

Starting Nursery at Locks Heath Infant & Nursery

Helpful Information

Contact Details:

Phone Number: 01489 584180 (Locks Heath Infant & Nursery School Main Reception)

Email Address: nursery@locksheath-inf.hants.sch.uk (dedicated email address)

Opening Times:

Locks Heath Infant & Nursery School is open Monday to Friday, 9am to 3pm, term time only, 38 weeks a year. The Nursery provision will be closed during INSET days (5 during the academic year), this is due to the ongoing need for training and to ensure staff have the most up to date professional development.

These dates are as follows;

- Wednesday 3rd September 2025
- Monday 6th October 2025
- Friday 21st November 2025
- Friday 13th February 2026
- Monday 1st June 2026

Available sessions for booking include morning sessions of 3 hours (9am to 12pm), afternoon sessions of 3 hours (12pm to 3pm), all day sessions of 6 hours (9am to 3pm) and a combination of any of these to meet the needs of our parents and carers. Places will be offered based upon the criteria, terms and conditions set out in the Admissions Policy, and as per details enclosed in offer letters circulated in the term prior to the child's start date – eg circulated in May 2025 for a September 2025 start.

Induction & Preparing to Start:

Before starting, children will be encouraged to come for a short visit to familiarise themselves with the adults and setting. This will be arranged between the Nursery School Manager and the parents / carers directly.

Each family will be assigned a keyworker from the Nursery team who will be responsible for getting to know your child and supporting them to settle, and supporting their development whilst in the provision. You are very welcome to speak to any member of the staff team but we recommend that you try to see your child's keyworker in the first instance.

Uniform:

Children starting in our Nursery provision are expected to wear the same uniform as all children at the Infant School, and this can be seen via our School Uniform Policy on our school website linked below. The uniform is designed to enable children to spend time outside as much as possible. We do ask that you provide a pair of wellies for your child and these can stay at the Nursery.

<https://www.locksheathinfant.com/school-policies/>

During the first year of operation, school leaders will be organising an update of the main logo to incorporate the Nursery provision – more details will follow throughout the year.

Our Setting and the Nursery Day:

The day is structured with plenty of time for play and exploration, with child initiated activities (both inside and outside) where children can pursue their own interests. Skilled Nursery staff will be a 'guide on the side', using their knowledge of the children and what they have observed in order to challenge the children's thinking, leaving them more excited and intrigued by their learning. The children will have snack time together in their key worker groups and this supports their social development and language and

communication skills. The children will enjoy story and singing times, and opportunities to use the Music Room, Library, School Hall and many of our wonderful outdoor learning areas – including our fabulous nature reserve. Please visit our website for more details about the approach we take. Tapestry is used to keep parents and carers informed with progress and evidence of the varied learning opportunities the children experience along the way.

Behaviour Expectations:

One of the most important elements of early year's education is supporting each child's social and emotional development. Children thrive when routines and expectations are consistent and clear. Locks Heath Infant and Nursery School have the highest of expectations when it comes to behaviour and adopt a 'Relational Approach' where staff pride themselves in getting to know the children well and support them to understand their feelings.

Snack and Lunchtime:

Snacks & Milk: Positive attitudes to health and well-being are fostered through snack times during each session (one in the morning and one in the afternoon) where children are offered a range of nutritious fruit and vegetables, milk and water. We ask for a voluntary contribution of £1.50 per week, per child towards the cost of healthy fruit snacks. This will be invoiced via Scopay with more details given to parents as part of the induction process.

Lunches: At lunchtime (12pm to 12.30pm) the children eat with their friends and the staff team within the setting. Parents and carers are asked to provide the children with a packed lunch from home and this should be in line with the Packed Lunch Policy that can be found [HERE](#).

Toileting:

Children have easy access to the low level toilets within the setting at all times and accidents will be dealt with quickly and sensitively in order to minimise distress for the child. Parents are asked to provide spare clothes in case of accidents.

Whilst it is our expectation that your child will be toilet trained before starting in our setting we are aware that young children develop at different rates and some children may still need support to achieve independence. Young children are learning to manage their own personal hygiene needs in a Nursery setting and the role of the adult is to support and encourage this independence. Please provide wipes, spare pull-ups or nappies and nappy bags if required. A Changing Log will be maintained by staff where needed.

Sickness & Absence:

In line with good practice and the school's policy, please do not send your child to the Nursery if they have been unwell with sickness, diarrhoea or vomiting the night before or on the morning they are due to attend and for 48 hours after the last attack. Germs and viruses spread quickly between young children! We encourage and support good hygiene and self-care with regular toilet and hand washing routines throughout the day. If your child is unwell during a Nursery session we will contact you to collect them as soon as possible.

Records & Assessment:

Nursery staff are required to maintain records of each child's development in line with the Early Years Foundation Stage Development Matters. This is done through observations of the children as they play and learn in the setting, alongside their knowledge and understanding of your child. We use an assessment app called *Tapestry* in our school which allows us to match observations of each child to the stages of development through photographs and comments. Parents can access and contribute to this secure online record and further information is provided when the children have settled into pre-school. Regular termly

assessments are made and updates of each child's progress will be shared with parents and carers, but you are welcome to talk to your child's keyworker at any time about how your child is getting on. If you require a longer opportunity to chat things through with your keyworker please ask for a convenient appointment.

