Wise Owls

Brochure

Wise Owls Limited
Warlingham Rugby Football Club
Limpsfield Road
Warlingham
Surrey
CR6 9RB

Please contact:
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07790195931

Mrs Michele Flegg
Wise Owls Nursery Number
07947 120026

www.wiseowlsnursery.co.uk

Introduction

As parents ourselves, we know that you want to give your child the best possible start in life and this is what we believe we can help to offer your child. We are very proud of our relationship with parents and encourage feedback from you via daily personal contact, and via Tapestry. We celebrate birthdays, religious festivals and we have a Christmas play/concert that we all get together to enjoy.

We are a caring and friendly pre-school who have been operating since September 2001. We offer a structured and supportive environment in which your child can achieve their full potential. We accept children from 2 to 5 years and we run from a lovely hall that boasts lots of natural light and lots of space for the children to use, including a large outdoor area. We believe that all children are naturally curious and eager to learn about the world around them and we wish to expand on this.

Although every session at the nursery offers structured educational activities for the children, opportunities to "chat" and lots of affection are always available, and when you come and visit you will see how confident and happy all our children are.

Parental Involvement

You are your child's first teacher therefore a good relationship with you is vital. We hope you will help us make your child's time with us stimulating, caring and fun, and invite you to help us make your child a happy, confident learner.

Our staff are always available for a chat or to discuss any situations on a daily basis.

Settling In

At Wise Owls our aim is to offer a caring and protective environment to enable the first steps away from home to be an exciting and stimulating time. Obviously YOU know your child best and we work with you to make settling in as un-traumatic as possible. Sometimes a quick goodbye may be better, but your wishes are always respected. (Tissues for mums, dads and carers are available!).

Staffing

All of our staff at Wise Owls are fully qualified and have had lots of childcare experience.

We maintain the correct staff ratio for the age/number of children on any given day, as stated by Ofsted.

All staff are DBS checked; have relevant First Aid training, as well as many other specialist training.

Curriculum

At Wise Owls, we follow the guidance as set out by the Government and Early Years. We offer the children a vast array of activities such as; painting, sand, puzzles, play dough, role play and toys that encourage purposeful play. We work closely with Early Years and Schools to ensure we are continually improving and offering the best/most current teaching methods, and to make your child's learning as fun as possible.

Learning

Your child will take part in the above activities and spend lots of time talking to adults and peers, encouraging 'speech and language' and 'thinking skills', which in turn promotes independent learners.

Also, as part of new guidelines, your child's Key Worker will undertake the '2 year check.' This will be explained to you as the process starts and is something that is carried out at nursery. It is a starting point for your child's Key Workers and parents to work together to assess skills we will work together to develop. Your child will then continue with a variety of activities promoting prime and specific skills in line with the EYFS.

Your child's Key Worker will fill in your child's Online Learning Journal so that you, the parents, can also access and use it to interact/comment and give feedback on your child's observations that are made and activities your child does.

Reports will be given to you at the end of the Summer Term, summarising your child's progress, however you are welcome to discuss your child's progress with us at any time.

At Wise Owls we value parental input and the Online Learning Journal has been put in place to make access to your child's learning a two-way process. The Online Learning Journal is only viewed by the parents, with an individual code. No other person has access to your child's account. The attached forms allow us to 'set up' an account for you and your child. You can observe activities/events that take place at nursery. All data is stored confidentially and Tapestry complies with the new GDPR Legislation.

Our aim at Wise Owls is to make your child confident learners with the ability to be independent, confident and curious.

How far we go is dependent on the individual child and subsequent discussions with parents. We want children to stay eager and curious, not to be put off because it is "hard work". The emphasis is always on fun and learning through play. We follow the 'Early Years Foundation Stage' guidelines.

Activities

Your child will participate in a different theme each term and this will be catered to your child's ability so that all children can participate. There are examples of how the activities promote the EYFS on our Wise Owls website, and you can gain an understanding of how your child learns through these by observing and commenting on Tapestry and how they allow the children to move on through the 'learning outcomes.'

Key Worker

On arrival at Wise Owls, your child will be allocated a Key Worker. This is the person that your child will spend some time with in small groups, and will gain the evidence for your child's progress check and building up their child profiles/play plans.

