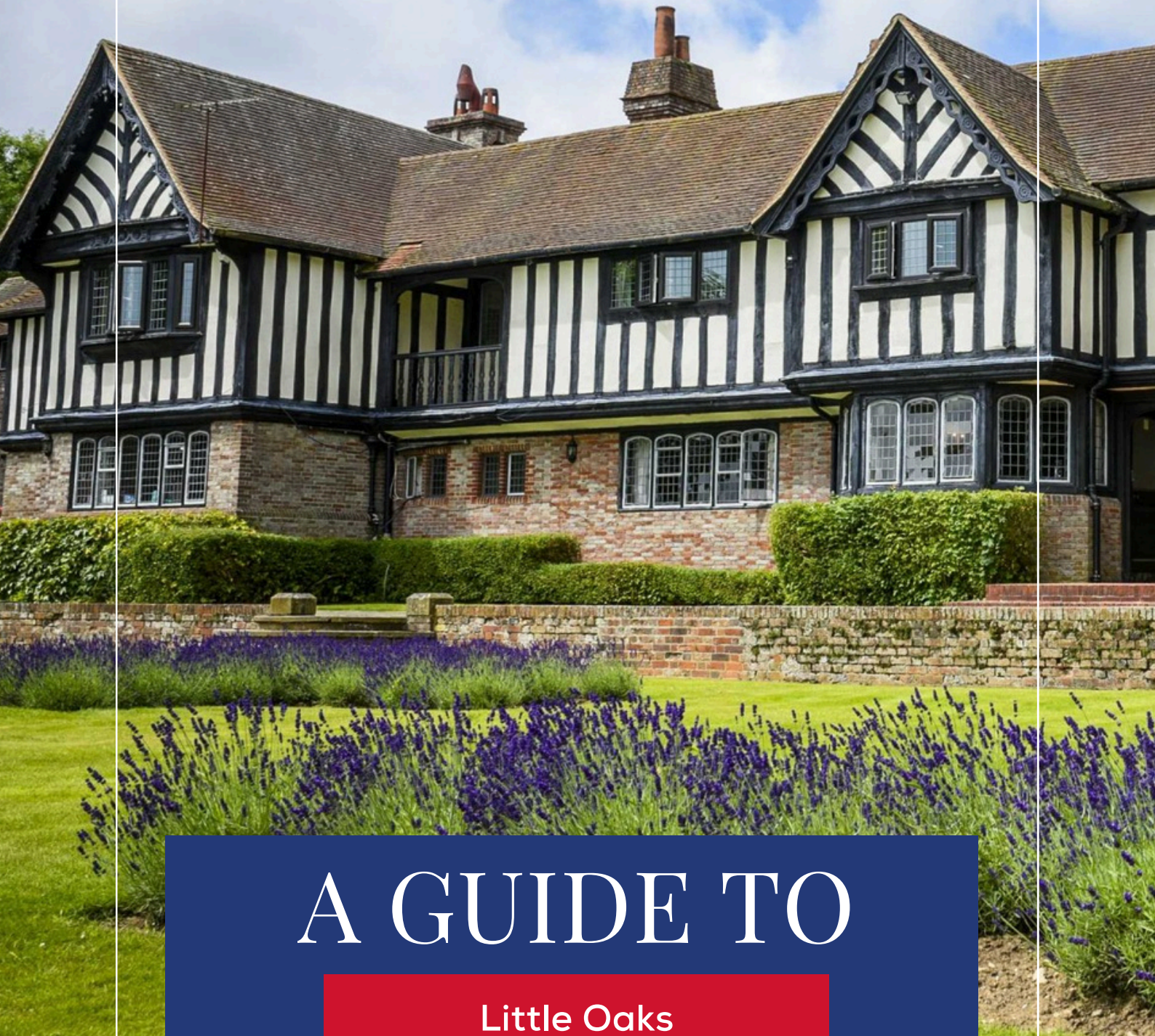




# THE ORATORY PREP SCHOOL

Curiosity | Kindness | Wisdom



## A GUIDE TO

Little Oaks



**Nursery Manager : Miss B Trythall (Maternity Leave)**  
**Deputy Manager: Mrs A Vincent**  
**Part Time Nursery Administrator: Mrs S Bowness**

**Welcome to Little Oaks where their journey at  
The Oratory Prep begins.**

Little Oaks is a purpose built building based in the 65 acres of The Oratory Prep school and we welcome children from the age of 2. From the very youngest of our community we look to instil a spirit of exploration, curiosity and discovery through all they do.

