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

2026-2027

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

01564 772 020 or 01564 772374

(updated October 2026)

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

Mrs Wells, NVQ Level 3 (Early Years)

Miss Parker, HLTA Level 4

Lunchtimes: Miss Russell, Mrs Sharp, Mrs Williams (Wednesday) and Mrs Wells

Contact information:

Head Teacher: Mrs L Anderson, B.A. (Hons)

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, Mrs Wells, Miss Russell, Mrs Sharp

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.

Our curriculum is designed to meet the requirements of the EYFS Statutory Framework (2026) and is **underpinned by the four EYFS principles**:

- **A Unique Child:** Every child is recognised as a capable, competent learner who can be resilient, confident, and self-assured.
- **Positive Relationships:** Children learn to be strong and independent through warm, supportive relationships with adults and peers.
- **Enabling Environments:** Children learn and develop well in environments where their individual needs are met and where there is a strong partnership between practitioners and parents/carers.
- **Learning and Development:** Children learn through a balance of adult-directed teaching, adult-guided activities and child-initiated play.

The EYFS curriculum consists of **seven areas of learning:**

Prime Areas:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

These areas are **interconnected** and delivered through engaging learning experiences that build progressively over time.

Characteristics of Effective Teaching and Learning

We support children in developing the characteristics of effective learning:

- Playing and Exploring

- Active Learning
- Creative and Thinking Critically

These characteristics are **embedded** throughout the curriculum and daily practice.

Children have daily access to **high-quality outdoor learning opportunities** which support all areas of development.

Personal Development, Self-Regulation and Executive Function

We recognise that children's ability to self-regulate and develop executive function skills is fundamental to lifelong learning.

Children are supported to:

- Manage their emotions.
- Build positive relationships.
- Focus their attention.
- Follow instructions.
- Develop memory and thinking skills.
- Show resilience and perseverance.

Our behaviour expectations are rooted in positive relationships, consistency and restorative approaches.

Communication and Language

Communication and language development is **central** to our curriculum.

Practitioners:

- Engage children in high-quality conversations.
- Model rich vocabulary and correct language structures.
- Read aloud daily.
- Provide opportunities for storytelling, singing and discussion.
- Support children to listen attentively and express themselves clearly.

We recognise that strong language development **underpins** success across all areas of learning.

Phonics (pre-school children):

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

Mathematics (specific area):

We follow the White Rose Maths schemes of learning (pre-school children).

Assessment

Assessment forms an integral part of teaching and learning. Practitioners do not undertake excessive evidence gathering and instead use professional knowledge, interactions and observations to inform assessment.

Practitioners use:

- Daily observations.
- Interactions with children.
- Professional knowledge.
- Information from parents/carers.
- Ongoing formative assessment.

Assessment is used to identify children's achievements, next steps and any areas requiring additional support.

Our Long-Term Curriculum Overviews are available on the school web site (Nursery class page). Weekly planning overviews will be sent to parents via Evidence Me.

Teaching and learning:

Play is KEY and is the main driver for learning.

Teaching will encompass:

- Child-led learning.
- Adult-led learning.
- Adult-guided learning.
- 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 (calming corner).
- 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.
- Water and sand play.
- 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 take part 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 Criteria:

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

Please refer to our **Nursery Entry arrangements**, which are available on our school web site (select School Life, then Nursery).

Settling-in sessions

To support a smooth transition into nursery, we offer settling-in sessions designed to help your child feel comfortable and confident in their new environment at their own pace. These visits allow your child to meet their Key Person and build confidence before their official start date. We work closely with families throughout the process to ensure every child feels safe, secure, and ready to thrive.