They are there to build a relationship with you, your child and nursery; although all staff will spend lots of time with your child, so please feel free to talk to us.

Special Educational Needs & Disability (SEND)

Should a situation arise for your child to need any extra help, or if your child has already been recognised as having a special need, please be rest assured that they will be made to feel very welcome at Wise Owls.

Wise Owls is sensitive to the needs and feelings of SEND children and their families, and will ensure that their needs are met and recognised in conjunction with parental involvement and consent. Our staff have lots of special needs experience. We have a Special Educational Needs & Disability Policy which meets the guidelines outlined in the DfES Code of Practice, a Special Educational Needs & Disability Officer, in addition to excellent links with outside agencies and local health authorities.

Inclusion, SEND and Equality of Opportunities Policy

Wise Owls is committed to providing equality of opportunity for all cultures and religions. We believe that no child/individual/family should be excluded on the grounds of age, sexual connotation, family status, disability, colour, ethnic origin, culture or religious beliefs. We celebrate festivals and encourage parents to become involved. We use multi-cultural toys and learning apparatus for all children and provide an anti-discriminatory curriculum.
We promote British Values in line with Government Policy.

Wise Owls has a Special Educational Needs & Disability Officer (SEND Officer) and disabled access.

All children are welcome at Wise Owls.

Premises & Facilities

In April 2006 we moved into lovely new premises at Warlingham Rugby Football Club. The indoor area is large, clean and bright, which gives children and staff alike a happy disposition all day.

We have a large enclosed play area outside, which we use all year round; after all, it is just as much fun to splash around in wellies, as it is to play with sand and water on a hot day! It has both hard standing and grass. Physical play and all the associated skills will play a large part in your child's learning. We also offer P.E. sessions once per week. We do go outside everyday unless it is raining, so bringing a coat each day is essential.

Security

All staff have Police DBS checks carried out on them, and these must be 'clean' as a condition of employment, so you can be assured that your children are being looked after by appropriate personnel. The DBS checks are renewed annually, which is above and beyond the current Ofsted guidelines.

At every session there are staff that are qualified in first aid, in case of emergencies.

The premises are also secure, with a locked entrance and doorbell for access. We also have a private car park for safe dropping-off and collection. Fire officers have checked the hall we operate from and we carry out fire drills each term. Health and safety have also checked our toilets and kitchens.

Meals

Your child is able to stay for lunch from 11:45noon to 12:30pm, and we ask that you provide a healthy packed lunch, or a meal that can be warmed in a microwave.

Drinks will be provided throughout the day, and fruit and biscuits at snack time. Please let us know if your child has any special dietary needs or allergies. We offer milk at snack time for all children, in line with the Government "Cool Milk" Scheme.

Clothing

Although we provide aprons for messy activities, we ask that children come to nursery in comfortable clothes that you don't mind getting dirty. We would like children to bring a waterproof coat, Wellington boots, a water bottle, and a bag containing a change of clothes, nappies and wipes, etc. When the weather is hot, we would also ask you to provide your child with a sun hat and sun screen lotion (please ask to sign the 'permission to apply sun screen lotion' form).

PLEASE ENSURE EVERYTHING IS CLEARLY LABELLED!

As you can imagine it is very difficult to identify bottles, clothing that are the same.

Discipline

At Wise Owls we aim to help the children understand "Right" and "Wrong". We would do this by talking to the child and would never use physical punishment or make them feel embarrassed or frightened in any way. We will not accept violent behaviour towards other children and would ask parents to intervene and help us eliminate any such behaviour.

Medicine

We cannot administer any medicines unless prescribed by the doctor and accompanied with a covering letter from you. Therefore it is important that you complete a medicinal permission slip at the time of registering your child with Wise Owls. Medication can be refrigerated if required.

Plasters will only be applied with parental permission. We display the health and safety poster at nursery under the parent notice board.

Illness

If your child arrives at nursery well but becomes unwell, (temperature, diarrhoea, nausea or crying in pain) then you will be contacted and will be asked to take your child home. If your child worsens and we are unable to contact you, then your emergency contact number will be called. If in the event you or your other named person(s) cannot then your child will be taken either to your G.P. or the local hospital by a member of staff (dependent on the seriousness of the illness).