Our dedicated team of staff create a range of activities to encourage your child to form an appetite for trying out new things and beginning to gain a culture where learning is encouraged, explored and loved. Not only this but the importance of friendship begins as the children develop important social and emotional skills as they learn to share, communicate and collaborate with those around them, something which is only built upon as they move up through The Oratory Prep.

Children in Little Oaks have access to our wonderful facilities, including our on-site swimming pool, dance studio, forest school, theatre and are invited to participate in Junior Prep events such as assemblies, festivals and lead the Early Years nativity.



**"The staff at The Oratory Prep School are more than teachers, they go beyond to understand your child, how to get the best out of them but also how to support them in and outside the classroom."**

Current Parent

## Fees

At The Oratory Prep School we are delighted to provide year-round nursery care for children. We are open Monday to Friday, from 7:30am until 6:00pm, for 50 weeks of the year. The nursery is closed for the period between Christmas and New Year, for a week at the end of August, and on all Bank Holidays. In addition, the nursery closes for five staff training days, which are allocated throughout the year.

For children in Nursery and Kindergarten, a minimum of 3 sessions a week are required (either 1 morning and 1 day or 3 mornings for example). For children in Pre-Reception, 5 sessions a week are required.

All children attending Little Oaks on a full-time Monday to Friday basis will receive a 5% discount on fees. Our fees are inclusive of all meals, snacks and specialist teaching.

Fee Rate	Ongoing booking	Ad hoc booking
Nursery Morning (8.15am - 11.45am)	£46	£53
Nursery (School Day, 8.15am - 3.30pm)	£85	£98
Nursery (Full Day, 7.30am - 6.00pm)	£93	£107
Kindergarten/Pre-Reception (Morning, 8.15am - 11.45am)	£44	£51
Kindergarten/Pre-Reception (School Day, 8.15am - 3.30pm)	£79	£91
Kindergarten/Pre-Reception (Full Day, 7.30am - 6.00pm)	£87	£100
Additional childcare charge per hour**	n/a	£16
Additional charge per hour for funded sessions	£4	n/a
Meal Charges (if not included within session):		
Lunch	n/a	£5
Snack (am or pm)	n/a	£3

\* "Ongoing Booking" - agreed sessions for term

\*\* Additional childcare greater than 10 minutes e.g. for late pick-up, will be charged for a full hour.

## Changing your Child's Sessions

If you wish to **increase** the number of sessions that your child attends, please email [littleoaksmanagement@oratoryprep.co.uk](mailto:littleoaksmanagement@oratoryprep.co.uk) and, if spaces are available, we will implement this change as soon as possible.

If you wish to **reduce** the number of sessions that your child attends, you must give us 3 months notice.

## 15 Hours Funding

We offer up to 15 hours per week of Government funding for children from the term after they turn 3.

All settings that are open for 50 weeks per year are permitted to stretch this entitlement across the year, which equates to 11 hours' funded childcare per week. Please note that this funding does not cover any additional extras or services, such as specialist teachers, Forest School, lunches, snacks or milk. These costs are included in the daily session rate balanced over the year.

As Little Oaks is part of an all-through independent school to 13 years, our wish is to be focused on a model where our children are encouraged to stay with us from the earliest part of their educational journey, transitioning into The Oratory Prep School Reception classes and beyond. With that in mind, the 30 hours would not suit our business model, and would impact on the provision that we offer. We provide a competitive local model without offering 30 hours Free Entitlement.



## The School Day

We are very proud that our all year round nursery can accommodate the needs of the modern day family, with sessions offered in the following forms:

- Morning session: 8.15am – 11.45am
- School Day: 8.15am – 3.30pm
- Full Day (including breakfast, lunch and tea): 7.30am – 6.00pm

Within the school day the children will have a range of activities from phonics sessions for those in our Pre-Reception through to quiet time and naps for our very youngest.

We are also delighted to be able to offer a wider range of sessions for our children throughout the week from Forest School with our experienced and passionate team set in our stunning outdoor classrooms where they build dens, habitat hunt and use the natural environment for their learning. Children also have lessons with our specialist Music, Dance and Swimming Teachers.

## Equipment and Uniform

Little Oaks children join The Oratory Prep community and therefore have a uniform. Children wear navy trousers/leggings/joggers and wear a red polo top, jumper and coat with the OPS logo which is purchased from School Blazer.com

There is also a school uniform shop on site which offers a range of items for purchase and equally when your little one has outgrown them you can drop them off to be sold to another family. 50% of the price goes back to you.