Session times and costs (term-time only, 38 weeks)

Session Time	Free entitlement hours	Cost per session, per child
Kids Club Breakfast Club Wheatley House Age 3 and older 7.30 am - 8.45 am	Free entitlement hours – 15 or 30 hours depending on eligibility (no charge)	Additional hours can be purchased (if available) at a cost of £7.00. Price includes hot/cold breakfast.
Kids Club Breakfast Club Wheatley House Age 3 and older 8.30 am - 8.45 am	Free entitlement hours – 15 or 30 hours depending on eligibility (no charge)	Additional hours can be purchased (if available) at a cost of £1.50.
Nursery Morning Classroom 8.45 am - 11.45 am	Free entitlement hours – 15 or 30 hours depending on eligibility (no charge)	Additional hours can be purchased (if available) at a cost of £15.00. Price includes milk and fruit.
Nursery Lunch School Hall 11.45 am - 12.15 pm	Free entitlement hours – 15 or 30 hours depending on eligibility (no charge)	Additional hours can be purchased (if available) at a cost of £4.00 (to cover supervision). Parents can provide a packed lunch from home or pay an extra amount for a cold/hot school meal. School lunches are ordered and paid for by parents using Arbor.
Nursery Afternoon Classroom 12.15 pm - 3.15 pm	Free entitlement hours – 15 or 30 hours depending on eligibility (no charge)	Additional hours can be purchased (if available) at a cost of £15.00. Price includes milk and fruit.
Kids Club After School Club Wheatley House Age 3 and older 3.15 pm until 4.30 pm, or 5.30 pm or 6.00 pm	Free entitlement hours – 15 or 30 hours depending on eligibility (no charge)	Additional hours can be purchased (if available) at a cost of: £7.00 until 4.30 pm (price includes a cereal bar) £11.50 until 5.30 pm or £13.50 until 6.00 pm (price includes a cold or hot snack).
Consumables (nappies, wipes, suncream)	To be provided by parents/carers	To be provided by parents/carers
Additional voluntary services	Ad hoc (trips). Occasionally, we may charge parents/carers a small sum of money to help cover the cost of trips. Parents will be informed by letter if an extra sum is to be charged. Parents may **opt out** of paying this chargeable extra and associated activity for their child.	
Please note that prices are subject to review.		

Nursery children will independently enter/exit the classroom via the side nursery gate.

How to Pay

For any sessions attended that are not covered by your free funded hours entitlement (15 or 30 hours depending on eligibility), 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.

Once a booking is made, the standard charge will apply, unless 4 weeks' notice is given.

Please note that if your child is absent from school, you will still be charged for the session. This is due to the place being reserved specifically for your child, and staffing and resources are allocated accordingly.

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.

If paying by childcare vouchers or government tax free schemes, our school URN number is 148084 and DfE number 3343312. Bank account details are available on request.

Funding

Please contact Miss Pitt for information regarding our flexible funded places at Lady K Nursery. Lady K Nursery offers parents flexibility with regards to allocation of their funded hours (15 or 30 hours depending on eligibility).

You will need to provide your child's original **Birth Certificate** for funding verification purposes and complete/sign a **Parent Declaration Form**.

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 Children and families | Solihull Metropolitan Borough Council.

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. Lady K Kids Club is available to children aged 3 upwards and is held in Wheatley House (building at the top of the school playground).

Key Person

Each child in Nursery 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 some 'WOW' moments per week via Evidence Me.

Progress Check Reports:

Children's individual progress is regularly reviewed by your child's Key Person. Where applicable, practitioners complete the statutory Progress Check report (between age 2 and 3) and share a short-written summary (prime areas) with parents/carers that celebrate strengths and identify next steps in a progressive learning curriculum.

Special Educational Needs and Disability (SEND)

We are committed to ensuring that all children, including those with SEND, have equal access to a broad and balanced curriculum.

Practitioners identify children's needs early and work collaboratively with families and external agencies where appropriate to ensure children receive the support they need to thrive. We are committed to narrowing achievement gaps and ensuring disadvantaged children have access to high-quality learning experiences and targeted support where required.

Please also refer to our school web site for information on how we support children with special educational needs and disabilities (select School Life, then SEN).

Choking and food safety

Children's safety is our highest priority. We follow recognised choking prevention guidance by:

- ensuring food is prepared appropriately for each age group
- ensuring children are seated in age-appropriately sized chairs/high-chairs and adequately supervised whilst eating/drinking, within sight and hearing of staff
- being alert for signs of choking
- promoting safe eating habits
- following guidance by the Food Standards Agency – Early Years Choking Hazards Food Safety Advice.

