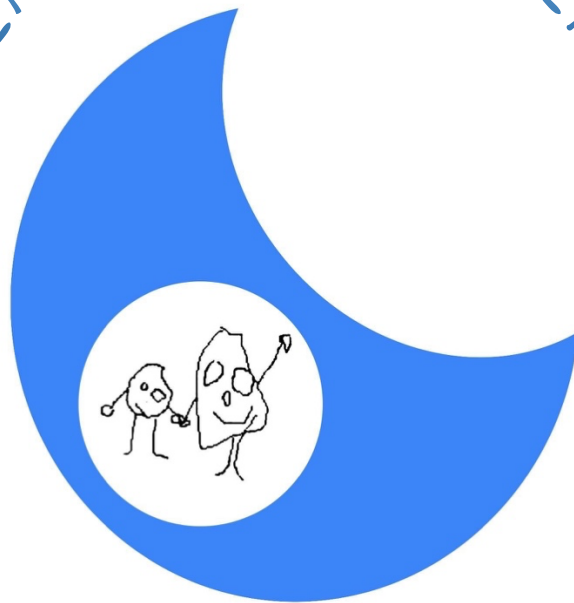


HEAD START NURSERY



TREGENNA NURSERY GROUP

PARENT PACK

HI THERE...

A very warm welcome to Head Start Nursery. We are a term-time only nursery, based in Stechford. We opened our doors in 1989 and our priority is to provide exceptional quality childcare. We cater for children aged from 2 up to 5 years of age.

We hope that your child loves their time spent in our nursery and that they have a fun and exciting experience whilst acquiring the skills they need for school and beyond!

IN THE OFFICE

Our office team is dedicated to supporting both children and parents. Debbie, our Manager and Designated Safeguarding Lead (DSL), ensures that the safety and well-being of every child is a top priority. Jenny, our Deputy Manager and Special Educational Needs Coordinator (SENCO), works closely with families to provide tailored support for children with additional needs. Lottie, our Admin, is always on hand to assist with any inquiries and help with the smooth running of the office.

We pride ourselves on maintaining close communication with parents to ensure a positive experience for both children and families.



ABOUT US

Our setting comprises of two open plan rooms, catering for 2+ and Pre-school age. In addition, we have an upstairs classroom for pre-school children to promote school readiness.

Our nursery garden is a vibrant, engaging space where children spend lots of time exploring, learning, and having fun. It features soft, safe flooring throughout, with a large sandpit, exciting slide, climbing wall, and water play area for endless adventures. A sensory walkway adds to the experience, encouraging children to explore different textures and sensations as they move. With so many opportunities for active play and discovery, our fantastic garden is a favourite part of the day for all our little learners.

We're excited to introduce **The Explore and Grow Zone** – a brand-new allotment area in our nursery garden designed especially for curious little hands and growing minds! In this special space, children will have the opportunity to dig, plant, and care for a variety of fruits, vegetables, and flowers. From sowing tiny seeds to watering and watching them sprout, the children will experience the magic of nature firsthand. As they care for their plants over time, they'll learn about life cycles, responsibility, and the joy of growing something themselves. The Explore and Grow Zone is more than just a garden – it's a place where curiosity blossoms and little gardeners grow with every new discovery.



WHAT TO BRING

Our curriculum and ethos centres around 'the great outdoors', where children learn best. Which is why we offer outdoor play all year round, it's important to be prepared whatever the weather!

We ask that you provide:



Closed toe trainers/shoes
(please no sandals or crocs
due to them being
dangerous for children
when they are climbing and
running)



Wellies
(to leave at nursery)



Spare clothes (including pants
and socks)



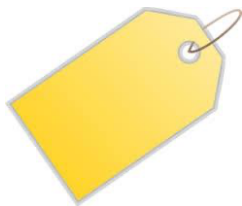
Nappies, and cream (if needed)



Suncream and sunhats in warm weather
(please apply suncream prior to coming in)

