Church Gresley Infant & Nursery School

Prospectus for New Nursery Parents

2025/2026

Dear Parents and Carers

The Staff and Governors are delighted to welcome you and your child to Church Gresley Infant & Nursery School.
This booklet is designed to help you to find out more about our wonderful school, how it works and the people who work in it to provide the best possible start to your child's education.

We sincerely hope that your child will have an enjoyable and successful time at our school.

E J Cripps

Jo Cripps
Headteacher

You may find the following names and addresses useful:

John Taylor Multi-Academy Trust Chief Executive Officer:

Mr Mike Donoghue
c/o Branston Locks Primary and Nursery School
Shire Way, Branston, Burton upon Trent, Staffordshire, DE13 9WU Telephone: 01283 242875

Derbyshire County Council Director of Children's Services
Carol Cammiss
County Offices, Matlock DE4 3AG Telephone: 01629 533190

Derbyshire County Council Consultant Strategic Lead for Schools and Learning
Dan Careless
County Offices, Matlock DE4 3AG Telephone: 01629 533190

Chair of the Governors
Dr Sharon Inglis Telephone: 01283 217357 (school contact number)

Elections for Chair and Vice Chair take place annually in September.

Parent Governors	Staff Governor	Co-Opted Governors
Mr A Hawtin Mrs S Jacobs	Mrs N Yates Mrs R Pendleton	Dr S Inglis **Chair** Mrs H Parr **Vice Chair** Mrs L Stuart Mr A Jordan Mrs S Harris Fox
Clerk to the Governors Mrs E Cowie: 01283 217357		

Some useful information about our school:
Our school address is:
Church Gresley Infant and Nursery School
Pennine Way, Swadlincote, Derbyshire, DE11 9EY
Telephone: 01283 217357
Website: www.cginschool.co.uk

People who work in our school are:

Headteacher	Mrs Jo Cripps	
Deputy Headteacher	Mrs Carly Woodward	
Teachers	Miss Vicki Asquith	Miss Elaine Lenton
	Mrs Laura Attenborough	Mrs Clare Morton
	Miss Aimee Dixon	Mrs Rose Pendleton
	Mrs Nicola Roberts	Miss Sophie Jesson
	Miss Laura Johnson	Mrs Sophie Ridgard
	Miss Harriet Khan	Mrs Tracey Woods (EYFS Lead)
	Mrs Karen Leigh	Mrs Natalie Yates (Interventions)
	Mrs Carol Russell	Miss Bethan Pickerin
School Business Officer	Miss Sarah Cotton	
School Business Assistant	Mrs Elaine Cowie	
SENCo	Mrs Stephanie Hackett	
Child & Family Support Officer	Miss Ami Grimes	
Teaching Assistants	Mrs Ellie Duffy	Mrs Elizabeth Haywood
	Mrs Sue Elks	Mrs Katharine Llewellyn
	Mrs Charlotte Elliott	Miss Tracey Mee
	Mrs Rachael Fairbairn	Mrs Michelle Palmer
	Mrs Sarah Hamm	Miss Sophie-Ann Pickett
	Mrs Mary Harris	Miss Charlotte Sproston
	Mrs Carol Shepherd	Mrs Kim Croft
Site Manager	Mr Colin Summers	
Cleaners	Mrs Kelly Davies	
	Mrs Janice Pickerin	Mrs Susan Woodcock
	Mrs Sandra Booth	Mrs Paula Kavanagh
Cook	Mr James Worthington	
Kitchen Assistants	Mrs Paula Wileman, Mrs Rachel Matthews, Mrs Donna Kimberley Mrs Katie Gibbs,	
Lunchtime Supervisors	Mrs Dawn Spink	Miss Tracey Mee
	Mrs Alison Coxon	Mrs Jenni Pitchford
	Mrs Ellen Duffy (Nursery)	Mrs Rachel Robey
	Mrs Loren Clark	Miss Emma Carter
	Ms Gemma Johnson	Mrs Kim Clarke
	Ms Rebecca Scott	

