

Welcome Booklet



Land of Learning Nursery and Primary School

“Nurturing the seeds of knowledge”

Land of Learning Nursery and Primary School

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Leicester
LE5 5PF

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**Land of Learning provides firm foundations for your child to build on and further develop their knowledge and wellbeing.
Knowledge is the key to success. We teach unity through diversity and a respect for all cultures and religions.**

Dear Parents,

I would like to take this opportunity to introduce myself as the Head at Land of Learning Primary School. I am delighted to share with you that we have established a vibrant and high quality learning environment for all to be a part of. It is pleasing to see that we make such good use of our facilities and students have been able to develop into well rounded mature children in their time with us. We continue to perform well academically, because of the high quality teaching and support provided at Land of Learning, and we are proud of the way in which our students make the best opportunities afforded to them.

As the Head, I work closely with the School Committee and staff at Land of Learning to ensure that our students are nurtured and engaged with a curriculum which fully prepares them for 21st century life. We want to empower our young children to be the architects of all our futures. This means ensuring they are suitably prepared for secondary school, and have an acute awareness of the 'wider world' into which they are entering. This is why we place such an emphasis on character building, attaining good standards and developing students' experiences of the world beyond Land of Learning.

I look forward to working closely with parents so that in partnership, we can make sure our young students are given the best possible start in life. We want our students to have a clear understanding of challenges they will face in life, and a toolkit of strategies enabling them to be resilient and overcome anything that stands in their way.

We want our students to have a thirst for knowledge, enjoy their learning and strive for continual improvement, and we are proud to say that this is evident within the surrounding of Land of Learning Primary School.

The school endeavours to create tolerant individuals who are reflective in their learning and are respectful British citizens of tomorrow within a spiritual perspective.

At Land of Learning we seek to maintain close cooperation between the school, parents and the wider community. We aim to create a happy, safe and secure environment where each child is given the opportunity to learn and live with others.

From

Mrs S Vania (Head of School)

Curriculum Aims

Children follow the Early Years Curriculum in F1 and F2 after which they are assessed using national assessment guidelines. Thereafter the National Curriculum is delivered within a Creative framework with strong Islamic values.

Islamic practises such as daily duaas, sunnats, etc. are promoted consistently. Likewise the Islamic calendar, Islamic terms, manners of greeting, attitudes and behaviour are an integral part of the school day.

We aim to:

- Develop the whole personality of pupils; **with Islam as the main focus of their lives.**
- We aim for all our children to have mutual respect, kindness and consideration for others and recognise a variety of cultures, languages, experiences, needs, views and personal attributes within our school community.
- Provide a rich and rewarding environment within which pupils may benefit from a cross-curricular approach to Islamic education. We will provide a positive environment for learning based on praise and reward, which reinforces every child's ability to work independently or as a team.
- Provide opportunities for each pupil to develop, and reach their full potential through the teachings and practice of Islam, so to enforce confidence in their identity as young Muslims.
- Provide each child with high standards of education, which is broad and balanced; covering the core of religious, social, linguistic, mathematical, scientific, geographical, and physical knowledge and skills. We will work together to meet the requirements of the National Curriculum.
- Support the acquisition of general knowledge and skills, so to enhance personal growth and confidence.
- Promote dignity of each young person by teaching self-respect, respect for parents, elders and others, through the development of personal responsibility.
- Aid and assist each pupil to comprehend the complexity of the world in which they live, and that their own well-being is closely connected to the well-being of others. The school seeks to free pupils from all prejudice and inspire in them the universal values of equality and fairness.
- Ensure they enjoy their life at school; develop a love for learning and a strong desire to continue their education as a lifetime experience. Through inspirational teaching and learning experiences, we aim to enrich and maximise all aspects of development-academic, spiritual, social, creative, physical, personal, moral, and emotional.
- Encourage children to choose healthy lifestyle options; through guidance and role models.

- Motivate each child to acquire a moral attitude to life through conscientious awareness (Taqwa) and practise of Divine Guidance in all their affairs and transactions.

