

Seedlings Nursery Policy



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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.



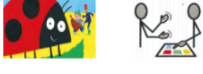

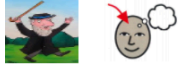





We pride ourselves within Seedlings in supporting children to become independent children who are confident to communicate in their play, take risks in their play and are able to solve a range of problems within their learning. Our highly skilled Early Years Practitioners acknowledge that each child 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:

Principled 	Inquirer 	Communicator 	Caring 	Knowledgeable 
Risk Taker 	Thinker 	Reflective 	Balanced 	Open Minded 

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 via our google classrom.

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	09:00 am - 12: 00pm
Afternoon Session	12:00pm - 3:00pm

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 each September.

The Nursery can accommodate up to 26 children aged three or four years within either the morning or afternoon sessions.

Late Payments:

Nursery fees are **payable termly and in advance**. If you are experiencing financial hardship, please speak to Mrs Lerpiniere in confidence so that we can work with you to determine the most appropriate support. If, without agreement, fees are not settled in full and on time, your child's chargeable sessions will be withdrawn and only funded hours can be attended (this includes pre- and/or post-nursery care) until such a time that payment is received in full and it is agreed with nursery staff that your child may attend chargeable sessions again

Payment of fees.

You are able to view your child's nursery fees at any time in My Child At School. Payments of fees should be made through My Child at School/Outstanding Payments.

Should you wish to use a Tax-Free Childcare scheme to pay your child's nursery fees, please inform us of this. Each time a transfer is made, this will be received by the finance team and the payment applied to your account once confirmation of cleared funds is received.

Should you wish to make payment through the [Childcare Grant Payment Service](#), our reference is 'Seedlings Nursery'.

Should you wish to have an invoice for your child's nursery fees, this is available from staff in the academy office upon request.

- 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.

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:

Nursery fees are **payable termly and in advance**. If you are experiencing financial hardship, please speak to Mrs Lerpiniere in confidence so that we can work with you to determine the most appropriate support. If, without agreement, fees are not settled in full and on time, your child's chargeable sessions will be withdrawn and only funded hours can be attended (this includes pre- and/or post-nursery care) until such a time that payment is received in full and it is agreed with nursery staff that your child may attend chargeable sessions again

Closure of Nursery

Should Seedlings Nursery be closed due to severe weather or any other unforeseen circumstances, parents/carers will be refunded for any chargeable session on the day(s) in question. 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:

During each morning and afternoon session, all children are provided with a healthy snack and will work with the staff team and each other to help prepare and consume it. Your child is also entitled to free milk, should they wish to drink it.

Your child is welcome to bring a packed lunch into the nursery, however this must not contain any nut products as we are a nut-free establishment. Should you wish for your child to have a school meal then please let a member of nursery staff know upon arrival. School meals should be paid for through My Child at School, with the Dinner Money payment portal accessible on the dashboard within the app. Menus, which are on a three week rolling schedule, can also be viewed within My Child at School.

Please note that the cost of healthy snacks are added to your nursery fees and are charged at 50p per booked session, or £1 per full day. Snacks will be charged for regardless of whether or not your child attends, or eats the snack provided.

Healthy Snack	50p per session
School Meal	£2.55