



Information Booklet for Parents and Carers

Updated September 2025



Welcome to Brunel Nursery School

Cambridge Street,
Blackburn
BB1 1ES
Tel: 01254 291250

Headteacher: Mr Julian Rogers

Mission Statement

Our main aim at Brunel Nursery School is to support each child to realise their full potential in a happy, inclusive and safe environment with planned activities and learning opportunities provided to enable them to develop their skills and self confidence in order for them to lead a full and successful life in the future.

Staff list

Headteacher: Mr J. Rogers

Deputy Headteacher: Mrs L. Martin

Inclusion Co-ordinator: Mr W. Ulhaq

EYFS Leader: Mrs R. Wogden

Nursery Teacher: Miss J. Hesford

Nursery Practitioner: Mrs A. Hammond

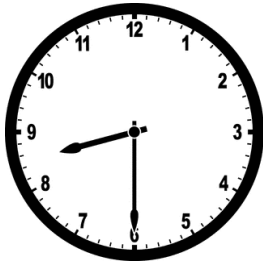
Pupil and Family Wellbeing Lead: Mrs L. Riding

Administration Assistant: Mrs J. Rhodes

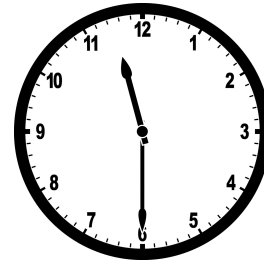
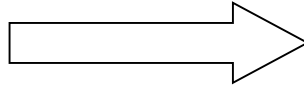
Site Supervisor: Mr S. Orange

SESSION TIMES FOR CHILDREN

MORNING SESSION



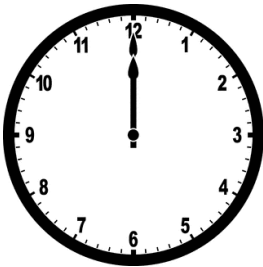
Start 8.30am



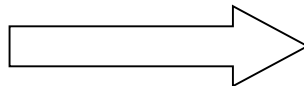
End 11.30am

The nursery closes for lunch **11.30-12.00noon** during which times the doors are closed.

AFTERNOON SESSION



Start 12.00noon



End 3.00pm

At home time, nursery staff will open the doors at **11.25am** and **2.55pm** and hand children over one at a time to you or your named person.

Please be on time when dropping off and picking up your child.

The 30 Hour Offer at Brunel Nursery School

We are very pleased to be able to offer 30 hours of free childcare at Brunel Nursery for those parents who are entitled. As well as providing a valuable service to working parents and carers, children accessing this additional time in nursery are effectively doubling the amount of learning experiences, therefore improving their prospects of making valuable progress in their learning.

Children who access the 30 hour provision attend morning sessions (8.30 – 11.30am each morning, a total of 15 hours a week) and afternoon sessions (12.00noon – 3.00pm each afternoon, a total of 15 hours a week). In addition, to avoid having to go home at lunchtime, children bring a packed lunch and are supervised by members of staff for 30 minutes a day (11.30am – 12.00noon, a total of 2.5 hours a week).

While we receive funding to provide the 30 hours, the additional 2.5 hours of lunchtime supervision is not funded and therefore we charge parents a nominal fee of £1 per lunchtime (£5 per week) to contribute towards the cost of this. This needs to be paid on a weekly basis.



Attendance

At Brunel Nursery School we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at nursery. We recognise that attending nursery regularly has a positive impact on learning and progress and therefore the best life chances for children. When children are absent from nursery school, they can find it difficult to settle, to become involved and form social relationships.

At a young age, continuity and consistency are important contributors to a child's wellbeing and progress. Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late, and children who arrive late can sometimes disrupt the routine of the classroom and the work/progress of others.

Regular attendance and punctuality help to instil good habits for the future and promote the development of a positive attitude towards school.

