

# CHAPELFIELD CHILDREN'S DAY NURSERY & NURSERY SCHOOL PROSPECTUS



## Introduction

Chapelfield Children's Day Nursery has two settings, one in Chapelfield Gardens in Norwich City Centre, which has been open since 1990, and the other is situated on the outskirts of the city in the village of Trowse within the school grounds of the primary school, this opened in September 2021. Both provisions are in purpose-built buildings and offer high quality childcare.

The City Nursery provides provision for 52 children per day for children aged between 3 months and 4 years, up to school age. Our setting in Trowse offers day care for 24 children per day aged 2-4+ years – up to school age.

## Aims and Ethos

The settings offer safe and secure environments both indoors and outdoors where children can freely explore and learn through a wide variety of play experiences. Within this happy environment, children can grow and develop to their full potential physically, socially, emotionally, and intellectually. We promote positive behaviour and encourage both children and adults to respect each other and their surroundings.

## Opening times and Sessions

### City Nursery

Full day care

Opening days:

Monday - Friday all year round

Opening hours:

8am – 6pm (8.15am Jellybabes room)

A minimum of 2 days is required to attend

### Trowse Nursery School

Full day care and term time

Opening days:

Monday - Friday all year round or term time

Opening hours:

8am – 6pm.

A minimum of 2 days is required to attend.

**Both the Nurseries are open throughout the year except for Bank Holidays, an annual staff-training day, and the Christmas to New Year period.**

**Chapelfield Nursery is Managed by experienced and dedicated leaders, whom have children of their own and can share and offer advice on your parenting journey.**



# JOINING US AND AND SETTLING IN...



## Admissions

It is important that you apply as early as possible for a place at either of our Chapelfield settings. A place for your child is not guaranteed and a place becoming available depends on different factors (listed below.) We advise that you do not rely on our Nursery as your only plan of childcare for when you require it.

The Nursery operates a waiting list based on:

- Staff children
- Existing families, including siblings at nursery
- Date of receipt of application
- Availability of start date
- Required sessions
- Date of Birth to accommodate progression

-If you would like to join the waiting list, (which opens at various dates throughout the year so check the website!) Please request and complete an application form and return it to either nursery.

-Once you have completed and submitted the application form please allow 2-4 weeks to register your details.

-If we have a provisional space available we will contact you to arrange a tour of Chapelfield and meet the team.

-After the above the Admissions Manager, Sara or Clare, will be in contact with you to discuss the place further or if we require an update of information.

-Once a place is confirmed we will arrange an appointment with the management team to collate your details and arrange a meeting with the key person, prior to settling in visits.

## Settling into nursery

Both settings operate a key/co person system. You will be invited to meet your child's key person to have a welcome meeting. This will enable the key person to get to know your child, their individual needs and development. A series of settling in visits will follow, gradually increasing the time you leave your child. This enables your child to bond with their key person, become familiar and confident within their new key person, surroundings and friends. Each child is an individual and will take their own time to settle into nursery life.

Your child's key person will work closely with you to discuss the appropriate time scale for your child to happily settle. No charge is made for these visits, but for insurance purposes, you must stay near the nursery premises. Additionally, we require children to attend a pre-starter, a half-day session, prior to their first registered day, which is charged.





# GENERAL INFORMATION



## Security

The Nursery has a camera intercom at the gate, together with a code for entry. The building has a fingerprint door entry system, therefore only allowing existing users of the nursery to enter. The Nursery grounds and children's outdoor play areas are enclosed and are not overlooked.

The Trowse Nursery school has a camera intercom on the main door and a fingerprint entry for registered staff. The building is situated within the secure school grounds and has high level fencing all the way around the outdoor area. The internal doors to the main group room and the office are fob only entry, so authorised personnel can only access these areas.

## Parent Partnership

Chapelfield Children's Day Nursery aims to develop partnerships between parents and staff, which are based on mutual trust and respect. We promote the sharing of information and knowledge for the benefit of the children in our care. We recognise the importance of having an open, warm, and friendly relationship with our parent/carers with positive communication paramount at all times. We pride ourselves on our friendly staff team and a welcoming environment. We recognise the importance of parent input, and work closely with all families, discussing your child's development and achievements. The staff team will always be happy to share information and discuss your child's day.

