



**Kirkley Nursery and  
Early Years Centre of Excellence**  
Strategic Lead: Mrs Louise Scott  
Kirkley Children's Centre, Kirkley Street, Lowestoft NR33 0LU  
**Telephone Number: 01502 273118.**  
Email: [office@kirkleynursery.org](mailto:office@kirkleynursery.org)  
[www.kirkleynurseryschool.org.uk](http://www.kirkleynurseryschool.org.uk)

### Nursery Prospectus

#### Welcome to Kirkley Nursery

Thank you for your interest in Kirkley Nursery; we provide care for children between the age of 6 months and 4 years. We offer full and half day and funded sessional care in a purpose built, single storey building, providing age related rooms for babies, toddlers and young children. Kirkley Nursery is part of The Consortium Trust, which has a variety of nurseries based in their schools across Suffolk and Norfolk. You can be assured that at Kirkley Nursery, your child will be given the best possible care and be provided with exciting, stimulating experiences for them to learn and develop.

At The Consortium Trust and Kirkley Nursery, we believe that...

- ✓ All children should access a broad and balanced curriculum that gives them the broad range of knowledge and skills needed for good progress through nursery and into school.
- ✓ We provide quality and consistency in teaching and learning so that every child makes good progress.
- ✓ Close partnership working between practitioners and with parents and/or carers is vital.
- ✓ Every child should be included and supported through equality of opportunity and anti-discriminatory practice.

#### Early Years Foundation Stage

The EYFS applies to all children from birth to five years. The framework sets out the learning and development stages for your child as they grow.

We strive to meet every child's entitlement to develop a love of learning that will enable them to have the best possible future life chances.

The Statutory framework for the EYFS states four guiding principles, which shapes our practice in the early years. These are:

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
- Children can be strong and independent through positive relationships;
- Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and /or carers.
- Importance of learning and development. Children develop and learn at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND); (Statutory framework, September 2021)

#### The Curiosity Approach

Our vision at Kirkley Nursery is 'A place where children are inspired to be curious and imaginative.' To support us on this journey, we are working towards The Curiosity Approach accreditation. This training can take up to three years to complete and parents will be involved in elements of the decision making, to ensure we are working in partnership and providing high quality childcare for our community.

You can find out more information here <https://www.thecuriosityapproach.com/parents> or ask a member of our Nursery team.



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### Resources and Activities

The best way for our children to learn is through play and exploring their surroundings with support from our committed and experienced staff. In our setting we enjoy using both inside and outside areas to provide fun ways to learn while playing. Children 'at play' is brain building in progress; the activities we provide in the setting will provide your child with the opportunity to learn, develop and aspire to becoming the very best they can be throughout their life. The early years count as strong foundations, where your child's interests are essential to learning new skills and extending on what they already know.

### Tapestry – Online Learning Journal

During your child's time at Kirkley Nursery, staff will collect evidence for your child's Learning Journal using an on-line educational package called 'Tapestry'; a system which is hosted in the UK on secure servers. These servers are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure on-line Learning Journey tool.

By logging on with a secure username and password you will be able to view all of your child's observations, photographs and even videos from their time at Kirkley Nursery. You will receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and allow you to reflect upon achievements with your child. You can also add your own comments so that we, as a staff, can find out about and celebrate the learning they demonstrate at home.

At the end of your child's time at nursery, we will email you a copy of the downloaded Learning Journal or if your child's school also uses Tapestry; we can transfer the file to the new setting for them to continue the journal throughout the Reception year.

### Our Nursery Rooms

We are fortunate to have a bespoke built, newly decorated and exceptionally resourced Nursery, providing specific areas for children depending on their age. Our rooms and outdoor areas include:

- Hedgehogs- from 6 months to 2+ years including a separate outdoor garden
- Squirrels- from 2 years to 3 years of age, with a covered area and extensive outdoor garden
- Owls (Pre-school Room)- from 3 years to 4 years of age, with a covered area and extensive outdoor garden

During our quieter times, for example the start and the end of the day, the children might join together in one room or have free flow across the two larger room spaces.

