

Nursery

Welcome Booklet



Land of Learning Nursery and Primary School

“Nurturing the seeds of knowledge”

Land of Learning Nursery and Primary School

5-11 Evington Drive
Leicester
LE5 5PF

Tel: 0116 2735431

Web: www.landoflearning.co.uk

Email: office@landoflearning.co.uk



**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)

Organisational Structure

School Committee	
Head Teacher Mrs S Vania (NNEB/BSc Hons/QTS)	
Deputy Head: Mrs R Mall (BSc Hons/PGCE/QTS)	
Phase Leaders EYFS Mrs S Gara (NNEB) F2 Mrs Ebrahim (NVQ level 3) KS1 Miss Amin (QTS) KS2 Miss Khan (Degree in Islamic Theology)/Miss Sadiq (QTS)	
Nursery Practitioners Mrs N Taib (NVQ level 3) Mrs H Mansur (NVQ level 3) Mrs F Bobat (NVQ level 3) Mrs Bhana (NVQ level 3)	F2: Miss Pandor (PGCE) Miss Dakri (NVQ level 3) Mrs Ebrahim (NVQ level 3)
Year 1: Mrs Sau (NVQ level 3) Mrs Nathani (BSc)	
Year 2: Miss Sidat (BA Hons), Mrs Z Ahmed (Education Studies) Year 3: Miss Gulzaman (Degree in Islamic Theology), Miss F Ahmed (BA) Year 4: Mrs H Khan (BSc), Mrs Boodi (QTS) Miss S Khan (Degree in Islamic Theology), Miss Musa (Degree in Psychology Education) Year 5: Ms Sadiq (QTS), Miss Umerji (QTS) Year 6: Miss Amin (QTS)	
Islamic Studies & Arabic: Mrs A Manjoo (Masters in Islamic Studies) Mrs Salloo (Degree in Islamic Theology)	
Administrators Mrs E Ahmed (BSc) Mrs Z Diwan (Degree in Islamic Theology) Ms A Patel (IT Level 3)	

WELCOME

Dear Parent/Guardian/Carer,

We are pleased to offer your child _____ a place at Land of Learning Nursery and Primary School from _____ at _____ am/pm.

You will be eligible for the Education Grant for 15 hours a week until the end of term following your child's 5th Birthday.

If your child is not eligible for the Education Grant or you are taking extra sessions, the cost of 1 session (3 hours) will be £10.50, which is to be paid half-termly in advance. Charges will not be incurred when the school is closed for holidays. However charges will still need to be paid if your child is absent for any reason.

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

Settling-in Process

To assist the children in settling in, we have a staggered intake which means your child will start at a specific time and day. **An email will be sent out to you, informing you of your child's start date and session time. Please record the details above. If you have not received the email by the end of May, please call the office.**

We request the mother/guardian/carer to come in prepared to stay with your child, until the staff members feel your child is settled and happy to separate from you. This process may take a couple of days but InshaA.... In the long term your child will be much more confident and happier to attend the Nursery at Land of Learning Nursery and Primary School.

Uniform

Please dress your child in their Land of Learning Uniform. Please remember to bring their gym bag with their black plimsolls in.

We hope this welcome booklet provides you with useful, informative information,

Please keep it in a safe place for future reference.

The staff are always available to talk with you about your ideas, views or to answer any questions you may have.

Here at Land of Learning Nursery and Primary school, we try to deliver an individual learning experience for each child in the Early Years, this experience continues throughout the school.

We value your partnership in working together as a team to provide the best care for your child. We want your child to feel happy and safe at our nursery.

How can I help prepare my child for nursery?

Preparing your child for nursery is very important. Here are some suggestions of things you can do to help:

- Before they start nursery, try to get them used to other people. Encourage them to spend some time with a trusted adult away from home. Also encourage other children to come and play and let your child go to other children's homes.
- Encourage your child to independently put on and take off their coat, socks and shoes. This will enable your child to become more independent at nursery too.
- Make sure they can manage the toilet on their own and can ask clearly when they need to go.
- After your visit to the nursery, please talk and discuss with your child about nursery routines such as circle time, snack time and washing hands.

