



Roade Primary Nursery



25/26





Welcome

We are thrilled to welcome you and your child to our brand-new nursery provision opening in September 2025.

Starting nursery is an exciting milestone and we are committed to making this a positive, nurturing and enriching experience for every child. At Roade Primary, we believe that a strong foundation in the early years sets the stage for a lifelong love of learning. Our experienced and caring staff are passionate about supporting children as they grow in confidence, develop new skills and form lasting friendships.

Choosing a school-based nursery brings many advantages. Children benefit from being part of a wider school community, with access to high-quality facilities, shared resources and specialist staff. Our provision is led by a qualified teacher, ensuring that children receive expert guidance in both their academic and personal development. As part of our curriculum, children are introduced to English, phonics and maths in an age-appropriate way, helping to build strong early foundations in core subjects. This structured learning supports school readiness by developing essential skills, routines and confidence, making the transition into Reception smoother and more successful. With consistent routines, familiar surroundings and opportunities to build early relationships with school staff and peers, our nursery supports your child in developing both the academic and social skills they need to thrive throughout their primary school years.

This information pack is designed to help you understand how our nursery operates and how we can work together in partnership to give your child the very best start to their educational journey.

If you have any further questions, please do not hesitate to contact the school office.





Meet The Team



Mrs Jo Michel
Headteacher



Mr Martin Taylor
Assistant Head
Teacher and
Designated
Safeguarding Lead



Mrs Sue Collison
Early Years
Foundation Stage
Lead



Miss Ella Madden
Nursery Teacher



Miss Lynn Duncan
Nursery Teaching
Assistant



Mrs Georgie Stead
SENDCO



Mrs Natasha Ferguson
School Business
Manager



Mrs Kirsty Tindall
Family Support
Worker



About Us



Our nursery is an integral part of Roade Primary School, offering high-quality early years education and care for children aged 3 to 4 years. We follow the Early Years Foundation Stage (EYFS) curriculum, with a strong emphasis on nurturing the whole child through play, discovery and meaningful relationships. Our experienced team is dedicated to creating a happy, stimulating environment where every child feels safe, valued and inspired to learn.

Our Vision & Aims

At Roade Primary School Nursery, we strive to:

- Provide a warm, secure and supportive setting where children can flourish.
- Foster independence, confidence and a lifelong love of learning.
- Build strong, positive partnerships with parents and carers.
- Ensure children are well-prepared for their next steps, with a smooth and confident transition into Reception.

Our Curriculum & Approach to Learning

We follow the EYFS Framework, which is built around seven key areas of learning and development:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Our approach is child-centred and play-based, allowing children to learn at their own pace through hands-on experiences and guided exploration. Our qualified and caring staff carefully observe and assess each child's progress, tailoring activities to support their individual interests and needs.



The Nursery Curriculum



In our nursery, children will enjoy a rich and stimulating environment where they can learn through play, exploration and positive interactions. The nursery curriculum is carefully designed around the seven areas of learning and development, supporting the whole child and laying a strong foundation for future success.

Children will develop **communication and language** skills through storytelling, singing and conversations that build vocabulary and listening skills. **Personal, social and emotional development** is nurtured as they learn to share, take turns, build friendships and express their feelings in a supportive setting.

Through active play and fine motor activities, children enhance their **physical development**, gaining confidence in movement and coordination. They begin to understand early concepts in **literacy** by enjoying books, learning sounds and experimenting with mark-making and writing. In **mathematics**, they explore numbers, patterns, shapes and simple problem-solving in everyday contexts.

Children will also engage with the world around them through **understanding the world**, where they learn about nature, people and communities. Finally, their **expressive arts and design** skills flourish as they create, imagine and express themselves through music, dance, role-play and a variety of creative materials.

Our nursery provides a warm, inclusive and nurturing space where every child is supported to grow, thrive and develop a lifelong love of learning.

