

A GUIDE TO THE NURSERY



WE ARE DELIGHTED TO WELCOME YOU TO OUR NURSERY – A VIBRANT, WARM, AND NURTURING ENVIRONMENT WHERE CHILDREN CAN EXPLORE, GROW, AND THRIVE.

WELCOME TO OUR NURSERY



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WELCOME TO OUR NURSERY



A magical start to your child's school journey. Children thrive through purposeful play and engaging learning experiences. We celebrate individuality and foster confidence, kindness, and resilience. Here, we lay the foundation for a lifelong love of learning, ensuring your child feels valued, supported, and inspired.

We place great emphasis on developing independence, creativity, and resilience, providing a rich and varied early years' experience that will nurture your child's personal journey, and ensures that when the time comes to move into Reception, your child is ready for their next adventure with confidence and enthusiasm.



ABOUT THE NURSERY

Nursery children benefit from our 19-acre grounds, including Forest School for outdoor crafting and bug hunts, as well as access to our mini theatre, music room, sports hall, and indoor swimming pool.

Specialist teachers lead engaging sessions in Forest School, Music, Dance, French, and Swimming.

As part of Little Court (Nursery, Reception, Year 1, and Year 2), the Nursery is fully integrated into the school community, ensuring a seamless transition into Pre-Prep. Nursery pupils are assigned a House, take part in whole-school events, and celebrate key traditions such as World Book Day, Athletics Day, Activities Week, and STEM Week, among many others, fostering a strong sense of belonging from the start.



MEET THE TEAM



SUE MICHAELS

*Nursery Manager, EYFS and
Designated Safeguarding Lead*

With over 30 years of experience and a passion for Early Years and play-based learning, I feel privileged to be part of your child's early journey.

My career has taken me across both state and Independent sectors, working with young children at every stage of the EYFS Foundation Stage. Every day brings something new, and I am constantly inspired by the joy, curiosity, and endless potential that children bring. Just like the children, I have never stopped learning; it is this shared journey of discovery that makes Early Years so special.

I am committed to providing an enriching and inspiring environment where every child feels supported and encouraged to explore the world around them. With the help of our wonderful Nursery staff, we create a safe, space where children can thrive and explore their natural curiosity.

Through high-quality early years education and an enabling environment, we build strong foundations that support each child's unique development, helping them progress in a way that is right for them at the start of their educational journey.



MEET THE TEAM



CHARLOTTE CHAPMAN

*Head of Little Court, Deputy Head (Pastoral)
and Designated Safeguarding Lead*

My teaching philosophy has been shaped by influential mentors and inspiring training over the past 16 years. I believe that learning must have a purpose and make strong links to the real world. I bring many aspects of the Reggio Emilia approach to my teaching style, the most significant being outdoor learning, continuous provision, and learning through shared experiences and play. I thoroughly enjoy being part of the learning experience, making a difference, and being remembered by the children as they begin their educational journey.

Ripley Court School is a warm, welcoming space with a strong family ethos. It is particularly rewarding to help develop the skills and love of learning that shape the rest of the children's lives. Welcoming the children into Little Court, witnessing their progression through the school, seeing them grow in confidence, and embracing the joy of learning is a personal highlight. I continuously aspire to model and develop outstanding teaching so that all children can reach their full potential.



MISSION, VALUES AND AIMS

Our Mission

To prepare children for a life filled with passion for learning, and a desire to make a positive impact on the world around them.

Our Aims

- 01 Provide a nurturing, inclusive and engaged community
 - 02 Promote academic ambition and curiosity
 - 03 Deliver outstanding co-and extra-curricular provision
-

Ripley Court School values

Our aims are underpinned by our values of Perseverance, Aspiration, Curiosity, and Kindness.

Our Five Year Strategic Plan - 2026 - 2031 can be found [here](#)

THE SCHOOL DAY

Breakfast Club

Pupils in the Nursery can attend Breakfast Club from 7:30 am, with no need to book in advance. Nursery teachers are present to ensure a smooth handover from parent to child.

Morning

The door to the Nursery opens at 8:00 am, and all pupils should arrive by 8:30 am. Registration takes place at 8:45 am, with the register closing at 9:00 am.

If, for any reason, children arrive after 8:30 am, parents are kindly asked to make their way to the main office to register their child's attendance.

Collection

12:00 pm (before lunch), 12:30 pm (after lunch), and 3:30 pm (end of day).

