Your Child's Nursery Journey

at

Little Harriers



Introduction

We are delighted to welcome you and your child to our nursery family. This booklet is designed to give you all the information you need to feel confident, informed and excited about your child's journey with us.

At Little Harriers, we believe that early childhood is a time of wonder, discovery and joy. Our dedicated team is here to provide a safe, nurturing and stimulating environment where your child can thrive – emotionally, socially and academically.

Inside this guide, you will find everything you need to know about how we work, what to expect day-to-day, and how we will support your child's development. From our daily routines and learning approach to safeguarding, meals and communication with families – it's all here.

We know that starting nursery is a big step, and we are here to support you every step of the way. If you have any questions after reading this booklet, please don't hesitate to get in touch – we are always happy to help.

Let's begin this exciting journey together!

Charlotte Hopkins/Tracey Blackshaw

Headteacher/Nursery Manager

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Nursery Admission Arrangements

Henhurst Ridge (the School) is a primary academy located at Henhurst Ridge, Branston and is part of REAch2 Academy Trust (the Trust).
More information is available on our school website: https://henhurstridgeacademy.org/

Little Harriers offers nursery provision for three to four years old between the hours of 8:30-3:15, depending on eligibility and available sessions. Children may attend the nursery setting either part-time (15 hours per week) or full-time (30 hours per week). To find out about place availability, please email the school office: office@henhurstridgeacademy.org

Admission Arrangements

The purpose of the admission arrangements is to ensure that all nursery places for REAch2 schools are allocated and offered in an open and fair way. This document outlines the admissions arrangements for the nursery provision at Little Harriers.
The nursery can admit 24 children at any one time, in accordance with the statutory early years framework guidance on staff/pupil ratio and room size. The school offers both full-time and part-time spaces in line with allocated funding. We can only offer spaces that are available and cannot displace another child to accommodate new children.

Children are eligible to start nursery the term after they turn three years old. We accept applications throughout the year; however, places are typically allocated in April/May each year for entry in the following academic year (September, January, and April).

Funded Places

All children are entitled to 15 hours a week nursery care from the term after they turn three. Some children will be entitled to funded hours on top of the entitlement for all children.

- 15 hour funding entitlement for all 3 year olds - the government provides 15 hours per week funded entitlement over 38 weeks (term time only).
- 30 hour funding entitlement for children aged 3-4 years. The government provides 30 hours per week funded entitlement over 38 weeks (term time only). This entitlement is available to working parents of 3 and 4 year olds who meet the government criteria and is known as extended entitlement. If you believe that you are entitled to funded hours, above the 15 hours entitlement available to all children, please use the online checker: Get free childcare if you're working: Check if you're eligible - GOV.UK The school will require you to set up an account and receive a unique code so that we can claim your child's funded hours on your behalf.

Applying for a place

Parents/carers should complete and submit a **declaration of** interest form available from office@henhurstridgeacademy.org

Applications are accepted year-round, although places for the following academic year will need to be received by 30th April. Schools will then confirm the child's allocation after the deadline later in the Summer term and parents will be informed by email.

Late applications will be ranked after those made ahead of the deadline but may still be awarded a place if the nursery has spaces available.

Transition through Nursery

Once the child has a place in the school nursery, they will automatically be awarded a place until they reach school age.

Transition to School

Unfortunately, a place in the nursery does not guarantee a place in the school's Reception class. For a Reception place, a separate application must be made to the Local Authority via the co-ordinated admission arrangements. Please see the school admissions policy for more information.

Deferred Entry in School/Extending your Nursery Place

If a deferral into the reception year is accepted, this does not guarantee your child a space within the nursery provision for an additional period of time. In order to extend your child's nursery place outside of the normal age range, parents/carers must request an extension in writing, clearly stating their reasons by. Decisions on extended nursery places will be made on a case by case basis and are subject to availability.

Appeals

There is no statutory right of appeal for nursery admissions. However, concerns can be raised with the Headteacher.

Our Induction Programme

With some preparation and encouragement, hopefully the transition into our nursery is as straight forward as possible.

Here are some hints, tips and activities to help.