Skills linked to each area of learning are developed through the delivery of six exciting topics throughout the school year. These are subject to change but topics may include:

**Autumn 1
Animal Safari**



**Spring 1
Let's Explore**



**Summer 1
Sunshine and
Sunflowers**



**Autumn 2
Starry Night**



**Spring 2
Signs of Spring**



**Summer 2
On the Beach**



Exploring, Growing & Learning

A Session in our Nursery

Welcome

Settling Activities

The children will be supported in taking off their coats and choosing an activity to enjoy with their friends.

Whole-Class Teaching

This session will focus on one of the seven areas of learning. The children will take part in a focused activity with the teacher, using a variety of exciting resources to spark their curiosity and support their learning.

Adult-Led Group Activities / Continuous Provision

During this time, children can explore the full range of areas and resources, either independently or with adult guidance.

Snack Time

Whole-Class Teaching

This session will again focus on one of the seven areas of learning, with children engaging in a teacher-led activity using stimulating resources to encourage curiosity and learning.

Adult-Led Group Activities / Continuous Provision

Children will once more have the opportunity to engage with all available areas and resources, either independently or with adult support.



Early Reading & Phonics



At our nursery, we place a strong emphasis on fostering a love of reading from an early age. Children are encouraged to explore books through daily storytelling, shared reading sessions and a rich variety of age-appropriate texts. These activities support language development, imagination and early literacy skills.

As part of our approach, children will be gently introduced to phonics in the summer term, laying the foundations for reading and writing. This early exposure helps children begin to recognise sounds and letters in a fun and engaging way, preparing them for a smooth transition into Reception.

Every half term we also hold a Family Stay and Play during the school day. Family members are encouraged to join us for these sessions to enjoy exploring our setting, including reading the wide range of books we have on offer in school.





Characteristics of Learning

For our nursery, we place great importance on developing the **Characteristics of Effective Learning**, which are the foundation for how children learn, rather than just what they learn. These characteristics—**Playing and Exploring**, **Active Learning**, and **Creating and Thinking Critically**—are at the heart of everything we do and are introduced to children through three friendly dinosaur characters: *Exploreasaurus*, *Tryasaurus*, and *Thinkasaurus*.

These engaging characters help our children understand and recognise how they learn best—by being curious, trying hard even when things are tricky and thinking carefully to solve problems.

This approach is consistent throughout our Early Years setting and the same characters are used in Reception to provide a smooth transition and reinforce these vital skills.

At our school, we believe nurturing these learning behaviours from the start builds confident, independent and enthusiastic learners ready for the next steps in their journey.

Characteristics of Effective Learning

Playing and Exploring	Active Learning	Creative and Critical Thinking
 <p><u>Exploreasaurus</u></p> <p>Finding out and exploring Playing with what they know Being willing to 'have a go'</p>	 <p><u>Tryasaurus</u></p> <p>Being involved and concentrating Keep trying Enjoying achieving what they set out to do</p>	 <p><u>Thinkasaurus</u></p> <p>Having their own ideas Making links Working with ideas</p>



Communication



At our nursery, we use Tapestry, a secure online platform, to record and celebrate each child's learning journey. Through photos, videos, and observations, we capture your child's progress and special moments during their time with us. Parents and carers can log in anytime to view updates and even add their own comments or observations from home, helping us build a fuller picture of your child's development.

In addition, we send home curriculum newsletters each term to keep you informed about our topics, activities and how you can support your child's learning at home. We also send home a bi-weekly school newsletter which keeps families informed about upcoming events, important announcements, classroom highlights and ways to stay involved in our school community.

We also love to share highlights and updates from nursery life on our Facebook and Instagram pages—be sure to follow us to stay connected and see what we've been up to!

We have a very active Friends of Roade Primary School PTA who organise events, fundraisers and activities throughout the year — stay connected and see what they're up to on their social media pages.

Scan the QR codes below to easily access and follow our school's social media pages.

