

LAND OF LEARNING NURSERY AND PRIMARY SCHOOL WELCOME BOOKLET



Our vision is to nurture holistic life-long learning and service rooted in classical knowledge within a safe stimulating high quality environment

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

Dear Parents,

I would like to take this opportunity to introduce myself as the Head at Land of Learning Nursery and Primary School. I am delighted to welcome you to our school. I work closely with the School Committee, the Senior Leadership Team 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 ensuring they have an acute awareness of the 'wider world' into which they are entering. This is why we place such an emphasis on character building, etiquettes, 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 the 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. Our Core Values are centred on the concept of being a good

FRIEND.

Faith - Our beliefs guide everything we do. We live by Islamic Principles and follow the Quran and Sunnah. We use the Quran as our guide and our Prophet and His Companions are our role models. All aspects of the school are underpinned by a strong religious identity.

Resilience - At Land of Learning we always try our best and persevere in learning to the best of our abilities. We have a "can do" attitude and we work hard in everything we do. We all have strengths and together we strive for success.

Integrity - At Land of Learning we are always fair, honest and non-judgemental in our behaviour. All children deserve to be treated with respect and dignity. We are clear about expectations and ensure that we help each other to always achieve with excellence.

Empowering - We continuously challenge each other to work to achieve our full potential. We are prepared, organised and professional at all times. We set clear expectations and goals and know exactly how to achieve them. We are always open to new ideas and constantly strive to improve.

Nurture - We provide an environment that is rich and stimulating. We believe that children learn best when the environment is safe, holistic and happy. The emotional well-being of all at school is paramount.

Diversity - We are all unique and special. Our differences enrich our school and prepare us for a diverse society. We understand that as individuals we are entitled to be treated with respect and tolerance.

We are confident that all children at Land of Learning will achieve their best academically and spiritually and warmly welcome you to our school.

From
Ms S Seedat
Head Teacher



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 practise 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 child 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

The Early Years Foundation Stage - EYFS is delivered in our setting. The curriculum is planned and structured to ensure children are kept healthy, safe and provided with opportunities to gain the knowledge and skills to begin school. There are 4 guiding principles which we abide by in our setting.

These are:

1. Understanding that every child is unique, who is constantly learning to be resilient, confident and self-assured
2. Supporting children in learning to become strong and independent through positive relationships
3. Providing enabling environments with teaching and support from adults in order to learn and develop
4. The importance of learning, development and assessment

Through thorough and regular observations, and a sound knowledge of the child, staff will assess and evaluate developmental rates, and working within EYFS Framework we are able to plan and offer an individually appropriate curriculum to progress with confidence to the National Curriculum at the age of 5.

The framework sets out 3 prime areas of learning which underpin everything during Early Years, and 4 specific areas to support children to strengthen and apply the prime areas.

Areas of learning we cover are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



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.



اللهم إني أسألك علماً نافعاً، ورزقاً
طيباً، وعملاً متقبلاً

Year 1 onwards

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. Our aim is to engage children in their learning in school and remotely as a blended learning approach.



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 Dojo points or with stickers.



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 (Willow, 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 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.



Enrichment Clubs:

A number of clubs are organised for children to participate in during lunch time including, maths clubs, sports clubs, nasheed 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.

Reading records

We believe that reading is the most vital skill learnt in the early years and that it should be fostered throughout the school life. Children will read on a daily basis in school and should read on regular basis with parents and carers. 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, parents 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 will be checked before 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 8.30am.

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

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

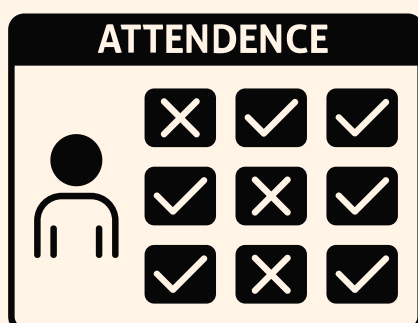
At present all pupils must bring a packed lunch with them from home.

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

Poor punctuality is not acceptable. If your child misses the start of the day they will miss the vital information given by the class teacher and they will also miss the starter activity of the day. Late arriving pupils also disrupt lessons which can be embarrassing for the child and can also encourage absence.



