

Lady Katherine Leveson C of E Primary School



'To learn, love and live with joy'

To be all that we can be - academically, morally, and spiritually

Lady K Nursery Prospectus 2024/ 2025

Contact: m.pitt@ladyk.bdmat.org.uk

01564 772 020 or 01564 772374

Good grading from Ofsted in all areas (2023)

“A happy and harmonious place to learn”

Our Values

Compassion

Reconciliation

Friendship

Joy

Community

Stewardship

Respect

Meet the team:

EYFS Lead and Reception Teacher: Mrs Marlow, BA (with Honours) in Early Childhood and PGCE in Early Years

Lady K Nursery Supervisor: Miss Pitt, BA (with Honours) in Early Childhood

Miss Tonks, BA (with Honours) in Early Childhood

Miss Wood, NVQ Level 3 Early Years Care and Education

Miss Russell

Contact information:

Head Teacher: Mr Kitching, B.A. (Hons) PGCE

Web site: <https://ladyk.bdmat.org.uk>

Facebook: Lady Katherine Leveson C of E Primary School

DfE Number: 3343312

URN Number: 148084

Paediatric First Aiders:

Miss Pitt, Miss Russell

The Foundation Stage Curriculum:

Throughout your child's time at Lady K Nursery, they will be following the curriculum for the Early Years Foundation Stage, working towards the Early Learning Goals by the end of Reception. This curriculum outlines standards for learning and development for all children aged 0-5 and is organised into seven areas of learning:

Personal, Social and Emotional Development (prime area):

Developing independence, confidence, making friends and learning how to manage emotions, co-operate and resolve conflicts.

Physical Development (prime area):

Encouraging an enjoyment of active play and gaining confidence in movement, energetic activity indoors and outdoors, development of skills such as running, throwing and climbing. Learning how to make delicate movements with fingers and hands and finding out about health and fitness. Lady K Nursery will promote good health, including oral health, of children in our care.

Communication and Language (prime area):

"The development of children's spoken language underpins all seven areas of learning and development" (EYFS 2023:8). The development of listening skills, learning to enjoy stories and rhymes, developing their understanding of language and their speaking skills.

Literacy (specific area):

We are fully committed to making every child a reader. To ensure a secure start to every child's reading journey, Lady K Nursery develop skills through daily focus stories, nursery rhymes, reading for pleasure and home learning story books. Mark-making opportunities are an integral part of Nursery's curriculum.

Phonics (pre-school children):

We follow the systematic synthetic phonics program of 'Little Wandle Letter and Sounds'.

Mathematics (specific area):

Using number names in play, playing counting games, and experimenting with shapes and measure. We follow the White Rose Scheme via Master the Curriculum for our pre-school children (3-4-year-olds).

Understanding the world (specific area):

Encouraging children to use their five senses to notice things in the world around them, finding out about people or places in the local community, designing and making things, learning about animals and plants and how to look after them. Lady K Nursery enriches children's experiences by visiting St Mary's Church for 'Messy Church' sessions once a month.

Expressive Arts and Design (specific area):

Children are given the opportunity to express ideas and feelings through painting, drawing and modelling, acting out different situations, singing, music, movement and dance.

Teaching and learning:

Play is KEY and is the main driver for learning.

Teaching will encompass:

- Group teaching.
- Small group adult-led activities.
- 1:1 teaching and learning.

Continuous Provision 'Play to Learn':

Defined areas which include carefully selected resources for your children to always play with:

- Home/role play area.
- Reading area.
- Maths area.
- Construction/small world areas.
- Calm area.
- Creative area.
- Writing area.

There is a range of sensory play, fine motor, and gross motor activities.

Our outdoor area (open throughout the seasons) provides opportunity for exploration, risk taking, team building and problem solving. Your child will have access to:

- A mud kitchen.
- A water and sand tray.

- A construction area.
- Creative area (paint/chalks).
- Physical development activities such as bats, balls, and bikes.

Our Environment

Lady K Nursery, with indoor and outdoor areas for children to explore, also benefits from having free access to the school grounds and that of the Foundation of Lady Katherine Leveson.

We regularly visit St Mary's Church, and the school has good links with the residents of the Care Home.

To enrich the children's outdoor learning experience, and to take advantage of our beautiful, historical and interesting surrounds, the children will partake in walks and will often visit the Church, woodland, stream, school field and immediate surrounding area.