## Staff Team

Our staff are our strongest asset, as we believe if our staff are happy and enjoy being in the company of children we will get the best outcomes for the children in a positive environment.

Throughout the setting we have a caring professional approach to all children, parents/carers, families and outside agencies.

All the staff have been trained to a Level 3 qualification or above and we also employ Apprentices who are working towards a Level 3 in childcare at Chapelfield Nursery and they grow with the supportive and knowledgeable team around them.

Also, all staff carry out additional training including Child Protection/Safeguarding children and Early Years First Aid and some staff attend Food Safety in Catering.

## Behaviour and Language Policy

Our aim is to enforce a positive code of practice where language is concerned.

The type of language used positive, and is based on respect for the children as individuals and as a group. Staff use positive praise at every opportunity.

We respond to unacceptable behaviour in a calm manner and we talk with the child and ask them to think about what they have done, using words/phrases in which they can relate to such as 'sad', and 'how would you feel if'. The child becomes aware of the affect their actions and emotions have on others.



# GROUP ROOMS



## Provision

City Nursery - We have 4 group rooms:

### Jellybabes

Age: 3 months – 18 months

Number of children - 9

Ratio: 1 : 3

### Jellytots

Age: 1 - 2 years

Number of children - 8

Ratio: 1 : 3

### Rainbow

Age: 2 - 3 years

Number of children - 11

Ratio: 1 : 4/5

### Creepy Crawlies

Age: 3 - 5 years

Number of children - 22

Ratio: 1 : 8

## Care Learning and Development

We implement and promote the Statutory Framework for the Early Years Foundation Stage, “Setting the Standards for Learning Development and Care for children from birth to five.”

We aim to provide experiences and further opportunities based on children’s interests and learning through play. The most important factor is for children to feel valued and secure within our fun and caring environment. Our two nurseries offer a wide variety of activities and play experiences, to enable your child to develop to their full potential.

(The age ranges within the rooms are approximate)

Trowse Nursery School - We have 1 main group room which provides an environment for children aged 2 years – 5 years and each day the children are divided into key groups to provide age appropriate care for the children.

### Caterpillars

Age: 2 years - 3 years

Number of children - 8

Ratio : 4/5

### Butterflies

Age: 3 – 5 years

Number of children - 16

Ratio - 1 : 8

(The age ranges within the groups are approximate)





# JELLY BABES AND JELLYTOTS



## Jellybabes

3-18 months

Jellybabes provides a relaxed and loving atmosphere into which parents can feel assured that each child's key person will work closely together to provide the highest quality of care. The focus of this room is to be flexible ensuring every baby is nurtured with love and cuddles and their individual routines met when they require feeding, changing, stimulating or support sleeping. We liaise with parents/carers to establish a suitable routine to accommodate both home and Nursery life. As our babies develop and become more inquisitive we provide more stimulating and challenging activities. We offer both indoor and outdoor play, which encourages and promotes all round development, we also provide instrumental music sessions, to relaxation opportunities with books and physical stimulation, with slides and ball pits, all of which will enable your child to reach their full potential both physically and emotionally.

The staff take great pride in offering not only a visually stimulating room with lights and mirrors, but also provide other forms of sensory exploration for example, torches, glow tubes and soft furnishings but also sand, spaghetti and body painting!

We offer a dedicated sleep area for our babies. Here we provide wooden bed pods with cellular blankets and cosy flannelette sheets. We have the facility of gentle music being played, windows open for ventilation, dimmed lighting and peace of mind for staff being able to closely monitor this area with physical sleep checks.

## Jellytots

1- 2 years old

Jellytots offers a gentle, friendly atmosphere based on warm and caring relationships between staff and children. The provision of this room is for eight toddlers offering a variety of small group play to encourage many areas of development including personal, social and emotional progression. At the same time the staff enjoy observing and supporting each child's individual character to blossom. As they develop and become more inquisitive, we provide our toddlers with educational resources and activities such as arts & craft, sand & water play.

