



# **Bursley Academy**

## **Nursery Parent**

### **Handbook**

#### **2025-2026**

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## **Welcome from EYFS**

We would like to welcome you and your child to Bursley Academy Early Years Foundation Stage. We hope that you will find the information in this booklet useful. If you have any questions, please do not hesitate to contact the school office who will forward your questions to the Nursery teacher.

### **What is the Early Years Foundation Stage?**

The Early Years Foundation Stage (EYFS), is how the DfE (Department for Education) and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it prepares them for their future learning and successes.

Nurseries, pre-schools, reception classes and child minders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework

### **What is the EYFS Framework?**

The EYFS Framework exists to support all professionals working in the EYFS to help your child.

It sets out:

- The legal welfare requirements that everyone must follow to keep your child safe and promote their welfare
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about your child's progress through the EYFS
- Expected levels that your child should reach at the end of the reception year; these expectations are called the "Early Learning Goals (ELGs)"

### **Areas of Learning**

The Prime areas of learning			
Communication and Language	Physical Development	Personal, Social and Emotional Development	
Specific areas of learning			
Literacy	Mathematics	Understanding the world	Expressive arts and design

There are **3 prime areas** of learning: These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**.

These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

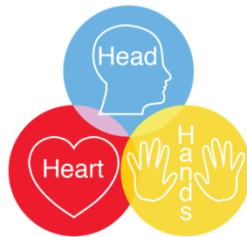
## Whole School Curriculum Approach

The curriculum at Bursley Academy is carefully designed to meet the needs of all learners.

It balances a drive for academic excellence alongside a broad range of experiences which, excite, enthuse and engage pupils both in their learning within the academy and their lifelong learning.

We focus on key skills for learning as well as developing a deep knowledge base for pupils in all areas of the curriculum.

Carefully planned activities are designed to allow children to learn, practice and apply their learning in a range of different ways, which is relevant and purposeful.



The Curriculum is based on three key areas:

### **Head:**

*The development of a deep and broad knowledge and skills base that build over time in all areas of the curriculum*

### **Heart:**

*The development of the whole pupil, ensuring good mental health, citizenship, resilience, independence and confidence as well as developing emotionally literate pupils*

### **Hands:**

*Practical and hands on learning experiences to help embed learning and develop a deeper understanding of how learning can be applied*

## The Nursery Team

### **Miss Fallows**

Nursery Teacher

Forest School Lead (EYFS)



### **Jane**

Teaching Assistant



### **Barbara**

Teaching Assistant



## **Nursery Information**

### **Settling into Nursery**

Prior to your child starting in our nursery there are 'stay and play' sessions, which parents are invited to attend with their child to help with this transition process. These sessions are invaluable in helping your child to settle into a new environment and meet the staff. We aim to build strong, positive relationships with the children and their families. The Nursery teacher will also arrange a visit to your child's current nursery or have a conversation with you about your child if they do not attend any other settings. This helps to find out a little more about your child so we can meet their needs and help them to settle quickly into the class.

### **A Day in the Life of a Nursery Child**

First the children will come into school, find their peg and hang their coat and bag on it. Next they will sit as a group, sing the 'Good Morning Song' and find out who has come to school. After that they get *busy*. Getting *busy* means having lots of fun! In Nursery we learn through play. The children have the opportunity to choose where they want to learn in our indoor and outdoor classroom. They have lots of activities to choose from including role play, messy play, mark making, dough, creative, construction, reading corner, sand, water, iPads, fine motor activities, musical instruments, small world just to name a few. The children will take part in a short maths and phonics session each day. They also sit and eat a healthy snack during the session and listen to a story. At 11:45am it's the end of the day for some children and the others stay for lunch which they eat in the hall. The afternoon session mirrors the morning session.

### **Marvellous Me**

Marvellous Me – Keeping Parents and Carers Connected

What is Marvellous Me? Marvellous Me is a digital platform used by our school to keep parents and carers informed and engaged in their child's education. It allows teachers to share positive updates about students' learning, achievements, and behaviour directly through a dedicated app. The platform fosters strong school-home communication by ensuring parents receive real-time updates about their child's progress and successes.

How It Works

**Teacher Interaction:** Teachers use Marvellous Me to post updates about classroom activities, highlight individual student achievements, and acknowledge positive behaviour.

**Parent Notifications:** Parents receive instant notifications on their app whenever their child is mentioned, awarded a badge, or receives praise from their teacher.

**Viewing Details:** Parents can access detailed information about their child's progress, including messages from teachers and updates on classroom activities. Every parent has their own login which will be communicated when they start.

## Medical Conditions & Food intolerances

It is imperative that we know about any medical conditions of food intolerances that your child presents with. In the event that your child requires medication (e.g. antibiotics) a form needs to be completed at the school office for it to be administered during the nursery session. Please note, all medication must be provided in its original container/packaging and children must have been given the first dose of the medication by the parent prior to the school administering any further doses. This is to ensure that both parents and school staff are made aware of any reactions.

In the event that you child has an ongoing medical condition (e.g. asthma), we will, in conjunction with parents, produce a Medical Care Plan specific to your child and their needs. Paperwork for food intolerances will be provided to parent to complete by our catering supplier to ensure that our little ones with allergies have bespoke menus to cater for their dietary requirements.

