Tattenhall Park Primary accepts pupils from 3 to 11 years. Squirrels Nursery enables us to offer provision to children who are 3 and 4 years old, prior to starting school formally in Early Years. Tattenhall Park Primary is a fun, creative and community-driven primary school dedicated to providing quality education to our learners in a safe and caring environment.

Your child is at a crucial stage in his/her development with research showing that children learn more rapidly in the first seven years of life than at any other time. It is therefore important that the children are given every opportunity to fulfil their potential. As a parent you play a vitally important role. At Tattenhall Park Primary we hope to play our part by offering your child a wide range of experiences and activities designed to further their individual development.

This handbook is intended to give you as much information about out Squirrels Nursery and Acorns Early Years class, but please do not hesitate to contact us if you have any queries or concerns.

Our contact details are:

|  |  |
| --- | --- |
| Tattenhall Park Primary  Chester Road  Tattenhall  Chester  CH3 9AH  Tel: 01244 667500  Email: [admin@tattenhallpark.cheshire.sch.uk](mailto:admin@tattenhallpark.cheshire.sch.uk) | Headteacher: Mrs Nicola Bolton  Business Manager: Mrs Melissa Oldfield  Email: [sbm@tattenhallpark.cheshire.sch.uk](mailto:sbm@tattenhallpark.cheshire.sch.uk)  Admin Staff: Mrs Selena Freeman/ Mrs Laura Montgomery |

**Our Team**

The Nursery class will be run by a team of experienced and enthusiastic early years practitioners. Mrs Laura Williams is the Early Years manager. The Early Years staff work hard to build relationships with all the children across the EYFS so that the children feel comfortable with all adults.



Miss Amy Turner

Reception Class Teacher

Mrs Mandy Mason

Reception Teaching Assistant

Mrs Laura Williams

Nursery Teacher

Mrs Sarah Heath

Nursery Teaching Assistant

Teaching Assistants that work across both Nursery and Reception support in the wrap around care and at lunch times.

**Provision**

Our provision activities consider the individual needs, interests, and stage of development of each child. They support all areas of learning and are changed regularly to provide a wide range of experiences. Outdoor provision is an important part of our curriculum and children can safely access outdoors all day. We know that children learn best through play and we will be providing the children with the opportunities to learn through a carefully planned, creative and thematic curriculum.

**Opening Times**

Squirrels Nursery is open during term time and follows the same holidays as the school. Holidays are published in advance and can be found on the school website [www.tattenhallpark.cheshire.sch.uk](http://www.tattenhallpark.cheshire.sch.uk) There will also be a copy in your welcome pack.

**Squirrels operates in sessions each day:**

|  |  |  |
| --- | --- | --- |
| Morning session | 8:45-11:45 | £15.50\* / 3hrs funding |
| Afternoon session | 12:15-3:15 (With lunch) | £15.50\* / 3hrs funding |
| Full Day | 8:45-3:15 | £31.00\* / 6 hrs funding |

We have a minimum requirement of 2 sessions a week (1 day or equivalent) as we believe this helps the children to feel more settled.

**These charges apply from September 2024 but are subject to review.**

Early Years runs in-line with the rest of the school operating from 8:40-3:15.

To support further with childcare, we also have a before and after school club: TASC from 7:45am to 6:00pm. Parents are able to use the 30 hours extended Free Early Years Entitlement (term time only) between the times of 7:450am and 6:00pm. Funding will not be used during school holidays.

**Squirrels Nursery Class and Out of Hours Fees and Charges**

**Squirrels (3-5) Nursery services:**

|  |  |  |
| --- | --- | --- |
| Morning session | 8:45-11:45 | £15.50\* / 3hrs funding |
| Afternoon session | 12:15-3:15 (With lunch) | £15.50\* / 3hrs funding |
| Full Day | 8:45-3:15 | £31.00\* / 6 hrs funding |

**Tattenhall Around School Care (TASC) services:**

|  |  |  |
| --- | --- | --- |
| Morning session (includes breakfast) | 7:45-8:40 | £6.00 |
| Short morning session (drop off) | 8:30-8:40 | £2.50 |
| Afternoon sessions (includes snack) | 3:15-6:00 | £12.00 |

**School Lunches**

Reception- Hot school dinners are free for children from Reception to Year 2. We run a three week meal timetable which is available on our website. You can choose daily if your child is to have a school dinner or if you prefer, you can provide your child with a healthy packed lunch. Children will eat their meals in the hall.

