

Nursery Policy



Our Mission

At St. Anne's we aim to be a caring Christian school, within the community where everyone is respected and valued. To be a school where all individuals are encouraged to build on their strengths and aspire to be the best they can be.

Our Vision

Our vision has the promise by Jesus of 'life in all its fullness at its heart. At St Anne's we believe:

- in our children and each other,
- we are uniquely created in the image of God,
- we were made to be awesome,
- that together we are family,
- we were created to live in community,
- in equipping the St Anne's family to be the best we can be, ☐ in our individual talents and abilities, and ☐ we can make a difference.

Our Values

At St Anne's CE Primary School, the following core values underpin all that we do. They are reflected in the daily life of the school and our relationships with other:

Respect, Thankfulness, Hope, Forgiveness, Love and Faithfulness.

'...let your light shine before others, that they may see your good deeds and glorify your father in heaven.'

Matthew 5:16

'I thank you because I am awesomely made...' *Psalms 139:14*

'...I come that they may have life and have it to the full.' *John 10:10* The

school's motto aims to encompass all of this:

'Be Awesome! Shine Bright!'

At St Anne's, we are committed to providing a safe, nurturing, and inclusive environment where every child is valued, supported, and encouraged to thrive. Our policies are designed to promote children's wellbeing, development, and learning, while ensuring clear guidance for staff, parents, and carers.

We believe that strong partnerships with families are essential to a child's success. By working together, we aim to create a positive, respectful, and transparent approach that supports each child's individual needs and celebrates their uniqueness. This policy reflects our commitment to best practice, relevant legislation, and continuous improvement, helping us maintain high standards of care and education at all times.

Nursery within the school family

St Anne's Nursery is a distinct and dedicated provision, while also being an integral part of the wider St Anne's school family. Although our nursery has its own identity and age-appropriate environment, it fully reflects and upholds the same Christian ethos that underpins the life and values of the whole school.

Nursery shares the same high expectations for behaviour, attendance, and respect, helping children develop positive attitudes from the very beginning of their educational journey. Our nursery curriculum aligns with the school's wider curriculum and values, providing a strong foundation for learning while remaining developmentally appropriate and play-based in line with early years practice.

Through shared values, consistent expectations, and close collaboration, we ensure that children experience a smooth, supportive transition as they move through St Anne's, feeling secure, valued, and part of one caring, faith-centred community.

Attending nursery is a vital part of the Early Years Foundation Stage and marks an important beginning in a child's educational journey. At our school, a place in St Anne's Nursery is valued as much more than high-quality childcare; it is a key stage in supporting children's early development and learning.

Within our school setting, we understand the importance of building strong foundations for future education. Nursery staff work closely alongside Reception class staff to ensure continuity of learning and a smooth, confident transition from nursery into full-time school. This close collaboration helps children feel secure, familiar, and well-prepared as they move forward.

Our well-equipped, purpose-built Foundation Stage Unit offers a happy, stimulating, and purposeful environment where every child is encouraged to reach their full potential. Through carefully planned, play-based activities, children are supported to explore new experiences and develop early language, mathematical, and scientific skills in ways that are appropriate and engaging for their age.

Alongside academic development, equal importance is placed on nurturing social skills. Children are supported in learning how to play, share, cooperate, and build positive relationships with others, enjoying the rich experiences of nursery life together. Nursery is a child's first step into school, and our aim is to ensure this step is filled with joy, confidence, and curiosity, while also providing the challenge and stimulation essential for healthy early development.

St Anne's Nursery Arrangements

Nursery Standard Admission Number: 48 half-time pupils in the Nursery Unit
(24 in morning session, 24 in afternoon session).

School admissions number: 210 excluding nursery pupils

Children are eligible to apply for a place at St Anne's Nursery from their third birthday. Places are offered from this point and are not linked to the term after a child turns three.

Nursery places are allocated on a first come, first served basis, subject to availability. Completion of a written application form is required for all children, and a place cannot be considered until this form has been fully completed and returned.

Parents and carers are asked to liaise directly with the school office regarding availability, applications, and start dates. The school office will be able to provide application forms, confirm receipt of paperwork, and offer guidance throughout the process.

Submitting an application form does not guarantee a nursery place, however we will endeavour to hold the place until an offer is made. All offers are dependent on availability and the nursery's ability to meet the child's needs within the setting.

