

Liden Academy

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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 and Pre-school

We are a warm, welcoming, and vibrant early years provision, that fully embraces the opportunities of being part of Liden Academy. We care for children from 9 months to four years old, providing a nurturing environment where every child feels safe, valued, and supported. At Liden Academy Nursery and Pre-school we understand how important the transition from home to nursery can be, and we work closely with families to ensure it is smooth, positive, and reassuring.

We celebrate each child as an individual and encourage them to grow in confidence, develop independence, and build a strong sense of self.

The Staff Team

At Liden Academy Nursery and Pre-school, 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 Early Years. 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 and Pre-school, 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 Durham Vice Principal and Early Years Lead	Mrs Griffin Nursery Room Leader	Miss Haywood Duck/Duckling Room	Miss Schofield Duckling/Duck Room	Mrs Baker (MDSA) Nursery
				
Mrs Cottee Hatchlings Room	Mrs Wright Neville Hatchlings Room			
				

Mrs Coe Bumblebee Class Teacher	Miss John Bumblebee Room	Mrs Reid Bumblebee Room	Mrs Harper-Evans Bumblebee Room	
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Key Workers and Learning Journeys

At Liden Academy Nursery and Pre-school, we operate a key person system where children are assigned to the member of staff who will see them the most. 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 and careful planning, along with uploading photo's on the on-line Tapestry system of the activities they have undertaken. Your log in details will be provided by the Early Years team in your first term with us.

Resources and activities

Throughout the Nursery and Pre-school, 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 and Pre-school 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. Our school grounds are extensive, which means that the children can go out for welly walks and take part in Forest Schools activities without having to leave our site.



The Early Years Foundation Stage

Liden Academy Nursery follows the Early Years Foundation Stage Statutory Framework which was implemented in September 2008, re-designed in September 2012 and updated in September 2025. Our 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

Hatchlings Class



Hatchlings Class is where we welcome our youngest children. The Hatchlings class takes children from 9 months to 2 years old and the focus for learning is mainly through the three prime areas of communication and language, physical development and personal, social and emotional development. Children are supported through their development at a pace that is personalised for each individual.



Ducklings Class/Duck Class

At Liden Academy, 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 an experienced early years teacher and experienced nursery assistants who work together to ensure that each child experiences a curriculum that stimulates, supports and challenges their learning and development. In term 5 our children start to visit the Reception classrooms and use their facilities including their extensive outdoor area so that the staff and environment are familiar to them when they join the main school in September. Children also have the opportunity to dine in the school dining room with the rest of the school.

Uniform

If you would like your child to wear school uniform it 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. School uniform is not compulsory in Nursery and Pre school and we strongly encourage you to send your child with spare clothes, as children will naturally get dirty or wet in their play when they are having fun.

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 or changing into wellies. It is school policy that children do not wear open toed footwear.

The Nursery and Pre-school Day

The Nursery and Pre-school day is divided into two sessions.

Morning: 9:00am - 12 noon.

Afternoon 12 noon – 3:00pm

Routines are important at Liden Academy as they help children to know what to expect during their day, and supports regulation. We support the children to be as independent as possible, so encourage the children to take their coats off and on, hang their coats and bags up, put their drinks bottles in the correct place and take their shoes off and on.

During the day the children will take part in group learning sessions, adult led activities and continuous provision where children can choose from a range of activities linked to their learning.

Snack time Sitting and eating together is not only social but a great learning opportunity. Children learn turn taking, physical skills (opening, peeling), and lots of language about the tastes, sounds and textures of the foods they are eating. 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. In pre-school a range of fruit and vegetables are provided to encourage healthy eating. In our nurseries, parents are asked to provide a healthy snack for their child. S

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 and Pre-school Year

The Nursery and Pre-school 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:

Eligible working parents in England can receive **30 hours of funded childcare** per week for children aged 9 months to 4 years, starting from September 2025. The funding begins the term after the child turns 9 months old, and eligibility is based on factors like working hours and income. Applications are made online via the [gov.uk](https://www.gov.uk) website or the [Best Start in Life website](#).

