

TOWN LANE INFANT SCHOOL
WELCOMES YOU AND YOUR CHILD
TO OUR EARLY YEARS PROVISION

Town Lane Infant School is an academy. It belongs to a group of four schools under Concordia Multi Academy Trust.

Welcome to Town Lane Infant School

Starting school or nursery is a major step in introducing your child to school life and we hope to make it a happy and exciting experience.

Your child will meet new adults, make new friends and take part in a wide range of interesting and exciting activities, both indoors and outside in our extensive grounds.

We look forward to getting to know you and your child and to creating a close partnership for the benefit of your child's development and future.

All of our children share the school facilities including the main hall for P.E, the IT facilities, the canteen and of course our beautiful grounds for Forest school activities and outdoor play.

Reception Admissions

Parents will need to apply for a place at Town Lane Infant School through Wirral Borough Council. You can find more information about the admissions process [here](#).

Nursery Admissions

Places are offered in accordance with the Wirral LEA policy. If the nursery is over-subscribed the decision for admission would rest with a panel of 3 Governors and the Head teacher.

2 Year Old Nursery

We operate a small nursery for 2 year olds, some children will be funded by the local authority and some families will pay fees for their child's attendance.

The criteria for a funded place is set out below:

Your 2-year-old can get free early education and childcare if you live in England and receive one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax

- Tax Credits and you have an income of £16,190 or less a year, before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

You will be asked to provide evidence that funding has been awarded to you showing us the code or correspondence confirming our eligibility.

If you do not qualify for funding, you can still apply for a place. The fees as at September 2022 are £15.00 per session for 5 sessions per week, with an additional 10p per day for snacks. Please note these costs are subject to review.

The fees can be paid via Parentmail or can be paid via Tax free childcare. You will be asked when your child is admitted either to set up Parentmail or provide your Tax free Childcare reference number to enable us to track your payments.

3 to 4 Year Old Nursery

From September 2017 many working parents of 3 to 4 year olds in England became eligible for 30 hours of funded childcare, rather than the previous 15 hours. At Town Lane Infant school we offer 30 hours free for 38 weeks per year, which is equivalent to school term times.

Not every child will be eligible for the 30 hours but everyone will receive the 15 hours funded childcare.

The eligibility rules for 30 hours funded childcare are as follow:

- Your child will have turned three in the previous school term.
- Both parents must be working - or the sole parent is working in a lone parent family.

- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000.
- You live in England.

Parents will not necessarily need to actually work 16 hours a week, but their earnings must reflect at least 16 hours of work at NMW or NLW. This means that, a working parent who is over 25 will need to earn a weekly minimum equivalent of £115.20 whereas a working parent who is 21 will need to earn weekly minimum equivalent of around £107 (at this year's rates). Parents on zero contract hours who meet the criteria are included in the entitlement criteria.

If your child is eligible for 30 hours you will be asked to provide us with your eligibility code and the National Insurance Number of the Parent who obtained the code prior to your child starting with us. You can apply for funding at www.wirral.gov.uk. Please call 0300 123 4097 if you are having difficulties gaining the 30 hour eligibility code for Nursery.

Reception Lunches

All children will be entitled to a free school meal. There will be the option of a hot or cold meal each day with unlimited fruit, vegetables and bread from our deli-bar.

Nursery Lunches

We charge £2.00 per day for supervision during lunchtime whether your child brings a packed lunch or has a school lunch. If your child has a school lunch there is an additional charge of £2.30 per day. These charges are paid via Parentmail and your account must not at any time go in to arrears.

Hours, arrivals and collections.

2 Year Old Nursery

There are two options within our two-year old nursery:

5 mornings 8.40am to 11.40am

OR

5 afternoons 12.20pm to 3.20pm

Term - Time only

The children have a light snack but do not have lunch at school.

3 Year Old Nursery

We offer the following 3 Options to our 3 to 4 year old children

30 Hours a week

Our children arrive at 8.40am and are collected at 3.10pm - Monday to Friday term time only.

