

## LEVER EDGE PRIMARY ACADEMY PROSPECTUS – NURSERIES



### Welcome

This booklet gives information about various aspects of life and work in our Nurseries. Parents who are considering sending their child to Nursery are welcome to arrange a visit by telephoning the school.

### 'Nurture, Grow, Succeed'

**At Lever Edge Primary Academy, it is our mission to nurture and raise the aspirations, achievements and life chances of all pupils, so that they are able to grow and develop into life-long learners and achieve their full potential, leading healthy, fulfilled lives, contributing positively to the community.**

### A Forward from the Chair of Trustees

My name is John Shepley and I am proud to be the Chair of Trustees at Lever Edge Primary Academy. I am delighted to have this opportunity to write a brief forward to our school prospectus and let you know a little about our school.

Every time I visit Lever Edge, I am always impressed by the warm and welcoming atmosphere and the caring and supportive environment. The school ensures that every child has the opportunity to achieve their full potential so that they can lead happy and fulfilled lives as they move forward through their early years.

The school provides an important focal point in the area and this has helped us forge strong links within the local community. Working closely and in partnership with parents is an important part of what we do. By working together, we can and do provide your child with the best possible education and opportunities.

Finally, I would like to welcome you and your children to Lever Edge Primary Academy. You can be sure of a warm and friendly welcome certain in the knowledge we will provide your child with a sound foundation for the future.

***John K Shepley***  
***Chair of Trustees***

### School Aims and Objectives

**We aim to achieve our mission by providing: -**

- A warm, welcoming, safe environment, which is clean and well resourced
- An environment which encourages high moral standards, courtesy, respect and good behavior
- High quality teaching and learning, which ensures pupils are happy, self-confident learners, who are actively engaged in their learning and making significant progress
- A broad, balanced and rich curriculum, which pupils enjoy and which ensure they have the opportunity to develop their artistic and physical skills, as well as their academic skills, and that their understanding of the world is enhanced

### Communication with Parents/Carers

Good communication between school and our parents/carers is of great important to us especially as we are conscious that we want to include you in your child's progress. There are various ways that we can communicate, whether that is when you bring your child to nursery, through our website and newsletters or through an online system called Class Dojo. (You will be sent a link to Class Dojo by your child's Key Person when your child starts with us).

The school website is a very useful source of information: [www.leveredgeprimaryacademy.co.uk](http://www.leveredgeprimaryacademy.co.uk)

# School Organisation

## Nursery Admissions and Staffing

The Headteacher will allocate places in the Nursery Units as they become available. Priority will be given to siblings and children living in close proximity to the school. Children with additional needs will also be given priority if it is considered better for them to attend Lever Edge Primary Academy rather than another setting.

Lever Edge Primary has two Nurseries, one for children aged nine months to two years and one for three year olds.

There are currently nine places available for children from nine months to two year olds and 30 spaces for two-three year olds attending part time (morning or afternoon).

The three year old nursery has spaces for 104 children attending part time (morning or afternoon) or full time.

## Nursery Times

### Babies and Two Year Old Unit

<b>Morning:</b>	8.30am – 11.30am
<b>Afternoon:</b>	12.15pm – 3.15pm

### Three Year Old Unit

<b>Morning:</b>	8.30am – 11.30am
<b>Afternoon</b>	12.15 pm – 3.15pm

## Nursery Places – 15 hours or 30 hours

- Families with children aged two are currently eligible for 15 hours per week of funded childcare if they receive any of the following benefits: Income Support, income-based Jobseeker's Allowance, income related Employment and Support Allowance.
- From **April 2024** eligible working parents of two year olds are able to access 15 hours childcare support.
- From **September 2024**, 15 hours childcare will be extended to eligible working parents with a child from none months old.
- From **September 2025**, support will increase to 30 hours for eligible working parents with a child from none months old up to school age.

Eligibility is determined by the government and parents will need to apply online, see the website: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

If you are eligible, you will be required to complete a form to confirm your child's eligibility and your permission for the school to make the appropriate checks on your behalf.

## Staffing and Key Person

Nursery is staffed full time by a qualified Teacher and Teaching Assistants. The nurseries are run with a team approach and all members of staff are willing to receive information regarding children.