**Roade Primary School
Facebook Page**



**Friends of Roade Primary
School (FORPS)
Facebook Page**



**Roade Primary School
Instagram Page**



**Friends of Roade Primary
School (FORPS)
Instagram Page**





Uniform

Nursery School Uniform

Roade Primary fleece jacket (with logo) available from Jules at Home.

Roade Primary PE T-Shirt (with logo) available from Jules at Home.

Navy jogging bottoms or navy leggings.

Roade Primary PE shorts (available from Jules at home) or navy shorts/ cycling shorts

Dark coloured trainers



For nursery, we ask that all children wear our nursery uniform, which has been carefully chosen with both comfort and practicality in mind. The uniform consists of a dark navy Roade logo t-shirt, a Roade logo fleece jacket and dark navy joggers, leggings, or shorts. All of these are available to buy from Jules at Home based in Roade Village.

We understand that nursery life can be busy and messy, which is why our uniform is made from durable, hard-wearing materials that are easy to wash and designed to withstand the fun of active play. Wearing a uniform helps children feel part of the Roade community, encourages a sense of belonging and reduces distractions from clothing choices. It also makes getting ready in the morning simpler for everyone!

Spare Clothes & Outdoor Wear

All children are required to have a spare change of clothes in school. These do not need to be school uniform, but we ask that they are in dark colours e.g. navy or black.

You may also choose to provide a puddle suit and wellies for your child, but please wait until the school requests these. They may only be needed in poor weather or for messy activities, and we want to avoid the risk of children growing out of them before they are used.



Nursery Sessions

Our nursery operates two sessions per day: one in the morning and one in the afternoon, each lasting three hours. Families can choose to access 15 hours per week (five morning or five afternoon sessions) or 30 hours per week.

While the school encourages families to book their child in for at least five morning or five afternoon sessions per week, we understand that every family has different needs. Regular attendance across the week helps young children build strong routines, form positive relationships with staff and peers and retain what they are learning. Consistent daily attendance supports steady progress and helps children feel settled, secure and confident in their learning environment. However, if this pattern doesn't suit your circumstances, we're happy to explore other options with you.

Please contact the school's admin team to discuss your individual requirements—we're here to help you find a solution that works for your child and your family.

15 Hours Free Childcare

Every child is eligible for 15 hours (statutory) funding for a week's free childcare the term after their third birthday. For those parents whose child only attends nursery for a morning or an afternoon session, there are no additional fees that you need to pay.

Morning sessions run from 8.30am to 11.30am and afternoon sessions run from 12.30pm to 3.30pm.

30 Hours Free Childcare

Your eligibility for 30 hours free childcare will depend on a number of factors based on:

- Whether you are working – i.e. more than 16 hours per week
- How much you earn – i.e. more than £139 per week (min. wage)

To check if you are eligible, go to www.gov.uk/30-hours-free-childcare. Parents who are eligible will need to apply for the extended funding from HMRC at www.gov.uk/apply-30-hours-free-childcare

If you are eligible, you will be issued with a valid code which will be required by the school to access the extended funding. This code will need to be revalidated every 12 weeks via HMRC (online) for continued funding of your child's nursery place.

You will be reminded of this by HMRC as failure to revalidate your eligibility will impact your 30 hours free childcare.

30 hours funded childcare day sessions will run from 8.30am to 2.30pm. You can purchase an extension hour until 3.30pm (see pricing structure overleaf)

Universal Funded Hours

15 hours per week (3 x hours per day) – 8.30am–11.30am or 12.30pm–3.30pm

30 hours per week (6 x hours per day) – 8.30am – 2.30pm



Purchasing Additional Sessions

If you receive funding for 15/30 hours, but require additional hours, or you would like your child to start nursery when they turn three (before they are eligible for funded hours) please see the pricing structure.