15 hours a week

Monday, Tuesday 8.40am to 3.10 pm and Wednesday 8.40am to 11.40.

OR

Wednesday 12.10pm to 3.10pm, Thursday and Friday 8.40am to 3.10pm.

A school lunch is available or children are welcome to bring a packed lunch from home - costs are detailed previously.

Reception

The main gates will open at 8.40am and the children will follow the footsteps into school, supported by the staff. Children will be collected from around the back of the school and outside your child's classroom at 3.15pm.

*On your child's first day, please enter through the main gates and follow the footprints, your child's class teacher will meet you there.

Housekeeping

To enable your child to gain the full advantages of their time at Town Lane ensure that you arrive on time for both the start and finish of each session. It can be distressing for a child to still be at school when his or her friends have been collected and it is easier for a child to go into class with their friends at

the beginning of their day. If you are late at the beginning of a session please go to the school office where your little one can be signed in and taken to class. If you are going to be late for collection please advise school as soon as possible.

Please remember that children must be brought to and collected by an adult known to staff. If an adult, other than those you have advised school of on your data sheet will be collecting your child you need to notify the school office or your child's teacher in advance.

To ensure that security on site is maintained please ensure that you close any doors or gates behind you when entering or leaving the premises.

Dogs are not allowed anywhere on the school premises with the exception of guide dogs. Please secure your dog outside school and away from the school gates.

At Town Lane we aim:

- To work closely and develop a Partnership with our parents.
- To create an attractive, welcoming, safe, happy, ordered environment in which the children will feel secure and develop the learning which has taken place at home.
- To encourage children to develop a good self-image and feel valuable as an individual.
- To provide opportunities for children to develop a co-operative and caring attitude towards one another regardless of colour, race or gender.
- To encourage a caring attitude to living things and to develop the children's natural curiosity in the environment around them and develop their sense of awe and wonder.
- To provide a wide range of meaningful activities that will develop the children's confidence, independence, self-control, skills and knowledge.
- To provide activities that will help develop co-ordination and manipulative skills e.g. using pencils or scissors.
- To create close links with other professionals who are involved with young children within the community.
- All of the above are included within the framework of the Early Years Foundation Stage.

The Early Years Foundation Stage

The Early Years Foundation Stage sets the Standards for learning, development and care of children from birth to age 5.

At Town Lane the foundation stage staff in Nursery and Reception work closely when planning and delivering the curriculum. The Foundation team is made up of Teachers and Teaching Assistants. Nursery and Reception classes are also used as training placements for childcare students.

The staff present an informative workshop for parents of foundation stage children in the Summer Term prior to being admitted in September. For those children joining Nursery later in the year, the same information will be provided prior to their joining.

We will also keep you updated with your child's learning through Tapestry. A separate letter will come home explaining this further in the Autumn term.

Special Educational Needs

If you have become aware that your child has additional needs which may have been identified by your doctor, health visitor or you have noticed yourself, please share this information with us at your earliest opportunity.

Early identification of additional needs is very important to ensure adequate staffing provision is made and the appropriate programmes of learning are put in place to ensure children make the best possible progress in Nursery.

Please contact the school office to make an appointment with our SENCO to discuss your child's special or additional needs.

Sickness and Absence Procedures

- It is important to start a good attendance pattern and therefore children are expected to attend all of their sessions unless ill.
- Term time holiday requests are no longer accepted due to changes in Government Regulations and will not be authorised by the Headteacher.
- In cases where children at nursery/school are unwell or we suspect illness, parents are contacted by telephone. Therefore, in addition to parental contacts an alternative number must be provided. If we cannot contact parents or primary carers we will contact the named individuals provided by you. It is therefore important that your emergency contacts are people with whom your child is familiar and comfortable. Please ensure contact details are kept up to date.
- If your child is ill or will be absent for any reason please telephone the school office by 9am on the first day of absence and follow this up with an absence note or email upon your child's return to nursery.
- If a child develops a serious or ongoing medical problem please notify the school as soon as possible.
- In cases of a notifiable disease (e.g. Measles) or the likelihood of a long absence, please advise the school as soon as possible.
- If your child is sick in the night with vomiting or Diarrhoea, it is essential you keep your child home for 48 hours after the last incident of stomach upset. Even if they feel well or want to come to nursery they must stay home. Such illness spread very quickly through young children.
- If your child requires prescribed medicine such as anti-biotics during the school day please complete the appropriate forms at the school office.
- Any unused medicine must be collected by and disposed of by you.