Hints and Tips

- Do send your child to our organised stay & play sessions to help them become familiar with leaving you and recognising where they will be going and where important places are like e.g. the toilets, their classroom, playground etc. We offer a session with a parent in the Summer term, plus a session for children only on the Inset day prior to starting at the nursery in September.
- This also helps you all to find out what the common activities are or what an average day for your child will look like, then you can discuss this with your child.
- It's important to explain where they'll be going, what they'll be doing and for how long.
- If your child has any additional needs, please let us know before they start to discuss this and any support currently in place. We can also discuss any needs with our School SENCo.
- Ensure that any previous nursery attended passes your child's learning journey to date on to us. We send transition forms out to all families earlier in the year to help with this. Please chase up with your existing nursery if they haven't passed it on yet.
- You can practise putting on uniform together - dressing/undressing and doing any fastenings. Don't worry though, staff are always on hand to help when it's too tricky. Try to keep things simple so your child can feel as independent as possible. See the school website for details of our uniform and where it can be purchased. It's not compulsory but a school cardigan or jumper can help the children feel part of the nursery community and can make the transition to full school uniform much easier. Please ensure all clothing, water bottles, bags, hats etc are clearly labelled with your child's name. Practical clothes are best for messy play and physical activities so please don't send children in wearing anything that you don't want to get wet/painted on etc. Mess is an inevitable and essential part of learning and we don't apologise for that.
- Children have varied abilities when they start at the nursery and we will help them progress at their own level and pace. Talk to us if you have any concerns about your child's progress. To prepare your child for nursery it is important to spend time with them and have fun together. In those pre-school years please do read to them, share stories, sing songs (nursery rhymes) talk about anything and everything.
- Try to give them the chance to spend time with other children of the same age, so they can learn to play together, share toys and turn take.
- Share books often with your child. When you're out try number-spotting or counting your steps out loud.
- Talk to your child about starting nursery. What do they think it will be like? What are they looking forward to? Is there anything they're worried about?
- Practise the nursery 'getting ready' routine, including getting dressed and eating breakfast/lunch in time to leave.
- Don't worry if your child is not toilet trained when they start at nursery. Let the staff know if they are in a nappy/pull up and we will ask you to complete an intimate care plan on entry to allow us to support them in this area. Please be prepared to spend a short time completing this on the first day if needed. Please also ensure that you send a bag each session with sufficient nappies/pull ups and wipes, along with a change of clothes. We do not provide nappies/pull ups or wipes in the nursery.
- Please also keep us up to date if your child any specific dietary or medical needs. You may need to complete a healthcare plan so that we are fully informed of any care needs/medications etc.

- If children have had the chance to do some learning and practical skills at home this helps when they go to nursery. Playing games, doing role play or dress up and reading at home can help a lot to get them ready for nursery and build their confidence and skills.
- Activities you can try could include:
  • Playing games that involve taking turns. • Playing with children who are of similar age to develop social skills. • Reading books about starting at nursery. • Playing with letters- they do not need to know what the letters are/mean at this stage. • Playing with cut out numbers so the child has an awareness of these. • Using your child's favourite toys to role-play going to school. • Painting and drawing • Constantly talking to your child and listening to their answers- this is a really important activity and builds language skills and social skills. • Singing rhymes and songs that have lots of repetition in them. • Tell or read stories and poems to your child. This is an important part of developing an interest in reading. This should be an enjoyable experience for yourself and your child. You should aim to do this for a short period every day. When reading a story, encourage your child to talk about the pictures and identify characters. • Let your child hold the book and turn the pages as you read the story.

Finally, please make sure that you activate your registration on the Tapestry app, this is how we will primarily communicate with you and share your child's progress, you can add to it too. This will go live when your child starts with us. You can see a user guide on the school website on the Nursery page.

For any general queries please do not use Tapestry but instead call the main school office where the Admin Team will be able to either answer your query or pass it on to us. If your child is absent for any reason please leave a message on the school absence line: 01283 372200, option 1.

Nursery times are 8:30-11:30am for 15 hour children in the morning and 12:15-3:15pm for 15 hour children in the afternoon. Gates close at 8:40am and 12:20pm.

For 30 hour provision, times are 8:30-3:15.

Children are dropped off at the Nursery gate by the car park, where staff will support them to come in, hang up coats and bags and settle into the session.

Nursery Attendance and Absence

Every child is entered onto a register when they arrive at Nursery. We have the responsibility to follow up on any unexplained or prolonged absences, ensuring that children are safeguarded and fully supported while in our care.

At Little Harriers, we believe that regular attendance is essential for each child's learning, development, and sense of routine. We aim to work closely with families to ensure good attendance and to manage absences effectively and sensitively.

Attendance Expectations

- Children are expected to attend all nursery sessions unless they are ill or there are exceptional circumstances.
- Consistent attendance helps children feel secure and settled, supports their development, and allows staff to plan effectively for their needs.

Recording Attendance

- Accurate daily attendance records are maintained for all children, noting arrival and departure times if outside of the normal session drop off/pick up.
- Records are stored securely and are available for inspection by Ofsted or the local authority.