Absences

Your child will not be able to attend nursery if they have suffered any sickness including diarrhoea, unless clear for 48 hours. No medication will be given unless accompanied by a signed letter.

Fees are still payable if your child is absent from nursery, including holidays taken during term time. If for any reason we are closed or Bank Holidays fall on your child's day of attendance we will endeavour to offer alternative days.

If you wish to leave Wise Owls, a term's notice is required. If a term's notice is not given then a term's fees will become due.

Uncollected Children

If your child is at nursery and is not collected at home time, and an afternoon session follows, your child will become involved in this session and a subsequent charge will be incurred. (We reserve the right to charge persistently late parents £5.00 for every 15 minutes they are late.) If at the end of a nursery day your child is not collected within 15 minutes of the session ending then we would contact you. If we cannot 'GET HOLD' of you then the emergency contact number supplied will be used. If there is no response and we are unable to contact your emergency number then Social Services will be contacted and we will act according to their instructions.

Policies

A full set of policies is available at nursery. If you wish to see any of them, please do ask and a member of staff will give it to you to view on the premises. They should not be removed from the premises. They are also available to view on our Website www.wiseowlsnursery.co.uk

Complaints

If you have any complaints we would hope you could talk directly to a member of staff, or, if not next in line, the nursery manager. A complaints procedure is on the parent notice board for you to follow. However, if you want to make a complaint direct to Ofsted, telephone 0300 123 1231.

Confidentiality

Parents will have access to the files and information about their child.
Children's files will be locked overnight so so-one has access. All online data is accessed via Tapestry. For parents and staff this is a site that has "secure" data protection and complies with GDPR Legislation. Any emails/correspondence sent to yourselves or to other professionals as necessary is sent via "Egress" and as such is encrypted. Parents must sign the forms on behalf of the child to accept responsibility for data sharing. Staff will not discuss your child with anyone else other than staff members, or about child protection should the need arise. Addresses or contact details cannot be given by staff to another parent. Staff do not hold telephone numbers of parents on their mobile phones and parents are only permitted to contact staff on the nursery mobile phone during nursery hours. (Permitted telephone numbers of contact are given on the front door). The nursery mobile phone that telephone numbers are stored on has a code to unlock it. A week after a child has left Wise Owls, the contact numbers will be deleted.

On starting Wise Owls and signing the Registration Form you will agree to the above, and that your child's file can be passed on to school and, if necessary, any bodies relating to child protection and outside Early Help Assessment (EHA) agencies. This will be sent via "Egress" emails.

Hours of Opening

Wise Owls are open as follows: (It is possible to combine sessions or stay all day)

	Morning	Lunch	Afternoon*
Monday	8.30am – 11.45am	11.45am - 12.30pm	12.30pm - 3.00 pm*
Tuesday	8.30am - 11.45am	11.45am - 12.30pm	12.30pm – 3.00pm*
Wednesday	8.30am – 11.45am	11.45am - 12.30pm	12.30pm – 3.00pm*
Thursday	8.30am – 11.45am	11.45am - 12.30pm	12.30pm - 3.00 pm*
Friday	8.30am – 11.45am	11.45am - 12.30pm	Closed

* includes lunch @ £3.00

Availability

Your child can join Wise Owls at any time during the year, subject to availability. In the event that this is not possible your child would be placed on a waiting list. It is advisable to book early. Please contact us on the telephone numbers provided, or feel free to come in and see us to look around where you can collect a Registration Form & pack. You are welcome to visit at any time during normal working hours without the need for an appointment. Alternatively, you can visit and apply via our website or download this prospectus, Registration Form and pack.

Term Dates:

For Wise Owls term dates, please refer to the forms attached to this Brochure and/or our Website: www.wiseowlsnursery.co.uk

Fees

Wise Owls sessions are priced as follows:

Morning:	**£15.00**
Afternoon:	**£13.00**
Lunch:	**£ 3.00**
All Day:	**£30.00**

Fees are payable per half-term or term in advance. There are no refunds for illness or holidays taken during term time. A non-refundable registration fee of £15.00 is payable on joining. Late fees will have a £5.00 surcharge per week.
We reserve the right to charge persistently late parents £5.00 for every 15 minutes they are late.