Pricing Structure

Session	Time	Cost
Morning session or Afternoon session	8.30am – 11.30am 12.30pm – 3.30pm	£17.25 per morning session £17.25 per afternoon session
Lunch Club (after morning sessions only) Dolce meals purchased separately at an additional cost of £2.99 per meal.	11.30am – 12.30pm	£5 per session *A 5% discount will be applied if a full week is booked
Afternoon 1 hour extension	2.30am – 3.30pm	£5 per session *A 5% discount will be applied if a full week is booked

Terms & Conditions

- Sessions must be booked in advance for a half term.
- A minimum of two sessions per week must be booked to comply with government funding rules. We apply for funding on behalf of parents.
- Parents are responsible for registering for the additional 30 hours of funding (if eligible) and for re-registering when required. However, we apply for funding on behalf of parents.
- There is no reduction in fees for planned absences.
- No refunds or credits will be issued for sessions missed due to illness or any other reason.
- We accept electronic childcare vouchers and tax-free childcare payments.
- Fees will be invoiced in advance of each half term and payment is required before the first day of each term.



Purchasing Additional Sessions

Lunch Club

If your child is enrolled in morning-only sessions but you would like them to stay for an additional hour to attend Lunch Club, there will be a charge of £5 per session. Please note that this fee does not include a meal. Hot meals cost £2.99 and can be ordered through our school lunch provider, Dolce, through the School Grid portal. More information will be provided for you when you sign up. Alternatively, you are welcome to send your child with a packed lunch.



Wraparound Care

Our Wrap Around Care provision offers a safe, welcoming and fun environment for children before and after school, run by our dedicated school staff. With a tasty breakfast to start the day, engaging activities to wind down in the afternoon and a hot tea, our Breakfast and Afterschool Clubs are designed to support busy families while ensuring children are happy, cared for and thriving.

Please see our Wraparound Care Policy for full details of this service. Booking for our Wrap Around provisions are made through ParentMail.

Session	Time	Cost
Breakfast Club to include breakfast	7.30am-8.30am	£5 per session
Afternoon session to include tea	3.30pm-6pm	£10 per session

Late Collection

- If a child is not collected by 6pm, parents will be contacted by telephone.
- If there is no response, additional emergency contacts will be called.
- If no contact is made within one hour, the police and social services will be informed.
- A late collection fee applies from 6:05pm onwards at £1 per minute per child. The school will invoice parents, and no further sessions can be booked until payment is made.



Important Information



Where do I drop off and collect my child?

Access to the nursery is to the front of the Victorian building. The nursery has its own entrance separate to the rest of the school and will be used for both drop off and pick up. The children will be greeted at the door by a member of staff and will be guided by school staff to organise their belongings. We do not allow adults into the provision.

What happens if we are running late for our sessions?

It is very important that your child arrives at school on time so that they don't miss out on valuable learning settling in and learning time. If you are running late, please bring your child to the school office to sign them in.

What happens if I have arranged for someone else to collect my child from nursery?

It is important that we know whether someone else is collecting your child in advance. Please inform a member of the nursery team when you drop your child off or notify the school office. To ensure your child's safety, we will not allow others to collect them without prior consent. If you do not notify us in advance, we will ring you for permission before releasing them. Please note, we do not allow young people under 18 to collect nursery pupils.

What should I do if my child is to be absent from nursery?

If your child is unwell, please inform the school on 01604 862309 on the first morning of the absence, explaining the reason.

Can I take my child on holiday during term time?

We understand that family time is important, and holidays are often a special opportunity to spend time together. However, we kindly ask that parents try to avoid taking holidays during term time whenever possible. Even at nursery age, regular attendance is very important. Children thrive on routine and consistency, and every day is packed with fun, learning, and social development. Missing even a few days can mean children miss out on key experiences, activities, and friendships. If you do need to take your child out of nursery for a holiday, please inform the school office as soon as possible. This helps us to plan ahead and support your child's return to nursery smoothly.



Important Information

What if my child has a medical condition and needs medicine at nursery?