Staff are trained in paediatric first aid, giving parents confidence that their child is cared for in a safe and supportive environment that supports children's health, wellbeing, and development.

Food hygiene training is undertaken by staff involved in preparing and handling food.

Please refer to our **Food and Nutrition Policy** (see below).

Safer Sleeping

We are committed to creating a safe and comfortable sleep environment for all children at Lady K Nursery and providing reassurance to families that children are cared for in a secure and nurturing environment.

Our sleep arrangements follow current EYFS safer sleeping requirements, including placing young children on their backs to sleep, providing individual sleep spaces, individual waterproof mattresses with fitted sheets and cellular blankets, maintaining clear and uncluttered sleeping areas, carrying out regular supervision checks on sleeping children and ensuring they remain within sight and/or hearing of suitably trained staff.

Screen time and technology

We believe young children learn best through play, exploration and relationships, and place a strong emphasis on active play, social interaction, outdoor learning, and hands-on experiences. Screen use at nursery is kept to a minimum and used purposefully to enhance children's learning. Our aim is to support children's development through meaningful experiences that promote wellbeing, communication, creativity, and independence.

Uniform (voluntary)

In line with our school Uniform Policy, children in Lady K Nursery should wear:

- Royal blue hoodie (branded or non-branded)
- A light blue polo shirt (branded or non-branded)
- Shorts or jogging bottoms (preferably black)
- Comfortable footwear (trainers)
- A warm waterproof coat
- Wellington boots (a pair to stay in school if possible)

Children attending nursery sessions must bring a **bag of spare clothes** and **nappies/wipes if required**. **All items of clothing should be clearly named**.

School uniform items with school badges can be brought from Palmers School wear either online (https://palmersschoolwear.co.uk) or from their local shop located in Knowle. Crested items can also alternatively be brought at https://www.top-form.co.uk For non-school branded items, all major supermarkets, Next and M&S have other suitable options.

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 (01564 772 374 or 01564 772 020). 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/carer or any other person on the emergency 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/carer 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.

Procedures if a child goes missing at, or away, from the setting

The safety and wellbeing of every child is our highest priority.

In the unlikely event that a child goes missing, either from the nursery premises or while on an outing, we follow a strict and immediate protocol to ensure their swift recovery and to safeguard all children in our care.

Child goes missing:

Immediate action: Staff will conduct a thorough search of the premises or surrounding area, ensuring other children remain supervised and safe.

Alerting authorities: If the child is not found within a short timeframe, a member of school staff will contact the police and provide all relevant details.

Informing parents/guardians: The child's parents or guardians will be notified without delay.

Incident management: Staff will record the incident, including time, location, and circumstances, and cooperate fully with authorities.

Review and prevention: A full investigation will be carried out, and procedures will be reviewed to prevent future occurrences.

We regularly review our safeguarding policies and train staff to respond calmly and effectively in emergency situations. Our commitment is to provide a secure environment where children can thrive, and families feel confident in our care.

Partnership with parents/guardians:

We recognise parents/carers as children's first and most enduring educators.

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 and work collaboratively with families. These include:

- Settling-in sessions to support transition.
- Regular communication.
- Whole school newsletters.
- Half termly Lady K Nursery newsletters.
- 'Parent share' observations via Evidence Me.
- 'Chat' facility via Evidence Me.
- Long term curriculum overviews (web site, Nursery page).
- Weekly planning overview (via Evidence Me and on parent board).
- Parent/guardian consultations.
- Home learning opportunities.
- Parent/guardian events and celebrations.
- Progress check reports (between age 2 and 3).
- 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.

We value parental contributions and encourage parents/carers to share information about their child's development, interests and achievements.

Woodland Wanderers:

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

Intimate Care:

Please refer to our **Intimate Care policy** (school web site - select Parents, then Policies).

Safeguarding:

In line with our School Safeguarding and Child Protection policies.

All nursery staff receive annual safeguarding training to ensure they maintain up-to-date knowledge and skills in protecting children and promoting their welfare.

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 from home (named) once permission has been given from parent/guardian.

