

Land of Learning Nursery

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 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 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 ensue that we help each other to always achieve with excellence.

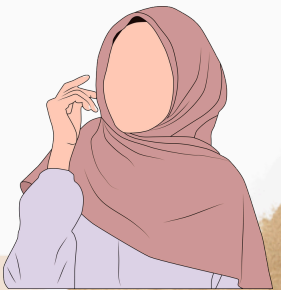
Empowering- We continuously challenge each other to work to achieve our full potential. We are prepared, organised and professional at all times. We set clear expectations and goals and know exactly how to achieve them. We are always open to new ideas and constantly thrive to improve.

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.

Ms S Seedat- Head Teacher

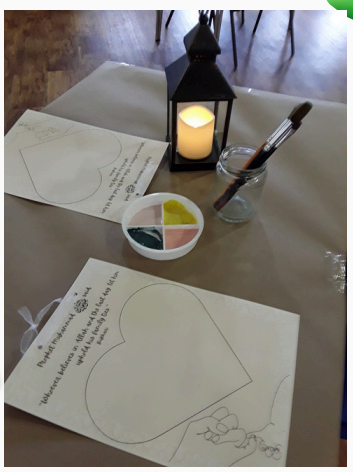



أهلاً وسهلاً
WELCOME
to Land of Learning Nursery
Our Staff
GOLDEN RULES
FRIEND
Our Core Values
FRIEND
Our Day
SEN
السلام عليكم
Peace be upon you!


Dream Big


Let's explore the EOE Zoo!
Grab a magnifying glass and get investigating!





WELCOME

Dear Parent/Guardian/Carer,

We are pleased to offer your child a place at Land of Learning Nursery and Primary School.

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 £15.00, which will be invoiced termly. 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.

Islamic Ethos

At Land of Learning School and Nursery, we uphold an Islamic ethos. Through the teaching and practice of Islam in the light of the Quran and Sunnah, we aim to develop a love for Allah (SWT) and confidence in their identity as young Muslims.

Safeguarding

•All staff and governors of Land of Learning have a collective responsibility for the welfare and safety of children in our care
•Children should feel valued, respected and happy in a safe, secure and caring environment
•All staff are fully trained
•Designated Safeguarding Leads in school



Our Setting

We welcome children of all backgrounds and invite them to explore our fun and stimulating setting. We are in the process of adopting the curiosity approach across the Early Years Department.

What is it?

- Following children's interest - elaborating their ideas
- Aim is to : encourage independent thinking, stronger non-verbal communication, develop language and verbal communication, problem-solving, support lifelong learning
- An extension of the home
- Natural surroundings in a calm environment



"Curiosity is innate within every single one of us and to be a learner in anything, you need to be curious"

Importance in Islam

- Inclination to the state of Fitra
- Respecting the environment
- Positive role models through adults in line with Quran & Sunnah
- Recycling and making use of resources

The Curiosity Approach™

What are the benefits?

- Fun filled child-led learning
- Exploring nature & the natural world
- Peaceful environment
- Respect for resources & environment
- Oppurtunites for more critical thinking, problem solving, language & vocabulary
- Open ended play

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. The start date and time is in the home visit letter.

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 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 is involved in.





NURSERY OPENING TIMES

- The nursery is open during school term time.
- We are open weekdays only, Monday to Friday
- Our Morning session is from 8.45am-11.45am
- Our afternoon sessions are from 12.15am-3.15pm

Arrival (Entrance on Evington Lane – Gate no 5)

- Child to be brought into the nursery hall
- All children to be in by 9.00am/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 11.30am-11.45am / 3.00pm- 3.15pm
Parents should ensure that their child is collected promptly at the end of the day.

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:

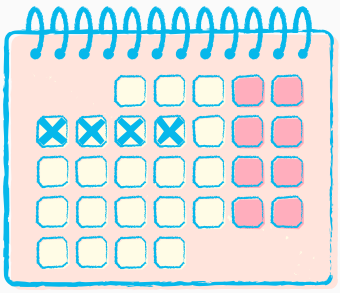
- Telephone call to office
- Send in signed note to office
- Send verbal message – via an adult

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 request parents to send in a piece of fruit/vegetable sticks/yoghurt every day in a small tub or container.
Due to health and safety, any snack sent in should **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.

Oxford Reading Packs

Once your child has settled into the nursery practitioners will send home reading packs which will include an oxford reading tree book and a reading record used to communicate with your child's teacher. Reading packs will be sent home on Fridays and should be returned by Tuesday the following week.



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

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 School wear.

Boys
Green Sweatshirt *
White- shirt/ polo shirt
Grey or Charcoal – trousers/joggers
Grey topi
School shoes/ trainers
Black plimsolls only for indoors
Book bag *

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

Summer Uniform

Short sleeves summer shirt or polo t-shirt
Grey ¾ length shorts, below knee
Optional Jabba/Kafni Grey or charcoal

Green & white gingham dress

White trousers/tights

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.

Outdoor Visits

In line with the EYFS requirements, children must regularly experience large play equipment, therefore we take the Nursery children to local Parks on a regular basis. 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.





