ST WERBURGH'S PARK NURSERY SCHOOL

A Central Bristol Nursery School

Handbook for Parents, Carers and Families 2026—2027

Welcome to St Werburgh's Park Nursery School

Address and Contact details:
St. Werburgh's Park Nursery School
Glenfrome Road
Bristol
BS2 9UX
Telephone: 0117 9030323

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 the parent conversation. 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 the children with the knowledge that we will respect your privacy and only accept this information with safeguarding 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 them to engage with 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 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 their 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 St Werburgh's Park 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.

Session	**Times**
Morning	8.45am – 11.45am
Afternoon	12.30pm – 3.30pm
2.5 days	Monday/Tuesday 8.45am to 3.30pm and Wednesday 8.45 am - 11.45am
2.5 days	Wednesday 12.30pm-3.30pm and Thursday/Friday 8.45am to 3.30pm
30 hrs	Monday/Tuesday/Wednesday/Thursday 8.45am –3.30pm and Friday 8.45am– 11.45am

Dropping off:

- The main entrance is open from 8.40am to 9.05am/12.30pm to 12.45pm
- The classroom doors open at 8.45am/12.30pm – please drop your child of at their classroom.
- Between 9.05am-9.20am/12.45pm-1pm children meet in their key groups. You will have to wait outside if you arrive between these times, so the children's learning is not disturbed.

Picking up:

The main entrance is open at 11.40am/ 3.25pm. Please come to the classroom to pick up your child.

Clothes and Shoes

- Please dress children in clothes that you don't mind getting dirty and that they can easily manage themselves for toileting and dressing.
- Bring in a spare set of clothes in a bag so that your child can change if they need to.
- 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 sun cream with your child and apply sun cream to your child before they come to Nursery.

Snacks

The children have a healthy snack during the morning and afternoon session. Children bake their own bread for snack times, and we provide fruit, vegetables, cheese, bread sticks or crackers, with milk and water to drink. Children have access to water throughout the session. Children are encouraged to bring their own named water bottle to access throughout the session. We ask that you provide water, not squash or milk please.

Lunch

- Please bring in a named packed lunch for your child.
- We are **NUT FREE** school, so we ask for **NO NUTS** to be provided in your child's lunch bag e.g. peanut butter, Nutella.
- 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.
- Please only bring water in the children's bottles, rather than juice.

Health and Well-being

- Please tell us about any illness, disabilities and allergies and keep us up to date with your child's health and well-being.
- We use a tool called 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 feel that the accident is more serious we will contact, you immediately.

Your Key Person

At St Werburghs we operate a 'Key Person' approach. Your child's key person will build a particularly close relationship with you and your child, especially in the early days. 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, sense of self and being part of our learning community.



Communications

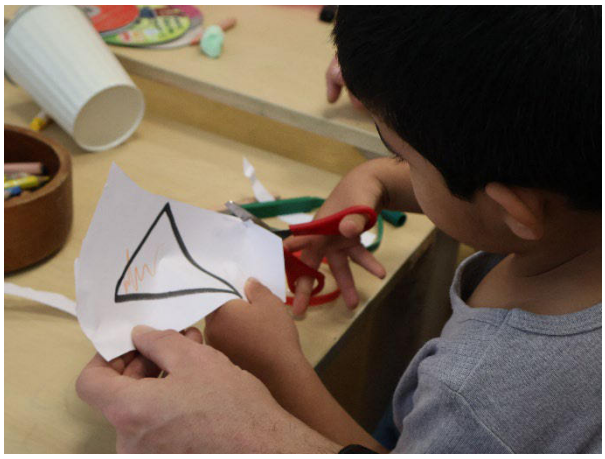
If you need to communicate with your child's teacher or key worker we are available after your child's session, if you have time you can wait to talk to us after pick up time or alternatively please phone the office or email us and we will get back to you as soon as possible. Our website contains a weekly 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

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. Tapestry is an APP that you need to download. When your child starts nursery, you will receive an invitation to download the APP. We are available to support you with this so let us know if you have any difficulties. 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 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.

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. Our special educational needs coordinator 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.

The 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 are proud to be a voice for children and a place where every child is truly heard. Our curriculum is our commitment to providing the highest quality early education, tailored to meet each child where they are and support them to reach their full potential. It is designed for the children in our community.

We also 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

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 ring us on **0117 9030323** if your child is going to be late or absent from Nursery.

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. Please notify us by phone call or via the website form. Should she/he be physically sick or have diarrhoea, please make sure that you keep them at home for 48 hours after the last bout. This is a health and safety requirement to avoid cross infection with other children and staff at the setting. If your child becomes unwell during a session we will telephone you. Please collect your child as soon as you can.

Notifiable Infections

Certain illnesses have to be reported to the UK Health Security Agency via 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 School and Children's Centre. Our governors are listed on our website.

Centre Policies

The Centre's 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 worker 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 headteachers, Rosie Armistead and Samatha Trace are our Designated Safeguarding Lead
- Our class teachers, Nicky Brinkworth and Balazs Vida are our deputy Designated Safeguarding Leads.



Term Dates 2026 to 2027

- Term 1: 3 September 2026 to 23 October 2026
- Term 2: 2 November 2026 to 18 December 2026
- Term 3: 4 January 2027 to 12 February 2027
- Term 4: 22 February 2027 to 25 March 2027
- Term 5: 12 April 2027 to 28 May 2027
- Term 6: 7 June 2027 23 July 2027

Inset Days - 2026 – 2027

- Thursday 3rd September – Full day closure
- Tuesday 8th September – Full day closure
- Friday 13th November – Full day closure
- Monday 4th January – Full day closure
- Wednesday 28th April – Half day a.m.
- Wednesday 30th June – Half day p.m.

- We will also be closed on 4th and 7th September for Stay and Play Sessions and Home Visits

