

# OUR LADY OF LOURDES PRIMARY SCHOOL



## Nursery Essential Key Information

*Loving like Mary, Serving like Mary,  
Learning like Mary, Believing like Mary*

## **OUR LADY OF LOURDES NURSERY PROVISION**

At Our Lady of Lourdes we offer full-time and part-time childcare. and all children are welcome. We treat all children and families with respect and we aim to meet the specific needs of each child in our care.

Following our admissions policy, we give priority to children who are 3-4 years of age; if spaces remain available, we will then consider children who are 2 years old.

### **FOUNDATION STAGE UNIFORM**

<b>WINTER UNIFORM Sept - April</b> Navy blue tracksuit trousers White short sleeved polo shirt with Our Lady of Lourdes logo Blue long-sleeved sweatshirt with Our Lady of Lourdes logo Grey or black socks Dark sensible easy fasten shoes	<b>SUMMER UNIFORM May – July</b> Navy blue tracksuit trousers Grey short trousers (optional) White short sleeved polo shirt with Our Lady of Lourdes logo Blue long sleeved, cardigan or sweatshirt with Our Lady of Lourdes logo Blue and white striped dress Grey, white or black socks Dark sensible easy fasten shoes
<b>Other Items Your Child May Require</b>	
<b>WATER BOTTLE</b> We ask pupils to have their own labelled water bottle and this can be bought from the school office. Please only fill bottles with water, no squash.	
<b>LUNCH BOX</b> We recommend that children have a school lunch, however, if you wish to pack a lunch, please ensure your child has a labelled lunch box	
<b>READING BOOK BAG</b> Children will take a reading book home regularly and a reading book bag is ideal for bringing books back and forward.	
<b>WELLY BOOTS</b> We also ask that each child has a pair of Wellington boots (clearly named) that can be left at school for use in the outdoor area.	
<b>REPLACEMENT CLOTHING</b> Accidents happen in nursery; therefore, we ask that every child has a spare, labelled set of clothes including underwear.	

### **ALL CLOTHING SHOULD BE MARKED OR EMBROIDERED WITH YOUR CHILD'S NAME**

(The school will not accept responsibility for any lost articles of clothing).

There are now many fantastic online companies selling multi-purpose name stickers.

### **All school uniform can be purchased from:**

Schoolwear Centres: 96 Hamlet Court Rd, Westcliff-on-Sea, SS0 7LP

## **THE SCHOOL DAY**

Morning session:	8.45 am	11.45 am
Lunch Session	11.45	12.15
Afternoon session:	12.15 pm	3.15 pm

**Gates open at 8.40am and nursery doors open at 8.40am. Registers are completed at 8.45am and parents are asked to leave before the gates shut at 8.50am.**

### **BREAKFAST CLUB**

To support parents who have work commitments, there is an Early Birds Breakfast Club from 7.15am every day until school starts. The cost of the club includes breakfast as well as childcare. Cost £5 per child per day.

Parents need to book Breakfast Club a week in advance via School Money to ensure there is space for their child.

### **AFTER-SCHOOL CLUB**

To support parents who have work commitments there is an After School club which runs daily from with the choice of booking 3 sessions as below:

3.15pm – 4.15pm without tea at a price of £4.00

For children attending an extracurricular club 4.15 – 5.30pm with tea at a price of £8

3.15 – 5.30pm with tea at a price of £10.50

You are required to register online via School Money to secure your place. If any children are collected later than 4.15pm from the first session then the payment for the full session will be charged. Any children not collected at 5.30 will have a fine of £5 added to School Money.

**Please note that club payments are non-refundable.**

## **INFORMATION FOR PARENTS REGARDING INVOICES, FEES AND FUNDING:**

### **PAYMENT**

Details of payment required for unfunded sessions, lunch clubs and breakfast and after school clubs are available on School Money at the start of every half term.

Late payment of instalments may result in your child losing their place at nursery. All fees must be cleared by the end of every half term.

### **FEES**

Our fees are as follows:

Breakfast club £5.00

Pre-school session (am or pm) £17.50

Lunch club £5.00 (for staff supervision) and £2.60 for a bookable school lunch

Afterschool Club 3.15pm – 4.15pm without tea at a price of £4

3.15pm – 5.30pm with tea at a price of £10.

## **Universal funding for Working parents**

If you live and work in England you may be entitled to 30 hours funded childcare support from the term after your child turns 9 months old, until they start school.

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

The amount of funded childcare you can get depends on:

- your child's age and circumstances
- your income (and your partner's income, if you have one)
- your immigration status

If you are not eligible for the working parent offer you will still receive the 15 hour entitlement for all 3 and 4 year olds from the term after your child turns 3 until they start school, irrespective of your income level, benefit status, or family circumstances.

If you or your child receive some additional forms of support, you may be eligible for 15 hours early learning for 2 year olds under a separate scheme and you should speak to your local council and/or provider in the first instance.

