



The Brow
Community
Primary School

We Respect. We Learn. We Are Happy.

EARLY YEARS

at The Brow 



Parent Information Booklet
2026 – 2027




A nurturing
start to your
child's *learning*
journey




Nurturing
Minds



Inspiring
Learning



Building
Confidence



Happy
Children



The Clough, Runcorn,
Cheshire WA7 2HB



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www.thebrowcp.co.uk



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Welcome

to Early Years at The Brow

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Thank you for choosing Early Years at **The Brow** as a Pre School/Nursery for your child. We hope that you will be very happy with us and enjoy being part of our '**Brow family**'.



We are a **nurturing** and **inclusive** Pre School/Nursery, following many of the policies adopted by The Brow CP School.



Early Years at The Brow (Foundation Stage 1) operates under the umbrella of The Brow CP School and its running is overseen by the Governing Body, making it an integral part of school life and the wider school community.



Children who attend our Pre School/Nursery Class usually go on to start school at The Brow CP so attending our setting offers a **seamless transition** into the Reception Class.



Early Years at The Brow is inspected by **OFSTED** as part of school.



We look forward to working in partnership with you to give your child the very **best start** in life.





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ADMISSIONS & FEES

Early Years at The Brow Nursery



Children can join our nursery from their 3rd birthday.




ADMISSIONS

- ♥ Early Years at The Brow is registered to take up to 20 children in any one session.
- ♥ We regret that provision of a place in Foundation Stage 1 is no guarantee of a place in school. The admission of children to The Brow CP School is the responsibility of the Local Education Authority.
- ♥ Nursery Class is open for 38 weeks each year, term time only.



FUNDING & ENTITLEMENTS

- ✔ Children can start nursery from the age of 3, with all children entitled to **15 hours** of free Early Years education from the term after their third birthday.
- ✔ Families with eligible working parents may also be entitled to **30 hours** of funded childcare. Further information can be found through the Best Start in Life scheme.
-  **Best Start in Life**
<https://beststartinlife.gov.uk/childcare-early-years-education/>
- ✔ To access the additional funded hours, parents must apply during the term before their child starts nursery. Please provide your child's **DERN number** and your **National Insurance number** to Mrs Pendlebury, our Nursery Lead, at the start of term.



SESSION TIMES & FEES

Our nursery sessions run Monday – Friday from **8:45am – 3:00pm**.

Our prices and session times are as follows:

| TIME | PRICE | SESSION DETAILS |
|---|---------------|--|
|  MORNING SESSION 8:45 – 11:45am | £12.00 | ✔ Free Entitlement: 15 hours per week ✔ Voluntary Contribution for snack: £1.00 per week – this is an opt in/opt out service. |
|  FULL DAY SESSION 8:45am – 3:00pm | £24.00 | ✔ Working Parent: 30 hours per week. ✔ Voluntary Contribution for snack: £1.00 per week – this is an opt in/opt out service. ✔ Packed Lunch or option for Free School Meals – this is an opt in/opt out service. |



Sessions are booked on a termly basis and fees are payable monthly in advance on the 1st of each month. (one months' notice must be given to change hours)



IMPORTANT INFORMATION



Children can attend our Nursery from their 3rd birthday. Please note that childcare fees will need to be privately funded until the term after your child turns 3, when funded Early Years entitlement hours become available.



Sessions are booked on a termly basis and fees are payable monthly in advance on the 1st of each month. (One month's notice must be given to change hours.)



We are here to support you – please speak to Mrs Pendlebury, our Nursery Lead, if you have any questions.



Session fees are reviewed annually by the school's Governing Body.



We look forward to welcoming your family to Early Years at The Brow!





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Early Years at The Brow Nursery



FREE SCHOOL MEALS

In Halton if your child is aged 2, 3 or 4 years old and is attending a maintained nursery class or nursery school all day (30 hours childcare entitlement) and you and your partner are in receipt of one of the qualifying benefits your child could be eligible for free school meals.