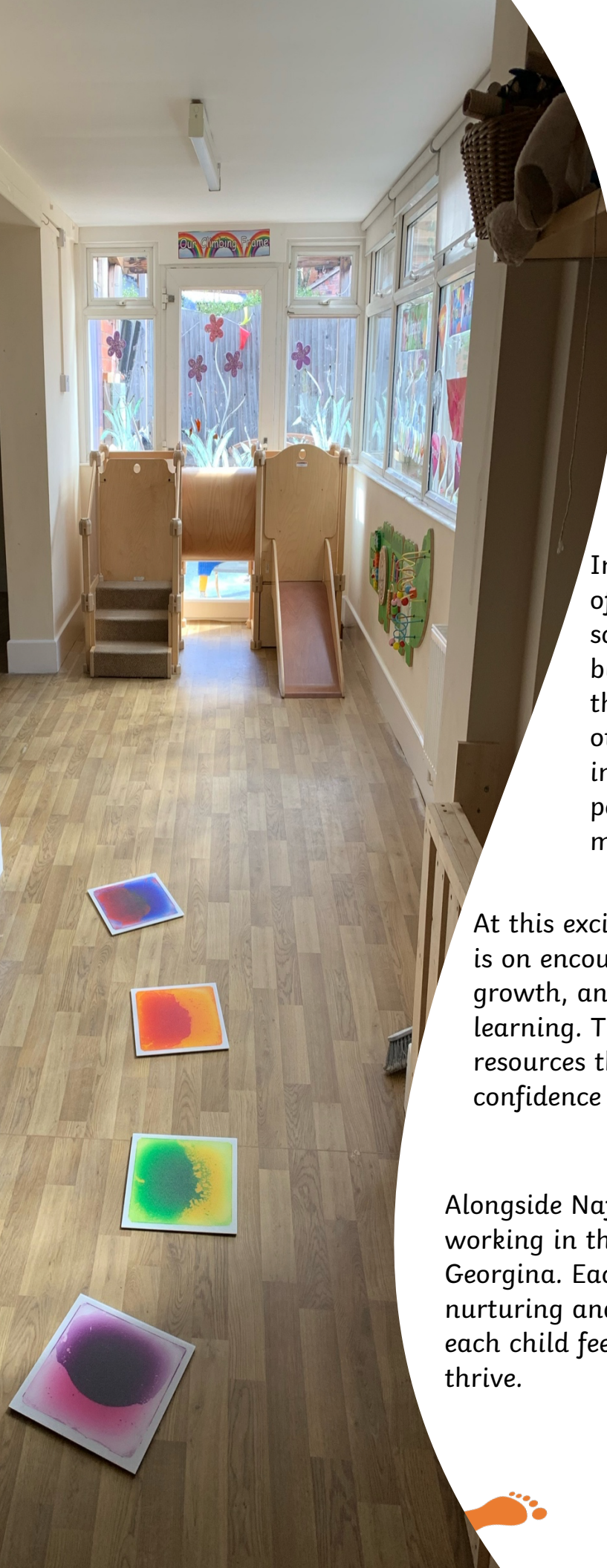
Please provide your child with a bag for spare clothes as they will get messy and dirty while having fun!

PLASTIC BAGS ARE NOT PERMITTED



We ask that all clothes (and other necessary items) are labelled
clearly with children's names (feel free to use a permanent marker!)





MIDDLES

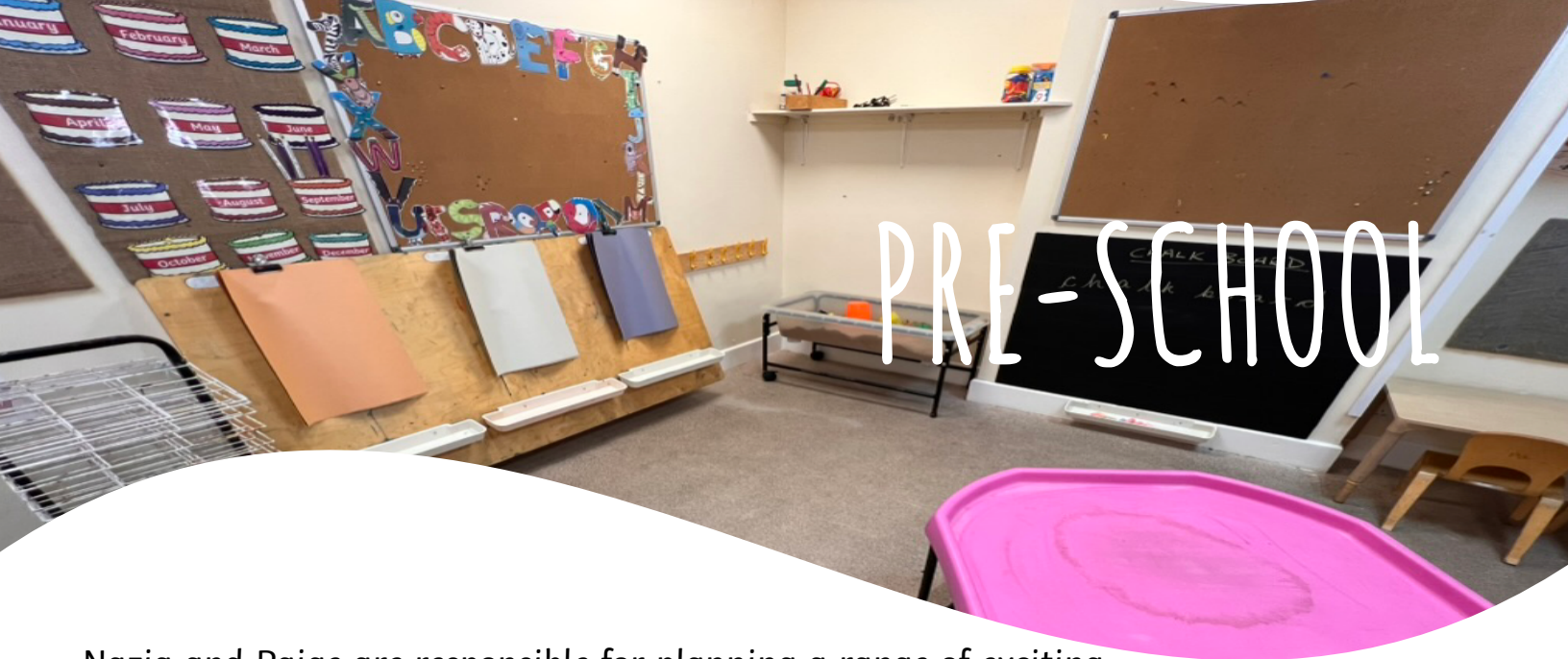
Nafeesa and Najma oversee the planning of the room and coordinate exciting and stimulating activities for all our young children.

