



St. Leonard's Primary School  
St. Leonard's Avenue  
STAFFORD  
ST17 4LT

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**LEO'S NURSERY**



Leo's Nursery is a Governor-run nursery which follows the school and EYFS requirements and is led by qualified Early Years staff and works alongside our Reception class. At Leo's Nursery the children are at the centre of everything we do. We offer quality learning and experiences to develop children's full potential. The children's learning environment is safe, stimulating and varied. We ensure children gain the attitudes, skills and knowledge appropriate to their age and individual needs. All this is underpinned by our school vision and values.

### **Before your child starts Nursery:**

Before starting your child with nursery, you will be requested to fill in the following forms:

1. Application form
2. Parent Declaration for Early Education Funding
3. Data Collection

You will also need to provide a copy of your child's birth certificate to the school office.

### **Admission to Nursery:**

- Admission is made by applying directly to the school for a place by completing an application form which is returned to the school office
- Your child's place in nursery will be confirmed by the school office, and you will be required to confirm your acceptance of the offer. Children may commence their place in Nursery following their third birthday. This will either be at the start of the next term, or on a date agreed between yourselves and the school.
- If the provision is full then requests for a place will act as a reserve list - see details below.

### **Oversubscription:**

- Children who have an education, health and care plan (EHCP) that names the school are admitted according to this following consultation with the Local Authority.
- Children with an EHCP that does not name the school will be referred to the school's admissions team to determine an appropriate place, in accordance with the LA's fair access protocol.
- The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the school.
- The oversubscription criteria, set out in priority order are:
  - LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order

- Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
- Children who will have a sibling attending the nursery or the main school at the time of admission
- Children of staff who have been employed at the school for two or more years at time the application is made or who have been recruited to fill a vacant post for which there is a skill shortage
- Children living within the catchment area for the nursery school, which is the school's catchment area
- All other children

**Reserve list:**

- In circumstances where more applications are received than places are available, and where the oversubscription priority criteria have been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.
- If a place becomes available, the nursery will contact the parents of the child at the top of the list.
- The reserve list is not a waiting list - if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- Placing a child's name on the reserve list does not guarantee that a place will become available.

**Session times, funding and payments:**

There are up to 26 morning places in the Nursery and up to 26 afternoon places, with each session lasting 3 hours. These will be allocated according to the criteria above.

We offer three different models for the allocation of these places subject to availability.

The models we offer are:

- Full Day Place, morning and afternoon session (30 Hours) including an additional lunchtime charge
- Morning sessions 5 mornings a week (15 Hours)
- Afternoon sessions 5 afternoons a week (15 Hours)

Session	Time	Cost
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Morning	8.40am - 11.40am	Nursery funding Or £5.50 per hour from May 2026- July 2026 Or £6.50 per hour from September 2026
Lunch	11.40am - 12.20pm	£3.50 plus the cost of a school meal if required
Afternoon	12.20pm - 3.20pm	Nursery funding Or £5.50 per hour from May 2026- July 2026 Or £6.50 per hour from September 2026

Fees are subject to change at any point in the school year. Parents will be given at least one calendar months' notice of any changes.

Specific numbers for each type of place will be decided, depending on demand, and will be at the Governor's discretion.

If your child is three years old, you are entitled to 15 hours per week free care (EEF Funded). EEF funding will commence at the start of the term after their third birthday. Children may start Leo's at the start of the term that they turn three - or following their third birthday, at the discretion of the Headteacher. These sessions must be paid for until your child's funding commences. EEF funding will not apply to lunchtime sessions, all lunchtime sessions must be paid for.

EEF is also accepted for 30 hours - you must provide your eligibility code, National Insurance number and date of birth to the School Office. You must also reconfirm your eligibility termly via the direct government website. If you do not do this your extra funding will cease and you will be liable to pay for any extra sessions your child has taken.

Where a family does not qualify for 30 hours per week of free early years education but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of 15 hours childcare per week to be charged at the published rate determined by the Governing Board.

Please note Nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's decision.

The needs of the child are our priority. The final decision on the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

Whilst we will endeavour to accommodate requested preferences, (i.e. am or pm, 15 hrs or 30 hrs), but this may not always be possible.

Additional sessions may be purchased (subject to availability).

Payments must be made monthly in advance. We accept all childcare vouchers, child tax free accounts, ParentPay and BACS payments.

Places may be terminated where non-payment occurs. This is at the discretion of the Headteacher.

**Cancellation of sessions:**

4-weeks' notice is required for the cancellation of any sessions.

Refunds will not be given for sessions booked and missed. The only occasion refunds will be given is if the provision is not available e.g. following a school closure due to inclement weather conditions or if the school requests a child take part in an extra-curricular event such as a sporting tournament.

**What your child will need:**

Our school uniform is detailed on our website and in our school uniform policy.

