Tarnerland Nursery School

PROSPECTUS

September 2026



Dear Parents and Carers,

On behalf of myself, Nursery Manager Jackie Poulton, and all staff and governors, a very warm welcome to Tarnerland Nursery School.

Tarnerland is for children from 9 months to 5 years old. It is funded by the Brighton and Hove Local Education Authority in partnership with the council's Children's and Family Services and is closely linked to the Tarner Family Hub.

The first nursery school on this site was established in 1933. The original sign, which stands in the grounds overlooking Sussex Street, refers to an 'Open Air Nursery School' reflecting the importance of the outdoor environment, which is a tradition we are proud to continue.

The nursery has a long-established reputation of providing quality early education and care which we were delighted to see reflected again in our April 2026 Ofsted report. This is particularly pleasing as we have to meet the strict criteria of a full school inspection for our older age groups. Our success is due to the outstanding practice of our well-qualified, experienced and committed staff team.

At Tarnerland we work hard to develop a respectful relationship with every family. Your child's keyperson will get to know you and your child and aim for an ongoing dialogue with you about their development. We are here to learn what interests and enthuses them, to comfort and encourage them and to share in the delight of their progress.

You are always welcome to talk to your child's keyperson before or after a session or you can call or email if needed. We use a system called Famly to send home pictures of your child at nursery and you can send ones back of them at home.

At Tarnerland every child is TREASURED, and our vision is for each of them to SMILE.





We look forward to welcoming you to our nursery community.
Louise Collings, Headteacher

This prospectus provides a brief overview of some important information for families. Further details are available on our website.

The Governing Body

Tarnerland Nursery School has its own Governing Body, whose members have the responsibility of ensuring the quality of provision by monitoring and challenging the leadership of the nursery. The Governing Body consists of parent governors, staff governors, and co-opted governors. The Governing Body meets termly where business from the two sub-committees (Health, Safety and Wellbeing / Finance and Resources) is shared. We welcome new governors, please ask to contact Ella Turner (Chair of Governors) or Chris Chapman (Vice Chair) if you are interested.

Organisation and Staffing

The nursery is led and managed by Louise Collings (Headteacher) and Jackie Poulton (Nursery Manager).
Our administrative team consists of a finance and premises officer, three admin assistants and a caretaker.
The children are organised into three age group bases at Tarnerland;

- Lookers and Explorers – for babies aged from 9 months to the term after their 2nd birthday.
  This group is led by a room leader (who is also the deputy nursery manager), supported by a deputy room leader and seven nursery assistants.
  The staff ratios are at least one adult to every three babies.

- Players and Pretenders – for toddlers aged from the term after their 2nd birthday until the term after their 3rd birthday.
  This group is led by a room leader, supported by a deputy room leader and seven nursery assistants.
  The staff ratios are at least one adult to every four toddlers.



- Carers and Creators – for children aged from 3 years until they start reception at primary school.
  This group is led by a senior teacher, supported by two Early Years teachers for the two groups (Blue Butterflies and Orange Squirrels) and four nursery assistants.
  The staff ratios are one adult to every eight children, sometimes increasing to one adult to every thirteen children when a teacher is present.

We also employ a team of additional support workers who are funded to work with specific children with Special Educational Needs or Disabilities.

All of our nursery assistants, deputy room leaders and room leaders are qualified to at least Level 3 in childcare or are currently working towards a Level 3 qualification. They also all have a Paediatric First Aid qualification, and three members of staff are fully qualified First Aiders.

Staff work two long days and three short days, meaning that there are three half days a week when they are not here – this is taken into consideration when children are matched to their keyperson, and we also use a system of back-up staff.

We regularly have students and volunteers working in the environments, always at the direction of room leaders / deputy room leaders.

Brighton City Partnership for Education (BCPfE)

Tarnerland is part of a local network of 16 schools, working together to share ideas, support each other, and make sure every child gets the best start in life. Our headteachers meet regularly to plan and exchange good practice.

Partnership Working

We welcome a range of professionals into the nursery to provide support for children who need it – always with the full knowledge and consent of parents / carers. These include Speech and Language Therapists (SALT), staff from the Early Years Inclusion Support Service (EYISS), and staff from the English as an Additional Language and Traveller Service (EALTS).

