



WELCOME TO **LUSTON** **PRIMARY SCHOOL** **& NURSERY**

Information for parents and carers
of children starting Nursery



01568 615753



admin@luston.hereford.sch.uk



www.lustonshobdonfederation.org.uk

CONTENTS

A - Welcome to Nursery

Welcome	2
Our vision	2
Meet the team	2

B - Admissions and Funding

Admissions	3
Opening Hours & Attendance	3
Session Fees	3
Funding	4

C - Communication

Settling In	5
Parents as partners	5
Information	5
Arbor app	6
Medical / Illness details	6

D - A day at Nursery

First day at Nursery	7
A typical day at Nursery	7
Personal Items	8
Food and drink	8

E - Policies, Practices and Procedures

Safeguarding	9
Play Policy	9
Observation & Assessments	9
Accessing policies and procedures	9

A - WELCOME TO NURSERY

Welcome to Luston Nursery. We hope this parent pack provides you with all the initial information you need to get to know our nursery. You can also visit our school website to access information regarding the nursery, focus for the term, and current information on the seven areas of learning and development, as set out in the statutory framework for the early years' foundation stage: www.lustonshobdonfederation.org.uk

OUR VISION

At Luston Primary School & Nursery we believe in growing, learning and achieving together and this value is the foundation of everything we do. Our aim is to provide a happy, stimulating environment where every child will be given the best possible opportunities to achieve their full potential and an education which will nurture their needs as individuals. We constantly review our provision and in consultation with parents and our wider community, we strive to retain our family ethos whilst also equipping our children for the future. We hope to encourage a shared commitment to the success of our children, where parents have a positive role in complementing and supporting the work of the school.

MEET THE TEAM

Our Nursery team are looking forward to welcoming your child to our setting.



Mrs Mills

Nursery Manager



Mrs Hullah

Nursery Team



Mrs Moriarty

Nursery Team

We have a fantastic staff team who look forward to meeting you. Here are some other key members of the wider school team who you may find helpful to know:



Mrs Freeman

Executive
Headteacher



Mrs Kilby

Head of School and
Safeguard Lead



Miss Thomas

Inclusion Lead and
SENCO



Mrs Mather

School
Administrator



Mr Harris

Admin Team

A - ADMISSIONS & FUNDING

ADMISSIONS

Most importantly, there are a number of forms, which must be completed and returned to the Nursery Manager before your child starts. We also need to take a photocopy of your child's original birth certificate. We must stress that without these forms duly completed we are not able to take responsibility for your child/children. The information on these forms enables us to get to know you and your child as quickly as possible, helping them become settled and happy in the nursery. The more you can tell us the easier the transition.

OPENING HOURS & ATTENDANCE

We are open Monday to Friday during term time only. Each day is divided into two sessions, the morning session running from 8:45am – 11:45am and the afternoon session running from 11:45am – 2:45pm. Children are able to attend either or both sessions each day. Before starting Nursery, we will discuss with you which sessions you would like your child to attend.

If your child is unable to attend a session for any reason, please ensure that you contact the Nursery team to let them know. You can do this by emailing smills@luston.hereford.sch.uk or phoning the school on 01568 615753 and selecting option 2 to be connected to the Nursery.

We are also able to provide a Breakfast Club for those who need to make an earlier drop off. This runs from 8:00am to 8:45am. After Nursery Club is also available and runs from 2:45 - 4:15. Fees for these additional clubs can be found on the next page. All children must be booked in to Breakfast Club or After Nursery Club prior to attending.

SESSION FEES

Sessions (that are not funded): £15.00 per session / £5.00 per hour

Consumables fee: £1.00 per day charged for all children.

Additional fees:

Hot lunches: £2.53 per meal and if required can be ordered through the school office.

Breakfast Club: £5.00 per session

After Nursery Club: £10.00 per session

Please also note that late collection of more than 15 minutes will incur a £10.00 penalty charge. All charges are subject to review.

FUNDING - NURSERY EDUCATION FUNDING

The term after your child's second birthday you may be entitled to up to 15 hours free funding. After your child's third birthday you will be entitled to 15 hours free childcare and you may also be entitled to an additional number of free funded hours. Whilst parents are responsible for claiming additional funding, we are always happy to signpost you to sources of information that you may find helpful.