Reporting Absences

Parents/carers must inform the nursery as soon as possible if their child will be absent. This includes:

- **Illness:** Please notify the nursery before the session starts (ideally by 8:30am) by calling 01283 372200, option 1, or emailing office@henhurstridgeacademy.org
- **Appointments or Planned Absence:** Please provide as much notice as possible in advance of the session, especially for medical appointments, holidays, or family events.
- **Unplanned Absences:** If a child is unexpectedly absent and no contact is made, the nursery will follow up to ensure the child's wellbeing as detailed in the school's attendance and safeguarding policies.

Sickness and Exclusion Periods

- Children who are unwell should not attend nursery to prevent the spread of infection.
- For common illnesses (e.g. vomiting, diarrhoea, chickenpox), we follow the Public Health England guidance on recommended exclusion periods.
- Children must be symptom-free for **48 hours** after vomiting or diarrhoea before returning to nursery.

Monitoring Attendance

In line with EYFS 2025, we have established a clear procedure for identifying and following up on prolonged or unexplained absences to ensure the child's safety and welfare as detailed in the school's attendance policy.

- The nursery keeps accurate records of all children's attendance.
- Patterns of absence will be monitored. Where there are concerns about regular absences or punctuality, we will contact the family to discuss any support that may be needed.
- If a child is absent without notification, we will undertake a sequence of steps outlined in the school's attendance and safeguarding policies to maintain contact and check on the child's wellbeing.

Emergency Contacts

- We maintain a minimum of two up-to-date emergency contacts per child to ensure effective communication in cases of unexplained absence or emergency in line with the schools safeguarding policy.
- Parents are asked to review and update their emergency contact details immediately if changes occur.

Persistent Absence or Non-Attendance

- If a child has a high level of unexplained or unauthorised absences, the nursery will arrange a meeting with parents/carers to discuss any underlying issues.
- In some cases, we may seek support or guidance from local health visitors or early years support services.

Term Time Only and Funded Hours Considerations

- For children accessing government-funded hours, we are required to monitor attendance to ensure funding is used appropriately.
- Frequent or extended absences without valid reason may be reported to the local authority and could impact ongoing eligibility for funding.

Term-Time Holidays

- We strongly discourage holidays during term time as they disrupt a child's routine and learning.
- Please inform us of any holiday you are intending to take so we ensure the child's absence is recorded correctly.

Late Arrivals and Early Collections

- Please aim to arrive and collect on time to help your child settle and avoid disrupting group activities.
- If you are going to be late for drop-off or pick-up, please inform the nursery as soon as possible and please note that late pick-ups will incur additional costs.

Contact Information for Absences

📞 **Phone:** 01283 372200, option 1

📧 **Email:** office@henhurstridgeacademy.org

We appreciate your support in helping us maintain a consistent and supportive environment for all children in our care.

Your child's clothing needs at Nursery

At Nursery, children are busy exploring, learning and playing all day long. To help your child stay comfortable and safe, here are some helpful tips to make they are dressed for success – and mess.

Comfort is Key.

Choose clothes that are:

- Easy to move in (stretchy waistbands, soft fabrics)
- Not too precious (things might get muddy or painted)
- Easy for your child to manage independently (great for potty training)

Tip: Avoid tricky buttons or belts, that make toilet trips difficult.

Dress for Mess

We do lots of messy play, from painting to mud kitchens. Please dress your child in clothes that you don't mind getting dirty – even though we use aprons, spills and splashes happen.

Weather -Appropriate Clothing

Warm weather:

- School polo tops and shorts/dresses
- Sun hat
- Apply sunscreen before arrival (we can top this up with permission)

Cold Weather:

- Layers are best (T-shirt, jumper, coat)
- Hat, gloves, scarf
- Warm waterproof coat



Rainy Days:

- Waterproof jacket or puddle suit
- Wellies (labelled with your child's name)

Footwear

- Wellies (labelled with your child's name)
- Shoes should be:
    - Closed toe and comfortable
    - Easy to take on and off (Velcro is great)
    - Suitable for outdoor play (no flip-flops or open sandals)

Spare Clothes:

Accidents, spills, and water play are all part of the day. Please pack at least one full set of spare clothes (including socks and underwear) in a clearly labelled bag. Please be aware that we don't allow plastic bags on children's pegs, as these post a health and safety risk.

Please make sure that every item of clothing is clearly labelled with your child's name.

Nappy Changing and Toilet Training Arrangements

This guidance outlines our procedures for nappy changing and toilet training to ensure that children's personal care needs are met with dignity, safety, and in partnership with parents/carers. We are keen to work in conjunction with parents/carers, and this includes during your child's toilet training. If you have a method that has been working for your child, please let us know and we will do our best to support your child in this way during nursery hours.