Key details

- **Funding expansion:** The 30 hours of funded childcare for working parents will be available for children from 9 months to 4 years old from September 2025.
- **When to apply:** You must apply online through the GOV.UK website or the Best Start in Life website.
- **Eligibility:** You and your partner (if applicable) must be in work or on specific types of leave, and each expect to earn a minimum amount of money. [Best Start in Life website](#).
- **What the funding covers:** The government funding is for the 30 hours of high-quality childcare.
- **What it doesn't cover:** It does not cover costs for meals, nappies, or extra hours beyond the funded amount, though providers may have optional charges.

How to apply

1. **Check your eligibility:** Use the online checker on the gov.uk website.
2. **Apply online:** You can apply online through the [gov.uk website](https://www.gov.uk).
3. **Receive your code:** Once your eligibility is confirmed, you will receive an eligibility code.
4. **Provide the code to your childcare provider:** Give the code to your childcare provider to book your funded hours.
5. **Reconfirm your details:** You will need to reconfirm your details online every three months to continue receiving the funding.



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 i.e 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 or Pre-school, 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 child's place.

Fees

For families not in receipt of funding as mentioned above, or where there is a requirement for more Nursery or Pre-school hours than those being funded weekly by SBC, there will be a charge of as follows:

9 months to 2 years £12 per hour (£36 per session)

2 year olds - £8 per hour (£24 per session)

3+ year olds - £6 per hour (£18 per session)

Nursey/Pre-school 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). 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 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 Nursery or 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 or book a tour so you can see our lovely learning environments first hand: nursery@liden.excalibur.org.uk

How do I apply for a Nursery place?

A Nursery/Pre-school 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/Pre-school 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. 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 Pack of forms, along with your child's birth certificate, to the school office. Please do not hand in these documents to Nursery or Pre-school staff.

Places are allocated termly i.e. 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 i.e. 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 Early Years 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 you and your child's requirements.

Upon acceptance, you will be given a Session Letter confirming the hours and funding terms of the 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 including any hours claimed by any other childcare provider. Your allocation e.g. 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 Application Pack, including the SBC form above and your child's birth certificate, may result in your child's nursery place being deferred.

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

Where do I drop off and collect my child?



Hatchlings, 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 collection of nursery children from their class in excess of 10 minutes will incur an additional charge dependant upon age of the child. 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 with yourself and your child. This allows you and your child to get to know your child's room leader or teacher. 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.

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 staff who 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.

Transition

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 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 9 months 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 9 months, 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.

What clothes should my child wear?

Children attending our Nursery and Pre-school can wear school uniform like the children in the main school, however, 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, dungarees, trainers and laced shoes are difficult to master. In the winter, mittens are easier for your child to manage than gloves.

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 to us as soon as possible.

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 or open-toed sandals**. Please supply a named sun hat and apply sun-cream prior to the session and leave some sun-cream in nursery or Pre-school, if your child is with us all day, for re-application throughout their session(s) as necessary.

All of your child's belongings i.e. clothes, hats, coats, lunch boxes, water bottles, sun-cream etc. should be labelled clearly with their name.

Can my child wear nappies?

At Liden Academy Nursery and Pre-school we understand that children start with us at different stages of their toilet training. We change nappies regularly and are happy to encourage your child to use a potty or the toilet if that is what you are doing at home. Pull Ups or nappies must be provided by you for your child, along 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.

Do I get any refunds of Nursery, Pre-school or Breakfast Club fees, or Dinners if my child is absent?

Nursery, Pre-school and Breakfast Club Sessions will not be refunded if your child is absent for any reason. If there is 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 or Pre-school staff, or it can be emailed to admin@liden.excalibur.org.uk. The office will inform the staff 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 or Pre-school?

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 i.e 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.

Contact us

Contact us: Nursery@liden.excalibur.org.uk visits are welcomed and encouraged.