

**WE CARE about Excellence**

Tel: +49 (0) 5254 9822698

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Setting Manager: Lynne Green – BA

Deputy Setting Manager: Laura Gladman – Level 3

## **Attenborough Early Years Setting**

Welcome to Attenborough Early Years Setting; a provision for the military community in Sennelager and Paderborn. We are part of the Attenborough School community which is situated in the beautiful woodland of Normandy Barracks.

### **We aim:**

- to provide a safe and stimulating learning environment for children aged birth to 3 years.
- Work in partnership with parents and carers to help children to learn and to develop
- Add to the life and well-being of the local community
- Offer children and their parents/carers a service that promotes equality and diversity.

### **Parents**

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

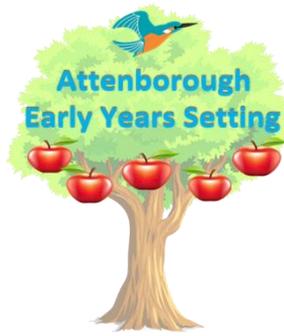
- Valued and respected,
- Kept informed,
- Consulted,
- Involved,
- Included at all times.

There are many ways that parents can take part in our setting, such as;

- Exchanging knowledge about their child's needs, activities, interests and progress,
- Contributing to two year checks and learning summaries,
- Sharing their own special interests with the children,
- Building a professional relationship with their child's key person.

### **Key Person**

All children are allocated a Key Person, this is a member of staff who has a special responsibility for your child, giving them the reassurance to feel safe and cared for. They will help your child become familiar with the nursery and will develop a bond with you and your child. The key person will carefully record your child's progress and development which will be shared with you. We encourage parents/carers to work alongside our staff as this will have a positive impact on the child's development. A buddy key person is appointed to ensure continuity in the case of staff absence. However, we encourage children to make a bond with all members of staff.



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### **Settling in**

Children learn in different ways and therefore each child's introduction to nursery can be very different. Some settle in quickly with ease and confidence, whilst some children are more reserved and can find the transition unsettling. Attenborough Early Years aim to work closely with parents to tailor a settling in routine that is right for your child. We offer settling in sessions, free of charge, to help your child start their nursery journey. Please talk to a member of the team to discuss your child's settling in experience.

### **Early Year's Foundation Stage**

The provision for children's development and learning is guided by the Early Years Foundation Stage (*Department of Education 2017*)

The EYFS has 7 areas of learning and development. Everyone registered to work with children must follow the legal welfare requirements to keep your child safe and promote their welfare.

#### Prime Areas

The prime areas are the most essential for your child's healthy development and future learning;

- Personal, Social and Emotional
- Physical Development
- Communication and Language

#### Specific Areas

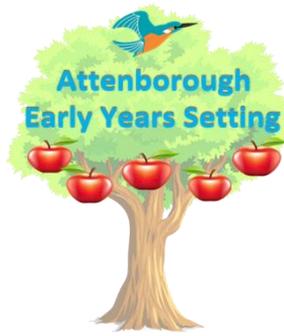
As the children grow the prime areas will help them to develop skills in the four specific areas;

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

The seven areas are used to plan your child's learning activities and is designed to be flexible so staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outdoors.

More information can be found in Development Matters on the Foundation Years website

<https://www.foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>



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### **Learning Journeys**

Each child will have a Learning Journey which is a record of their achievements and development. Your child's key person will work in partnership with you to keep this ongoing document. To create this record, a key person will;

- Observe your child in the setting and record their interests and achievements
- These interests and achievements will be used to create activities and next steps individually tailored to your child
- Through making these observations the key person can identify your child's stage of progress.
- By working with you, we can decide how to help your child move on to the next stage.
- You are able to see your child's learning journey at any time and add observations from home that will contribute to their learning summary.
- Learning summaries are completed to evaluate where your child is at a certain point and what we would like to achieve together moving forward.
- When your child leaves our setting, you will be given your child's learning journey to take with you.

### **Clothing**

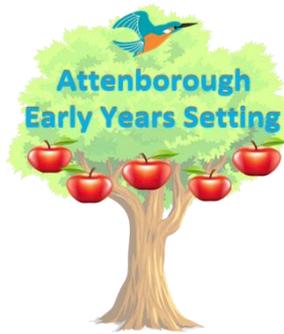
Staff provide protective clothing for the children when they play in messy activities. Aprons will be provided for painting, water play and other activities. We encourage parents to dress children in clothing that you do not mind getting dirty or stained. Although we provide aprons for messy activities we can not always guarantee to fully protect clothing.

Please ensure that your child has a minimum of one spare set of clothing with them in case they need to be changed and that all clothing is labelled.

At Attenborough Early Years, we encourage the children to actively engage in the outdoor environment at all times of the year. We ask that parents provide appropriate clothing for all weathers;

- Coats and wellie boots
- Scarves, hats and gloves
- Waterproof clothing
- Sun hats
- Plimsols for indoor play

If your child is using nappies, we ask that parents provide the setting with nappies and wipes. We will work closely with parents when your child is ready to toilet train and provide support.



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### **Open door policy**

Our aim is to maintain a close, professional relationship with all parents/carers and operate an open door policy when possible which enables you to access the setting at any time and have the option to speak with a member of the team about any issues or concerns you may have.