The garden area aims to support the toddler's physical development but also incorporating many small world play activities, story areas and creative play under our covered area in all weathers. The children enjoy small group songs to welcome the children in for the day and then short stories before mealtimes to bring everybody together. Mealtimes are a positive experience and children are encouraged to try new foods throughout their nursery journey.



# RAINBOW ROOM & CREEPY CRAWLIES CATERPILLARS & BUTTERFLIES



## Rainbow Room & Caterpillars

2-3 year olds

Rainbow Room and Caterpillars provides reassuring and cheerful environments into which children are welcomed. This group offers tabletop activities as well as a quieter comfy area for stories or relaxation. Creative and messy play are always great fun to explore with sand, water, cornflour, and jelly. Also, physical equipment is offered with challenging opportunities including obstacle courses, bikes, pushchairs, and hoops.

As Personal, Social and Emotional development continues to grow, children are encouraged to share by providing small group work and free flow play throughout the room. All the children have opportunities to reach their full potential in all areas of development at their own pace. Children are encouraged with self-care skills such as hand washing and toileting. Staff will liaise and provide support for each family to help make the transition from nappies to potty or toilet as easy and as stress free as possible.

## Creepy Crawlies & Butterflies

3-5 year olds

These exciting age groups explore a range of play equipment to help children develop an array of skills, and great care is taken to choose materials that will create an inspiring sensory experience. As well as toys, we use real life props and small-world play to help build a child's imagination and language skills. Construction play is also available to help children develop fine motor skills and problem solving. Some activities we provide enable children to explore sounds and letters at their own pace and some also introduce children to mathematical language and concepts such as counting, sorting, matching, number, and shape recognition. Sequencing is also introduced through fun games, activities, rhymes, and everyday experiences.

Our wide range of equipment, indoors and out, promotes and develops all types of physical skills and our aim is for children to gain confidence and control over their movements from pencil/scissor control to riding a bike/scooter and use their space appropriately.

Our garden offers a variety of age-appropriate equipment, with tricycles, and balance beams, as well as sensory play areas, a sand pit, wildlife areas, storytelling areas and planting.

All transitions are supported to school by providing many activities which prepare them for change and a large emphasis is placed on the encouragement of independence, emotional well-being and self-care to ensure they feel school ready.

Nursery life enables children to gain confidence, promotes and develops self-esteem, independence, and self-care skills, encourages sharing, communication, and co-operation. This is achieved through a wide range of activities and children are encouraged to extend their vocabulary, listen, and respond to others, individually and as a group.

The staff will support each individual so that they will be ready to move to big school.

Within the setting we embrace school readiness and work closely with the reception class and teachers to ensure any transitions are as successful as possible. If your child were to go to Trowse school the environment will be familiar for them as we will use the school field, school hall and other areas so their surroundings will not be brand new to them, but places they recognise.



## WHEN IN NURSERY...



### Toileting

We ask you to provide nappies or 'pull up' pants for your child. If your child is ready for toilet training, the staff team will be happy to work closely with you and your child. We ask you to provide spare clothes, just in case! Potties and training seats are always available, and independence is encouraged.

Nursery provides baby wipes, and we ask you to supply nappy cream if required.

### Clothing

We provide a wide range of messy play both indoors and out. Although we provide aprons, we recommend that children wear clothes, which will not cause upset if they become messy. There are many opportunities for outdoor play, so the correct clothing is important for the different weather conditions. It is helpful if your child has at least one full change of clothes and each item is clearly labelled with his/her name. Nursery also provides sunhats for every child.

### Festivals and Celebrations

We acknowledge and celebrate important events in children's lives such as new babies, birthdays, and holidays. Also, we value each families own celebrations through varied experiences i.e. through music, dance, food and books.

### Recording development

All children have an accurate record of development, which is completed by each child's key person on computer software called Family. Family links to the Early Years Foundation Stage and practitioners capture children's memorable experiences as well as monitor development and learning. It also enhances the precious times of fun through the visual aid of photos and is a unique journal shared online with parents, who are able to see special moments and view their child's progress.