Foundation Stage 2

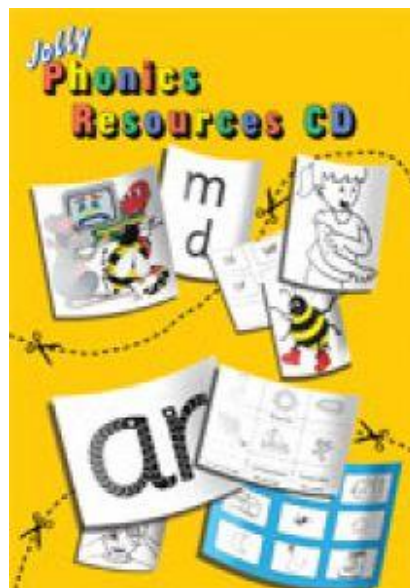
Foundation Stage 2 curriculum is planned and structured with an emphasis on fun, relevant and motivating activities. The curriculum for the foundation stage has seven areas of learning and development and the educational programme is divided as follows.

Communication and language development

Speaking and listening is central to learning. Children are given opportunities to talk for a range of purposes to different audiences and are encouraged to listen attentively.

Literacy

Children's writing has a high priority in the school and children are encouraged to experiment with writing for themselves through making marks and personal writing symbols from the time they enter school. In handwriting children are taught to develop a fluent and legible style. Spelling is taught by using the children's own writing by focusing on topic words, spelling patterns, key word list and Oxford Reading Tree words. A strong emphasis is placed on learning sounds and the Jolly Phonics scheme is used.



Mathematics

In the foundation stage mathematical skills are taught through play and practical activities. Wherever possible it is linked with other subject areas, to help make it relevant and meaningful to the children so that they can use the knowledge and skills acquired in maths in their everyday lives.

Understanding of the world

Children are supported in the knowledge; skills and understanding that help them to make sense of the world, allowing them to make decisions about what to investigate and how to do it.

A child undertaking scientific investigations is a key element of science, as this enables them through observing, planning, predicting, recording, comparing, and explaining, to work and think in a logical manner.

The main scientific areas covered are life processes & living things including the study of humans, plants, and animals. Grouping and classifying materials and exploring their properties thus further enhancing their understanding through exploration.

Physical development

Children will experience a range of activities; these include games, movement (rolling, crawling, walking, running, jumping, skipping and hopping) and outdoor activities. The children are taught to undertake all aspects of P.E. safely. We take the children to a Sports Hall once a week so they have the opportunity to have a full PE curriculum. Older children also use local parks and playing fields.

Snack and lunch times are used as an opportunity to support children's understanding and highlighting the importance of making healthy choices whilst enjoying their food.

Expressive Arts and Design

This involves Art & design to stimulate creativity and imagination.

Each child will be encouraged to explore colour, form, texture and pattern to develop their skills in the use of a variety of materials, tools and techniques throughout the school.

Personal, social and emotional development

In this area of study our overall aim is to help children to care about themselves, their environment and their well-being, care about others and to communicate effectively. Each child is encouraged to take increasing responsibility for themselves and their actions; to become active, responsible and knowledgeable citizens.

Religious Education and Arabic

Children will be taught aspects of Islamic History, Science, Geography, Seerah during dedicated RE lessons. We place a particular emphasis on teaching Islamic morals and values to help the children develop good behaviour and character and to give them a strong identity that they will feel confident with. They also understand how Islam is part of everyday life through cross curricular links.

The Islamic syllabus covers five main areas (Aqeedah, Ibadat, Seerah, Islamic History, Aadaab and Akhlaaq) which are imparted to students in a gradual and systematic way to understand and enhance their reflective and active learning processes within a British context.

In aiming to instil a love for the Arabic Language in our students' hearts, here at Land of Learning we offer the Arabic subject as part of our varied education. Our Arabic curriculum has evolved from first-hand experience of learning and teaching Arabic and focuses on four skills: Listening, Reading, Writing and Speaking.

Learning another language provides many beneficial experiences for the children. These include improving their literacy skills, developing self-esteem and widening cultural awareness. It also develops speaking and listening skills and helps to lay the foundation for future study.

From Year 1

We teach Literacy and Numeracy through the National framework. Other subjects such as Science, History, Geography, ICT, Art and D&T are taught using the National and creative curriculum. For PE children are taken to a sports hall. RE and Arabic lessons continue as above.