Absence

Please call the nursery on **01254 291250** on the first day of absence to provide a reason for non-attendance. If we do not receive a call by 9.00am (morning session) or 12.30pm (afternoon session) we will attempt to call home. A home visit will be carried out if your child has been absent for 5 days and you have not had any contact with the nursery.

Dropping Off and Picking Up

Please bring your child every day at 8.30am or 12.00noon so that staff can greet and settle them calmly and happily into nursery.

Children can **only** be picked up from nursery by named people, whose details have been given to us by parents/carers and who know the child's individual password. No one under the age of 16 years will be allowed to collect any child from nursery.

At home time, nursery staff will open the doors at **11.25am** and **2.55pm** and hand children over one at a time to you or your named person. A password system is in operation to ensure that your child is only sent home with a known and trusted adult.

The nursery closes for lunch between **11.30-12.00noon** during which times the doors are closed. **Please be on time when dropping off and picking up.**

Holiday Requests

If it is necessary for you to take your child on holiday during their time at nursery a holiday request form should be completed. These are available from the office. Please be aware that if your child absent for more than 20 school days they will be removed from roll.

It is important that your child attends regularly to help them make the most of their time at nursery.

Contact Details

It is vital that we have the contact details of three people in case of an emergency. Please ensure that contact details are kept up to date.

Photographs

During the year we take photographs of the children for display and learning observation purposes. We also use photographs in your child's 'Learning Journey' which will be given to you at the end of their time at nursery. Their photograph may also appear in another child's 'Learning Journey' and you will be asked to sign a consent form giving us permission to do this.

We also have a page on the school website and again you will be asked to sign a consent form giving us permission to allow photos to appear on the web site.

School Fund

School Fund money of £10 is collected at the beginning of each term and should be placed in the money box in the reception area in an envelope clearly marked with your child's name and amount enclosed. This money pays for the fruit and other healthy items which your child receives every day for snack. It also goes towards items for baking and other activities etc. The money also pays for the children's birthday presents and special events.

Without this money, we would not be able to do some of the special things we do.

Parental Involvement

There will be opportunities for parents to be involved in nursery activities throughout the year such as weekly "Stay & Play" sessions. More details will be given nearer the time.