Safeguarding and Child Protection

Keeping children safe is at the heart of everything we do. Everyone in our community — staff, governors, parents and carers — plays an important role in making Tarnerland a secure and happy place for all. Please speak to our Designated Safeguarding Lead, Jackie Poulton, if you have any questions or concerns. In her absence, one of the two Deputy Designated Safeguarding Leads (Vicky Wallis-Plant and Louise Collings) will be available.

Further information is available in our Child Protection and Safeguarding Policy on our website.

Please do not use mobile phones, smartwatches, smart glasses (including Meta glasses) or any other personal devices capable of taking photographs, recording video or audio, or communicating electronically anywhere on the nursery site.



The Early Years Foundation Stage (EYFS)

We use the Early Years Statutory Framework for group and school-based providers (September 2026) and the document Development Matters, non-statutory curriculum guidance for the early years foundation stage (September 2023), to formulate our curriculum goals and assessment practices. Please see our Curriculum Policy and our Assessment Statement on our website for detailed information.

Opening / Session Times

Tarnerland is open for 47.5 weeks of the year, offering 12 or 24 hours of funded childcare per week for children from the term after they turn 9 months old, as well as extra paid-for sessions.

In order to provide stability and structure for the children, we only offer fixed attendance patterns at Tarnerland. Attendance options for 24-hour children consist of;

- 2.5 days - either Monday (8am to 6pm), Tuesday (8am to 6pm) and Wednesday morning (8am to 12noon) OR Wednesday afternoon (2pm to 6pm), Thursday (8am to 6pm) and Friday (8am to 6pm).
- 3 days - either Monday, Tuesday and Wednesday (all 8am to 6pm) OR Wednesday, Thursday and Friday (all 8am to 6pm).
- 4 days – Monday, Tuesday, Thursday and Friday (8am to 6pm), note that Wednesdays are not available on this pattern.
- 5 days – all 8am to 6pm.

Attendance options for 12-hour children consist of;

- Monday and Tuesday mornings (8.30am to 12.30pm) and Thursday afternoons (1pm to 5pm)
- OR Tuesday afternoons (1pm to 5pm) and Thursday and Friday mornings (8.30am to 12.30pm).

12-hour children can 'top-up' by paying to arrive at 8am for breakfast or by staying until 1.30pm or 6pm (which means they would stay for lunch or tea if in our over 3s). Or they can ‘top-up’ to one of the 24-hour attendance patterns above.

We ask for notice of a full calendar month to change an attendance pattern or cancel a place as this provides time for us to adjust staffing accordingly.

We are closed for a short period (up to one week) in August, a longer period (approximately two weeks) over Christmas / New Year, all Bank Holidays and 5 in-service (INSET) training days for staff per year. An overview of our annual closures is available on our website. There are no charges during planned closures, but we will charge for the first three consecutive full days of closure for reasons outside of our control.

To help us keep everything running smoothly and safely, please arrive at your child’s session start time and collect them promptly at the end. Thank you for helping us maintain our important adult-to-child ratios.

Invoices

An overview of our fees is available on the ‘Admissions’ page of our website. Invoices are emailed out at the beginning of each month and payment is due within two weeks. Fees should be paid via bank transfer, but we accept all childcare vouchers plus the Government Tax-Free Childcare Scheme.



As we reserve your child’s place and plan staff accordingly, we do need to charge for sessions that are booked but missed. Thank you for your understanding.

Further information is available in our Admissions and Charging Policy on our website.

Attendance and Sickness / Medication

Coming to nursery regularly helps children feel settled, confident and part of our community. Good attendance builds positive routines now that support learning and wellbeing all the way through their school journey.

However, if your child is unwell, it's best for them to rest and recover at home. Please keep them at home if any of the following apply;

- they have a high temperature (above 38 degrees)
- they have an unidentified rash
- they are obviously unwell
- they have been diagnosed with any condition that is known to be infectious or contagious
- they have suffered from diarrhoea or vomiting in the last 48 hours
- they have commenced a course of antibiotics in the last 24 hours

We ask that you contact us to let us know if your child is not going to be at nursery for any reason – via email or telephone. If we haven't heard from you, we'll give you a quick call to check in and make sure everything's okay.