## Uniform

### **For children in Early Years**

- Navy blue cardigan or jumper (with or without the school logo)
- White shirt
- Tie
- Grey trousers, skirt, pinafore
- Tight-navy blue or grey
- Summer dress-blue
- Black school shoes

### **PE kit**

- Navy hoody
- White t-shirt
- Navy joggers or leggings
- Trainers

School uniform can be purchased from most leading supermarkets and Bursley badged/logo items are available from [Clive Marks](#) or [Smart School Uniform](#)

### **Spare clothes**

All children in Nursery require a set of spare clothes to stay in school at all times. This must include socks, pants, joggers/leggings, t-shirt and a jumper.

*NB-follow the school colour scheme of navy and white*

### **Other items**

- Your child will also need a pair of wellies and ideally puddle suit or waterproof trousers for exploring the weather outside.
- A bookbag
- A lunchbox if they are staying for lunch
- Waterbottle

**All items must be labelled with your child's name**

## **Additional Costs**

### **When & how do I pay?**

We are a cashless school and operate a payment system called ParentPay. ParentPay letters, enabling you to activate your child's account, will be sent home during the first week of school. Payments MUST be made in advance via ParentPay. (Parents without the use of internet can receive a printed barcode, which they can use to pay at a PayPoint centre like Bradwell Co-op or Riceyman News.) Please note that your child's place may be in jeopardy if you do not pay your fees in a timely manner. We also accept payment via Gov.uk (Childcare Choices Vouchers) which allows parents to recoup the tax element of the payment.

### **Snack**

We will provide your child with a healthy snack during the morning and afternoon session. We use this time to try new foods, teach good manners and to share a story together. We ask for a contribution towards your child's snack. This is paid once each term (3 times a year Sept/Jan/April) via ParentPay at a cost of £15 per term for part time children & £20 per term for full time children.

### **Lunch**

If your child attends full time then you can choose to send them to school with a packed lunch or purchase a hot school meal from our caterers via ParentPay. The cost for this meal is approximately £2.99 via ParentPay have to be booked and paid for at least a week in advance.

### **Supervision Fees**

If your child is eligible for 30 hours funding and wishes to stay for a lunch, Bursley Academy charges £2 per day to cover lunchtime supervision as this is not covered under the 30 hours entitlement. This is paid via ParentPay in advance half termly.

### **Bursley Way Out of School Club (BWOOSC)**

Bursley Academy has an on-site club offering wrap around care to pupils. The staff who work for BWOOSC also work here at Bursley throughout the school, so there is always be a familiar face for your child.

BWOOSC offer a morning, afternoon and holiday club. Once your child has been registered via the clubs online booking system, booking is simple, easy and flexible.

Our friendly Wraparound service is open from 7:30am – 6:00pm every day. The team run lots of indoor and outdoor activities, with a mix of structured and free choice. Please note that they do not have the facility to provide food and your child will therefore need to bring in snacks if required and during holiday times they would need a packed lunch.

<https://bursley.magicbooking.co.uk>

## **Early Years Pupil Premium (EYPP)**

EYPP is extra funding that is available to support eligible 3 and 4 year olds who access the universal 15 funded hours per week.

Childcare providers could claim around £350 per year for each eligible child.

Three and four year olds will be eligible if their parents are in receipt of one of the following benefits.

### Economic criteria

- 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 and have net annual household earnings below £7,400 (this means your take home pay from any paid employment, after Income Tax and NI contributions have been deducted).

### Non-economic criteria

In addition, a child will be eligible if they:

- have been looked after by the local authority for at least one day
- have been adopted from care
- have left care through special guardianship; and
- are subject to a child arrangement order

We ask that all parents complete the EYPP application as this information is used in future years to automatically check for 'Free School Meal' eligibility.

<https://apply.cloudforedu.org.uk/ofsm/link2ict>

If you believe your circumstances have changed throughout the year please do not hesitate to contact the office to discuss your entitlement.

## **Dropping off and Collecting your Child from Nursery**

The School day starts at 8:45am and you can drop your child off down the main drive where you will be greeted by one of the EYFS team at the gates on your left. The children come into school by themselves and find their pegs. Staff from the Nursery team will be in the classroom to assist your child. The gate will close at 9:00am. If you are late, please bring your child to the main office.

### **Morning Session**

8:45am-11:45am

Children are collected from the main entrance at 11:45am.

## **Afternoon Session**

12:15pm-3:15pm

Children come to school via the main entrance

## **All Day Session**

8:45am-3:15pm

Please collect your child from their classroom door via ETFS outdoor area.

## **Absence and Illness**

It can be tricky deciding whether or not to keep your child off school when they're unwell. Please contact the school office to report your child's absence.

The below guidelines are taken from the NHS website.

### **Coughs and colds**

It's fine to send your child to school with a minor **cough** or **common cold**. But if they have a fever, keep them off school until the fever goes.

### **Vomiting and diarrhoea**

Children with **diarrhoea** or **vomiting** should stay away from school for 48 hours after their last episode.

### **High temperature**

If your child has a **high temperature**, keep them off school until it goes away.

### **Chickenpox**

If your child has **chickenpox**, keep them off school until all the spots have crusted over.

This is usually about 5 days after the spots first appeared.

### **Head lice and nits**

There's no need to keep your child off school if they have head lice. Please treat your child and inform the Nursery team, so they can inform other parents to check their child's hair and prevent it from spreading.

**A Snap Shot into Life at Bursley**



Thank you for choosing Bursley Academy for your child's nursery provision.  
We very much look forward to welcoming you and your child to our Bursley Family.  
If you have any concerns or questions, please do not hesitate to contact us.

[office@bursley.staffs.sch.uk](mailto:office@bursley.staffs.sch.uk)

Miss Fallows & The Nursery Team ☺