### Settling In

#### ***Your child's 'Key Person'***

Your child will be allocated a key person. They will be assigned to take additional responsibility and interest in your child. Other members of staff will still support your child, but your key person will be responsible for your child's care, development and wellbeing. They will also oversee your child's Learning Journal. Your key person will be on hand to talk to you about any aspect of your child's care and development at home or nursery. You can share observations you've made about your child's progress and any concerns you may have.



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### **Induction**

We will work in partnership with you to ensure your child is comfortable in the nursery setting. We host 3 induction sessions before your child starts with us.

- First induction: Parent and Key Person fills out forms whilst your child plays (half hour)
- Second session: Stay and Play without parent (1 hour)
- Third session: Stay and Play without parent (2 hours)

Your child's key person will talk to you about how best to settle your child. Here are some of the options:

- ✓ Saying goodbye straight away and leaving staff to settle your child;
- ✓ Telephoning to see how your child is getting on;
- ✓ Leaving your child for short sessions;
- ✓ Visiting a few times before your child starts;
- ✓ Pairing a child with a friend or sibling;

### **Here to Help**

We are keen to find the right way that works for you and your child. We are adaptable and we are happy to change strategies until your child is happy and settled. We will always contact you if your child is distressed.

We believe that your child will benefit most from our nursery education and care when we work together in partnership. Our aim is to support you as your child's first and most important educators, and to involve you in nursery life and your child's education. We hold termly parent meetings and host stay and play or story café activities based various topics such as healthy eating. Your opinions matter to us and we welcome your feedback and suggestions to ensure a quality provision is maintained.



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### What to bring to Nursery

Please ensure that your child has the following to use in nursery:

- ✓ A named bag;
- ✓ A spare change of clothes, including underwear, socks and shoes;
- ✓ Nappies, wipes, bottles and muslins (if appropriate);
- ✓ Wellington boots (to keep in nursery);
- ✓ Weather appropriate clothing e.g. sun hat, sun cream, scarf, warm coat, mittens etc;
- ✓ If your child has a comforter, then you may want to bring this too.
- ✓ A named drink bottle containing water only

### Uniform

We offer an optional unisex Nursery Uniform, which can be purchased from Screens in Lowestoft.

<https://www.screensschoolwear.co.uk>

Kirkley Nursery logo Polo shirts @ £7.50 each



Kirkley Nursery logo Cardigan @ £11.75

Kirkley Nursery logo Sweatshirt @ £9.75

Kirkley Nursery book bags @ £5.95





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### Clothing

As we encourage indoor and outdoor play it is important that your child is suitably dressed for nursery activities. Clothes should be practical, comfortable and easy for your child to manage, as well as suitable for possible weather conditions. Your child will be joining in with lots of messy activities, including using glue and painting. We do have aprons, but sometimes accidents do happen, so please keep your best clothes at home. Footwear needs to be suitable for physical activities, no flip-flops, heeled, backless or open toed footwear. Wellington boots are encouraged for outdoor play but not to wear all day in nursery.

**Please ensure all items are clearly marked with your child's name to avoid things getting lost.** For your child's safety we request that they do NOT wear jewellery to nursery, unless for cultural or religious reasons.

### Self Care

We encourage the children to learn independent skills from an early age. These clothing tips will help your child to progress:

- ✓ The children learn to wash their hands independently so lightly elasticated cuffs are great for pulling up sleeves.
- ✓ Your child will learn to go to the toilet on their own so elasticated trousers are helpful. No dungarees please.
- ✓ Your child will have access to the garden area and will need to change their shoes. Velcro on shoes is best, as laces are too difficult for this age group. Boots can also be tricky for children to get their feet into and zips can be stiff.

### Toys

We understand that sometimes children want to bring toys in from home. Unfortunately, we cannot be responsible for home toys and will try and put them to one side, as soon as possible, to avoid toys getting lost or broken. Please explain to your child the risk of bringing in home toys and that they have to allow other children to play with them, just like any other nursery toy (except comforters).

### Nursery Meals & Snacks

All meals are made with care and consideration for children's dietary needs and follow the School's Food Standards.

As in all other areas, we respect your wishes and ensure that your child is provided with the diet of your choice.

Meal times provide your child with a great social experience to be enjoyed with other children and staff.