From April 2026, the Department for Education and our Local Authority have changed funding eligibility rules. Children starting nursery after the first week of a term (Autumn, Spring, or Summer) will not receive funding until the following term begins. In these instances, parents will be charged for their child's place at our standard hourly rate for any attendance during this period.

Similarly, as the Nursery team will need to continually apply one term in advance for any funded hours, so it is important to decide how many hours and which days you want your child to attend well ahead of time.

Any additional or unfunded hours will be charged to you at £5.00 an hour (as outlined above) and you will be billed for these, alongside consumable fees, on a termly basis. Fees will need to be paid by the date shown on the bill (usually 14 days) unless other arrangements have been made with the Nursery Manager or Headteacher. We reserve the right to charge a late payment fee of £5 a day.

If your child is absent due to sickness or holiday, full payment will remain applicable.

We understand that funding can sometimes appear to be a complicated process, so please do ask if you have any questions.

C - COMMUNICATION

SETTLING IN

Prior to admission, we hope to meet you in person, to answer any questions you may have regarding settling in, the hours you wish to attend, plus funding and specific requirements for your child. Staff will work together with you to help find appropriate ways to settle your child into nursery and to ensure they are happy and confident with their surroundings. We feel it is very important for both parent and child to be happy about separating, and the time this takes is different for everyone. We will work together to know when this time is right.

The nursery will not schedule a nap/sleep time into each session. If however, you feel your child/children may require a sleep during the period they are in our care please inform the nursery staff and suitable sleeping arrangements can be arranged.

If your child/children will not settle at nursery and become distressed a member of staff will contact you on the number you provided. You will be asked to return to nursery and collect your child.

PARENTS AS PARTNERS

The nursery staff aim to be available to have an informal chat with you about your child at the start and end of each session. We welcome any form of feedback from yourselves as you are the first and most enduring educators of your children and regular conversations foster a happy and healthy development. If you wish to discuss anything confidentially regarding your child's progress, then please arrange a mutually convenient time to speak to the Nursery Manager.

Your child will have their own Learning Journey book and an electronic version on a system called Seesaw (this is subject to change). These contain pieces of work and observations taken of your child. These are not mandatory and observations and number of observations are at the discretion of the nursery team.

Visit www.early-education.org.uk 'Development Matters in the Early Years Foundation Stage' for a detailed look at the areas of development we observe and assess in nursery. All of the records we keep on your children are accessible to you as parents at all times and are strictly confidential, with other professionals only having access to them when authorised by you. There are specific records which have to be kept by nursery for at least 2 years.

INFORMATION

Information is shared in several ways. Important notices will be sent to your Seesaw account, emails will be sent via the Arbor app and staff aim to be available at drop-off/pick-up times. In turn we ask you to inform us of any changes to your child's week, such as holidays days they will not be attending (including illness), or a change to whom may be collecting your child. No children will be released unless we have had prior notice.

ARBOR APP

Here at Luston we use a piece of software called Arbor to help you to stay informed about your child's life at school in a simple, accessible, and convenient way.

The Arbor App and web-portal will link in with the software and databases that we use in school. Once set up you will be able to do a number of things including:

- update personal information for you and your child
- view and change parental consents
- receive notifications about planned trips and give your permission
- communicate directly with the school office

We will also shortly be adding the ability to order and pay for meals, and to book and pay for wraparound care.

MEDICAL / ILLNESS DETAILS

It is extremely important that staff are made aware of any medical conditions or allergies your child/children may have. Please make sure to declare these on the relevant forms, which you will be given to complete. If your child is ill please contact the nursery on 01568 615753 in the morning.

In order to maintain health and safety requirements within the nursery, any child who has had diarrhoea/sickness within 48 hours of the nursery date will not be allowed to attend. Should your child become ill whilst in our care you will be contacted and asked to collect him/her promptly.

Should your child/children have an accident whilst in our care, an accident report will be completed and a message will be sent via the Arbor app. Should your child require immediate medical attention due to an accident, or for any other reason, this will be sought in accordance with the medical history consent form.