Parents as Partners

Land of Learning Nursery and Primary school recognises parents as the first and most important educators of their children. We value your role and look forward to working in partnership with you.

There are many ways in which parents can take part in making our nursery a welcoming and stimulating place for their child, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff, sharing their own special interests with the children.
- Provide opportunity for your child to play imaginatively at home.
- Helping to provide, make and look after equipment and materials used in the children's play activities.
- Taking part in events and informal discussions about the activities and curriculum provided by the nursery.
- Joining in with community activities which the nursery are involved in.

NURSERY OPENING TIMES

- The nursery is open during school term time, 38 weeks per year.
- We are open weekdays only, Monday to Friday
- Our Morning session is from 8.30am-11.30am
- Our afternoon sessions is from 12.15pm-3.15pm

Arrival (Entrance on Evington Lane)

Child to be brought into the nursery hall

All children to be in by 8.45am/12.30pm ready for registration as gates and doors will be locked after this time.

In the interest of safety, we advise parents not to leave children unsupervised as there may be inadequate adult supervision.

Collection

Flexible between 11.15am-11.30am / 3.00pm- 3.15pm

Parents should ensure that their child is collected **promptly at the end of the day.**

A late fee of £5 will be levied if you are late collecting your child. Money collected will be used for nursery resources.

Parking

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

Attendance and Punctuality

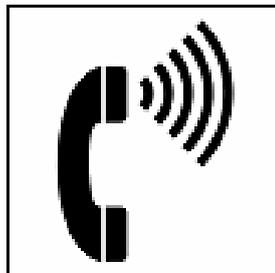
Lateness is a disruption for the Nursery Practitioner, other children and office staff. Bringing in your child late may also be upsetting for them, causing them embarrassment.

Regular attendance at nursery 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 nursery. 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 nursery hours.

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

This may be done in the following ways:

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



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

Holidays during Term-Time

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



Snacks

Our snack consists of milk and fruit every day and a variety of healthy snacks.

We have a monthly snack menu which is sent out to parents. We request parents to send in a piece of fruit on Tuesdays and Thursday.

Due to health and safety, any snack sent in should be in its original packaging, sealed and with use by date clearly visible and must NOT contain NUTS or NUT TRACES.

Water is available to drink throughout the session if a child becomes thirsty.

Book Bag

Book Bags with a book will be sent home on Fridays with your child. Please read this book with your child over the weekend and send back to the nursery on Monday. Please take out any colourings, paintings or work your child has done at nursery from the bag and check for any letters. We request parents and children to look after the books sent home. A charge **will** be made for lost or damaged books.

Uniform

At Land of Learning Nursery and Primary School we have a uniform. Nursery uniform with our logo is available to purchase from:

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

The grey/white uniform can be bought from any high street or supermarket store as long as it adheres to the requirements.

Uniform List

Items marked with * are available from Trendy Schoolwear.

Boys	Girls
Green Sweatshirt *	Green cardigan or sweatshirt*
White- shirt/ polo shirt	White- shirt/ polo shirt
Grey or Charcoal – trousers/joggers	Grey – trousers, skirt or pinafore Tights or leggings must be worn under garment.
White topi	White/Grey headscarf (optional)
School shoes/ trainers	Sensible low heel school shoes/trainers
Black plimsolls only for indoors	Black plimsolls only for indoors

Summer Uniform

Short sleeves summer shirt or polo t-shirt	Green & white gingham dress
Grey $\frac{3}{4}$ length shorts, below knee	White trousers/tights
Optional Jabba/Kafni Grey or charcoal	

Please ensure all items of clothing and personal belongings are **labelled clearly**. We 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.

Park Visits

In line with the EYFS requirements, children must regularly experience large play equipment, therefore we take the Nursery children to the local Evington Park on a regular basis. The staff and children walk to the bus stop and travel on bus No. 22 to the park. A consent slip will be given with the admission form, this will need to be signed to give permission for your child to participate in this activity.

