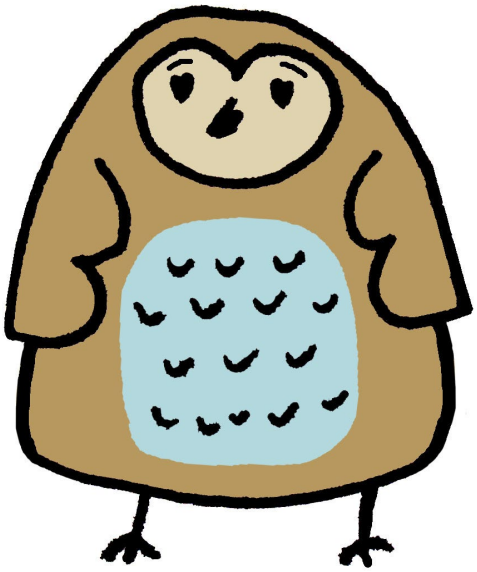
TOWNSEND BARN NURSERY

PROSPECTUS

APRIL 2026 – MARCH 2027



TOWNSEND COURT
POULSHOT
DEVIZES
WILTSHIRE
SN10 1SD
TEL: 01380 828141

www.townsendbarnnursery.co.uk | office@townsendbarnnursery.co.uk

Ofsted Outstanding Provider

TOWNSEND BARN NURSERY
POULSHOT

WELCOME TO TOWNSEND BARN NURSERY

Townsend Barn Nursery also referred to below as TBN

OUR AIM

Townsend Barn Nursery provides high-quality care and education in a happy and relaxed atmosphere for children aged 0-5 years – open all year, from 08.00 to 17.00.

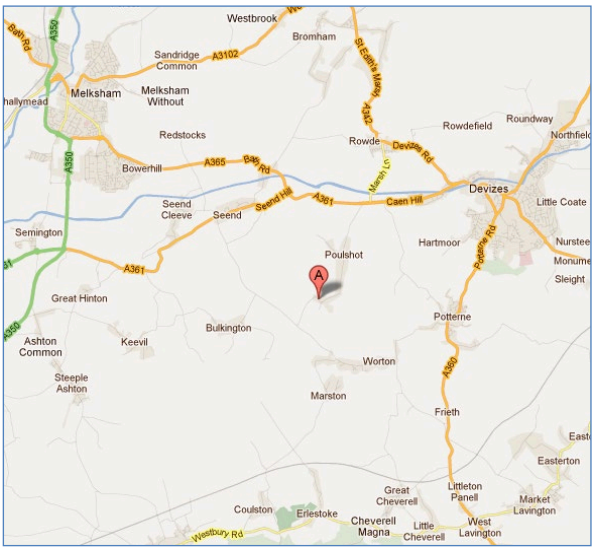
Our Mission is to *'nurture young minds and imaginations by providing experiences that enable children in our care to learn, flourish and make memories for life.'* Through our hands-on approach to learning, we offer children a unique, safe and happy learning environment.

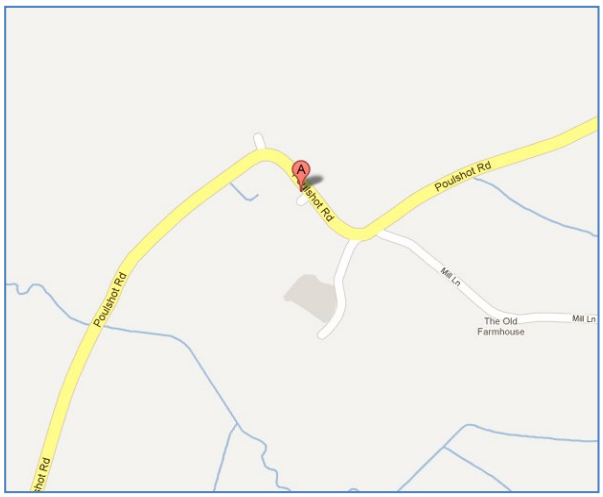
The Nursery makes full use of its rural setting and focuses on outdoor play as well as indoor activities. This can be inside our nursery which is set in a 170-year-old converted dairy farm, or outside in our woodland garden where the children can make close connections to the natural world and blossom in confidence.

