



# **Silver Tree Primary School and Nursery Parent Information Pack**



**Providing Term Time  
Nursery Education  
& Wraparound Care  
for 3 and 4 year olds**

## **Welcome to our nursery!**

Our nursery opened in April 2019 and is Governor led. This means that the school can control its own nursery admissions, ensure quality provision and gives flexibility in staffing. Children in our nursery will be provided with the same level of good quality education as the rest of the school. Our nursery setting is run by Miss Whitworth, a qualified teacher and overseen by Miss Ray our Early Years Leader. This demonstrates the strong commitment governors have towards providing the best start for our nursery children.

This short guide intends to provide basic information to prospective parents. Please contact the school to discuss further.

## **How many hours of free childcare for three and four year olds does the school offer?**

All children from the age of three are entitled to universal 15 hours free childcare and some families may be eligible for a 30 hour extended free childcare offer. Silver Tree Primary School and Nursery are able to offer families several term time only options (see page 10 of this guide)

## Does Silver Tree Primary School and Nursery offer extra childcare for nursery children?

We are able to offer extra childcare hours by way of a breakfast club, supervised by qualified staff, who are already members of our school team, within the nursery setting. These extra childcare hours are available to all families whether taking the option of 15 or 30 hours free childcare (subject to availability and eligibility). Please see price list on page 10 for costs.



## What does nursery education look like at Silver Tree Primary School and Nursery?

Our nursery setting is resourced to provide opportunities for every child to grow and develop. Each child's learning experience with us will be unique and our highly trained staff are there to nurture and support your child. Bespoke planning will incorporate your child's interests and support their development across the 3 prime and 4 specific areas of learning. Activities will be both age and stage appropriate and follow the Early Years Foundation Stage (EYFS) principles.

Weekly activities will include cooking, art, ICT, messy play and music as well as literacy and numeracy. Within the Nursery setting activities and experiences both indoor and in our outdoor space will promote independence, exploration, inquisitiveness and many learning opportunities about themselves and their surroundings.

We use both electronic and paperback Learning Journals to record and extend your child's learning and development. Narrative observations are supported by images of your child engaging in a variety of activities. The electronic Learning Journal allows you to monitor progress and add your own observations about your child at home, whilst the paperback keeps a log of adult led activities and their own individual work.

## What transition arrangements are in place when starting nursery?

Once a nursery place has been confirmed, families will be invited to visit the nursery for a pre-start meeting. At this meeting children are given the opportunity to familiarise themselves with the nursery environment and the staff.

If needed, nursery staff will also arrange to visit children within their home surroundings prior to starting. We will work closely with parents/carers to tailor transition into nursery towards the individual child. This will be agreed at the pre-start meeting. Some children may need a slow introduction to the nursery setting visiting eg. one hour per day and other children may immediately settle to spending the whole day with us.

## UNIFORM

Our school uniform is bottle green sweatshirt/cardigan, white polo shirt, black/grey school trousers/skirt and black shoes. Our P.E. kit is plain black shorts, a t-shirt and trainers/plimsolls (**strictly no football strips**). We ask that P.E. kit is in school during the school week and taken home during holidays for washing if necessary. All uniform must be clearly labelled with your child's name.

To order school uniform with the school logo please visit our supplier, Tots to Teams, online and order directly.

[www.totstoteams.com](http://www.totstoteams.com)

Tots to Teams deliveries must be 'signed for' and the courier will not leave parcels with neighbours or in the garden etc. If you prefer you can have your parcel delivered to school during term time.

## How are parents involved in their child's nursery experience?

From a child's first visit to the setting to supporting your child's transition to school, we will work in partnership with you throughout your family's journey with us. When you join us, both you and your child will be allocated a keyperson. The keyperson is there to support your transition into nursery and to support your child's ongoing learning and development needs.



Parents/carers will be invited termly to a 'Stay and Play' sessions (Covid permitting). During these sessions parents/carers may make a decoration or gift with their child to take home. We believe that parental involvement is key to children feeling proud of their learning and school.

## How will you keep my child safe?

Safeguarding and promoting children's welfare is our highest priority. The safety and security of the premises is maintained by security fencing around the premises; secure external doors and strict entry procedures into nursery. Children accessing outdoor play will never be left unattended. Each day before opening, the nursery will be checked inside and outside by management for potential safety issues. All children will be personally 'handed over' to named adults at the end of their nursery session.

## What happens at lunchtime?

Children who stay with us for the whole school day will eat their school lunch or packed lunch in the nursery classroom. However, those who will transition to Reception will eat their lunch in the hall when the summer term starts to prepare them for September. A qualified member of staff will supervise the children during their lunch break. The children will begin their preparation for lunchtime with a daily routine of going to the toilet and washing their hands. Parents/carers will be given a menu every half term to show what the children have eaten. The dinner will be delivered to the nursery at lunch time for them to eat in the nursery setting. After lunch the children will play until the afternoon nursery session begins.



The school is cashless and school meals must be prepaid online using ParentPay. Please see below information regarding ParentPay and making payments. Meals are available at a cost of £2.70 inc. vat – subject to change in September, (unfortunately universal free school meals for KS1 children does not cover nursery meals. Nursery meals are also subject to VAT) Parents may also choose to provide a packed lunch at no charge.