Nursery Practitioners

The nursery has a Nursery Practitioner system; on entering the nursery your child will be assigned a Nursery Practitioner. This means that each member of staff has a group of children for whom she is particularly responsible. Your child's Nursery Practitioner will be the person who works with you to make sure that what the nursery provides is right for your child's particular needs and interests. When your child first starts at the nursery, she will help your child to settle in and benefit from the nursery's activities. The child's Nursery Practitioner will also:-

- Help the child become familiar with the provision & to feel confident and safe, develop a genuine bond with the child and parents and offer a close, settled relationship.
- Meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour.
- Use methods of observation, trackers and photographic evidence to record your child's progress.

- Discuss the child's progress with the parents at parents meetings.

My Learning journey at Land of Learning

The Nursery keeps a Learning Journey for each child. Staff and Parents working together on their children's Learning Journey is one of the ways in which the nursery and parents can work in partnership. Your child's Learning Journey helps us to celebrate together his/her wellbeing and progress. Your child's Nursery Practitioner will work with you to keep this record. To do this, you both can collect information about your child's needs, activities, interests and achievements. This information will enable the Nursery Practitioner to identify your child's stage of progress. You and the Nursery Practitioner will then work in partnership, to help your child to move onto the next stage.

WOW Notes

We have introduced WOW Notes. The note cards are stored in the entrance. When a child has said or done something interesting/progressive, it is written on to a WOW note and displayed in the entrance hall and later placed in the child's Learning Journey. When the child does well at home, for example, your child helps lay the table for dinner, sleeps in their own bed throughout the night, or tidies all their toys away, the parent may write a WOW note for their child and send the WOW note in for the child to share the 'WOW' with their group.

Home Activity

Once every term your child will bring home a bag with an activity for you and your child to do together at the weekend. The aim is to build self-esteem; give the children an opportunity and purpose for speaking and listening. There will be instructions inside the bag to help you carry out the activity. Encourage your child to look after the items and return to nursery on Monday for the next child to take home. If you need any help please speak to your child's Nursery Practitioner.

Parents Meetings and Reports

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

Land of Learning Nursery

Daily Routine

Session Times:

Morning 8.30am – 11.30am

Afternoon 12.15 – 3.15pm

- 8.30am & 12.15pm

Books out for children and parents to share

Children start arriving and go to their group areas; children hang their coats up, wear their indoor shoes, find their name card and sit on a mat then engage in individual or reading with their parent.

If parents wish to speak with their child's Nursery Practitioner they can do so at this time.

- 8.45 – 9.00am & 12.30-12.45pm

Registration – Children will be encouraged to respond to their names being called out and greet everyone. Children will pray du'as, do their calendar & weather board. They will talk about what they will be learning i.e. theme/story of the week. Children can also share their news.

Snack Bar – is open from 9.30/1.30pm onwards for children to access as and when they are hungry or thirsty.

Toileting – The children's toilets are easily accessible from the nursery hall. The child will inform the Nursery Practitioner they wish to go to the toilet and will be assisted if needed. In case of a toileting accident/or the child's clothes getting wet/dirty, we request the parent to provide a spare set of clothes which will stay in the child's plimsoll bag at nursery.

- 9.00am – 10.10am & 12.45pm – 1.55pm

Free play sessions – Planned child initiated activities and a focused activity which will be pre-planned to meet the EYFS. Children will work in groups and activities will be designed to meet their individual needs. Children have the option of free play indoor and outdoor.

- 10.10am – 10.15am & 1.45pm – 1.55pm

Tidy up time

- 10.15 am- 10.45am & 2.00pm – 2.30pm

Story/Song time – Children participate in whole or half group story and song sessions

- 10.45 am – 11.15am & 2.20pm – 3.00pm

Physical play – Children will be given the opportunity to engage daily in outdoor play

- 11.15am & 3.00pm

Wind down time – Children brought back inside and sat down. Pass any letters/ work out to them. If parents need to discuss anything they will be encouraged to come during this time.

