



Nursery Prospectus



Our Mission

Everyone is a learner and every experience is a learning opportunity. By providing a rich and stimulating environment, children can develop their curiosity, creativity, awe and wonder.

Headteacher: Jeff Mason

Liden Academy Nursery

We are a happy, friendly and stimulating nursery, which take full advantage of being a part of Liden Academy. We welcome children from two years old up to four years. At Liden Academy Nursery we nurture and care for your child to ensure that their transition from the familiarity of home into our environment allows both you and your child to feel confident in our care. We recognise and celebrate that all children are individuals and we encourage them to become confident, independent and to develop their own sense of self.

The Staff Team

At Liden Academy Nursery, we have taken great care in choosing a committed, enthusiastic and professional team of staff, ensuring that experience, professionalism and qualifications are matched to each area of the nursery. With a good understanding of children's individual needs, the staff are able to plan the next steps for your child's play, learning and development. At Liden Academy Nursery, we are able to provide a qualified teacher who oversees provision in Foxes and Squirrels as well as teaching daily in Squirrel class. This means that we are able to plan and deliver a wide range of activities to develop confidence in skills required within their first year of school.

				
Mrs Hathaway Leader of Learning Early Years	Mrs Wileman Deputy Nursery Lead	Miss Dewan	Mrs Hughes	Mrs Reid
				
Mrs Kidds	Miss O'Connor	Mrs Mageira	Mrs Deaton	Miss Schofield

Key Workers and Learning Journeys

At Liden Academy Nursery, we operate a key person system where children are assigned to the member of staff who will see them the most. During their settling in time, should they develop a stronger bond with a different member of staff, then we would look to change their key person as we would rather the bond is one of natural choosing. The key person is primarily responsible for building a relationship with you as a parent, gathering information about your child and their home life through the course of the settling sessions, and from then on they will support your child's growth and development through close observation, careful planning and the regular completion of your child's on-line learning journal. Your log in details will be provided by the nursery team in your first term with us.

Resources and activities

Throughout the nursery, children are offered the opportunity to participate in a variety of learning experiences. These experiences are devised following careful observations of your children whilst taking into consideration individual likes and particular interests of the moment. All experiences provided follow our philosophy of a 'hands on' approach, which ensures children learn through play and exploration, as children learn at their highest level in their play. A variety of activities are provided throughout the day with children choosing which ones they wish to access. The nursery operates a free flow, indoor outdoor approach to children's learning. Children have the opportunity to access a range of activities, either indoors or out, on a daily basis, regardless of the weather. The focus of all experiences is on the importance of the process involved for the children rather than the end product.



The Early Years Foundation Stage

Liden Academy Nursery follows the Early Years Foundation Stage Curriculum which was implemented in September 2008 and re-designed in September 2012. This curriculum has been designed to ensure that the individual needs of all children aged from birth up until the end of their reception year at primary school are met, with its main philosophy being on 'learning through play.'

The 3 prime areas of learning are;



1 - Personal, Social and Emotional Development

This involves Making relationships, Self-confidence and self-awareness, and Managing feelings and behaviour.

2 - Physical Development

Included in this area is Moving and handling, and Health and self-care.

3 - Communication and Language

This area involves Listening and attention, Understanding, and Speaking

These prime areas begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas. The prime areas continue to be fundamental throughout the EYFS.

The 4 specific areas of learning are;

1 - Literacy

Reading and writing will be developed within this area.

2 - Mathematics

This area will enhance Numbers, and Shape, space and measure.

3 - Understanding the World

Included in this area is People and communities, The world, and Technology.

4 - Expressive Arts and Design

Staff will support and assess children in Exploring and using media and materials, and Being imaginative.

Our Classrooms

Foxes Class/ Squirrel Class



At Liden Academy Nursery, we ensure your child's transition to the 2-3 year olds classroom, Foxes, runs as smoothly as possible with a number of settling sessions, and a supportive key person giving your child the reassurance to feel safe and cared for as they move up.



In Foxes Class we lay the foundation stones to learning. Inter-mixing free play with planned activities. Each child is encouraged to explore and question at their own individual level. We also promote social skills, learning how to share and other valuable life skills as preparation to the next stage of education.



Bumblebee Class



This room is our pre-school room, where your children's learning will be extending through the great emphasis on the environment, indoors and out. Our knowledgeable staff team can support your children to enjoy and achieve, with planned experiences that follow your children's interests.



Whether in the busy 'small world area' or the relaxing 'cosy corner', your children can build up those all important secure relationships by sharing a story with their key person or a game with their peers.