After School

For families with older siblings in Years 3–6, pupils can stay in Little Court until 4:00 pm (4 O'Clock Club), offering a convenient single collection. For those needing a later pick-up, The after-school care programme, run by Après School, is available from 3:30pm to 6:00pm in the Newte building, providing flexibility and peace of mind for busy parents.



THE CURRICULUM

Learning Through Play

Ripley Court School provides a stimulating learning environment where children feel confident, secure and challenged. Our indoor and outdoor spaces are carefully divided into areas that ignite exploration and play. We believe in building upon children's existing knowledge and tailoring their learning experiences to their interests. Through keen observation, we craft activities that align with their interests and experiences.

Our educational philosophy focuses on play-based learning, empowering children to direct their learning from carefully planned opportunities provided by staff. We are passionate advocates of the great outdoors, firmly believing that every child deserves to immerse themselves in nature's wonders. By using the environment as a powerful learning context, we unlock a multitude of benefits and enrich children's growth and development.



THE CURRICULUM

Learning Through Play

Learning beyond the classroom walls is a catalyst for children's holistic development and gives meaning to learning. It nurtures physical well-being through fresh air and exercise and encourages the exploration of personal boundaries, both physical and mental. Most importantly, we create lasting memories and foster an environment where learning knows no bounds. Our commitment is to provide an exceptional educational experience that sparks a lifelong love of learning.

The curriculum at Ripley Court follows the **statutory framework for the EYFS** and takes guidance from **Birth to Five Matters**. Further guidance for what to expect in the EYFS can be found **here**.

PRIME AREAS OF LEARNING

- Personal Social and Emotional Development
- Communication and Language
- Physical Development

SPECIFIC AREAS OF LEARNING

- Literacy
- Mathematics
- Understanding the World
- Expressive Art and Design



NURSERY DAILY ROUTINE

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00	Morning Arrival				
08:50	Circle time – (This is structured and consistently practised everyday) Morning register (PSED), days of the week, visual calendar (UW, M). What is available in the Nursery? What will be happening /who will we see today? (PSED) Today's greeting is in (UW), Class helpers today are (PSED) Group discussions (CL). Children are encouraged to put their hands up when they want to speak (turn taking, respect) Anything new is introduced in morning circle time to the children.				
09:00	French with Madam Cliff	Swimming – children are put into groups for a 20 min swim session *Snack bar open after swim groups	Music with Mrs Gottschalk	Group 1 Forest school with Mrs Ward	Group 2 Adult led math focus activity Learning through play/organised group work/one to one/ outdoor play. Phase 1 phonics with Transition children
09:40	*Snack bar open from 9:40		Learning through play/organised group work/one to one/outdoor play. Phase 1 phonics with Transition children *Snack bar open from 9:30		
10:20	Learning through play/organised group work/one to one/ outdoor play. Phase 1 phonics with Transition children			Group 2 Adult led math focus activity Learning through play/organised group work/one to one/ outdoor play *snack bar open from 9:30	
11:00	Group 1 Dance with Miss Kelly	Group 2 Jigsaw (PSHE)	Learning through play/group work	Group 2 Dance with Miss Kelly	Group 1 Jigsaw (PSHE)
11:30					
11:45	Story/songs/prepare for lunch. Toilet and wash hands – Go across to the hall for lunch.				
12:30	Outside free play for all children				
13:00	Quiet time/story time				Quiet time/story time
13:30	Learning through play/group work	Learning through play/group work	Learning through play/group work		
15:00	Snack/tidy up time/carpet time				
15:30	Home time for all. After school club for children remaining at school				

Specialist Teachers:

Forest School: Mrs Ward

Dance and Ballet: Miss Kelly

French: Madam Cliff

Swimming: Mrs Ballantine

Music: Mrs Gottschalk



KEYWORKER

Although all staff members are involved in the well-being and education of every child in our care, a designated key person is assigned to each child. The key person ensures that learning and care are tailored to the child's individual needs, helps them become familiar with the setting, offers a settled relationship, and engages with parents to support the child's development at home.

During Parents' Evenings, which take place in the autumn and spring terms, parents have the opportunity to discuss their child's progress. Additionally, parents can arrange a meeting with their child's key worker at the end of a nursery session to address any concerns or discuss their development.



