

Seedlings Nursery Policy



Written By: Mrs Laura Lerpiniere
Nursery Teacher
EYFS Lead/Nursery SENCO

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Seedlings Nursery at Leigh Academy Langley Park

Seedlings Nursery offers free 15 hour places for three and four year olds. In addition to this, we also provide funded 30 hour spaces to three and four year old children whose parents/carers are eligible.

Seedlings Nursery provides Early Years education to our pupils for 38 weeks per year in line with the main academy term dates.

Educational Provision at Seedlings Nursery.











We pride ourselves within Seedlings in supporting children to become independent children who are confident to communicate in their play, take risks in their play and are able to solve a range of problems within their learning. Our highly skilled Early Years Practitioners acknowledge that each child is unique and individual. As such, we tailor our Early Years provision to meet and challenge their learning further.

This ensures that children are able to make quick progress from their individual starting points.

Within our Nursery sessions children are able to access both our indoor and outdoor learning environments, both of which are carefully designed to support and extend children's learning and understanding of the world around them. Our staff and children value the importance of both learning areas as well as the importance of adults when scaffolding young children's learning.

Our 'Outstanding' provision ensures children quickly settle into the nursery environment, develop strong relationships with staff and peers to ensure that they make sustained progress to prepare them for starting full time education in their Reception year.

Seedlings Nursery following PYP Curriculum alongside our main academy. The aim of the Primary Years Programme (PYP) is to develop children's learning profile attributes. These are the fundamental skills that a child will need to learn and grow in our modern world. These include:

<p>Principled</p> 	<p>Inquirer</p> 	<p>Communicator</p> 	<p>Caring</p> 	<p>Knowledgeable</p> 
<p>Risk Taker</p> 	<p>Thinker</p> 	<p>Reflective</p> 	<p>Balanced</p> 	<p>Open Minded</p> 

These Learner Profile Attributes run alongside the Characteristics of Effective Teaching and Learning as detailed within the [Early Years Foundation Stage 2021](#).

Our PYP Curriculum allows our staff to plan and deliver an inquiry based curriculum that encourages children to form links about the world around them as well as develop their understanding of their place in the world.

Transition to Seedlings Nursery.

It is paramount for our young pupils to feel safe, secure, happy and independent when attending Seedlings Nursery.

Parents/Carers are fundamental in developing their child's understanding of the world around them. With this in mind our Nursery staff foster strong relationships with parents/carers to ensure the very best possible experience for each child in our care.

Once a child place has been agreed within the nursery, a member of the Nursery staff will be in touch to arrange a home visit. This home visit provides an excellent opportunity for parents/carers to share important information about their child(ren) and any concerns that they may have.

This is also a really valuable opportunity for our Nursery staff to begin to build a relationship with both parents/carers as well as our young pupils.

Please see our EYFS Transition Policy for additional information.

Observations and Assessment

Our highly skilled Nursery team carefully plan the learning opportunities within the nursery to scaffold and extend the thinking and skills of the pupils within our care.

Observation is a key skill that enables our staff to develop an in-depth understanding of every child's current level of development, identifying what they need next to ensure that they make progress from their unique starting points.

During their time in Seedlings Nursery we record each child's WOW moments in our online learning journal that we share with parents weekly. This is an electronic means by which our staff and parents/carers can communicate together to build up an in-depth picture of each child's development and progress.

Seedlings Admission Policy

Seedlings Nursery offers places within the nursery on a first come, first served basis. Parents/Carers are asked to complete an application form for their child on our online portal, which is available on the school website. Once this has been completed, applications are processed by the nursery team. Please see our Seedlings Admissions Policy for additional information.

15 Hours Free Care

Children are funded the term after their third birthday to attend 15 hours at nursery each week. At Seedlings Nursery this is split into five three-hour sessions. Children are able to attend 15 hours in the following ways, depending on availability. Parents/Carers are able to request

Morning Session	8.40am-11.40am
Afternoon Session	12.10pm-3.10pm

30 Hours Funded Care

Within Seedlings Nursery we also offer 30 hours spaces for children who are three and four years old with parents/carers who are eligible.