Children who qualify generate additional funding for the school through Early Years Pupil Premium. This funding helps us provide extra support, resources and opportunities to enhance children's learning and wellbeing.



For more information or to apply, please visit the Halton Free School Meals website.

<https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/FreeSchoolmeals.aspx>



SNACK CONTRIBUTION & LUNCHES



Morning snack is provided for all children, with a voluntary contribution of £1:00 per week to help cover costs. Parents are welcome to opt in or opt out of making this contribution. Snacks vary daily and may include toast, bagels, crackers, fruit, yoghurt, along with milk or water to drink.



Please ensure that any allergies are clearly noted on your child's enrolment form. If parents choose to provide a snack from home, this must be in line with our Safer Eating Policy.



Please see the information above regarding Free School Meals for nursery-aged children. Alternatively, parents may provide a packed lunch from home. All packed lunches must be in line with our Safer Eating Policy.



As we are a nut-free setting, we kindly ask that lunches are packed carefully and do not contain any nut products.



NAPPIES/WIPES

Parents are asked to provide their own nappies and wipes.



ACTIVITY CHARGES



Throughout the academic year, we may organise educational visits and trips to enhance the children's learning experiences. Parents will be given advance notice of all trips, including the cost and payment details.



Children who do not attend a visit or trip will still be offered their entitled hours elsewhere within the school term.



We look forward to welcoming your family to Early Years at The Brow Nursery!





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Parents as Partners

Working together to support your child's learning and wellbeing

Entering our Early Years Facility can be a major step for any young child and their parents. It is important that children, parents and staff get to know each other, and that staff are made aware of any major changes within the child's life which adults may deem trivial, but children may find daunting. With good communication between home and school any problems can be addressed immediately and to greater effect. It is for this reason that your child will have a key person from the moment they start entering Early Years.



"A key person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and building relationships with parents."



Celebrations

At the end of the year, we hold our Graduation and Celebration morning.

The prizes, certificates, room decorations and end of year gifts are fully funded by Nursery funds.



Tapestry

At Early Years at The Brow, we use an online learning journal known as Tapestry. Members of staff will regularly add observations of your child's wow moments to help track their progress with us. We actively encourage parents to support us by responding to our observations through comments, or by adding photographs of activities your child has enjoyed at home.

This collaboration helps us to get to know your child and enables us to build on their interests in setting.



Follow us on Facebook

We have a Facebook page called 'Early Years at The Brow' - we will use this as a quick way to inform you of what we have been doing or to share information with you. Children's names are not used but we do share photographs.



If you do not want your child to feature on our Facebook page, please make Mrs Pendlebury and Mrs Arikboga aware of this. Thank you.



Website Pages

We have a Pre School information page and a class page on The Brow Community Primary School website.

Our Class page is entitled Nursery.

- ✓ Pre School information page
- ✓ Nursery Class page

These pages are regularly updated with news, information and examples of children's learning.



Together we can make a positive difference in your child's Early Years journey.



Early Years Staff - The Nursery Team



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Mrs Carolyn Pendlebury
Nursery Lead/ Early Years SENCO
and Key Person

- ★ Early Years SENCO
- ★ Thrive Licenced Practitioner
- ★ Paediatric First Aider



Mrs Lisa Arikboga
Deputy Nursery Lead
and Key Person

- ★ WELLCOMM Lead
- ★ Early Talk Boost Lead
- ★ Paediatric First Aider



Mrs Sarah Holding
Nursery Assistant
and Key Person

- ★ Paediatric First Aid
- ★ Nursery Assistant



All the team contribute to the planning and delivery of the curriculum and the assessment of the children. Members of staff from Pre School and Reception classes work closely together, this ensures continuity and progression throughout Foundation 1 and Foundation 2.



Safety and Protection Issues



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It is essential that parents inform us if a child is to be collected by somebody other than the usual carer.

Children will not be allowed to leave the Early Years Facility with anyone unfamiliar to us unless prior arrangements have been made.

However, we appreciate that not everything goes according to plan and that families have emergencies to deal with from time to time.

