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Executive Headteacher: Mrs K Lakin

Dear Parents / Carers,

On behalf of all of the staff at Hemswell Cliff Primary School I'd like to welcome you to Little Lancasters Nursery! Thank you for choosing us to be a part of your child's journey. We very much look forward to working with you all.

Meet the Staff

I'd like to take this opportunity to introduce some key members of staff:

					
Miss K Sagliocca Your child's Key Worker and Deputy Nursery Manager	Mrs K Lakin Executive Headteacher / Nursery Manager	Mrs J Moore School Business Manager	Miss D Lavery Senior Leader / teacher in Chipmunks Class	Mrs V Wilkinson Nursery breakfast club and lunchtime staff	Miss H Palmer School SENCo

Our School

Here at Hemswell Cliff Primary School, we are a values-based setting. That means that key messages about the importance of being kind, responsible etc are threaded through everything we do. Meet our mascot PATRICK. These core school values were voted upon by the children:

PERSEVERENCE **A**PPRECIATION **T**RUST **R**ESPONSIBILITY **I**NTEGRITY **C**OURAGE & **K**INDNESS



Our Curriculum

At Little Lancasters Nursery, we provide a nurturing, play-based early learning environment that supports the development of the whole child—cognitively, emotionally, socially, and physically. Our curriculum is aligned with early years education standards and designed to prepare children for a successful transition to primary school.

Key Learning Areas:

1. **Personal, Social & Emotional Development**
 - Building confidence and independence
 - Learning to share, take turns, and express feelings
 - Developing positive relationships with peers and adults
2. **Communication & Language**
 - Story time and early reading exposure
 - Songs, rhymes, and vocabulary building
 - Listening and conversational skills
3. **Physical Development**
 - Gross motor skills through outdoor play, dance, and movement
 - Fine motor skills through activities like drawing, puzzles, and playdough
 - Learning about health, hygiene, and self-care
4. **Literacy**
 - Introduction to letters, sounds (phonics), and storytelling
 - Early writing experiences using pictures, symbols, and scribbles
5. **Mathematics**
 - Basic counting, patterns, and shapes
 - Sorting, matching, and comparing
 - Simple problem-solving through play
6. **Understanding the World**
 - Exploring nature, seasons, and community
 - Simple science concepts and cultural celebrations
 - Technology play and discovery
7. **Expressive Arts & Design**
 - Painting, music, role play, and sensory activities
 - Encouraging creativity and imagination

Outdoor Play

Outdoor play is central to your child's early development. As such, we encourage children to explore and play in our outdoor area on a daily basis. We go outside in all but extreme weather! Please provide:

- A waterproof coat
- Wellies / rain boots
- Hat, coat, scarf and gloves in the winter
- Sunhat and sunscreen in the warmer months



Daily Routine

Optional breakfast club: 08:45am – 09:15am

Morning and full time (30 hours) children arrive: 09:15am

Morning snack: 10:30am

Morning children are collected and Afternoon children arrive: 12:15pm

Full time (30 hours) children lunchtime at school: 12:15pm – 12:45pm

Afternoon snack: 02:15pm

Full time and Afternoon children are collected: 03:15pm

Uniform:

Here is your guide to our school uniform:

White or pale blue polo shirt



Royal blue sweater or cardigan



Grey / black trousers, shorts, skirt, pinafore or skirt



Plain black jogging bottoms / jersey shorts



White/blue checked dress or playsuit



Shoes or trainers (dark colours preferred)



Please send spare underwear and a change of clothing for children who are toilet training. These can just be popped in your child's bag for us to use if needed.

Snacks and Drinks:

At Little Lancasters, we promote healthy eating habits and provide nutritious snacks and drinks to support your child's growth and development.

 We encourage children to stay hydrated throughout the day.

- **Water** is available at all times.
- Please do **not** send in sugary drinks, fizzy drinks, or juice unless previously agreed for medical reasons

 We provide a variety of healthy snacks throughout the day. These must be paid for through our pre-order system. These may include:

- Fresh fruit (e.g. apples, bananas, pears, grapes)
- Vegetables (e.g. cucumber sticks, carrots, cherry tomatoes)
- Wholegrain crackers or rice cakes
- Breadsticks or toast
- Cheese cubes or hummus (depending on dietary requirements)

All snacks are portioned appropriately for young children and follow healthy eating guidelines.

 Please inform us of any allergies, intolerances, or dietary requirements.

 If your child brings snacks from home (where allowed), please ensure:

- They are **nut-free**
- No sweets, chocolate, crisps, or fizzy drinks
- Items are labelled clearly

Health & Safety

Your child's health, safety, and wellbeing are our top priorities. We follow strict guidelines to ensure a secure and supportive environment for every child in our care.

General Safety

- Our premises are **securely locked** during nursery hours. Only authorized adults may enter or collect children.
- All staff are **DBS checked** and trained in safeguarding procedures.
- We carry out **daily safety checks** of the building, garden, and play equipment.
- Children are supervised at **all times**, indoors and outdoors.

Hygiene & Cleanliness

- We promote regular **handwashing**, especially before meals and after using the toilet or outdoor play.
- Toys, surfaces, and equipment are cleaned and sanitized **regularly**.
- Tissues are available, and children are taught to "**catch it, bin it, kill it**" when sneezing or coughing.



Illness & Medication

- Please keep your child at home if they are unwell, especially with:
 - Diarrhoea and/or vomiting (must stay home for 48 hours after symptoms stop)
 - Fever or infectious conditions (e.g. chickenpox, conjunctivitis, etc.)
- We can administer **prescribed medication** with written permission from a parent/carer.
- If your child becomes unwell during the day, we will contact you immediately.

First Aid & Emergencies

- Several staff members are trained in **Paediatric First Aid**.
- Minor injuries (scrapes, bumps) are treated promptly and recorded in our **Accident Book**.
- In an emergency, we will contact you and follow appropriate medical procedures. Please ensure we have **up-to-date emergency contacts**.

Fire Safety

- We conduct regular **fire drills** so children know what to do in an emergency.
- Fire alarms, extinguishers, and exits are maintained and checked routinely.

Arrival & Collection

- Please sign your child in and out daily.
- Let us know **in advance** if someone different is collecting your child. We will only release children to known and authorised adults

Safeguarding

- We are committed to protecting children from harm. If we have concerns about a child's welfare, we are required to follow our **safeguarding policy**, which may include contacting relevant authorities.

Working Together

- Please keep us informed of any changes to your child's health, routine, or home life that might affect their wellbeing.
- If you ever have concerns or questions, we're here to help—open and honest communication helps keep all children safe and supported.



Remember to download our school **Class Dojo** app to see what your child has been up to as well as staying up-to-date with news and key messages from school! Miss Sagliocca will also be available at the start and end of session times for quick handover messages / information. If you would like to speak to us about something that requires a little more time, please phone the school office and we will arrange a meeting for you 😊

Thank you for partnering with us to create a safe, happy, and healthy environment for your child. We recognise that starting at nursery can be a big transition for both the children and the parents. If there is anything you need support with, please do not hesitate to reach out and ask. We look forward to getting to know you and your child over the coming year!