A child qualifies for the extended entitlement if both parents/carers are working (or the sole parents/carer is a lone parent/carer is working) and each parent earns, on average, a weekly minimum equivalent to 16 hours (National Minimum Wage or National Living Wage) and less than £100K a year.

Please see below an outline of when to apply for your child(ren)'s funding.

When does your child turn three?	Apply by:
Between 1st September-31st December	15th October-30th November (Start term following January 1st)
Between 1st April-31st August	15th June - 31st July (Start term following 1st September)

Please note: Seedlings Nursery only accepts new pupils in September and January each academic year.

The Nursery can accommodate up to 24 children aged three or four years within either the morning or afternoon sessions.

Payment of Fees

You will receive an invoice emailed after the end of each month and we would ask that it is paid in full any of the following methods:

- MyChildAtSchool - You will receive your login details for this once your child starts in the nursery.
- [Childcare Grant Payment Service](#) - Our Child Care payment reference is Seedlings Nursery
- You can also make payments using Childcare Vouchers, please contact our Academy office for more information (01622) 250880.

From January 2024, the way in which nursery fees are paid is changing. Parents and carers will no longer receive an invoice via email and will instead be able to see any balance owed via the Outstanding Payment and/or Wraparound Care sections of the academy app, My Child at School.

All nursery fees are payable monthly and in retrospect of your child's sessions i.e. paid by the end of the calendar month following the month in which sessions take place. Failure to pay nursery fees on time may result in your child losing their place at Seedlings Nursery.

Parents and carers making payment via Childcare Vouchers and/or the Childcare Grant Payment Service will continue to do this in the same way.

Voucher payments will be manually allocated to a child's account once our central finance team has confirmed receipt of a payment, thus reducing any outstanding balance shown in My Child at School by the amount received. If you have any queries regarding your child's nursery fees please contact the main academy office.

Late invoice payments:

Fees are to be paid within 30 days of the invoice date. If you are experiencing financial hardship please speak, in confidence to Mrs Lerpiniere (Mrs L) so that alternative arrangements can be made. If, without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place. Children in receipt of 15 hours free entitlement will only be able to access their free funded hours.

Closure of Nursery

Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

Uniform within the nursery

Nursery Uniform
<ul style="list-style-type: none">● Plain white polo shirt.● Leigh Academy Langley Park Navy Sweatshirt● Navy blue joggers/Navy blue leggings (No denim).● Velcro fastening trainers or shoes that are appropriate for climbing and playing in a busy nursery. (No laces).● A named coat.● A name water bottle - Please no juice/squash.● A named nursery bag - please put in spare clothes should your child get messy during the day.● A named lunchbox should they be having a packed lunch.
Forest School Clothing
<ul style="list-style-type: none">● Wellington Boots that can remain at nursery.● Warm Jumper● All in one weather suit
Clothing for PE days - This is the normal Seedlings uniform, apart from in the Summer term, when girls are welcome to wear a navy gingham dress on non PE days.
<ul style="list-style-type: none">● White polo t-shirt.● Navy shorts/joggers or leggings.● Trainers with a velcro fastening.
Clothing for the Summer terms
<ul style="list-style-type: none">● Navy Blue shorts● Navy Blue gingham dress● Named Sun hat.
Clothing for the Winter terms
<ul style="list-style-type: none">● Gloves● Please no scarves

Seedlings Nursery logo jumpers are available via [Brigade](#).

Snacks and Meals

Each morning and afternoon session, children are provided with a fresh fruit snack and a carton of milk. If you wish your child to have a packed lunch then we ask you to bring this in for each session.

However, if you would like your child to have a cooked lunch please let a member of staff know and we will order this for them. The cost of this will then be added to your monthly invoice at a charge of £2.45 per meal.

If you would like your child to attend the full day without paying for the lunchtime staffing please speak to a member of the nursery staff about collecting your child for lunchtime and then bringing them back to the nursery for the afternoon session.

If you would like your child(ren) to have a packed lunch please see guidance on ideas for a [healthier lunchbox](#).