The [Little Oaks Uniform List](#) can be found on our website.



## Communication

At collection time, staff will give parents and guardians a brief handover whereby they will give feedback about the day, pointing out anything specific including if they have eaten well.

You are welcome to email your child's room leader should you need to communicate anything in more detail, but given the busy nature of our day we endeavour to reply within 24 hours. Should you need to communicate with us urgently then a phone call is recommended.

There is a Little Oaks management email so that you can contact staff if the room leader is not available - [littleoaksmanagement@oratoryprep.co.uk](mailto:littleoaksmanagement@oratoryprep.co.uk)

## Food & Drink

All food and drink is provided with dietary needs/requirements catered for, though we ask you supply your child with a water bottle. The children are given a morning snack, lunch, afternoon snack and a light tea - with the menu shared on the boards outside our entrance. For those who wish for their child to have breakfast they can do so, but they must be dropped off by 8am.

## Medication

As part of the registration process we ask that a medical form is completed with permissions for medication, including if there are any allergies e.g. to penicillin. Should your child need antibiotics but are well enough to be at nursery then our staff are able to administer them at the required slot, we simply need you to complete a form.

In the extreme event that your child needs emergency medical care an ambulance will be phoned and parents will be contacted, a member of staff will go with your child to the hospital in the event that you are unable to reach us first.

## Tapestry

Tapestry is an app which builds a very special record of a child's experiences, development and learning journey through their early years and primary education. Using photos, videos, and diary entries, a teacher or early years educator, along with the child's parents or carers, and the child themselves if they're ready, 'weaves' the story of the child and how they are growing and developing. Observations, photographs and children's reactions are all used as evidence to children's progress and ability in all areas of learning and recorded onto tapestry.



## Parent Reps

Little Oaks have parent representatives who work with the class teachers to relay communications and questions between school and home. These reps change every year and parents will be informed who the new reps are and how to reach them at the start of the academic year. Messages are then passed onto parents via Class List which parents will be invited to once they have joined the Little Oaks community.

## Parents' Consultations and Reports

Michaelmas Term	Lent Term	Trinity Term
Parents' Evening in October (in person) and a report card in December	Full Report at the end of term	Parents' Evening in May (hybrid) End of Year Report card

To find a copy of your child's school report visit the isams parent portal. You should receive log-in details when your child starts at the school. For more information contact Little Oaks Management.

## Lost Property

There may be occasions where children lose an item of clothing, providing it is named it will be returned to the child or given to their class teacher. For those items where a name can not be seen they are kept in the classroom so please speak to the room leader if your child is missing anything.



# Nursery

## Room Leader: Miss Sophie Spaulding

Our youngest children start their Little Oaks journey in the Nursery class. Children can start in the Nursery class after their second birthday.

The Nursery class offers a wide range of activities day to day for the children to explore independently or with their peers, from messy play trays and creative crafts to exciting sensory tables and large building blocks. There are always adult led activities, crafts or games on offer and wonderful staff around to lend a hand whenever needed and join in with play. Each morning there will be group times for the class which allows the class teacher to engage with them as a group, read the story of the week, enjoy some singing together or learn some new topic related signs using British Sign Language. These morning group times allow the children to acknowledge each other and develop their Personal, social and emotional development, learning to take turns, listen and show interest in what others have to say.

Nursery offers a variety of activities outside of the classroom with specific teachers for each lesson, Forest school, Dance and Music. They also visit the Library, enjoy baking and go for adventure walks around the beautiful school grounds with their class teacher each week.

Nursery children have a dedicated Quiet Room which is turned into a Sleep Room after lunch for the children who take naps.

Nursery children move to the Kindergarten classroom during the half term after they turn three years old. To make sure this is a smooth transition there will be various transition sessions in the Kindergarten class. The Nursery and Kindergarten class enjoy activities together all year round and are able to explore each other's classrooms as well as having access to our shared playground.





## Kindergarten

**Room Leader: Miss Lucy Purdy**

The move into Kindergarten happens the half term after your child's third birthday. Your child will be given a dedicated member of the Kindergarten staff to be their key worker to build an open, trusting relationship with you and your little one.

Throughout the day we build and develop a routine to help develop their core skills and the milestones of development the children go through. Everyday we offer a different form of activity from dance, yoga, baking, forest school, music and swimming. Alongside the variety of activities we have free play as well as spending time each day as a group with a circle time. This will be a story time, singing time or a fun game to help develop their vocabulary and to help recognise turn taking. We build towards the introduction of phonics in the latter stages of their time in Kindergarten by using Listening Len's box or exploring musical instruments.