### Home learning

Children's early experiences are paramount for their future success, and these are influenced by many factors including the impact of their early play, education, and care, which is why we pride ourselves in being an excellent setting. At Chapelfield, parents and the key person work together in partnership to ensure every child is supported individually, at the beginning of nursery life development levels are attained. During attendance children's development is tracked by the key person and shared with parents. In addition to this we have home learning information and resources - 'Learning Together' for parents to take home and share with their children. We believe together we can make a difference.

### Sleep and Rest Times

Provision for sleep and rest time is accommodated throughout the day to meet individual requirements of each child ensuring their wellbeing is supported. There is provision for a child to have a rest or quiet time if needed.



# FOOD AND DRINK







## Food/Snacks/Drinks

At both settings we provide lunch and tea. A seasonal menu is devised to ensure a healthy and balanced diet. We provide a hot meal at lunchtime and a light meal for tea. Our meals are prepared from fresh ingredients. Please see the menu below.

All dietary needs are catered for including medical and religious needs; however we cannot cater for parent/child preferences. There is a vegetarian/pescatarian menu available if required. If your child is weaning, we would ensure to work closely with you regarding your child's mealtime needs. Food is well presented, and mealtimes are a positive, social event for the children. Meal costs are inclusive of your sessional charge. There is separate charges for funded children.

Water is available throughout the day. Milk is offered at snack times and teatime. At morning and afternoon snack a variety of fruits and savoury options are offered.

 <b>Chapelfield Menu for September - December 2024</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b> 	Creamy Chicken & Mushroom Risotto <b>Apple Wedges</b>  A selection of Wholemeal Sandwiches with Pepper Sticks <b>Milk Chocolate &amp; Orange Muffins</b>	Pork Sausages, Mashed Potato, Sweetcorn & Gravy <b>Sliced Peaches</b>  Crispy Chicken Goujons with Cous Cous & Seasonal Vegetables <b>Zesty Lemon Drizzle Cake</b>	Wholemeal Macaroni Cheese with Fresh Garden Peas <b>Sliced Grapes &amp; Fresh Strawberries</b>  Winter Vegetable Soup with Wholemeal Rolls <b>Melon Medley</b>	Creamy Fish Pie with Broccoli Florets <b>Warm Custard topped with bananas</b>  Baked Beans on Toasted Muffin <b>Satsumas</b>	Meatball Pasta Bake with Sliced Green Beans <b>Vanilla Yoghurt</b>  A Selection of Seeded Bagels & Spreads with Cucumber sticks <b>Fresh Fruit Salad</b>
<b>Week 2</b> 	Tuna Pasta Bake with Sweetcorn, Spinach, & red pepper <b>Homemade Banana Bread</b>  Homemade Sausage Rolls with Baked Beans <b>Melon Medley</b>	Roast Gammon with all the Trimmings <b>Satsumas</b>  Toasted Teacakes & Pepper Sticks <b>Apple Wedges</b>	Beef and Mixed Bean Chilli with Wholegrain Rice <b>Peaches served with Natural Yoghurt</b>  Fishcakes with Spanish Rice & Peas <b>Homemade Vanilla Buns</b>	Three Cheese and Potato Pie with Baked Beans <b>Sliced Grapes &amp; Kiwi</b>  Wholemeal Pitta breads with Cheese, Ham, & Pepper Sticks <b>Fruity Flapjack</b>	Ratatouille Fusilli Pasta Bake <b>Pear Pies</b>  A Selection of Wholemeal Sandwiches with Crunchy Carrot Sticks <b>Warm Chocolate Brownie</b>
<b>Week 3</b> 	Traditional Hearty Cottage Pie with Carrots & Cauliflower <b>Strawberry Yoghurt</b>  Tomato & Lentil Soup with Wholemeal Rolls <b>Pear Slices</b>	Mixed Bean & Vegetable Lasagne Served with Sweetcorn <b>Chocolate Oat Cake</b>  Homemade Tomato & Mozzarella Pizza with Cucumber Sticks <b>Fresh Fruit Salad</b>	BBQ Chicken with New Potatoes & Corn on the Cob <b>Satsumas</b>  Crispy Fish Goujons & Baked Beans <b>Apple &amp; Blackberry Traybake</b>	Salmon, Broccoli, and Spinach Pasta Bake <b>Melon Wedges</b>  A Selection of Wholemeal Sandwich with Vegetable Crudities <b>Oat &amp; Raisin Cookies</b>	Chicken & Lentil Curry with Wholegrain Rice & Naan Bread <b>Apple Wedges</b>  Homemade Cheese Scones with Pepper Sticks <b>Sliced Banana</b>