COVID - we operate within Government guidelines applicable at the time of your child's attendance at Town Lane, the Headteacher will keep parents advised of any changes to the above procedures.

Medication

What happens if my child requires regular medication during school hours?

If your child suffers from a recurring condition such as asthma and it is necessary for him or her to have prescribed medication, please take the prescribed medicine to the school office. The medication must be clearly labelled with your child's name and the correct dosage. Parents will be required to complete a consent form stating these details and it remains your

responsibility to ensure that there is an adequate and in date supply of medicine in school.

Other prescribed medication such as antibiotics can be administered at school if the child is well enough for school. The appropriate forms must be completed at the school office prior to medicines being given.

Uniform

School uniform is not compulsory in nursery but is usually worn.

School uniform is as follows:

Winter

Mid-grey trousers/pinafore or skirt, pale blue/white shirt or long sleeve polo neck jumper. Royal blue sweatshirt with school emblem. Grey socks or white, black school shoes.

N.B. Road Safety experts advise that children should wear light coloured coats in winter, preferably with fluorescent strips.

Summer

Mid-grey school shorts or skirt/pinafore and white t-shirt with school emblem or blue Gingham dress. Black school shoes or sandals. White or grey socks.

School uniform can be purchased at www.mandsyourschooluniform.com and other local suppliers.

- ALL ITEMS BROUGHT INTO SCHOOL MUST BE LABELLED WITH YOUR CHILD'S NAME AND CLASS
- Please send your child to school in clothes that have sleeves which are easy to pull up and down. Trousers without zips, buttons and belts, enable children to use the toilets independently and therefore develop confidence and self-esteem.
- Children require a clear water bottle to be brought filled from home every day.
- Please do not send your child to school in shoes with laces if possible. Velcro is more manageable for most children.

- Please send your child to school with a bag containing wellingtons and waterproofs clearly labelled with your child's name. These will remain in school to allow for spontaneous outdoor activities in any weather.
- All children require a sun hat from April to October as the sun can be very strong even for short periods.
- NO JEWELLERY MAY BE WORN AT NURSERY AT ANY TIME.
- Long hair should be tied up to protect children from head lice.
- Please do not send your child to school in their best clothes as accidents can happen with paint and glue.

General Information

Parental Help in School

If you feel you would like to offer your help please email the school office who will arrange for you to speak to a member of the Senior Leadership Team. Please be aware volunteers may be subject to vetting and a DBS may be required dependent on the activity.

Our Parents' Association

We are very fortunate in having a wonderful team of parents working hard for our lovely school organising many enjoyable events throughout the year. Over the years they have provided some wonderful resources and equipment for the children to enjoy. Joining the Parents association is a wonderful way to meet other parents and have the opportunity to support the children.

Milk and fruit

Milk is free for children under the age of 5 and fruit is delivered to school free of charge for the children to enjoy a nutritious snack. Sweets are not allowed to be brought in to school.

NB We are a nut free school - please do not send your child to school with nuts or nut products in their lunch boxes.

We very much look forward to getting to know you and your child.

Please see our Website for further information and to enjoy a virtual tour.
<https://townlaneinfantschool.eschools.co.uk/>

We are here to help and support you and your little one, if you have any questions or queries not covered here or on our website please either email: schooloffice@townlane-infant.wirral.sch.uk or call 0151 608 1918.

I like to look and listen

I need to touch and try

I want to smell and sample

And ask the question why

Give me time to wonder

To imagine and pretend

Space to run and bend and stretch

Share secrets with a friend

I want to hold and handle

I must play to understand

For I need to know so many things

To find out who I am.

Written by a Wirral Nursery Teacher