PHONICS

The Nursery focuses primarily on Phase 1 Letters and Sounds Phonics, building the foundations of reading and writing through two essential skills: listening and speaking. Before children can read, write, or spell, they need to tune into, recognise, and talk about the sounds around them. During this phase, they develop an awareness of different sounds and begin practising oral blending (combining sounds to form words) and oral segmenting (isolating and identifying sounds within words).



In addition, children begin learning letter sounds through a 'sound of the week'. It's perfectly normal for some children to show less immediate interest in letters at this stage. Letter recognition and enthusiasm will develop naturally when they are ready, and it's important not to rush the process.

In the summer term, Transition children start the Read Write Inc Nursery programme. Each day, they learn new sounds and revisit previous ones, along with associated words. To support their learning, each letter is introduced with a picture and rhyme. Sounds are taught using lowercase **pure sounds**. More information can be found **[here](#)**.

PHONICS

The speed at which children learn to read sounds significantly impacts how quickly they can read words. Once they master blending, they begin reading words in carefully matched sound-blending books, using the sounds they know.

The best way to foster a love of reading is to read to children regularly. At Nursery, we are passionate about encouraging a love of books and storytelling from an early age. Every day, we share books with the children, and much of our learning is inspired by a weekly core story.

07 Seven aspects the children learn during Phase 1

- 1: Environmental Sounds.
- 2: Instrumental Sounds.
- 3: Body Percussion.
- 4: Rhythm and Rhyme
- 5: Alliteration.
- 6: Voice Sounds.
- 7: Oral Blending and Segmenting.



TAPESTRY

We use Tapestry to capture and celebrate 'wow' moments in the setting, as well as to communicate and share special moments from home. These are recorded as observations, which include a short narrative and often a photo or video. Through Tapestry, parents can gain valuable insight into their child's time in Nursery and monitor their development. We encourage active participation by sharing memorable photos of weekend activities or experiences that showcase children's progress. Examples could include cooking together, helping a sibling, or counting steps. It's a wonderful way to engage with the child's learning journey and contribute to their development. A consent form is required for a parent account to be created.



ACHIEVEMENTS

We value sharing achievements, whether they occur inside or outside of school, and encourage parents to share them with us. Achievements can be written down and handed to us during drop-off or recorded on Tapestry. These are celebrated during our circle time.



UNIFORMS AND KIT

The uniform can be purchased from the Ripley Court School Shop by appointment. For enquiries, please email shop@ripleycourt.co.uk. Place your uniform orders online [here](#), or book an appointment to purchase uniform items [here](#).

Summer Holidays – please note: The Uniform Shop will be open during the summer holidays for families joining Ripley Court in September, as well as for current pupils who may require additional uniform items.

The School Shop will be open by appointment on the following dates during the summer holidays:

- **Wednesday 2 September, 9.00–10.00 am**
- **Thursday 3 September, 8.00–9.00 am**

Please follow the link below to book your appointment.

- **New pupils** (30-minute appointment): [here](#).
- **Current pupils** (15-minute appointment): [here](#).

We recommend booking early to secure a convenient time and ensure all required items are in stock.

'Court Seconds' is the Ripley Court Parents Teacher Association (RCPTA) second-hand uniform shop located at Ripley Court School. To purchase second-hand uniform, please email courtseconds@gmail.com

UNIFORMS AND KIT



Uniform items required for all seasons.

BOYS

- Black/Navy waterproof dungarees unbranded
- Wellington boots
- Black plimsolls
- Black swimming trunks unbranded.
- RC swimming cap
- Swimming towel
- RC bookbag
- RC PE/Swimming bag
- Black flat-soled school shoes with velcro fastening.
- Water bottle

GIRLS

- Black/Navy waterproof dungarees unbranded
- Wellington boots
- Black plimsolls
- Black swimming costume unbranded.
- RC swimming cap
- Swimming towel
- RC bookbag
- RC PE/Swimming bag
- Green or black hair accessories
- Black flat-soled school shoes with velcro fastening
- Water bottle

UNIFORMS AND KIT

BOYS		GIRLS	
Autumn/ Winter	Spring/ Summer	Autumn/ Winter	Spring/ Summer
Black RC sweatpants Black or grey ankle socks White RC polo shirt Black PE shorts (worn for Sports Day in the Summer Term only) RC green sweatshirt RC warm fleece RC beanie RC coat Black gloves	Charcoal Grey tailored shorts unbranded (no cargo shorts allowed) Black RC jogger bottoms for Forest School Grey ankle socks White RC polo shirt RC green sweatshirt RC warm fleece RC baseball cap	Black RC sweatpants White RC polo shirt RC green sweatshirt Black or grey ankle socks RC warm fleece RC Beanie RC coat	RC Summer dress Black RC sweatpants Forest School White RC polo shirt Black PE shorts (worn for Sports Day in the Summer Term only) RC green sweatshirt White ankle socks RC warm fleece RC baseball cap

NAPPIES/ TOILET TRAINING

If a child is still in nappies when they start Nursery, a pack of nappies and wet wipes should be provided for use during their session.