- ✓ **Breakfast:** is served until 8:30a.m, which is a variety of cereals, fruit and toast, etc; (Breakfast price £1.00p)
- ✓ **Hot Lunch:** is served at 11.45am and is provided by **eats catering**, a school meal catering service providing a variety of healthy, balanced and nutritious meals which include vegetable, meat and fish dishes. The menus change termly and vegetarian / vegan and dietary requirements are catered for;( lunch cost £2.30)
- ✓ **Snacks:** these are offered at 10am, 3pm and 4.45pm and could be a variety of fruit, vegetable sticks, wraps, hummus with pitta bread and yogurt. (\*Snack cost for 3-4 year funded sessions or opt out option)

Parents are welcome to provide a healthy packed lunch for their child.





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[A sample lunch menu can be found here](#)

# eats.

## SPRING/SUMMER 2020

## Menu



MONDAY

### WEEK ONE

20/04, 11/05, 08/06, 29/06,  
20/07, 14/09, 05/10

#### CHOOSE A MAIN MEAL...

Margherita Pizza with  
Herb Diced Potatoes  
or  
Vegetarian Pasta  
Bolognese

#### ON THE SIDE...

Side Salad  
Peas & Sweetcorn

#### FOR DESSERT...

100% Fruit Ice Lolly

TUESDAY

#### CHOOSE A MAIN MEAL...

Pork & Apple Burger  
in a Bun  
or  
Vegetable Frittata

#### ON THE SIDE...

Potato Wedges  
Mixed Vegetables

#### FOR DESSERT...

Flapjack and Fruit Wedge

WEDNESDAY

#### CHOOSE A MAIN MEAL...

Chicken & Gravy Pie with  
Mashed Potatoes  
or  
Tomato & Vegetable Pasta  
with Garlic Bread

#### ON THE SIDE...

Caroten Peas & Carrots  
FOR DESSERT...  
Chocolate Brownie &  
Ice Cream

THURSDAY

#### CHOOSE A MAIN MEAL...

Roast Pork with Roast  
Potatoes & Gravy  
or  
Cheese & Potato Pie

#### ON THE SIDE...

Carrots & Cabbage  
FOR DESSERT...  
Iced Carrot Cake

FRIDAY

#### CHOOSE A MAIN MEAL...

Crispy Baked Fish Fillet  
or  
Vegetarian Hot Dog

#### ON THE SIDE...

Oven Baked Chips  
Baked Beans & Garden Peas  
FOR DESSERT...  
Fruity Friday - A choice of  
Fruit Jelly, Fruit Yoghurt or  
Fresh Fruit Salad

### WEEK TWO

27/04, 18/05, 15/06,  
06/07, 31/08, 21/09, 12/10

#### CHOOSE A MAIN MEAL...

Southern Style Quorn  
Burger in a Bun  
or  
Vegetarian Sausage  
Under Wraps

#### ON THE SIDE...

Baked Potato Wedges  
Peas & Sweetcorn  
FOR DESSERT...  
Oaty Fruit Crunch &  
Ice Cream

#### CHOOSE A MAIN MEAL...

Spaghetti & Meatballs  
or  
Tomato & Cheddar  
Quiche

#### ON THE SIDE...

New Potatoes  
Carrots & Broccoli  
FOR DESSERT...  
Lemon Drizzle Sponge &  
Fruit Wedge

#### CHOOSE A MAIN MEAL...

Pork Sausages with  
Mash & Gravy  
or  
Vegetable Bean Burger  
with Mash & Gravy

#### ON THE SIDE...

Sweetcorn & Green Beans  
FOR DESSERT...  
Chocolate Crunch &  
Chocolate Sauce

#### CHOOSE A MAIN MEAL...

Roast Chicken & Gravy  
or  
Cauliflower &  
Broccoli Bake

#### ON THE SIDE...

Roast Potatoes  
Carrots & Cabbage  
FOR DESSERT...  
Tofee Cream Tart

#### CHOOSE A MAIN MEAL...

Baked Fish Fingers  
or  
Vegan Nuggets

#### ON THE SIDE...

Oven Baked Chips  
Baked Beans & Garden Peas  
FOR DESSERT...  
Fruity Friday - A choice of  
Fruit Jelly, Fruit Yoghurt or  
Fresh Fruit Salad

