



CUNDALL MANOR SCHOOL

NURSERY & RECEPTION

EARLY YEARS FOUNDATION STAGE



“Pupils enjoy a Blyton-esque life at this nursery through-to-GCSE school”

TATLER 2023

Welcome

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Cundall embraced co-education in the 1980s. Our staff therefore have significant experience in managing the education of boys and girls through the challenging phases of their adolescence so that they are well prepared and adjusted for life beyond the school gates.

A Cundall education is holistic and character-based with an equal focus on the academic, active and creative. Our small class sizes enable us to challenge and support each other as we build our best future. Our vision is to be a school where pupils thrive and flourish as they experience the excitement and enjoyment of learning. We guide pupils towards reaching their full potential as passionate and innovative problem solvers, ready to contribute to society. At Cundall Manor, children can be strong and sure of who they are and what they can achieve. They can be ambitious and brave, unafraid of failure. Our children can be enterprising, inventive and playful whilst being confident, thoughtful, inquisitive and supportive of each other. Our extensive grounds, green spaces and woodlands foster exploration and discovery whether it is during Outdoor Education, break times or when we take learning outside of the classroom. Children develop sporting excellence through an extensive timetable as they transition through the school. Alongside daily dedicated Enrichment time, pupils are encouraged to explore their interests, build confidence and are afforded time to develop their strengths.

We are a close-knit community, and we are proud of our family atmosphere. Our pupils feel supported and valued, and we have always been fortunate to have such a dedicated supportive parent body alongside a committed team of teaching staff and governors, who all make Cundall the warm, vibrant, and inclusive school it is.

The school social calendar allows for ample opportunities for parents to feel part of their children's Cundall education. Throughout the year there are parent evenings and formal and informal reports about your child's progress. Teachers are on hand at all times to meet with parents. A weekly newsletter offers a flavour of the wide range of activities being enjoyed across the school. We take particular pride in the outstanding reputation that Cundall Manor enjoys and our impressive academic results. Our pupils are therefore well prepared for the next stage of their academic and personal development. We encourage all families considering Cundall Manor to come and visit our highly distinctive school and find out for yourself why educating your child the Cundall way is so special.



Mr Simon Weale
Headmaster

EYFS

(Early Years Foundation Stage)

Cundall Manor Nursery and our Reception class are warm and welcoming environments where we introduce the children to the exciting world of learning. Every child's first exploratory steps soon lead to bold strides in terms of their progress and achievement.

Our EYFS years are accommodated in two adjacent buildings across 4 spacious classrooms, with a dedicated covered outdoor play area that leads onto a more expansive safe play setting. The creative play areas house a wide variety of toys and equipment, and the learning environments are used in a free-flow format.

The Early Learning Goals are used as the starting point for a creative and varied programme of activities during the children's journey and are based on the prime areas of learning 1)Communication and Language, 2)Physical Development and 3)Personal, Social and Emotional Development. These three areas are interconnected and support the development of the specific areas of learning in terms of Literacy, Mathematics, Understanding the World and Expressive Arts & Design.

We are aware that pupils enter the Early Years Foundation Stage at a variety of stages in maturity and academic ability and that children can learn the same thing in different ways. We cater for the child's individual needs within each area of the curriculum, building on their existing understanding and experiences.

Children learn effectively through a mixture of self-initiated experiences and adult-planned instruction. In play, young children learn much about themselves and the world around them.





“I love Cundall Manor, my child is happy here and can’t wait to get to school every morning”

PARENT OF CUNDALL MANOR PUPIL, 2024

Nursery

Each day is filled with purposeful play and the excitement of discovering new things, and we respond to the children's enthusiasm by tailoring our approach to suit their needs utilising the spacious classes and outdoor spaces. Cundall Manor Nursery has a vibrant, stimulating and supportive atmosphere in which children are encouraged to question, explore and learn about themselves, others, and the world around them.

Nursery follows the seven areas of learning as defined by the Early Years Foundation Stage Curriculum and our Nursery programme has been created with the individual needs and interests of our children in mind. In their Pre-School year, our nursery children enjoy regular Phonics and Number sessions through which they develop their awareness of sounds and understanding of numbers in preparation for their learning in Reception. We provide further diversity in learning with specialist teachers working with the children in French, Singing and Music lessons every week.