Bumblebee Class has strong links with our early years class. The early years teacher visits Nursery regularly and works closely with Bumble Bee class staff to ensure that each child experiences a curriculum that stimulates, supports and challenges their learning and development. In term 5 our children visit the early years classroom and use their facilities including their extensive outdoor area. Children also have the opportunity to dine in the school dining room with the rest of the school.

Uniform

We encourage the children to wear school uniform, which can be purchased at Tesco Online. Select 'clothing & accessories', then 'school uniform'. From listing on the far left under the F&F logo, scroll down to 'Shop by Range' and select 'Uniform Embroidery Service'. You are then prompted to enter the school name or postal code, then you can choose between Liden Academy Uniform or Liden Academy Nursery Uniform. The uniform colours are dark blue sweatshirts/cardigans with pale blue polo shirts. We feel that this makes the children feel part of the school and will save wear and tear on special clothing. Please make sure that all items of clothing are clearly marked with your child's name.



Morning: 9:00am -12 noon.

Afternoon 12 noon – 3:00pm

Choosing time – children enter the classrooms, complete their self-registration and select an activity. The children will have a signal to stop and listen eg, a rhyme or asked to show sparkly fingers. They will be asked to tidy up and then sit on the carpet for registration.

Child initiated learning - after the teacher-led input of the group time session, children may independently select an activity or choose to visit a particular area within the setting eg creative area, book corner or outside area.

Tidying up - all children are expected to help tidy up at the end of each session. This gives children opportunities to read labels and practice sorting skills.

Snack time - each day the children will be able to enjoy a healthy snack with their milk or water. Children are entitled to free milk until they are 5. You will need to register your child for this. The school provides free milk at lunchtime to all children until they leave school in Year 6. It is available every lunchtime from the school hall. A range of fruit and vegetables are provided to encourage healthy eating. We also have a range of different snacks that link in with our curriculum, for example if we are celebrating Chinese New Year or Harvest.

It is very important that you let us know if there are any foods that your child should not have or if they have any allergies.



Sensible footwear is important to your child when starting school. Shoes need to be well fitting, preferably with Velcro fastening. This enables your child to put on and remove footwear independently for PE. It is school policy that children do not wear open toed footwear.

PE Kits

Children in Bumblebee class will take part in weekly PE sessions. They will require suitable clothes for PE such as joggers, a t-shirt and trainers/daps. Please ensure all items of clothing are clearly marked with your child's name.

The Nursery Day

The Nursery school day is divided into two sessions.

The Nursery Year

The Nursery year is the same as the school academic year, and all school holidays, bank holidays and Teacher Training Days also apply to Nursery.

The school terms are slightly different to the main school, and are the same as those terms used by Swindon Borough Council for funding purposes. They are as follows:

Autumn Term: September to December

Spring Term: January to March

Summer Term: April to July

Nursery Breakfast Club

Breakfast Club is available from 8:45 to 9:45, for an additional charge of £5 per day, and must be booked and paid for, in advance. Monthly application forms are available from our website and paper copies are available from school reception on request. Please post your booking and payment through the letterbox in the school reception at least 2 weeks prior to the month which you wish to book for. Please do not include any other payments/forms in the same envelope as this may affect your application. You will be advised by text if your booking has been accepted. Cancellation of Breakfast Club bookings cannot be refunded.

Nursery Education Funding

Visit <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds> - (some GOV.UK pages also contained in this pack)

Funding may be available to families, upon application to Swindon Borough Council (SBC), as follows:



2 year old funding – potentially 15 hours funding per week is available to families currently receiving certain benefits and/or have a low family income. Please complete the '2 year old funding application' which can be found in the Welcome Pack or in school reception, and return to the school office where we can check eligibility with Swindon Borough Council on your behalf. Further information can also be found in the enclosed '2 Year Old Early Education' leaflet. Please confirm on your Nursery application form if funding is appropriate, and provide Parent/Guardian National Insurance details and dates of birth, accompanied by your child's birth certificate so that we may validate your claim with SBC. Upon offering you a nursery place, you will be requested to complete an SBC contract to cover the funding, entitled 'Parental Declaration Form for Early Education and Childcare Entitlements'.

3 /4 year old funding – all children are automatically entitled up to 15 hours funded Early Education Funding from the term following their 3rd birthday. However, in order for us to claim these funds from SBC on your behalf you must submit your child's birth certificate with your Liden Academy Nursery Application Form, and upon offering you a place, you will be requested to complete an SBC contract to cover the funding, entitled 'Parental Declaration Form for Early Education and Childcare Entitlements'.

