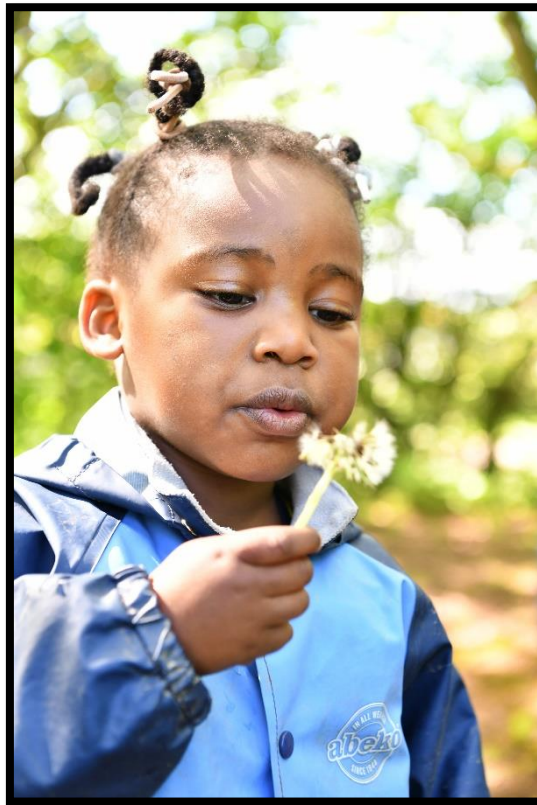


Ledbury Primary School

Little Wrens and Little Sparrows Pre-School and Nursery Welcome Booklet



“Determined to Succeed”

WELCOME

Welcome to Little Wrens and Little Sparrows Pre-School and Nursery at Ledbury Primary School. We are delighted that you have chosen Little Wrens and Little Sparrows to begin your child's education journey. The Nursery staff hope the following information will be helpful.

At Little Wrens and Little Sparrows Pre-School we provide high quality education and care for children aged 2-4 years, through a range of fun and exciting activities which follow the interests and development stages of individual children.

OUR VALUES AND AIMS

Our Little Wrens and Little Sparrows Pre School and Nursery is a Values based Nursery. Each month we learn about a different value to enable the children to socialise well and to respect and care for each other and their environment. The new value is displayed as you enter the Nursery.

Our Aims

- To have fun playing and learning together.
- To offer children an exciting and carefully structured curriculum, following the principles of the Early Years Foundation Stage Framework, which enables the children to develop their own interests and plan and initiate their own learning.
- To develop positive and supportive relationships with parents and families, ensuring every opportunity for all children to develop to their full potential.
- To value and celebrate the richness of diversity through an understanding that all children and families are unique.
- To nurture and develop children's creativity and curiosity, giving them time to develop their own ideas.
- To create a stimulating and challenging environment which engages children's interests and promotes independence.



REMEMBER, YOU ARE THE MOST IMPORTANT PERSON IN YOUR CHILD'S LIFE

We are often asked how you, as parents, can help your child be prepared for nursery and subsequently school. Research has shown that the quality of interactions and experiences a child has before they are 5 years old determines how well they will succeed in adulthood.

We believe that your relationship with your child, the little chats you have, the amount of time you spend playing together both inside and outside, the books you share and the love you show are the most important ways of being prepared for nursery, school and for life.

ADMISSIONS

Children are eligible to join Little Wrens and Little Sparrows Pre-School after their 2nd birthday and remain until the end of the summer term before they reach school age. We encourage parents to register their interest in a place for their child early, you can do this via a form from the school office. However, places cannot be held for more than half a term. Places are allocated in line with our admission policy which is available on the school website.

NURSERY SESSIONS

Session times for Little Wrens Nursery:

Morning: 8.45am – 11.45am

Afternoon: 12.15pm – 3.15pm

Children staying for a full day are looked after by a lunchtime supervisor during lunchtime. There is a small charge of £2.00 per day for this. Children can either bring a packed lunch or parents can purchase hot school meals, which require booking in advance via ParentPay.

School offers a Nursery breakfast club 'Little Larks' and an After School Club 'Little Owls' for children aged 2-4. Please speak to a member of staff if you would like further information about either of these clubs.

