Long Sutton Nursery Prospectus

LONG SUTTON NURSERY
STARS OF THE FUTURE

2026—2027

Our Vision

At Long Sutton County Primary School Nursery, we aim to promote and provide a stimulating, rich and positive environment, where children feel comfortable and confident. We are passionate about providing a nurturing, caring environment in which every child can thrive. Central to this are opportunities for staff and children to engage in quality interactions.

These enable children to:

- Build warm relationships
- Enable practitioners to get to know and understand every child better
- Provide opportunities to model language
- Provide opportunities to model thinking
- Affirm and consolidate learning
- Expand vocabulary and the ability to communicate effectively • Extend children's knowledge and understanding

We follow the Statutory Framework for the Early Years Foundation Stage, and the four guiding principles shape our practice and curriculum experiences in Nursery.

- every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through positive relationships
- children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
- importance of learning and development. Children develop and learn at different rates.

Be a Star

Strength

Teamwork

Ambition

Respect

LONG SUTTON C.P.SCHOOL

KEYSTONE

Be a Star!

Key Members of the School and Nursery Team

Here is a list of key members of our school staff that work with the Nursery Team to ensure we are able to offer a high quality provision for your children.

Head Teacher	Miss S Gray
Deputy Headteacher	Miss H Pycock
SENCo	Miss L O'Dwyer
Nursery manager	Mrs S Lilley
Nursery Worker	Mrs Goult
Nursery Worker	Mrs K Botting
Reception Lead teacher	Mrs Brandon
Reception teacher	Miss Watson
EYFS Teaching Assistant	Miss Sayers
EYFS Teaching Assistant	Mrs T Shelley
Office Staff	Miss K Manning
	Mrs L Goodger
	Miss A Thorley

Your Child's Key Worker

Your child's key worker will be allocated just before they begin at nursery. The key worker is there to be a special worker for your child, and they will work with you and the rest of the staff to plan, care and provide feedback about your child's learning.

All members of staff will post observations of your child's learning on Tapestry allowing parents to see what has been happening at nursery from the comfort of your home. We encourage parents to also post on this platform to enable us to gain a further insight into your child's interests and achievements.

Our staff engage in quality interactions with children daily. We spend time noticing and observing, reflecting on the next steps for each individual child and then engaging with them in a way that helps them to continue to develop in all areas. This may be on a one to one or in a group, we celebrate children's achievements and support them to overcome their challenges. We will record some of their most special moments, this could be kindness towards others or excitement at a new experience. All of these moments are recorded on Tapestry for you to share and celebrate together. Comments, photos and videos can be uploaded both by Nursery and yourselves at home. This information will also be passed onto your child's Reception teacher to support them in getting to know your child when they move up to the main part of school if they stay with us or to other settings if they go to an alternative local school.

Our aim is always to give every child the strongest start possible to their lifelong learning journey.

TAPESTRY

Parents & Carers | Tapestry

Nursery Times

We provide flexible session options which allow you to choose what you need for you and your family. As we are a school nursery, we do ask that you do, where possible, commit at least 2 days of your child's 15 or 30-hour funding to us.
We also ask that the attendance pattern you choose is set for a full term so that we can offer slots to as many children and families as possible. You can now 'top-up' and add any additional sessions on to your 'core' offer at the cost of £4.50 per hour.
Please use the grid on the next page to help plan how you would like your child to access the 15 or 30 hours. For example, if your child was entitled to 15 hours you could choose to attend 5 x Morning or 5 x afternoon sessions, or you might choose 2 All Day Sessions.

If you want to go over your allocated 15 or 30-hours, then that is absolutely fine.
Any additional sessions are charged at £4.50 per hour and these can be paid for with childcare vouchers, via tax-free childcare or using ParentPay which is the school's payment system. You can either request additional sessions now or simply book in on a weekly basis via our booking system once you start at nursery in September.

Opening hours are between 9am and 3:30 pm.