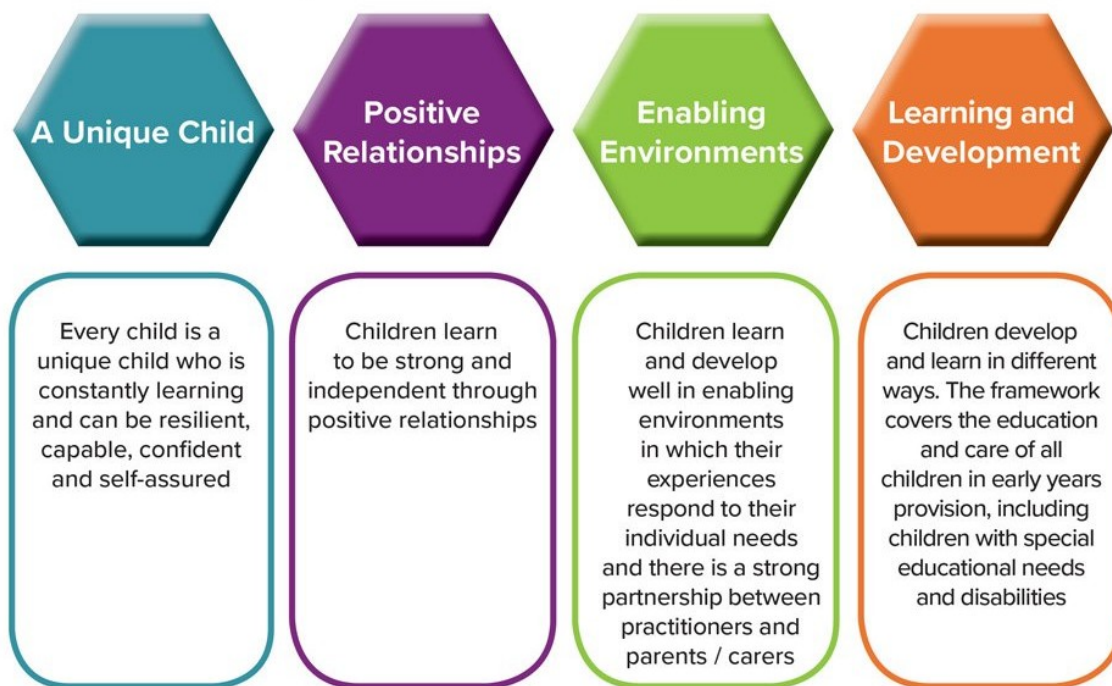
School Policies

Our Privacy Notice and all policies are available on the school website.

What your child will learn at Brunel Nursery

At Brunel we follow the **Early Years Foundation Stage (EYFS) framework** to guide our teaching and practice. This is a government document that all schools and Ofsted-registered early years providers in England must follow. The EYFS sets standards for the learning, development and care of children from birth to 5 years old and ensures your child will learn and develop well in a healthy and safe environment.

The EYFS is based on four key themes:



The EYFS is divided into 7 areas of learning and development.

There are 3 **Prime Areas** on which all other learning and development is built:

- **Communication and Language;**
- **Physical Development;**
- **Personal, Social and Emotional Development.**

There are 4 *Specific Areas*, through which the 3 prime areas are strengthened and applied. These are:

- **Literacy**
- **Mathematics**
- **Understanding the world**
- **Expressive Arts and Design**

The EYFS states that play is essential in your child's development.

We place your child's play at the heart of our teaching and learning at Brunel Nursery and plan and guide this carefully by sharing and supporting their play activity and also providing daily teacher-led learning times.

We aim to help your child develop in these specific learning skills:

<p>Playing and exploring - my engagement Finding out and exploring. Playing with what I know. Being willing to 'have a go'.</p>	<p>Active learning - my motivation Being involved and concentrating. Keeping on trying. Enjoying achieving what I set out to do.</p>	<p>My creative and critical-thinking. Having my own ideas. Making links in my learning. Choosing ways to do things.</p>
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At Brunel Nursery either Miss Hesford or Mrs Hammond will be the **Key Person** for your child. They will plan and support your child to take part in enjoyable activities, experiences and challenges to help develop their confidence, understanding, skills, and relationships with others. They will build an individual Learning Journey for them too and share this with you, both in the nursery and 'on line'.

Developing children's communication and language is a key focus at Brunel Nursery and we do this through enjoying a wide range of books, teaching new vocabulary throughout the year, encouraging and supporting children's 'talk' and having lots of conversations with them!

Your child's Key Person will assess their unique starting points and evaluate their progress at key points in the nursery year. They will invite you to a meeting in the autumn and spring term to discuss your child's progress and the important ways you can help with this at home.

You will also receive a full report of your child's attainment and readiness for starting Reception Class at the end of nursery year in the summer term. This report will also be shared with your child's new Reception Class teacher.

Admission to Primary School

Please ensure you apply for a primary school place **as this is not done automatically by nursery.**

You should apply on line by visiting www.blackburn.gov.uk/admissions. This can be done from September and must be done by the **15th January** at the latest.

Please note that a place at Brunel Nursery does not guarantee a place at St Matthew's C. of E. Primary School.

Ways to help your child

You can help your child by:-

Making sure they attend nursery as often as possible.

Writing their name in coats, hats, wellingtons etc to avoid any lost items.

Bringing a spare set of underwear and clothing to help us with any toilet training.

Dressing them in suitable/comfortable clothing and footwear.

For safety reasons please do not allow your child to wear jewellery when they come to nursery.

Your child should not bring any foods or drinks to nursery. The children are offered a healthy snack and milk/water at snack time and water is always available throughout the session.