How we manage lateness

The school day starts at 8.30 am and doors are closed by 8:35am so we expect your child to be in class by 8.35am. The Nursery day starts at 8:44 am and doors are closed by 9:00 am so we expect your child to be in Nursery by 9:00am.

Once the doors are closed (8.35am for primary) the only way to get into school is via the school office. Any pupils who come into school after this time will be marked as late in the attendance record. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Registers are marked by 8:40 am (for primary) and your CHILd will receive a late mark if they are not in by that time.

At 9.00am the registers will be closed. In accordance with the Regulations, if your CHILd arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 8:35am will have the absence recorded as a medical absence (Attendance code M). Routine medical and dental appointments should be arranged out of school hours wherever possible. For any medical appointment, appointment letter **MUST** be brought in to the reception as proof.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/careers to seek support and advice to address these issues.



Our Lateness Procedure:

Three late arrivals: will result in a written 1st letter of warning

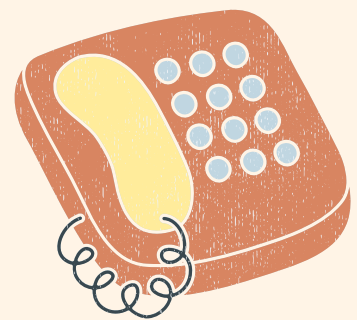
On the 5th late arrival: will result in a written 2nd letter of warning

More than 5 late and subsequent late: Parents will be called to see the Head teacher.

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.

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.



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.

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.



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.

General Data Protection (GDPR)

General Data Protection Regulations (GDPR) means it is mandatory to obtain parent consent to use the email address and mobile number. We only obtain this information to communicate with parents using the school text and email service.

These services are used to contact parents with information about - but not restricted to - school based activities. For example, letting parents know that an after school club is cancelled, inform parents about school closures.



Uniform List

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

Boys

Girls

Green Sweatshirt *	Green Cardigan or sweatshirt*
White Shirt/ Polo Shirt	White Shirt/ Polo Shirt (Full sleeves)
Grey Trousers	Grey Trousers, skirt or pinafore
	Tights or leggings must be worn under garment
Grey Topi *	Grey Headscarf *
Black School Shoes	Black School Shoes
Plimsolls only for Indoors	Black Plimsolls only for Indoors
From Year 3	From Year 3
Grey Jubbah *	Grey Long Dress *
Green Jumper with logo *	Green Cardigan *
Grey Topi *	Grey Scarf *

P.E Kits

P.E Kits

White T-Shirt/ Polo Shirt	Long white T-Shirt/ Polo shirt
Plain grey jogging bottoms/ tracksuit bottoms	Plain grey jogging bottoms/ tracksuit bottoms

Summer Uniform

Summer Uniform

Short Sleeved Summer Shirt/ Polo Shirt	Green and White Gingham Dress
Grey 3/4 length shorts, below knee	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;

- **Islamic establishment** on 68 Asfordby St, Leicester LE5 3QG, Tel No.0116 212 7084
- **Trendy Wear** www.tswuniforms.co.uk Tel: 07809507007

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
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.

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.

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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 two parents evening each year, in the autumn and spring 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 three times a year and gives 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 teacher 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

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 are payable only by standing order and payment must be made between 3rd of each month over 11 months. If fees are not received on time your child will risk losing his/her place at Land of Learning. 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 school fee will be £2200, which includes the cost of P.E sessions. Please note for Yr4, Yr5 and Yr6 there will be an extra charge for professional swimming instructors. Fees are payable only by standing order over 11 months at a cost of £200 per month from September - July. Payment must be made on the 3rd of each month.

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 Education 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

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.

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.

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.

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.

Please ensure your child is collected 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.

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.

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 Nursery and Primary School. 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 entitled for Free Early Education Entitlement (FEEE), I also agree to pay any fees in the first week at the start of each month. 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).

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 Free Early Education Entitlement (FEEE) 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. 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.



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.



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.

At Land of Learning we are always looking for ways to improve and provide high standards of education for our pupils. We are open to suggestions and welcome feedback from all Parents and Carers. To get in touch, please email us at: office@landoflearning.co.uk