In addition, families meeting specific employment/earnings criteria may be eligible for an additional 15 hours funding top-up per week for 3 to 4 year olds. This is not restricted to certain employers. For further information and/or to check if you qualify for this additional funding, please visit Childcareworks.co.uk. You **can only** apply for 30hr funding through the Childcare Choices on-line application (www.childcarechoices.gov.uk), and must apply the term prior to when you want funding to start. You will instantly be advised if you are eligible, and you will be provided with a unique 11 digit reference which **must**

be provided to us when you complete our Nursery Application Form, along with your child's birth certificate. If you are unable to complete your claim on-line, there is provision to click on a button to request notification as soon as the system is available for you to re-apply. **Please note:** once you have been provided with your validation code, you will be advised of the dates for which this funding applies. It will be necessary for you to re-apply approximately every 3 months ie before the expiry of your notified funding end date. Evidence of your funding must be provided to the office both with your nursery application and then each time your funding is renewed. As with all other SBC funding, once you have been offered a nursery place you will be required to complete an SBC contract entitled 'Parental Declaration Form for Early Education and Childcare Entitlements'.

Intending to use Multiple Childcare provision?

You will **not** be able to claim your full 15 or 30 hours from multiple registered childcare providers but it may be shared between them. There is a section reference this on our application form and **must** be completed, if applicable. For your information, 15 funding is 'universal', but any funding over 15 hours is known as 'extended' hours. If multiple childcare provision is identified after your child has started Nursery, then any fees that cannot be claimed from SBC will be invoiced identifying applicable charges for the term, and any payments in arrears will be required within 5 working days of notification. Late payment may affect provision of your Nursery place.

Nursery Fees

For families not in receipt of funding as mentioned above, or where there is a requirement for more Nursery hours than those being funded weekly by SBC, there will be a charge of £5 per hour (£15 per session). Nursery Fees will be invoiced termly at the beginning of each term (if starting mid-term, invoices will be generated the first week of attendance where possible). Parents with fees to pay will be sent a text monthly to remind parents that payment is due. Invoices will confirm identify sessions where fees are due. These will be calculated across the full term and then divided into equal amounts per month. Families will be given the opportunity to pay these fees either monthly or in full. There are **no reductions** for any absences including authorised/unauthorised holidays, medical appointments, hospitalisation.



We currently prefer payment via our on-line payment using Parent Pay, childcare vouchers or the Government Childcare Grant Payment Scheme (CGPS) but we are also able to accommodate payment by cheque or in cash – BACs payments can be arranged by contacting the school office. Payments will be required by the 15th of the calendar month in which they are due, unless notified differently on the invoice. Late payments in excess of 5 working days will incur a £10 administration fee per week that payment is late. We will not accept late payments to accommodate receipt of earnings i.e. paydays, therefore please arrange for any salary deductions to be made in the previous month to which fees are due. We may consider exceptional circumstances by application in writing to the school office at least 2 weeks in advance of the payment date. Any agreement will be acknowledged in writing, in advance. Recurring, unauthorised late payments and/or excessive late payments may affect provision of your child's Nursery place.

Arrangements for Childcare Voucher payments or alternatives to cash/cheque - advance written notification and confirmation by the relevant funding organisation must be given to the office if you intend paying your fees by Childcare vouchers, or by any alternative means other than Parent Pay, cash or cheque. This is to ensure that the necessary arrangements can be put in place before any payments are due.

FAQs

Placing your child in any pre-school environment will of course raise lots of questions for you. We hope some of these may be answered below. For any other questions, please do not hesitate to contact us!

How do I apply for a Nursery place?

Our application form can be found on our website. A copy is enclosed with this pack. Paper copies can also be found in the school reception.

Before completing the form, you will need to consider if your requirements are dependent upon what funding is available, as this may impact on your required start date which will need to be notified on the form. All funding must be in place and confirmed in writing prior to your child being offered a place at nursery – see section on funding. If you are self funding, we can accept children from the age of 2. Should you require any assistance or have any questions, please contact the school office who will be happy to assist you. There are further notes/guidance with the application form in an attached appendix, and the office will be happy to help you further if required.

Once completed, take your application, along with your child's birth certificate, to the school office. Do not hand in these documents to Nursery staff.

Compulsory Documentation

There are additional forms that require your completion prior to your child starting with us, as follows:

- Data Collection Sheet - details re your child and family etc
- Delivery of Intimate Care Consent Form – this authorises us to provide intimate care within the Nursery environment.
- Children, Young People & Families Service Consent Form – refers to use of your personal information under the Data Protection Act.