Contact Details:

It is the responsibility of parents and carers to ensure that Locks Heath Infant & Nursery School has up-to-date addresses, contact phone numbers and any available email addresses entered on Arbor, the Nursery's chosen data management system. Parents and carers information shared with the school via the online application form, will be uploaded to Arbor by school staff. From this point onwards, it is the responsibility of parents and carers to log in to Arbor and update personal information should your circumstances change. All data is kept in accordance with Locks Heath Infant & Nursery School Data Protection policies and these can be accessed via the school's website.

Money & Payment

Optional or Additional Hours / Non-funded Places / Fees:

If parents and carers require any additional hours outside of government funded fees, these can be paid for, in line with our fees set out on this Helpful Information Page and where places are available. The price for a non-funded place (ie not using government funding) is **£7.50 per hour** for all days requested ahead of the term and this will be invoiced by the school. *(Parents and carers should be aware that all sessions booked will be invoiced in this way and this includes any days where children are ill or any days that parents decide to take their children out of the provision for any reasons).* This can be used to fund places for 3 year olds in the term for which they turn 3. This option can also be used to top up the funded hours; for example, using government funding for 15 hours and then privately paying an additional 15 hours per week to secure a full time place.

Deposit & Additional Charges:

There is currently no requirement to pay a deposit to reserve a place. The only additional charge the Nursery requests is £1.50 per week towards the cost of healthy fruit snacks. There are no additional charges for your child to attend this provision.

Shared Care:

If Locks Heath Infant School Nursery is unable to offer parents and carers a place for all their entitled funded hours they may wish to share their early education funding with another provider. The Nursery works in partnership with providers to enable eligible children to access their full entitlement with planned transitions. Please contact the family information service via

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare> to register such a request.

Ways of accessing funding for additional Nursery hours: *Help with childcare while you study*

If you are studying or planning on studying while your child is of Nursery School age, please visit the link below to find out how you can access additional funding to support the cost of privately funded Nursery places. This, for example, may allow you to top up your funded place with additional privately funded hours that are part funded by the government.

<https://www.gov.uk/help-with-childcare-costs/support-while-you-study>

Ways of accessing funding for additional Nursery hours: *Tax Free Childcare*

Parents can apply and open an account. Parents and carers could use this to pay for additional hours over and above those funded by the government. For example, a child may only be entitled to 15 hours a week funding but the parents are requiring 18 hours a week. The school can invoice parents and carers for the

extra 3 hours which could then be paid from their tax free childcare accounts. Please click on the link to explore this further;

<https://www.gov.uk/tax-free-childcare>

Other helpful government websites to visit for guidance linked with funding and finance:

Childcare Choices - <https://www.childcarechoices.gov.uk/>

Notice periods:

Parents are required to give a 4 week notice period for any funded and paid hours when deciding to withdraw their child from Locks Heath Infant & Nursery School and will be invoiced for this period in the usual way.

Paying non-funded invoices:

All accounts that are not settled in full by the time specified on the invoice, will incur a reminder letter from the School. If, despite repeated reminders, the payment of outstanding fees due is not forthcoming, Locks Heath Infant & Nursery School reserves the right to discontinue all of the child's sessions with immediate effect. In addition, Locks Heath Infant & Nursery will seek to recover arrears incurred through non-payment of fees and this may incur additional charges.

Session Termination or Amendment:

Funded Places: For funded sessions through the Nursery Education Grant (NEG) funding, a minimum of 4 weeks' notice is required when a parent or carer needs to cancel one or more of their child's allocated sessions. If less than the required 4 weeks' notice is served, the allocated session(s) are liable to be charged at £16.50 per session for the duration of the remaining notice period, up to 4 weeks. This is important as the Nursery may have its NEG funding withdrawn as a result of cancellations. Where exceptional circumstances exist, the 4 weeks' notice may be waived at the discretion of the Headteacher.

Unfunded Places: Parents and Carers paying for their child's sessions are also required to give a minimum of 4 weeks' notice to cancel or amend their child's sessions at Locks Heath Infant & Nursery School. The cancellation of sessions must be received in writing or emailed to adminoffice@locksheath-inf.hants.sch.uk School holiday periods do not count towards notice. If less than 4 weeks notice is given to leave Locks Heath Infant & Nursery School, all allocated sessions are liable to be charged at £16.50 per session for the duration of the remaining notice period up to 4 weeks.

Subject to availability and in exceptional circumstances, a new session(s) could either be commenced immediately at the Headteacher's discretion, or at the start of the next half-term/term. Locks Heath Infant & Nursery School will confirm acceptance of all written notices in writing, clearly detailing if notice has been served correctly, and the date from which cancellations and/or amendments will become effective. Communications from the Nursery will be sent to parent and carers via their email addresses. In case of dispute over notices ONLY those where confirmation can be provided will be accepted.

Locks Heath Infant & Nursery School will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for any unfunded additional hours.