If your child has a medical condition which requires school staff to administer medication, you must complete a medical form available from the school office. Any medicines to be administered should be handed into the school office by the parent/carer in a secure container with the child's name on. Records will be kept of all medication received and given. We can administer Calpol at school if your child feels unwell. We will always call you to ask for permission before doing so.

What if my child becomes ill or has an accident at nursery?

We have several trained first aiders at school who deal with illness and accidents and will always have a paediatric trained first aider in the nursery setting. If your child develops a high temperature, sickness or diarrhoea, we will call you to collect them. For sickness and diarrhoea, we have a 48-hour policy. Please do not send your child into school until 48 hours after the last bout of illness. If your child bumps their head during the school day, you will be notified via our Medical Tracker. If an injury is serious and requires further monitoring at home, we will call you. If your child needs emergency treatment, we will ring for an ambulance and phone you immediately.

Can my child wear jewellery?

Jewellery should not be worn in school. If your child has pierced ears, ear studs may be worn.

Do I need to send in a snack?

No – the school will provide a range of healthy snacks for the children to enjoy. We're committed to making snack time a high-quality, enjoyable part of your child's nursery experience. Each session will feature a variety of healthy snacks, carefully chosen to encourage healthy eating habits and support children's development. Snack times are also designed as valuable learning opportunities—helping children build social skills, develop independence and explore new tastes and textures in a supportive environment. To help us continue offering a wide range of nutritious options, we kindly ask for a voluntary contribution of £1 per week. This small contribution makes a big difference and supports the provision of high-quality snacks throughout the term.

Please send your child to nursery each day with a named water bottle. Bottles will be sent home daily for washing and refilling to ensure they stay clean and fresh. In addition, children under the age of five are eligible for free milk, which can be arranged through the Cool Milk scheme. You can register online at www.coolmilk.com.



Important Information

Is my child allowed to bring items into nursery?

Occasionally, we may invite the children to bring in something specific from home to support our learning on a set date. You will be notified about this in advance. At all other times, we ask you to support us by not allowing your child to bring toys, or other items from home, into school. This helps to prevent the upset caused by missing or broken items.

Does my child need to be toilet trained?

We do strongly recommend that children are fully toilet trained before starting nursery. However, we do understand that every child develops at their own pace. If your child is still in nappies, it is helpful if they have started the toilet training process before joining us. Our staff are experienced in supporting children at all stages of toilet training and will work closely with you to ensure a consistent and reassuring approach. If your child is still in nappies, we kindly ask that you provide nappies, wipes and plenty of spare changes of clothes. This helps us ensure your child remains comfortable and well cared for throughout the day. Please feel free to talk to us about your child's individual needs or any concerns you may have.

Who can I speak to if I have concerns about my child?

We value open and honest communication with all our parents and carers. If you have any concerns or questions, no matter how small, please don't hesitate to speak directly with your child's nursery teacher. For more complex matters that may require additional time or discussion, we encourage you to contact the school office to arrange an appointment with our EYFS Lead. We are here to support you and your child every step of the way.

I have more questions. Who can I speak to?

You can also call the school office on 01604 862309 or send an email to admin@roadeprimary.org stating your enquiry. We will ensure the right person will get back to you with the information you need.



Contact Us
01604 862309



Visit Our Website
www.roadeprimary.co.uk



Email Us
admin@roadeprimary.org



Starting Nursery Made Easy



Starting nursery is a big step! Here are some simple and fun activities you can do over the summer to help your child feel confident and ready for this exciting new chapter.

Social & Emotional Development

👉 Playdate Practice

Invite a friend or cousin round to practise sharing and taking turns.

👋 "Goodbye and Hello" Games

Help your child get used to short goodbyes and reunions with clear, gentle routines.

😊 Talking About Feelings

Read books about starting nursery and talk about emotions together.

Language & Thinking Skills

📖 Daily Story Time

Read aloud each day. Ask "What might happen next?" to build listening and thinking skills.