Please send your child with suitable outdoor clothing as we play outside even on cold days. Please provide a set of spare clothes, these can be left on your child's peg if you wish, due to space restrictions we would appreciate it if you could use a 'pump bag' style.

During sunny days a hat and sun cream must be provided with your child's name on. We ask that any sun cream is applied before children arrive at school. The children will be encouraged to independently apply the cream with the assistance of a member of staff.

All children's belongings must be clearly labelled - the school accepts no liability for children's property whilst attending the nursery sessions.

Children should also bring a named water bottle to school which can be re-filled throughout the day.

**Settling in:**

The school office will liaise with you to arrange a plan of induction once your child's place has been confirmed. The early years' staff will be responsible for helping your child settle in at our nursery.

**Food and drink:**

Children are provided with regular food and drinks in adequate quantities for their needs. Your child will be offered milk or water to drink and a healthy snack is offered during the morning and afternoon sessions. Food and drink are prepared at the setting.

If your child requires a lunch, you will need to purchase a school meal charged at the current rate. School meals are cooked on the premises in our kitchen and meet the government's nutritional standards. Menus are sent out regularly and are available to view on Class Dojo. A record is kept of any special dietary requirements or food allergies, taken from the child's Admissions Form. If you have any questions about lunches or any dietary requirements, please speak to the school office.

Fresh drinking water is available to children at all times, please send your child with a named water bottle which can be topped up if required.

### **Illness:**

If your child becomes ill during a nursery session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of your child. Your child will be cared for until collected. Please inform us if your child contracts an infectious illness/disease or if they have any other medical problems that we should be aware of.

We are unable to accept children who are ill. Please do not send them for 48 hours after they become symptom free for sickness and/or diarrhoea. Any child suffering from an infectious disease should be excluded from the nursery for the appropriate period of time advised by the doctor. The school adheres to guidelines on <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

School staff will keep up-to-date records on children's health e.g. allergies and care plans.

If your child needs medication, you will need to complete the relevant forms, please speak to the school office. Do not leave any medication in a child's school bag.

See also the school's Health & Safety and Administration of Medicines Policies.

### **Accidents:**

In case of a minor accident, basic first aid will be administered. There is always a member of staff with a relevant paediatric First Aid Qualification on site and, a First Aid Box is kept on the premises at all

times. All accidents are recorded in an accident book in accordance with school procedures.

In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE: If the parent/carers cannot be contacted in time, school staff will take appropriate action to gain suitable medical treatment for the child.

#### **Accidents and injuries upon arrival:**

If your child arrives at school following an accident or injury which occurred away from school, we ask that you speak to the office or a member of the early years team upon arrival. A record will be made of the injury including details of the incident as well as the injury caused. This information will then be shared with staff as appropriate.

#### **Nappy changing:**

We recognise that children achieve different milestones at different rates. We have facilities for nappy changing and support children to independently go to the toilet. The Early Years staff will work closely with you and your child through the process. Please provide nappies, wipes and any creams to be used for your child in their nursery bag. When children do need changing, they will always be treated with dignity and respect.

#### **Hygiene:**

Children are encouraged to wash their hands before eating food, after visiting the toilet and after messy play (indoor and outdoor).

All tables are washed with anti-bacterial spray or sterilising fluid. Equipment is cleaned regularly. The cleaning of the premises is carried out by contractors employed by the school.

Strict hygiene routines are followed in dealing with blood, vomit, other body spills and soiled clothes. Disposable gloves are worn and all soiled items are disposed of in tied bags.

#### **Health and safety:**

Please see the school's Health and Safety Policy. St Leonard's is insured under the school's public and employer's liability insurance.

#### **Collection of children:**

Children may only be collected by those persons parents have given authorisation to and have the chosen password. If a child is not collected

within their booked session time, then an additional charge will be made. If parents are consistently late, we may terminate the child's place. If a child is not collected at the end of the session, we will refer to our non-collection policy and procedures.

**Complaints:**

Parents wishing to make a complaint should refer to our complaints policy and procedures which can be found on the school website. A printed copy may also be requested from the school office.



Name of Child: .....

Address:.....

Post Code ..... Date of Birth .....

	Morning Session 8.40am - 11.40am	Paid Lunchtime Session 11.40am - 12.20pm	Afternoon Session 12.20pm - 3.20pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Please indicate with a  for paid sessions and with an F for funded [NEF/EEF] sessions.

*Children accessing 15 hours of funding must attend either 5 morning sessions or 5 afternoon sessions.*

Start date: .....

Please complete the below to claim for your funding

Parent Name	Parent NI Number	Parent DOB	Are you eligible for 30 Hours Funding?	Eligibility Code
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Please circle how you wish to make payment.

Voucher      Tax Free Child Account      ParentPay

If paying by Childcare Voucher, please provide the name of your issuer:

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Contact telephone number .....

Email address .....