# POLICIES



## Sickness policy

Children should not attend Chapelfield if they are unwell. If your child has had sickness and/or diarrhoea, the setting has a 48-hour exclusion policy, advised by Public Health England and Norfolk County Council.

If your child becomes unwell during a session, a member of staff will contact the parent/carer to arrange for the child to be collected. The Nursery should be informed if your child has a communicable infectious disease or illness confirmed by a GP.

We ask to be informed if your child is to be absent, at the earliest possible time.

## First Aid

All our permanent staff team have a paediatric first aid training certificate and the nursery has named First Aiders to deal with emergencies. In the event of a medical emergency, the Manager will assess the situation and take prompt action, accordingly.

Chapelfield can administer prescribed medication (including inhalers) if required. The bottle/container must be clearly labelled with the child's details and administration information. All administered medication/creams need written parent/carer consent.

## Key Person Policy

A key person works within the boundaries of 'Professional Love.' Each practitioner works closely with parents ensuring trust and relationships are established from the onset of starting their nursery journey. We know that children are aware from a young age if relationships are secure which allows them to settle into new environments and build a bond with other adults quickly.

Practitioners at Chapelfield are experienced to tailor children's care routines individually, and work with parents to support a home from home environment.

Every staff member is approachable, kind, available and friendly, working with parents and children in a professional manner showing compassion and consistency in their performance. Staff are employed with a caring nature and are able to work as a team player, using strong communication to ensure a high quality of care.

## Safeguarding

At Chapelfield Children's Day Nursery we aim to provide an enabling environment where each child feels protected, safe and secure from significant harm or neglect. It is paramount to Chapelfield Children's Day Nursery that we safeguard and promote the welfare of all our children in our care.

We acknowledge that Safeguarding also known, as Child Protection can be a very emotive, thought provoking, sensitive, naturally concerning and a serious experience for all involved. We aim to work in partnership with Parent/Carers, considering the child's welfare at all times.

All of our staff team will remain professional, caring and sensitive and follow our main Safeguarding policy. We also follow the Prevent Duty guidance to support British values.



# SUPPORT WITH FEES AND TERMS AND CONDITIONS



## Government Funding

You may be eligible for Government funding in the new childcare support packages. Please find more information at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Tax Free Childcare

The Government tax-free childcare scheme offers up to £2,000 a year per child towards childcare costs. For every £8 you pay into this account, the government will pay £2 to use to pay your provider. Check eligibility at childcare choices. If eligible, you will need to set up an online childcare account for your child. Please pass your TFC number to the office.

## Childcare vouchers

Many workplaces offer childcare vouchers as a company benefit. Each eligible parent can take an amount per month from your salary into your childcare account saving money Please inform the office if you intend to use a voucher scheme.

## Online banking

We offer an easy option of paying fees via online banking which makes paying invoices quick and easy.

## Deposit return

We kindly ask for a £250 deposit to secure your child's place. The £200 will be deducted from your last invoice. The remaining £50 will cover administration costs at Chapelfield Nursery.

## Late payment charge

All payments are due by 18th of each month. If fees are not paid by this date there will be a £50 charge added to your next invoice.

## Adhoc sessions

If you would like your child to have an extra session at nursery in addition to your booked days please message a member of the management team to check availability. The charge will be added to your next monthly nursery invoice.

## Change of sessions

If you need to change your sessions by increasing or decreasing them or leave the nursery then a 6 week notice period is required.





