work closely with all the children. However, it is the key person's responsibility to observe your child's development and record it in their Learning Journey. They will also make themselves available to you if you have any concerns or need to talk something through. Our aim is that we work with you as closely as possible to ensure that your child's experience with us is fulfilling, fun and thoroughly enjoyable!

### Your child's First Day

Little Stars wants your child to feel happy and safe with us. To help with this, on your child's first day, you will be greeted by your child's Key Person. They will guide you through the routine of signing your child in and will show you where your child's name peg can be found. They will offer support to both the child and parent/s for as long as it is needed. Your Key Person will also help your child to benefit from the setting's activities.

Our session starts from 9am but doors will open at 8.45am for parents to speak to staff about any concerns. Prior to your child coming into the setting, you will need to stay with and be responsible for your child until they are safely inside the setting. If your child is finding their new experience of starting nursery stressful, please inform a member of staff who will be happy to help in any way which you see fit. This is not uncommon and is a new experience

for both the child and parents/carers. You can contact us by phone if you are at all concerned during the session on **01480 860324**.

### Picking your child up

We ask all parents to make sure that they are prompt in collecting their child at either 12pm, 12.30pm or 3pm. During nursery hours the responsibility for your child's safety lies with the staff. That responsibility has to be transferred at the end of each session to a responsible

adult, aged 18 or above, who is known to the staff. Therefore, please inform the staff if anyone other than yourself is going to collect your child, e.g. a friend, a grandparent or relative. Please ensure that an adult comes to collect your child. WE CANNOT hand over responsibility of your child to anyone under 18 years of age or to those who we haven't been notified will be collecting.

### What to bring to Nursery

- Bag/rucksack.
- Coat.
- Spare set of clothes.
- Nappies and wipes if required.
- Hat (Warm hat in the Autumn/Winter and a sun hat in the Spring/Summer)
- Sun cream in a named bottle. (If in all day please sign the consent form in this pack for staff to apply sun cream during the Summer Term) **Please apply sun cream before your child comes in the morning.**
- Wellington boots.
- Water Bottle.

All items that are brought in must be CLEARLY NAMED. We cannot be responsible for items that are lost or damaged.

We provide aprons for the children during messy activities such as paint, mud and foam, however recommend sending them in clothes you don't mind getting messy. We encourage the children to gain the skills that help them to be independent and look after themselves. This includes taking themselves to the toilet and taking off and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this.

### Toys

We ask that children do not bring toys from home to Little Stars as they are easily lost. If your child has a comforter such as a dummy, blanket or teddy they are welcome to bring these in with them. Please ensure they are named.

### Jewellery

If your child wears any jewellery to Little Stars please be aware that Little Stars will not be held responsible for any loss or damage that may occur. We encourage the children not to wear jewellery to nursery if possible.

### Inhalers

If your child uses an inhaler and will be bringing it along, Little Stars staff will need to be made fully aware. Please make sure it is recorded on the health form and speak to the manager to make sure all necessary procedures are in place.

### Snack and Allergies

We will provide your child with a healthy choice of snacks, milk and water. These will be offered mid-morning and mid-afternoon. Drinking water is available for your child throughout the day. If your child suffers from any allergies, please make sure the health section of the admission form is filled in so staff can be made aware. If your child suffers from a severe

allergy or anaphylactic shock, please speak to the manager before your child is due to start at Little Stars so that the correct procedures can be put in place. A list of food allergies and intolerance is kept on the fridge door at all times.

### Lunch

Children who attend all day or come at 12.00am for the afternoon session can bring a healthy packed lunch or they are welcome to have a school meal. (Please let a staff member know what meal your child would like from the menu at the beginning of your child's session).

Menus and more information about the school lunch provider can be found on Great Staughton Primary Academy's website : <https://www.greatstaughton.cambs.sch.uk> Please do not send in fizzy drinks or sweets.

- We are a nut free nursery, therefore please make sure that your child's lunch does not include nuts. This includes peanut butter, Nutella and cereal bars that contain nuts.
- If sending a packed lunch, please cut all small foods, such as cherry tomatoes, grapes and blueberries, in half lengthways as this can be a serious choking hazard.