Our Nursery

The Nursery is housed on the Church Gresley Infant & Nursery site. It provides excellent facilities in a large purpose-built environment, with spacious accommodation and a large outdoor area, in which the children can learn, play, grow and explore.
The Nursery forms part of Church Gresley Infant and Nursery School and is staffed by a team of qualified and highly experienced staff. The teacher has qualified teacher status and the Teaching Assistants have NVQ Level 3 or equivalent qualifications.
The children are placed into one of three mixed groups of three and four year olds, each group being the responsibility of the Nursery staff.
Since September 2018, we have been providing 30 hours' provision for those children whose parents qualify for the government funding. These children will attend all day from 08:35am to 15:25pm and the other classes will consist of part-time children who will attend either every morning from 8:35am until 11:35am; or every afternoon from 12:20pm until 15:20pm.
The children remain in the Nursery until the beginning of the autumn term of their fifth birthday, when they transfer to a full-time education. Parents of children with dates of birth between 1st May and 31st August may choose to keep their children in our Nursery until the following January, with prior consent.
Parents wishing to admit their child/children to our school must make a positive preference for a school, even where they wish their child to attend the normal area school. Requests must be made to the Local Authority, usually by January prior to school entry. Full details of Derbyshire County Council's Admission policy are listed in "How to apply for a place at Primary School." Details of how to apply will be provided to parents and carers, prior to the application process go-live date.
Unfortunately, a Nursery place does not guarantee a place in the infant school and an application has to be made to the Local Authority, i.e. in November 2025 parents and carers of children with date of birth between 1st September 2021 and 31st August 2022 apply directly to the local authority for a school place for their child, starting in September 2026.

Pre-school visits and settling in to Nursery

When a Nursery place is offered for your child, you are invited to spend a session in the Nursery before admission. This is to help your child get used to the new situation while you are there too and to give you both a taste of Nursery life.
The Headteacher will invite you to a meeting for new Nursery parents to discuss organisation, curriculum and other important issues during this same term.
Your child has been offered either a morning or afternoon place in Nursery: Lovely Ladybirds a.m. /Caring Caterpillars p.m.or a full-time place in Beautiful Butterflies. New admissions will be staggered, in groups of 2-4, in order for the staff to settle the new starters happily in their new environment.
If your child has difficulty in settling, we will put in place a plan to support them to become involved in nursery life independently and happily.
Hopefully, you will be invited to a meeting with your child's class teacher shortly after your child has started Nursery. Parent interviews will be held in Nursery and each child receives a report of progress in their final term of Nursery.



Helping your child

These are some simple ways to help your child settle happily into the Nursery:

1 Tell them about things they will be doing.
2 Encourage them to find their own peg and hang up their own coats.
3 Help them be independent in using the toilet.
4 Discuss their time at Nursery and value any work they may do e.g. paintings, pictures and models. No matter how messy they may look to you, to your child they have deep meaning and have involved a great deal of effort!
5 Be realistic about their feelings and anxieties. Reassure them that you will soon be returning.
6 Do trust them and show confidence that they will manage.

A few ways to help us:

1 Please **do not** ring us during session time unless it is urgent. Please leave a message with the school office and we will call you back.
2 Please give us an alternative contact if you are going to be out during a session, (where possible) and tell us if someone else will be collecting your child.
3 Please do not send your child with sweets, chocolate etc.
4 Please try to discourage your child from bringing his/her own toys to Nursery, (unless the staff request them as part of a topic). They may be broken, lost, or muddled up with ours!

What Nursery Staff need to know about your child

Please let us know if you have **any** worries or concerns about your child that we might be able to help you with. We would be grateful if you could let us know about anything which may have happened at home to upset your child, as this can affect their general behaviour in Nursery. We would also like to know if your child has any allergies - particularly food allergies and/or any additional needs.

Parents are always welcome in our Nursery. If we can help in any way please do not hesitate to come and see us at any time. We also value your help and we would be pleased for you to come along to read stories, cook, play an instrument, or just join in with our activities within Nursery/or main school. Please contact Mrs Tracey Woods via the school office if you are interested.

