

## WELCOME TO SEEDLINGS NURSERY



Welcome to Seedlings Nursery, part of Old Leake Primary Academy. We offer 15 hour and 30 hour funded places to 3 and 4 year olds. Nursery children have their own classroom and a shared outside area with Reception children. The children have lots of opportunities to play together, make friends and develop their interaction skills, as well as their confidence in all the areas of learning.

At Seedlings Nursery, your child will grow into an independent young learner in a safe, supporting and stimulating environment. They will be encouraged to express themselves and learn at their own pace, to achieve their full potential.

Starting a school nursery can help a child make friends and become familiar with the school environment before they start school. Led by a qualified teacher, our nursery children have lots of opportunities to share the learning environment with Reception class which means they are confident and secure once they move on.



## STARTING NURSERY




Starting nursery is an exciting yet worrying time for some children and their families. At Seedlings Nursery, we aim to make this transition as smooth as possible. To aid this process, we will need to gather some information about your child so that we get to know them, their interests and their family. Upon registration, we will ask you to complete a questionnaire to tell us about your child so we know how to support them.



We offer transition sessions to any child starting nursery, usually the term before they are due to start. Initially, the child will be accompanied by a parent and then they will attend a short session alone.

At the start of the term, most children will be ready to start their full session. Some children may need to build up their hours gradually and we will work with you to build a plan that will help your child to feel confident and secure.

## NURSERY STAFF

 Mrs Smith Nursery Leader	 Miss Powell Teaching Assistant
 Miss Hills Teaching Assistant	 Miss Bright Teaching Assistant



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## OUR NURSERY DAY



The school gate opens at 8.40am. Children can enter Nursery from this time. Parents are asked to say goodbye at the door to Nursery and your child will be supported by a member of staff. Children will hang up their coats and bags and enter the Nursery Classroom. At 8.50am, the gate will close. If you arrive after this time, please enter via the school office.

Shortly after arriving, the register will be taken and we will complete a welcome activity as a group. Children will then have time to explore the environment and play freely indoors or outdoors. Children are able to access all areas of the early years curriculum and develop their learning through independent play.



During this time, children may work with an adult in small focused groups. Within the morning, we will come together as a group or two groups to develop skills such as speaking and listening skills, early Phonics and Maths or gross motor skills.

During the morning, children have access to the outside area where they can work on their physical development.

Stories are read throughout the day to support a love of reading and books. Nursery finishes with a story and reflection. The school gate will open at 11.45am for children finishing at this time and you can collect your child from the Nursery gate under the canopy.



## LUNCH

Children eat their lunch in the hall with the rest of the school. They are taken to the hall earlier than the other children so they can settle. Children will need a packed lunch.

## AFTERNOON SESSION

During the afternoon, children will have access to indoor and outdoor provision similar to the morning session. Small group sessions and interventions are run with individuals. Children also take part in activities such as Cosmic Yoga.

## AN INCLUSIVE SETTING



At Seedlings Nursery, we believe every child is unique and our motto is 'Success for All'. We understand that children develop at different paces in different ways. Therefore, we will support your child to develop their own learning path. Lots of children may need additional support for communication, language, physical development, toileting, sensory or medical needs. We have a wealth of experience in supporting children with additional needs and will work closely with you to help your child succeed. Early Intervention is key so if you have any concerns about your child's development, please do come and speak to

us.



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# OPENING TIMES

Nursery is open during school term time only from 8.45am – 3.15pm.

The dates for the school year 2024-2025

**Term 1:**

Tuesday 3rd September 2024 – Friday 18th October 2024

**Term 2:**

Monday 4th November 2024 – Friday 20th December 2024

**Term 3:**

Monday 6th January 2025 – Friday 14th February 2025

**Term 4:**

Monday 24th February 2025 – Friday 4 th April 2025

**Term 5:**

Tuesday 22nd April 2025 – Friday 23rd May 2025

Monday 5th May 2025 – Bank Holiday

**Term 6:**

Monday 2nd June 2025 – Wednesday 23rd July 2025

## OLD LEAKE CHILDREN'S CENTRE

We are very lucky to have the Children's Centre in our building. This provides great links and aids transition for children. You may have already visited the Children's Centre for a health visitor appointment or to attend a group.