Nursery pupils are taken on explorations around the school grounds to enjoy seeing the chickens and experience outdoor learning in the Wild Acre Wood and Orchard.





TIMETABLE FOR NURSERY 2025-2026

	8:30-8:45	8:45-10:10	Break	11:00-12:00		Lunch	1:00-1:30	1:30-2:00	2:00-2:30	2:30-3:00	3:00-3:20
Monday	Registration	Circle Time Phonics (Pre-school children) Continuous provision		Maths (Pre-school children) Continuous provision			Story Time	Continous Provision		Circle Time	Story & Snack Time
Tuesday	Registration	Circle Time Phonics (Pre-school children) Continuous provision		Maths (Pre-school children) Continuous provision			Story Time	Music	French	Circle Time	
Wednesday	Registration	Circle Time Phonics (Pre-school children) Continuous provision		Singing	Continuous Provision		Story Time	Continous Provision	French	Circle Time	
Thursday	Registration	Circle Time Phonics (Pre-school children) Continuous provision		Maths (Pre-school children) Continuous provision			Story Time	Continous Provision		Circle Time	
Friday	Registration	Circle Time Phonics (Pre-school children) Continuous provision		Maths (Pre-school children) Continuous provision			Story Time	Continous Provision		Star Worker Assembly	



Key Person Allocation

In Nursery each child is allocated a Key Person on arrival. Their role as Key Person is to make sure that your child's needs, both educationally and pastorally, are met and that your child's next steps are planned and supported. They will be on hand at daily drop off and pick up times to answer your questions and are available both to discuss any issues or concerns and to celebrate successes with you. When your child moves through to the Reception class the role of the Key Person is taken over by their class teacher.

Transition to Reception

Children who are moving from the Nursery into our Reception class have the opportunity to experience taster sessions in their new learning environment with our Reception teacher during the summer term of their Pre-School year. In addition, the Reception class teacher frequently visits the children in the Nursery for story time and other activities for familiarisation purposes throughout the year.

After School Club for Nursery

After School Club can be pre-booked at the start of every term. If you would like your child to stay on an ad hoc basis in the Nursery, please speak directly to a member of staff. The Nursery has the following available sessions:

3.30pm – 4.30pm

4.30pm – 5.30pm

5.30pm – 6.00pm

These sessions are held in the Pre-Prep department from 4pm with our older children (up to Y2) and sandwiches are provided at 4.45pm.



Nursery Admissions

If you have any queries at all, please contact the Admissions Department - we are always most happy to assist (admissions@cundallmanor.org.uk)

To support your child's learning and development, children may attend Nursery for a minimum of two full day sessions. Once your child has successfully settled into our Nursery, we can then look at increasing their sessions accordingly, in partnership with you. These careful, considered steps should help your child to settle more easily within our Nursery routines. If you have any questions regarding this, please do not hesitate to contact one of our Nursery team or your child's Key Person.

Our Nursery is very popular and Nursery places for the following academic year are usually allocated before Easter. Although places cannot be always guaranteed, we try our best to accommodate your preferred sessions. We will endeavour to meet your chosen sessions however this is not always possible due to our strict adherence to legal requirements for staff to pupil ratios in Nursery.



Reception

Children begin their school careers in Reception with our nurturing staff who ensure that they feel welcome and cared for, and as a result pupils quickly get used to the more formal school routine and the new learning environment.

The two Reception classrooms are designed to be fun and inviting with a wide and changing range of stimulating activities to encourage curiosity and engagement. We also have large, covered outdoor learning areas which the children adore. Our Reception children are given daily opportunities to explore and investigate in free-play situations alongside their more formal teaching. Washing and toilet facilities are easily accessible for the children and they enjoy healthy snacks and lunch together in the dining room in Main School. Whatever the weather conditions, our children always play outside.

Most lessons are taught in the Reception area. They have Music, Singing, French, Tennis and Swimming taught by specialist teachers. A weekly session in the Wild Acre Wood provides a wonderful Forest School experience with the children getting close to nature. To further enhance our curriculum, we also often take the children on outings to local places of interest at least once a term. Reception attends Pre-Prep assemblies and occasional whole-school assemblies and gatherings as part of the wider school community and it is lovely to see them enjoying interacting with the older children.