LOCATION

The nursery is situated in the quiet rural village of Poulshot, in a picturesque part of Wiltshire.

Poulshot is 3 miles from Devizes and 6 miles from Melksham.





STAFF

In keeping with welfare requirements, we maintain the mandatory ratio of adults to children.

0-2years – 1:3
2-3years – 1:4
3-5years – 1:8

Our Manager has EYP Status, and 12 years' experience in Childhood Education. All our staff have the relevant childcare qualifications to work in the Nursery – and have been DBS checked. We are proud to inform you that all staff are trained to administer first aid.

WORKING IN PARTNERSHIP WITH PARENTS

Townsend Barn recognises how important it is for you, as parents, to feel confident and comfortable in entrusting us with the care of your child. We offer an open-door policy where you can discuss any aspects of our schooling with the manager or another member of staff.
When your child starts at the Nursery, he or she will be allocated a key person who will act as a 'special person' for your child. They will also work closely with you, the parents, to put a care plan in place and they will provide daily feedback about your child.

FACILITIES

ROOMS

Townsend Barn Nursery has 4 rooms:

- Hedgehogs – Non-mobile babies & separate sleep room
- Caterpillars – Mobile babies
- Butterflies – Walkers – 2 /3 years
- Barn Owls – 2½/3 – 5 years

OUTDOORS

Townsend Barn Nursery considers outdoor play paramount to the health, development and education of children.

The Nursery is set in beautiful grounds with several different gardens and plenty of exciting places in which to play and explore. In the immediate school area, there is a greenhouse and a vegetable planting patch where children will be encouraged to 'grow their own.' Elsewhere in the grounds there is a Nature Garden with pond and waterfall, a formal vegetable garden and open lawns for summer games.

We also have extra weekly activities from outside providers in the form of PE sessions and Woodland adventures.

There are also planned activities such as field trips and local walks. Immediately adjacent to the schoolrooms, there is a playground where children can choose to play outdoors, or in inclement conditions continue their activities under the all-weather shelter.

UNIFORM

Children are encouraged to wear a Townsend Barn Nursery polo top. There is a TBN nursery cap and TBN fleece jacket also available to order.

KITCHEN

We have a 5 Star rating from Wiltshire Council for Food Hygiene. All meals are prepared in our on-site kitchen using only fresh ingredients for genuinely home cooked food. The menu is specially designed to be nutritional, well balanced and meet any special dietary requirements - including weaning. This meets the nutritional guidelines set out by the Department of Education [DfE] for Early Years.
We do not encourage children to bring their own food due to the risk of allergies, and segregation.

ROOMS

The nursery is divided into 4 rooms. Barn Owls, Butterflies, Caterpillars and Hedgehogs.
All children in the nursery follow the "Early Years Foundation Stage" (EYFS) Framework and its 7 areas of learning - tailored to each of his or her individual needs and interests. At every stage, your child will have a key person who will guide them through their time spent at the nursery as well as provide day-to-day feedback to parents and guardians.

HEDGEHOGS

This room is designed for the youngest children within the setting. The room has a homely and relaxed atmosphere. The child's key person will primarily help develop their confidence within these surroundings, and will be responsible for working with you, the parents, to develop your child's routine and individual needs. There are cots available in a separate [adjoining] sleep room with baby monitors and staff always on hand. We also have a beautiful sensory area to capture young imaginations. Outside we have a separate covered gazebo area which can be used in all weathers. Hedgehogs will have ample opportunity to take part in the varied activities we do daily. Your child will move to Caterpillars when they are stable walkers.

