



LITTLE SPARKS



NURSERY

at Sutton Park Primary School

Information Booklet

Sutton Park Primary School
Greatfield Road
Kidderminster
DY11 6PH

Tel: 01562 67742

Email: office@suttonpark.worcs.sch.uk

Website: www.suttonparkschool.org.uk



LITTLE SPARKS NURSERY



at Sutton Park Primary School

At Little Sparks Nursery, we hope to share many wonderful learning experiences with you and your child. To help ensure everything runs smoothly, we have listed below the key information you need to know.

Places

15 hour funded places are available for all 3 and 4 years old. This entitles your child to 15 hours of free Nursery education each week from the term after their third birthday* until they reach school age. 30 hour funded spaces are available for those who are eligible. Top-up sessions are also available and further information can be found on the next page.

**Please note that the 15 or 30 hour funding will start the term after your child's 3rd birthday. As far as Nursery funding is concerned, term dates are:-*

1st September - 31st December; 1st January - 31st March and 1st April - 31st August.

Subject to availability, your child can start our Nursery as soon as they turn 3 and sessions will be invoiced until the funding starts the following term.

Key adults



Mrs O'Connell
Nursery Teacher



Miss Wilson
Nursery Assistant

Session times

Subject to availability, you can choose which group your child will attend to use their 15 funded hours.

Fireworks group

Monday and Tuesday 9:00am-3:00pm

Wednesday 9:00am-12:00pm

Sparklers group

Wednesday 12:00pm-3:00pm

Thursday and Friday 9:00am-3:00pm

Afternoon group

Monday, Tuesday, Wednesday, Thursday and Friday 12:00pm - 3:00pm

Breakfast club

7:35am-8:35am £3.50 daily

Extended Nursery provision ('Early Bird')

8:35am-9:00am £2.00 daily

Top-up sessions

Subject to availability, extra 'top-up' sessions are available for your child at £13.50 for a three-hour session. Please let us know if you would like any of these extra sessions.

Additional 'top-up' sessions must be paid for in advance, the week prior to attendance. You will be invoiced via ParentMail (see below).

ParentMail

The majority of school communication is sent out via ParentMail and we use ParentMail Pay to send out invoices. You will initially receive a link to set up an account via the email address that you have provided us with. If we are provided with an email address for both the first and second contacts for your child, both contacts will receive a link for ParentMail.

Important information

Any information, events or requests are shared through Tapestry and on our Nursery notice board outside the Nursery door. Please keep checking as we regularly write messages updating you of any changes or upcoming events. School newsletters are sent via Parentmail and are also available to view on our school website.

What to wear to Nursery

Your child is going to be very busy at Nursery and will often be involved in messy activities, both indoors and outdoors. It is best if they wear comfortable clothes and shoes that you don't mind getting dirty. If the children are worried about getting messy, it will limit the range of activities they will enjoy and participate in. Please avoid sending children to Nursery with tricky belts or shoes with laces that they are unable to do for themselves as this limits their independence. Please name all your child's clothes they wear to Nursery, especially coats, cardigans and jumpers. School uniform is available to buy at the School Shop in Kidderminster but it is not compulsory for children attending Nursery.

All children will need to bring a sun hat to go outside in the warm weather and a coat to wear in the colder weather. When warm weather is expected, please apply sun cream to your child **before** they come to Nursery.

What to bring to Nursery

Spare clothes

Please bring a change of clothes to Nursery in case of accidents. It would be helpful if these could be named and placed in a small, named bag and left at Nursery. We have a cupboard in the bathroom in which to store them. Please include socks, pants, trousers and tops which will need to be replaced when used.

Wellies for Forest School and rainy days

We are very lucky at Little Sparks to have access to a dedicated Forest School area. Each group will have a Forest School session. We provide waterproof clothing but all children will need to bring wellies and socks and wear suitable clothes that allow them to easily dress themselves in our waterproofs. Skirts and dresses make it tricky for children to put on the trousers or dungarees. We ask that each child keeps their wellies at Nursery so that they can be available for each Forest School session and for rainy days. This will ensure your child gets the most out of their experiences at Nursery.

A book bag for reading books

Reading books are changed on a **Tuesday** and **Friday**. One book is issued at a time and books are changed once they have been recorded in your child's Reading Diary. Please take the opportunity to share books with your child. Books provide children with imagination, narrative and language and most of all, the children love them!

At Little Sparks

Tapestry online learning journey

Each child will have an online learning journey to record their development during their time at Nursery. We will send you details of how to access this. You will be able to view your child's Learning Journey through the Tapestry website or app. You will also be able to add your own observations and photographs of your experiences together. Tapestry will also be used to inform you of activities we will be doing in Nursery as well as any additional information or reminders of things happening in Nursery. We add home learning activities every half term for you to do together. Tapestry can also be used by you to share anything your child has been doing or any concerns or queries you may have.