### Little Stars Activities

Care and education are equally important in the experiences that we offer the children. The routine and activities that make up the day are provided in ways that help each child to feel that he/she is a valued member of the setting. We ensure the safety of each child, help them gain from the social experience of being part of a group and provide them with exciting opportunities to promote positive learning experiences. We organise our sessions so that the children can choose from, and work at, a range of activities. In doing so they build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences. This helps them to gain new skills as well as encouraging skills such as teamwork and collaborative play.

### Outdoor Activities

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in outdoor child-initiated and adult-led activities. We are located in the ground of Great Staughton Primary Academy and have access to the school field, wild garden and forest school areas. We spend time outside whatever the weather!

### Ratios

Little Stars maintain the ratio of adults to children in the setting that is set through the Welfare Requirements. This helps us to give time and attention to each child, talk to the children about their interests and activities, to help the children to experience and benefit from the activities we provide, and allows the children to explore and be adventurous in safety.

## Policies

Copies of policies and procedures are available in the school office for you to read and also available on the Great Staughton Primary Academy website:

<https://www.greatstaughton.cambs.sch.uk/> Our policies help us to make sure that the service provided by us is high quality and that being a member of the setting is an enjoyable and beneficial experience for all children and parents.

## Safeguarding Children

Little stars have a duty to safeguard children against suspected or actual 'significant harm'. All our staff, visitors and volunteers are DBS checked before they are able to work with the children and there are always at least two members of staff present when children are on the premises. We have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty. If you have any safe guarding concerns please speak to a member of the nursery team or our Executive Head Teacher, Mrs Whiting. Please note that all our staff are first aid trained.

## Absences

It is important that your child attends nursery regularly on the days you have booked for them. However, please ring or email nursery if you know your child is going to be absent.

Phone: 01480 860324 Email: [office@greatstaughton.cambs.sch.uk](mailto:office@greatstaughton.cambs.sch.uk)

## If your child is unwell

Your child should only attend nursery if they are well enough to do so. If your child has vomiting or diarrhoea, please keep them away from nursery until it has been 24 hours after their last bout.

## Chicken Pox

If your child has chicken pox please keep them away from Little Stars until all the spots have scabbed over and dried up. Please inform Little Stars so we can inform other parents to check their children.

## Head Lice

It is helpful if you check your child's hair on a regular basis and if you find live lice, please inform Little Stars and treat appropriately.

## Contact Information

It is vital that we have accurate telephone numbers for you in case we need to contact you. Please make sure that we have these and that you update us with any changes as soon as possible.

### Nappies and Intimate Care

We are happy to change your child's nappy if this is necessary. We do ask parents to provide a changing bag with nappies, wet wipes and nappy sacks. All staff providing intimate care are fully aware of best practise and the children's welfare and dignity are of paramount importance.

In partnership with parents, we also support children through the toilet training process and ask parents to provide plenty of spare clothes in case of accidents. Children are accompanied to the cloakroom and staff encourage them to do as much as possible by themselves. A member of staff is always on hand to offer assistance if required.

### Parking

Please do not park in the staff parking area at the front of the school when dropping off and collecting your children. If it is necessary to use your car, please park with due care and consideration to our neighbours. Particular care should be given if you are parking in Cause Close, ensuring you do not inconvenience any of the residents. We also ask you not to park in the layby at the front of the school as this is used for the school bus to safely collect and drop of the children.

## Special Educational Needs and Disabilities

We welcome all children at the Nursery and will work closely with you to ensure that your child's time at Little Stars is as fulfilling and beneficial as possible. Our provision in this area includes all children who have particular needs which require special attention, either for a short period of time or on a more permanent basis. This can include, for example, an unexpected change in behaviour, a gifted child, a quiet child who is not involving themselves in our activities, or a child with a physical disability. Observation of a child enables us to identify areas which we need to focus on and we value strong partnerships with parents to help support each and every child to reach their full potential.

## Transition into School

The nursery works very closely with the reception class at Great Staughton Primary Academy and access to the school grounds, hall, library and early years provision means that children at Little Stars are already familiar with our school before they start their time in Reception. Throughout the academic year the children get to know the class teacher and teaching assistant and are able to share the provision, resources and activity days. In addition to this, during the summer term, the children who will be starting school in September will take part in transition sessions in their new classroom. We pride ourselves on offering a smooth transition from nursery to school and recognise the huge benefits of our strong links between Little Stars and Great Staughton Primary Academy. We also work with other local schools to aid and support our pupils as they transition into Reception.