The Foundation of Lady Katherine Leveson

We are fortunate to be located within the stunning grounds of the Foundation of Lady Katherine Leveson. Steeped in history and set in beautiful countryside, it is a wonderful place to go to school.

Admissions Committee:

The Admission Committee meet to approve new starters at Lady K Nursery.

Our school Nursery is the ideal stepping stone for young learners. Open to all, it provides a nurturing environment where children embark on their educational voyage before seamlessly transitioning into our school.

Settling-in sessions

On commencing your journey at Lady K Nursery, Miss Pitt will liaise with you to arrange settling-in sessions (no cost) for you and your child.

Session times and costs

Session	Times	Cost per session, per child
Morning	8.45 am until 11.45 am	£14.50, including milk and fruit
Lunch	11.45 am until 12.15 pm	£4.00 (to cover supervision). Parents can provide a packed lunch or pay an additional amount for a hot school meal. School lunches are ordered and paid for using an online system managed by our catering provider, Sodexo.
Afternoon	12.15 pm until 3.15 pm	£14.50, including milk and fruit

The children will independently enter and exit the classroom via the side Nursery gate.

Please note that prices are subject to review.

How to Pay?

An invoice will be issued on Arbor and fees are payable in advance.

If you need to cancel your place, 4 weeks' notice **must** be given by contacting the school office via email. If cancelling within the 4-week notice period, the standard charge will still be incurred. If cancelling more than 4 weeks ahead of the session, a full refund will be given.

Payment can be made by debit/credit card via the Arbor Parent Portal, or by childcare vouchers or Government tax free schemes. All sessions must be pre-paid for.

Funding

Please contact Miss Pitt for information regarding our flexible funded two, three, four-year-old places at Lady K Nursery.

Lady K Nursery offers parents flexibility with regards to allocation of their full entitlement of funded hours.

If parents/guardians have any queries about Early Education Funding, please speak with a professional FIS Parent Advisor (FIS Parent Helpline 0800 389 8667) or visit familyinfo@solihull.gov.uk.

Please provide your child's original **Birth Certificate** for funding verification purposes.

Key Person

Your child will be assigned a Key Person. A Key Person ensures that care is tailored to meet each child's individual needs, offers each child a settled relationship, and helps them become familiar with the setting. Your child's Key Person will build relationships with parents and/or carers, will support you on your child's ongoing learning journey and will send you one 'WOW' moment per week via the Evidence Me portal.

Progress Check Reports:

Children's individual progress is regularly reviewed by your child's Key Person. Progress Check reports celebrate strengths and identify next steps in a progressive learning curriculum.

Does my child need to bring anything?

- A named water bottle (which will be freely accessible throughout the day).
- Nappies (if your child is wearing nappies).
- Wet wipes (if your child is wearing nappies).
- A change of clothes (named).
- A warm waterproof coat.
- Wellington boots.
- A sun hat (during warmer months).

Uniform:

School uniform (school crested/not crested V-neck jumper/sweatshirt/cardigan and school crested/not crested light blue polo shirt) is encouraged in Lady K Nursery. Jogging bottoms are recommended. All items of clothing should be early named.

Collection:

Our children's safety and wellbeing are of the highest importance whilst children are in our care.

Please inform us as early as possible if your child will not be attending a booked session so that the register can be amended.

If your child is to be collected from school by anyone other than the normal carer or someone not documented on our contact list, please inform the Lady K Nursery team.

You will need to inform the person who picks up your child of your chosen password. Without your permission and password your child will not be allowed to be taken.

Should unfavourable domestic issues arise, please resolve the matter of collecting your child as Lady K Nursery cannot legally prohibit any parent listed on the contact list from collecting their child – unless there is legal documentation.

All children should be collected by the time specified on your agreement.

If you are delayed, please call 01564 772 020 or 01564 772 374 as soon as possible, so that we may reassure your child that you are on the way.

At the end of a session if a child has not been collected, repeated attempts will be made to contact a parent/carers or any other person on the contact list. While waiting, the child will be supervised by at least two members of staff who will offer reassurance and support. If after one hour no contact is made with the parent/carers or any other person on the contact list, Children's Services will be notified, and the child will be handed over to the Children's Services Team.

Anyone collecting a child **MUST** be 18 years or older.

Partnership with parents/guardians:

Our aim is to work closely with parents/guardians to educate your children. Your child's Key Person is available to talk to parents about concerns or worries. We are aware that not all children are forthcoming about information about their day so, for this reason, we provide ways to ensure effective communication. These include:

- Whole school newsletters.
- Half termly Lady K Nursery newsletters.
- 'Parent share' observations via Evidence Me.
- 'Chat' facility via Evidence Me.
- Long term curriculum overviews.

