Hello and welcome to Wivelsfield Wrens!

We are delighted that you have chosen our Nursery to begin your child's learning journey! Our staff team are committed to working in partnership with you, to ensure your child's first experiences of Nursery are as positive as possible. We will provide a safe, happy, caring and stimulating environment to meet the needs of all children and support them to reach their full potential. We hope your child will love their time with us and enjoy the fun and enriching experiences we offer that form the foundations of their school life!

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Meet Team Wrens!



Diana Milner
Nursery Supervisor



Leanne Barnes
Deputy Nursery Supervisor



Claire Keast
Nursery Assistant



Lucie Bacon
Part-time Nursery Assistant

Ruth Howie – Nursery Administrator
Working hours: Mon – Fri. 08:15am to 12:30pm

Contact Information

Nursery email address: wivelsfieldnursery@bluebellfederation.co.uk

Nursery Tel: **01444 716506** Nursery Staff will be available from 8.00-16.00

In the event that you need to urgently contact the Nursery and they are unable to answer the phone, please call the main school number (01444 471393) and the school office will be able to pass on your message.

Diana Milner (Nursery Supervisor) – dmilner@bluebellfederation.co.uk

Leanne Barnes (Deputy Nursery Supervisor) – lbarnes@bluebellfederation.co.uk

Please use the main Nursery email for all general enquiries, unless there is a specific personal reason for emailing Diana or Leanne directly. Thank you.

Our Daily Structure (Session Times):

Our core opening hours are 8:30am - 3:30pm, term-time only and session start/finish times are as follows:

Hours Breakdown:

8.30am - 11.30am (Funded Morning session)

11.30am - 2.30pm (Funded Afternoon session)

2.30pm -3.30pm - (Funded Late Afternoon session).

We accept 15hr and 30hr funded places for 2, 3- and 4-year-olds.

Lunch will be served (or packed lunches eaten) at 11.30am-12pm

Pick up times are therefore at 11.30am, 2.30pm or 3.30pm with effect from September 2025.

Settling

We aim for all children to feel happy, safe and secure at Wivelsfield Wrens and would also like parents/carers to have absolute confidence in us. Our Nursery staff will work in partnership with you to settle your child into Nursery life.

Our Settling Process

Parent / Nursery Face-to-Face Meetings.

This is a time when parents/carers and children are invited in to meet all of us at Wivelsfield Wrens and explore the setting. There will be lots of activities available for the children to engage in. It is really a time for everyone to start to get to know each other. Parents/carers will talk to staff and give them essential information about their child and discuss the completed 'All About Me' form. They will also be registered on Tapestry. Children are welcome to stay with their parents, or if they feel brave enough they can explore the environment and start to form bonds with practitioners.

Settling Days

We will create individualised settling plans for your child. We will discuss and agree these with you. Please remember children settle in very different ways – some have already had experience of being away from their parents and others have not, so please do not feel disheartened if your child takes a little bit longer to settle. We aim to make the settling process and transition into Nursery as

smooth as possible so that your child can happily immerse themselves in all our Nursery has to offer them.

We will assess your child throughout the whole settling process. Please talk to us about how your child feels at home about Nursery and we will let you know exactly how they are with us.

Nursery practitioners will have lots of experience in dealing with the transition to Nursery so do talk to them about any concerns you may have.

Top Tips for Settling

- Be positive and cheerful about Nursery when talking with your child. If you make Nursery sound like an exciting place they will hopefully see it as that!
- Walk your child into Nursery if you can, holding their hand. Try not to carry them because this can make it more difficult for practitioners to form bonds. Please feel free to bring your child's comforters to Nursery.
- During the first session do stay with your child if they want and give them reassurance that you are there. This will help build their confidence to naturally play and start to explore the environment independently.
- During the 'Stay and Play' session please do exactly this. But if you see your child really bonding with the practitioner, step back and watch.
- When you are ready, don't forget to say goodbye in a calm, brief manner and tell your child that you will be back later. This is a hard separation for both child and parent/carer however appearing confident will help your child to feel safe. Separation anxiety is a normal part of early childhood development.
- We would highly recommend that you show your child our photographs and get them used to our names and faces during this important settling period.

Lunches/Snacks/Drinks

Important! Nuts and any product containing nuts are not allowed in school.

At Wivelsfield Wrens Nursery we encourage healthy eating. Please join us in encouraging your child to have a balanced lunchtime meal.