We require children to do a minimum of two sessions, either a.m. or p.m. (or both) as this provides continuity and enables us to build relationships< although if this is not possible we can discuss this with you.

Wise Owls are registered for:

Free Early Years Funding for 3 to 4 years olds, and can be claimed via the Nursery.
FEET Funding for 2 year olds
30 Hour Funding for working parents
Various childcare Voucher/Tax Schemes.

What is the Free Early Education Funding for 3 to 4 Year Olds?

The Free Early Education Funding offers all three and four year olds a funded part-time early years education place. This is a Government initiative and is available to every child from the term beginning after your child's 3rd birthday.

A funded place is up to:

- Maximum 15/30 hours per week
- for 38 weeks of the year

A new Government initiative was introduced in September 2017, where two working parents can claim extra 15 hours – which will then equate to 30 hours free childcare in total.

If you are eligible for the extra 15 hours of free childcare from September 2017, then **'you' need to apply online** for the extra 15 hours. If you meet the criteria, you will be given an 11 digit code. This code needs to be given to us in order for us to claim the extra funding.

If we do not receive a code from you, then funding will not be paid and you will be charged at the normal rates for any hours over the universal 15 hours.

You can check your eligibility and apply online at: **www.childcarechoices.go.uk**

We cannot stress enough that you must check your own eligibility and receive a code in order to receive the extra 15 hours.

Wise Owls then claims the funding amount from the Government pro-rata for the number of sessions taken.

There are other monies that you may be entitled to, such as FEET Funding (Free Early Education Funding for 2 years Olds) and Early Years Pupil Premium. These are claimed in the same way as the Free Early Education and can be discussed with the Manager.

Operation Encompass
Supporting children through key adults

Surrey Against Domestic Abuse

Dear Parent/Carer,

Wise Owls has taken the opportunity to join the Operation Encompass scheme which will run jointly between local early years settings, schools, Surrey Police and Surrey County Council.

Operation Encompass has been designed to provide early reporting on any domestic incidents that occur outside of 'normal' school hours and might have an impact on a child in their setting.

Operation Encompass will ensure that the settings' Designated Safeguarding Lead (DSL) or deputy DSL, (named in Operation Encompass as a 'Key Adult' or "Deputy Key Child") is informed the next morning that there has been a domestic incident or if a child has been reported as missing. The DSL or deputy DSL already holds the safeguarding responsibilities for the setting and are fully aware of the sensitive and confidential issues regarding such information.

Through sharing this information with the DSL and/or deputy DSL the setting can ensure that the child/ren are supported in the most appropriate way. We are keen to ensure that we offer the best support possible to the child/ren and we believe this is going to be extremely beneficial for all those involved.

For more information see www.operationencompass.org

Signed

Setting owner/manager

Sue Monk
Safeguarding Advisor – Early Years
Surrey Families Service

Debbie White
Detective Inspector
Surrey Police MASH

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Term Dates: 2019/2020

'Autumn Term 2019'

Monday 2nd September – Friday 13th December

Half Term

Monday 28th October - Friday 1st November (incl)

***** Friday 13th December 2019 – Christmas Play *****

******

'Spring Term 2020'

Monday 6th January – Friday 3rd April

Half Term

Monday 17th February – Friday 21st February (incl)

******

'Summer Term 2020'

Tuesday 20th April - Friday 17th July

Half Term

Monday 25th May – Friday 29th May (incl)

Bank Holiday

Fri 8th May

Necessary Forms to complete and return to Wise Owls:

Prior to your child's start date, we will require:

- Registration Form
  - A copy of your child's birth certificate or passport, as proof of age.
  - Permission to send your child's paperwork directly to their next Setting/School
  - Agreement to the Terms and Conditions as stated in the Brochure and confirmation that you have been offered the opportunity to read the Wise Owls Policies.
  - Agreement to abide by Wise Owls Code of Conduct and enter into a Contract with Wise Owls Limited
- A non-refundable Registration Fee of £15.00
- Payment of Fees in advance
- Doctor's details Form
- Permission for Emergency/Operative Treatment Form
- Permission to Apply Sun Cream / Permission to apply Hypo-Allergenic Plasters Form
- Medicinal Permission Slip (if/when applicable)
- Collection of Child Information Form
- "Things You Need To Know About Me" Form (about your child)
- "Tapestry" Online Journal Agreement Form
- General Data Protection Regulation (GDPR) - Information Sharing
- Permission to Observe / Photograph (individual/group) for "Tapestry" Online Journal / Photograph for Advertising / End of Year Group Photograph for Leavers Card

Wise Owls

Application Form

Tell Us About You	
Title	
First Name	
Surname	
Address Line 1	
Address Line 2	
Town	
County	
Postcode	
Email Address	
Home Telephone	
Work/Mobile Number	
Emergency Contact Name(s) Telephone Number(s)	
Does your Emergency Contact know you have shared their details?	YES NO

Tell Us About Your Child		
Name of Child		
Child's Date of Birth		
Child's Sex		
Relationship to the child e.g. Parent		
Religious Beliefs		Foods unable to eat:
Any Special Requirements		
Do you have parental responsibility for the child?	YES	NO

Attendance	
Preferred Start Date	

Sessions required: Please tick	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (a.m.)					
Lunch					
Afternoon (p.m.)					N/A

Please attach a copy of your child's Birth Certificate or Passport & forms listed.

I agree to my child's plans/profiles to be forwarded to my child's next Setting/School.

I have read and agree to the Terms and Conditions as stated in the Brochure and confirm that I have been offered the opportunity to read the Wise Owls Policies.

I agree to abide by Wise Owls Code of Conduct and hereby enter into a Contract with Wise Owls Limited.

I am aware that Wise Owls is part of "Operation Encompass."

Signed: **Print Name:**

Send completed forms to: Wise Owls Limited, Warlingham Rugby Club, Limpsfield Road, Warlingham, Surrey, CR6 9RB

Doctors Details

I confirm the following details are:

CHILD'S NAME:

Date of Birth:

Parent's Name:

Address:

Telephone Number:

Mobile Telephone Number:

Emergency Contact Name:

Emergency Contact Telephone Number:

Doctors Name:

Doctors Address:

Doctors Telephone Number:

Signed: ..... Print Name: .....

(Parent) (Parent)

Date:

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Permission for Emergency / Operative Treatment

In an emergency, when a parent's attendance cannot be immediate, it is sometimes necessary to obtain treatment for a child from a Doctor or a Casualty Department of a hospital.
As a delay in these circumstances is highly undesirable, we would ask that you give your consent below, in case such an emergency should arise.

If you do **not** wish to provide your consent please confirm this in writing.

In the event of sudden illness or accident affecting my child, if recommended by a Doctor, I agree to emergency treatment, including any operative treatment and/or the administration of a general anaesthetic to my child.

CHILD'S NAME: ----------

Childs date of birth ---------- ----------

Address ----------

Telephone Number ----------

Any known Medical Conditions/Allergies ----------

Treatment/Medication required ----------

Signed----------
Parent/Guardian

Print Name ----------

Date ----------

Signed: ---------- Date: ----------

Mary Marsden (Manager), Wise Owls Limited

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Child's Name:

Permission to apply Sun Cream

I hereby give permission for any member of Wise Owls Limited to apply sun cream to my child.

I agree to supply and label an individual sun cream for my child.

Signed: …… Date: ……

Permission to apply Hypo-allergenic Plasters

I hereby give permission for any member of Wise Owls Limited to apply hypo-allergenic plasters to my child.

Signed: …… Date: ……

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Medicinal Permission Slip

Wise Owls can only administer medicines that have been prescribed by your doctor.

Name of Child: .....

I give permission for my son/daughter to be given the doctor's prescribed medicine listed below, and for it to be administered at Wise Owls Nursery by any staff members.

Date (Duration)	Name of Medicine	Time to be given	Dosage to be given	Parent Signature
		a.m.		
		p.m.		

