

**Liden Academy**  
Liden Drive, Swindon, SN3 6EX  
01793 531025  
admin@liden.excalibur.org.uk  
www.liden.excalibur.org.uk

# Nursery & Pre-School 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.



Principal: **Jeff Mason**

Excalibur Academies Trust; a company limited by guarantee

Registered in England; Company number 08146633

Registered office; Granham Hill, Marlborough SN8 4AX

## 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, with our Leader of Early Years, 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 Taylor Vice Principal and Early Years Lead	Mrs Bishop Nursery Lead & Bumblebee Room Leader	Miss Griffin Duckling/Duck Room Leader	Mrs Reid Duckling/Duck Room	Miss Schofield Bumblebee Room
				
Mrs John	Mrs Wright-Neville	Miss Haywood	Mrs Baker (MDSA)	Mrs Harper-Evans (MDSA)

### 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, and will support your child's growth and development through close observation, careful planning and the regular completion of your child's on-line learning on the Tapestry system, along with uploading photo's of the activities they have undertaken. 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, re-designed in September 2012 and updated in September 2021. 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

### Ducklings Class/Duck Class

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



In Duckling and Duck Classes 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 online at <http://www.collvett.co.uk>. Hover over the 'School Shops' tab and select 'Liden School'. You will be asked for a password which is **liden21**. The uniform colours are dark blue sweatshirts/cardigans with white 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.



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.

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. 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.**

## 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 Monday to Friday from 7.30am to 9.00am and is charged at £5 per session. Various foods eg toast, crumpets, pancakes and fruit and drinks (milk or water) are available. Bookings are made electronically on our MyChildAtSchool (MYCAS) system and must be booked in advance by the Wednesday prior to when the club is required. No refunds are given for days unattended/no longer required. Cancellation of Breakfast Club bookings on the day cannot be refunded.

## Nursery Education Funding

Visit Childcare Choices (<https://www.childcarechoices.gov.uk>) – Childcare Choices serves as a comprehensive portal for parents to access childcare information and determine their eligibility for Government-funded childcare initiatives. It provides information on how apply for funding. You do not have to use your full entitlement.

Funding may be available to families, upon application as follows:



**2 year old funding on economic grounds** – potentially 15 hours funding per week is available to families currently receiving certain benefits and/or have a low family income.

**2 year old funding for working families** – potentially 15 hours funding per week is available to working families with weekly earnings within a specific threshold where both parents work a minimum number of hours.

**3/4 year old universal funding** – all children are automatically entitled up to 15 hours per week funding from the term following their 3rd birthday. Families are not required to apply anywhere for this funding.

**3/4 year old funding for working families** – potentially an additional 15 hours funding per week to add to the free universal funded hours is available to working families with weekly earnings within a specific threshold where both parents work a minimum number of hours.

You must apply for any funding (except universal) the term prior to when you want funding to start. You will be advised if you are eligible, and you will be provided with a unique reference number. Provide this code when you complete our Nursery Application Form, and ensure that you have provided your Parent/Guardian National Insurance details and dates of birth. Send the form to the school office along with your child's birth certificate, so that we can validate your claim to Government funding with Swindon Borough Council (SBC).

Upon offering you a nursery place, you will be requested to complete an SBC form regarding funding, entitled 'Parental Declaration Form for Early Education and Childcare Entitlements' and 'Swindon Borough Council Early Years and Childcare Privacy Notice'. This permits us to claim the funding on your behalf.

**NOTE:** For Working Family applications, along with the provision of your funding 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 renewed funding must be provided to the office.

### ***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' or 'top-up' hours. On issuing a contract for nursery placement, the SBC Parental Declaration Form must also identify the number of hours your child will be attending each setting. If multiple childcare provision requiring split funding 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 or as close to the first week of attendance as possible). Parents with fees will be reminded monthly that payment is due. Invoices will 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, hospitalization.

We currently prefer payment via BACs, childcare vouchers, the Government Childcare Grant Payment Scheme (CGPS) or Tax-Free Childcare ([www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare)). You will be invoiced for the payment of nursery fees on which a payment date will be advised, approximately mid-monthly dependent upon weekends/holiday periods. Invoices are generated termly, with instalment payments requested throughout the term. 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.

**Please note that late collection of your child will incur a £5 charge after 10 minutes. We appreciate that sometimes this cannot be avoided (due to traffic, for example). If you know you will be collecting late please ring the school office as soon as possible.**

Arrangements for Childcare Voucher payments/ CGPS or Tax-Free Childcare - advance written notification and confirmation (if necessary) by the relevant funding organisation must be given to the office if you intend paying your fees by any of these methods. 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?