### WEEK THREE

04/05, 01/06, 22/06,  
13/07, 07/09, 28/09, 19/10

#### CHOOSE A MAIN MEAL...

Neapolitan Pizza  
or  
Salmon Fishcake

#### ON THE SIDE...

Herb Diced Potatoes &  
Mixed Vegetables  
FOR DESSERT...  
Iced Sponge Cake

#### CHOOSE A MAIN MEAL...

Pasta Bolognese  
or  
Vegetable Lasagne

#### ON THE SIDE...

Garlic Slice  
Carrots & Peas  
FOR DESSERT...  
Marbled Cookie &  
Fruit Portion

#### CHOOSE A MAIN MEAL...

Italian Chicken with  
Mashed Potatoes  
or  
Mac n' Cheese

#### ON THE SIDE...

Green Beans & Sweetcorn  
FOR DESSERT...  
Rice Krispie Cake

#### CHOOSE A MAIN MEAL...

Roast Beef with Yorkshire  
Pudding & Gravy  
or  
Veggie Toad in the Hole  
with Gravy

#### ON THE SIDE...

Roast Potatoes  
Carrots & Cabbage  
FOR DESSERT...  
Raspberry Ripple Ice  
Cream Pot

#### CHOOSE A MAIN MEAL...

Crispy Baked Fish Fillet  
or  
Crunchy Vegetable Fingers

#### ON THE SIDE...

Oven Baked Chips  
Baked Beans & Garden Peas  
FOR DESSERT...  
Fruity Friday - A choice of  
Fruit Jelly, Fruit Yoghurt or  
Fresh Fruit Salad

AVAILABLE EVERY DAY -

Homemade fresh (wholegrain) bread, a selection of at least three different kinds of fresh salad, extra fruit, cheese & biscuits, flavoured yogurt, fruit jelly. Some dishes may vary due to individual school preferences, policies and cultural consideration - a number of sites also offer additional options of a jacket potato with choice of fillings & or packed lunch - see school's website for details

For information on allergens & intolerances visit [www.eats-catering.co.uk](http://www.eats-catering.co.uk)



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### When are we open?

Kirkley Nursery is open from 8:00am to 5:30pm Monday to Friday, 49 weeks per year; we are closed between Christmas day and New Year, bank holidays and we have 5 PD Days (more information below). Please refer to our Fee Information and Terms & Conditions for further information.

### Policies & Information

All Policies will be available to view in the Nursery Office. Kirkley Nursery has a website which includes information, news, letters and all the policies and procedures. The website can be found here at: [www.kirkleynurseryschool.org.uk](http://www.kirkleynurseryschool.org.uk)  
You can also visit The Consortium Trust's website at: [www.consortiumacademy.org.uk](http://www.consortiumacademy.org.uk)

### Staffing

We have taken great care in choosing a committed, enthusiastic and professional team of staff, ensuring that experience, professionalism and qualifications are matched to each area of the nursery. Staff have been recruited following a robust selection process and are highly qualified Early Years practitioners, fully enhanced DBS Checked and trained in all aspects of Safeguarding, Paediatric First Aid and Health and Safety.

### Child Sickness

In accordance with nursery policies children who are ill, have an infection or contagious disease, will be excluded from the nursery until fully recovered. This is in the best interests of the ill child and the other children in our care. Children who have suffered from any bouts of **sickness or diarrhoea** should have been free from symptoms for 48 hours before returning. We would be grateful if you could notify us as soon as possible if your child is not coming into nursery as this enables us to continue with the day's activities as planned.

If your child is suffering from **high temperatures or fevers** over 38°C or 101°F they should not attend the setting until 24 hours have passed and their temperature is back to normal.

### Medication

Your General Practitioner should prescribe all medicines; we cannot give your child medication unless it has a pharmacy label, which states your child's name, the name of the medication and the dose to be taken. We are not able to administer Calpol (Paracetamol) at parent's request but if your child becomes unwell at nursery with a high temperature, we will phone you for verbal permission to administer nursery Calpol whilst you're on route to collect your child. For children who are teething, we are happy to administer teething gel or powder.

For all medication we ask you to fill out the required medication forms.