## How do I pay for meals/wraparound care at the nursery?

At Silver Tree Primary School and Nursery we are cashless. Items must be paid for in advance using ParentPay online. When your child starts with us we will provide you with a letter explaining how to use ParentPay and give you a log in.

If you have a child with us already you can add another child to your ParentPay account.

If you are not able to make online payments, please let the school office know and we can provide you with a barcode. This enables you to make cash payments at the local co-op (or any Paypoint location).

## Can families visit the setting before applying?



Parents/carers are more than welcome to arrange a visit, circumstances permitting.

Visits to the setting can be arranged by contacting the main school office.

## Am I eligible for any government childcare offers?



Parents can check whether they could be eligible for a range of government childcare offers, including 30 hours, via Childcare Choices at:

<https://www.childcarechoices.gov.uk> or the Childcare Calculator at:

<https://www.gov.uk/childcare-calculator>.

Those who could be eligible for 30 hours and or Tax Free Childcare will be directed to the digital childcare service to apply.

Parents will be able to apply for both 30 hours and Tax-Free Childcare at the same time by entering their details once. HMRC will check parents' eligibility

for both schemes at the same time. Parents will be able to apply for Tax-Free Childcare and the extended entitlement through the digital childcare service. Parents will not need to apply through the digital childcare service if they only want to claim the universal 15 hours entitlement for three and four year olds.

### **How will parents apply for 30 hours extended childcare?**

As part of the application process, parents will be asked to enter personal details including their name, address and National Insurance number and the same details for their partner (if they have one). Parents need to set up a Government Gateway Account and answer a series of questions which will determine whether they are eligible.

If you are eligible for 30 hours, you will be given an 11 digit 'eligibility code' for your child. As the 'childcare provider' we will need this code (along with your National Insurance number and child's date of birth) in order for you to claim a 30 hours place.

Parents will be prompted every three months to reconfirm the details they entered on their application are still accurate. This is to check that they are still eligible. They will be prompted, via text message and/or email, four weeks before their reconfirmation deadline and again two weeks before the deadline.

### **When can I apply for a nursery place at Silver Tree?**

Parents may apply for their child's name to be placed on a waiting list from the beginning of the school year (1st Sept to 31st Aug) in which their child is two. A form can be collected from the main office or accessed on the website.

Subject to availability, children can start to attend the nursery setting the term (not half-term), after they turn three. Parents can only claim their 30 hours place the term following the child's third birthday or the term following the date the eligibility code was issued, (whichever is the later). If you aren't eligible for 30 hours free child care, your child is still able to attend our nursery setting for 30 hours however any extra hours over the 15 hours free entitlement must be paid for in advance.



Parents cannot claim 30 hours free childcare once their child has reached compulsory school age (the term following their fifth birthday) or in addition to a full time reception place in a maintained school or academy. Therefore, parents cannot use their eligibility code to claim their 30 hours if their child is in a full-time reception place.

**Important:** Parents applying for a 30 hour place, should only apply via the government gateway the term before the child's 3<sup>rd</sup> birthday. Applying too early may affect other tax allowances and benefits.

## How do I apply for a nursery place at Silver Tree Primary School and Nursery?

Application packs for a nursery place can be collected from the school office located via the main entrance to the school building adjacent to the nursery.



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Parents are asked to indicate their preferences for childcare options when applying, although all places are subject to availability. Should you be eligible for 30 hours free childcare and you wish to split these hours between us and another provider we are happy to accommodate these requests. However, we cannot accept requests for less than 15 hours childcare. Places will be confirmed subject to parents agreeing to the hours on offer.

**Important:** Attendance at Silver Tree Primary School and Nursery within the nursery setting **does not** provide an automatic transfer into the Reception class within the main school. School admissions are not controlled by the school and parents need to apply for a school place through the local authority.



## Silver Tree Primary School and Nursery

### Nursery Childcare Options/Price List

The times below are a guide and may be changed subject to Covid rules requiring a staggered start and finish.

#### 15 Hours

- Option 1: Monday-Friday 8.45am -11.45am  
Option 2: Monday-Friday 12.15pm-3.15pm  
Option 3: Monday & Tuesday 8.45am-3.15pm and Wednesday 8.45am-11.45am  
Option 4: Wednesday 12.15pm-3.15pm and Thursday & Friday 8.45am-3.15pm

#### 30 Hours

- Option 5: Monday-Friday 8.45am-3.15pm

#### Price List

##### (subject to change in September)

#### **15 Hours**

**Free**

#### **30 Hours**

**Free, if entitled**, a 11 digit government code must be provided. Alternatively, if you are only entitled to 15 hours (extra sessions can be requested at a charge of **£12 per session**).

#### **Breakfast Club:**

**£4 per session**

Breakfast club will run from 7.45am-8.45am for children attending morning sessions. Breakfast and drinks will be provided

#### **Hot meals:**

**£2.70 per day**

Children attending full days have the option of a hot school meal and pudding.

All sessions and options must be pre-booked and paid for in advance (half termly) once we have confirmed your child's place. As we are a cashless school payments must be made using our online ParentPay system.

If you have any queries or need any assistance with forms or paperwork, please contact the school office on 0191 3730622 who will be happy to help.