If you are able to help, please have a chat with one of our Nursery staff and call in at the main school office to complete the necessary paperwork and safeguarding checks.



At what time does Nursery start and finish?

Nursery opens at 8:35am to receive full time and morning session children. The morning session, Lovely Ladybirds children leave us at 11:35am.
The afternoon session, Caring Caterpillars, children join us at 12:20pm and leave at 15:20pm, whilst the full-time children will leave nursery at 15:25pm when our nursery closes for the day.

You are welcome to collect your child between 11.35am - 11.40am at the end of the morning session and between 3.20p.m. - 3.30p.m. at the end of the afternoon and full day sessions. Please wait outside with your child until the appropriate time. It is helpful if we know who will be collecting the children, so if anyone other than yourself is coming to collect, please tell a member of staff.

As we consider the safety of your child to be of the utmost importance, please ensure that you supervise your child closely when entering or leaving the Nursery grounds, so that accidents and damage to property are avoided. If older siblings accompany you, please ensure that they wait sensibly in the playground over by the nursery entrance. When collecting your child please queue on the left hand side when collecting children, please be mindful at the end of the day we dismiss the Caring Caterpillars first, followed by the Beautiful Butterflies.

If you arrive late with your child or need to collect your child early during a session, please report to the main school office and complete either the Late Arrival/Early Collection Book.

The Nursery Curriculum

We are all in the Nursery to begin your child's education and to provide the best start to learning for them. We provide interesting and carefully planned activities for your children to enjoy and learn from along with other children of a similar age both indoors and outdoors. We follow the Early Years Foundation Stage Curriculum, which educates children in three prime areas of learning, namely Personal, Social & Emotional Development; Communication & Language and Physical Development; and four specific areas of learning - Literacy; Maths; Understanding of the World and Creative & Expressive Arts.

Activities the children are involved in to promote learning in Nursery are:

- outdoor learning
- creative work
- number recognition and writing
- construction
- early mathematical skills
- early writing skills
- early reading skills
- musical activities
- speaking and listening activities
- letter/sound recognition
- sand and water
- imaginative play
- physical play
- malleable materials e.g. clay, plasticine
- I.C.T. (e.g. computers, interactive whiteboard, CD player, Beebots, iPads)

The curriculum is carefully planned and assessed to cater for the needs of individual children and positive, polite, caring behaviour is always encouraged.
As you know many of these activities are messy, therefore, we supply aprons for use when

the children are painting, gluing or playing in water.



Borrowing a Book

Your child will be able to choose a library book weekly. These are changed on a Wednesday. Please ensure, therefore, that their book is in their book bags on Wednesday when the staff will help them choose a new one.

Sharing your library book is a "special" time. We encourage you to show your child how to care for books and how to turn the pages properly. Encourage them to talk about the book, to re-tell the story and to listen to your reading. All of this helps to develop keen **early** readers.

By helping our children to enjoy books we are preparing them for becoming competent readers. More information can be found in the 'Helping Your Child with Literacy Booklet'.

Clothes to wear at Nursery

In response to parents' and carers' requests, there is a school uniform. This consists of red jumper/sweatshirt or cardigan, white or red polo shirt, and grey trousers/skirt/pinafore in winter and red check dresses for girls, red or white T-shirts for boys in summer.
We ask that boys wear grey socks; and girls wear either grey/red tights or white socks. Red hair accessories are preferable and sensible haircuts. Black sensible shoes (no trainers) should be worn. In the summer, children can wear sandals as long as they provide good support for the child's feet. It would be beneficial if children could be provided with a pair of wellies, to be kept at nursery, as we go outdoors in all weathers.
School uniforms are available from:
Pupil Schoolwear - 01283 224512; 35 West Street, Swadlincote, DE11 9DN
www.wbglobaltrading.co.uk – WB Global Trading Limited; 01283 716338,
20 Bells End Road, Walton-on-Trent, DE12 8ND
www.myclothing.com – school receives 5% cash back on all orders for embroidered items. Any donations received are used to buy resources for the children.