It is expected that your child will be fully toilet trained when they start the nursery. However, we do appreciate that this may not always be the case. Please contact Mrs Riding, our Pupil and Family Wellbeing Lead at the earliest opportunity for support.

Audley Children's Centre hold events on school readiness, toileting, story time etc. Go to <https://familyhubsbwd.org/> for more information.

Happy to Help

Mrs Riding - Pupil & Family Wellbeing Lead

Please contact me for support with any of these:

Safeguarding

**Parenting
Support**

Toileting

**Local
Activities**



**School
Readiness**

Attendance

Tel: 01254 291250

liz.riding@stmatthews.blackburn.sch.uk

**ST. MATTHEW'S C. OF E. PRIMARY SCHOOL with
BRUNEL NURSERY SCHOOL**

SCHOOL TERM AND HOLIDAY PATTERN 2025/2026

Parent/Carer Copy

AUTUMN TERM 2025

INSET

Monday 1st September 2025

INSET

Tuesday 2nd September 2025

INSET

Wednesday 3rd September 2025

Re-open on

Thursday 4th September 2025

Mid Term Closure

Monday 27th October - Friday 31st October 2025

Closure after school on

Friday 19th December 2025

Number of openings: 72

SPRING TERM 2026

Re-open on

Monday 5th January 2026

Mid Term Closure

Monday 16th February - Friday 20th February 2026

Closure after school on

Friday 27th March 2026

Number of openings: 55

SUMMER TERM 2026

Re-open on

Monday 13th April 2026

May Day Closure

Monday 4th May 2026

INSET

Friday 22nd May 2026

Mid Term Closure

Monday 25th May - Friday 29th May 2026

Closure after school

Friday 17th July 2026

INSET

Monday 20th July 2026

Number of openings: 63

(Total number of openings for children – 190)

CLOSURE AFTER SCHOOL ON THE LAST DAY OF EACH TERM

ALL CHILDREN AT ST. MATTHEW'S SCHOOL FINISH AT THE USUAL TIME OF 3.00PM

BRUNEL NURSERY SESSIONS FINISH AT THE USUAL TIME

{Morning session: 8.30am-11.30am and Afternoon session: 12.00noon-3.00pm}

Privacy Notice for Brunel Nursery School

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Brunel Nursery School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation the Data Protection Act 2018 which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/Carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as 30 hours codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

BwDBC SEN, Health Visitors, School Nurse

How we use your personal information

We use your personal information to:

- Check and calculate free entitlement
- Provide appropriate pastoral care and support services to children
- Provide funding
- Provide advice, support and guidance to the setting
- Enable financial and policy compliance checks of the setting
- Assess and improve the quality of our services
- Comply with the law regarding data sharing
- Safeguard children

How long your personal data will be kept

We will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed. We will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

Reasons we can collect and use your personal information

We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Who we share your personal information with

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Blackburn with Darwen Borough Council (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Blackburn with Darwen Borough Council teams working to improve outcomes for children and young people (ie. Early Years SEND Service, Early Years Quality Improvement Team)
- Commissioned providers of local authority services (such as education services)
- Schools that you attend after leaving us
- Partner organisations signed up to the North West Public Authorities and Partners Information Sharing Commitment, where necessary, which may include Police, school nurses, doctors and NHS Lancashire
- Contracted providers of services (such as external photographers and catering providers) where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

The National Pupil Database (NPD)

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfE-external-data-shares>.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

To contact DfE: <https://www.gov.uk/contact-dfe>.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you. For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact julian.rogers@stmatthews.blackburn.sch.uk

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact julian.rogers@stmatthews.blackburn.sch.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that Blackburn with Darwen Borough Council shares with the DfE or how they use your information, please contact the Council's Data Protection Officer (DPO) at accesstoinformation@blackburn.gov.uk.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <http://www.blackburn.gov.uk/Pages//Privacy-policy.aspx>.

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>