In line with the requirements of the Early Years Foundation Stage, all children in the Nursery will have a named Key Person. The Key Person will monitor how each child is settling in and will form a close relationship with them and their family.

## **Bringing / Collecting your Child**

The safety of your child is of prime importance to us. Please do not park on the school car park, nor in the restricted parking zones outside school. Children must be brought into the reception area of the Nursery by a responsible person. Children must not be left at the Nursery gate and instructed to go into Nursery unaccompanied. As your child enters Nursery, there are coat hooks at the entrance for the children to hang up their coats. When collecting children from the Nursery, please gather in the designated area and wait for us to send the children to you. This procedure is followed to prevent the risk of children slipping out unnoticed. If your child is collected by someone other than yourself, or the regular person nominated by yourself, please let us know in advance. Nursery children can only be collected by a person who is 16 years of age or older. Please ensure you are on time to pick your child up.

## **Mid-Session Snacks**

All children are offered a free mid-session snack, consisting of either a toasted bagel and/or fruit and milk.

## **Chargeable Options**

When eligibility has been confirmed, you need to decide what additional chargeable options you would like for your child e.g. lunch (or packed lunch including supervision), Breakfast Club or After School Club. More information can be obtained from the school office in this regard.

## **Free School Meal Eligibility**

A free school meal can be provided for your child whilst in nursery but you will need to ascertain eligibility. We recommend that you check this online at [Free school meals and help with school uniform – Bolton Council](#) or at the One Stop Shop, Bolton Town Hall, Telephone: 01204 332099.

## **Behaviour**

As part of their Nursery education, children are encouraged to develop self-control. Most of our 'rules' are concerned with safety and these are regularly discussed with the children so they understand them, for example, why they must not throw sand. Children who do not carry out these 'rules' may be excluded from activities for a short period – we would ask you to support this policy.

## **Illness and Attendance**

An attendance register is kept daily and we would appreciate a phone call on the first day of absence if your child is unable to attend for any reason.

If your child is ill, please keep him / her at home, not only for their own sake but also for the health and welfare of others, both children and staff. A copy of the Policy on illnesses is displayed on the school website. If your child suffers from hay fever, asthma etc., then inhalers must be kept in school – please inform us if this is required. Children who have other medical needs, such as nut allergies etc., must provide documentary evidence and prescription medication from a GP or hospital.

Normally, we cannot accept medicines in Nursery, so if your child is taking medication it is best if he / she stays at home. Similarly, if your child is not well enough to play outside, we request that he / she stays at home, as outdoor play is a central part of the Early Years Curriculum.

Please make sure that you have completed the form relating to Emergency Contact details. In the event of accident or illness, every attempt is made to contact parents as soon as possible. It is therefore, very important that this information is kept up to date.

## Uniform

All pupils are required to wear school uniform, which must have their child's name in it, so that they can easily be identified. The school uniform consists of:

- Red Jumper, Cardigan or Sweatshirt
- Grey or Black Trousers (elasticated waist is preferable) or Skirt
- Red and White Checked Summer Dress
- White Polo Shirt
- Sensible Black School Shoes (preferably ones that they can fasten/unfasten themselves and shoes with Velcro fasteners are preferable).

Our outdoor play area is used throughout the year and your child will require warm outdoor clothes.

- Waterproof coat with hood
- Sensible black shoes
- Hat (woolly or sunhat, depending on the weather) and gloves
- Sunscreen, if required

Every week the children attend our forest school and on these days, Wellington boots will be required.

## Jewellery and Hair Cuts

Jewellery can be dangerous as it may become caught up when children are engaged in physical activity. Children are, therefore, not allowed to wear any jewellery other than ear studs.

Children are not allowed in Nursery with shaved heads or patterns shaved into their hair.

## Nappies

If your child is in our two Year Old Nursery, they may still be in nappies. If this is the case, you will need to bring nappies, spare clothes and wipes into Nursery every day.