Lunches

We welcome children bringing in packed lunches. Lunch bags/boxes should be clearly labelled with the child's name. When preparing lunch, please note that the following are not allowed:

Glass bottles or jars, fizzy drinks, sweets and chocolate, nuts or any products containing nuts.

We are happy to provide a hot lunch for those who would prefer these, at a price of £2.95. These hot lunches are prepared through a local authority approved catering company and all food is prepared in our school kitchen. There is a meat/fish, vegetarian, and jacket potato option available each day and children can choose on a daily basis. Specific dietary needs are catered for on request.

Importantly, if you are in receipt of income-based Jobseeker's Allowance, Income Support, Income-related Employment and Support Allowance and Universal Credit or some other forms of support, your child may be entitled to free school meals. If your child does qualify, they also receive Pupil Premium for at least 6 years. This funding is used to support children's learning and also help towards the cost of school trips and clubs. If you would like more information please click on this link:

Best Start in Life - Best Start in Life

Parents will be able to access the hot meals menu on Parent Pay and choose the lunch their child would like. Parents can choose to mix and match packed lunches and hot meals.

Snacks

Fruit and milk is provided free of charge for our morning snack. For afternoon snack we provide rice cakes, breadsticks or crackers which are covered by the sundries charge of £1 per session.

*If you would prefer to provide a snack and other sundries for your child from home, you are welcome to and will not be charged this fee. Please advise us at: wivelsfieldnursery@bluebellfederation.co.uk

Drinks

Please can your child bring a named water bottle into Nursery every day with fresh water so that they can have a drink whenever they need to throughout the day. Please note we do not allow any juices or fizzy drinks at Nursery.

What I need to take to Nursery:



Water bottle
(Named)



Snack
(*If providing from home)



My lunch
(If I am staying all day)



Change of clothes



Nappies and Wipes



Coat



Wellies
-if possible, a spare set to leave at Nursery

If cold: hat, scarf and gloves

If hot: sun hat and named sun cream

Please make sure everything is clearly labelled!

Attendance

- If your child cannot come into Nursery for any reason, please inform us by phoning the direct nursery number on 01444 716506 as soon as possible, preferably before the beginning of the session/day. Staff will be in the nursery from 8am.
- We have a very a strict 48-hour absence rule for any sickness or diarrhoea. Please inform the Nursery immediately if your child has suffered from this.
- Please keep us informed of any medical conditions and allergies.
- Please inform us if anyone else will be picking up your child rather than the usual collecting adult. Please inform them of the password to then share with us on arrival.
- Please do let us know about situations at home that may affect your child's well-being at Nursery e.g. Mum being away for the night, the dog being ill etc. Don't forget to share the happy events as well!
- Parents/carers must supervise their children once they have been handed to them at the end of the Nursery day and we ask as a rule that you leave

the premises by 3.45pm. This is because we need to lock the school gate to keep a secure site for children attending after school care.

- During drop off and pick up times please do not use the school car park. We also do not permit vehicles using this space while children are there.
- Please keep us up to date with any change of contact details, mobile phone numbers and email addresses.
- Please read all communications. Letters will be sent directly to your email or via Tapestry.
- Please name everything!

If you have any questions or concerns, please don't hesitate to ask. Many thanks for your co-operation and understanding.

An Introduction to Wivelsfield Nursery and Primary School PTA

The aim of the PTA is to raise money for 'extras' that cannot be funded by the school.

Who we are…

The PTA is a group of parents and teachers from the school who join the charity for an academic year to help raise funds for the school. Parents are given the opportunity to join the PTA at a meeting in October and can step down when they wish.

What we do…

We meet every couple of months (usually in a pub!) to brainstorm fundraising ideas and plan the delivery of the events. We all have busy lives so any amount of time that each member gives is well appreciated!

Events that we run…

Summer and Christmas fairs, school disco's and movie nights, a refreshment stop at the London to Brighton Bike Ride, non-uniform days, charity bin, golf days and ice creams after school on Friday's during the summer term!

How much we raise…

To date since September we have raised £5300, we are aiming to reach £7,500 by the end of the Summer term.

What we spend it on…

Forest school for all years, music lessons and instruments for the school, the outdoor classroom, shades for the playground.

What you can do…

Fresh members and ideas are always very welcome. If you would like to discuss joining the PTA please feel free to speak to us. You will have the opportunity to formally join at the AGM in October.

Otherwise, your help with donations for raffles and cake sales are always welcome!