



Little Saplings Nursery

at

Iford and Kingston C of E Primary School

Welcome Pack 2025 - 2026



Rooted in Love, Growing in Faith, Stronger Together

Welcome to Little Saplings Nursery

Dear Families,

I am delighted to welcome you to our friendly and successful school. Set at the foot of the South Downs, we are in the heart of our community and pride ourselves on being a kind, supportive Primary School and Nursery with wonderful children who demonstrate good manners and Christian values. Our staff are ambitious, dedicated and motivated to achieve the very best for the children in their care throughout their journey with us.

Our nursery will be an inclusive, supportive and a kind environment where children will develop a love and joy for learning, where their sense of adventure and fun will be encouraged and their natural curiosity will be cherished.

We hope you find the information in this Welcome Pack helpful. If at any point you have any questions, please do not hesitate to ask by emailing iknursery@skylarkfed.education or calling the school office on 01273 474 973.

We very much look forward to welcoming you soon.

Mrs Lindsey Hibbert
Head of School



Our Vision and Values

Vision

At Iford and Kingston Church of England School and Nursery we believe that all children have the right to develop into confident young learners, who are happy and well-rounded individuals. We believe that providing a strong foundation in children's lives matters. Our vision ***Rooted in Love, Growing in Faith, Stronger Together***, is linked to the Parable of the Sower (John 8:15). We believe, that, for a seed to grow, it needs a strong and good foundation. It needs love and nurture, guidance and support. For children to develop well, we need a whole community to contribute to the growth of that seed.

Values

We teach our children to be **independent, kind, creative** and **successful** learners. Our holistic and supportive curriculum enables the children to discover, explore and create, to identify their talents and develop a sense of self-worth. We work with our local community to help our children to be kind with a strong sense of identity. These values are reinforced daily through nursery play sessions.

The Nursery Setting

Our nursery consists of a spacious and airy classroom and a dedicated outdoor space. Our approach is rooted in connecting children with nature and igniting their natural curiosity using real-life resources. Children in Nursery will have the opportunity to share play with Reception children thanks to our joining doors inside and outside. Our curriculum is child-led, and they are encouraged to learn through their own individual interests. The Nursery provision will enable children to be ready for Reception where we will build on the skills learnt so far.

The nursery benefits from using many parts of the school facilities including the playground, the library, the hall and our dedicated Forest School area. Our experienced class teacher ensures that the children are given the learning opportunities to be ready for a smooth transition into school life.

All staff take part in regular professional development and are Paediatric First Aid trained.







Our School and Nursery Team

	
Stewart James Executive Head Teacher	Lindsey Hibbert Head of School
	
Sophie James SENCo	Matt Dean Head of Teaching and Learning
	
Abi Bradshaw-Bleach Early Years Lead	Xxx Nursery Assistant



XXX Nursery Assistant	Ann Hill Federation Business Manager
	
Jo Hunter School Secretary	Christina Hadden Federation Bursar & Nursery Admin

Sessions and Funded Hours

Children are required to attend a minimum of two days per week. You can use government-funded hours. Full details of costings can be found on our website. Our days are either 8.35am to 2.35pm or 8.35am until 3.15pm.

Drop Off and Collection Times

The playground gate opens at 8.30am and closes at 8.45am, by which time all children need to be present in the Early Years environment. The nursery day runs from 8.35am to 3.15pm.

Extended morning and afternoon hours outside of the nursery hours are available through Premier Education, our external wraparound care provider. Please see their [website](#) for further details and booking.

Settling In

It is our aim to allow all children time for settling in, so that they can form relationships with staff and become familiar with the nursery surroundings.

Children will be invited to settling in sessions before they start and staff will attend a home visit to see your child in their home surroundings. We request that a parent/carer attends with their child for 'stay and play' sessions. We advise that parent/carers stay for no more than half an hour to allow the child some independence and for your child to get to know nursery staff. Settling in sessions will be charged for.

Daily Routine

As your child arrives at the beginning of the session, they are asked to hang their coat and bag on their own peg with staff support. Families will say good-bye to their child at the Nursery gate. During each session, your child will have the opportunity to take part in rich indoor and outdoor learning experiences. The children have a daily snack time together and have a range



of healthy snacks as well as milk and water available to them. Snack time is enjoyed together in a group so that we can listen to stories and chat about our days. Lunches are either provided by the parent or can be purchased from our meal provider, Chartwells. The nursery children have regular opportunities to access areas of the school site, including the playground and nature area. Children can have a sleep in the nursery if this is part of their routine. There is a designated sleep zone within the classroom.

Absences

If your child is unwell, please phone the school office on 01273 474 973 by 8.45am. It is helpful to know their symptoms so we can inform other families if the illness is infectious. Please be advised – the 48-hour rule applies to vomiting and diarrhoea. Even if unwell you will be charged for their normal session as the charge is for the space, rather than attendance.

