ROSEMARY NURSERY SCHOOL

A Central Bristol Nursery School

Handbook for parents, carers and families 2026 - 2027

Welcome to Rosemary Nursery School

Address and contact details:

Rosemary Nursery School
Haviland House
Great Ann Street
St Jude's
Bristol
BS2 0DT

0117 9031467

Website: www. centralbristolnurseryschool.com
Email: CBNSF@bristol-schools.uk

Family and Nursery Partnership

At Central Bristol Nursery Schools, we celebrate diversity and are committed to inclusion, equity and belonging. We value every child and family and work together to ensure everyone feels welcomed, respected and able to flourish

Vision	We will:	Parents/Carers will:
Curiosity	Plan for your child's learning and individual needs, monitor their progress at key times through the year and share this with you at parent conversations. We will share what the children have been learning through weekly website updates Be curious about children's lives and will have open and non- judgemental conversations with families to enable effective safeguarding Seek the support and guidance of other services with the consent of your family as appropriate	Sign up to Tapestry and the website and regularly check in about news from the class and your child's progress Be open and honest with staff, sharing events that could have a significant impact on your child with the knowledge that we will respect your privacy and only accept this information with safeguarding in mind Be open to the advice and guidance of staff and other professional services
Belonging	Welcome children and families when they arrive with a smile, ready to support children to engage with their learning Take time to get to know your child and their family. We will celebrate and value the uniqueness, culture, identity, language, beliefs, abilities and experiences of every child and family. We are committed to creating an inclusive environment where everyone feels respected, represented and a strong sense of belonging Support children as they transition from and to other settings, sharing information to support them to settle and feel a sense of belonging	Bring your child every day that the nursery is open and let us know if they are unable to come at any time Arrive at nursery with your child ready to learn and collect them on time Support our inclusive community by treating all children, families and staff with kindness and respect, embracing and celebrating differences Build positive relationships with staff, sharing things that are important to your child and your family
Nurturing	Listen with respect to anything you share with us and respond in a way that is best for your child's well-being and safety Support your child in being part of the school community, developing attitudes and behaviours that enable them to make a positive contribution and show respect for diversity, fairness and inclusion	Tell us your worries, concerns and significant events in their lives Be part of our school community by keeping updated via our website Be welcomed to share your skills, interests and talents with the school community
Sustainability	Maintain positive and trusting relationships with children and their families, fostering an inclusive and equitable community where everyone feels valued and can thrive	Maintain a positive and trusting relationship with the staff team to ensure the best outcomes for all
Flourish	Invite you to join a group time during your child's focus week and meet for parent conversations following their focus week, to celebrate your child's learning and development. We will share and support you to learn about how we teach children at nursery Support you to know about healthy food choices and help them develop skills such as toothbrushing	Support your child's learning by participating in parent conversations, celebrating your child's achievements and learning alongside your child to be the best parent you can be Ensure they are dressed appropriately for playing and exploring, and the changes in weather Provide your child with a healthy packed lunch, if required, and a bottle for water every day

This handbook contains some key information for you, about your child's time at Rosemary Nursery School. You can also find more information on our website. If you have any questions, please contact us by email or phone, or speak to your child's Key Person or class teacher.

We are open during term time only.

Our session times are:

- 2.5 days - Monday/Tuesday 8.30am to 3.30pm and Wednesday 8.30am to 11.30am

or

- 2.5 days - Wednesday 12.30pm to 3.30pm and Thursday/Friday 8.30am to 3.30pm

- 30 hrs - Monday/Tuesday/Wednesday/Thursday 8.30am to 3.30pm and Friday 8.30am to 11.30am

- Mornings - 8.30am to 11.30am
- Afternoons - 12.30pm to 3.30pm

Dropping off

In the morning, the door is opened for dropping off your child from 8.30am to 8.45am.

The door is closed at 8.45am for 15 minutes and you will not be able to drop off between 8.45am and 9am. We do not let children into classrooms at this time so that the children in class are able to take part in their key group sessions without being disturbed.

The door is re-opened at 9am for latecomers. You will be able to wait in the seating area if you arrive after 8.45am.

In the afternoon, the door is opened for dropping off your child from 12.30pm to 12.45pm.

The door is closed at 12.45pm for 15 minutes and you will not be able to drop off between 12.45pm and 1pm. We do not let children into classrooms at this time so that the children in class are able to take part in their key group sessions without being disturbed.

The door is re-opened at 1pm for latecomers. You will be able to wait in the seating area if you arrive after 12.45pm.

Picking up

The front door is open at 11.25am for the end of the morning session, and at 3.25pm for the end of the afternoon session. If you need to pick your child up at an earlier time, please let us know in advance.