Our small class sizes ensure that each child is given individual attention, so they feel valued and supported. We foster positive relationships between home and school by welcoming parents in and having the staff available each day to discuss news, welfare, or education. Organisational skills are encouraged so that children undertake personal responsibility and independence.

Reception Enrichment opportunities

Reception children are welcome to participate in the Pre-Prep Enrichment programme which runs after school each evening from 3.20pm - 4pm, booked in advance at the start of term with your child's teacher. After-school clubs include activities such as Dancing, Gymnastics, Bushcraft, Drama, Ball skills, Construction, STEAM Challenges and Sports Club. The wide variety of activities on offer through our Enrichment programme are designed to ensure all pupils have the opportunity to try their hand at or develop skills beyond the normal academic, artistic and sporting curriculum.

After School Club for Reception (4-6pm)

We can provide care for children between 4pm and 6pm each evening through our After School Club. This can either be pre-booked at the start of every term or on an ad hoc basis by emailing your child's class teacher. There is no additional charge for this provision for children in Reception. These sessions are held in the Pre-Prep buildings with our older children (up to Year 2) and a sandwich snack is provided at 4.45pm.



TIMETABLE FOR RECEPTION 2025-2026

	8:30-8:45	8:45-9:15	9:15-10:10	Break	11:00-12:00	Lunch	1:00- 2:00	2:00-3:00	-3:20
Monday	Early Bird/ Registration	Assembly	Phonics/ Drawing Club		Maths		Topic/ Continuous provision	Swimming	
Tuesday	Early Bird/ Registration	Phonics	Drawing Club		Maths		MusicFrench	Topic/ Continuous provision	
Wednesday	Early Bird/ Registration	Phonics	Drawing Club		MathsSinging		PE	Continuous provisionPSHE	
Thursday	Early Bird/ Registration	Phonics	Drawing Club		Maths		Art	Continuous provisionFrench	
Friday	Early Bird/ Registration	Phonics	Maths		Wild Wood		Show and TellTennis	Star Worker Assembly	

Taught by Subject Specialists



Monitoring and Reporting

In EYFS, we recognise assessment as a key element of successful learning and teaching. It is used to measure the progress of individual children, to evaluate teaching and to inform future planning. We value tracking pupil progress to set clear targets. We track progress through ongoing observations and regular assessments and progress checks in class throughout each term.

We use “Development Matters” to assess children alongside the ‘Early Learning Goals.’ Once children exceed an Early Learning Goal, they are assessed using National Curriculum levels. At the end of the Reception year all parents receive their child’s EYFS profile which documents their child’s progress in relation to the Early Learning Goals.

Tapestry

Our EYFS department uses Tapestry, an online learning Journal, to demonstrate and share pupil progress throughout their time in EYFS. The application is widely used and requires parents to download a secure app on their phone or tablet. This enables parents to comment and give feedback in the form of a constructive and supportive conversation that benefits each pupil’s learning journey. Staff are happy to help parents learn more about the platform as and when necessary. We welcome parents contributing to ‘Tapestry’ by sharing photographs and achievements from home.

Parent & Teacher Meetings

Parents are welcome to meet informally with their child’s teachers at any time. They can also request a formal meeting should they feel that this would be helpful, and staff will always aim to meet with parents within 48 hours of such a request.

Parents are invited to meet formally with their child’s class teacher in the Lent term and at the end of the Summer term. Parent meeting days are published in the school calendar and parents are asked to ‘sign up’ to choose an appointment time.

Formal Written Reports

Formal reports are issued at the end of the Michaelmas and Summer terms and are a means of communicating to parents details about the academic progress of pupils, their contribution to the school’s extra-curricular programme, and their overall personal development. An informal report will also be provided at the end of the Lent term.

Supporting learning at home

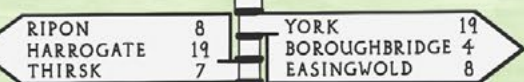
EYFS parents and carers can follow their child’s learning journey with us through ‘Tapestry’. In our Reception classes, parents can support their children with preparation for ‘Show and tell’ sessions. Reading materials, together with each child’s reading record for documenting efforts, are sent home daily in Reception and children are encouraged to practice these skills at home. Occasionally pieces of handwriting or Maths problems are also sent home.