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. Prescription medicines can only be administered if prescribed by a child's doctor, dentist, nurse or pharmacist.

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., Headteacher.

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

Does my child need to bring anything and 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**. For birthdays and special occasions, please bring in an alternative option for sweets and chocolates if possible. This could be a fruit platter, bubbles, stickers, etc.

- **Water bottles**: Children to bring a named water bottle (water only), which can be freely accessed throughout the day. Fresh drinking water is also freely available. **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 (if applicable) (kept in your child's bag), as well as a set of spare clothes in case of accidents (**please name all items of clothing**).

- **Sun hat and suncream:** Provided by parents during warmer months.

- **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 (select Parents, then Term Dates).

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

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/
- Early Years Foundation Stage Nutrition Guidance (May 2025) Early Years Foundation Stage nutrition - GOV.UK
- NHS Healthy Start Communication Toolkit Campaigns and toolkits :: NHS Birmingham and Solihull
- Early years choking hazards food safety advice (Food Standards Agency) food standards agency choking hazards poster - Search

Food and Nutrition Policy

This Food and Nutrition Policy has been developed in partnership with the early years team at Lady Katherine Leveson Primary School and follows guidelines set out in the Multi Academy Trust Food and Nutrition Policy for Early Years Settings (see policy below), Early years foundation stage statutory framework (2026) and the Early years Foundation Stage nutrition guidance (May 2025)

Everyday healthy eating

- We support children to eat a balanced diet
- We provide healthy snacks in the morning/afternoon: milk, fruit/vegetable
- Drinks: water or milk only
- Children will wash their hands with soap and water prior to snack-time and lunch-time
- We encourage children to eat a balanced diet using the 4 main food groups:-
  1) Fruit and vegetables
  2) Starchy carbohydrates (eg, bread, rice, pasta)
  3) Dairy or alternatives
  4) Proteins (eg, beans, fish, eggs, meat)
  These provide essential nutrients to help children grow and develop
- Children will take part in various cooking activities planned throughout year

Food brought in from home

In line with the Early Years Foundation Stage nutrition guidances (May 2025, page 27), advice regarding packed lunches from home:

- Prior to lunchtime, all food brought in from home will be checked for potential allergens to reduce the risk of cross-contamination.
- Ensure the food is suitable for your child's individual developmental needs and all food be prepared in a way to **prevent choking**, following guidelines from the Food Standards Agency.
- Perishable items that should be kept cool, **pack in insulated sealed bags**. If ice packs are unavailable, the '4-hour-rule' can be applied. This rule allows food to be stored outside of chilled conditions for up to 4 hours, but this should only be done once during the entire storage.
- **Clearly label** your child's name on their lunch bag and detail the contents.
- **Pack foods** that can safely be kept at room temperature, as there is no refrigerated area for storing food brought in from home. The Food Standards Agency provides

advice on Listeria, which has examples of ready-to-eat foods that should be eaten within 4 hours of removing from your fridge at home.

Please avoid sending in:

- Sweets, chocolates, fizzy drinks, squash
- Crisps, processed meats, salty snacks
- Choking risks (whole grapes, cherry tomatoes, cheese cubes, popcorn, whole nuts)

If we have concerns about a lunchbox, we will discuss privately with you.

Celebrations and special occasions

We celebrate birthdays with songs, card and a small gift

To support healthy eating, children are not allowed to bring chocolate or sweets to school. For birthdays and special occasions, please bring in an alternative option for sweets and chocolates if possible. This could be a fruit platter, bubbles, stickers, etc.

We also celebrate and respect cultural food traditions, where safe and appropriate.

Food preparation

- All foods served at snack-time and lunch-time, will be served in a way to prevent choking, following guidelines from the Food Standards Agency.

Allergies and special diets

- Please tell us about any allergies or dietary needs (admission forms)
- We display allergy information for staff and keep food preparation areas safe
- Staff are trained to manage allergies safety (one member of staff present at all times with Paediatric First Aid training)

Our promise

- Snack-time and lunch-times are calm, social and enjoyable
- We never pressure children to eat
- We never comment negatively on food in front of children
- We aim to build healthy habits for life

Together, we can give children the best start with food, health and happy mealtimes

MULTI ACADEMY TRUST FOOD AND NUTRITION POLICY FOR EARLY YEARS SETTINGS

1. Purpose and Scope

This policy outlines BDMAT's commitment to promoting healthy eating and ensuring food safety across all early years settings. It applies to all staff, children, and families involved in the provision or consumption of food within our academies.