A PE bag can be purchased for this purpose and you can pay for this via the School Gateway app. [School Gateway - The App for Parents to Interact With Their School](#)

## School Trips and Visitors

Your child's nursery class will go on an educational outing during the school year to places of interest, such as zoos or parks. The nursery also arranges for special visitors to come to school with farm animals or sea life creatures.

## Charging for Trips and Visitors

Parents are asked to make a financial contribution to the cost of a school trip or visitor to Nursery. No child will be omitted because his/her parents do not make a contribution. However, the trip/activity will not take place if there are not sufficient funds to cover the cost of the trip.

Arrangements can be made with the Nursery Manager to pay for trips in instalments, if required. Trips can be paid for on the School Gateway app: [School Gateway - The App for Parents to Interact With Their School](#)

## What will my child learn at Nursery?

All activities are planned to stimulate your child's overall development.

**The Nursery aims are as follows: -**

1. To aid the transition from home to Nursery and Nursery to Reception class
2. To provide a planned, positive environment where the needs of each individual child can be met, allowing them to make a positive contribution, enjoy and achieve their full potential
3. To provide a challenging environment which ensure children are well-motivated and equipped to be effective learners
4. To provide a safe and secure environment that is supportive to emotional to emotional health and well being
5. To promote and enhance the spiritual, moral, cultural, intellectual and physical development of children in line with DFE @Early Years Foundation Stage Curriculum'
6. To establish positive attitudes towards a healthy and active way of life

## How are these aims achieved?

Your child will be learning through play, as play is a young child's 'work'. Each day your child will enter a carefully structured and stimulating learning environment. For the major part of each session, your child will be free to join in all the activities provided. Children are encouraged to move freely within the learning environment.

The opportunity to plan their own day promotes independence and is the beginning of decision making for life. However, children will also be encouraged to participate in particular activities to ensure that they are progressing well at their own level and to ensure that they are becoming involved in all areas.

Outdoor play is offered on a daily basis; this allows for exploration of a natural environment and provides further opportunities for learning in all curriculum areas. We have a forest school area that the children can access on a weekly basis.

Please do not expect your child to bring something home every day – many activities do not have an 'end product' but are to do with learning new concepts and language. Please praise anything that your child does bring home.

## Prime Areas

1. Communication and Language development involves giving children opportunities to experience a rich language environment to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations
2. Physical Development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food
3. Personal, Social and Emotional Development involves helping children to develop a positive sense of themselves, and others

## Specific Areas

1. Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest

2. Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers and to describe shapes, spaces and measure
3. Understanding the World involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment
4. Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology

## Your Child's Progress

Towards the end of the Summer Term, your child will be given a written summary of how they are progressing against three Prime Areas of Learning: -

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

If your child is in the Two Year Old unit, these assessments are called the Two Year Old Progress Check.

You will see the Nursery staff on a daily basis and be able to talk frequently about your child's progress. There will be open evenings during the course of the year when you will have the opportunity for a more formal discussion.

## Before Nursery

Teaching children to be independent is given high priority.

Before your child starts in the Nursery Class, it would help if they are able to do the following unaided (depending on their age and ability):

1. Use the toilet properly and flush it (including being able to undo own trousers and wipe themselves)
2. Wash and dry hands, automatically, after visiting the toilet
3. Use a handkerchief / paper tissue
4. Take off his / her own coat and hang it up
5. Dress and undress themselves – obviously, help will be provided but children's learning follows fewer disruptions if children are self-sufficient. Often, more time is spent on this activity at the expense of time that children could actually be engaged in activities
6. Tidy/clear away own toys and be prepared to share and take turns. If your child can do these things they will feel happier in school.

## Settling In

We understand that, for a young child, the first break from home can be an anxious time. The transition from home to school may be easier if your child has already experienced short periods of time without you – at Grandma's, at a childminder's etc.

Even if your child has been keen to come to Nursery, do not expect them to settle immediately. The Nursery has a friendly, informal atmosphere and hopefully, we will be able to overcome any initial difficulties together. Try not to let your child see if you are anxious about the separation – they will sense your feelings and a relaxed attitude is the best approach.

You and your child will have an opportunity to visit school and meet staff before your child starts to attend. For those families new to the school, we offer a programme of home visits. These are informal in nature and our aim is to introduce you and your child to the school in the secure environment of your home.