CATERPILLARS

The Caterpillar room has been designed for the newly confident walkers. The room works in conjunction with the Hedgehog room but gives the more mobile babies a chance to explore with activities more age-appropriate than those in the younger Hedgehog room. Like the Hedgehogs, the Caterpillars have their own free flow play area leading to an outside covered gazebo.

BUTTERFLIES

Butterflies will be encouraged to interact in messy outdoor play, woodland exploration, cooking, creative play, small world, singing and stories. Your child's development will always be monitored by their key person, who will be responsible for liaising with you and sharing their daily achievements. There are beds and cots available to sleep in when required. Your child will move to the Barn Owls room when they are 3 years old and when they are ready to make the next step up.

BARN OWLS

This room encourages learning through play, and an emphasis is put on preparing your child for the next stage of schooling.

Children are given the opportunity to take part in a wide range of activities including woodland learning, messy indoor and outdoor play, cooking, arts and crafts, small world, home corner, singing and stories. The Barn Owl children will be encouraged to be independent and confident - but with adult support always close at hand.

CHILDREN'S DEVELOPMENT AND LEARNING

EARLY YEARS FOUNDATION STAGE FRAMEWORK

The provision for children's development and learning is guided by 'The Early Years Foundation Stage' (DfE:2021). Our nursery reflects the seven learning and development requirements of the EYFS in conjunction with the non-statutory Development Matters curriculum guidance (DfE:2021).

PROVIDING FOR LEARNING AND DEVELOPMENT

Children start to learn about the world around them from birth. The care and education offered by Townsend Barn Nursery allows children to continue doing this by providing activities that are appropriate for their age and stage of development. We follow the Characteristics of Effective Teaching and Learning as set out in these documents.

THE AREAS OF DEVELOPMENT AND LEARNING COMPRISE OF:

- Communication and language
- Personal, social and emotional development
- Physical development
- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

For each area, the practice guidance sets out the Early Learning Goals. These goals affirm what is expected of children and the things they should know and be able to do by the end of their reception time after TBN.

The practice guidance also sets out in 'Development Matters', the likely stages of progress a child makes along their learning journey towards the early learning goals. Townsend Barn Nursery observes these matters when we assess children and plan for their learning.

In conjunction with the 'Development Matters' and practice guidance detailed above; parents should also be familiar with the government's terminology **'School Ready'** which is an itemised list of basic expectations that a child will need before moving on to their next school. Children leaving TBN routinely achieve these expectations.

ASSESSMENT & PHOTOGRAPHY

Townsend Barn Nursery will constantly assess how your child is learning and developing. With the experience of observation, and the use of photography*, staff can integrate images into artwork and group activities - which may then be displayed throughout the Nursery. *[* only with written consent]*

Parents know their children best, and we ask them to contribute by sharing information about their child - for example what they like to do at home, and any other activities they might enjoy.

LEARNING JOURNEY

TBN keeps an online **Learning Journey** for each child. The staff will update this throughout the term and record all memorable and significant developments. We encourage parents to be involved regularly in their child's learning journey by monitoring progress through a specific personalised log-in for your child.
Your key person will be responsible for keeping the learning journey up to date and sharing it with you, the parents, as your child makes the transition through each nursery room.

DROP OFF / COLLECTION

There is a large car park at the front of the nursery for parents to drop off and collect. Please always hold your child's hand in this area and be mindful of other users. Townsend Barn Nursery cannot accept any responsibility or liability for

loss or damage to persons or their property whilst using the car park. The outer gate into the nursery area is always shut and the main door is always locked for security - it can only be opened by a member of staff.

Children must be brought ***to*** and collected ***from*** their main nursery entrance only. No child can be dropped off or collected without a staff member being informed. Collection of your child from the nursery is only to be made by parents or persons authorised by the parents who have been registered with the nursery, or with the appropriate authority.

Please take special note - Pick-Up Times and Timing

The Nursery expects all Parents/Guardians to be able to pick up their children BEFORE their cut-off time. Whilst we are pleased that people show an interest in their child's daily activities, it is preferred that you schedule the time you wish to spend in the Nursery into your time rather than ours. It is difficult for the staff to always accord you the same amount of time as you might have, especially when it is hectic with several parents arriving simultaneously.