Medication

If your child requires prescribed medicine, please complete the relevant form available from the school office. Medication such as fever and allergy relief can be administered, but only with prior written consent of the parent/carer. It is your responsibility to inform staff that the child has received any medication before starting their day at nursery.



Allergies

Parents/carers are requested to inform us of any allergies, or any other circumstances that may cause their child to have an allergic reaction. You must provide details, in writing on the application form, of the severity of the reaction/allergy and must continue to inform the nursery of any changes or progress in the condition, in writing, when they become aware.

Nursery Uniform and Equipment

Children need to wear comfortable and durable clothes to nursery. Please send your child to nursery wearing appropriate clothing for the weather conditions. Your child will engage in messy play and creative activities during which clothes will get dirty. Please ensure your child has a named pair of wellies to leave at nursery. Children will also need a bag with changes of clothes, a named water bottle and a lunch box (if they are staying for lunch and not having a purchased meal). **Please clearly name all clothes and other items sent to nursery.**

Nappy Changing and Toileting

Children are not expected to be out of nappies before they start nursery. You will need to provide a supply of nappies in a named bag; nappy cream will not be applied unless it is for a specific problem, in which case written permission to apply this will be required. If it is necessary for the nursery to provide nappies, a charge will be added to the invoice.

If your child is toilet training, please provide additional clothing.

When toilet-trained, children can access the toilet independently. If your child has a toileting accident, staff will clean and change them as required. Our intimate care policy can be found on our [website](#) and a consent form will be sent to all families.

Meals and Snacks

Please send a snack in for your child or we can provide it at cost. Children will be provided with drinks and snacks in the morning. Healthy snacks on offer include fruit, vegetables, breadsticks, rice cakes, water and milk. You can choose to pay for a hot meal or provide a healthy packed lunch (no nuts or glass bottles/containers). Fresh drinking water is available to children throughout the day.

Chartwells provide healthy lunches. Our kitchens are completely nut free environments and dietary requirements can be catered for. If you would like to discuss your child's dietary requirements, please talk to a member of the office staff. Menus for the meals will be shared on a termly basis, as well as uploaded to our [website](#). Please ensure that packed lunches do not contain any items with nuts listed as an ingredient.

Learning and Assessment

We use an app called Tapestry to share experiences and next steps with families. You will be provided with log in details when your child starts nursery with us – you can send us messages with developmental information using Tapestry.



Key Person

Each child is allocated a Key Person, so that they can build a close relationship with the family and child and consequently help fulfil their emotional and educational needs. Each Key Person also completes a 'Learning Journey' on Tapestry for the child, which you can access.

Communication with Families

We will regularly observe your child during the day to help us to understand and support their individual wellbeing and development. We want to really get to know the children as unique people with special skills, interests and ideas. The more we understand about your child, the better we can support their learning.

Our observations will be used to inform our planning and are included in your child's online 'Learning Journey'. Over time this will celebrate and tell a story about your child's learning, friends and the experiences they enjoy.

Throughout the year, we will share ideas with you about how you can support your child's learning at home. Nursery staff will always be available at drop-off and pick-up times. If you require a longer meeting, this can be arranged via the school office.

Off Site Visits

Staff will occasionally take the children for walks or visits off the nursery and school site, in accordance with statutory staffing requirements and parent/carers consent being obtained (via the local visits consent form).

Moving on to Reception Class

The nursery is fully integrated within the school setting. Staff across Early Years rotate around the learning environments so children become familiar with Reception staff during Nursery. There are opportunities for children in Nursery to spend time in the Reception area throughout the year. When the time comes to move on to Reception class, the children will already be familiar with the staff and the environment, ensuring that your child enjoys a smooth transition. Children attending our nursery are not automatically given a place in Reception, and families will need to apply through East Sussex County Council.





Child Protection and Safeguarding

Little Saplings Nursery is committed to safeguarding and promoting the welfare of children. All adults working on site are required to report potential safeguarding issues to the Designated Safeguarding Lead. If you have any Safeguarding or child protection concerns, you should contact the staff below.

	
Lindsey Hibbert Designated Safeguarding Lead	Stewart James Deputy Designated Safeguarding Lead
	
Sophie James Deputy Designated Safeguarding Lead	Mandy Duke Deputy Designated Safeguarding Lead

What's Next?

We would be delighted to hear from you and discuss your requirements in more detail. Please complete an 'Expression of Interest' form and hand it in to the school office or email it to iknursery@skylarkfed.education. You can speak to the School Secretary by calling 01273 474 973 to book a tour of the Nursery.

We look forward to welcoming you.

The Little Saplings Nursery Team