## Helpful Activities to Help Your Child Settle In

For you and your child to do together: -

1. Talk together about Nursery – friends, games, activities etc.
2. Remind them of the names of the staff in Nursery
3. Remind them that although you will leave them, you will come back
4. Your child may want a lot of attention from yourself during the first few weeks
5. Allow them to help you with the washing up, cooking, setting the table and cleaning away
6. Children learn a lot from talking – they learn to communicate with other children and adults, and will not be able to read and write until they are able to talk easily to others. Talking means speaking with, listening to, answering and asking questions. When your child asks questions, answer them simply, clearly and truthfully – try to introduce new words

## Links with School

The Nursery Class is an integral part of the school; it is involved with various school activities throughout the year and implements the school policies.

Towards the end of the school year, children visit the Reception Class to meet their new teacher. This is to help prepare them for the transition into school. They also visit the dining hall and meet the lunchtime supervisors.

## School Policies

School Policies are available on the school website.

## Complaints Procedure

The Academy has an established procedure for dealing with complaints. A copy of the procedure is available on the school website, or, alternatively it can be obtained from the school office, if required. If you would like to contact the Chair of Trustees, please speak to the school office.

It is important that all parents feel supported and know who to contact should they have a problem to allow this to be resolved efficiently and effectively.

Staff at Lever Edge Primary Academy are committed to providing high quality education and caring environment for each child. Problems can occasionally arise involving a child and whilst we appreciate that parents will be naturally protective of their own child, we would ask that all adults remain calm when resolving issues. It is never acceptable for a parent to approach someone else's

child in an attempt to resolve a dispute. Parents must always refer their concerns to the school by speaking to the class teacher in the first instance.

Parents and carers have a positive and invaluable role to play in the education of their children. We wish to encourage and promote a genuine exchange of views and information and a climate of mutual support with the individual child firmly at the centre of our joint endeavours.

## **Privacy Notice – Data Protection 2018**

Lever Edge Primary Academy are the Data Controller for the purposes of the General Data Protection Act (GDPR). We collect information from you and may receive information about you from your previous school and the other agencies. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing

This information includes contact details, National Curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the Data Protection Officer at the school.

If you require more information about how the Local Authority (LA and/or DfE use your information, then please go to their website.

## **Health and Safety Information**

### **Safeguarding**

All schools have a statutory responsibility to safeguard and promote the welfare of children in their care. Child Protection is one aspect of safeguarding and schools are required to take action to protect any child they identify as suffering, or at risk of suffering, harm.

There are five senior members of staff in school who are Designated Child Protection Officers. Any concerns about the welfare of children are reported to these staff and appropriate action is taken.

A copy of the school's Child Protection Policy is available on the school's website, should you wish to access it. Alternatively, a paper copy may be obtained from the school's office.

### **Confidentiality**

The school is committed to working in partnership with parents/carers in the best interests of their children. From time to time, adults working within the school community may receive information about individual children, or family circumstances, which needs to be treated as confidential. It is the policy of the school that anyone receiving such information must share it with the Headteacher or Deputy.

The Head will decide whether it is necessary to inform other staff, so that the child's needs may be dealt with in a consistent and appropriate way.



The wishes of parents/carers will be taken into consideration when making this decision and information sharing will be on a 'need to know' basis. Confidentiality will be preserved between the staff and the information will not be disclosed to other parents/carers. Information will remain confidential within the school, with the exception of when there is a duty to share it with other agencies for the protection of the child.

This policy applies to all teaching and non-teaching staff and to members of the Board of Trustees. Parents/carers working within the school as volunteers are also expected to adhere to this policy.

## **Behaviour on School Premises**

All members of the school community are expected to behave towards each other with respect and consideration, politeness and good manners. Children are encouraged to take responsibility for their own actions. The ethos of the school can be summed up as, "Behave towards other people as you would want other people to behave towards you". The children are constantly reminded of our expectations in all areas of school life - in the classroom, around the school, in the playground and in assembly. Our emphasis is placed firmly on encouragement and praise for effort, achievement and good behaviour, with a reward system shared by the whole school.