In short, a 16.00 hrs 'pick-up' means be there by 15.50 hrs, ditto 17.00 hrs means 16.50 hrs.

LUNCHES / SNACKS / TEA

TBN provides breakfast, mid-morning snack, home cooked lunch and pudding, afternoon snack and home cooked afternoon tea. The full day food price is £7.35 and half day price is £5.30. Whilst TBN is obliged to allow children with packed lunches/day food, it should be noted that due to the risk of allergy transfer, these children will be required to eat separately and not be able to participate in the sociable ritual of eating together. Parents would be expected to provide appropriately prepared food within the guidelines of the week's menu. If bringing your own food is your preference, please discuss this with the Manager at the time of enrollment. *Please note DfE 'School Readiness' terminology regarding eating skills and socialising.*

FEES AND SESSIONS

Townsend Barn Nursery is a Private Limited Company. It operates as what is classified in England as a PVI – a Private, Voluntary, Independent Business. Under current Government/DfE guidance [January 2026], it is required of us to offer the Government Funded Hours [15/30 hours Universal and Working], entirely for Free. Yes, for free. This is not viable for those working in our sector. To be a survivor it's become necessary to find ways of making up the difference which is why we have an 'Enhancement Charge'. See the Parent Info Page on our Website.

At TBN funding is offered during the Wiltshire School Term calendar which in total amounts to 38 weeks. **Parents wishing to opt for stretched funding should discuss this with the Manager.** This is available on a starting pattern of a 3 day a week attendance [for 30-hour entitlements] over 51 payable weeks. An enhancement charge is applied to any booking.

Charges

Notification to changes in any of the information below will always be provided with a minimum of 1 term's notice.

From April 2026

Barn Owls [Unfunded 3-4 YO]	**£ 10.25**
Butterflies [Unfunded 2 YO]	**£ 10.55**
Caterpillar/H'hogs [Unfunded under 2s]	**£ 10.85**

Breakfast, cooked lunch, pudding – including snacks & cooked afternoon tea - £7.35 for a booked full day beyond 4pm
£5.40 Breakfast and lunch & snacks
£3.15 afternoon tea (as an extra if staying late, beyond 4pm)
Funded Barn Owls – Breakfast, Lunch & snacks £4.10

An 'Enhancement Charge' is added to the above on a monthly basis - to help with costs towards sustainables*, events, out-of-ratio staffing, and the wider provision of nursery cover beyond the scope of government funding. If this isn't something you're not willing to pay for, we can discuss this before your child starts. Contact the Manager for further information.

*A comprehensive list of these is available via the link on the Parent Information Page on our website along with current brochure highlighting many activities

Sibling	**£ 9.85/hr**
PE Sports Coaching	**£ 4.60 per session**
Yoga	**£ 4.50 per session**
Woodland School	**FOC**

Please note that there is a termly charge of £24.00 for every child that attends the nursery. This is to cover for the frequent staff training and necessary courses that are no longer funded by the Government. There will be a yearly increase in line with the cost of staff courses.

Business Hours – sessions, notice periods and what to expect

Hedgehogs, Caterpillars, Butterflies - all children all ages…

Nursery opening times: 8.00 am to 5.00pm Monday to Friday all year, apart from Bank Holidays and the Christmas period [these seasonal dates are posted on the TBN calendar well in advance].

TBN offers full time or part time sessions to suit your needs, but children are **required to attend a minimum of 2 sessions a week**. **Minimum hours per week is 14 hours**. This is to aid settling, allowing your child to grow in confidence and gain the most from their time at Nursery – and of course build relationships with other children and their key person.