Brocks Hill Country Park:

Throughout the Autumn and Spring term the children visit Brocks hill country park to enhance their outdoor learning experiences and build up a connection with nature.
The children do this by exploring the park, taking nature trails and collecting different natural resources and using them in their play.
The children travel to the park by bus and along their adventures they meet lots of different people and are exposed to a variety of different environments.
The children think back to all the people they meet and ensure they are always good "FRIENDS" meaning we must all accept Diversity.

Parents' feedback:

"Brocks hill where he learnt the Autumn song and enjoyed singing."

"My child enjoys learning about the world around him. He has always looked forward to his weekly Brocks hill park visit."









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.

The key person has a powerful impact on the child's well-being, their mental health, and their opportunities to think and learn. Through a strong key person relationships and daily observations of the children we are able to plan appropriate activities which meet the children's interests and needs.

Individual Planning, Learning and Activities

All children shall work towards the Early Years Foundation Stage Curriculum, according to their age and stage of development. Our overall approach to the children's learning & development is child-initiated learning. The majority of activities we do with the children are initiated by the child. We do this by using our observations of each child to find next steps for the child, which will develop their learning. These 'next steps' are used in our weekly plans as fun activities for the children to do. By taking this approach we are ensuring that the children 'enjoy & achieve'. We focus on different children each week; this ensures all children have equal access to the curriculum. We know that what we do helps children because we can see the progress the children make and have evidence of their progress in their learning journeys. Our evaluations help us to identify how well the children are progressing.

Well being

Our whole-school approach is about developing a positive ethos and culture – where everyone feels that they belong. It involves working with families and making sure that the whole school community is welcoming, inclusive and respectful. It means maximising children's learning through promoting good mental health and well-being across the school – through the curriculum, early support for pupils, staff-pupil relationships, leadership and a commitment from everybody.



My Learning Journal at Land of Learning

Your child's progress in nursery will be recorded in a Learning Journal online. The Learning Journal will include a collection of different documents, which help to provide a picture of your child's development under the areas of learning identified in the EYFS. They consist of photos, art-work, mark-making etc. and are interspersed with observations made by staff, including notes of relevant conversations or comments made by your child

The aim is to build a unique picture of your child, what s/he knows, feels and can do as well as his / her particular interests and learning style. This picture is then used to pinpoint learning priorities and plan relevant and motivating learning experiences.

No one knows your child better than you, which is why developing a strong link between home and school is key to EYFS learning. We encourage you to contribute to your child's Learning Journal by sharing information regarding your child's progress at home, with their Key- Practitioner.

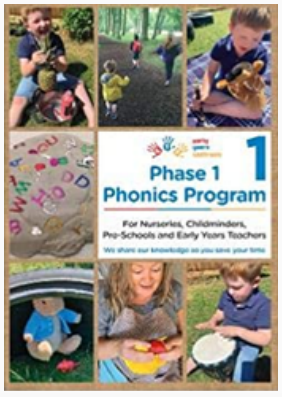
Phonics

As you know the ability to read and write well is a vital skill for all children, paving the way for an enjoyable and successful school experience. Children begin to take part in phonics sessions from Nursery. We follow the Letters and Sounds framework to deliver synthetic phonics sessions. The programme is divided in to seven phases, in Nursery, children will work on Phase 1. To supplement the Letters and Sounds framework, we also follow the well renowned **ASL Phonics programme**. The programme focuses on 'quality first teaching of phonics, early reading and early writing'.

Phase 1

This phase supports the development of speaking and listening skills which paves the way for high quality phonic work. We plan fun multi-sensory sessions which involve lots of games to encourage children's active participation. They explore and learn through singing and saying rhymes, making and listening to different sounds, talking with others, sharing books with adults and other children, dressing up, experimenting with writing and using puppets and toys to retell and make up stories.

Phonics teaching continues when children move to Foundation Stage 2 and children learn how to use and apply their phonetical knowledge in both reading and writing.



Parents as Partners sessions (PAP)

We organise parent/carer sessions, where you will be invited to spend some quality time at the Nursery with your child. Different fun and exciting activities will be planned by the Nursery practitioners each week. We find it helps to feel safe and secure while in the setting if they see that their parents feel comfortable there. These sessions also provide opportunities for Key practitioners to share information about your child's level of development, any concerns and any new likes or dislikes. By working together, we can improve practice and outcomes for your child, ensuring their full individual needs are met.

Parent's feedback:

"Yes the laminated pictures were great props for providing ideas for the Autumn themed activity. The learning consisted also for learning recognising numbers, counting and using the playdough as a tool to make imaginative play and stories. Great activity, great encouragement from Mrs Taib and also great support."

"Yes it's always nice to see what the children are learning and it reinforces what to do at home."

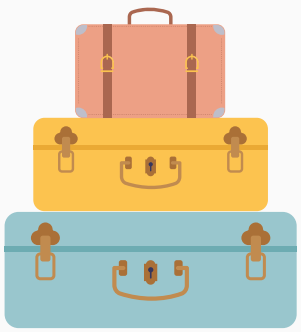
"Enjoyed being involved in my child's learning journey in Nursery."



