



Ducklings Nursery Policy

Ducklings Nursery at Oaks Primary Academy offers free 15 hour places for three and four year olds. In addition to this, we also offer funded 30 hour spaces to three and four year old children whose parents are eligible. The offer is provided for 38 weeks per year in line with the academy term dates.

Educational Provision

Ducklings Nursery at Oaks Primary Academy teaches the children how to become independent and resilient learners. We provide a safe, calm and nurturing environment for the children to grow and learn. The children are recognised as individuals and we provide learning opportunities to meet the needs of every child. Throughout the sessions the children explore the indoor and outdoor learning environment, discovering new and exciting challenges. Nursery staff scaffold and enhance this learning through conferencing (a conversation about improvement, learning and reflection). The provision is set up to promote independence, spark curiosity and inspire children to use their imagination. This is enhanced by adult-led sessions where the children engage in focused learning including phonics and maths sessions. Alongside Oaks Primary Academy, Ducklings Nursery follows The International Baccalaureate Primary Years Programme (IB PYP) for children aged 3 - 12. The PYP nurtures and develops young students as caring, active participants in a lifelong journey of learning. It offers an inquiry-based, transdisciplinary curriculum framework that builds conceptual understanding. Through inquiry-based learning, we are providing the children with the opportunity to explore learning beyond what they are explicitly taught.

Settling in

We want children to feel safe, comfortable and happy whilst attending Ducklings Nursery. We also want parents to have confidence in both their children's well being and education. We aim to make the Nursery a welcome place where children can settle quickly and easily. Consideration is given to individual needs and circumstances of children and their families.

Once you have completed an application pack and a place has been agreed, a member of staff from Nursery will contact you to arrange a meeting. The meeting will provide an opportunity for you to share information about your child and any concerns you may have. It will also provide you with the opportunity to familiarise yourself with a member of the Nursery team.

Observation and Assessment

Ducklings Nursery uses 'In the Moment Planning'. This allows us to act upon your child's learning and development needs at that moment. Staff will observe children at play and use their skills to support and extend learning.



Each child will build up a Learning Journey journal throughout their time in the Nursery. Learning Journeys are individual to the child and contain photographs and evidence of their learning. At the end of your child's Nursery journey, you will be able to keep their journal.

Throughout the academic year, your child will have the opportunity to be a focus child three times; once during the Autumn term, Spring term and Summer term. During your child's focus week we look closely at their interests and learning styles. We also set and review targets. You will be informed on a Friday if your child will be a focus child the following week and you will have the opportunity to participate and contribute. At the end of a focus week you will have a meeting with a member of the Nursery team to discuss your child's learning.

Admissions Policy

Places in the Nursery will be allocated on a first come, first served basis. Parents/Carers who are interested in a place for their child should fill in an application form which places their child on the waiting list. All applications will be reviewed by Easter for the September intake.

15 Hours Free Care

Children are funded the term after their third birthday to attend 15 hours at nursery each week. At Oaks this is split into five three-hour sessions. Children attend either the morning sessions (8:45-11:45) or the afternoon sessions (12:15-3:15).

Parents/Carers will be asked for their preference of session time, however, no guarantee can be made.

30 Hours Funded Care

There are also 30 hour spaces available for children who are three years old with parents who are eligible. A child qualifies for the extended entitlement if both parents are working (or the sole parent in a lone parent family is working) and each parent earns, on average, a weekly minimum equivalent to 16 hours (National Minimum Wage or National Living Wage) and less than £100k a year.

To get the additional hours you will need to sign up online to get an eligibility code. You will need to confirm your eligibility every three months. You must apply for your 30 hour code in the term before your child becomes eligible by age. If spaces are available, your child will be able to start at the beginning of the Autumn (September), Spring (January) or Summer (April) term. The Government has recommended application periods. If you do not apply within these recommended periods, you may not get your code in time. If you do not apply for and receive your code before the deadline date, you may not be able to take your place until the term after.



Please see the table below:

When does your child turn 3?	Apply by:
Between 1st September - 31st December	15th October - 30th November (Start term following January 1st)
Between 1st January - 31st March	15th January - 28th February (Start term following 1st April)
Between 1st April - 31st August	15th June - 31st July (Start term following 1st September)

Children who stay for 30 hours a week will be in Nursery from 8:45-3:15 with lunch arrangements in place from 11:45-12:15. There is a daily fee for the lunch period of £2.50 (children bring their own lunch or a hot meal can be provided, at a cost of £2.45 unless you are entitled to free school meals).

Payment of Fees

An invoice email will be issued prior to each term via My Child at School. Fees are to be paid in advance of the term. Fees must be paid within 14 days of receiving your invoice unless prior arrangements have been made. If you are experiencing financial hardship, please speak, in confidence, to the Nursery team so that alternative payment arrangements can be made. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place. Children in receipt of Free Early Education will be able to access their funded hours only. No refund will be given in the event of a child's absence due to illness or other reason.

Closure of Nursery

If the Nursery must close under health and safety conditions, weather conditions or no water, we will do our utmost to contact parents electronically to inform of the closure. Should the Nursery be unable to open due to such circumstances, parents will be refunded for a chargeable session at the discretion of the Nursery, in the form of a credit. Should closure need to take place part way through a session, a refund will not be given in this instance.

Uniform

The uniform worn by Children attending the Nursery is:

Girls:

Grey skirt, tunic or jogging bottoms
 School sweatshirt or cardigan with logo
 Red fleece with school logo (if wanted)
 White polo, T-shirt or blouse
 Suitable footwear
 Red and white checked dresses (summer)

Boys:

Grey trousers or jogging bottoms
 School sweatshirt with school logo
 Red fleece with school logo (if wanted)
 White polo shirt or T-shirt
 Suitable footwear
 Grey shorts (summer)



School logo cardigans, jumpers and fleeces should be purchased online from Brigade.
http://www.brigade.uk.com/content.php?page=select_school&for=parents

Snacks and Meals

If your child is staying for the lunch period you will need to provide them with a healthy, balanced packed lunch unless they are entitled to an Early Years Pupil Premium free school meal. In this instance, they will be provided with a packed lunch.

If you would like packed lunch guidance please see Change 4 Life's healthy packed lunch recipes.
<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

A morning and afternoon snack will be provided by the nursery, this includes a piece of fruit and a carton of milk.

Other

All other policies including:

- Safeguarding and Child Protection
- Behaviour
- Learning and Teaching
- SEND

Are in line with Oaks Primary Academy. Please visit the following page for more information:
<https://oaksprimaryacademy.org.uk/about-us/policies/>