Elm Primary Academy
The best in everyone™
Part of United Learning





Elm Primary Academy Nursery

Family Welcome Pack

Discover a world of wonder and learning at our School Nursery!

OUR VALUES
ENJOYMENT
EPIC
POTENTIAL
INCLUSIVE
COMMUNITY



An Introduction from **Mrs Wakeman**

Senior Principal of Elm Primary Academy

My name is Mrs. Wakeman, and I am very proud to be the Senior Principal of Elm Primary Academy. It is with great pleasure that I welcome you to our nursery – an exciting and important first step in your child's educational journey.

The early years are a time of wonder, discovery, and tremendous growth. A strong start in nursery lays the foundation not only for future learning but also for building confidence, curiosity, and a lifelong love of learning. At our nursery, we are committed to creating a nurturing, safe, and stimulating environment where every child feels valued, supported, and inspired to reach their full potential.

We believe that the partnership between home and school is vital, and we encourage open communication and collaboration to ensure the best outcomes for your child. Together, we can provide the encouragement and care that will help them thrive socially, emotionally, and academically.

We are delighted that you have chosen to become part of our school community, and we look forward to getting to know both you and your child in the months ahead.

This welcome pack is designed to provide you with valuable information about the aims, organisation, and learning that take place in the nursery throughout the day. We hope it answers many of your questions.



An Introduction from

Mrs Lands
EYFS Lead

My name is Mrs Lands, and I am delighted to introduce myself as the Early Years Foundation Stage (EYFS) Lead here at Elm Primary Academy. It is a privilege to be part of your child's educational journey, and I am very much looking forward to getting to know each of our new nursery children and their families.

At Elm Academy, we believe the Early Years are a crucial stage in a child's development—a time when curiosity, confidence, and a love of learning begin to flourish. Our dedicated team, led by a qualified teacher and experienced teaching assistants, work hard to create a warm, nurturing, and stimulating environment where every child feels safe, valued, and ready to explore.

Elm School Nursery offers children an exciting and broad curriculum, with the aim to know and nurture each and every child, ensuring that they have the highest standards of care and education.



Meet the Team



Mrs Grant
Nursery Class Teacher



Miss Phillips
Level 3 Nursery Practitioner



Miss Stevenson
Early Years Apprentice

Meet the Team



Mr Read
Inclusion Team Lead



Miss Tyers
SENCO



Miss Penzer
Deputy Designated
Safeguarding Lead



Nursery Hours

Elm Nursery is open 38 weeks a year, during school term time only.

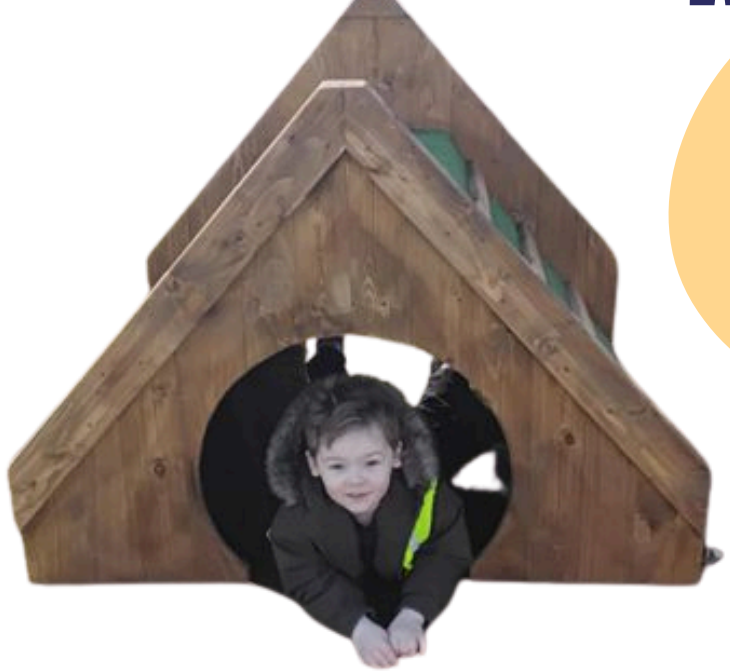
The nursery day begins at 8:45am.
The morning session finishes at 12:00pm and the nursery day ends at 3:00pm.

Please ensure your child is collected promptly at the end of their session.

Settling In

Before your child officially starts at Elm Nursery, they will be invited to attend at least one settling-in session. This helps your child become familiar with the staff and environment, making for a smoother transition.





Funding and Fees

We accept 15-hour and 30-hour government funding, as well as payments through a government childcare account.

Any sessions beyond the funded hours are charged at:
£5 per hour, or
£15 per session.

Invoices are issued monthly, and we kindly ask that all fees are paid promptly via bank transfer. (You will receive login details when your child begins nursery.)

Please note: We reserve the right to refuse entry if fees are not paid.



Late Collection Policy

A late collection will incur a charge of £5 for every 5 minutes after your child's session has ended.



Is your child school ready?

Things to support your child prepare to start our school nursery...

Can your chid put on their own coat and attempt to fasten it?

At Elm School Nursery, we encourage independence in all areas of the classroom. Practising to put your child's coat on will support them with transitions in school.

Can your child sit and listen to a story?

At Elm School Nursery, we have a mixture of adult-let and child initiated activities. Practising to sit and listen to a story is a great way to prepare them for adult-led activities in school.

Can your child eat a snack or lunch independently?

At Elm School Nursery, we have a snack time in class and join the whole school in the hall for lunch. Practising eating independently will support this in school.

Can your child use the toilet independently?