Headteacher: Mrs J. Webb

Assistant Headteacher of EYs and KS1: Mrs G. Ferris

Chair of Governors: Mrs K. Slaughter

Nursery Teacher: Mrs F. Begum

Teaching Assistants: Mrs A. Jones, Miss Davis and Mrs D. Ross

St Anne's has an experienced teacher in our Early Years setting and three Level 3 qualified teaching assistants, who work with our Early Years teacher to provide the very high quality educational experiences that the children receive each session.

Children may attend Nursery for a morning session (8.45a.m. to 11.45a.m) or an afternoon session (12.30p.m. to 3.30pm)

Lunch Period: 11:45am - 12:30pm staffed by welfare play assistants and included in the 30 hours.

Wrap around care available as part of our whole school extended care.

Breakfast Club- is daily from 7:45 a.m. with no need to book. The session costs £4 and includes a breakfast.

Afterschool club- is daily from 3:30 p.m. until 6:00 p.m. This session has to be booked a day before the date attending. The session costs £8 and includes a snack.

OFSTED and SIAMS

Our last Ofsted inspection was completed in May 2023 and St Anne's continues to be a 'GOOD' school. We are extremely proud of our school, its staff, children and our school community. Details of this inspection report are available on the school inspection (Ofsted) website at www.ofsted.gov.uk or via a link on the school website – <https://stannesceprimary.school/ofsted/>

St Anne's Nursery is part of St Anne's Church of England Primary School and is fully rooted in the school's Christian vision and values. Our most recent SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection recognised the strength of our Christian ethos and the positive impact it has across the whole school community, including the nursery.

The inspection affirmed that our Christian vision shapes daily life, relationships, and decision-making, creating a caring, inclusive environment where all children are valued and supported to flourish. This ethos underpins our approach to teaching, learning, and wellbeing from the earliest years, ensuring that nursery children are welcomed into a nurturing, faith-centred community.

Further details of the inspection outcomes are available on the school website.

<https://stannesceprimary.school/siams/>

Please also take a look at our school's website: <https://stannesceprimary.school/> This has information about our curriculum, classes, whole school policies, safeguarding and lots more. We also have a school's Facebook page where we share lots of pictures and updates from our day to day school life. https://www.facebook.com/?locale=en_GB

Facilities in our nursery

Our Foundation Unit facilities provide an environment where the children can be cared for and be helped to enjoy their play and activities. Indoors we have play areas for wet, dry, creative, imaginative and messy activities, quiet areas for group activities, child-sized toilets, and visits to St Anne's Church. We have an excellent range of toys, activities, art and craft materials and other indoor nursery equipment.

Outdoors we have secure areas for adventurous play, a grassy play area, a purpose made climbing frame with soft surface landing areas underneath, and access to our Forest School Area and the rest of the school grounds. We have a wide range of outdoor play equipment from which the children can choose during nursery sessions. Children are able to move freely between the indoor and outdoor classrooms, and operate with children from the school Reception class, who present as strong role models.

Nursery Curriculum

St Anne's Nursery curriculum forms an integral part of the school's whole-school curriculum and reflects the same values, expectations, and commitment to high-quality learning. It is carefully planned to ensure continuity and progression from the early years through to the later stages of education.

The nursery curriculum is designed in line with the Early Years Foundation Stage (EYFS) Framework and is informed by *Development Matters*. Learning experiences are planned to support children's development across all areas of learning, with a strong emphasis on play-based, child-centred provision that meets the needs of young children. We use Red Rose Letters and Sound Phase 1 for phonics and Red Rose Maths in our Nursery setting to provide continuity as they move through school.

Staff use ongoing observation and assessment to plan engaging activities that build on children's interests, strengths, and next steps in learning. The curriculum supports children's communication and language, personal, social and emotional development, physical development, and early foundations in literacy and mathematics, alongside opportunities to explore the wider world and express creativity.

Through a well-sequenced and thoughtfully planned curriculum, we aim to provide a secure foundation for lifelong learning, ensuring children are well prepared for the transition into Reception and the next stage of their education.

<https://stannesceprimary.school/nursery/>

Toileting/ Intimate care

At St Anne's Nursery, we aim to support children's independence and readiness for school in all aspects of their development. As part of this, children are expected to be fully toilet trained before starting nursery. This means that children should be able to use the toilet independently and manage their own personal hygiene appropriate to their age.

Our nursery environment and routines are designed to encourage independence and confidence. Being toilet trained allows children to fully engage in daily activities, play experiences, and learning opportunities without disruption, supporting their wellbeing and dignity.