Date	Time given	Dosage given	Staff Signature	Parent Signature
Mon (a.m.)				
Mon (p.m.)				
Tue (a.m.)				
Tue (p.m.)				
Wed (a.m.)				
Wed (p.m.)				
Thu (a.m.)				
Thu (p.m.)				
Fri (a.m.)				
Fri (p.m.)				

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Collection of Child Information

Name of Child:

The following person(s) is/are **NOT** to collect my child without my permission.
Reason and evidence of Court Order is required.

Name:

Relationship to child:

****

The person who will normally collect my child is:

Name:

Relationship to child:

I will notify the setting of any changes to these arrangements and understand my child will only be released with the correct password.

Signed:

Relationship to child:

Print Name:

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Things you need to know about Me

My Name is ……

I am ……. years and ……. months old. My Date of Birth is: ……

I have/have not got any allergies or special requirements:

The people in my family are:

When I get upset I like: ……

Toys I like to play with are: ……

- I have / haven't had my 2 year check **YES/NO**
- I am Universal Feet Funded **YES/NO**
- My family and I feel we would benefit from any Outside Help and we would welcome Wise Owls' input. **YES/NO**

My Religious Beliefs are:	→	**The foods I cannot eat include:**

My first language is: ……

I can speak in words/sentences and I understand:
English, French, Polish, Portuguese, Spanish, Other: ……

I will be starting Wise Owls on: ……

Dear Parents/Carers

Thank you for submitting your email address, enabling us to set up an online Learning Journal account for your child.

Tapestry is a GDPR compliant company using secure servers in the UK to store data (further information regarding the security of Tapestry is available and a copy will be added to the Policies and Procedures folder in the parent information box, or a copy can be emailed by request to the Manager).

We use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage. This will compliment other forms of observing and assessing already in place. You will be able to access your child's Learning Journal from a computer via **https://tapestryjournal.com** or by using the 'Tapestry' App on mobile devices. You will only be able to access this by using the log in details that will be given to you on receipt of the signed Tapestry Online User Agreement below. This will only give you access to your own child's Learning Journal. You can change your password if you wish once you have accessed the account, and other family members can be given access on your request. The only people in nursery with access to your child's Learning Journal will be the Manager and your child's Key Person, who will be responsible for managing your child's Learning Journal. Staff will only be able to log in to their own key children's Learning Journal via a log in pin code, and only on devices provided by Wise Owls. They will not be able to log in on any other devices away from the setting due to the Manager needing to log in on all devices using a secure username and password before staff can log in using their pin codes. A Staff User Policy and Agreement is in place, which also covers the use of staff working on the Learning Journey's at home.

Many of the most meaningful photographs taken at Wise Owls show the children interacting in group play or activities with their peers. We therefore ask that these photos are for your own viewing and not shared publically or uploaded on to any social media websites. This is in line with our 'Social Networking' and 'Mobile Phone/Camera' Policies (available to view at Wise Owls or via **www.wiseowls.co.uk**.) Failing to uphold this request will result in suspending your child's on line Learning Journal.

We hope that this system will prove to be a positive step in sharing information. As well as viewing our contributions, you will also be able to add comments, photos and videos yourself.

When you have signed and returned the Wise Owls Tapestry Online User Agreement below, you will be issued with a User Guide and log in details.

Wise Owls Tapestry Online User Agreement

CHILD'S NAME:

• I agree to Wise Owls using Tapestry to create an online Learning Journal for my child	**YES**	**NO**
• I agree to uphold Wise Owls request not to share or upload any photographs showing other children.	**YES**	**NO**
• I agree to my child appearing in group photographs that may be included in other Children's Learning Journals.	**YES**	**NO**
• I agree to keep my log in details secure.	**YES**	**NO**
• I agree to my child's Key Worker working on their Learning Journals at home and in line with the Staff Policy and User Agreement.	**YES**	**NO**

Please circle YES or NO for each statement. The Manager will contact you to discuss the steps we will take to adhere to your wishes if you have selected NO to any of the statements.

_____	_____	_____
Signature	**Print Name**	**Date**

General Data Protection Regulation – GDPR

Information Sharing

In compliance with the new GDPR legislation, we are updating our policies and how we hold 'your' information at Wise Owls Limited.