Behaviour

At Land of Learning we strive to create an environment where the children are praised for their good work and behaviour. School should be a happy, caring place where children can feel secure and untroubled. The children are introduced to “circle time” in order to discuss playground and classroom issues and to raise self-esteem, so that everyone has a chance to be heard and contribute.

We work on a system of positive behaviour. Children are praised for their good behaviour or good work and rewarded instantly with stickers for their sticker charts.

Good manners are also rewarded.

If a problem arises, your child is encouraged to discuss it with his/her class teacher, in the first instance. We aim to reinforce a strong Islamic tarbiyyah.

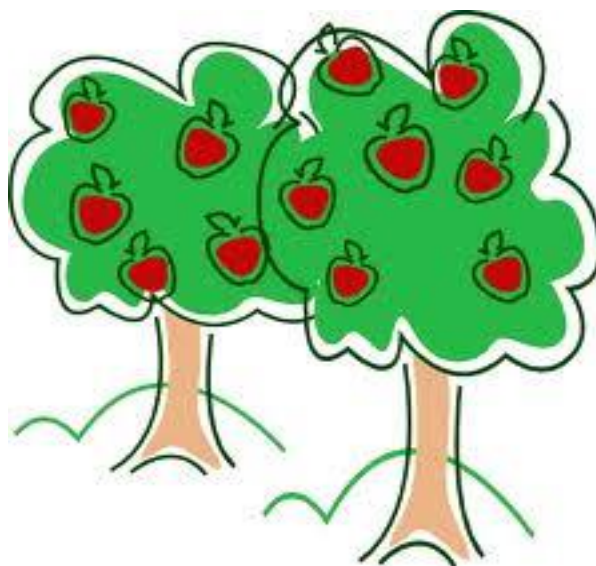
In the event of serious or persistent problems we believe that it is very important for parents to be involved, so that we can work together to bring about an improvement in behaviour.

More information about our approach to this issue is contained in our behaviour policy, which is available from the office.

House points

Children are put into named houses (Ash, Oak, Olive and Maple) when they join, siblings are usually put in the same house. Children work towards house points within the class and at other times such as PE and sports days.

At the end of each term rewards are given for achievement and at the end of each academic year a shield is awarded to the winning house.



School Council

Key Stage 2 children are elected to be student councillors. They have the responsibility to act as mentors to younger children helping them to follow school rules. They also meet regularly with the Head to discuss any issues that may arise and to work on improving the school.

They are active in fundraising and raising awareness of environmental issues. The role of a Student councillor helps children to learn about taking responsibility, initiatives and to solve problems.



Lunch Time Clubs:

A number of clubs are organised for children to participate in during lunch time including, maths clubs, sports clubs, anasheed clubs, book clubs and art clubs. The aim is to give the children the opportunity to learn and apply skills they have learnt in the class and to try out a range of activities. There may be a small charge for materials.

Homework Diaries and reading records

The homework diaries are to be used for communication about work that is set. Parents are encouraged to **sign it each time work is completed at home and make any relevant comments. You may also use it for two way communication with the class teacher. Please check homework bags for any letters etc.**

The reading record is an important record of the child progress with reading and must be filled in by both parents and teachers.

Helping in the class

When available, mothers are welcome to provide additional support. The staff are always appreciative of any help in the classroom or school on a variety of tasks.

If you have a talent or expertise, which will benefit the children or the school, please let us know. We shall be delighted to use it!

All volunteers require a reference and must be checked through the CRB prior to working with the children. Please ask the school admin office for assistance.

School assemblies

The principle purpose of assemblies at Land of Learning is to influence and enhance the children's Islamic knowledge and to develop a respectful attitude towards other community beliefs and cultures. Focus is on character development with emphasis on spiritual, moral and social issues.

We feel that assemblies are a very important time for our children to celebrate and share together and they play a significant role in building a sense of community within the school and the wider society.

The theme selected often links in with the weekly RE/PSHE lesson.

School Times

8.30 am – 11.20 pm – Morning lessons (with mid-morning break)

11.20 pm – 12.15 pm - Lunch

12.20 pm – 3 pm – Afternoon lessons

School gates will be open from 8.25am. We encourage parents to remain with the children outside until the whistle is blown.