These can also be found in this Welcome Pack and may be submitted with your Nursery Application form. Completed forms **must** be received by the school office at least 2 weeks in advance of your child starting nursery.

What happens once I have sent in my completed application form?

On receipt of your application, your form will be checked to ensure completeness of required information and we will carry out any further enquiries as necessary. The term preceding your requested start date, we will evaluate all nursery applications and assess place availability. You will then be contacted by phone or email to confirm your requirements and make you a verbal place offer. Upon acceptance, you will be requested to collect/complete a Liden Primary and Nursery School Parent Agreement stating terms and conditions (a copy will be provided for your records). It will specify the Sessions for your child(ren) and confirm whether or not these are funded. This is the contract between Liden Primary & Nursery and yourself. Your child's nursery place may be deferred or cancelled if we have not received the following signed/completed documentation at least 2 weeks prior to your child's requested Nursery start date:

Compulsory Documentation as identified above

- Liden Primary Academy Nursery Application Form
- Parental Declaration Form for Early Education and Childcare Entitlements –
(SBC contract applicable if being funded – see Nursery Education Funding section)

Additional documents/information are contained within this Welcome Pack which may require your consideration/completion prior to your child starting with us.

We will then look forward to welcoming your child(ren) to Nursery on your designated start date.



Where do I drop off and collect my child?

Morning drop offs and afternoon collections are via the Primary rear playground.

Lunchtime drop offs and collections are via the side Nursery gate, to the right of the Primary School reception.

What are the procedures for collecting and dropping off my child?

Please try to arrive a few minutes before the start of your child's session so that we can start promptly. Similarly, it is important to collect your child on time. If you are running late please contact us so that we can support your child.

Anyone who drops off or collects your child must be over 16 years of age.

If you are persistently late in either dropping off or collecting your child, we will ask you to attend a meeting, so we can discuss ways to support you in ensuring your child takes advantage of a full session at Nursery and Pre-School, and is collected promptly at the end of a session.

We are grateful to parents / carers who walk to collect their child. Where this is not possible we appreciate your considerate parking, particularly in residential areas. There is no parking provision on the school site.

How can I be sure my child will settle and get used to the routines?



Before your child starts at Nursery or Pre-School we will arrange an introduction meeting and one or two settling in sessions at the Nursery and Pre-School, which are convenient with yourself and your child. This allows you and your child to get to know all the staff and your child's key worker. These sessions at the Nursery and Pre-School also allow your child to become familiar with the surroundings. These visits give you an opportunity to share with us any useful information which will help us support your child as they start their educational journey with us.

If my child is unwell are they allowed to attend? Can you give medication?

We have an illness and infection policy with periods of exclusion for some contagious infections which follows the Local Authority policy. This is reviewed in accordance with annual health protection agency guidelines. A cough and cold and regular childhood illnesses can be managed. If any prescribed medicine is to be administered prior consent must be given.

In accordance with our attendance policy and safeguarding policy, we request that you contact the school office to notify the Nursery and Pre-School every day of your child's absence.

We want the children attending Nursery and Pre-School to be fit and healthy; please do not send your child if they are showing signs of illness.

What if I can't get to the Pre-School in time for the session closing? Can I send someone else?

If you can't get to the Nursery or Pre-School in time to collect your child at the end of a session you may send someone else but they must be over 16 years old. This person must have consent from you to collect your child. This should be in writing but ideally you should complete a 'Nominated Adults Collection Form' (this can be found in reception or on our website). If you are unable to provide written consent at late notice, then you must contact the school office to advise who will be collecting, as soon as possible.

Are your staff qualified and checked for suitability?

All of our employees are subject to an enhanced DBS disclosure and appropriate references are sought. The qualifications amongst our team meet the current welfare requirements. We have staff who are qualified Early Years Teachers, staff who Early Years Practitioner NVQ6 status and all other staff have an NVQ Level 2 or 3 (or equivalent). All staff have access to continuous professional development. We also have work experience students and trainee teachers (from local colleges/university); students never have unsupervised access to the children.

What are the typical routines my child will experience?

- Arrive at setting.
- Self Registration and discussion with children.
- Free learning play – free flow supervised by staff.
- Adult supported group activities and free flow activities.
- Snacks and drinks will be available during the middle part of the session.
- Group songs / stories and rhymes / circle time.
- Home time and collection.

In the Summer Term, transition sessions will take place with the Reception Class during a morning and an afternoon session for the older



Do you cater for dietary requirements?