Parents and other adults have certain rights to be on school premises but do not have the right to disturb school activities or threaten or intimidate staff, pupils or other parents.

Sanctions that will be applied, if appropriate standards of behaviour are not met, include:-

- Asking parents to leave the premises
- Contacting the Police
- Banning parents from the premises (in extreme circumstances)

## **Safety Information**

- For the safety of your children please could we ask parents not to bring dogs into the school playgrounds
- Not to park on the zig-zag lines outside school and to drive slowly in the streets around school
- To teach children to cross the road safely – we have a zebra crossing outside school that we encourage parents and children to use
- To help to teach younger children the rule that they should be with a responsible adult until their classroom doors are open at the start of the school day
- Not to smoke/vape anywhere within the school grounds
- Not to be physically or verbally abusive to anyone whilst on the school grounds

## **Online Safety**

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the real world. It is important to teach pupils the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app.

The Headteacher is responsible for ensuring that staff understand the Online Safety policy, and that it is being implemented consistently throughout the school.

Parents should be aware that they are expected to:

- Notify a member of staff or the Headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues?, UK Safer Internet Centre:  
<https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>
- Hot topics, Childnet International: <http://www.childnet.com/parents-and-carers/hot-topics>

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher.

## [Access to school](#)

### [Lever Edge Lane Entrance](#)

This entrance leads to both nurseries and KS1 playground.

The main entrance to the school office is on Lever Edge Lane. Children don't come into school via this entrance, they use the entrance on Lever Edge Lane.

## [Photographs](#)

Taking photographs and filming of your child's successes and achievements has traditionally been an important record of her/his development and also forms part of performance assessment in school. The school typically take photographs of children during the day and upload them to Class Dojo so that parents can keep up to date with what their child is doing in class. Photographs and filming is also undertaken taken during school plays, concerts and sporting events.

To comply with the Data Protection Act 1998, we need your permission before we take any images of your child. Consent is sought when your child starts school and will be for the entire period of the child's attendance. A new form must be completed should a parent wish to change the consent given. More information can be obtained from the school office.

During school plays, assemblies etc., the Trustees have agreed that it isn't always appropriate to allow parents to take photographs or record it as this can be disruptive. When such events are hosted, parents will be permitted to take photographs or film footage after the performance. Parents are reminded that the images they capture are for personal use and that they should not post photographs on social media of other people's children.

The school offers the opportunity to purchase individual or family photographs taken by an external professional during the school year. Parents can opt out of this arrangement by contacting the school office.

## [Children with Special Educational Needs or Disabilities \(SEND\)](#)

A Brief Guide on Special Educational Needs (SEND)

- **What do you do if you think your child is experiencing problems learning at school?**

Talk to your child's teacher.

Many problems can be sorted out as they arise. It is important that you speak to your child's class teacher or the SENDCo as soon as you think there is a problem. They will work with you and decide how best to assist your child.

- **Read the School's Policy on Special Educational Needs & Disability and the SEN report.**

The School's policy on Special Educational Needs & Disability is regularly reviewed by staff and Trustees. For reference, a full copy is available at the School Office and on the website.

- **What happens next?**

The class teacher will work with the SENDCo and parents/carers to ascertain whether any interventions need to be implemented.

- **Are further steps necessary?**

In most cases, your child will benefit from the extra help they have received. In some cases, more support will be needed and your child may benefit from working with a specialist member of staff.

In a small number of cases we may, with parent permission, refer to an outside agency or a formal assessment may be advised.

At all times you will be kept up to date with what is happening concerning your child's education and you will be advised as to the best course of action.

## **Finally**

We would like your child to enjoy all the benefits the Nursery has to offer – enjoy it with them because it will pass so quickly. We hope that we can work together to build on the start you have already made, to give your child high quality educational opportunities.

If you have any problems, worries or doubts, please do not hesitate to speak to the staff who will be only too willing to help.

If there are still unanswered questions please contact the school office who are always happy to help parents with their queries. The office is open every school day from 8.00 a.m. to 4.00 p.m. (3.30 p.m. on Fridays).