The sessions on offer are :

- Morning (9:00am - 12:00pm)
- Afternoon (12:30pm - 3:30pm)
- Whole day session (9:00am - 3:00pm)
- End of Day Session (3.00pm - 3.30pm)

Additional offers:

- Lunch £2.50 - Booked direct using My Child at School (MCAS) app once your child has started with us. **These meals are voluntary.**

Long Sutton Nursery

		Monday	Tuesday	Wednesday	Thursday	Friday
All Day Session 9.00-3.00pm	**6 ½ hours**					
Lunchtime session 12:00pm – 12:30pm	**½ hour**					
Morning Session 9.00-12.00am	**3 hours**					
Afternoon Session 12:30-3:30pm	**3 hours**					
Total hours for each day						
Total hours for the week Hours over 15 or 30 funded hours will be charged at £4.50						

Funding

We offer the standard free 15 hours entitlement to all 3 and 4 year olds, we also offer extended hours, as well as 30 hours funded spaces. 3 year olds get their funding the term after their third birthday but parents are very welcome to fund hours in the weeks running up to this point. Please check to see if you are eligible for any additional free hours. Please get your eligibility code before applying for a space.

https://www.gov.uk/apply-30-hours-free-tax-free-childcare

Attendance

We expect children to be at Nursery unless they have a valid reason for not attending. We do anticipate that places will be limited and so we need to ensure that those places booked are taken up. If you receive 15 hours funding or 30 hours funding, you are expected to keep attendance above 85% throughout the year. If your child's attendance drops below 85%, a meeting will be held to discuss the reasons for their low attendance and ways to support you to improve this. If your child continues to have low attendance, then his or her space at nursery may potentially be cancelled. Attendance will be continually checked throughout the year.

Session routine

At the beginning of the session please wait outside and the staff will take your child into Nursery where they will hang up their coat and bag. The children will have a range of activities to complete during the session, with a balance of adult directed and child initiated play opportunities.

We provide a healthy snack once a session and water or milk (if ordered) during each session. These will be available for the children to access throughout each session. We encourage children to use a jug and pour water into cups for themselves and each other.

At the end of the session your child will be brought out to you, with all their belongings. We will only let your child go with the people on the authorisation form. In an emergency, please call to inform us who will be collecting and we will use the password from your paperwork to double check any unrecorded adults.

Pupil Collection Authorisation
2023-2024

Name: .....

Photo of Pupil

Photo including name of adults allowed to collect.

Name:	Name:	Name:
Name:	Name:	Name:

I the parent/carer understand that people listed above are the only adults allowed to collect my child. If an adult not on this this list needs to collect my child from school then I will approve this with the class teacher in advance.

Name: ..... Relationship to Child: .....

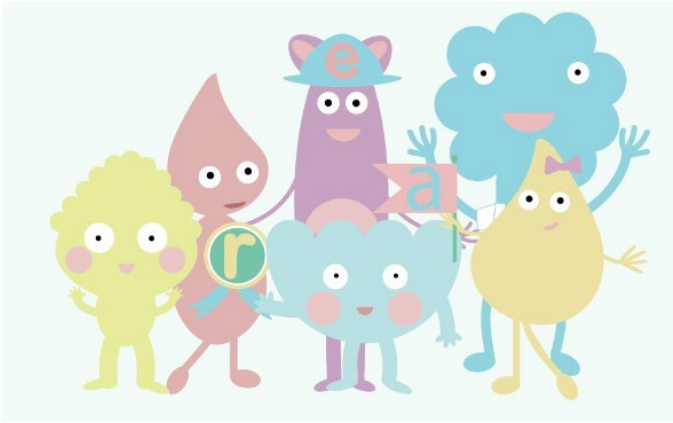
Signed: ..... Date: .....

Parents as Partners

We believe that parents and carers are a child ’s first educator and therefore we work very closely to ensure that you are involved in what we do with your child in Nursery and school. We want you as parents and carers to feel that you can speak to us about your child at any time. During the year we will hold play and stay sessions for all parents and carers to attend to share, celebrate and join in with varied activities. These may be story sessions, information about our introduction to phonics or an opportunity to share and celebrate your child’s interests.

Little Wandle Phonics

My Happy Mind



We also use Tapestry at Nursery to keep you informed of the activities the children will be taking part in and so that you ca n share news from home too.