On application for a place we ask you to provide information of dietary requirements and/or known allergies to ensure individual needs are catered for.

My child has Special Educational Needs, is that a problem?

No. We operate a comprehensive SEND and Inclusion policy. We have a SENDCO, Mrs Magiera, who has a great deal of experience. We will work collaboratively with parents and other professionals to ensure the needs of your child are met.

When can my child start?

Children can be accepted into Liden Academy Nursery once they have turned 2 years old. Your decision upon when you would like your child to start Nursery may be impacted by whether or not you will be receiving funding from the Local Authority – please see ‘Nursery Education Funding’ section. If you are self-funding, children can be accepted any time after they turn 2, subject to availability of spaces. Please complete an ‘Application for a New Nursery Place’ form, which can be found in our Nursery pack, on our website or in our school reception and we will add their name(s) to our waiting list. Your child’s place will be confirmed during the term before they are due to start.

Can I lose my Pre-School place?

If the relevant documentation has not been completed and returned to the school office at least 2 weeks prior to a child’s start date, the offered place may be deferred or forfeited.

After 10 days of unexplained absence a child’s place at the Nursery and Pre-School will be forfeited.

Should parents wish their child to be re-admitted, the child will be placed on the waiting list.

What clothes should my child wear?

Liden Nursery Academy has a uniform which we encourage your child to wear to all sessions.

We provide aprons for use during 'messy' play; however we cannot accept liability for damaged or stained clothing. Nursery and Pre-School will also provide waterproof trousers for the children to wear if conditions / activities require this. When choosing clothing please consider articles which the child can manage. This develops their self-esteem and helps them to become independent. Belts, braces, dungarees, trainers and high laced boots are difficult to master. Open-toed sandals are not permitted for Health & Safety reasons. Each child must have a named change of clothes every day. We appreciate any clothes loaned by Nursery and Pre-School being returned as soon as possible, freshly laundered and ironed.

Jewellery and nail varnish should not be worn.

Children also have the opportunity to play and learn outside throughout the whole year. Please ensure they have a coat, hat and gloves as appropriate.

During the summer it is essential that suitable footwear is worn; no flip flops, open-toed sandals or bare feet. Please supply a named sun hat and apply sun cream prior to the session.

Can my child wear nappies?

Pull Ups or nappies must be provided by you for your child, with named wipes and sacks. The Nursery and Pre-School has a small stock for emergencies. Liden Academy Nursery has an Intimate Care policy.

What happens if my child is ill and will not be attending Nursery?

You should notify the school office by 8:45am if your child will not be attending school for any reason. You will need to confirm your child's full name and provide the reason why they will not be attending nursery. You must report absences daily even for long duration absences. Patterns of unattended sessions may be monitored, in particular for funded nursery places. Funded places, where a period in excess of 4 weeks absence has been incurred, may be required to self fund if they wish their nursery place to be kept available.

Do I get any refunds for Nursery, Breakfast Club or Dinners if my child is absent?

Nursery Sessions and Breakfast Club Sessions will not be refunded if your child is absent for any reason. However, any dinners paid for may be carried forward as credit for future dinner bookings provided you have contacted the school office by 8:45am on the day of the absence.



What if I want to take my child on holiday during term time?

You must notify us of your intention in writing so that we are aware as to why your child is absent on those specific days. This should be posted in school reception and **not** given to the Nursery staff. The office will inform the Nursery teachers of the absence, for their records.

If your child is funded, the Borough will not fund more than 4 weeks absence in any continuous period. You will therefore be requested to self-fund for any continued period beyond this 4 weeks if you require your child's nursery place to be held for you. Your child's nursery place may be affected if payment is not received prior to the commencement of any such leave period.

What happens if I want to change my child's sessions once they have already started at Nursery?

Please complete a Session Change form, which can be found on our website, under the Nursery tab, or paper copies are held in the school reception. These will be dealt with as soon as possible. If the change is required for the following term, these will be dealt with at the same time as new Nursery applications (during the month preceding change requirement).

How do advise I no longer want a place for my child at Liden Nursery?

You must provide us 1 calendar month's written notice (preferably via our Session Change form which can be found on our website or in our reception). This **must** be received by the school office and **not** via Nursery staff. Upon receipt, we will date stamp your request, and confirm receipt via email. Please be aware that if you are being funded, and you decide to leave without giving us sufficient notice, you will **not** be able to claim your funding at another Nursery until the 1 calendar month's notice has been served ie we will continue to receive funding for those weeks therefore if your child attends another Nursery during that time, you will be required to self-fund.