We are proud to offer regular parent meetings and a shared online learning diary using the Tapestry platform. This all ensures that what is taught in Little Oaks can be supported and echoed at home. This level of continuity also ensures that each child is ready for their move into Pre-Reception in the September after their third birthday and then up to one of our Reception classes the following September.

## Pre-Reception

**Room Leader: Mrs Angela Vincent**  
**Room Leader: Miss Hannah Collyer**

Pre-Reception is your child's final year in Little Oaks and we look forward to this incredibly exciting chapter as the children prepare for their first year in school. The continuity during this year is vital as the children develop so rapidly and their learning and foundational skills go from strength to strength.

Throughout their Pre-Reception journey the children are introduced to a more formal style day with clear lessons allocated in the morning including their participation in assemblies as part of the Junior Prep community. Alongside dance, music, swimming and forest school the children are introduced to more formal phonics sessions, begin to have early reading books to take home and enjoy with their families as well as having PE lessons, with our specialist teachers. In addition, there is the option for the children to stay and take part in a range of extra curricular clubs with our Reception - Year 2 pupils. These clubs are an exciting aspect to Junior Prep and we offer Lego Masterbuilders, Spanish and additional swimming sessions to name but a few.

As we enter the summer months, we endeavour to build in points of transition for the children forming connections with our reception group so as to help them become school ready.

## FAQs

### **Does my child need to be potty trained to start?**

Children do not need to be potty trained to start at Little Oaks, staff have the relevant training for changing nappies and we have the facilities to do so, though we ask they are out of nappies ahead of moving into Pre-Reception. When a child is being potty trained we support this process and follow what families do at home.

### **What do I need to provide for my child on a daily basis?**

Children in nappies must have their own nappies, wipes and nappy cream provided. We ask that all children have 2 pairs of spare clothes for the inevitable accident as well as ensuring they have waterproof trousers, their school coat and wellington boots in school.

### **What happens if my child is unwell during the day?**

If your child has a temperature and/or vomits a phone call home will be made. For those with a temperature we ask that 24 hours pass before their return, where there has been diarrhoea or vomiting then we ask for 48 hours from the last incident.

### **What if my child has an accident during the school day?**

Accidents do happen and we try our best to prevent them. If your child has an accident we will let you know upon collection or beforehand depending on the severity of the accident. We will fill in an accident form to outline the incident (causes, treatments, outcomes etc). We will provide any first aid needed (all staff members are first aid trained). For any bigger incidents that we cannot deal with we will consult professional advice, firstly with the onsite school nurse and then through 999 or 101, if necessary. We will keep you up to date throughout this process by call, text or face to face. We fill out paperwork to log all accidents this in turn helps us avoid accidents in the future.

### **What if my child has already been at a different nursery setting, will information be passed across?**

We work with all nursery settings to ensure that there is a smooth transition for the child. Before starting with us, parents are asked to fill in 'about your child' information and we use this to support the settling in process. If your child's nursery setting holds their tapestry account we will make contact with them to transfer it across.

### **What if I am running late to collect my child?**

Whilst we understand that delays happen, we ask that on these occasions you phone the school office as soon as you can on 0118 9766900 and email [littleoaksmanagement@oratoryprep.co.uk](mailto:littleoaksmanagement@oratoryprep.co.uk)

## FAQs

### **What if I need someone else to collect my child?**

We ask that all parents have a password in place for the collection of their child by another adult. Staff will ask for this password before releasing and we ask that you have notified us that another adult will be collecting as expected.

### **We are going on holiday. Do we need to let you know?**

Please let us know as soon as you can about your holiday dates. This helps us organise our staff, which in turn lets us keep to our ratios.

### **Does my child need suncream?**

We ask that parents supply their child with suitable suncream that is clearly named and staff will help the children to apply it throughout the day. In addition, they will need a sunhat which is purchasable from School Blazer.

### **My child is booked in for term time only, can they attend a small amount over the holidays?**

We organise our staffing in accordance to the ratios and the registers we have in place. There may be days where we have a limited number of spaces available for those children who are term time only but these need booking with 3 weeks minimum notice via [littleoaksmanagement@oratoryprep.co.uk](mailto:littleoaksmanagement@oratoryprep.co.uk)

### **What if I am moving or decide to leave/change nursery settings?**

We ask that a full term's notice is given in writing, stating the date that your child will be leaving. Once received we will confirm in writing to ensure there is clarity and formal confirmation.