Nursery staff are not able to provide nappy changing or toileting support as part of our usual provision. We kindly ask parents and carers to ensure their child is ready for this important step before their nursery place begins. Our nursery setting does not have any changing or sluicing facilities.

We understand that children develop at different rates, and we encourage families to seek advice and support where needed to help prepare their child for starting nursery.

We acknowledge that some children may require additional support due to a diagnosed medical condition or disability that affects toileting. In these circumstances, we will consider reasonable adjustments in line with our duties under the Equality Act 2010 and will work closely with parents and relevant professionals to determine what support can be safely and appropriately provided.

However, where a child is not yet toilet trained due to typical developmental stages, and their intimate care needs exceed what we can reasonably and safely accommodate, we may not be able to offer a full-time nursery placement. This decision is made to safeguard the health, safety, and wellbeing of all children and staff within the setting.

If a child's needs are beyond what our nursery is able to provide, we will be happy to discuss this sensitively with parents and carers and offer advice or signposting to alternative provision better equipped to meet those needs.

By working together, we can ensure that every child is ready to enjoy nursery life safely, comfortably, and confidently.

Attendance

Good attendance plays a fundamental role in supporting children's educational achievement, well-being, and safety. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging.

Even if a child only has a part-time place, regular attendance remains especially important. Attending nursery regularly helps children develop habits of regular attendance and punctuality, supporting a smooth and positive transition to reception.

Regular attendance helps your child:

- Build strong routines and get ready for their next stage of learning and school
- Develop social skills and make friends
- Learn through play and structured activities
- Benefit from consistent support from staff

Promoting good attendance in our nursery

To ensure every child benefits fully from their early education, we are committed to promoting regular attendance and punctuality. We will:

- Communicate clearly with parents and carers about the importance of regular attendance
- Unexplained absences will be followed up promptly to ensure child safety and to identify any support needs
- Maintain accurate attendance records to monitor and evaluate patterns of absence and lateness, allowing us to respond effectively to any concerns

Parents/carers are expected to:

Ensure regular and punctual attendance: Children should attend consistently and arrive on time to benefit fully from the learning and social experiences provided. Establishing a routine helps children feel secure and supports their development.

Notify the setting of absences promptly: If a child is unable to attend, parents/carers must inform us on the first day of absence and provide a clear reason. This helps maintain accurate records and ensures the child's safety.

Engage with staff/childminder to address attendance: If attendance issues arise, parents/carers are expected to work collaboratively with us to identify any barriers and agree on strategies to support improvement.

Monitoring attendance

Daily attendance registers: Staff must complete registers each day, recording both attendance and times of arrival and departure.

Weekly monitoring of patterns: Attendance data will be reviewed weekly to identify any emerging patterns of absence or lateness, to intervene early where necessary to support the child.

Communication with families: Where concerns are identified, staff will engage with parents/carers to discuss the issue, understand any underlying causes, and offer appropriate support.

Escalation of persistent issues: If attendance or punctuality does not improve despite initial support, concerns may be escalated to the relevant professionals. This ensures that families receive the help they need.

Responding to absence

Day 1: If a child is absent and no contact has been received, staff will attempt to contact the parent/carers. If there is no response, staff will then make contact with emergency contacts.

Ongoing absence: If absence continues without explanation, further contact will be made and may involve home visits.

Long-term absence: For extended absences (eg. Long term illness), regular contact will be maintained and a return-to-setting plan may be developed.

Emergency contacts

We kindly ask families to provide more than two emergency contacts where possible. This helps us carry out thorough welfare checks if a child is absent and we haven't been able to make contact. Our priority is always your child's safety and wellbeing, and having additional contacts ensures we can respond quickly and appropriately if needed.

<https://stannesceprimary.school/wp-content/uploads/2025/10/St-Annes-EYFS-Attendance-Policy.pdf>

Uniform

In line with the rest of school, nursery pupils are expected to wear St Anne's uniform, which has been adapted slightly:

Female:

- Grey skirt, trousers or shorts
- White polo shirt
- Bottle green cardigan or sweatshirt
- OR green gingham dress

Male:

- Grey trousers or shorts
- White polo shirt
- Bottle green cardigan or sweatshirt

Footwear:

- All children are required to wear black, rubber soled school shoes. Not trainers.