- Weekly planning overview.
- Parent/guardian consultation appointments.
- Parent/guardian events.
- Progress check reports.
- Information on the school web site.
- Time to listen, chat and share.

We undertake to:

- Keep parents/guardians informed of our opening times, fees and charges, programme of activities, procedures.
- Be consistent and reliable, allowing parents/guardians to plan their time with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Listen to the views and concerns of parents/guardians to ensure that we continue to consider and react to their needs.

Woodland Wanderers:

Each week, all children in Lady K Nursery will enjoy a forest school session, taking advantage of our beautiful setting.

Intimate Care:

Please refer to our Intimate Care, Nappy Changing and Toileting Policy.

Safeguarding:

In line with our School Safeguarding and Child Protection policies.

Safety:

Fire regulations: All staff working in Lady K Nursery are aware of the fire regulations and regular fire drills take place.

First Aiders: There will always be a trained and qualified Paediatric First Aider present.

Sun safety: All children to wear sun hat/cap during outside activities in summer months. Staff will supervise and help, if required, your child apply suncream that has been sent in (named) once permission has been given from parent/guardian.

General information:

Snack time: Lady K Nursery provide milk and fruit during morning and afternoon sessions. This is included in the session price. Our school promotes healthy eating, and we encourage all children to try the different fruits on offer. Children are not allowed to bring chocolate or sweets to school, apart from a treat on a special occasion such as birthdays.

Water bottles: Children can freely access their named water bottle. Children always have access to fresh drinking water. We do not allow children to have fizzy pop in their water bottle.

Nappies, baby wipes and spare clothes: Please provide nappies and baby wipes (kept in your child's bag), as well as a set of spare clothes in case of accidents (please name all items of clothing).

Library books: Stories provide a wealth of learning opportunities, both at school and at home. Your child will choose a book to bring home and share. Working together we will develop a 'love of reading' and ensure a secure start to every child's reading journey.

Term dates: Please refer to our school website for school term dates.

Sickness and Medication: In line with Public Health Agency Guidance on infection control in schools and other childcare settings. Lady K Nursery cannot care for children who are sick or suffering from an **infectious/contagious disease** i.e., measles, chicken pox, German measles, mumps, impetigo, gastro-enteritis (diarrhoea and vomiting, or any other illness your doctor considers contagious. **48 hours** must pass from the last bout of sickness/diarrhoea before returning to Lady K Nursery. Parents/guardians must complete appropriate forms if children are to be given **medicine** whilst at Lady K Nursery.

Car Park: Parents **must** park in the parent car park when dropping off or picking up children from Lady K Nursery.

Lady K Kids Club (Breakfast and After School Club)

Please see our Lady K Kids Club Prospectus for details on the wonderful before and after school club sessions, along with prices.

Lady K Kids Club is available to children aged 3 upwards.

Confidentiality:

It is a legal requirement for Lady K Nursery to hold information about the children.

The information is used for registers, invoices, and emergency contacts. This information is stored on Arbor and admissions forms are kept in a locked cabinet when not in use and only accessed by the Nursery team.

The staff, through their close relationship with the children, will inevitably learn about the children's families. This information is confidential and parental permission will be sought before it is released. Likewise, everyday incidents and conversations that occur during our sessions are also considered confidential. However, there may on occasion be the need to share with other staff e.g., Head Teacher or Deputy Head Teacher.

If a child is considered at risk, the Child Protection Policy will override confidentiality.

Complaints:

The Office for Standards in Education, Children's Services and Skills (Ofsted)

Telephone: 0300 123 1231

Email: enquiries@ofsted.gov.uk

Useful additional information, with web links:

- Statutory framework for the early years foundation stage. Setting the standards for learning, development and care for children from birth to five. [Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)
- Development matters. Non-statutory curriculum guidance for the early years foundation stage. [Development Matters - GOV.UK \(www.gov.uk\)](#)
- Birth to 5 matters: non-statutory guidance for the Early Years Foundation Stage. <https://www.birthto5matters.org.uk/wp-content/uploads/2021/04/Birthto5Matters-download.pdf>
- Solihull Local Offer. [Solihull Local Offer](#)
- The Waiting Room (Birmingham and Solihull Health and Wellbeing Services at your fingertips). <https://the-waitingroom.org/>