🎵 Nursery Rhymes & Action Songs

Sing fun songs with actions—they're great for language and memory.

🔍 "I Spy" Nature Walks

Spot and name everyday things: "Can you find something green?" "What's that tree called?"

Physical Skills

✂️ Playdough & Cutting

Use chunky crayons, child-safe scissors or playdough to build hand strength.

🏃 Obstacle Course Fun

Create simple courses with cushions or boxes to help your child learn how to balance, jump and climb.

Independence & Everyday Routines

👟 "I Can Do It!" Mornings

Practise putting on shoes, washing hands and using the toilet by themselves.

🧹 Tidy-Up Time

Make tidying toys a game by singing a clean-up song together.

🍏 Snack Helpers

Let your child help with simple snacks—peeling a banana or pouring water.

Getting Familiar with Nursery

🏠 Visit the Nursery

Go for a walk past the school building and point it out to your child. Talk about what you can see!

🧸 Role-Play Nursery

Play pretend nursery at home with teddies and toys: story time, snack time and home time!

📅 Make a Picture Schedule

Create a simple picture chart of a typical nursery day to help your child understand the routine.



2025 2026 Term Dates

Autumn Term 2025

Monday 1st September and Tuesday 2nd September 2025: Teacher training days
Wednesday 3rd September 2025: Children return to school

Monday 27th October 2025 – Friday 31st October 2025: Half term

Monday 3rd November 2025: Children return to school
Friday 19th December 2025: Last day of term

Monday 22nd December 2025 - Friday 2nd January 2026: Christmas Holidays

Spring Term 2026

Monday 5th January 2026: Teacher Training Day
Tuesday 6th January 2026: Children return to school

Monday 16th February - Friday 20th February 2026: February half term

Monday 23rd February 2026: Children return to school
Friday 27th March 2026: Last day of term

Monday 30th March - Friday 10th April 2026: Easter holidays

Summer Term 2026

Monday 13th April 2026: Children return to school
Monday 4th May 2026: Bank holiday

Monday 25th May - Friday 29th May 2026: May half term

Monday 1st June 2026: Children return to school
Friday 26th June 2026: Teacher training day
Monday 29th June 2026: Children return to school
Friday 17th July 2026: Last day of term for the children
Monday 20th July 2026: Teacher training day

Tuesday 21st July - September 2026: Summer holidays

2025/26 Staff Training Days

Monday 1st September 2025
Tuesday 2nd September 2025
Monday 5th January 2026
Friday 26th June 2026
Monday 20th July 2026



Checklist



Forms

Please complete and return the following documents to the school office.

- Data collection sheet
- Permissions form
- Parent/ Carers Declaration Form
- Wrap Around Care Forms (if applicable)
- Disability Access (if applicable)

When you return the forms, please bring your child's birth certificate or passport into the school office so that we can copy it for our records.

Register

- ParentMail – all school communication is done through a system called IRIS ParentMail. This includes the biweekly newsletters, other school information and permission slips. You will receive an email to set up your account and password for ParentMail. We recommend downloading the IRIS ParentMail app and turn on notifications so that you can stay up to date with school events
- Register for Tapestry. You will receive an activation email which will contain a link to set up an account
- If required, the school will set you up with an account for our hot meals with our provider - Dolce. You will then receive an email from School Grid (Dolce's software provider) with all your necessary login details
- Milk is provided free of charge to those who register up until their child's 5th birthday. This is provided by Cool Milk. Register at the following web address:
www.coolmilk.com
- Early Years Pupil Premium (if eligible)

Order

- Your child's school uniform
- A small backpack/ drawstring bag for spare clothes, nappies and wipes (if required)
- A named water bottle for your child to have in school each day
- Please label all items of clothing and footwear with your child's name, including their water bottle and backpack



We look forward
to welcoming you
and your child



Contact Us
01604 862309



Visit Our Website
www.roadeprimary.co.uk



Email Us
admin@roadeprimary.org