All parents have been given an updated Tapestry letter to comply with usage of Tapestry and how information is used by the application which is viewed by yourselves, the Manager and your child's Key Worker. Please read the Tapestry guidelines on how your data is stored. In addition, please could you also ensure that you 'tick' the box for parental responsibility on the Tapestry page.

All of your child's personnel records are stored in a locked cupboard and on an encrypted device which is only accessible by the Manager and Deputy Manager and some information is accessible by your child's Key Worker if necessary.

It is your right to ask to view any information held about your child, and Wise Owls will fully comply with this, should you wish to view it.

Emails sent are from an encrypted device and are not shared with any other persons or used for any purpose other than making contact with you/ourselves.

Emails sent to funding and to any other professionals are sent via an encrypted address on a device that is registered with Egress.

All tablets for staff are locked and the codes are given to staff only and are changed once a year, unless a member of staff leaves and in this case the codes will be changed immediately.

Once a member of staff leaves, they will no longer have access to Tapestry and will be blocked from accessing the application.

All images of your child are uploaded instantaneously and are not stored on any device. Permission for use has been sought for use of images and for what we would use your child's image for has also been given/not given by the person with parental responsibility.

Once your child leaves Wise Owls, all the data held on your child will be destroyed after one month.

Please could you sign below to confirm that you have been made aware of the information we hold on your child and the right to access .

General Data Protection Regulation – GDPR

Information Sharing

I confirm that I have been made aware of the information that Wise Owls Limited holds on my child and my right to access.

_____	_____	_____
Signature	**Print Name**	**Date**

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Consent to Information Sharing

I agree to staff members of Wise Owls sharing relevant information about my child when it is in his/her best interests.
I understand that any information I share with a setting will only be shared with other partnership members in the best interests of the safety, well-being and academic, emotional and social needs of my child.
I understand that information will be kept confidential within the Nursery and only shared with staff and other agencies who need to know to enable them to give my child appropriate support.
I understand that Wise Owls may need to share this information with other agencies should my child transfer to another setting.
I understand that should staff believe my child to be at risk of significant harm they may share information without my consent with any appropriate setting or agency, including Children's Social Care.

Child's name _____

Settings my child is attending _____

Signed_____ Parent/Carer

Date _____

PERMISSION TO OBSERVE

Name of Child:	**Date:**
Signed:	**Print Name**

Permission to Observe:

I hereby give permission to Wise Owls Limited and it's staff to observe my child and record these observations in written form. I understand that the information recorded and held within these observations is private and confidential, but may be used in assessment of my child. I understand that each and every observation completed on my child will be available for me to read and discuss with staff at Wise Owls Limited if I desire.

	Single Photographs (of just your child):		Group Photographs: (Group photographs will be visible to the parents of the other children in the photo)	
Permission to Photograph Child for Tapestry Online Learning Journal: I hereby give permission for Wise Owls Limited to photograph my child and use these photographs as observational evidence to post directly onto Tapestry, the Online Learning Journal. I agree not to share/copy any group photographs or upload them onto any Social Media site.	YES	NO	YES	NO

Photos/Videos taken by audience on Christmas Play/Concert: I understand that members of the audience on Christmas Play/Concert Day may wish to take photographs/videos of the event which may include images/footage of my child. I hereby give Wise Owls Limited permission for my child to participate in this event.	YES	NO
Photos/Videos taken by audience on Sports Day: I understand that members of the audience on Sports Day may wish to take photographs/videos of the event which may include images/footage of my child. I hereby give Wise Owls Limited permission for my child to participate in this event.	YES	NO
Group Photograph for Leavers Card: I hereby give permission for Wise Owls Limited to photograph my child and use it in the End of Year Group Photograph for our Leavers cards. I agree not to share/copy this photograph or upload it onto any Social Media site.	YES	NO

	Paper/Website Advertising	
Advertising: Wise Owls Limited will not transfer/sell pictures of your child to any other establishment or organisation. Any photographs of your child will only be used in Wise Owls Limited related publications i.e. paper advertising and for our Website. I understand that any photograph/text will not name my child in full.	YES	NO