Lunch

Lunch is taken at 11:30am each day. Therefore, if your child does not attend the morning session, they will need to have had their lunch before they arrive.

Children will need to bring either a packed lunch or you can pre-order a school dinner (see below). **Please do not send in fizzy drinks, sweets or chocolate in lunch boxes.**

Hot lunches

Our caterers, Aspens, offer a selection of hot meals that you can pre-order. A hot dinner is currently £2.30 for Nursery children. If you would like to order a school lunch, please speak to the school office and a code and the link will be sent to you by ParentMail.

Snack time

All children in Nursery are entitled to a free carton milk and a fruit or vegetable snack each day. Even though the milk is provided free of charge, it must be pre-ordered by you so that we don't have too much waste. The link will be sent to you by the school office by ParentMail. Please send in a clearly named drinks bottle for your child to access throughout the day. Please only send in water or sugar-free squash. If needed, drinks bottles can be replenished with water throughout the day.

'Wow' Wall!

Each child will have a superhero on our 'Wow' Wall and you will be able to use the 'Wow' slips provided to share special achievements with us. Just jot it down on a slip and pin it next to your child's photo. The children love to share these with us and their friends!

Our procedure for new children

Home visit

We are able to arrange a home visit ahead of your child joining our Nursery should you wish.

This will allow us to meet with you and your child in the comfort of your own home.

What happens next?

Your child will begin attending their Nursery sessions on the date agreed. Once your child has a book bag, we will provide a reading book. We adhere strictly to a **no dummies** policy at Nursery. We also ask that you do not let your child bring any toys into Nursery as they can easily get mixed up with our toys and cause unnecessary upset.

On your child's first day please bring;

- Spare clothes in a small bag (all named, including the bag)
- Wellies (named)
- A book bag (named)
- Water bottle (named)

Additional information

Contact information

It is very important that you let the school office know if your contact information changes, for example if you have a new mobile phone number or new email address.

First aid, medication and sickness

We have qualified First Aiders who will administer first aid should it be required. We are also able to administer medication to your child should this be needed. If your child has had sickness or diarrhea, please keep them off Nursery for at least 48 hours after their last episode.

Parking

We ask that parents/carers **DO NOT** drive up the school drive in order to ensure the safety of all children and allow access for emergency vehicles. Please consider the residents of Greatfield Road when parking at arrival and departure times of the school day as we are very keen to maintain a positive relationship with our neighbours.

Security

Little Sparks Nursery is accessed via the main school gate. There is an intercom system at the main gate which you will need to press to gain access. Our Nursery has its own secure area within the school grounds. Please inform the Nursery staff on arrival who will be collecting your child. If this changes during the day, please call the school office and advise who will be collecting your child.

Terms and Conditions

1. The Universal 15 hours of free nursery education is to be taken EITHER all day Monday, all day Tuesday and Wednesday morning (Fireworks group) OR Wednesday afternoon, all day Thursday and all day Friday (Sparklers group) OR Monday afternoon, Tuesday afternoon, Wednesday afternoon, Thursday afternoon and Friday afternoon.
2. Extra 3-hour sessions are available on request, subject to availability, at a charge of £13.50 per extra session.
3. Extra sessions will need to be paid for IN ADVANCE no later than the Friday of the week before the extra session is to take place. Extra sessions will be invoiced via ParentMail and should be paid for by 1pm on the Friday of the week prior to your child attending extra sessions. If payment is not received IN ADVANCE by the due date and time your child WILL NOT be allowed to attend the extra sessions.
4. If you require extra sessions, please contact the School Office on 01562 67742 to check for availability. Extra sessions will need to be paid for prior to your child attending.
5. If you are eligible for the 30 hours of Nursery provision (15 hours of Universal provision plus 15 hours Additional provision) it is your responsibility to obtain the 30-hour code and to re-confirm your eligibility every 3 months.
6. It is your responsibility to fully complete the Nursery funding form which will be provided to you each term. Failure to complete and return the funding form by the deadline means that the school will not be able to apply for your child's funding and you will therefore need to pay for your child's provision. You will be invoiced accordingly via ParentMail and will need to pay for the sessions prior to attending.
7. If you need to cancel any chargeable sessions, 7 days' notice in writing will be required. If written notice is not received you will be charged accordingly.
8. If your child does not attend the extra sessions you have paid for, no reimbursement will be made.
9. If you would like to change the sessions of your child's Universal 15 hours of free Nursery education from one group to another, at least half a term's written notice must be given. Please note we will do our best to accommodate this however it will depend on availability.
10. If you are late dropping off your child for their session, you will need to go straight to the main school office to sign them in and let the office staff know who will be collecting them.

11. As we are claiming for Nursery Education Funding, it is expected that your child will attend those sessions you have indicated on the funding form. If your child does not attend, for example due to long term sickness, the funding will remain in place until the end of the term and we will then review the individual circumstances.
12. If your child does not attend and we are unable to establish a valid reason why, we reserve the right to terminate the funding and your child's Nursery place.