Please ensure that **all** items of clothing and equipment are **clearly marked with the child's name and class** to avoid any confusion or loss.

A long hoop on coats helps to make it easier for the children to hang them up and prevents coats lying on the floor. Please also **label** your child's coat.

The Nursery children play outside and do need a coat that they can put on themselves. When at home please encourage your child to put on, take off and fasten their own coat, and to go to the toilet and wash their hands unaided as this helps greatly with life in the Nursery.

For safety reasons we also ask that children do not wear jewellery to nursery. If your child has got pierced ears please ensure they wear stud earrings only. A disclaimer needs to be signed for children with pierced ears, please refer to our Parent Consent form.

Charging Policy

Our curriculum is often extended by additional activities and experiences which the children benefit greatly from. We will therefore, ask for voluntary contributions from parents as follows:

Educational visit out of school:
Parents and carers are asked to make a contribution of the full cost. In some instances school will subsidise trips; and parent and carers, will be asked to make a contribution.

Visiting Groups/Individuals:
Parents and carers are occasionally asked to contribute half of the cost, otherwise school pays the full cost.

Christmas entertainment/Gifts/Parties:
Parents and carers are asked to make a contribution per child towards the cost.

Materials/cooking ingredients:
School pays the full cost.

Additional hours in Nursery:
£4:35 per daily additional 50 minute session, £21.75 per week for children entitled to 30 hour provision. Payable in advance. £100 per week for children eligible to attend for 15 hours, whose parents wish them to attend for 34 hours and 10 minutes.

Nursery Snack:
Free milk is provided daily. £12:00 per year for an additional daily snack.
Payable in advance, either in cash or via ParentPay.

Fruit:
A piece of fruit is provided daily. Free to all children

Lost or damaged school resources/property:
Parents and carers are asked to pay the cost of replacement.

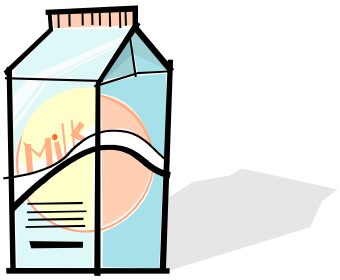
For further details, please refer to our Charging & Remissions Policy, on the school website.

ParentPay

ParentPay is an online payment service that we use to accept payments online for items, such as school trips, book bags, snacks and Nursery Additional hours. ParentPay is easy to use and will offer you the freedom to make online payments, on the secure website, with your credit/debit card, whenever and wherever you like, 24/7.
We will continue to take cash or cheque payments at the school office. Full details of ParentPay are included in the welcome pack of information.

30 Hours Nursery Provision

Parents and carers of children eligible to 30 hours government funding for their child are required to apply to the DfE for an eligibility code prior to registration and renew this code every 3 months.
The timings of the Butterflies' day for full-time nursery children, is 8:35am – 15:25pm. Over the week, this equates to 6 hours and 50 minutes per day, 34 hours and 10 minutes for the week. To cover the cost of the additional hours provided, we require a payment of £21.75 per week, to assist with the additional staffing costs. This payment is due at the start of each new term and you will be invoiced separately for this.
Parents and carers who are not eligible for 30 hour funding but whose child is entitled to 15 hours per week, may choose to enrol their child for 30 hour plus provision, by paying a top up of £100:00 per week to cover the additional 18 hours and 45 minutes provided.
Payment should be made in full, at the start of each term, unless otherwise agreed by the headteacher.
Please note: Refunds will not be given if a child is absent for any reason, as per our 30 hours+ additional provision contract.
Parents and carers may use childcare vouchers to top up payment, if they are eligible. Currently school is set up to use Busy Bees & ChildCare Choices vouchers. Parents and carers wishing to use this option can contact the office for further details.



Drinks and Snacks

As part of our healthy eating and education programme, we provide the children with a snack and a drink during their daily Nursery session. The children will be offered a range of healthy snacks across the week and we ask parents to pay £12.00 per year to cover the cost of this.