Session times will be clocked on the hour and end on the hour. Due to staffing rotas, it is not viable to offer split hours. Children must attend for set session times each month and are not able to change at will.
Requesting shorter sessions is not only disruptive for the child but also difficult to accommodate within the day-to-day routine and timetable of the setting.
If you wish to withdraw your child from the Nursery, 4 weeks of [Term Time] notice is to be given and invoices need to be paid up until the end of the month that you leave.

In the of case term time funded children, 4 weeks' notice must be given during the term time. This does not mean notifying us at the end of one term that you will not be returning the following term.

How does funding work and who can get it?

Funding for 3/4 year olds [3/4yo], 2 year olds [2yo], and under 2 year olds [U2].

In 2025/26 the following funding can be accessed:

3/4yo	Universal Entitlement [every child]	15 hours/week x 38 school weeks = 570hrs p.a.
3/4yo	Working Parent Entitlement	15 hours/week x 38 school weeks = 570hrs p.a.
2yo	Working Parent Entitlement	30 hours/week x 38 school weeks = 1140hrs p.a.
U2	Working Parent Entitlement	30 hours/week x 38 school weeks = 1140hrs p.a.

TBN adheres to the Wiltshire Council Provider Agreement for the provision of EYE for U2, 2 and 3/4 year-olds which overarches the facilitation of this funding to eligible parties.

The criteria for 'working parent entitlement' can be found online: **www.childcarechoices.gov.uk** and of course you can ask TBN for guidance. However, it is your funding and your responsibility to get the right access. It is not TBN's role to do this on your behalf. This link can also be used to apply for **TAX FREE CHILDCARE** to use as a means of help with payments. **Note** the above list is *a guide* as parents may be entitled to additional funding under a deprivation/disadvantaged category. **Note** there are restrictions on entitlement access for high earners.

At Townsend Barn Nursery we only allow funding to be used within the 38 weeks of the Wiltshire School Term Dates Calendar [published online by the local authority]. TBN does not offer 'stretched' funding.

Parents/guardians wishing to use hours beyond their funded allocations, or those ineligible to claim these hours will be charged hourly at the TBN rate posted for whichever age group their child is in.

Children wishing to split their Early Years Entitlement (EYE) hours with another childcare setting are required to spend 2 or more funded sessions with TBN. One term's notice should be given for this and a Wiltshire Council declaration form will need to be completed to confirm this. Our insistence, we feel, helps a child settle better, develop a sense of belonging and form friendships - not only with their peers but their key person.

Flexibility

TBN delivers the EYE consistently so all children accessing any funding entitlements receive the same outstanding quality care, education, and access to provision. The voluntary fees for this are clearly printed, and verbally explained, prior to registration. This charge does not restrict children being able to access their EYE hours at TBN, and each registration will be discussed with the nursery manager, so flexibility can be offered, subject to availability.

- Fees are payable monthly in advance. An invoice will be given at the beginning of each month, payment no later than the 15th of the month. A £10.00 daily charge may be added for late payments and your child's place could be suspended. NOTE: Deciding to pay your invoice around the 15th of the month/Finding your invoice has been lost on the 15th of the month and asking for a new one, always means that whatever is due does not reach our account until probably 4 days later. PLEASE pay in time for funds to clear by the 15th.
- TBN requires that separate payments are made with a **reference to <u>each</u> individual child, regardless of whether or not they have a sibling attending the nursery.**
- Please set voucher payments up so they are processed at least 10 days prior to the 15th of the month. **They are the payer's responsibility of TBN and lateness will incur charges.**
- Session swaps and extra sessions are to be booked as extra sessions.
- Fees are payable at the full rate during the period of sickness absence from the nursery.
- There are no refunds for sickness absence.
- You may also qualify for extra tax credits – Please look at Government Website for current information on eligibility.
- **<u>Late Pick</u> ups -** After 5 minutes a £5 charge will apply, and 10 minutes £10 and 15 minutes £20 and so on
- The Nursery closes at 5pm. Any late pick up after 5pm will be charged £10.00 every 5 minutes.
- Please note that TBN reserves the right to ask fees to be paid completely in advance on the last month of ANY child's time at the Nursery. To most this will mean full payment MUST be made on or before the 1st July in their final year.
- TBN Reserves the right to change any individual's payment terms if payment is repeatedly incomplete or late.