### Fees

At Little Stars our fees are £5 per hour. Your child's fees are payable monthly and can be paid via our online system 'Arbor'. When your child joins you will be given login details for Arbor. For your child to keep his/her place at the setting the fees must be paid.

Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk to the Manager or the school office to discuss options.

### Funding

To see if you are eligible for funding please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) Children can receive 15 hours of funding from the Government from the term after they turn three.

We also accept NEF (Nursery Education Funding) for children over the age of three as well as Funded 2's. Please talk to staff for eligibility details and forms.

If you work more than 16 hours a week, you can apply for the 30 hours Nursery Grant.

### FAQs about Funding

Here at Little Stars we accept 30 hours funding.

#### **Will I qualify for 30 hours free childcare?**

Parents of three and four year olds will need to meet the following criteria in order to be eligible for the 30 hours free funding:

**To see if you are eligible for the extended entitlement, please log on to:**

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Opening Times and Term Dates

### Opening Times

Open 09:00 – 15:00 weekdays, term time only.

<b>Morning Session</b>	<b>09:00 – 12:00</b>
<b>Lunch</b>	<b>12:00 – 12:30</b>
<b>Afternoon Session</b>	<b>12.30 – 15:00</b>
<b>Full Day with lunch</b>	<b>09:00 – 15:00</b>

### Term Dates 2025-2026

#### Autumn Term 2025

Monday 1<sup>st</sup> September  
 Tuesday 2<sup>nd</sup> September  
 Wednesday 3<sup>rd</sup> September  
 Monday 27<sup>th</sup> October– Friday 31<sup>st</sup> October  
 Monday 3<sup>rd</sup> November  
 Tuesday 4<sup>th</sup> November  
 Friday 19<sup>th</sup> December  
 Monday 22<sup>nd</sup> December-Friday 2<sup>nd</sup> January

**School Training Day**

**School Training Day**

Autumn Term starts

**October Half Term**

**School Training Day**

Autumn Term continues

Term ends

**Christmas Holidays**

#### Spring Term 2026

Monday 5<sup>th</sup> January  
 Monday 16<sup>th</sup> February – Friday 20<sup>th</sup> February  
 Monday 23<sup>rd</sup> February  
 Friday 27<sup>th</sup> March  
 Monday 30<sup>th</sup> March – Friday 10<sup>th</sup> April

Spring Term starts

**February Half Term**

Spring Term continues

Term ends

**Easter Holidays**

#### Summer Term 2026

Monday 13<sup>th</sup> April  
 Tuesday 14<sup>th</sup> April  
 Monday 4<sup>th</sup> May  
 Monday 25<sup>th</sup> May – Friday 29<sup>th</sup> May  
 Monday 1<sup>st</sup> June  
 Friday 17<sup>th</sup> July

**School Training Day**

Summer Term starts

**May Bank Holiday**

**May Half Term**

Summer Term continues

Term ends



## The Early Years Foundation Stage

The new Early Years Foundation Stage Framework comes into effect from September 2021 and is a compulsory framework for all early years providers for children aged 0 to 5. The document advocates learning through the child-initiated exploration and play within the session.

There are four overarching principles:

- every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through positive relationships
- children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
- importance of learning and development. Children develop and learn at different rates

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. The seven areas of learning are:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Our aim is that each child will have their individual learning needs met through close observation and planning of activities and experiences in all these areas

In planning and guiding what children learn, practitioners must reflect on the different rates at which children are developing and how they are learning and should adjust their practice appropriately. Three characteristics of effective teaching and learning are:

- playing and exploring - children investigate and experience things, and 'have a go'
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements

- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

### Children's learning and development at Little Stars

These 7 areas are used to plan your child's learning and activities. The staff at Little Stars make sure the activities are suited to your child's unique needs.

Little Stars staff understand that play helps young children to learn and develop through doing and talking. Little Stars staff use the guidance from the Early Years Foundation Stage Framework to plan and provide a range of play activities which help the children to make progress in each area of learning and development. In some of these activities the children may decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

We assess how the children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs and recordings of the children to document their progress and where it may be leading them. We believe that parents know their child the best and we ask parents to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We take periodic assessment summaries of children's achievements based on our on-going development records. We undertake these assessment summaries at regular intervals as well as at times of transitions, such as when a child moves to another setting or transitions to school.