## FEES AND FUNDING



Fees costs	0-2 years old	2-3 years old	3-5 years old
Session Rate	£78 per day	£78 per day	£70 per day
Funded hours	Up to 15 hours per week	Up to 15 hours per week	Up to 30 hours per week
Consumables fee per day if claiming funding	£5/£2.50 per day/half day	£10/£5 per day/half day	£15/£7.50 per day/half day

Every year the company reviews daily fees with an increase in April or September. On occasions there may be additional increases if needed. Please contact us for the latest figures.

### Early Education Funding

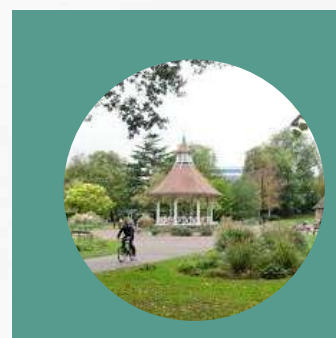
Chapelfield Children's Day Nursery is listed with our Local Authority (Norfolk County Council) as an approved provider for funded children from 9 months-4-year olds and has agreed to meet the conditions of the Early Education and Childcare Statutory Guidance for Local Authorities. All children attending our Nursery and Nursery school may qualify for government funding from the start of the school term after they are 9 months old, until school age. Eligible parents will be able to claim up to a maximum of 15/30 funded hours per week for 38 weeks of the year.

The Government funding is intended to cover the cost to deliver 15/30 hours of high quality childcare for care and education only. It is not intended to cover the cost of meals, consumable or additional services. Therefore Chapelfield will charge a sustainability consumables charge, which are as follows: 0-2 years old £5 per day, 2-3-year-olds £10 per day and 3-4 year olds £15 per day.

Fees are payable one month in advance. Invoices are sent out on (approximately) the 4th of the month, with payment due on 18th of the coming month. We have internet banking available, and we accept existing voucher schemes and also the Tax-Free Childcare from the government.

There is no charge for bank holidays, staff training days and the Christmas to New Year period, when the nursery closes. However, you are still charged if your child is sick or you choose to take a holiday on your allocated sessions. as staffing levels need to be maintained.

If your child attends two settings including a childminder, we can split the funding across two sites so you are able to claim your full entitlement.



# SUPPORT



## DATES FOR APPLYING FOR CODES

It is the parents duty to apply for their funding code in time and supply it to the office before the deadline (see below dates) Any codes that are not renewed or applied for by the deadline will result in full fees being payable.

### Code deadlines

Autumn Term (from 1st September) - 31st August

Spring Term (from 1st January) - 31st December

Summer Term (from 1st April) - 31st March

Your child's birthday	When can get their hours	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

### Further support



<https://www.childcarechoices.gov.uk/>





# NORFOLK COUNTY TERM TIME MODEL CALENDAR



Norfolk County Council

2024-2025

Norfolk Model Calendar

This calendar applies to community schools, community special schools, VC schools and nursery schools and sets the days on which school transport will be provided. While most Foundation, VA, foundation special, free schools and academy trusts who are able to set their own dates, adopt the Norfolk Model, we advise you to check with your child's school before making holiday or other commitments.

September 2024						
M	T	W	T	F	S	S
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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July 2025						
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August 2025						
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Key: White dates - schools open to pupils  
Yellow dates - pupil holiday  
Red dates - bank holiday

Five staff training days will be selected from yellow dates, we suggest 2 & 3 September, 25 October, 6 January and 22 April. Some may choose to use twilight hours for staff training instead of some or all of these.



Norfolk County Council

2025-2026

Norfolk Model Calendar

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September 2025						
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29	30					

October 2025						
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November 2025						
M	T	W	T	F	S	S
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December 2025						
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29	30	31				

January 2026						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2026						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2026						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2026						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2026						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2026						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2026						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Key: White dates - schools open to pupils  
Yellow dates - pupil holiday  
Red dates - bank holiday

Five staff training days will be selected from yellow dates, we suggest 1st & 2nd September, 5th January, 13th April and 20th July. Some may choose to use twilight hours for staff training instead of some or all of these.