Guidelines have recently been updated to support families with the toilet training process. Should you require further support and advice, please speak to your child's key worker and they will be able to provide you with the relevant guidance.

Nappy Changing Procedures:

Nappy changes will be provided regularly and promptly to ensure children's comfort and hygiene.

- Designated Area: Nappies are changed in a designated, clean, and safe changing area away from play, and food preparation areas.
- Hygiene: Staff wear disposable gloves and aprons for each nappy change. Hands are washed before and after the procedure
- Cleaning: The changing mat is cleaned with antibacterial spray between each use.
- Disposal: Soiled nappies, gloves, and aprons are disposed of in a designated lidded bin. This bin is emptied regularly and kept clean.
- Record Keeping: Each nappy change is recorded, noting the time and nature of the change. Parents are informed daily. Both members of staff sign the log after each change as detailed in our Intimate Care Policy.
- Dignity and Respect: Children are treated with respect throughout, and their privacy is maintained. Their involvement and cooperation are encouraged where appropriate.
- Supervision: Staff never leave a child unattended on the changing mat or in the changing area. There will always be more than one member of staff present when changing occurs.

Toilet Training Procedures

Readiness: Toilet training should take place between 18 months and 30 months and is deemed a learning experience in which children need to be taught the process. Some children may find this more challenging than others for a number of reasons and nursery are well equipped to support you in toilet training your child.

- Consistency: Staff follow the same toileting routines as used at home where possible.
- Support: Children are gently encouraged to use the toilet at regular intervals. Staff offer praise and support to build confidence. Positive reinforcement techniques, including praise and encouragement, will be consistently used to create a supportive toilet training experience.
- Accidents: Accidents are handled calmly and without shame. Soiled clothing is bagged and returned to parents; children are cleaned promptly. Where possible, children will be supported in a standing change and encouraged to complete as much of the change as possible themselves.
- Facilities: Child-friendly toilets and sinks are easily accessible and kept clean and safe.
- Independence: Children involved as much as possible in their changing and are encouraged to wash their hands after toileting, fostering good hygiene and self-care skills. If the child can change independently then, the adult may stand outside the door and assist when and if necessary.

Staffing and Supervision

- Only staff who have been subject to our full safer recruitment procedures, including a valid enhanced DBS (Disclosure and Barring Service) check are permitted to change nappies or assist with toileting. Students/Volunteers should not be involved in the toileting or changing of a child.
- Where possible a key person or familiar adult will attend to the child's needs to provide comfort and consistency.
- When a child's nappy is being changed, a second adult is always present to ensure the safety and safeguarding of all involved as detailed in the Intimate Care Policy.
- All incidents or concerns observed during changing or toileting (e.g. rashes, bruising, distress) are recorded and if necessary, reported to the designated safeguarding lead.

Individual Supplies

- Parents/carers must supply nappies and wipes, clearly labelled with the child's name.
- Staff will promptly communicate with parents when supplies need replenishing.
- Staff will maintain the cleanliness and sanitation of all toilet training equipment.

Partnership with Parents

- Parents are consulted regarding their child's toileting needs and preferences.
- Staff provide daily feedback about toileting and nappy changes.
- Parents are encouraged to share updates on progress or concerns from home.
- Parents should ensure the child is dressed appropriately when toilet changing i.e. in clothing that is easy for the child to remove.

Safeguarding and Confidentiality

- Staff remain vigilant during personal care routines and report any safeguarding concerns following the school's safeguarding policy.
- Children's dignity and confidentiality are always respected.

As a Nursery we are following 'Let's Go Potty: Let's go together!' This is the 3-step evidence based approach adopted by ERIC, for children learning how to use the potty independently and stopping wearing nappies. Please find the following link for further information:

https://eric.org.uk/potty-training/



Safer Sleep and Rest

Safer Sleep and Unplanned Sleep Due to Illness

We recognise that, on rare occasions, a child who is unwell may become unexpectedly tired and fall asleep during the session.

If a child shows signs of illness and falls asleep, we will:

- Place the child immediately on a firm, flat sleep surface that meets safer sleep guidance
- Ensure the child is positioned on their back, with no loose bedding, pillows or comfort items
- Carry out frequent visual checks, with staff remaining alert to the child's condition
- Monitor the child's temperature, breathing and overall wellbeing
- Contact parents or carers as soon as possible to discuss the child's condition and arrange collection if required

Children who become too unwell to take part comfortably in the session will not be expected to remain in the setting, and sleeping due to illness is not treated as routine sleep.