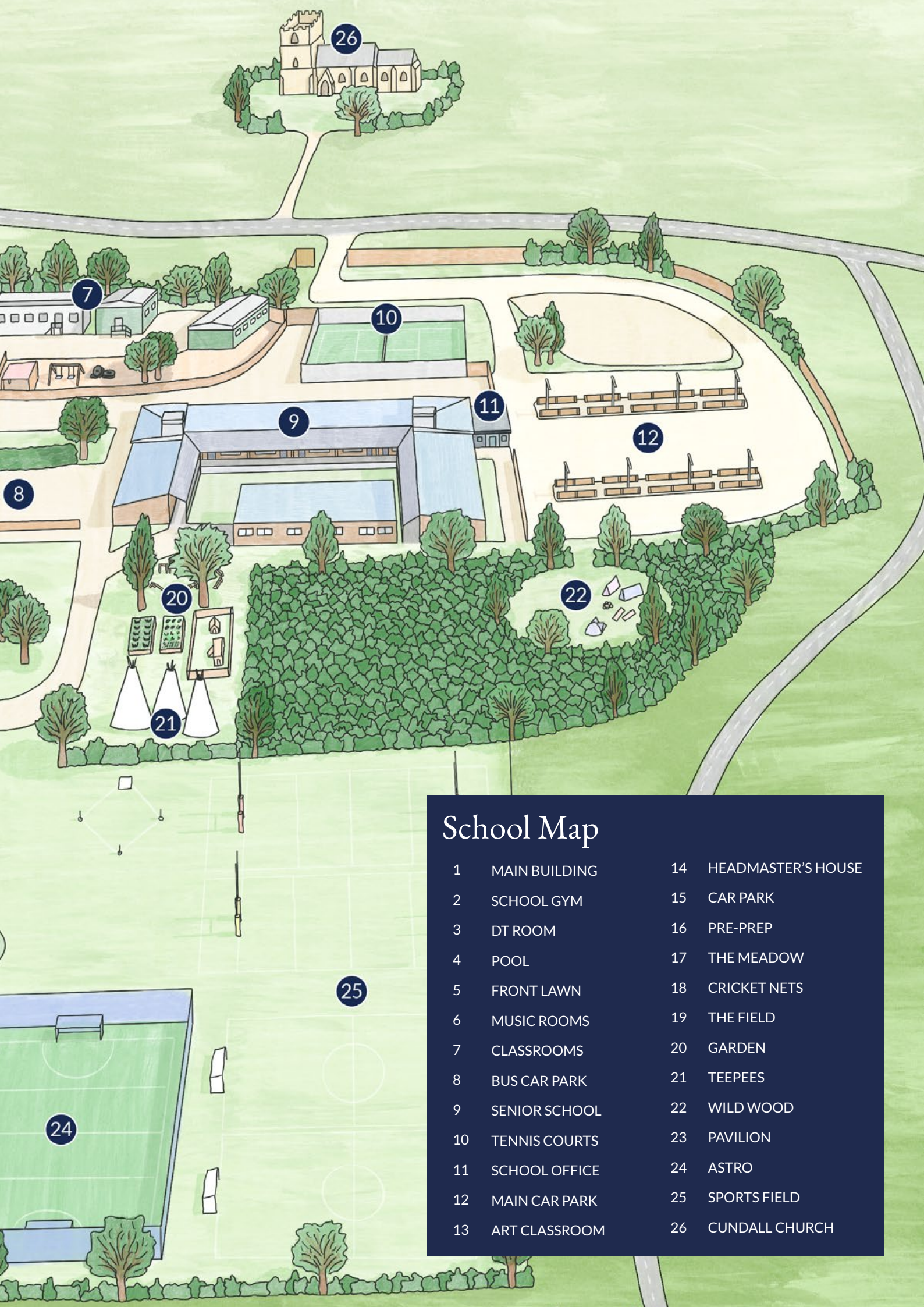




“Cundall encourages children’s strengths to flourish, so that they thrive and excel in those areas”