At Elm School Nursery, we are preparing the children for starting school in Reception. We ask that all children are toilet trained or have started this journey. Staff are always here to support with accidents.

Please follow the link for support with toilet training-

https://eric.org.uk/potty-training/



famly

At Elm Nursery, we use an online platform called Famly. This is our main form of communication and is used for a range of purposes.

Parents are given a unique log-in so they can access their child's learning journey

Weekly Newsletters & event information

Nursery Teachers record photos and observations of each child's wow moments

Access invoicing documents.



Uniform



We encourage all our children here at Elm Nursery to wear our uniform. We find the children love it because it makes them feel included and part of a team. Parents love it because it's hard wearing, comfortable and practical.

We take every care to ensure the children are kept clean and tidy, without spoiling their fun, so we provide aprons when involved in messy play



Uniform consists of a logo t-shirt and a logo jumper with black jogging bottoms/trousers, black shorts or a black skirt.



You can order our uniform online by visiting: https://starsportswear.co.uk/

Please ensure ALL uniform is named.

Lunches



At Elm Nursery, we are pleased to be able to offer an opportunity to purchase a hot school meal, this can be done via our ParentPay system and costs £2.50 per day.

You will be allocated a ParentPay code for your child approximately one week after they start at Elm Nursery, therefore please provide a packed lunch until you have been able to book hot school meals via ParentPay. Please note that meals for the following week need to be booked by the end of day on a Wednesday.

If you would prefer to provide a packed lunch for your child, please note that we are a NUT FREE setting.
At Elm Nursery we promoting healthy eating and independence and we would therefore love to encourage the following items to be included in your child's lunch box:-

- Fruit (please cut grapes length ways)
- Vegetables
- Yoghurt
- Sandwich
- Pasta
- Wraps

More information regarding healthy lunch boxes can be found on the NHS website https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/



What do I Bring to Nursery?

To ensure your child has everything they need at nursery, we ask parents to supply a bag for nursery containing the following: Water Bottle & lunch box: Please provide a named water bottle for your child to always have access to and lunch box to each session. We also provide milk or water at snack times.

Weather appropriate clothing:

- **Coat-** A waterproof/warm coat on wet or cold days in Autumn and Winter.
- **Wellington boots -** These stay in school.
- **Hats-** Warm hat & gloves in winter and summer hat in summer .
- **All in one waterproof** (This allows children to enjoy outdoor play whatever the weather!)- This stays in school
- **Spare clothes:** (This stays in a bag on your child's peg) At least 2 tops and 3 pairs of underwear, socks and bottoms if your child is toilet trained. It is useful for all children to bring a spare set of clothes in case of getting wet/muddy etc and needing changed.
- **Sun cream:** In those beautiful spring, summer months, your child must come to nursery wearing sun cream and a sun hat is a good addition to their outfit too!







Sickness

To ensure are children are appropriately safeguarded, you must telephone the nursery on the first morning that your child is ill or off sick. Please call the school office directly on ***01202 574212.***

The nursery needs to ensure that everyone is kept safe and therefore there are certain illness which may come with a certain time frames which we will ask you to keep your child at home. If you would like more details on this please speak to the Nursery Class Teacher.

If you have administrated Calpol to your child, they should not attend nursery for 24 hours from the time when the medicine was ingested. This is because Calpol can mask the effects of illness which could then be passed on to other children.

Holidays

If you wish to take your child away on holiday during term-time, you will be asked to complete a holiday form. If your child misses a session, you will still be required to pay for any pre-booked sessions.

Notice period

A four week notice period is required if you wish to remove your child from the Nursery. This has to be given in writing. The notice period will be from the date the Nursery receives the letter. This includes funded and unfunded sessions.



Curriculum

Our approach at Elm Academy is play based and child-initiated; we aim for the perfect balance between the child-led 'Busy Learning' times, and teacher-led sessions which aim to build the children's basic skills and understanding.

At Elm Nursery, our educational provision is shaped by the Early Years Foundation Stage (EYFS) framework, which includes seven key areas of learning and development. These areas are all important and interconnected, and they guide the planning of your child's daily experiences and activities.

The Prime Areas are especially important in the early years. They help to spark your child's curiosity, develop their confidence, and build strong foundations for lifelong learning.

- **Communication and Language (C&L)**- Developing listening, attention, understanding, and speaking skills.
- **Personal, Social and Emotional Development (PSED)** - Building relationships, self-confidence, and emotional awareness.
- **Physical Development (PD)**- Strengthening gross and fine motor skills and learning how to care for their own health and well-being.







Curriculum

The Specific Areas build on the Prime Areas and help children apply what they've learned in broader contexts.

- **Literacy (L)**- Encouraging reading, storytelling, phonics, and early writing skills.
- **Mathematics (M)**- Introducing number concepts, counting, shapes, space, and simple problem-solving.
- **Understanding the World (UW)**- Exploring the natural world, different
- communities, and technology.
- **Expressive Arts and Design (EAD)**-Supporting creativity through art, music, dance, role play, and imaginative activities.

How We Support Your Child's Learning

These seven areas guide how we plan your child's learning and daily activities. Our experienced staff ensure that:
Activities are tailored to your child's interests, needs, and stage of development.
There are plenty of open-ended resources available for children to explore independently.
Children are given time and space to develop their confidence and independence.
Most importantly, learning happens through play! We believe play is the most effective way for young children to learn and grow. That's why we offer a rich variety of exciting, hands-on play opportunities—both indoors and outdoors—to keep children engaged, curious, and happy every day.



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To book a visit or register today, please call 01202 574212
or email elm@elm-academy.org.uk