Entrances/Exits

All children enter the nursery school using the front door.
If your child is in Class 1, turn right to get to the classroom.
If your child is in Class 2, turn left to get to the classroom.

Clothes and shoes

We do not have a uniform at Rosemary, but please dress children in clothes that you don't mind getting dirty and that they can easily manage themselves for toileting and dressing. Please label your clothes to prevent items going missing.

Bring in a spare set of clothes in a bag so that your child can change if they need to ie, trousers, top, pants and socks.
In wet weather, please bring a pair of wellies, a waterproof coat and waterproof trousers if you have them.
In the hot weather, please bring a sun hat and apply sun protection cream to your child before they come to nursery. If your child attends nursery all day, you will be asked to bring sun protection cream in and sign a letter giving staff permission to reapply it.

Snacks

The children have a healthy snack during the morning and afternoon session. You do not need to provide anything, unless they have an allergy and you want to provide an alternative option ie, soya milk or gluten-free crackers. Please hand this to the staff team rather than leaving it in your child's bag.
Children bake their own bread for snack times and we provide fruit, vegetables, cheese, breadsticks or crackers, with milk and water to drink.
Children have access to water throughout the session.
In the warmer weather, please bring a bottle with your child's name on it. We ask that you provide water, not squash or milk please.

Lunch

- Please bring in a named packed lunch for your child
- We are an **Allergy Aware** setting, so we ask for **NO NUTS** to be provided in your child's lunch bag e.g. peanut butter, Nutella, whole nuts, pesto
- We have a healthy eating and nutrition policy so ask that lunch boxes contain healthy food items
- We also ask that you cut grapes and cherry tomatoes in half long ways to reduce the risk of choking

Health and wellbeing

Please tell us about any illness, disabilities and allergies and keep us up to date with your child's health and wellbeing.
We use Medical Tracker that allows us to create health care plans for children if required.
We can only administer medicines if prescribed or recommended in writing by a doctor and with the prior signed consent of a parent or legal guardian.
If your child has a bump/fall in school, we will record what happened using Medical Tracker and hand over a written copy to you at the end of the session. If we are worried about your child or we feel that the accident is more serious, we will contact you immediately.

Your Key Person

At Rosemary, we operate a 'Key Person' system. This means that your child will be linked to a member of staff and an age-appropriate group (either a group for 2 year olds or a group for 3-4 year olds). This person will build a particularly close relationship with you and your child and talk about your child's learning during their focus weeks.
She or he will also:

- Observe how your child plays and learns

- Use this knowledge of your child to help plan interesting learning activities that support their individual learning
- Lead your child's key group times supporting their relationships with other children and sense of being part of the learning community

Home Visits

Once you have accepted a place with us, we will contact you to arrange a home visit. This allows us to meet you and your child in a familiar setting. Home visits are important as they help children to settle in well and allow positive relationships to be developed between families and school.

Settling in

You will receive an email with all the information you need about settling in. We build up the amount of time your child stays with us over 4 or 5 sessions. We start with an hour where you stay with your child and explore the nursery together. We progressively increase the amount of time your child stays independently, until they are in for their full sessions. All of these times will be sent to you in your settling in information email.

Communications

If you need to communicate with your child's teacher or key person, please try to do this after your child's session. If you have time, you can wait to talk to us after pick up time or alternatively please phone the office or email us and we will get back to you as soon as possible.

We will communicate with you via email. You will receive updates about inset days, nursery events, news about what is happening in your child's class and other important information such as a sudden school closure.

Our website contains a weekly update from each class which shares the exciting things that the children have been learning.
Home - Central Bristol Nursery Schools
We also have a Facebook page that is also regularly updated:
www.facebook.com/CentralBristolNurserySchools

Parent agreement

We value a positive and respectful school community. Parents and carers are asked to:

- Communicate with staff, other parents, and children respectfully at all times
- Raise any concerns or complaints directly with the school through the appropriate channels
- Refrain from using social media or online forums to criticise the school, staff, parents, or pupils
- Contact the school directly regarding any concerns about pupil behaviour
- Only share information, photos or videos of other children online with the permission of their parent or carer

By working together respectfully, we can create a safe, supportive, and inclusive environment for all members of our school community.

Learning and Development

Your child's learning and development will be shared with you during their focus observation week on Tapestry, our online learning journal. You can download the free app and we will give you the log in

details so you can access the journal. Every child has at least 3 observation weeks a year, during this time you will be able to talk with your child's key person to discuss their learning and development and agree future learning priorities together. We also encourage you to contribute to this journal, sharing what your child likes to do with you at home. We will inform you when it is your child's focus observation week and parent/key person meeting via email, in advance.