We often hold shared events which is a great way to help your child get to know our Nursery and School.

A copy of the current timetable can be seen in the front entrance.



## CONTACT DETAILS

You can contact us via the Main School Office. Please use this number /email for all enquiries and absences.

Telephone: 01205 870425

Email: [officeadmin@oldleakeprimaryacademy.net](mailto:officeadmin@oldleakeprimaryacademy.net)



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## SESSION TIMES

At Seedlings Nursery, we offer funded places for 15 and 30 hours per week. We also offer self funded places to families who wish to pay for childcare from age 3 or to top up funded places.



Children are eligible for the 15 hours universal Early Years Funding from the term after their 3rd birthday. This is also the criteria for the children of working parents who have successfully applied for the additional 15 hours (making a total of 30 hours) childcare. Each funded child can claim up to five (or ten if 30 hours) 3 hour nursery sessions per week during term time.

Parents are welcome to utilise additional sessions but these will be chargeable.

For those children who are accessing their EYE funding, any additional hours requested will be charged at the below rates. Parents **will not be** required to purchase additional hours or pay additional charges to secure free places.

### Early Years Entitlement (EYE) funded hours

8.45am to 11.45am (3 hours)	FREE
11.45pm to 2.45pm (3 hours)	FREE
8.45am to 2.45pm (6 hours)	FREE

### Additional Hours

8.45am - 11.45am (3 hours)	£15
12.15pm - 3.15pm (3 hours)	£15
2.45pm - 3.15pm (30 minutes)	£2.50

We have intakes in September, January and April. We may also be able to take mid year intakes if you have recently moved to the area or wish to pay for sessions as soon as your child turns 3.

When you register at our nursery, you will be asked to complete a funding form so we can claim the funding for your child. Your child will not be able to start their funded place until we have received this form. Please note, funding applications for 30 hours should be made the term before your child is due to start nursery.



Once sessions have been requested and confirmed, they will remain the same every week. You can request to cancel or make changes to your sessions by giving one months notice in writing.



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# WHEN IS MY CHILD ELIGIBLE FOR FREE CHILDCARE?

## UNIVERSAL FUNDING (15 HOURS)

All 3 year olds are entitled to 15 universal hours free childcare. You can start claiming funding for your child after your child turns 3. The date that you can claim will depend on when their birthday is.

Child's birthday	When you can claim
1 <sup>st</sup> January – 31 <sup>st</sup> March	The beginning of term on or after 1 <sup>st</sup> April
1 <sup>st</sup> April to 31 <sup>st</sup> August	The beginning of term on or after 1 <sup>st</sup> September
1 <sup>st</sup> September to 31 <sup>st</sup> December	The beginning of term on or after 1 <sup>st</sup> January

Example: Your child was born on 15<sup>th</sup> February 2017. They can get free early education and childcare from the start of term following 1<sup>st</sup> April 2020.

## EXTENDED ENTITLEMENT (30 HOURS)

Extended (30 hours) funded childcare is available for **eligible** working parents. Parents must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage) and earn under £100,000. For the full criteria, please visit <https://www.gov.uk/30-hours-free-childcare>

If you believe you are eligible for 30 hours of funding, you must apply for this and provide the evidence before we can book your sessions. You can apply through HMRC Childcare Choices at <https://www.childcarechoices.gov.uk>. If you are eligible, you will receive an 11 digit code from HMRC, which will have a start and end date. 30 hour funding codes must be applied for during the term before you would like your child to start and **you must provide nursery with the code, the term before funding starts.**

## WHEN TO APPLY

You can apply from when your child is 2 years and 36 weeks old.

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.



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