Nursery children are entitled to free milk each day, which is government funded. Children who do not drink milk are given water instead.



We also provide children with free fruit on a daily basis.
Should your child have special dietary requirements please do not hesitate to discuss this with a member of staff.

Children are encouraged to bring a water bottle to nursery on a daily basis, which they will be able to access through their time with us. Please ensure their water bottle is clearly named.



Lunchtime for full-time children

Full-time children should bring a packed lunch each day to eat at lunch time. Lunch time is seen as an important part of the children's learning and lots of personal, social and emotional development takes place during this time.

Information for Parents and Carers



Information about what your child will be learning and important notices, can be found on our learning app-Seesaw and also on the school website, under Nursery class page. We also provide regular newsletters and a termly curriculum plan that tells you what the children will be learning in nursery and how you can support this at home. Our newsletters are published and are available on our website, and you will be notified when these are available via TheSchoolApp.

Car Parking



Regrettably, there is little space for parking cars around school.
We therefore, kindly ask that parents and carers **do not to use** the school car parks, as these are for staff and official visitor use only, at all times.
Also, please be considerate to our neighbours - do not park across driveways or gardens and cause an obstruction.
We encourage parents and carers to walk to school as much as possible to avoid congestion around the surrounding roads at drop off and collection points.

Dogs in School

Dogs are not allowed in Nursery or on the school premises **at any time**, except for guide dogs.

Absences

If your child is absent due to illness **please make sure he/she is fully recovered before returning to Nursery**. If your child is not well, the best place for them is at home, in the warm, with you. If your child has had sickness or diarrhoea, we request that they be kept at home for a further 48 hours from when they were last ill. This will help to avoid passing on the infection to other children and prevent your child from picking up further germs whilst they are still "under the weather!" In the case of absence, please telephone school and explain the reason for absence.
It would also be helpful if you could let us know as soon as possible if your child is leaving the Nursery and the name of the new nursery/school they will be attending as this helps us with our administration and aids transition for your child.

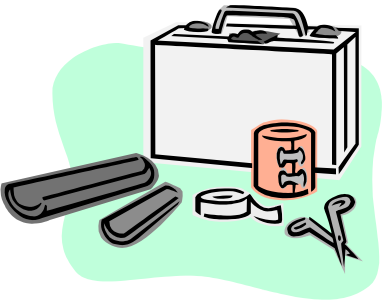
Children with Special Needs

At some stage during their school career many children experience special needs. We believe that the earlier these needs are identified the greater level of success the children experience. Children with special educational needs are given extra help in various ways in school, and parents are advised and consulted concerning any extra help their child may be offered.

Mrs Hackett is our SENCO and she is responsible for liaison with parents and carers, and teachers of the children with special needs. Any support given to children and parents would be in accordance with the school's current Special Educational Needs Policy which is available for reading in school and on our website.

The local authority Educational Psychologist, may be called in to advise teachers and parents and carers about some children with learning or behaviour difficulties or other outside agencies, but this is only done in conjunction with parents.

We have an Equality, Diversity and Inclusion Policy, which is reviewed annually. It is available for parents/carers to read on the website.



Medical

We are only able to dispense prescription medication and only in cases when your child needs four doses a day. This means that only full-time nursery children may need to have medication administered and if so this will take place just before lunch. If your child requires any other medication, i.e. non- prescribed, please arrange for someone to come at the relevant time to administer it.

Please bring prescribed medication to the school office, and complete a medication consent form. Medication will be available for collection from the school office at the end of your child's session. For the safety of all of the children, please do not send medicine with your child.

Children with asthma keep their inhalers in the classroom so that they are accessible when necessary. Please complete a form and asthma plan giving details of medication. These are available from the school office. Please also ensure that the inhaler is in date.

If your child is taken ill during school hours, it may be necessary for us to contact either a parent or a designated friend/relative. If your home, work or mobile telephone number changes at any time please inform the school office. This will enable us to contact you quickly if necessary.