When it is time to begin toilet training, Nursery staff will collaborate closely with families, respecting individual methods and preferences. Open communication is encouraged to ensure a shared approach. Staff are available to offer guidance and support, recognising that the process can vary for each child and family.

Toilet training should only begin once the child has fully settled into the Nursery routine. Establishing a sense of familiarity and comfort is key before introducing this important developmental milestone.

ILLNESS

Young children in a Nursery setting often experience minor colds and runny noses, which do not always require them to stay at home. However, if a child is unwell and unable to participate in Nursery activities, we kindly ask that they remain at home to allow them to recover. This helps minimise the risk of spreading infections.

In cases of fever, an upset tummy, or vomiting, we request that children not attend Nursery for 48 hours after the last episode of symptoms . If a child becomes unwell during the day, parents will be contacted to arrange for the child to go home. This precaution helps ensure the health and well-being of all children and staff.



WHAT TO BRING TO THE NURSERY

To ensure children are prepared for their day at Nursery, they need to bring the following items each day:

- A fresh bottle of water
- A book bag
- A coat should be in school every day for cold, wet weather, as we play outside even when it rains.

All uniform items must be clearly labelled to prevent mix-ups.

Forest School Sessions

Held on Thursdays, children should arrive wearing RC tracksuit bottoms, ready to put their all-in-one suit over them. Wellington boots are required and should be left at school. During colder months, thick socks are recommended to be worn inside the boots.

Dance and Ballet Lessons

Plimsolls are required for Dance lessons, and ballet shoes for Ballet (optional club). Dance takes place on Mondays, with Ballet after lunch on the same day.

Swimming Lessons

Swimming is on Tuesdays. Children need a black swimming costume, RC swimming cap, and towel, all kept in the school swimming bag. If a child is still in nappies, a swim nappy is required. Without it, they cannot enter the pool. A clean nappy should also be packed in the swim bag for after the lesson. No goggles are needed.

Uniform

The Ripley Court uniform can be purchased at Ripley Court School by appointment.

For enquiries or to book an appointment, **email shop@reeds.surrey.sch.uk**.

Alternatively, shop online **[here](#)**.

Second-hand uniforms are available through **Court Seconds**, the Ripley Court Parents' Association (RCTPA) Second Hand Uniform Shop. To purchase, email **courtseconds@gmail.com**.

PARENTS AS PARTNERS

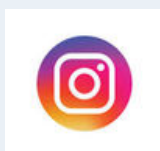
We believe in open, regular communication with parents and are committed to ensuring the very best for every child. From the very first day, we strive to create a welcoming, family-like atmosphere where everyone feels valued and supported.



KEEPING INFORMED WITH WEEKLY UPDATES

Online Calendar found in News and Events on our website provides a comprehensive list of events for the week.

The Weekly Communication is emailed to parents every Friday afternoon and includes details of the following week's arrangements, including sports fixtures, an update from the Headmaster, and any important notices. **Photos** and updated information are posted daily on the school's social media channels. Event photos can also be found in the **Photo Gallery** on our website, a secure page accessible only to parents with a password.



WEEKLY COMMS

RCPTA (RIPLEY COURT PARENT TEACHER ASSOCIATION)

We are incredibly fortunate at Ripley Court to have such a supportive and engaged parent community. The Ripley Court Parent Teacher Association (RCPTA), made up of parent and staff representatives, plays an active role in supporting the school through a variety of fundraising initiatives and community events held throughout the year. Under the capable leadership of Mrs Patrick-Abbot, our RCPTA Chair, and with the valuable support of our Parent Reps, their efforts greatly enhance school life.

Recent fundraising has contributed to the development of our Little Court Outdoor Classroom, the creation of a new STEM room, for pupils in both Little Court and Upper Court, and the purchase of 20 iPads to support and enrich learning across the school.