In the interest of safety, we advise parents not to leave children unsupervised until 8.30am, as there may not be adequate adult supervision. Parents should ensure that their children are collected **promptly at the end of the day**. A late fee of £5 may be levied if you are late collecting your child. Money collected will be used for school resources.

Parking

Please ensure you do not obstruct other road users or park on yellow lines when dropping or picking your child up. Not only is this dangerous, but also shows a lack of respect for our neighbours and community.

Mid-Morning Break

10.00 am–10.20am – Break time and snack

All children are encouraged to bring in fruit of their own choice, cut up and ready to eat, in a labelled plastic container. We encourage healthy snacks such as fruit, raisins, breadsticks or healthy snack bar, as this is essential for their development and growth.

Milk is also available for children (Reception - free of charge), for Year 1 to Year 2, there will be small charge for milk.

Lunch Time Arrangements

At present we have a packed lunch option and a hot meals option. More information regarding the hot meals option can be requested from the office.

At Land of Learning we have a healthy eating policy. We do not allow nuts, sweets and chocolates in school. Please do not include them as part of your child's packed lunch. Peanut butter sandwiches are not permitted.

Attendance and punctuality

Lateness is a disruption for the class teacher, students and office staff. Bringing in your child late may also be upsetting for them, causing them embarrassment.

Please note our Late Policy:

Three late arrivals: will result in a written warning

On the 5th late arrival: Parents will be called to see the Head

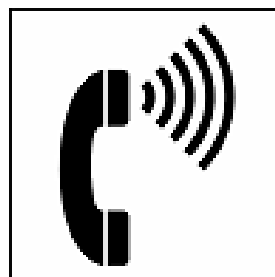
7th late and subsequent lates: Child will be required to report to the school office at 8:30 each day, £5 will be levied for each late in that academic year.

Regular attendance at school is vital if children are to gain maximum benefits from their education. Absence can interrupt a child's learning and can lead to poor attitudes to school. If children are unwell or are absent for reasons that are accepted and regarded as valid, it will be noted as "authorised" absence. Medical/dental or any other appointments should be arranged out of school hours.

It is important for parents to inform us every time their child is absent from school.

This may be done in the following ways:

- Telephone call to school
- Send in signed note to school
- Send verbal message – via an adult



If the school is not notified, an unauthorised absence is recorded against the child's attendance record.

Address/telephone change

A change in pupil's address or phone number **MUST** be reported to the office. This is to ensure we have accurate records.

Appointments

Please book appointments outside of school times. If this is unavoidable the school **MUST** be informed at least 24 hours before the appointment. Children who persistently have time off school for appointments may be asked to produce appointment cards/letters from their doctor or dentist.

Holidays during term time

The law states that you do not have the right to take your child out of school for holidays. The children work very hard throughout the school year and if they miss any time from school it will affect their learning. However, if you still wish to take your child on holiday during term time you must apply for permission. A holiday request form can be downloaded from our website or collected from the school office. We ask all parents to carefully consider the impact that absence from school will have on their child's education before they make such a request.



Appearance

Children are encouraged to take pride in their appearance, which promotes modesty and enhances confidence. Correct school uniform **must be worn at all times**. School uniform gives a distinct identity to pupils and parents are requested to cooperate with the school by ensuring correct attire is worn at all times. Please see the uniform list below.

Uniform List

Items marked with * are available through **Islamic establishment** and **Trendy Wear Shop**

Boys

Green Sweatshirt *

White- shirt/ polo shirt

Grey – trousers

Grey topi*

Black school shoes

Black plimsolls only for indoors

From Year 3

Grey Jubbah*

Green jumper*

Grey topi*

P.E Kits

White t-shirt or polo shirt

Plain grey jogging bottoms or track suit bottom

Summer Uniform

Short sleeves summer shirt or polo t-shirt

Grey $\frac{3}{4}$ length shorts, below knee

Girls

Green cardigan or sweatshirt*

White- shirt/ polo shirt (with full sleeves)

Grey – trousers, skirt or pinafore

Tights or leggings must be worn under garment.

Grey headscarf *

Black school shoes

Black plimsolls only for indoors

From Year 3

Grey long dress*

Green cardigan*

Grey scarf*

Long white t-shirt or polo shirt.