In our Middles room, children start from the age of 2 years and stay in this room until their Pre-school year. Children will be given a start date, but we understand that each child settles in at their own pace. Some may adjust quickly, while others may take a little longer to feel comfortable in their new environment and with their key person. If a child becomes particularly upset, we may contact you to collect them early.

At this exciting stage of development, our focus is on encouraging independence, language growth, and social skills through play-based learning. The room is thoughtfully set up with resources that inspire curiosity, creativity, and confidence as children explore.

Alongside Nafeesa and Najma, our other staff working in the room are Sufia, Joanne and Georgina. Each practitioner provides a nurturing and supportive environment where each child feels safe, valued and ready to thrive.





PRE-SCHOOL

Nazia and Paige are responsible for planning a range of exciting activities for the older children, ensuring they are both engaging and developmentally appropriate. With Rebecca as our physical lead, she focuses on promoting active play and physical development.

Children join this room the year before they start school, children will explore this room inside and out. We carry out adult-lead learning throughout the day and engage with child-led play. Practitioners then scaffold learning so that children develop through the Development Matters for the Early Years Foundation Stage.

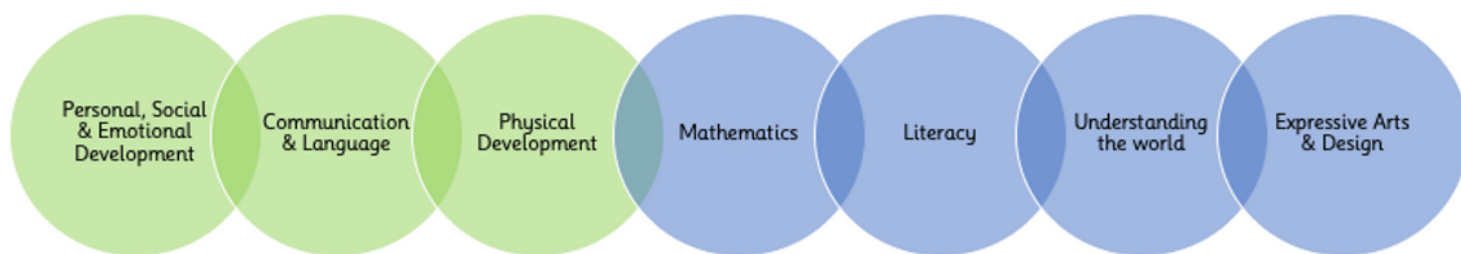
The room is a vibrant, welcoming space, where learning is an exciting adventure. We focus on fostering creativity, social skills, and early literacy and numeracy through play-based activities. Our curriculum encourages curiosity and exploration, with hands-on experiences that promote problem-solving, fine motor skills and emotional development. Through group activities and imaginative play, children are supported in building strong foundations for future academic success while growing in confidence and independence.