<u>Settling In Session</u>
We offer settling in sessions for your child from 10.00am until 1.00pm prior to their start date. This is included as part of your Registration and if not taken, cannot be put towards future hours within the nursery.

<u>Registration and Deposits</u>
There is a non-refundable registration fee of £115.00. This will give you a place on the start date requested*. It covers registration and the offer of settling in time. It is not possible to guarantee a start date without registering and an applicant not paying will be put on a waiting list with the option of asking for a place the day before a new term starts. At the time of writing, [20/3/26], there are 52 children waiting for places.
[* In a timescale that is under 1 month]

In the event that a registration is made for a place over a month in the future, TBN reserves the right to ask for an additional £150.00 retainer fee. This is non-refundable if the place is not taken, or the booking itself is significantly different from what was originally requested. £50.00 will be refunded to the parents' account within the first month if full and agreed attendance is taken. If places are not taken up on the date booked, TBN reserves the right to retain the entire deposit and request another retainer to be paid dependent on a new start date if requested.
Our BACS details: account number – 32493660. Sort code – 30.92.63

Please note that by securing a child's place in advance, TBN can only guarantee that request providing it falls within the company's current terms and working conditions at that date. Please remember by completing the separate registration form you are adhering to the TBN fees and funded EYE criteria as stated in the policies and procedures/fees and sessions in this document.

Term Dates

Townsend Barn Nursery <u>strictly</u> adheres to the Wiltshire County Council School Term Calendar.
We do NOT give discounts for holiday taken in term time. You will be charged standard hourly rates even if you prefer your child to have different term dates**.**

Bank Holidays – Nursery is Closed
In line with employment law in England and Wales we are obliged to pay staff for all Bank Holidays during the year. Children who usually attend on these days will be charged full rates, with the exception of 25th & 26th Dec.

Holidays
Children can take holidays at any time provided that the Nursery is given at least 1 months' notice.

Funded Term Time only children are not eligible to any discount.

In the event that Wiltshire Council claims back any funding given to a child due to non-attendance for whatever reason, it must be noted that parents will be liable to pay the charges due from that period.

Funded children
The nursery requires that all funded children (9 months to 4 years +) to use up all their 15 or 30 hours during the term time. Hours cannot be carried over into the holidays unless you have agreed a 'stretched' offer. Funded children who may choose to spread their hours across another setting will still be required to total their hours to 15 at Townsend Barn Nursery. The extra hours would have to be paid for at the nursery rate. Children paying for more than their 15 funded hours (20+) will be given priority in choosing sessions. Children remaining solely on funded hours could be subject to having their sessions moved at short notice.

NURSERY HEALTH POLICY& MEDICATION

Any medication that is to be given to your child while at nursery should be prescribed by the doctor. To administrate this, the Nursery MUST be in possession of written consent.
If you require us to administer any medication to your child, please register this at the Nursery Office and fill in a medical / illness report detailing instructions and permission to administer the medicine and guarantee its safe storage. A member of the staff will sign off before any medicine is administered. Do not send in any medication or vitamins in schoolbags. Please hand over to a member of staff on arrival.
We have strict guidelines concerning illness and infection control within the nursery. Any child who becomes sick during attendance must be collected by a parent / guardian immediately. Children will be re-admitted to the nursery after 48 hours of "free and clear" of the symptoms, subject to the approval of school staff members.

ATTENDANCE EXCLUSION CRITERIA:

Any child suffering from a condition that warrants the prescription of antibiotics should be kept at home for the first 24 hours and will not be admitted to the nursery during this period.
Children with a fever of 37.8 or more prior to attending nursery must be kept at home. Children should not attend nursery if acutely ill. Once they feel better, they can return to nursery providing they pose no serious risk of infection to others and are temperature free for 24 hours. Children who have had diarrhoea or sickness must stay away from nursery for 48 hours. This is in accordance with the Health Protection Guidelines but can be over-ruled by nursery policy.

