MORDIFORD C of E
PRIMARY SCHOOL

Treasure each individual

NURTURE – INSPIRE – FLOURISH



Mordiford Nursery
Parent Handbook 2026-27

Contents

Contents

Mordiford Nursery 3
Welcome 3
Preparing for Nursery 3
Admissions 3
Nursery sessions 3
Nursery education entitlement 4
Fees 4
Early Years Pupil Premium 4
Learning 4
Early Years Foundation Stage 4
Additional Needs 5
General Information 5
Drinks and snacks 5
Clothes 5
Personal Care 5
Illness or injury 5
Safeguarding 5
Partnership 6

MORDIFORD NURSERY

WELCOME

Welcome to Mordiford CofE Primary school and Dragons Nursery. Our nursery will provide a nurturing and homely environment where we **'Treasure Each Individual '**. We aim to provide the highest standards of care to ensure our children flourish physically, socially, emotionally and intellectually. Our dedicated, caring professionals will get to know your children, their interests and needs. We will endeavour to help them develop care for each other, a love of the outdoors and curiosity in the world around them.

This handbook will have all the information to help you settle your children into the nursery and act as a reference document for the future. We look forward to working with you and building a strong and positive relationship with you and your family.

Our facilities include a refurbished indoor space and enhanced outdoor play area to explore.



PREPARING FOR NURSERY

We recognise and understand the anxieties for both parents and children when starting at nursery. Some children will settle in on their first visit and others will take a little longer to get used to a new environment. To support you and your child, the nursery supervisor will contact you before your child's start date to arrange a convenient time for the first settling in session, we may also suggest a home visit.

So how can you best prepare your child for nursery? Research has shown that the quality of interactions and experiences a child has before they are 5 years old help determine how well they will succeed in adulthood. We believe that your relationship with your child, the little chats you have, the amount of time you spend playing together both inside and outside, the books you share and the love you show are the most important ways of being prepared for nursery, school and for life.

ADMISSIONS

Children can join our nursery from the term after their 2nd birthday and stay with us until the end of the summer term before they start school.

If you would like a space for your child, please complete our Register of Interest form. If we are able to offer a place for your requested hours, we will contact you to confirm your child's place and provide you with an admissions form.

Register of interest form - https://forms.office.com/e/q5cK3gU5qT

If you are entitled to government funded places there will be a separate form you are obliged to fill in, which will be given upon your child starting nursery.

Any amendments to the hours/days your child attends nursery must be done via an amendment form which can be requested from the school office. One month's notice is required for any changes and they are subject to confirmation from management.

NURSERY SESSIONS

The nursery will be open during term time only, the dates will follow school term times, which can be found on our website. However, please be aware that school age children attend for 39 weeks but nursery age children are only funded for 38 weeks of the year.

Session times for our Nursery:

Our nursery sessions run as follows:

- **Morning:** 9:00am – 12:00pm
- **Afternoon:** 12:00pm – 3:00pm
- **Full day:** 9:00am – 3:00pm

Minimum Session Requirement: Children must attend a minimum of **two sessions per week**, either as **one full day** or **two morning sessions**.

We understand that the standard nursery hours may not suit every family, particularly when managing school drop-offs and collections.

We are therefore able to offer some flexibility with earlier starts and later collections, subject to availability:

- **Early start from 8:30am:** £3.00 per day
- **Late collection until 3:30pm:** £3.00 per day

These charges contribute towards staffing costs and are vital in helping us maintain the safe, effective and high-quality running of the nursery.

Charges for extended hours will be applied **half termly** for the agreed hours. If you no longer require an early start or late collection, **one month's notice** must be given so that the additional charge can be removed from your invoice for the following half term.

We appreciate that school traffic at the end of the day can sometimes be difficult. If you are collecting your child after 3:30pm, the school reserves the right to apply a **£10 late collection fee** to cover additional staffing costs.

NURSERY EDUCATION ENTITLEMENT

From September 2025, parents working at least 16 hours a week may be entitled up to 30 hours of funded childcare. To ascertain your eligibility go to **www.childcarechoices.gov.uk**. Parents are required to sign a parent declaration stating when and where the children are accessing their entitlement. The entitlement can be made up of up to 5 mornings, 5 afternoons, a mixture of mornings and afternoons or full days.