## A Typical Morning

### 8.45-9.00am Arrive

Our door opens from 8.45am when we welcome the children into the setting. We encourage them to find their peg and hang up their belongings. The children come into the setting and can choose their own activities to explore. This is a good time to share any important messages with your child's key worker.



### 9.00am -10.15am Free play

The children have the full hour and a quarter to have time to access activities planned and explore their chosen play and own interests. This includes free-flowing in the outdoor area.

### 10.15am -10.30am Tidy up time and washing hands

All the children are encouraged to help with tidying up while we sing our tidy up song. We then all wash our hands prior to snack time.



### 10.30am Snack time

All children are encouraged to pour their own drinks, select their own fruit and pass the plate on to their friends. It is a very sociable time with the adults sitting with the children and encouraging positive interaction.

### 11.00am Circle time

All children join in circle time and every child's input is valued. We sing our hello song, count the children and talk about the season and the weather. We then have a circle time activity such as sharing news, listening games and feely bags.

### 11.15am Outdoor play

Suitable clothing is required as we aim to go outside whatever the weather. We use a selection of equipment including the wheeled toys, balls, hoops and chinks. We are also lucky enough to have a fantastic outdoor space to explore!



### 11.45am Story and song time

The children sit and share a story chosen by the leader and songs together. It is a lovely way to end the session and all children are encouraged to join in.

### 12.00pm Home time or lunch time

Home time for children staying for the morning session only and lunchtime for those staying for lunch. We sit together to eat our lunch and encourage the children to use their knife and fork appropriately. Our afternoon sessions follow a similar pattern.

## Registration Form

To register your child with Little Stars Nursery please complete the registration forms and return to the nursery manager or the Great Staughton Primary Academy office.

Child's Name:.....

Known as: .....

Gender: Male/ Female

Child's Date of Birth.....

Home/Main address:

.....  
.....  
.....

Home telephone number: .....

Who has parental responsibility for your child? .....

.....

Mother's Name: .....

Mother's address: .....

.....

Mother's date of birth: .....

Mother's national insurance number: .....

Home telephone number: .....

Place of Work: .....

Work Telephone Number: .....

Mobile Number: .....

Email address: .....

Father's Name: .....

Father's address: .....

.....

Father's national insurance number: .....

Father's date of birth: .....

Home telephone number: .....

Place of Work: .....

Work Telephone Number: .....

Mobile Number: .....

Email address: .....

### **Alternative Emergency Contact**

Please record names and contact numbers for any other emergency contacts for your child:

Name	Relationship to child	Contact Number

Please circle the days and times you would like your child to attend Little Stars and we will get back to you to confirm their place.

Monday	09:00 – 12:00/12:30	12:00/13:00 – 15:00
Tuesday	09:00 – 12:00/12:30	12:00/13:00 – 15:00
Wednesday	09:00 – 12:00/12:30	12:00/13:00 – 15:00
Thursday	09:00 – 12:00/12:30	12:00/13:00 – 15:00
Friday	09:00 – 12:00/12:30	12:00/13:00 – 15:00

Does your child attend another setting, please provide details of setting, hours and if these are funded or non-funded?

.....

.....

How would you describe your child's ethnicity or cultural background?

White British	WBR	White/Black Caribbean	MWBC	Indian	AIND	
White Irish	WIRI	White/Black African	MWBA	Pakistani	APKN	
Traveller or Irish Heritage	WRIT	White and Asian.	MWAS	Bangladeshi	ABAN	
Gypsy/Roma	WROM	Any other mixed background.	MOTH	Any other Asian background	AOTH	
Any other white background	WOTH	Black Caribbean	BCRB	Chinese	CHNE	
Refuse to provide	REFU	Black African	BAFR	Any other background	OOTH	
		Any other Black background	BOTH			

What is the main religion in your family?

.....

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

.....  
What language(s) is/are spoken at home?

.....  
If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No (delete)

If your child is at another nursery setting, please provide details:  
.....  
.....