D - A DAY AT NURSERY

FIRST DAY AT NURSERY

- On arrival in the morning, you will need follow the path past the school office and Cherry Class entrance and along to the end of the fencing. There will be school staff available to help direct you if needed.
- Nursery staff will meet and greet your child at the nursery gate and escort them inside. Parents are not permitted to enter the school building (unless invited in by a member of staff for a specific purpose).
- Hand in all relevant forms for your child to start with us and speak to staff if your child has any additional needs or if there is anything you wish to highlight.
- Say good-bye and exit the school grounds the same way in which you entered.
- We ask that all parents/carers endeavour to be in Nursery by 8:45am for drop off and come to collect at 11:45am/2:45pm depending on the session you have chosen. Staff will then release your child through the nursery gate.
- In the case of any unforeseen problems at pick up time, we will not release your child to anyone unless you have given prior written consent to the staff. Failing this, we will phone you to confirm arrangements.

A TYPICAL DAY AT NURSERY

TA typical day in Nursery generally follows this routine:

- 8:00am** *Breakfast Club for those children needing to arrive early*
- 8:45am** *Self registration and free choice activities*
- 9:40am** *Circle Time - day of the week, season and weather, and colour, number or phonics activities*
- 10:00am** *Snack time*
- 10:30am** *Adult led activity with additional free choice options and outdoor learning opportunities*
- 11:50am** *Story time*
- 12:15pm** *Lunch time and relax time*
- 1:15pm** *Adult led activity with additional free choice options and outdoor learning opportunities*
- 2:35pm** *Story and song time*
- 2:45pm** *Home time*
- 2:45pm** *Start of After Nursery Club for those requiring a later pick up*

PERSONAL ITEMS

Each child attending nursery will require the following items (which are all labelled with your child's name), all of which should be put into a clearly labelled bag:

- *Change of clothes (multiples if toilet training, including socks)*
- *A pair of suitable shoes/trainers that are easily put on and off*
- *A pair of wellies*
- *Water bottle*
- *Coat (appropriate for the weather)*
- *Sun hat*
- *Nappies and wipes*

All of the above needs to be in nursery for every session that your child attends. Regardless of the weather we encourage outdoor play, if it is raining, we will splash in puddles, if it is snowing or frosty we will make footprints, if it is muddy we will still play on the field and play equipment, therefore, appropriate clothing and particularly, spare clothing is needed.

We kindly request that children do not bring their own toys from home in to nursery.

FOOD & DRINK

Fruit, healthy snacks and milk will be provided by the nursery at snack time. Fresh drinking water is accessible at all times. We will encourage the children to serve themselves fruit/snack, to pour their own drinks and tidy away at the end of snack times.

Please remember that if you supply your child with a packed lunch, it needs to be healthy in order to support our Healthy Eating Policy. (Sandwich, fruit, yoghurt, breakfast bar, for example). Please do not send anything containing NUTS, the school is a nut aware environment.

You will be asked to complete our Child Confidential Forms before your child begins attending nursery, this form will ask for more specific details regarding your child's dietary requirements.

E - POLICIES, PRACTICES AND PROCEDURES

SAFEGUARDING

The Welfare Requirement stipulates that, 'providers must be alert to any issues in the child's life at home or elsewhere' (2012). Therefore, the 'welfare of the children is paramount'. We have robust policies and procedures (please see the Federations Safeguarding Policy) to safeguard children. If we have a concern about a child, we will share these concerns with parent/carers. However, if sharing these concerns puts the child at risk of significant harm, we will seek advice from Herefordshire council staff within the MASH team, which may result in a referral to social services. Where there is a concern regarding the welfare of the children that has been shared with the parents, staff have a responsibility to record details in a communication log, which is kept confidential.

PLAY POLICY

'Learn to play, play to learn'. The EYFS framework endorses the importance of play. Play helps children to learn and develop by doing. Play encourages children to learn to become independent thinkers. At Luston Nursery we offer a healthy balance of child led play activities and planned/spontaneous adult-led activities to bridge a child's learning and move them on to the next steps. Theories on play are extensive and readily available online. We encourage parents to research play theories, as it is through play that children learn about the world around them and develop in all areas of learning.

OBSERVATION & ASSESSMENTS

In nursery we routinely observe all the children who attend. This not only informs our planning, but also highlights areas of need. Where concerns arise, actions can be implemented for early intervention.

POLICIES & PROCEDURES

All parents can access a copy of the policies and procedures and many of these are available on our school website. If required, we can email you any policy on request. Please familiarise yourselves with these as they give you a clearer understanding of the regulations that are in place to ensure the smooth running of the nursery.



We very much hope that you and your child enjoy becoming part of our nursery family and we look forward to seeing you very soon. If you wish to discuss any of the information in this pack in further detail, please feel free to ring the school on 01568 615753.