PARENT OF CUNDALL MANOR PUPIL, 2023





School Map

1	MAIN BUILDING	14	HEADMASTER'S HOUSE
2	SCHOOL GYM	15	CAR PARK
3	DT ROOM	16	PRE-PREP
4	POOL	17	THE MEADOW
5	FRONT LAWN	18	CRICKET NETS
6	MUSIC ROOMS	19	THE FIELD
7	CLASSROOMS	20	GARDEN
8	BUS CAR PARK	21	TEEPEES
9	SENIOR SCHOOL	22	WILD WOOD
10	TENNIS COURTS	23	PAVILION
11	SCHOOL OFFICE	24	ASTRO
12	MAIN CAR PARK	25	SPORTS FIELD
13	ART CLASSROOM	26	CUNDALL CHURCH

Important information

Medical needs

If your child requires medication at school, please see your child's teacher for a permission to administer medicine form.

Our school kitchen has a Nut Free policy and all our meals are homemade on site. If your child has any food allergies, please notify our school nurse, Mrs Lee and complete a Care Plan form for your child.

Accidents are recorded digitally via our Engage portal. Trained first aiders will treat your child and complete an accident record including details of any treatment which is then sent to parents through Engage. In emergency situations, we will contact you and the relevant services immediately.

Please feel free to confidentially discuss any concerns you have regarding your child's health with our School Nurse, Mrs Lee.

vickylee@cundallmanor.org.uk

01423 360 920

If your child is asthmatic, we will need a spare inhaler to be held at school together with a care plan form - Mrs Lee will be in touch with you regarding this.

Any child who has suffered from a fever, vomiting or diarrhoea should be kept at home for 48 hours after the symptoms cease, to avoid infecting others.

Food and drinks

Fresh drinking water is available at any time. EYFS provides healthy snacks in the morning and afternoon sessions. Our lunchtime menu plans are published in the weekly school newsletter.

Children with additional needs or disabilities

As part of the wider school, we have a Learning Support Department who work closely with the key workers and class teachers to help ensure early identification of any support that may be required.

Daily Routine in EYFS

The Nursery and Reception doors are opened at 8.30am. Children can arrive between 8.30am and 8.45am. When arriving, your child will be welcomed by the teachers. The school day finishes at 3.20pm.

Car Parking

We have an excellent provision for car parking but please take care when dropping off and collecting your child. We have policies and procedures in place for all eventualities. Please inform our staff if you think you will be late.

Uniform

Uniform can be purchased from the school shop via the link on the school website. A list of uniform requirements will be shared with you by the admissions department upon registration. All EYFS children will need a named waterproof coat, waterproof over-trousers and wellies for outdoor play as we venture out into the fresh air in all weathers.

Absence Notification

It is a legal requirement for us to keep a daily attendance register. If your child is unwell or absent for any reason, please notify the School Office or your child's teacher/Key Person by 8.45am.

Permission for your child to be absent from school during school hours for a non-medical reason must be requested in advance via email: hmpa@cundallmanor.org.uk

If you have permission for your child to leave school during school hours, they should verbally "sign out" with their class teacher or Key Person..

Policies

Early Years Foundation Stage specific policies are all available upon request from the school office. There are additional policies relating to the wider school available online at www.cundallmanorschool.com

Financial Queries

The Business Office is happy to assist with any queries regarding School Fees or funding requirements.

Contact details

In order to receive information from school it is vital to check that your correct contact details are on our database and kept up to date. Please update the parent portal as necessary.



Extra-Curricular and enrichment choices are available from 3.20 – 4pm each day for our Reception class. Activities vary from term to term and include: Bush-craft, Sport, Dance, ICT, Swimming, Mindfulness, Art, Parachute Games, and lots more!

Contact us



Early Years Lead Teacher/Reception class teacher

Mrs Nickie Sample BA (Hons) QTS
nickiesample@cundallmanor.org.uk



Reception Teaching Assistant

Mrs Rachel Whatley BSc (Hons) EYPS



Nursery staff

Ms Fleur Thompson BEd (Hons)



Nursery staff

Mrs Ellie Bainbridge SCQF Level 7 SVQ 3



Nursery Staff

Miss Freya Rendall

Useful Contact Numbers

School Office	01423 360 200
Admissions	01423 360 901
Nursery	01423 360 906
Pre Prep (brick building)	01423 360 904
Business Office	01423 360 905



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www.cundallmanorschool.com



September 2024