2. Guiding Principles

- All food and drink provided must be healthy, balanced, and nutritious.
- Food practices must support children's development, cultural diversity, and individual dietary needs.
- We aim to educate children and families on healthy eating habits and safe food practices.

3. Food Safety and Hygiene

To ensure the safety of all children:

- All foods brought from home must be checked for potential allergens to reduce the risk of cross-contamination.
- All food served to children must be prepared to prevent choking. Staff must follow the Food Standards Agency's guidance on safe food preparation.
- Communication with parents/carers is essential. We will provide guidance on:
  - Packing food suitable for their child's developmental stage.
  - Using insulated bags for perishable items and applying the '4-hour rule' if refrigeration is not available.
  - Labelling lunch bags with the child's name and contents including any allergies.
  - Choosing foods that are safe at room temperature if refrigeration is unavailable.
  - Refrigeration and reheating: Settings are not required to refrigerate or reheat food brought from home.
  - Staff will follow the Food Standards Agency's food safety management procedures for small settings and childminders.

4. Guidance for Children Aged 1 to 5 Years

🍽 A Healthy Plate

- Encourage a **balanced diet** using the **4 main food groups**.

- Promote **group eating** to support social learning and food exploration.
- Refer to the **Eatwell guide** for visual guidance on balanced meals (for children aged 2+).

🍽 **The 4 Food Groups**

Children's daily diets should include:

1. **Fruit and vegetables**
2. **Starchy carbohydrates** (e.g. bread, rice, pasta)
3. **Dairy or alternatives**
4. **Proteins** (e.g. beans, fish, eggs, meat)

📌 See the **DfE poster on food groups** for more.

⚠ **Food Preparation & Choking Prevention**

- Prepare food to **minimise choking risks**.
- Use these **FSA posters** and **Poster 2** for safe preparation tips.

🥤 **Food & Drink Guidelines**

- **Provide**: Include daily (e.g. fruits, whole grains).
- **Limit:** Reduce frequency (e.g. salty or sugary snacks).
- **Avoid:** Do not serve (e.g. fizzy drinks, sweets).

5. Food Brought from Home

- Parents/carers are encouraged to provide nutritious, balanced meals.
- Foods high in sugar, salt, and saturated fats should be limited.
- We will provide sample menus and guidance to support families in making healthy choices.

6. Celebrations and Special Events

- To promote healthy habits, we encourage non-food-based celebrations (e.g., bubbles, stickers).
- If food is brought in for celebrations:
  - It must be checked for allergens.
  - Families should be encouraged to bring healthier options such as fruit platters.
  - Staff will communicate the setting's food guidelines clearly to parents/carers.

7. Communication and Partnership with Families

- We will maintain open communication with families about food practices.

- Regular updates, workshops, and resources will be provided to support healthy eating at home and in the setting.

8. Medical Diets and Allergen Management

Chartwells, our school meals provider, follows strict protocols to ensure the safety and inclusion of all pupils requiring medical diets:

Lunch bags must be clearly labelled with the child's name, contents, and any allergens.

All meals that follow a medical diet menu will be prepared and plated separately to avoid cross-contamination.

A medical diet will continue to be provided for future menu cycles by Chartwells until written confirmation is received that it is no longer required.

Clients and parents must inform Chartwells and the school about any leavers and confirm the list of pupils requiring medical diets on a termly basis.

Caterers will collaborate with suppliers to ensure clear ingredient labelling and appropriate allergen declarations.

Schools with pupils following a medical diet menu will implement a system to identify these pupils at food service points.

All food provision will comply with the School Food Standards to ensure nutritional adequacy and consistency across settings.

9. Monitoring and Review

- This policy will be reviewed annually or in response to updates in government guidance.
- Feedback from staff, parents, and carers will be considered in policy updates.