Inspections for head lice no longer take place, but we do advise parents and carers to check their own child's hair every Friday. If your child's hair ever becomes infested, do not be worried or upset as the presence of head lice does not imply dirty hair. Lotion for treatment may be acquired on prescription. Alternatively, combing through conditioner is a good alternative treatment. Please tell your child's class teacher if your child has become infected. Our school's Head Lice Policy states that if head lice can be clearly **seen** crawling on a child's hair the parent will be contacted and asked to discreetly take their child home for treatment. (At **no** time will any member of staff examine a child's hair).

Safeguarding Children

Parents and carers should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher is obliged to follow the safeguarding procedures established by the Derbyshire Safeguarding Committee and inform the social care team of the concern. All staff and volunteers working in nursery and school, will have had the necessary safeguarding checks.

Child & Family Support Officer

Ami Grimes, Child & Family Support Officer, is based at our school. She can provide families with help and advice about accessing other services and behaviour support. If you would like to make an appointment with Ms Grimes, please call in at the school office. She also provides courses and events for families to participate in, throughout the year.



Security

For security reasons, the Nursery gates will be closed between 8.45-11.34am and 12.30 -15.19pm. Should you need to visit Nursery during this time please report to the school office at the main entrance.

Access to School Documents

The majority of our policies are available on the school website.
Parents are welcome to view the OfSTED report.

SOCIAL MEDIA

The school is committed to working with parents and carers to promote children's online safety and believes that, as adults, we have a responsibility to behave as role models in our own use of social media. Staff are subject to a policy and guidance concerning any use they make of such sites. We ask that parents, carers and other members of the school community also bear in mind their own approach to the use of social media as detailed in the school's Online Safety Policy. Furthermore, we ask for parents and carers support in addressing any inappropriate use of digital communication devices by pupils in school.

As a school we strive to achieve the best for all children, however we recognise that on some occasions you may feel that we could have done better. We ask that careful thought is given to any posts concerning the school or individual members. Please see our Social Media Code

of Conduct for Parents & Carers Policy. We would be grateful if parents or carers do not use social media to raise concerns or complaints but, instead, encourage you to contact school and speak to us so that we can understand and help to solve the problem. If you then feel that the issue has not been dealt with appropriately, we will provide you with the Compliments, Comments, Complaints Policy. It is all our interests to address issues without delay so that we can maintain the focus on children's welfare and learning.

It is easy to make an entry on a site 'in the heat of the moment' but once material is on the internet it is difficult to fully erase. Such comments can be damaging to the individual and their welfare as well as, potentially, the smooth running of the school. There has been much publicity in recent times detailing the harmful effects experienced by children and adults from the misuse of social media. Inappropriate comments about staff, other parents or pupils will be addressed by the school in the same way as if these remarks were made in person, in the public domain.

The Police will be informed and legal advice taken with respect to any comments that are threatening, discriminatory, offensive, abusive, use foul language or threaten violence.

Although it is rewarding to hear of positive descriptions of school experience, it is important to bear in mind that other individuals may not wish to be named and situations can be misinterpreted. There are also likely to be negative consequences of posting pictures on social media which include children other than your own, without parents' or carers' permission.

Our commitment to you is to put the pupils' interests first and to work in partnership with you in this endeavour. Your co-operation in relation to the use of social media would be greatly appreciated. Enabling us to deal with any issues of concern through the appropriate process will help to maintain the focus on the school's core purpose.

*'a member of the school community' is defined as including pupils, all employees of the school, volunteers helping at the school, supply and peripatetic staff, parents/ carers and extended family members of pupils, governors, individuals and members of organisations providing a service to the school (eg sports coach, visitor invited to provide input to students)

Complaints, Concerns and Compliments

It is hoped that any causes for concern can be dealt with through discussions in the first instance in school. Please see your child's class teacher to discuss your query or concern initially. If you require further clarification, please make an appointment to see the Headteacher. If you still require further information, the next stage would be to contact the Chair of Governors. However, if the situation is not resolved, parents will be informed of the JT MAT Complaints Procedure which is available in school. Addresses of the people to contact can be found on page one of this booklet.