Our staff follow current safer sleep guidance and any unplanned sleep due to illness arrangements are carried out with the child's health, comfort and safety as the highest priority.

Safer Eating and Nutrition

At Little Harriers Nursery, we are fully committed to ensuring that every child's dietary needs are met safely, and that all mealtimes and snack times are managed with the utmost care. This guidance outlines our procedures for managing food allergies, special dietary requirements, and choking risks, in full compliance with the latest EYFS 2025 framework.

Allergies and Dietary Needs

We are a **nut-free nursery**. Please **do not** send any food containing nuts or nut products (including peanut butter, Nutella, cereal bars, etc.). To help safeguard children with severe allergies, we request your cooperation in keeping our school nut-free. Please check food labels carefully and avoid sending any items in to school that list nuts as an ingredient.

Let us know if your child has:

- Any food allergies or intolerances
- Medical dietary needs
- Cultural or religious dietary requirements
- Special dietary needs (e.g. vegetarian, dairy-free)

Important: Please keep us updated with any changes in your child's dietary needs. This information will be shared with staff to ensure awareness.

Food and Healthy Eating

- We encourage all children to have a balanced and varied diet although we understand that for some children this may be more difficult.
- Everyday, children should eat meals and snacks that include a variety of foods from the four main food groups.
- When eating meals provided by the nursery as well as eating snacks within each session, children will be encouraged to try new foods.

Snacks

In line with the Early Years Nutrition Guidance, the nursery will provide a snack for your child for each of the sessions they attend.

- Children attending morning sessions will be provided a piece of fruit or vegetable.
- Children attending afternoon sessions will be provided with a piece of fruit or vegetable.
- Children attending all day will be provided one of each.

Mealtimes at Nursery

During nursery meals and snacks:

- Children are always supervised while eating and, where possible, adults will be facing children while they eat so they can:
  -support safe eating
  - recognise and intervene if a child is choking
  - Identify signs of an allergic reaction

- prevent food sharing

- A Paediatric First Aid (PFA) trained member of staff will be in the room while children are eating
- We encourage good table manners and handwashing
- Staff are trained in allergy awareness and safe feeding practices
- Distractions (toys and screens) will not be used during eating

Where meals are provided by the nursery:

- We follow a balanced, nutritious menu aligned with dietary guidelines
- Our kitchen is allergy-aware and follows strict hygiene protocols

Drinks

- Children have access to water throughout the day.
- Children should have a water bottle, clearly labelled with fresh water each day. In the event that they attend nursery without a water bottle a re-usable cup will be provided for the day.
- Please do not send in fizzy drinks, energy drinks, milkshakes or juice/squash in their water bottle. Children will be offered water throughout each session alongside cow's milk during snack time.

Celebrations and Special Events

- Consider class book rather than individual sweets and cakes.



Sickness Absence

- If you child is poorly, and unable to attend Nursery, please advise the school office prior to 8:30am.
- If your child is ill e.g. fever, infection, diarrhoea, communicable disease or any other type of illness that may be passed on to others, (with the exception of a common cold), they need to be kept at home to protect the well-being of staff and other children in our care.
- Should a child become ill whilst in our care, we will contact parents/carers and request you collect your child. We will communicate with the first point of contact (in the first instance) as stated on your registration form.
- Parents must not bring a child to the Nursery if they are unwell or showing symptoms of a contagious illness. The Nursery reserves the right to refuse entry to a child arriving at the Nursery unwell.
- Any prescribed medication to be administered during the day must be handed to a staff member with a completed form with written instructions and permissions, in line with our medicines policy.



Nursery Learning

Learning at Little Harriers journeys through well-planned repetitive fun and meaningful learning opportunities that include 'concrete' experiences and some direct teaching**.** This is to ensure each child builds up the necessary procedural skills and knowledge to move on to the next stage of their learning journey and gain love and excitement for learning new things.

Learning at Little Harriers encompasses the programmes of study: **prime and specific areas of learning** (Early Years Foundation Stage Framework) and is guided by research alongside our professional knowledge and experience of child development.

Prime Areas (Main focus)

Personal, Social & Emotional Development

Self-regulation
Managing Self
Building Relationships

Physical Development

Gross Motor Skills
Fine Motor Skills

Communication & Language

Listening, Attention & Understanding
Speaking

Specific Areas

Literacy

Comprehension

Word Reading

Writing

Mathematics

Number

Numerical Patterns

Understanding the World

Past & Present
People, Culture & Communications
The Natural world

Expressive Arts & Desing

Creating with materials

Being Imaginative & Expressive