NURSERY EDUCATION ENTITLEMENT

In the term after a child is 3, he or she will be entitled to a minimum of 15 hours free Nursery education per week. This entitlement can be shared with more than one provider. You may however be entitled to up to 30 hours of funding. To ascertain your eligibility go to www.childcarechoices.gov.uk. Parents are required to sign a parent declaration stating when and where the children are accessing their entitlement. The entitlement can be made up of up to 5 mornings, 5 afternoons, a mixture of mornings and afternoons or full days. Some 2 year olds may be entitled to 15 hours free nursery education. To ascertain your eligibility go to www.childcarechoices.gov.uk.

ADDITIONAL NURSERY SESSIONS AND FEES

Additional 3 hour nursery sessions are subject to availability and are arranged termly in advance.

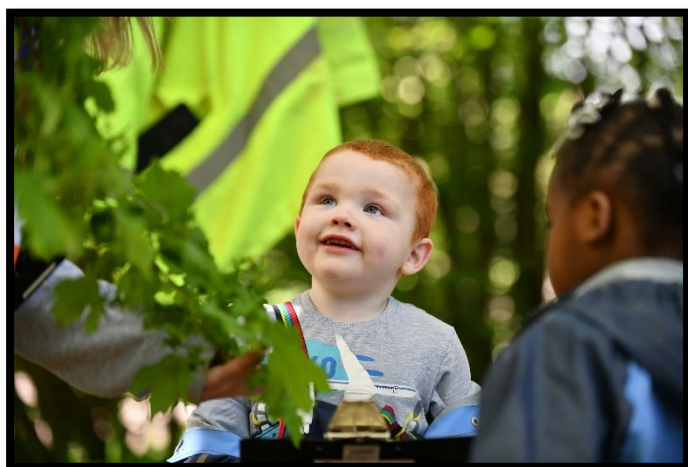
The charges for 2022-2023 are as follows:

3-4 year old per session - £14.50

2 year old per session - £16.50

Lunchtime supervision - £2.00

Hot Lunch - £2.20



EVERY CHILD RECEIVING THE FUNDING THEY DESERVE - EARLY YEARS PUPIL PREMIUM

The Government is giving extra funding to Nurseries for eligible 3 and 4 year olds called the Early Years Pupil Premium (EYPP). Registering your child could provide an extra £300 for our Nursery. This will help to fund additional staffing and resources to deliver experiences for the children which we could not otherwise afford.

Your child may be eligible for the EYPP if you get any of these benefits:

- Income support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit "run-on" - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Universal Credit

We may also be able to get extra funding if your child:

- Has been looked after by the local authority for at least one day
- Has been adopted from care
- Has left care through special guardianship
- Is subject to a child arrangement order

If you think your child could be eligible, PLEASE HELP US TO OBTAIN THE EXTRA FUNDING by completing an EYPP section of the application form. If you have any questions or need help in completing the form, please speak to our Office staff. Any information you share will be completely confidential and claiming EYPP will not affect any benefits you receive.

INDUCTION INFORMATION

At the beginning of each term there will be a time set aside for a short home visit of around 20 minutes. This is a super opportunity for Little Wrens and Little Sparrows Pre-School staff to meet you and your child. You can ask any questions you may have about Little Wrens and Little Sparrows Pre-School. We will ask you how we can support your child in their transition into our setting. If your child joins our nursery mid-term, it may not be possible to arrange a home visit before they start. However, you are very welcome to visit us and we can get to know you and your child in the setting where you can ask us any questions.

EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage applies to children from birth to the end of the Reception year. The four principles which guide the work of all early years' practitioners are grouped into four themes

A Unique Child—every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships—children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling Environments—the environment plays a key role in supporting and extending children's development and learning.

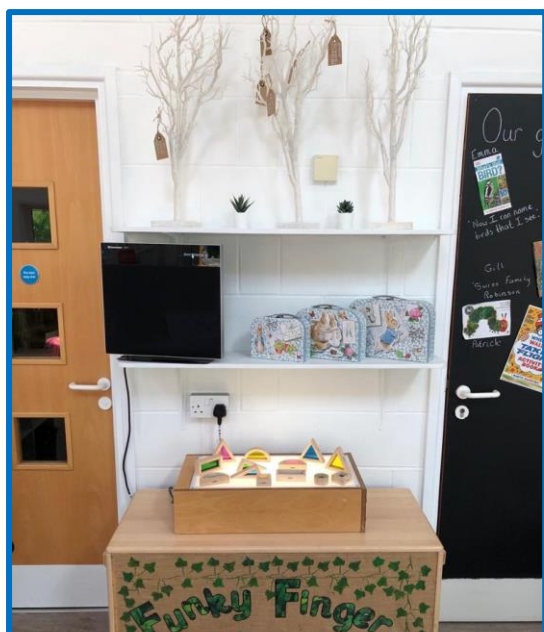
Learning and Development—children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