Compliments are always welcome!

As part of our ongoing commitment to improve our school we invite parent/carers to complete an annual questionnaire in the spring term and we always share the collated responses of these with you.

Communication

Our main method of communication with our entire school community, is via a smartphone app which is free to download and works with iPhones and Android phones. Please visit **theschool.app** for more information.
Full details will be included in your welcome pack of information, which is published on our website.
As a school, we believe it is essential to work in partnership with parents and carers and part of this is achieved by ensuring that you receive clear, relevant and regular communications.

Benefits of the app for Parents and Carers

- The app is secure; you set up a PIN/ Touch ID to access on your phone
- The app is powered by our school website which means that when you download it, you will have a single place to receive and access important messages along with calendar events, newsletters, latest news and all information pages within the school website.
- You no longer need to go searching for letters at the bottom of school bags
- Messages appear in your inbox in the condition that they left school; you will receive secure individual and group messages as well as whole school notices
- We can be certain that you have received the message

Benefits of the app for the school

- We will be able to reduce costs as unlike texts, messages we send are free of charge, and it will reduce our admin time by keeping all communication tools within one place.

In addition, we will send home communication via our website's email function. Please regularly check our school website and your email inbox to keep up to date with school news and events.

School Term and Holiday Dates



Please keep the following for future reference:

Autumn Term 2025
Thursday 4th September to Friday 24th October
Monday 3rd November to Friday 19th December

Spring Term 2026
Monday 5th January to Friday 13th February
Monday 23rd February to Friday 27th March 2026

Summer Term 2026
Monday 13th April to Friday 22nd May
Monday 1st June to Thursday 23rd July

INSET Dates for staff training. School will be closed to pupils:
Thursday 4th September, Friday 5th September, Friday 13th June, Monday 16th June and Friday 4th July.

Bank Holidays
25th & 26th December 2025, 1st January 2026, Good Friday 3rd April 2026,
Easter Monday 6th April 2026, 4th May 2026, 25th May 2026.

Protection of confidential information

Basic information about pupils is held on computer to assist with the efficient organisation of the school and the individual's educational needs. Security measures are taken to ensure that the information is kept confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified. The school and John Taylor Multi-Academy Trust have registered with the Data Protection Registrar details of persons to whom they may wish to disclose information. By law, under the provisions of the Data Protection Act 2018, information may only be disclosed to other persons in accordance with this registration. Our school is registered to disclose personal information:

Family, Relatives, Guardians Trustees
Past, Current or Prospective Employers
Doctors, Dentists, other Health Advisers
Local Authority Education and Social Security
Department for Children, Schools and Families
Legal Representatives.
Department of Social Security
Department of Education (DfE)

It is the policy of the Governors and John Taylor Multi-Academy Trust that such information is confidential and that, even where a need to disclose information has been registered, it will only be divulged in exceptional circumstances and will be kept to the minimum necessary to achieve the purpose. This policy is, of course, subject to any law which imposes a duty of disclosure on the Governors or John Taylor Mutli-Academy Trust. Please see our Privacy Notice on our school website.

Pupils may also use computers in the classroom as part of their education but they do not have access to the personal information records. If you are concerned about any aspect of personal information held on computer please contact the Head teacher in the first instance or write to the Data Protection Liaison Officer, JT MAT, John Taylor Free School, Branston Road, Tatenhill, Burton on Trent DE13 9SA.

Any parent who does not wish their child's photograph to appear in a local newspaper or on our website must inform the school. A Parent Consent form provided to all parents and carers prior to their child joining our Nursery.

The Information in this booklet relates to the School year 2022/2023 and is accurate at the time of printing.

You have decided to send your child to our Nursery, we hope that the time you spend with us will be a happy and rewarding one. We really look forward to working with you.

Church Gresley Infant and Nursery School

2025/2026