

# **Pre-School Information & Application Pack**



**Harbertonford  
Primary School**

## Welcome to our Nursery

We are Little Owls and are part of Harbertonford Primary school. We are a thriving Church School, built in 1963 and part of the Link Academy Trust. We are situated just outside the town of Totnes, in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty.

Harbertonford has a good reputation and our school achieves high academic standards through the provision of an exciting curriculum that makes the most of our beautiful grounds. Our school is a vibrant and exciting place, yet our small size enables us to know all of our children and to understand their needs, talents, interests and motivation. We aim to help them discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child.

The nursery is based in the main school building and is linked to Owls (our reception class) enabling Little Owls to have a very close working relationship with the reception class. This is a wonderful asset that helps children have a smooth transition from nursery to the main school when the time comes.

Our family ethos underpins everything we do and our team of dedicated staff, parents and governors, work exceptionally hard to support and nurture every child in our care, preparing them for the future and inspiring a love of learning on the way.

We are delighted that you have decided to apply for a place in our busy and vibrant nursery. We hope the following information will help you and your child settle quickly and happily into nursery life. We look forward to getting to know you and your child.

Mrs Harris – Pre-School Lead



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## Pre-School Staff



**Mr Jack Pemberton**

Academy Head & Designated Safeguarding Lead

**Mrs Sam Harris**

Pre-School Lead



**Miss Emma Nutt**

Pre-School Worker



**Mrs Bryony Hasemore**

Administrator



## Key Person

In line with guidelines in the EYFS, we have a keyworker system. This system allocates a specific member of staff to each child and their family. Your key person will spend time getting to know your child and will be responsible for keeping your child's records and assessments during their time at nursery.



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## Session Times

- Harbertonford Nursery offers ten sessions over five days a week, Monday - Friday (Term time only)
- Morning sessions are 9.00 -12.00
- Afternoon sessions (including lunchtime) are 12.00 - 3.00.
- We encourage a minimum booking commitment of at least two morning or afternoon sessions. This ensures continuity for your child and supports their wellbeing. A week is a long time in a young child's understanding. When they do at least 2 sessions they get to know us and the routine, cover different activities and feel confident in their surroundings more quickly.
- Bookings must be for the same sessions each week. We will endeavour to be flexible around shift/sporadic work patterns and if extra sessions need to be booked please phone or e-mail the school office with your request.
- One-off temporary swaps/changes may be considered depending on availability.
- Additional days can be accepted as a chargeable extra and subject to availability.

## Dropping off and collection

- Please note that ALL children should be dropped off and collected by an authorised person. It is important that any changes to collection arrangements are confirmed directly to the nursery team in the morning or the school office is called to confirm the authorised adult.
- Arrival- The morning session starts at 9am, children are dropped off at the door at 9am. The school gates are locked at 9.10am for the safety of all of the children, any arrivals after this need to be made through the school office.
- The afternoon session starts at 12pm and children should be dropped off at the school office. We really would appreciate arriving promptly, so that the children can start their session together. Late arrivals can disrupt the start of the session.
- Collection- When collecting your child please try and arrive a few minutes before the session ends to ensure that your child is collected on time, allowing time for brief feedback about your child's day. Children left waiting can get upset or worried when other children have been collected.
- The session ends at 3.00pm, please collect from the Nursery outside area. The staff will send children out to you one at a time to ensure safe pick up procedures.
- Bringing in Items from Home – Where possible can children please try not to bring items in from home. This avoids anything special getting broken or lost or left at Nursery overnight. If your child has a comfort item which will help with the transition this is fine to bring with them; similarly if they have a book from home they would like to share with their friends, we would welcome this.



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## School Dinners

- The school is lucky to have school lunches cooked freshly on site. These can be ordered via ParentPay. Log-in details of this will be given to you after your child starts at the nursery.
- If you would prefer to bring in a packed lunch for your child please do so in a name-labelled lunch box with a cool pack to keep the food fresh. We aim to promote healthy eating so we strongly discourage children from bringing in sweets, crisps or chocolate. We are a nut free school due to allergies. Any round foods such as grapes, carrots or cherry tomatoes should be cut lengthways to avoid becoming a choking hazard. We ask that all children are provided with a named refillable water bottle each day.

## Free School Meals for Nursery Children.

Parents and guardians are encouraged to apply for free school meals if they are eligible as this can help their child's pre-school to attract additional '**pupil premium**' funding to support learning.

Children whose parents are in receipt of the following are entitled to free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit.

Children who receive any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

### How to apply

Please ask the school office for more information or visit [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals)



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## Accidents, Illness and medicines

Please inform staff in the event that your child requires medication during the sessions. You will be asked to sign a "Medicine" record in the school office. If your child uses an inhaler, please fill in a form with the school office. The inhaler must be given to the nursery staff for them to administer. No inhalers or other medications should be left in children's bags.