## **How to claim funding**

If you currently receive 15 hours funding for working families you just need to log onto the HMRC website to reconfirm as usual and the code will then work for the 30 hours in September providing you still remain eligible. It is your responsibility to confirm eligibility for 30 hours free childcare every three months.

Full details around how 30 hours funding is applied for, the timescales and cut off dates that are applied to claims can be found online. ([www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk))

If you think you are entitled to 30 hour funding, please go to [childcarechoices.gov.uk](http://childcarechoices.gov.uk). You will find a link to the Government's childcare calculator, information on how to claim it and the deadlines involved – for example, if you are claiming for the autumn term starting September 2025, you must apply **before 31 August 2025**. If you miss this deadline, you will not receive the 30-hour funding for that term. Sessions attended by your child will then be invoiced to you.

All parents/carers of children eligible for funding are required to sign the parent/carer declaration form before the start of **each term** to confirm the number of funded hours they wish to access at our pre-school. You will also need to give the 11-digit code starting 500 and your NI number.

The declaration form is emailed to parents eligible for funding before the start of each term.

Southend-on-Sea Borough Council has agreed that if a parent/carer decides to increase the number of hours their child is accessing **after** our headcount date (usually within the first 2 weeks of term), we can charge the parent/carer for these additional

sessions. You will be able to claim for the increased hours, provided you meet all entitlement criteria, from the start of the next term.

**Breakfast club, after school club and lunch club are not included in the funding.**

## **FOOD IN SCHOOL**

### **NUT FREE ZONE**

To manage the danger of children who are at risk of Anaphylactic Shock we ask that our school is nut free.

Therefore, we ask that you do not give your child any product that contains nuts. (The school kitchen is also a 'nut free' zone).

### **SCHOOL MEALS**

At Our Lady of Lourdes School, an outside caterer supplies all our school meals. The cost of a school lunch is £2.60 per day.

Parents must book a school lunch using the School Money website. Details of how to log onto this site will be provided when your child starts school. If you do not book a dinner a meal will not be available for your child. Bookings close at 12pm on a Friday for the following week.

If a packed lunch is brought into school, it should only be brought in a sandwich box (no plastic bags please) and clearly marked with the child's name. Parents are asked not to provide pupils with breakable lunchboxes, flasks or any glass containers. Pupils cannot bring in warm food or ask for food to be warmed. No cans or glass bottles are allowed and we also request that parents avoid giving children crisps or chocolate biscuits in line with our Healthy School Policy.

### **WATER**

In order to keep healthy, children should drink several glasses of water a day. Water is available in the nursery all day and is also provided at lunch time. We ask pupils to have their own labelled water bottle and this can be bought from the school office.

### **HEALTHY SNACKS**

The school has a policy for *Healthy Snacks*. Nursery children are provided with a free piece of fruit or vegetable every day as part of the government's plan to encourage children to have a healthy lifestyle. In order to add variety to the snack table a range of healthy products are provided every day. A charge of £20.00 per term is charged for this purpose.

As part of our healthy eating programme children are not permitted to bring sweets or chocolate into school except when it is their birthday and they wish to provide a treat to other class members. These small treats are then given out at the end of the school day.

## **MONEY**

We are a cashless school – most payments will be made online through the School Money website. This is a reliable and secure method and it is easy to see payments that are required and those made. On the rare occasion that your child needs to bring cash into school it must be placed in a sealed envelope and labelled with your child's name and class. The envelope should also state what the money is for, and the amount enclosed.

Details of how to log into School Money will be sent to you as soon as your child is registered as a pupil.

## **COMMUNICATION**

Class Dojo is used as our primary tool to send you information about what is happening in the classrooms. Class Dojo is a closed account service, meaning that posts are not public, and can only be viewed through your account. Posts about a child's class can be read by parents of that class. If you have two or more children in the school you will be able to view each of the posts in your children's class.

As soon as your child is registered, we will forward you a code to activate your account. You will need to download the Class Dojo App via your phone's app store and create an account. If you already have children in other year groups of the school, all you need to do is 'add new child' on the app using the code.

The school office will communicate through texts, emails and letters to keep you up to date with school news and events. You can also follow school news through the weekly newsletter that is sent to our families or through our Instagram [@ololleigh](#) or Facebook sites [ololleighonseal](#).

## **ATTENDANCE MATTERS**

Nursery is the start of a child's school journey and we ask that children learn the habit of attending every day because they will soon be going to a reception class in a primary school. Long term absences will result in your child losing their place.

### **WHAT SHOULD I DO IF MY CHILD IS ABSENT?**

- Contact the school on the first day of absence before 9.20am. This can be done by leaving a voicemail on the school absence line, by filling out the online absence form via the website or you may call into school personally and speak to the office staff.
- You must contact the school on every further day of absence, again before 9.20am
- If your child is absent, we will telephone or text you on the first, and every subsequent day of absence if we have not heard from you. However, it is your responsibility to contact us.