For more information, go to **15 and 30 hours - frequently asked questions | Childcare Choices**

FEES

If you do not qualify for funded childcare, or want more hours than the funded hours, additional nursery sessions can be booked.

The charges for each session in 2025-2026 are as follows:

3-4 year old per AM or PM session - £19.50
3-4 year old full day - £39.00
2 year old per AM or PM session - £22.50
2 year old full day - £45.00

- **Early start from 8:30am:** £3.00 per day
- **Late collection until 3:30pm:** £3.00 per day

When registering your child at the nursery, you are committing to the sessions agreed upon at the time of booking. These sessions are reserved exclusively for your child and staffing levels are planned accordingly. Therefore, fees are payable for all booked sessions regardless of attendance. Charges will still apply if your child is absent due to illness, holidays, family commitments, adverse weather, or any other reason. Fees will only be adjusted where the nursery is unable to provide the booked session or where an alternative arrangement has been agreed in writing by management.

EARLY YEARS PUPIL PREMIUM

The Government is giving extra funding to Nurseries for eligible 3 and 4 year olds called the Early Years Pupil Premium (EYPP). Registering your child could provide valuable extra funds for our Nursery from September. This will help to fund additional staffing and resources to deliver experiences for the children which we could not otherwise afford. Please check eligibility here: Get extra funding for your early years provider - GOV.UK

LEARNING

EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage applies to children from birth to the end of the Reception year. The four principles which guide the work of all early years' practitioners are grouped into four themes:

A Unique Child—every child is a competent learner from birth who can be resilient, capable, confident and self- assured. **Positive Relationships**—children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.



Enabling Environments—the environment plays a key role in supporting and extending children's development and learning. **Learning and Development**—children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

Our teaching and learning is child centred and play based with daily interactions in nature and the outdoors. The skill of our practitioners comes from knowing the children well, seeing what they need next and provoking those next steps with interesting stimuli in the environment or key questions to help children move their thinking on.



ADDITIONAL NEEDS

Every child is unique and they all develop at different rates. We have skilled & experienced professionals who are committed to helping each child reach their potential. We follow the Development Matters strategy to help track developmental milestones, should we have any concerns we will discuss them with you and, if necessary, our SENDco.

Equally if you have any concerns, we want you to come and talk to us we are always there to support you and your family.



GENERAL INFORMATION

DRINKS AND SNACKS

Each day, children will need to bring a packed lunch and a water bottle with them. We will also provide free milk at snack time, along with a selection of fresh fruits. If your child doesn't drink milk, we will happily offer them water instead.

CLOTHES

Children in Nursery spend part of every session outside so a named coat or jacket should be brought each day, with a hat and gloves during cold weather or a sun hat during warm weather.

Children should wear appropriate footwear, for example trainers or shoes with velcro which the children can remove and put on easily and a pair of wellingtons for when the weather (or the grass) is wet. A change of clothes placed in a bag hung on their peg is useful for accidents or enthusiastic water play.

PERSONAL CARE

We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. **Please supply nappies, wipes and barrier cream for your child if necessary.**

ILLNESS OR INJURY

As children develop physically accidents can happen. There are always first aiders on hand to help. If children fall ill during the school day or are injured they will be taken to a quiet space for attention/treatment. If an ill pupil's condition does not improve we will ring parents or other contacts to make arrangements for the child to go home.
A child should not be sent to school who is obviously unwell. Please call the school office if your child will not be in nursery. We have a strict policy of 48 hours absence following a sickness bug.

SAFEGUARDING

Mordiford Primary School is committed to promoting the welfare and the safeguarding of all children. We expect all staff, parents and volunteers to share this commitment. The school follows Herefordshire Council's Safeguarding guidelines and has a whole school policy for child protection and safeguarding. These policies

are available on the school's website. Please make sure that an adult always brings and collects your child (this must be someone over the age of 16). If a different adult is collecting your child, please inform a member of staff as we do not allow children to leave nursery with adults who we do not know.

PARTNERSHIP

The positive relationship we have with you is critical in our aim to ensure your child flourishes with us. No question is too small or insignificant, we want you to feel confident and happy in the service we provide. It is important to us that we are partners in the aim to do the very best for your child. Come and talk to us if you have any worries or concerns!