Does your child have any special needs or disabilities? Yes/No (delete)

Details:  
.....  
.....

Are any of the following in place for your child?

- Early Years Action Yes/No (delete)
- Early Years Action Plus Yes/No (delete)
- Statement of Special Educational Needs Yes/No (delete)

What special support will he/she require in the setting?  
.....  
.....  
.....  
.....

What other information is important for us to know about your child? For example, what they like, what fears they may have, any special words they use, or what comforter they may need and when.  
.....  
.....  
.....  
.....

Please give details of any professionals involved with your child.

Name: .....Role: .....

Agency: ..... Tel: .....

Email: .....

Do you have a health visitor? Yes/No (delete)

Name: .....

Based at:.....

Tel: .....

Email: .....

Does your family have a social care worker for any reason? Yes/No (delete)

Name: .....

Based at:.....

Tel: .....

Email: .....

What is the reason for the involvement of the social care department with your family?

.....

.....

.....

Has your child been vaccinated for the following?

	Yes	No
Tetanus		
Whooping Cough		
MMR		
Meningitis		
Polio		

Does your child suffer from any of the following?

	Yes	No
Asthma		
Eczema		
Hay Fever		
Any other allergies		

If yes to any of the above, please give details:

---



---



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Has a health care plan and agreement to administer medicine been completed (if required)  
 Yes/No (delete)

Has your child had, or do they have any communicable diseases Yes/No

If yes, please give further details

.....

.....

Name of Family Doctor.....

Name and Address of Doctors Surgery .....

.....

.....

Telephone Number of Surgery.....

Please sign to give permission to speak to the surgery if required: .....

Please give any further information that might be relevant

.....

.....

Does your child have any special dietary requirements that we should be aware of? eg  
vegetarian/ vegan/ gluten free

.....  
.....

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I/we understand, that if required, my/our child will be taken by staff to the nearest accident and emergency unit to be examined, treated or admitted as necessary, on the understanding that I/we have been informed and are on our way to the hospital.

I/we have been provided with details of the setting's policies and procedures, including the information sharing procedure and understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

**I hereby declare that the information given above is accurate to the best of my knowledge.**

Signed..... Print Name.....

Relationship to Child..... Date.....

### Consent Forms

Please complete the consent forms below prior to your child attending the setting and return them to the school office. Please ensure you read them carefully and delete as appropriate for each. The consent given in these forms will cover your child's time at Little Stars. If you have any questions, please speak to the nursery manager or staff in the school office.

**Child's Name**.....

#### First Aid

All staff at Little Stars are first aid trained. Should your child need first aid, please sign to give permission for us to carry out first aid.

**I give/do not give consent for the above-named child to receive emergency first aid when required.**

**Please sign:** .....

### Sun Cream

We request that you apply sun cream before your child arrives at Little Stars. However, there may be times when this needs reapplying. Please sign to give your permission for us to apply sun cream to your child if needed.

**I give/do not give consent for the above-named child to have sun cream applied by a member of nursery staff when required.**

**Please sign:** .....

### Local Walks

Occasionally the children are taken out of the nursery setting during the Little Stars session. This may be a local nature walk or visit to the church. However, this would not be done without prior notice and ensuring that there are the appropriate number of adults to supervise the children. Please sign to give general permission for your child to take part in local walks and visits within the Great Staughton village.

**I give/do not give permission for my child to be taken out on local walks and visits within the village during the Little Stars session.**

**Please sign:** .....

### Climbing equipment

Permission must also be given so that your child may use the large play equipment i.e. the trim trail, climbing frames, slides and swings etc.

**I give/do not give permission for my child to use large play equipment.**

**Please sign:** .....

### Cooking and Food Tasting

At various stages of your child's time at Little Stars, they may participate in the making and subsequent tasting of food and drinks and we seek your consent for your child's participation in such activities. In addition, please list any allergies of which we should be aware (ensuring that the nursery is notified of any new allergies as soon as they become known):

**I consent for my child to participate in supervised food preparation/cooking and tasting activities.**

**I consent for my child to taste fruit and vegetables they have grown within school.**

**Please sign:** .....

You should be aware of the following food allergies:

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### Tetanus

Please circle to indicate if your child's Tetanus is up-to-date.