To cover an emergency situation, we suggest that all parents leave a password on their child's application form so members of staff can check that the person collecting a child has the parent's permission to do so.

Children will not be allowed to leave with anyone under 16 years of age.



It is very important that all our children are collected on time, being the last one to be collected is particularly distressing for a Pre School child.



School must be notified if carers are delayed in the collection of a child. In an emergency a member of staff will stay with a child, keeping them safe and suitably occupied until they have been collected.



Please note, any parent persistently late collecting their child **will be charged** for the additional childcare.



It is a requirement that we contact Social Services if children have not been collected, and no explanation has been received, **thirty minutes** after the end of session.



If your child is unable to attend a session, please inform the school office as soon as possible (any unattended sessions will **still be charged**).



We are required to contact the LA regarding any **child protection issues**.

If there are any complaints, we will endeavour to resolve them together, with the support of the Social Services Team, if necessary.



*The safety and wellbeing of your child is our highest priority.
Thank you for working in partnership with us.*



Behaviour Policy



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In Nursery we follow the Behaviour Policy of The Brow CP School.

AIMS

Aims are that all children:



are educated in a calm, consistent and caring learning environment.



feel happy, safe and secure.



show respect for other people and their possessions.



As expected with three- and four-year-olds who are learning the rules of social interaction, we do occasionally encounter unacceptable behaviour – biting, hitting, scratching. In most cases this is a temporary phase, parents will be contacted, and your child's Key Person will work with you to support your child.



Very rarely challenging behaviour can be persistent and harmful to others – children and staff. When this happens Mrs Pendlebury and Mrs Arikboga with support from Mrs Webb will meet with the child's parents to formulate a workable strategy of ongoing support. This may involve outside agencies – Early Help, Social Care, SEN support or may require a reduction in hours/sessions.



We hope that parents will support us in the management of our children's behaviour.



Each child will have the opportunity to earn praise points (smiley faces) throughout our sessions. Prizes, certificates and badges are awarded at our Graduation Assembly in the Summer Term.

Bronze



- ✓ Certificate
- ✓ Badge
- ✓ Present

Silver



- ✓ Certificate
- ✓ Badge
- ✓ Present

Gold



- ✓ Certificate
- ✓ Badge
- ✓ Present

Platinum



- ✓ Certificate
- ✓ Badge
- ✓ Present

Diamond



- ✓ Certificate
- ✓ Badge
- ✓ Present



In addition to individual praise points we also work together to earn Class Points – 10 Class Points gains the whole class a treat eg, Pyjama Day, Hot Chocolate, Treats, etc. Parents will be informed when and what the treat will be.



Regular fire drills are organised so that the children know what to do in the case of an emergency. Risk assessments are regularly and routinely carried out to ensure all learning areas and equipment is safe for all children's use.



All our Early Years staff are Paediatric First Aid trained and Mrs Pendlebury has responsibility for administering medicines.



We are here to help every child feel happy, safe and ready to learn.





Sickness & Attendance

Keeping Children Healthy and Safe

At The Brow CP School, we are very understanding and caring when dealing with sickness within school and have been trained in **child first aid**.



If your child becomes ill during the day:

- Parents/carers may be contacted to collect their child.
- Please ensure all emergency contact numbers are up to date and always switched on.



Sickness & Diarrhoea

If a child suffers from vomiting or diarrhoea, they should be kept off school for at least **48 hours** after the last bout of sickness.

This is in line with council policy for both adults and children. Please also use discretion when returning children to school that have had viruses or infections, as these can easily be spread.



Reporting an Absence

If a child is ill or has an appointment during term time, please inform Early Years at The Brow of your child's absence and reason.

It is now a **legal requirement** that parents inform us of any absences and that we monitor attendance.

How to inform of absence – either by telephone or by email



01928 563089



carolyn.pendlebury@thebrowcp.co.uk



Special Educational Needs

An Inclusive Nursery for Every Child 

We are a very inclusive Pre School welcoming all children regardless of ability, race, gender, religion or need. All staff work tirelessly to help break down barriers to learning.