Plain grey jogging bottoms or track suit bottom

Green & white gingham dress

White trousers

There is no summer uniform from Key Stage 2

Please ensure all items of clothing and personal belongings are **labelled clearly**. The school will not accept any responsibility for loss.

Personal safety - Jewellery must not be worn at school (apart from stud earrings) Watches maybe worn if responsibility is personally accepted.

Book Bags and P.E bags

Book bags and P.E bags are school requirement and are also available to buy through the;

1. **Islamic establishment** on 68 Asfordby St, Leicester LE5 3QG, Tel No.0116 212 7084
2. **Trendy Wear** on 113 Uppingham Road, **Leicester**, LE5 3TB, Tel no.0116276 7638

School Policies

The school has a set of comprehensive policies / policy statements which are available to view from the office on request. Advance notification is required if you desire a personal copy.

The following policies are available on request:

Admission Policy

Anti-Bullying policy

Attendance Policy

Behaviour management policy

CRB Policies

Child Protection Policy

Complaints policy

Confidentiality policy

Equality and diversity policy

Equipment and resources policy

First Aid policy

Food and drink policy

Health & Safety Policy

Health & Safety Policy on Educational Visits

Maternity policy

Parental involvement policy

Special educational needs/disability policy

Staffing and employment policy

Student placement policy

Suspension policy

The non-collection of children policy

The school has a number of other policies and parents are welcome to come into the school to view these.

British Values

Promoting British Values at Land of Learning Nursery and Primary school

The DFE have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools/ nurseries to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in our curriculum. At Land of Learning Nursery and Primary we implement the curriculum and therefore these values are reinforced regularly in the following ways:

Democracy: making decisions together

As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development:

The Headteacher, SLT, teachers and Nursery Practitioners encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.

Teachers and Nursery Practitioners support the decisions that the children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

We listen to children's and parent's voices. Our school behaviour policy is clear that children are expected to contribute and co-operate, taking into account the view of others.

The Rule of Law: understanding rules matter as cited in Personal, Social and Emotional development

As part of the focus on managing feelings and behaviour:

Teachers and Nursery Practitioners ensure that children understand their own and others' behaviour and its consequences, and learn to distinguish right from wrong.

Teachers and Nursery Practitioners collaborate with children to create the rules and the codes of behaviour and ensure that all children understand that rules apply to everyone.

Individual liberty: Freedom for all

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

Children are encouraged to develop a positive sense of themselves. Staffs provide opportunities for children to develop their self-knowledge, self-esteem and increase their

confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours and talking about their experiences and learning.

Staff encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about moving up to the next class.

Within the school, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school, we educate and provide boundaries for children to make choices safely, through our provisions of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

Mutual Respect and Tolerance: Treat others as you want to be treated.

As part of the focus on People & Communities, Managing Feelings & Behaviour and Making Relationships as cited in Personal, Social and Emotional development and Understanding the World:

Children are taught to acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others amongst families, faiths, communities, cultures and traditions, to share and discuss practices, celebrations and experiences.

Teachers and Nursery Practitioners encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.

Teachers and Nursery Practitioners promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

Part of our school ethos and behaviour policy has revolved around Core values such as respect and children are modelled this by caring, sharing and listening to others.

Teachers and Nursery Practitioners help children to understand how to respect by talking about how actions/words can affect others.

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

SEN - Special Educational Needs

Teaching staff regularly perform varied observations and record progress, for all pupils within the classroom. Observations will allow us to recognise and address any concerns efficiently. The school has limited resources to cater for serious learning difficulties, so parents are encouraged to make an appointment and speak with the teacher if they have any concerns.

Admissions

The school has an admission policy available on request. Parents/Guardian must agree to work in partnership with the staff in the education of their child.

Parents evening and reports

We arrange one parents evening each year, in the autumn term. You will be able to discuss your child's progress with the class teacher. Parents are allocated 10 - 15 minute appointments. If further discussion is necessary a separate appointment can be arranged. Reports will be sent home twice a year and give a summary of progress.

Concerns & complaints

Any concerns regarding your child, their welfare or progress should primarily be discussed by appointment with the head teacher or teaching staff. Any concerns regarding school practices must be put in writing.