If your child becomes unwell whilst at nursery, we will contact you and advise you of any action we feel is necessary. This may include administering pain relief (Calpol) if you have completed the medical form on Famly and if you give verbal consent on the telephone. If your child needs to come home, we'll let you know promptly.

Please see our Sickness and Medication Policy on our website for further information.

Arriving and Departing

The safety and security of our site is of paramount importance. Staff need to know every person entering the building. Players and Pretenders enter and leave through the upper gate in Sussex Street and Lookers and Explorers and Carers and Creators enter and leave through the main gate in Sussex Street. Both external gates are magnetically locked, and entry requires another gate / door to be opened too. On arrival, please press the buzzer, look towards the camera and say your name and the child you are arriving with or collecting.



Do not let anyone through the gate as you arrive or leave. If more than one person arrives and enters through the gate, each of them must speak into intercom to identify themselves. Please also close gates securely behind you.

Buggies can be left in the covered areas outside the buildings, although this is at your own risk.

On your child's admissions forms you are asked to provide details of additional people you give permission to collect your child. Please always give advanced warning of this and we use Famly to arrange a password.

Meals

Mealtimes at Tarnerland are pleasant and positive experiences where staff sit with children to share relaxed conversations. Meals are provided for all children from their first birthday.

Breakfast
Breakfast is provided by the nursery and is served between 8.00am and 8.30am for children starting at 8.00am. Children with a start time of 8.30am should have breakfast before attending nursery. Breakfast options include wholemeal or nursery-baked toast with margarine and / or yeast extract, low-sugar cereals (such as shredded wheat, porridge oats, or wheat bisks), and fruit. Children may choose milk (full-fat for under 2s, semi-skimmed for over 2s) or water. Oat milk is available for children with a dairy intolerance or for those following a vegan diet.



Water
Children are encouraged to remain hydrated throughout the day. Older children bring a reusable bottle of water to nursery, which is returned home each day to be washed and refilled. Younger children are regularly offered water, and babies may also be offered milk before sleep.

Snacks
Parents / carers are asked to provide one piece of fruit or vegetables per child, per day of attendance. These are cut up and shared at snack times, which take place mid-morning and late-afternoon. In addition, a water biscuit or breadstick is provided at one snack. Children may choose milk (full-fat for under 2s, semi-skimmed for over 2s) or water. Oat milk is available for children with a dairy intolerance or for those following a vegan diet.
Occasionally children will be provided with a different snack during a Forest School afternoon. This will usually be a food / drink item prepared as part of the learning in the session, for example, pancakes cooked on the open fire.

Lunch
Lunch is freshly prepared each day in our school kitchen by catering staff from a company contracted by Brighton and Hove City Council, currently Caterlink. Lunch is served at 11.30am for babies and toddlers, and at 12.30pm for children over 3 years old. **Lunch is not provided for over 3s attending for the morning only on a 12-hour pattern.** A three-week seasonal menu is provided in advance, with food that is locally and ethically sourced. Caterlink complies with the School Food Standards and the *Early Years Foundation Stage: Nutrition Guidance* (DfE, May 2025). Water is provided with lunch.

Tea
Tea is delivered daily by Zebedees, a local food provider. It is served at 3.00pm for toddlers and babies 5.00pm for babies and over 3s. **Tea is not provided for over 3s children attending only the afternoon of a 12-hour pattern.** A three-week seasonal menu is provided in advance, with food that is locally and ethically sourced. Little Tums complies with the School Food Standards and the *Early Years Foundation Stage: Nutrition Guidance* (DfE, May 2025). Water is provided with tea.

Food from Home

Parents / carers of children aged over one year are just asked to provide the one portion of fruit or vegetable per day that their child attends (portions may be provided on any day of the week), as well as the child's water bottle (not applicable for babies). Parents / carers are encouraged to provide varied and seasonal produce. **Except for these items, no other food or drink should be brought into the nursery.**

The nursery does not accept food from home for birthdays or other special occasions. Children's birthdays are celebrated in alternative ways, such as giving the child extra attention, singing, providing a birthday sticker, or taking a birthday photograph. If parents / carers wish to provide a treat, it is suggested that they donate a book with a short dedication or message from the child written on the inside cover or provide items such as bubbles or stickers for all the friends in their group to take home that day.

Further information is available in our Food and Drink Policy on our website.