### ***Medical treatment - antibiotics***

**If your child is on short-term medical treatment such as antibiotics, we ask you to keep your child at home for 48 hours after the first dose.**

### ***Immunisations***

If your child has an immunisation injection we ask that you keep your child at home for 24 hours in case your child has a reaction to the injection. Please speak to a member of staff if you need any advice.

### ***Asthma***

For asthma medication we advise you to ask your GP for a second inhaler that can be kept at the setting.



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### ***Long-term medication***

If your child requires long-term medication, a health care plan will need to be filled in with your child's key person. Please see our full policy for more information.

### **Security**

We will operate strict security measures for anyone who will be collecting a child. It is requested that parents do not open the door for other parents, even if they know who they are. However, as expected NO ONE is allowed entry into the nursery unless staff members know them. You will be asked to allocate a password for your child for when other adults collect their child/ren.

### **Complaints**

In the unlikely event that you feel you need to make a complaint about Kirkley Nursery, the details of the procedure can be found in the policy folder; we urge you to speak with the Nursery Manager, or Academy Head, as soon as possible to resolve any concerns which you may have.

### **Safeguarding**

The Consortium Trust and Kirkley Nursery are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Our schools and nurseries are a safe place for children, where our responsibilities for safeguarding children are taken seriously.

The Trust and Kirkley Nursery fully adopts the Keeping Children Safe in Education (September 2020). Should you have Safeguarding concerns regarding any pupil at Kirkley Nursery or another of our settings, please speak to the following Designated Safeguarding Leads:

- ✓ Strategic lead Borders Hub: Mrs Louise Scott
- ✓ The Nursery Manager: Miss Lucy Ruskin
- ✓ The Nursery Office Manager: Mrs April Bunn

The Trust's Head of Service (WISA) Welfare, Inclusion, Safeguarding and Attendance is the lead officer and can be contacted by email at: [howsisa@consortiumacademy.org](mailto:howsisa@consortiumacademy.org)

The Trust's Senior Designated Safeguarding Officer is Andrew Aalders-Dunthorne, CEO & Principal; if you wish to contact Andrew directly regarding any concerns please email him at: [principal@consortiumacademy.org](mailto:principal@consortiumacademy.org)

The Trustee with responsibility for Safeguarding is Dr. Margaret Sillis, who can be contacted by email at: [m.sillis@consortiumacademy.org](mailto:m.sillis@consortiumacademy.org)





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### Funded Sessions - Our Offer

Funded places are offered on a first come basis and can be taken between the hours of 9am-3pm in any combination of sessions below. Any hours required outside of 9am-3pm will be charged at an hourly rate. Please see hourly rate below.

15 hours		
Attendance	Time	Hours used
2 x days and 1 x morning	2 x 9am-3pm 1x 9-12am	15 hours
5 x mornings	9am-12.00	15 hours
5 x afternoons	1pm-3pm	10 hours

30 hours (places are limited)		
Attendance	Time	Hours used
5 x Mornings	9am - 1pm	20 hours
5 x days	9am-3pm	30 hours
3 x day and 1 x morning	3 x 9am-3pm 1 x 9-1pm	22 hours ( stretched funding only)

Children who are 2 years and above can attend on a term time only basis or all year round. Children who are 6 months – 2 years must pay for an all year round space.

### Fees

We are very proud of our excellent childcare at Kirkley Nursery. We feel our prices offer outstanding value for the quality of our nursery. Please find below our current prices.

To support children to settle into the nursery, we advise children to attend for at least 2 sessions a week (e.g. one full day, or one morning and one afternoon).

From **1st September 2022 onwards** we have increased our costs in line with Suffolk County Council's funding rates. This is an increase of 29 pence per hour for 6 months to 3 years old, and 23 pence per hour for 3 and 4 year olds.

Attendance	Time	6 months - 2 years	2 – 3 years	3 - 4 years
All day	8am - 5.30pm	£55.95	£53.11	£49.69
Morning	8am - 1pm	£29.45	£27.95	£26.15
Afternoon	1pm - 5.30pm	£26.50	£25.16	£23.63
Hourly rate	-	-	£5.59	£5.23



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### Cost of Meals

Breakfast: £1.00

Hot lunch: £2.30 (Full portion 2, 3 & 4 year olds) or £1.70 (Half portion- Under 2s)

All meals must be booked in advance on Arbor. Last minute bookings are subject to availability. Parents are also able to provide their own packed lunch.