If the result of any complaint or concern are not satisfactory they can be discussed further with the Head on appointment.

Unresolved problems/complaints can then be addressed in writing to:

The School Committee

5-11 Evington Drive, Leicester, LE5 5PF

Telephone (0116) 273 5431

First Aid/ medical Care

If your child suffers any medical condition please complete relevant forms and inform staff on arrival to the school.

Any medication required for the child's condition e.g. inhaler, must be clearly labelled and given to the teacher, who will store it safely for the child until it is required.

If the medication is required then the child will be responsible to administer it, under the supervision of staff, or the parent will be called to dispense it.

NO STAFF WILL ADMINISTER INHALER OR ANY OTHER MEDICATION TO CHILDREN, unless the situation is judged as critical or life threatening.



School Fees – Academic year 2016 onwards

Your child's admission to the school will only be confirmed once you have paid the £100 non-refundable admission fee

Reception class-foundation 2

No child may register or attend any other playgroup/nursery/school at the time of registering with Land of Learning since this may affect the allocation of the Nursery Education Grant to which your child may become entitled. In the event of no notification, termination of your child's place may result and full charges will be incurred.

Charges will not be incurred when the school is closed for holidays. Charges will still need to be paid if your child is absent for any reason.

The criteria for the fees structure is as follows:

The fees will be due the term after your child reaches five, see below:

- (a)** If your child's date of birth falls in the first term (1st September – 31st December) of the academic year, you will be paying fees for 2 terms.
- (b)** If your child's date of birth falls in the second term (1st January – 31st March) of the academic year, you will be invoiced for 1 term.
- (c)** If your child's date of birth falls in the final term (1st April – 31st August) of the academic year, there will be no charge.

Kindly note: fees must be paid by the second week at the start of each new term. Cheques should be made payable to **Evington Muslim centre**, cash payments are also accepted. If fees are not received on time your child will risk losing his/her place at Land of Learning. Fees should be paid to the office between 9.30am – 3.00pm. Teachers will not be responsible for collecting the fees.

Year 1 – Onwards

When your child starts in year 1 he/she will no longer be funded. The annual fee will be £1700, which is to be paid in three instalments at the start of each term as follows:

- £550 payable in September
- £550 payable in January
- £600 payable in April

You will be invoiced at the start of the each term. If payment is not received your child will risk losing his/her place. Late payment of fees may incur a charge of £20 per day.

Payment accepted either in cash or cheque,

All cheques should be made payable to: Evington Muslim Centre

Termination of Place

F2 pupils

If you wish to terminate your child's place, **one clear half terms notice in writing** is required. Failure to submit sufficient notice will result in **one half terms fee** in lieu of such notice.

Year 1 onwards

One half terms notice is required. Failure to submit sufficient notice will result in **one half terms fee** in lieu of such notice.

The Land of Learning Management reserves the right to change the terms and conditions/fees as and when necessary. Parents will be notified of any changes.

Terms & Conditions

Data Protection

The personal data collected on this form will only be used for the purpose of processing your child's registration. It is required for various administrative and health and safety reasons. Under the Data Exchange Agreement (DEA) and the Educations and Inspections Act 2006, Information will also be shared with local authorities if required to do so. Child assessments will be carried out by the staff. I, the parent/legal guardian, give consent for my child's baseline assessment to be shared with the local authority.

Child Protection/Safeguarding

The school complies with the procedures approved by the local Safeguarding Children's Board. The school is legally bound by the law to protect children (under the age of 18) from abuse. If the school suspects, or a child informs the staff/management, that s/he is suffering from abuse or any kind of bullying the school will promptly and appropriately respond to that concern.

Trips & Outdoor visits

If parents wish for their children to be included in the school visits and trips, a consent form needs to be signed. For organised outings involving transport and entrance fees, an appropriate charge will be made.

Holidays

The school will remain open during normal school term times, the school reserves the right to make changes where required to do so with respect to the two Eid festivals. Holidays are not permitted during term time.

Sickness

Any child suffering from a doubtful rash, sore throat, discharge from the eyes or nose, or diarrhoea should be kept at home until the symptoms have disappeared. The school reserves the right to refuse entry to a child who is suffering from an infectious illness.