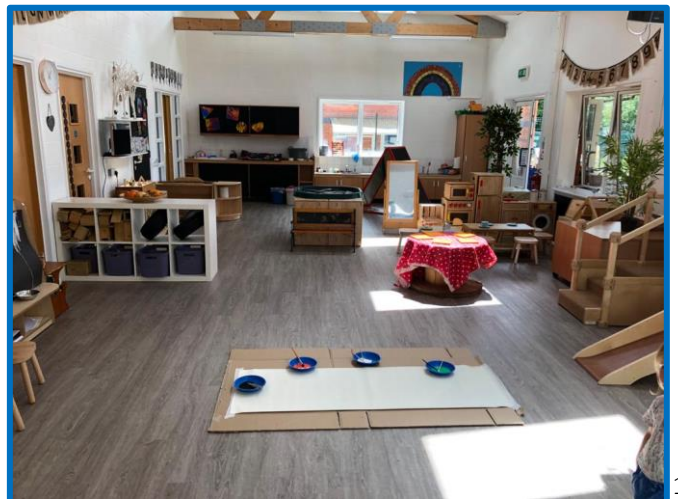
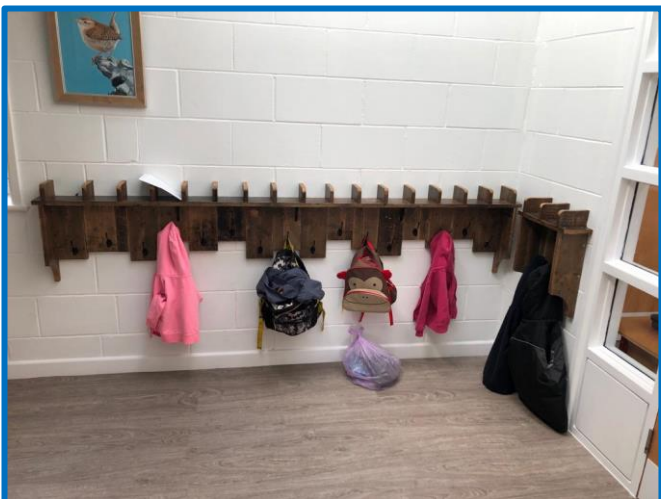
The curriculum for the Early Years Foundation Stage is divided into seven areas of learning:

- personal, social and emotional development;
- communication and language
- physical development
- literacy
- mathematics
- understanding of the world;
- expressive arts and design

DEVELOPMENT MATTERS

All of the staff at Little Wrens and Little Sparrows Pre-School are highly skilled and experienced Level 3 qualified Early Years Practitioners led by a fully qualified teacher. Staff plan and facilitate learning by providing a range of child initiated and adult led activities to meet the requirements of the Early Years Foundation Stage curriculum. Staff assess children's progress using a framework called Development Matters. This is a guide to a child's typical progress up to the age of 5. **In order to accurately assess, plan and support your children's development against the Development Matters framework staff may use photos, videos and make notes that are entered onto the online tool, Tapestry. Once your child has started Nursery you will be given login details to access Tapestry and you will be able to see some of the things your child has been doing whilst at nursery. You can also add your own observations and comment on the ones that staff make. Tapestry is also used as a communication tool where you can send messages and ask nursery staff questions. A weekly newsletter is also sent out to all parents to keep you informed of the activities your child may take part in over the following week.**





GENERAL INFORMATION

DRINKS AND SNACKS

Children are encouraged to have free milk provided by Little Wrens and Little Sparrows Pre-School. If your child does not drink milk, we will provide a drink of water. As a snack the children will be offered a range of different fruits.

CLOTHES FOR NURSERY

Little Wrens and Little Sparrows Pre-School spend part of every session outside so a named coat or jacket should be brought each day, with a hat and gloves during cold weather or a sun hat during warm weather.