All nursery staff are First Aid trained and if your child sadly has a bump or fall, a record will be made and you will receive a copy. Staff will hand this to you at the end of the session so that the incident can be discussed. If staff feel that the accident is more serious, you will be called.



## All-weather play

A huge part of our provision is based outside and children have free access to our outdoor play area. Please ensure that your child is suitably dressed for the weather and for active play. We do ask for a set of wellies, a coat, some waterproof trousers and a set of spare clothes to be kept in nursery. During the summer your child will need to come in with a sun hat and with sun-tan lotion pre-applied, if they are staying for a full day they will need a named bottle for the staff to reapply at lunch time.

Please do not send your child to nursery in their new or special clothes. We do provide aprons for messy play, however we love messy play in Little Owls and so the children (and staff) can get very colourful during a session. All items of clothing, water bottle, bags ect should all have a name label on.



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## Lending Library

To help develop early reading and a love of stories we have created a lending library. Every week your child will be sent home with a book of their choice. Please return it the following week so we can exchange it for a new one.



## Preparing Your Child For Nursery

At nursery, we try to encourage independence in our children. You can continue this at home by helping your children to master skills such as toileting and handwashing, dressing and undressing, eating with a knife and fork at mealtimes and carrying their own belongings.

## Keeping you informed

We use a secure online sharing site called Tapestry as a way of showing you what your child does at pre-school on a day to day basis. We complete a 2-year check for younger children who start at preschool and a 'Transition to School' document.

We add a piece to the school newsletter to let families know what we have been doing in Nursery that week. The school also has a Facebook page and we have a section on the school website.



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## **Fees and payment procedures.**

Nursery fees are charged in advance and on a termly basis.

An invoice will be sent out at the start of the term and it can be paid via BACS to The Link Academy Trust or you can pay using childcare voucher schemes through your workplace.

## **Costs (from 1st September 2023)**

- 2 year old children = £14.75 per session (we can take children the term after their second birthday)
- 3 & 4 years old children = £13.20 per session.
- Subject to change

## **Help with Costs**

All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours per week for 38 weeks of the year.

Some 2-year-olds are also eligible. Please see the Devon County Council website for eligibility criteria and an application form.

Some children are also eligible for 30 hours funding. To see if you are entitled and to apply for 30 hours please visit [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare).

It is important that you get your code to us as soon as possible so it can be verified.

If you have problems accessing the system or completing your check please call the HMRC Helpdesk on 0300 1234 097 and if you are still having problems, please speak to us at the school.

Parents / carers claiming the Early Years Free Entitlement from the Nursery should ensure that they are not claiming more than the statutory allowance.

## **Refunds**

We are unable to refund fees for sessions not taken due to illness, absence, holidays or where the Nursery is forced to close due to circumstances beyond our control.

## **Cancelling a child's place**

If a child's place is no longer required at the Nursery, (apart from at normal expected entry into primary/secondary school) then we ask that a minimum of four weeks' notice is given otherwise regular booked sessions will need to be paid for. This includes funded sessions. If you move to another provider without giving 4 weeks' notice, you will forfeit 4 weeks of entitlement funding and you will need to pay for your child to attend another provider as Harbertonford Nursery will claim the 4 weeks funding in lieu of 4 weeks' notice.



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# PTFA

All parents who have children at our school automatically become members of our PTFA, though we are always on the lookout for new committee members! Our aim is to promote a strong bond between the school, our families, and the wider community and of course to fundraise.

We welcome anyone who wants to come along to our half termly meetings during which we plan lots of fun events and discuss what we can do to support and benefit the school.

Look out for our seasonal events, such as the Christmas Fayre, bingo night, the end of summer disco and much more. The money raised at these events is used to fund all sorts of things from cultural and artistic provisions to more practical things such as coaches to take children to their swimming lessons.

We know lots of people are pressed for time but if you think you might be able to give us a hand regularly or occasionally, we would love to hear from you. Whether you are a computer or design whizz, a great baker, up for helping out at events, or someone who's brilliant at research we would welcome your help!

Email: [harbertonford.ptfa@thelink.academy](mailto:harbertonford.ptfa@thelink.academy) or message 07815 698 690 to be added to the PTFA WhatsApp group.



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## **We really look forward to you becoming part of the Harbertonford Primary School family**

**Telephone: 01803 732352**

**Email: [adminharbertonford@thelink.academy](mailto:adminharbertonford@thelink.academy).**

List of documents to be signed and returned to the office

Application Form  
Tapestry Consent Form  
Privacy Notice Declaration  
Parent Declaration Form



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