Medication

If your child has been prescribed any emergency medication e.g. Asthma Inhaler or Epi-Pen, please inform their teacher/Nursery Practitioner and bring the medicine into the school clearly labelled with your child's name. A medical form must be completed by the parent/carer.

Clothes & Personal Property

All clothing must be clearly marked and labelled with the child's name. Children will be taken outside so it is important that they are provided with suitable clothing. Any child not wearing suitable clothing will be excluded from outdoor activities.

Uniform

Your child is required to wear the Land of Learning uniform. Please ensure you adhere to the school dress code.

Jewellery

Children are not allowed to wear any jewellery except for studded earrings.

Books/Activity Packs

As part of your child's education, a story book/activity pack appropriate to the child's ability will be given to your child as homework activity for you to share together. This will help your child to learn and improve their reading skills. You are humbly requested to teach your child to look after the resources. An appropriate charge will be applicable in the case of loss or damage of the books or resources.

Equipment

Parents will be responsible to pay for any misuse and purposeful breakages and/or damages to toys, equipment, books by their child, for the replacement of the item.

Collecting Children

Children must always be brought to the school and collected by an adult or a responsible person over the age of 18 years of age (It is helpful if we have been introduced to these people first). We will only send children home with adults who have been given authorisation to collect children. If anybody else is picking up your child please inform us in advance.

NOTE: The school will provide an extensive range of toys for children of all ages. Children must not bring any personal property (including toys) to the school. No liability will be accepted for any damage or loss of any items.

Child's personal details

Please note: it is the responsibility of the parent/carer to inform the school of any changes to your child's circumstances. The school will not take responsibility in the event of failure to inform us of any changes to your child's details.

Please ensure your child is in school **on time**. A flat fee of £5 will be charged if you are late collecting your child. Money collected will be used for resources for the children.

We operate on OPEN ACCESS POLICY where parents can make an appointment to see the child's teacher, manager or head during nursery/school operating hours. Due to security reasons we do request that parents inform the office of their intentions to visit beforehand.

Agreement between Parent/Guardian and School

I wish to apply for admission for my child at Land of Learning. I have paid a **£100** admission fee which is **non – refundable**. I have read and agree to the Terms and Conditions furnished with my application, and agree to comply with them. I also undertake to inform Land of Learning of any changes in the information given, together with the child's personal record.

If my child is *not* NEG funded, I also agree to pay any fees in the first week at the start of each term. If my child is absent for any reason for example due to sickness, fees are still payable in full. (This payment of fees needs to be maintained as the cost of staff and overheads still continuously need to be maintained).
A charge of £5 per day is applied for late payment of fees.

I undertake to provide in writing one **half terms notice** of my child's leaving date or make payment of one half terms fee in lieu of such notice.

I undertake to inform Land of Learning if my child also attends any other Educational Establishment during their time at this School, since this may affect the allocation of the Nursery Education Grant to which I may become entitled. I also accept responsibility for payment of the loss of any portion of the above grant that may arise due to the simultaneous enrolment of my child in any other institute.

Please tick here to confirm your child is **not** currently attending another school/nursery

Accident Procedure

The School requests the right to administer basic first aid treatment when necessary. Parents will be informed of all accidents and will be required to sign in the accident book. For accidents of a more serious nature involving hospital treatment reasonable attempts will be made to contact parents, but failing this, the School requests the right to act on behalf of parents and authorise any necessary treatment. Parents are requested to inform the School of any changes to information in writing which is stored with the child's record file.

I _____ with Parental Responsibility agree to the accident procedure.

Signed: _____ Date _____

Visits and Outings

I also understand that my child will be taken out for local walks and visits off the School premises to the library, local community centres and local nature walks.

I do/do not give permission to the management and staff of Land of Learning for my child to take part in such outings.

Only the person or persons legally responsible for the child must complete and sign this form:

I legal Parent/Guardian of (child's name) _____ have given full details of my child to the best of my knowledge.

Signed _____ Date _____

Print name: Mr/Mrs/Ms _____ Legal Parent / Guardian

Please note all applications are treated on a first come first serve basis. Thus, if there is no contact regarding this application a place cannot be guaranteed for your child.

Please note: All incomplete forms will be returned. A place cannot be guaranteed until all forms are completed in full