Yes/ No

### Photos and Videos

Image of your child may be taken throughout their time at Little Stars for a variety of uses. Please indicate below to consent to how photos and videos of your child may be used. Please speak to a member of staff if you need further information.

I provide consent to:	Yes	No
Using images of my child within the school such as displays		
Using images of my child on the school website.		
Using videos of my child on the school website.		
We have a school YouTube channel which we use to share videos of school life. This may include videos of the children in performance, modelling phonic sounds, films the children have made, musical performances, activities in class and sporting events.		
Using images of my child on social media: school Facebook which is a member only, closed group. NOT PUBLIC.		
Using videos of my child on social media: school Facebook which is a member only, closed group. NOT PUBLIC.		
The local media using images of my child to publicise school events and activities, which may include social media.		
The local media Using videos of my child to publicise school events and activities, which may include social media.		
Using images of my child in marketing material, e.g. the school brochure and prospectus.		

At various school/ nursery events parents are permitted to take photographs and video footage on the understanding that they are taken for personal use only and will not be uploaded to any social media sites. (These images are exempt from the Data Protection Act.)

**I confirm that any photos or video footage I take at nursery events will be for personal use only.**

Please sign: .....

### Internet Use

As part of the curriculum, our pupils use the Internet within the secure Cambridgeshire County Council Education Portal. Pupils' use is monitored within school and the Portal has appropriate filtering systems in place to prevent pupils from accessing inappropriate material. Please also complete the attached Acceptable Use Agreement. (If you require further information, please refer to the school's E-Safety policy on our website.) **I consent for my child to use the Internet in school.**

Please sign: .....

**I understand that it is my responsibility to inform the school of any changes that need to be made to this information.**

**Signed:** ..... **Dated:** .....



## Tapestry Consent Form

Dear Parents and Carers,

Across our Early Years Foundation Stage, we use an online learning journal system called Tapestry. This system allows staff to record observations, photos and videos of the children and builds a picture of their life and learning.

This is an online system hosted in the UK on secure servers which is proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques.

Each child's account can have individual accounts set up for parents, carers or relatives to access. Parents can comment on new entries and even add their own. We thought that this part of the program was particularly good, especially for parents who work away or who are in the services. We actively encourage you to contribute to your child's account and would love for you to share your child's successes from home!

As a team we are able to add observations to support your child's learning and can make links to the Early Years Curriculum, Characteristics of Effective Learning and well-being and involvement scales. These observations can be enhanced by comments from staff, parents and carers. You will be able to view the complete set of your child's observations in time order, or filter in flexible ways to access your favourite records.

You will receive a password and PIN to enable you to access your account and with your permission we will activate your account for you. Please sign the attached consent form when registering your child.

We look forward to sharing your child's learning journey with you. If you have any questions, please do not hesitate to ask. Further information about Tapestry can be found here: <https://tapestry.info/parents-carers.html>

Yours Faithfully

*The Little Stars Team*

### Tapestry Consent Form

I give permission for the EYFS team to set up a Tapestry account for my child

..... (name of child)

The email address I would like to link with the account is

.....

Signing this form means you agree to the following guidelines:

As a parent I:

- Will not publish any of my child’s observations, photographs or videos on any social media site.
- Understand that my child’s image may be used in another child’s profile if they are engaged in the same activity. This image will not be share by other parents (please see point above).
- Will keep the login details within my trusted family.
- Will speak to a member of staff if I experience any difficulties accessing my child’s learning journey.

I agree to the guidelines above.

Parent Full Name (printed) :----- Name

of Child: ----- Parent

Signature: ----- Date: -----

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### Collection of my Child

Please record here information about other adults who may collect your child from nursery.

Child's Name.....

Collection Password.....

(Please supply a password for use in emergency when an unlisted person may need to collect your child)

These people have permission to collect my child from Little Stars (must be over the age of 18):

Name..... Relationship to child .....

Phone Number.....

Legal Contact/parental responsibility

Name.....Relationship to child.....

Phone Number.....

Legal Contact/parental responsibility

Name.....Relationship to child.....

Phone Number.....

Legal Contact/parental responsibility

Name..... Relationship to child.....

Phone Number.....

Legal Contact/parental responsibility

**Signed**.....

**Relationship to child**..... **Date:**.....