### **Refreshments**

A snack is provided each session and consists of healthy snacks including; vegetables, fruit, yogurt, crackers. A snack menu can be found in our main entrance and in the snack area. A drink of milk will also be provided to children should they choose it. Children have access to water throughout the session in water bottles (provided by parents) that are labelled by name. At lunchtime, parents provide a lunchbox for their child. Due to allergies and intolerances, we ask that parents do not provide food products that contain nuts or high amounts of additives.

### **Illness**

If your child is unwell before their session begins keep them at home until they are feeling better. In the case of sickness and diarrhoea, to prevent spreading the illness, 48 hours exclusion policy must be followed from the last episode.

We ask that if your child has an infectious illness that you inform the setting so that we may advise other parents/carers and protect staff and vulnerable service users; pregnant women, babies, etc.

### **Collecting children**

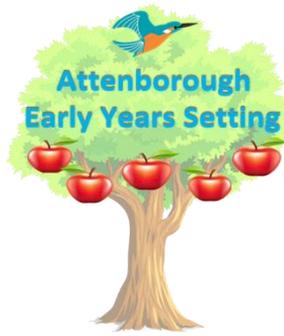
Children will only be released to parents/carers or nominated people. Children will not be released into the care of an unauthorised person. If another adult is to collect, parents must provide the setting with the adult's name and a password.

### **Accident and Incident Records**

Setting staff provide continuous supervision, however, occasionally a child will have an accident. The children in our setting are beginning to develop their physical skills, including balancing and negotiation skills and often may fall. Accidents are recorded and parents/carers will be asked to read and sign the record. We will document any accident that occurs, including near misses. The children's safety is paramount and it is our duty to document and risk assess any accidents in our care.

### **Inspections**

Attenborough Early Years is inspected by OFSTED. Reports will be made available to parents after an inspection has been completed.



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## **2 Year progress review**

The Early Years Foundation Stage requires early years settings to provide parents/carers with a written summary of their child's development in the 3 prime areas of development. The key person is responsible for completing this check using their knowledge of the child's interests and achievements. This review will be shared with parents/carers in a 2-year review meeting. At this time the key person will record the parent's thoughts and contributions. A copy will be kept in the child's learning journey and a copy will be given to parents to take to their 2-year check with the health visitor.

## **Session times**

Attenborough Early Years is open from 0800 – 1700hrs

Our session times are;

- 0800 – 0830hrs – Breakfast Club (0-11yrs)
- 0830 – 1200hrs – Morning Session (0-3yrs)
- 1200 – 1500hrs – Afternoon Session (0-5yrs)
- 1500 – 1700hrs – After School Club (0-11yrs)

## **EDC and Wrap Around Care**

Attenborough Early Years Setting offers Extended Day Care for FS1 Children in the afternoon. We also provide Wrap Around Care for children aged 0-11yrs from 0800-0830hrs and 1500-1700hrs. Children in FS1 can use their 15+ hours funding to access the afternoon session or self-fund.

## **Safeguarding Statement**

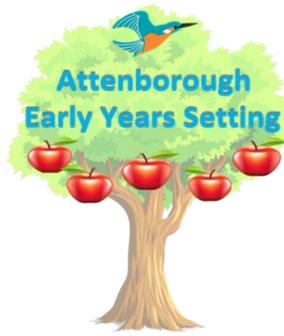
We are committed to safeguarding children and young people from harm. We are committed to making people aware of the issues which cause children harm.

We do our best to safeguard children by;

- Following safeguarding children guidelines
- Making staff and the people we serve aware that we take safeguarding children seriously and will always respond to any concerns raised about the welfare of a child
- Sharing information about concerns with other agencies who need to know, and involving parents and children appropriately
- Following clear procedures for recruiting and selecting staff
- Making sure staff are effectively managed, supervised, supported and trained
- Seeking the views of our community.

We are also committed to reviewing our procedures and good practice at regular intervals

# Attenborough School Sennelager Garrison BFPO 16



DCS (Defence Children's Services)

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The setting has a safeguarding induction process for new staff, volunteers and visitors that regularly work in the setting. The setting requires visitors to read a brief summary which informs them of the safeguarding procedures.

## Useful Contacts

The following are 24 hour Confidential Help Lines

SSAFA Germany Branch	0049 (0)4234 432632
SSAFA Forces Line (Germany)	0800 1827 395
SSAFA Forces Line (UK)	0800 1827 395
BFG Freephone Crime Line	0800 184 2222
Victim Support	0049 (0)2161 472 2272
Relate BFG	0521 9254 2709
Childline	0044 (0)800 1111
Samaritans	0044 (0)8457 90 90 90
Sennelager Welfare	052549 822782

## Other useful services

### Sennelager Welfare

Brydon House  
Building 136  
Normandy Barracks  
Sennelager  
BFPO 16  
05254 822782

### SSAFA

Telephone number: 0049 (0) 176 7353 7420

<https://ssafa.org.uk/germany-1/germany>

### Sennelager HIVE

Room 10, Brydon House

Tel: +49 (0)5254 982 2838

E Mail: [sennelagerhive@armymail.mod.uk](mailto:sennelagerhive@armymail.mod.uk)

### BFSWS

**(British Forces Social Work Services)**

Telephone number: 0044 (0) 808 168 3111