Alongside Nazia, Paige and Rebecca, Khadeejah and Georgina work together to create a warm, supportive environment where every child feels safe and valued. Each practitioner tailors their care to meet the unique needs of the children, helping them thrive both personally and academically.



PLANNING & TAPESTRY

Within our nursery, we use the 'Tapestry' platform to record and assess children's progress along the Early Years Foundation Stage. Within these observations there are 'flags' for staff to identify areas of learning.



To access your account, please contact the nursery for your login details and then go to: www.tapestryjournal.com

In order to ensure that children develop well and are ultimately prepared for school life and beyond, we 'plan in the moment'. This means that we follow the children's interests as they play, using real-time observations to support and extend their learning. Practitioners respond instantly to what children are doing or saying, providing meaningful interactions and activities that build on their curiosity and individual development.

Our priority is to maximise the amount of time spent with children, extending their learning, and engaging their curiosities! Therefore, the observations and assessments that we carry out are not extensive and numerous.

Wellcomm assessments

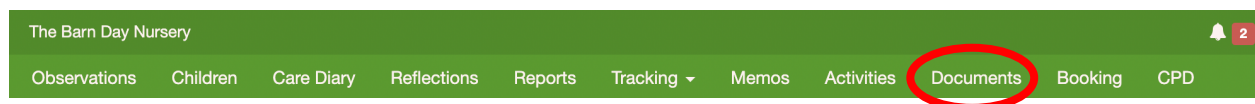
The WellComm assessment is a speech and language screening tool for children aged 6 months to 11 years, used in early years and primary schools to identify children who need extra support with their communication skills. It employs a traffic-light scoring system (Green, Amber, Red) to indicate a child's language skills.

Your child's key person will carry out these assessments termly, their results will be discussed with you during parents consultations.



SUMMARY POLICIES

Below is a summary of some of the policies and procedures that you need to know prior to your child starting with us. All of our policies, procedures and Risk Assessments can be viewed on Tapestry in the 'Documents' section.



Payment

All fees are sent via invoice in advance. Fees must be paid immediately.

Any sessions/additions to funded places are chargeable and we expect prompt payment. Where payments are missed we will suspend places until invoices are settled.

Add-on sessions must be paid at the start of each week (unless otherwise agreed)

Please note: sessions are booked on a permanent basis; where children miss sessions due to illness/holidays, sessions **must still be paid for**.

Account information:

Head Start Nursery	
Account Number:	INFORMATION REDACTED
Sort Code	INFORMATION REDACTED



Children who are unwell

If your child is too unwell to come into nursery, we ask that you inform us at the earliest possible opportunity (via phone/email). Please note that children who have been sick/had diarrhoea **must not come in** for at least 48 hours after their last bout - this ensures the safety of others.

Children who require calpol/pain relief must stay at home until they are well enough to come in, as we do not administer it in the setting. We firmly believe a poorly child is better at home with their family.

Changes to places

We work closely with parents to meet both yours and your child's needs. If your circumstances change and you wish to alter sessions, please let us know at the earliest possible opportunity.

Mobile phones

We politely ask parents (and/or whomever is picking up/dropping off children) to leave their phones in their pockets; children & staff will want to talk to you about their (or your child's) day.

We have a **strict** mobile phone policy in place; all **visitors** to the nursery will be asked to either leave their phones/tablets/image taking device in their cars or alternatively, may be left in our office. **We have a zero tolerance policy regarding this.**

Alcohol & substance misuse

Should a parent/carer/whomever is picking up children be suspected to be under the influence of alcohol/drugs, **we will not let children go from the nursery as we have a duty of care.**

Abusive/intolerant behaviour towards staff and/or children Will **NOT** be tolerated & will be reported. In the unlikely event that you have a grievance and/or feedback, we welcome this in a professional manner. Please speak to a manager and we will work to resolve any issues; we have an *open door policy*.

Communication

Our primary method of communication is **text/phone**. Key workers will also contact parents via tapestry.

Please ensure that you are **always** available to be contacted.



Unexpected closure

There may be certain circumstances where we take the decision to close the nursery. In this event, we will contact all parents prior to the start of their child's session.

Celebrations

Children at nursery will participate in celebrations from all religions/faiths to further develop their understanding of the world. This is to promote British Values.

CCTV

For your child's safety, nursery has a CCTV monitoring system in place. This is used in accordance with the Data Protection Act.

Complaints

Nursery has a full complaints procedure in place, which can guide you through the options that are open to you should you wish to make a complaint. Please see our complaints policy.



Head Start Nursery

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Stechford

Birmingham

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