NURSERY CLOSURE

In the event of Force Majeure; such as a breakdown of essential services, severe weather conditions or where the nursery has to close or partially close due to an illness epidemic the TBN policy which is available by request, sets out the policies and procedures to be adhered to.

GENERAL INFORMATION

OPENING TIMES
Monday to Friday 8:00-17:00. The Nursery is closed on Bank Holidays and for the Christmas/New Year period.

CLOTHING

All clothing is to be labeled. Please provide a change of clothes and wellington boots for your child. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the loo and learning to put on and take off outdoor clothes. Manageable clothing will help them to do this. Please provide your own sun-cream if you wish, or the nursery's will be used.

MEAL TIMES

Breakfast – 8:00 – 8:30, Snack – 10:00, Lunch – 12:00 noon, Snack – 14:15, Tea – 16:10
Water and milk are available throughout the day.

SPECIAL NEEDS

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001) and has its own Special Educational Needs Coordinator.

POLICIES

All Townsend Barn Nursery policies are available for you to read. Please feel free to ask for them.
Townsend Barn Nursery has an open-door policy. If you require any further information, please do speak to **Sarah Wheeler EYP – Nursery Manager** on 01380 828141 or **Caroline Nichols – Nursery Owner** on 01380 828141.

COMPLAINTS

We aim to provide an excellent service to parents, children and staff. If you have any cause for complaint, please discuss this with your child's key person. If you do not feel happy how the complaint has been dealt with, then please speak to Sarah Wheeler - Nursery Manager or Caroline Nichols - Nursery Director, who will ensure you feel satisfied that the issue will be / has been dealt with. You have the right to voice your complaints further with our registered body.
Ofsted - Ofsted National Business Unit, Royal Exchange Building, 5th, 6th and 7th Floors, Piccadilly Gate, Store Street, Manchester, M1 2WD - Helpline: 0300 123 1231.

WILTSHIRE POLICE / ENCOMPASS

As of 4th September 2017 we are working in partnership with Wiltshire Police as part of ENCOMPASS. Our Safeguarding Lead will also be known as a Key Adult and have the ability to receive immediate information by secure email and be aware of any domestic abuse incident where a child has been affected by domestic abuse.

DEFAMATION/SOCIAL MEDIA

The Nursery will take very seriously any incidents of Libel/Slander that might impact on its good name and reputation. If a parent has a grievance, it should be brought to the manager's attention and not broadcast high and wide. In the event we feel that a parent/s has not heeded this advice, TBN will reserve the right to suspend the child/children of that parent or in extremis remove their place.

TOWNSEND BARN NURSERY
INFORMATION SHEET FOR
SPRING 26/ SUMMER 27

Name of Child / Children			
DOB			
Name of Parents			
Address			
	MOTHER	FATHER	OTHER CONTACT
Email address			
Mobile Number			
Home Number			
Work Number			

Any other important information that we should know? START DATE……..	

Session Times

Full Time?	YES OR NO				
Term Time?	YES OR NO				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DAYS PLEASE ✓					
TIMES					

Cooked or Packed Lunch? (Cost does not apply to children using funded hours)

Cooked Lunch, pudding – including Snacks, breakfast and cooked tea - £7.35 full day. £5.40 half day	Child's own Packed Lunch
Full / Half	Yes / No

BY SIGNING AND RETURNING THIS PROSPECTUS TO TBN YOU ARE CONFIRMING THAT YOU HAVE READ AND UNDERSTOOD ALL MATTERS CONTAINED WITHIN, [pages 1-11]
The Nursery manager will have also suggested alternative local settings that might be more suitable if you are unhappy with our fee structure.

I understand that the Nursery will use my/our email address as a primary form of correspondence in giving out information about the school calendar, events and any other matter.

PLEASE SIGN AND PRINT ……

DATE……