Nursery- If your child is staying with us for lunch, we ask that you provide a healthy packed lunch. Children will eat their meals in the classroom.

**Please note that we are a nut free school.**

**Snack**

The main aim of snack time is to get the children used to the social side of eating with others. A healthy snack is provided every day in the morning (and afternoon sessions for Nursery children) and will usually consist of milk or water to drink and a selection of fruit.

**What if my child is allergic to something or is a fussy eater?**

The children are encouraged to try everything, but if your child has any allergies please inform us. You will need to provide a letter from your doctor. If your child is a fussy eater at home you may find that in school he/she will happily eat what others are eating.

**What should my child wear to school?**

School uniform is required for children in Reception. Please see the school website for more information about our uniform.

School uniform is not compulsory for children in Nursery. If you choose to, you may purchase school uniform, a selection of polo shirts, jumpers, cardigans, etc. with the school logo on. If you choose to send your child in their own clothes, please ensure that you are happy for these to get a little messy as we have lots of fun and love to explore!

We are frequently outside during your child’s session so please ensure that they come to school suitably dressed each day. It is vitally important that all items of clothing including shoes and coats are named. We would also encourage a spare set of named clothes to be kept in school in case of accidents. As part of our provision we have a fantastic outdoor area which we try and utilise as much as possible. Any additional clothing specific to aspects of the Early Years Curriculum will be communicated prior to starting any sessions. We also ask for wellingtons to be kept at school for outdoor exploring purposes.

**How is my child expected to behave in school?**

As in every community it is necessary for the school to impose basic rules on behaviour. Certain rules regarding safety must be observed and all children will be expected to follow them. Most rules in school serve two needs, they prevent your child from doing something undesirable and, in turn, protect him/her from having something unpleasant done in return. Other rules will teach the children the importance of using equipment correctly and some rules are concerned with common courtesies such as learning to share toys, co-operate with others, etc.

**What if my child becomes ill?**

You will be asked at the beginning of the year to provide us with some contact numbers which we can use in an emergency. If your child becomes ill or has an accident while attending school we will contact you immediately using your Emergency Contact Number. Please ensure that you inform the school if any of the contact numbers change during the course of the year. We also have School Spider, a text and email service, which we will use to keep you updated on all that is going on in school including influxes of illnesses. If you are keeping your child off nursery because they are ill, please let us know either by email or a phone call to the school office. Thank you.

**What will my child be doing in Early Years?**

Prior to starting, in the Summer term you will be invited to attend a welcome session for your child and, at this stage, the Early Years team will speak to parents about how the curriculum will be organised across the EYFS. There will be stay and play sessions available across the year. We will inform you of these in advance of them happening.

**How can I be involved?**

Parents are always welcome to come into the school and support in any way that they feel they can. This may be linked to sharing their career, supporting readers or just coming to share the children’s learning. If you have a particular interest or talent which you would like to share with us, please let us know!

**What happens next?**

If you would like to apply for a pre-school place at Squirrels Nursery please fill out an expression of interest form. Places are allocated at 3 intakes during the year in line with funding applications.

For Reception starters, please ensure that you fill out an application form on the Cheshire West and Chester website by 15th January for September 2025 starters <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/reception-admissions/making-an-application>

Prior to your child starting with us, you will be contacted to arrange a short visit and to finalise details. We will collect information from you about your child including their likes/dislikes, allergies, their friends etc. In the meantime if you have any further questions, please do not hesitate to get in touch. All children will need to apply through Cheshire West and Cheshire Admissions for a place in our Reception class. Our school Admissions Policy highlights the criteria required for attending Tattenhall Park Primary School. Copies of the policy are available from school and on our website. Please be aware that attending Squirrels Nursery does not guarantee automatic entry to Reception.

Thank you for your interest in Tattenhall Park Primary School. Please don’t hesitate to contact us if you have any further questions. We look forward to hearing from you!