Snacks for 3 and 4 year funded children: 15 hours at £2.50 per week and 30 hours at £5.00 per week, there is an option to opt out of snack charges. Please speak to nursery regarding options.

### Funding

You may be entitled to funding for your child's early learning. There is specific funding for all three and four-year-old children, and some funding available for two year olds.

All three and four-year-old children are entitled to receive **15 funded hours** of early years' education per week, 38 weeks per year. **This can be administered over three terms or stretched out to suit your needs.**

Your child becomes eligible:

- If your child is born between 1st April and 31st August, they will be eligible for a free place from 1st September following their third birthday, until statutory school age.
- If your child is born between 1st September and 31st December, they will be eligible for a free place from 1st January following their third birthday, until statutory school age.
- If your child is born between 1st January and 31st March, they will be eligible for a free place from 1st April following their third birthday, until statutory school age.

Two-year-old funding is not available for all two-year-old children. Families must meet set criteria to be eligible and places may be limited. Please ensure you read the criteria to check if you are eligible before submitting your application.

### ***Funded 30 hours Childcare***

**To access a funded 30-hour place the family must have a valid code and the child must be of eligible age.**

Suffolk County Council can only fund places where the eligibility codes meet the requirements set by the Department for Education (DfE), and where the child is of eligible age.

This means from the term following their 3rd birthday. With terms starting on 1 January, 1 April and 1 September.

We work to the government's operational guidance for local authorities and childcare providers, which says:

#### **"When Parents can Claim and Start a 30 Hour Place"**

- Parents should be encouraged to apply the term before their child turns three to ensure they can access a place when they want it. If they do not receive a code before the deadline, they will need to wait until the following term to access their 30 hours place.



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- Parents can apply up to 31 days before taking up or returning to work. The earliest a parent could receive a 30 hours code for their child is 16 weeks before they turn three. If a parent applies before this point, they will only be able to apply for Tax-Free Childcare.
- Local authorities are not expected to secure the additional free hours where the parent has applied after the 31st August, 31st December or 31st March."

**This can be administered over three terms or stretched out to suit your needs.**

To check if you are eligible in Suffolk, please visit the Suffolk council website.

If you would like more information about funded places then please contact us. You can also find further information on UK Government website - [www.gov.uk](http://www.gov.uk).

### **Information Regarding Fees**

We reserve the right to cancel a booking if fees are not paid in advance.

#### ***Family Holidays***

If your child is absent due to family holidays, full fees will be due.

#### ***Bank Holidays***

Full fees are due for bank holidays with the exception of Christmas Day and Boxing Day. Privately funded parents can request an additional session during non-term time (Suffolk school holidays) at no additional cost, due to sessions missed on Bank Holidays. This will be at the discretion of the Nursery Manager and will depend of staffing availability.

#### ***Bad Weather***

The nursery will remain open as long as it remains safe to do so in the event of bad weather. In the extreme circumstance that the nursery has to close there will be no charge to parents.

#### ***Sickness***

Full fees will be due if your child is absent due to sickness.

#### ***Late Pick Up***

We understand there are times when you can be expectantly held up and therefore we allow a 15-minute window without charge. After this 15-minute window, there will be a charge of £20.00 per 15 minutes. Persistent lateness will be discussed with individual families.

#### ***Notice Period***

Four weeks written notice is required to terminate your child's nursery space, increase or decrease number of sessions. Charges will be incurred if adequate notice is not provided.

#### ***Training Days (PD Days)***

To ensure the nursery maintains high quality childcare, the nursery will join the Trust's professional development days. There are five closure days each academic year. You can find the closure dates on our nursery website (Important Information- Closure Dates). There is no charge for parents for these closure days.





**Kirkley Nursery and  
Early Years Centre of Excellence**

Strategic Lead: Mrs Louise Scott

Kirkley Children's Centre, Kirkley Street, Lowestoft NR33 0LU

**Telephone Number: 01502 273118.**

**Email:** [office@kirkleynursery.org](mailto:office@kirkleynursery.org)

[www.kirkleynurseryschool.org.uk](http://www.kirkleynurseryschool.org.uk)

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