

PHYSICAL ENVIRONMENT

Mayville's Nursery is housed in a recently converted building of which we have sole use. The Transition class of the Nursery is housed in a recently constructed building which they share with the Pre-prep Department of the school. Both areas have adjoining playgrounds with safety surfaces.

Children must feel happy and secure in their environment – it must be colourful, warm, welcoming, clean and, very importantly, safe. It is the responsibility of all staff to assist in ensuring that this is so.

The Premises must be checked for security each morning and evening –any concerns must immediately be conveyed to the School Office by the Nursery Manager or her Deputy and recorded on a Nursery Repairs and Maintenance Sheet.

Staff must ensure that -

- the physical environment reflects a diversity of culture, age, ability and gender.
- a variety of two and three dimensional work completed by the children is displayed attractively.
- resources are arranged to allow independent choice
- the daily planning ensures that children utilise both inner and outer areas of the school, or wider environment.
- In the event of the physical environment being deemed to present a risk to pupils or staff, attention of the Nursery Manager is drawn to this and the School Office informed.

Internal areas

The Nursery is divided to allow appropriate facilities for different age ranges.

The Nest is housed on the first floor where there is a play area, sleeping area, book area and toilet/nappy changing area.

Cygnets have a play room with a carpeted area for rest and quiet activities. There is an adjoining room for messy play and art activities. There is also a nappy changing area and access to their own toilets.

Swans have a play area, a quiet room and an art/creative play area. They also use the kitchen when food is not being served. This can be used for cooking activities or for other educational purposes. Swans have access to two toilets designated for their use.

There is a small Nursery Office where staff may also eat their lunch or they may use any other staff room in the School. There is an adjoining adult toilet and laundry area.

All areas of the Nursery have access to the Nursery playground with safety surface. Swans will use the small hall, playground and computer area on the Kenilworth site.

Transition is housed on the ground floor of the Pre-prep Department in a large room with adjoining toilet. When numbers exceed twelve Transition also has use of the adjoining reception area.

Room Temperature

All room temperatures must be monitored to ensure staff and children are comfortable. Temperature sheets are to be completed mid-morning at lunch time and mid-afternoon.

All radiators have appropriate covers.

All heating systems are serviced annually.

A carbon monoxide warning device is installed in the kitchen.

At all times and in all areas the Staff must ensure that the children are safe –

See: Safety Policy,
Risk Assessments
Cleaning Schedule
Temperature Schedule - the temperature range is
Policy for Outings
Procedures for Toileting and Nappy Changing

Half Termly Full Safety Checks will be carried out on the premises by Nursery Manager and Deputy Nursery Manager.

Members of staff are employed to thoroughly clean the Nursery accommodation each evening, but Nursery teachers are expected to clean table tops, mop up spills and clean toilets as set out in the day-time cleaning schedule.

Storage of Confidential Documents

There is a filing cabinet in the Nursery office area which is to be kept locked. Access to pupil documents will be provided to key workers at the discretion of the Nursery Manager.

Storage of Materials

Cleaning materials and other substances that may be of danger to children are kept on a high shelf in the staff toilet.

Excess materials are kept in the garage.