'Explore a box'

Once every term your child will bring home a bag/box 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 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.

Home Visits

To ease the transition into Nursery, your child's allocated Key practitioner will visit you and your child at home. They will bring a fun activity to do with your child and spend some time getting to know how best to support your child when he/she starts Nursery.



Our Day

8.45 – 9.00am 12.15 -12.30pm

- Cloakroom
- Self-registration
- Explore Nursery
- Settle in





9.00 – 9.15am 12.30 -12.45pm

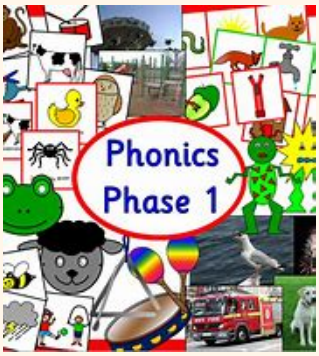
- Duas, date, weather, golden rules
- Monday – Story of the week
- Tues – Fri Story input





9.15 – 9.35am 12.45 -1.05pm

- Phonics



9.40 – 10.00am 1.25 -1.45pm

- Outdoors

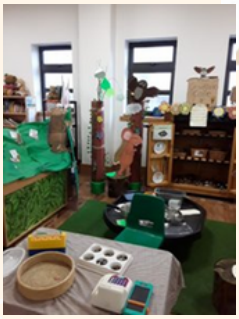




10.00 – 10.45am 1.45 -2.30pm

- Free flow activities & free flow snack





10.45 – 11.45am 2.30 -3.15pm

- Tidy up
- Story time
- Coats
- Duas
- Home time







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

Your child will have opportunities to do some of the following activities whilst at Nursery.

We use the carpet area for registration & circle times.



The children love to use their imagination, learning through play & their own experiences, re-creating familiar roles.



We encourage the children to choose where they would like to sit for snack. A great opportunity for them to learn about meal times & interact with their peers.



Children enjoy spending time looking at a book independently or sharing one with a friend.



Sand and Water Play





Construction Hub



Climbing frame





Reading





At Land of Learning Nursery and Primary school, we encourage all children to develop a life long love of reading!







FUN AT THE PARK











The Early Years Foundation Stage

Within the group, all children are supported in developing their potential at their own pace. Our system enables us to ensure a planned curriculum tailored to the needs of individual children. 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.

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

During all the above areas of learning we plan for:

- Opportunities to observe, assess and plan the next stage in children's learning
- Relevant training to improve staff's knowledge, skills and understanding
- The individual needs of children
- Activities that are imaginative and enjoyable

At Land of Learning Nursery we use an online system called EYLog to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home, and also post any comments and photos of their own.





As a mum or dad, how can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school.

Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real difference to your child's confidence as a young learner.



If you're looking for new ideas for things to do then find out what is on offer at your local children's centre. Many offer 'messy play' activities which you and your child can join in with, and many of the activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages.

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, considering 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.

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 Bobat**. 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.

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.

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.



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
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 complaint's 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, Head or Deputy 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.
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 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.

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.

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 3-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 £45.00
(£20.00 x 2 sessions + £5.00 lunch)

1 Full day	**£45.00**
2 Full days	£90.00
3 Full days	£135.00
4 Full days	£180.00
5 Full days	£225.00

If your child is funded for one session each full day, it will cost you £25 per day or £125 for a full week;
(Lunch £5.00 + 1 session £20.00 +1 session NEG funded x 5)
If your child is not funded one 3-hour session will cost you £20.00

1 am session (8.30 - 11.30)	£20.00
2 am sessions	£40.00
3 am sessions	£60.00
4 am sessions	£80.00
5 am sessions	£90.00

1 pm session (12:15 - 3:15)	£20.00
2 pm sessions	£40.00
3 pm sessions	£60.00
4 pm sessions	£80.00
5 pm sessions	£90.00

If your child stays for the extra lunch hour there will be a £5.00 charge (11.30am – 12.30pm)

Here is what Ofsted says about us:
This provision is GOOD

“The quality of teaching I consistently good. Children make good progress in their learning from their starting point. Staff use observations of children’s development to identify their next steps in learning and they have effective planning systems in place to help ensure children’s individual needs are promoted well.”

“Children settle quickly because the staff place a strong emphasis on promoting children’s personal, social and emotional development.”

“Children are learning about the expectations for good behaviour. The staff team works well together, with a consistent approach which helps children to understand the boundaries for behaviour.”

“Leaders have high expectations of staff and are ambitious and dedicated to their roles. They have a clear vision and are passionate about ensuring that children achieve the best outcomes."

“Parents enjoy being involved in their child's learning.”

“There is an ongoing commitment to raising teaching standards. This helps to ensure children achieve good progress in their learning and development.”

“Staff carefully plan a wide range of activities and experiences that supports children's development in all aspects of their learning. Children take part in exciting learning activities that capture their imaginations.”

“Staff provide a warm, caring environment where children thrive. Children are motivated learners who listen well to staff and each other.”

“All children make good progress from their starting points and are well prepared for their eventual move on to school. “

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 read and agreed to the Terms and Conditions 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.

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 outgoings.

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