If you have any concerns or questions about your child's development, please speak to your child's key person or your child's class teacher in the first instance - they will be able to support your child's unique learning journey. Our Special Educational Needs Coordinator (SENCo, Kate Ticehurst) can also offer support. You can find our special educational needs policy on the nursery website.

Behaviour Management

We use Conflict Resolution as an approach to supporting and promoting positive behaviour. Conflict Resolution is an approach that has a number of stages that help to support children to recognise their feelings and work through challenges and problems with others. For more information, you can find our behaviour management policy on our website.

Our Curriculum

As a federation, we have developed a unique curriculum, which is available to view on our website.
https://centralbristolnurseryschool.com/about-central-bristol-nursery-schools/our-curriculum/

We follow The Statutory Framework for the Early Years Foundation Stage Framework (EYFS)
You can find this at:
https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2

As well as the legal welfare requirements that every registered setting must follow, the 'Development Matters' section of the EYFS also lists the seven areas of learning and development that guide professionals' engagement with play, learning and developmental activities for children aged birth to five years old. You can find this at:
https://assets.publishing.service.gov.uk/media/64e6002a20ae890014f26cbc/DfE_Development_Matters_Report_Sep2023.pdf

We use both of these documents to guide and plan for our unique curriculum designed for the children in our community.

Lateness and non-attendance

It is really important for your child that they arrive at the start of the session. It is also important for your child's emotional wellbeing that children are collected on time. We monitor lateness and attendance in line with our Attendance Policy.

Please email us or call **0117 9031467** if your child is going to be late or absent from nursery. If they are unwell you can complete a sickness form which is available on our website.

Holidays

Holidays need to be authorised. If you are going on holiday, please complete a holiday form that can be found on the nursery website.
https://forms.office.com/Pages/ResponsePage.aspx?id=WzppJkF-TE-jrkhfDqbyVavt-rErMjpBjrfHh37uIG5UMTQ3WkM2TlVKTkVMNTdDWThGUzJQWTk4WS4u

Illness

If your child is unwell, please keep them at home or with a member of your family. Should she/he be physically sick or have diarrhoea, please make sure that you keep them at home for 48 hours after the last episode. This is a health and safety requirement to avoid cross infection with other children at the setting. If your child becomes unwell during a session we will, of course, telephone you as soon as possible. Please collect your child as soon as you can.

Notifiable infections

Certain illnesses such as measles, have to be reported to the UK Health Security Agency via The South West Health Protection Team, giving the following information: name of child, DOB, family address and contact details.

Policies and Procedures

Governors

As a school, we have a governing body made up of parent, community and local authority representatives, as well as staff. The governing body has overall responsibility for the three nursery schools in our federation – Rosemary, St Werburgh's and The Limes. Our governors are listed on our website.

Nursery policies

Policies and procedures help us to ensure that the service we provide is of a consistently high quality. The governor and staff team work together to develop these policies that are regularly reviewed. Our policies are available on our website.

Confidentiality and information sharing

Our privacy notice can be found on our website.

Complaints

If you have any queries or complaints, please speak to the class teacher or key person in the first instances as most issues can be quickly resolved this way. If you are still not satisfied with your response, please make an appointment to meet with our head teacher or assistant head teacher. Our complaints procedure can be found on the nursery website.

Safeguarding

We have a legal duty of care for the children at the nursery school. Our employment practices protect children against the likelihood of abuse at the setting, and we have a procedure for managing complaints or allegations against a member of staff. All members of staff are checked with the Disclosure and Barring Service (DBS) on a regular basis. Our legal duty of care also means that if we are concerned that a child may be being harmed in any way, we have a legal responsibility to report this to Social Care. We will always work very closely with you over any referrals. Our assistant head teacher, Kate Ticehurst, is the Designated Safeguarding Lead for Rosemary Nursery School.

Term Dates and Closure Days 2026 to 2027

- **Term 1** Thursday 3rd September 2026 to Friday 23rd October 2026
- **Term 2** Monday 4th November 2026 to Friday 18th December 2026
- **Term 3** Monday 4th January 2027 to Friday 12th February 2027
- **Term 4** Monday 22nd February 2027 to Thursday 25th March 2027
- **Term 5** Monday 12th April 2027 to Friday 28th May 2027
- **Term 6** Monday 7th June 2027 to Friday 23rd July 2027

Inset days

- Thursday 3rd September 2026
- Friday 4th September 2026 (Closed for home visits and stay and play sessions)
- Monday 7th September 2026 (Closed for home visits and stay and play sessions)
- Tuesday 8th September 2026
- Friday 27th November 2026
- Monday 4th January 2027
- Wednesday 28th April 2027 (Closed half day PM)
- Wednesday 30th June 2027 (Closed half day AM)