Settling In

Whilst we have lots of professional knowledge about children and their development, you know your own child best and so we need to work closely with you. Before your child starts at Tarnerland, there will be an invitation for you and them to meet their keyperson in the environment. This is an opportunity to share information and, if they are joining our baby room, to plan further settling sessions – which need to take place during the first week or so of the child's paid for or funded sessions.

Settling in is a gradual process and the time varies according to each child's needs and previous experiences. Every child needs us all to be comforting, caring and calm. It's natural for some children to feel sad or angry. Your child's keyperson will care for them, or if they're very distressed call and ask you to come back and get them.

Some children may need their familiar comforter or to be able to look at a selection of photographs of close family members (we find it helpful if you provide just enough photographs to fit on an A4 piece of paper).

Dressing for Nursery



Children need to be appropriately dressed for nursery so that they can enjoy the range of activities, both inside and outside. Following these basic rules will help:

- All clothes should be easy to put on and take off – no belts or complicated fastenings.
- Shoes should have simple fastenings and be suitable for climbing and running. Shoes without backs are unsuitable and toes are safer if covered.
- We recommend keeping best clothes for home, as even with aprons, paint, glue and mud often find their way onto outfits!

- Warm and waterproof coats should be worn when the weather is cold and wet.
- Cool clothes that cover the shoulders and sun hats should be worn when it's sunny (and sun cream applied before nursery – we will reapply if a named bottle is sent in for babies and toddlers but supply our own for over 3s).
- Items of jewellery such as necklaces and earrings should not be worn.

All children should have at least one (preferably more) full set of spare clothes kept in their named blue bag provided by Tarnerland. It is helpful if clothes, especially coats, jumpers, hoodies and hats, are labelled.

We are unable to store large amounts of lost property, so any items not named or claimed are donated to charity.

Nappies and Toilet Training

For children in nappies, parents / carers should ensure that their child's supply of nappies, wipes and nappy cream (if necessary) is kept stocked up. The nursery does not provide these items.

We will work with parents / carers to help children with the transition out of nappies to using the toilet independently. This usually happens whilst the children are in Lookers and Explorers or Players and Pretenders. Please make sure we have a good supply of spare clothes for this period of time.

Further information is available in our Intimate Care and Toileting Policy on our website.

Developmental Differences

Children arrive with different starting points; they learn at different rates and their development does not take place in clearly defined linear steps. Our curriculum is for all of our children, but some children might need extra help to access it. They might need some time in a small intervention group, for example, or they might need more time to learn a new skill. Some children might have difficulties that are longer-lasting or need further exploration.

Please speak to our Headteacher and SENCO, Louise Collings, if you have any questions or concerns about your child's learning. Further information is available in our SEND Policy on our website.

Supporting Children with English as an Additional Language (EAL)

At Tarnerland we warmly welcome children and families who use more than one language at home. We value the richness that different languages and cultures bring to our community and encourage families to share their home language with us. For children who are learning English as an Additional Language (EAL), we provide extra support to help them settle, communicate and make friends, working closely with parents and carers to understand their child's needs.



Equalities

Tarnerland Nursery School is committed to ensuring the best start in life for every child. We welcome our responsibilities under the Equalities Act 2010 to:

- ✓ Foster good relations across all different groups
- ✓ Advance equality of opportunity to ensure achievement for every learner
- ✓ Eliminate discrimination

We want everyone at Tarnerland to feel proud of their identity and feel that they belong in our community.

Please see our Equalities Statement on our website for further information.

Behaviour

At Tarnerland, we see behaviour as part of children's learning and growing. Children are still learning how to manage their feelings and relationships, and we support them with kindness and consistency as they do. Our staff use positive strategies, such as emotion coaching, and always role-model the behaviours we want children to learn. We ask that visitors to the nursery also help by setting the same positive example.

For more details, please see our Promoting Positive Relationships and Supporting Behaviour Regulation policy on our website.

Concerns and Complaints

Above all, we want your child's time at Tarnerland to be happy, secure and full of learning. We look forward to welcoming you into our nursery community. If you have any concerns about any aspect of the nursery, please do not hesitate to speak to the Headteacher or Nursery Manager. We always take any complaints very seriously. If the matter is not resolved to your satisfaction, then you should contact the Chair of Governors.

Please see our Complaints Policy on our website for further information.