TAPESTRY
ONLINE LEARNING JOURNAL

The Curriculum

The Early Years Foundation Stage sets out seven areas of learning:

Prime	Specific
Communication and Language	Literacy
Physical Development	Mathematics
Personal, Social and Emotional Development	Understanding The World
	Expressive Arts and Design

We use the Educational Programmes for each area set out in the Statutory Framework for the Early Years Foundation Stage and build a play based curriculum that pivots on the development of communication and language and leads into the wider school curriculum children will encounter in Reception.

Mindful of the key core skills and knowledge that the children will need to be successful in Primary school and beyond, we ensure that there is direct and group teaching but the main experience for the children is learning through engaging provision at different times through the day and the quality interactions that all children experience with staff.

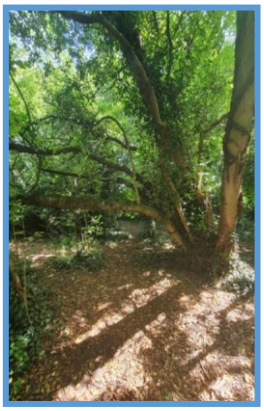
The Nursery is full of story, song and other social moments which develop our children so that they can be a good friend, a good listener as well as a good learner. With opportunities for outside play in any weather, we aim to inspire and spark children's natural curiosity about the world.

Special Educational Needs

Long Sutton Nursery is an inclusive nursery welcoming all children from the community. If your child has additional needs or if you have any questions, please speak to us. The nursery team and the school 's Inclusion Leader will work with you so that we can ensure we have made all reasonable adjustments to meet their needs.

Using the school grounds and facilities

The children in nursery have access to the whole school site including the wooded area. Staff will let you know if your child will be in attending our wooded area sessions. Please send your child in with a drink bottle, waterproof clothing and wellington boots, as we access this space whatever the weather. The wooded area is an area near to the nursery bordering the school field. This part of our provision is designed to allow children the time and space to develop skills, interests and understanding through a range of activities which provide practical, handson experiences in a natural environment. The children are able to build dens, climb and search for bugs and experience camp fire activities supervised by the nursery staff.



The children also visit the main school building to use the large hall for some physical activities. We also include our Nursery children in events such as the visiting pantomime and Arts and Sports weeks.

Items to bring to Nursery

Please ensure your child always has at least one full change of clothes as they will be taking part in messy play activities and playing outside in all weathers.

Please label all items of clothing that are sent to nursery:

- Suitable outdoor clothing for all weather conditions.
- A pair of named wellington boots which should remain at nursery.
- Velcro or similar shoes, please avoid shoelaces as the children cannot do these independently
- Nappies, wipes and nappy sacks if necessary.
- Sun hat and sun cream.

Toilet Training

As we take children from the age of three, we do not require children to be fully toilet trained. We do ask that if your child is in nappies or pull-ups that you supply the nappies/pull-ups, wipes and nappy sacks in a named bag as well as at least one full change of clothes in case of accidents.

Please speak to a member of staff about the stage your child is at with their toilet training, and we will support you and your child through this important stage in their life.

For further support please follow the following links

How to potty train - NHS (www.nhs.uk)

Potty training problems - NHS (www.nhs.uk)

Potty training children with additional needs - ERIC

Behaviour

We encourage children to follow our nursery rules which are:

We are kind to everyone.
We listen to each other.
We share with our friends.
We help tidy up.
We walk inside the nursery.

If you have any concerns regarding your child's behaviour, please speak to a member of staff.

Safeguarding

The safeguarding of our children is of paramount importance to us. Staff in nursery have a duty of care to ask parents/carers about any marks or injuries that are noticed on your child, or your child makes a disclosure to an adult. Staff record this on the school CPOMs system and/or discuss their concerns with the school's Safeguarding Lead. All issues around child welfare are handled with confidentiality. Please look at the Safeguarding Policy on the school website for more details.

We are fully aware how quickly children injure themselves as part of their play, all we ask is that you speak to a member of staff at drop off, letting them know what happened.

Contact

If you have any questions or would like to enrol your child into the nursery please phone the school on:

01406 363381

Alternatively you can email the nursery at: nursery@ls.keystonemat.org

We look forward to hearing from you!

LONG SUTTON NURSERY

STARS OF THE FUTURE

Long Sutton County Primary School

Dick Turpin Way

Long Sutton

Lincolnshire

PE12 9EP

01406 363381

Part of Keystone Academy Trust