- 11.30am & 3.15pm

Session ends – Staff will clear up and make arrangements for the next session.

NB- The above are subject to change according to the children's needs & interests.

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 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.

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 nursery 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:

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

Nursery Practitioners collaborate with children to create the rules and the codes of behaviour, and ensure that all children understand 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. Staff 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 transferring into F2.

Within the nursery, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a nursery, we educate and provide boundaries for young 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.

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

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

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.

Policies

The Nursery has a set of comprehensive policies/policy statements, which are available to view from the office on request, or can be viewed on our website.

Below is a brief outline of some of our practices and policies implemented.

Equal Opportunities – The Nursery will ensure that all staff are aware and will work in accordance to set guidelines to ensure that all children and parents are treated fairly, justly and equally. This is laid out in our admissions policy and curriculum.

Special Educational Needs – Our designated Special Educational needs co-ordinator (SENCO) is Mrs Vania. The Nursery will not discriminate against children with special needs. We will work towards providing an environment where all can access equally. Children's behaviour and abilities are regularly monitored and evaluated. Concerns will immediately be addressed with parents.

We also have a designated SENCO worker available for advice and guidance.

Our aim is to identify any difficulties faced by the child at an early stage and deal with it.

Behaviour Management – Staff in the nursery ensure that children are taught and supported to behave appropriately towards each other and look after the resources and Nursery environment. Children have worked with their Nursery Practitioner to devise their own Nursery Golden Rules. Staff will use various strategies and ensure that they are applied consistently to deal with unacceptable behaviour e.g. distractions, warnings, time out from free play activities, reward and praise for good behaviour.

The Nursery is registered with Ofsted, they can be contacted at:

Early Years Ofsted
Cumberland Place
Park Row
Nottingham
NG1 6HJ

[Tel:03001231231](tel:03001231231)

Website: www.ofsted.gov.uk/forparents

Concerns & Complaints

Any concerns regarding your child, their welfare or progress, should primarily be discussed by appointment with your child's Nursery Practitioner. Any concerns regarding school practices must be put in writing. A full copy of the complaints procedure is available from the office or our website.

We hope that any problems will be resolved at an early stage, however if the result of any complaint or concern is 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

Procedures in our complaints policies will need to be adhered to; policy available upon request.

Suggestions and constructive ideas are welcomed, however all final decisions have to be agreed by the management.

Suggestion Box

A suggestion box is available in which Parents/Carers can leave their views or ideas. These will be used to assist Land of Learning staff in further enhancing the learning environment for the children.

We operate a policy where parents can make an appointment to see the Nursery Practitioner, Deputy or manager during Nursery Operating hours. Due to security reasons, we do request that parents inform the office of their intentions to visit and arrange a suitable time where the children's learning time is not affected.

We look forward to working in partnership with you at Land of Learning Nursery and Primary School.

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 outgoings 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 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

Nursery Education Grant Funding

For all 3-5 year olds the NEG Funding is available the term after the child's 3rd birthday for five 2½ hour sessions per week. We will claim the funding for your child, no other fee will be payable. However if your child attends extra sessions the following charges will be made.

Nursery Charges

If your child is **not** funded one full day will cost you £24.00;

(£10.50 x 2 sessions + £3 lunch)

1 full day (9am to 3pm)	£24
2 full days	£48
3 full days	£72
4 full days	£96
5 full days	£120

If your child is funded for one session each full day, it will cost you £13.50 per day or £52.50 for a full week;

(Lunch £3 + 1 session £10.50 +1 session NEG funded)

If your child is not funded one 2½ hour session will cost you £10.50

1 am session (9am to 11.30pm)	£10.50
2 am sessions	£21.00
3 am sessions	£31.50
4 am sessions	£42.00
5 am sessions	£52.50

1 pm session (12.30am to 3pm)	£10.50
2 pm sessions	£21.00
3 pm sessions	£31.50
4 pm sessions	£42.00
5 pm sessions	£52.50

If your child stays for the extra lunch hour there will be a £3 charge (11.30am – 12.30pm)