We have established a network of contacts and work collaboratively with professionals to access the support needed to help every child reach their true potential.

Our experienced team works closely with:

- ✓ Speech and Language Therapists
- ✓ Occupational Therapists
- ✓ Early Help Services
- ✓ Specialist SEND Professionals



Early Years SENCO
Mrs Carolyn Pendlebury

If you have any concerns regarding your child's development, please speak to Mrs Pendlebury (Early Years SENCO). All conversations and issues raised will be handled in a sensitive and professional manner.



Occasionally members of staff will notice an area of concern that parents may not have been aware of. These conversations can cause a variety of emotions, some parents may feel relieved, but others may feel angry and upset. We as a Nursery Team will do everything that we can to support you and your child, but rest assured we will **only access outside agency support with your permission**.



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*Working together for
happy, healthy and
successful learners.*





THE BROW
CP SCHOOL



Nursery Uniform and Clothing



Although school uniform is not compulsory for our Pre-School children, we actively encourage it as it helps children feel a sense of belonging to **The Brow**.

In addition, many of our Pre-School experiences involve messy play, including paint, glue, shaving foam, gloop and, of course, mud! Wearing a uniform means that children's "work clothes" get dirty rather than their best outfits.



OUR PREFERRED NURSERY UNIFORM

To encourage independence, we recommend:

- White or navy-blue polo shirt
- Navy sweatshirt, cardigan or hoodie (one item is provided as part of the Welcome Pack)
- Grey, black or navy leggings or jogging bottoms
- Black school shoes
- Wellington boots (for wet-weather days – these can be kept in Nursery)
- Waterproof coat
- Small backpack containing spare clothing, including:
 - Underwear
 - Socks
 - Tops
 - Bottoms
 - Nappies (if required)
 - Wipes



Branded uniform is available from *Office Bridge*, but supermarket own-brand items are perfectly acceptable and often a more affordable option.

CHILDREN WHO WISH TO DRESS LIKE THEIR OLDER SIBLINGS MAY ALSO WEAR:

- Grey trousers or joggers
- Grey pinafore dress or skirt
- Puddle suit (optional)



PE DAYS

On **Tuesdays and Thursdays**, children should wear:

- White polo shirt
- Navy sweatshirt
- Joggers or leggings
- Trainers



LABELLING CLOTHING

Please ensure that **ALL** items are clearly named, including coats, shoes, hats, gloves and wellington boots.

ENCOURAGING INDEPENDENCE

One of our aims is to develop children's independence. It is important that children can:



Use the toilet independently



Remove their own coat



Begin putting on their own shoes

To support this, we ask that clothing is easy for children to manage themselves. Elasticated waists, Velcro fastenings and poppers are particularly helpful.

SPARE CLOTHING

Please provide a complete change of clothing, including underwear, in a named bag.

Accidents do happen, and children are usually much happier changing into familiar clothes if needed.



COMFORT OBJECTS

You may wish to pack a favourite comfort item, such as a cuddly toy or blanket, to help your child feel secure and settled.



Where possible, please leave expensive toys at home. Our children are learning to share resources, and bringing toys from home can sometimes lead to conflict or upset.

We will organise **Show and Tell** opportunities throughout the year, when children can bring something special from home to share.



OUTDOOR PLAY

Outdoor play forms an important part of our continuous provision. Children have access to the outdoor area in all weather conditions.

For this reason, we ask that every child brings:

- A **waterproof coat**
- **Wellington boots**

These should be available every day.



Outdoor play is part of our continuous provision, and the children have access to the outdoor area in all weathers. For this reason, we ask that every child has a waterproof coat and Wellington boots with them every day.

Thank You

Thank you for taking the time to read this booklet. We hope it provides all the information you need.

If you have any questions or concerns, no matter how small, please do not hesitate to contact Mrs Pendlebury:



Face to face at the end of the session



Telephone: **01928 563089** (Extension 3)



Email: carolynpendlebury@thebrowcp.co.uk



Reviewed June 2026 – CP/KP