Parents can look forward to a calendar of events that support both fundraising and community spirit. We warmly encourage all parents to visit the [RCPTA page](#) on our website to view upcoming dates and find out how you might like to get involved. Even the smallest contribution of time or help makes a meaningful difference.

If you would like to offer your support in any way, please don't hesitate to get in touch with the parent representative for your child's class.



FEES: FROM 1 SEPTEMBER 2026

Nursery and Transition	Term Fees	
Nursery/Transition (Full-Time)	£4400	
Minimum 3 Sessions	£1320	

The Nursery week is divided into 10 sessions: five mornings and five afternoons. To start, children are required to attend a minimum of three sessions per week, which can be scheduled according to family preference. If families wish to increase attendance up to full-time, changes can be arranged at the start of each term. This flexible approach supports a gradual increase in attendance, tailored to the child's needs and the family's schedule, subject to availability.



FEES & EXTRAS

Nursery fees cover tuition, books, meals, school travel, and personal accident insurance, all included in the standard fee structure. However, certain minor items may be billed separately as "extras."

Fees are charged in advance for the upcoming period, while charges for extras are invoiced in arrears, reflecting services or items already provided.

Examples of Extras

In addition to standard fees, some optional services and activities incur separate charges, including:

- **Breakfast Club:** £5.25 per morning, offering a convenient early drop-off and breakfast for children.
- **Learning Support Tuition:** Additional fees may apply if specialised learning support is required. Costs are determined based on individual needs and arrangements.
- **Optional School Fees Insurance:** Available to cover unforeseen circumstances affecting the payment of school fees. Pricing varies based on the selected coverage and terms.
- **Special extra-curricular activities and visitors:** Some activities may have additional charges, communicated in advance based on the nature and cost of the trip.

These optional extras are billed separately from standard fees. Detailed information on costs and payment arrangements will be provided for each service or activity.



After School Care

The after-school care programme, run by Après School, is available from 3:30pm to 6:00pm for children in both the Nursery and Little Court.

The after-school care is led by Wendy and Idy, with support from Après School's General Manager, Lindsay, who oversees all the settings and provides central guidance.

Booking and Payments

Après School is an Ofsted-registered provider, and Parents can take advantage of Childcare Vouchers and the Tax-Free Childcare scheme. For assistance with these payment options, please contact Après School directly at hello@apres-school.co.uk.

All bookings are made via **Magicbooking**, a simple and flexible online platform. Please register for your free account via the [booking system here](#).

Through Magicbooking, families can:

Book at any time: Sessions are available to book 24/7

Choose flexible payment options – Including monthly instalments and the use of childcare vouchers

Access discounts: Apply eligible offers, such as sibling or block-booking discounts.

Collection Details

Children should be collected from the Newte Building, where a member of staff will assist with gathering belongings and signing each child out to their parent.

For more information, parents are encouraged to consult the [FAQs document](#), which covers a range of common queries.

- For general enquiries, or to let us know about a change of circumstances, please email Miss Lindsay at lindsay@apres-school.co.uk
- To cancel or change a booking, please do this via your account. Credit is applied automatically if 24 hours notice is given.

For feedback or concerns, feel free to reach out to the team at helpdesk@apres-school.co.uk

THE UNIVERSAL ENTITLEMENT TO GOVERNMENT-FUNDED CHILDCARE

Government-Funded Childcare Entitlement

- All three-and four-year-olds are entitled to 15 hours a week (3 hours per day) of government-funded childcare during term time.
- This support is available for six terms, beginning the term after your child's third birthday and continuing until the term of their fifth birthday.
- At Ripley Court, we offer these funded hours in the afternoons, from 12:30 to 15:30, Monday to Friday, during term time.

How to Claim Funding

- Parents or guardians need to complete and sign a Declaration Form, which the School sends out before the end of the previous term.
- Completed forms should be emailed to rcfees@ripleycourt.co.uk.

Please note that we are unable to claim the funding without the completed form.

Please follow the link [here](#) to view the detailed fee structure for parents and guardians claiming the universal entitlement.





“We have been blown away by how amazing The Nursery is. Our son has thrived in the warm and nurturing environment. We are over the moon with his social and developmental progress in such a short time.

The range of activities offered in and out of the classroom, Forest School being one, provides an exciting day every day. He looks forward to going to school every morning.” *Current Parent*



RIPLEY
COURT
School