



St. James' CE First School and Nursery

Headteacher: Mr D Lawford

St James' CE First School and Nursery
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Thursday 3rd October 2024

Dear Parents and Carers,

As most of you are aware, the Cottage Nursery has been working together with St James' First School to become one organisation serving the educational welfare Gaunt's Common and the surrounding villages. The Cottage Nursery has run as a standalone charity for almost 50 years, but it was trustee's belief, alongside the school's commitment to providing the best possible outcomes for your children, that have moved us towards a formal partnership under the banner you see above. Functionally, this meant that the Cottage Nursery as both a charitable business and Ofsted register provider, ceased to exist and, on the 1st September, this process was ratified by the DfE.

I want to take this public opportunity to thank the Cottage Trustees, alongside the staff for all their commitment and support. They have gone above and beyond to ensure the nursery provides for the needs of the community and we receive them as part of the school in a position of strength.

Over the coming months we will be looking to support the nursery both as a school but also as a part of our wider trust family. Being part of the Diocese of Salisbury Academy Trust (DSAT) gives us an incredible wealth of knowledge and expertise in guiding and shaping the development of the nursery.

What does this mean to you?

- Mrs Walker (our Reception teacher at the first school) will be working to support the educational provision at the nursery. She will help to enact of the DSAT nursery curriculum which was first introduced over a year ago as well as providing support in the training of staff and the development of space. It will give a continuity of provision between both nursery and school.
- The nursery office team will begin to function alongside the school office team as one team. For the most part, their roles will remain separate but, as time goes on, the expertise of all our administrative team will benefit the whole school. There will be times where the nursery telephone number will be diverted to the school office.
- The school and nursery will increasingly become a shared space. We want the nursery children to benefit from our site and we will be looking to utilise the facilities we have for the benefit of the all children.
- The staff structure at the nursery will come under the current senior leadership of the school. Hannah Bolton will join the wider leadership team, as well as completing her Level 6 training with the school.
- The nursery e-mail address has been updated to nurseryoffice@stjames.dsat.org.uk and all e-mail communications should be directed to this address.
- Use of childcare vouchers to pay for nursery hours can no longer be paid to the Cottage Nursery and should instead be directed towards St James Church of England First School, BH21 4JN. If you have any problems, please contact the nursery office.

Believe & Achieve "I will show you my faith by my deeds" James 2:18

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- The Cottage bank accounts will soon be closed, and all payments and invoices should be directed to the following account. If you have an outstanding invoice, it can be paid to the new account where we can track payment.

Account Name: DSAT T/A St James CE First School
Sort Code: 30-97-41
Account Number: 74770960

- Currently, nursery provision is invoiced monthly in arrears. From January, we will align our invoicing with DSAT policy which is to invoice upfront for half a term. At the beginning of January, an invoice will be sent for the contracted hours for Spring 1 half-term. Any additional ad-hoc hours taken up during that half-term will be invoiced at the end of the half-term. We are sharing this now, to give you adequate to make the necessary arrangements.
- An Arbor account (our school management system) will be created for you. For those with children already at St James', you will know how to use this. For everyone else, it is nothing to worry about yet and we will communicate it when we start to migrate some service over.

Many of the above changes are operational and come with some administrative overhaul. We are all learning new systems and processes and hope to make this transition as smooth as possible. However, we are excited about this next chapter and how our school now serves the education provision for children from age 2 all the way to age 9.

If you have any questions or queries, please do get in contact. I am looking forward to getting to know the nursery families and welcoming you to St James' First School and Nursery.

Kind regards,



Mr Lawford

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