A nursery pack is available from the school office which will contain all relevant forms that require completion before we can offer your child a nursery place. This will include our application form, this Nursery Prospectus, an 'All About Me' document, a Data Collection form and a Nominated Adult form. In addition, there will be an information leaflet on applying for school milk, which you do online. Electronic copies can also be found on our school website.

Before completing the forms, 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 Nursery Application Pack of forms, along with your child's birth certificate, to the school office. Do not hand in these documents to Nursery staff.

Nursery places are allocated termly ie starting dates in September, January and April. Completed forms **must** be received by the school office in advance of the half term holiday preceding your child's preferred starting date ie for January starters, we will require the application form by the October half term break.



### 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 half 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 to offer an appointment date/time to meet with members of the Nursery team to ensure we are able to meet with your child's individual needs. Either at the meeting or shortly after, your child will be offered a place at Liden Academy providing all funding is confirmed and we are able to meet yours and your child's requirements.

Upon acceptance, you will be given a Session Letter confirming the hours and funding terms of nursery provision. If you are funded, you will also be requested to complete a 'Parental Declaration Form for Early Education and Childcare Entitlements' form, which will be accompanied by a 'Swindon Borough Council Early Years and Childcare Privacy Notice'. This gives Liden Academy authorisation to claim the specified nursery funding on your behalf. All funding hours claimed **must** be recorded included any hours claimed by any other childcare provider. Your allocation eg 15 or 30 hours per week is a total claimable across multiple settings, and if hours are being claimed at another setting, they **must** be declared on this form. Failure to do so will result in additional charges for sessions attended at either setting where your total eligible funded hours are exceeded.

Any delay in completion and return of any forms in the Nursery Pack including the SBC form above and your child's birth certificate, may result in your child's nursery place being deferred or cancelled.

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?

Ducklings and Ducks – Drop-offs and collections are via the Liden Academy Nursery gate to the right of the Main School reception – the pathway runs in front of the graveled car park.

Bumble Bees - drop offs and collections are via the school Barrington Gate entrance. On the inner school boundary gate, there is a door sized gate in the left of the fence, at the back of the Bumble Bee mobile classroom. There is a door buzzer there if required. Please note: there is NO onsite parking for parents to drop off or collect children. If you require disabled parking on health grounds, please contact the school office by email.

## 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, and must be named on either your Data Collection form or Nominated Adult form.

Late fees will be charged at £5 when children are collected 10 mins of more after their session has ended. 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 is offered a place at Nursery or Pre-School we will arrange an introduction meeting convenient with yourself and your child. This allows you and your child to get to know your child's room leader and/or key worker. This will also allow your child to become familiar with the surroundings. The visit/meeting will 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 and there is a form to complete, available from the school office.

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.

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 – please do not text in response to a text message sent from the school as it will not be received. After 10 consecutive days of unexplained absence a child's place at the Nursery and Pre-School may be forfeited.

## What if I can't get to the Nursery/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 on our website or ask in the school office). 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. Full details of the person collecting including relationship to your child must be provided and a secure password must be given.

## Are our 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 have 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 children. We also ensure that those children moving from Ducks to Bumblebees spend some time in their new setting to familiarize themselves before the start of the new academic year.



## Do you cater for dietary requirements?

On application for a nursery 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 school SENDCO, Ms Linzi Lawrence, 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 once they have turned 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. Our in-takes for Nursery are the beginning of September, January or April.

## Can I lose my Nursery/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 consecutive days of unexplained absence a child's place at the Nursery and Pre-School may 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, although for Nursery, this is not compulsory.

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 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.

Jewelry 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 weather appropriate clothes/coats/footwear.

### Important Information

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 and leave some sun-cream in nursery for re-application throughout their session(s) as necessary.

**All of the child's belongings ie clothes, hats, coats, lunch boxes, water bottles, sun-cream etc should be labelled clearly with children's name.**

## 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 9:00am if your child will not be attending Nursery/Pre-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.

After 10 days of consecutive unexplained absence, a child's place at the Nursery and Pre-School may be forfeited.

### **Do I get any refunds of Nursery or Breakfast Club fees, 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. If the Nursery has an enforced closure, refunds will be made. If you have advised the office by 9am that your child will be absent, your child's dinner money will be refunded for that day.

### **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, or it can be emailed to [admin@liden.excalibur.org.uk](mailto:admin@liden.excalibur.org.uk). 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 to keep your child's nursery place 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. Session changes will only be available at the beginning of a new term ie September January or April, unless there are exceptional circumstances, which will be considered by the Early Years Lead. Applications for Session Changes should be received by the half term preceding the proposed change date eg for January changes, these should be received before the October half term break.

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

You must provide us 4 week'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 notice period 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.