Children should wear appropriate footwear, for example trainers or shoes with velcro which the children can remove and put on easily and a pair of wellingtons for when the weather (or the grass) is wet. A change of clothes placed in a bag hung on their peg is useful for accidents or enthusiastic water play.

INTIMATE CARE – INCLUDING NAPPY CHANGES

At Ledbury Primary School we do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. A copy of our Intimate Care Policy is available on request. If your child requires intimate care, you will be asked to sign this policy.

STARTING AT THE SETTING

We encourage the values of independence and resilience and want all our children to feel confident and empowered in our nursery setting. **We welcome families to come into the setting with their children for the first week of their time with us, if you think your child will benefit from having this time with you to settle. After the first week, adults drop their child off with our staff at the nursery playground gate. Staff will be on hand to welcome the children into nursery and support them to hang up their coats and store their belongings independently before beginning their learning time.**

COMMUNICATION

Every day we look forward to seeing you in Little Wrens and Little Sparrows Pre-School with your child. You can ask the staff questions at the start and the end of each session or you can contact us via email or ring the school office. In addition to your Tapestry account, you can keep up with what has been happening at Little Wrens and Little Sparrows on our Facebook page and Twitter account @NEC_LPS. You will be invited to make a formal appointment to speak to Staff in the Autumn, Spring and Summer terms, when you will be given an update of your child's progress.

CHILD PROTECTION AND SAFEGUARDING

Ledbury Primary School is committed to promoting the welfare and the safeguarding of all children. We expect all staff, parents and volunteers to share this commitment. The school follows Herefordshire Council's Safeguarding guidelines and has a whole school policy for child protection and safeguarding. These policies are available on the schools website. Please make sure that an adult always brings and collects your child– this must be someone over the age of 16. If a different adult is collecting your child, please inform a member of staff as we do not allow children to leave nursery with adults who we do not know.

HOLIDAYS

At Ledbury Primary School we follow Herefordshire's Local Authority school holidays. We request that wherever possible children keep to these holiday times as we believe that their nursery education is very important and your child will miss valuable time at nursery if holidays are taken at different times.

ABSENCE AND MEDICAL MATTERS

If your child is going to be absent from nursery, we request that you contact the school and let us know their name and reason for absence. This ensures that their absence can be authorised and recorded accurately on our systems.

If your child requires medication please ensure that you feel they are well enough to be at nursery.

Staff are able to administer PRESCRIBED medication only, (medication must be labelled with child's name, D.O.B and dosage by a doctor). If your child requires medication to be administered, you will be asked by a member of staff to complete a form for the prescribed medication. If your child requires regular medication, e.g. inhalers or allergies, separate permission and forms are required. A care plan will be put in place for your child outlining specific details of their medication and how it is to be administered. Policies on the administration of medicine are available on request. If your child is unwell we advise you seek medical attention from your GP.

PHOTOGRAPHS AND SOCIAL NETWORKING

We use lots of photographs in nursery for displays, documentation, evidence files, LA publicity, and students work. Before your child begins nursery you will be asked to give permission for photographs of your child to be used. Parents are able to use photographs taken at school events for their own personal use, however these photographs must not be sold or used on the internet or social media/networking sites. To do so would likely break Data Protection Legislation.

Please remember that recording and photographing of other children other than your own child, would need permission from all of the parents whose children may be included in those images. Images taken on mobile phones have the same rules as for other photography.

The nursery operates a no mobile phone policy to ensure the safeguarding of all children in our care. Our social networking policy and safeguarding policy are available on request.

TRANSITION TO PRIMARY SCHOOL

We believe that your child's transition to school is a very important time for you and your child. We want to ensure that the transition from nursery to school is as smooth as possible and that all children leave nursery feeling happy and confident about the change. Staff will be able to give you information and support you with your application for a school place.

As a nursery we work very closely with our reception classes and the wider school. This includes the children attending whole school assemblies, performing in a nativity with the reception classes each year and parading in our annual summer carnival. The majority of our Little Wrens and Little Sparrows children go on to reception at Ledbury Primary School however not all do, and we offer support to children moving on to other schools, including liaising with their new teacher and welcoming visits from them to our nursery.

School readiness– Part of our role in nursery is to prepare children for their next steps in their education and life. We believe that 'school readiness' is about the children having the skills, confidence and attitudes to cope with the new challenges they may face.

We look forward to welcoming you and your child to Little Wrens and Little Sparrows Pre-School Nursery at Ledbury Primary School.