Forest School Clothing:

- Waterproof coat (or waterproof jacket in warmer weather)
- Comfortable tracksuit bottoms or leggings (not shorts)
- Long-sleeved top
- Wellington boots or old trainers
- Appropriate hat for the weather /scarf and gloves (in colder weather)

To note, forest school sessions often entail mud, climbing and exploring so clothes for these sessions may return home dirty or marked. You will be notified when your child will take part in a forest school session.

Branded school uniform can be purchased from:

Ann's Uniform shop: 5a Union St, Bacup OL13 0AA

Unbranded uniform can also be purchased from most major stores at competitive prices.

<https://stannesceprimary.school/uniform/>

Charges/Fees

Children are entitled to 15 hours of free provision, which may be used flexibly. Additional hours over and above the flexible entitlement may be available where demand allows, for a fee.

Some parents may be entitled to 30 hours of free provision. For details of who is eligible, please see

<https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-forchildcare/30-hours-childcare-for-working-families/>

Sessions available

Morning: 8.45 a.m. – 11.45 a.m. (3 hours)

Lunch Period: 11:45am -12.30pm staffed by welfare play assistants and included in the 30 hours.

Afternoon: 12.30 p.m. – 3.30 p.m. (3 hours)

Additional 3 hour session: £15.00 per session

Where lunchtime care for those children staying for a full day or afternoon sessions is needed, families are to provide a packed lunch and drink that is suitable for their age. Please check items to ensure they are peanut free as we are a peanut free school.

As a maintained nursery school, our pupils are entitled to claim Free School Meals (FSM) provided they meet specific local authority criteria. Because we are maintained by Lancashire County Council, our families have access to this support, which is an entitlement that does not apply to children attending private nurseries. The Free School Meal will be a packed lunch that will be provided by our school cook.

Eligibility Criteria:

To claim a free school meal for your nursery child, you must meet the following conditions:

-Full-Day Attendance: Your child must attend the nursery for a full day (attending sessions both before and after the lunch period).

-Qualifying Benefits: You must be in receipt of an eligible qualifying benefit. This includes all households receiving Universal Credit.

You will need to apply at:

<https://www.lancashire.gov.uk/schools-and-education/free-school-meals/>

Parents/carers are welcome to collect their child for the lunch period or can still use their 30 funded hours towards this. This lunchtime period will be staffed with welfare play staff similar to the rest of school.

There are now 2 options:

1. If you require 5 full days of 6.75 hours childcare (33.75 weekly hours) those children attending 5 full days, there would be a private charge for the additional 3.75 hours on the fifth day (Friday afternoon) of £15, as this exceeds the 30 hour weekly entitlement. The additional session is optional and will not affect your child securing a place in our nursery.

2. 4 days at 6.75 hours = 27 hours plus an optional 3 hour session (AM or PM) on the fifth day to use the remaining 3 funded hours = 30 hours.

Charges during pupil absences

In line with accepted practice in other early years establishments, chargeable sessions will continue to be payable if the pupil is absent. In the case of extended illness or infirmity exceeding 2 weeks, parents should arrange to discuss the matter with the headteacher.

Special Educational Needs and Disabilities (SEND)

At St Anne's Nursery, we are committed to providing an inclusive environment where all children are valued and supported to reach their full potential. We aim, wherever possible, to accommodate children with Special Educational Needs and Disabilities (SEND) and to meet their individual needs within our nursery provision.

The nursery forms part of the school's whole-school SEND process and works closely with the school's Special Educational Needs and Disabilities Coordinator (SENDCo). Through careful observation, assessment, and partnership with parents and carers, we identify children's needs early and plan appropriate support in line with the graduated approach.

Support for children with SEND is delivered through high-quality, inclusive practice, reasonable adjustments, and targeted strategies, where appropriate. We work collaboratively with external professionals and agencies when required, always keeping the child's wellbeing and development at the centre of decision-making.

While we aim to accommodate all children, nursery places are offered subject to the setting's ability to meet a child's needs safely and effectively within the resources available. Where a child's needs exceed what the nursery can reasonably provide, we will work sensitively with families, the SENDCo, and relevant professionals to explore alternative provision or additional support options. <https://stannesceprimary.school/send-local-offer/>

Reception Class Admissions

St Anne's hopes that if children are happy and settled with the staff and children at this school, parents may wish to consider applying for a reception class place at the school in September after the nursery year is over. However, a place in this school's nursery class does not give an automatic right to a place in this school's reception class. All parents must follow the application procedure for Reception Class places, in accordance with Lancashire County Council's application process.

<https://stannesceprimary.school/admissions/>