



# **Little Common Nursery Information Booklet**

**June 2025**

Welcome	Page 2
Meet the team	Page 3
Provision	Page 3
Admissions	Page 4
Application	Page 4
Opening hours	Page 5
Early education funded hours	Page 5
Additional hours	Page 7
Uniform	Page 8
Starting nursery	Page 8
Policies	Page 9
Notice period	Page 9

## Welcome to Our Nursery

It is my pleasure to welcome you and your child to the nursery at our successful, vibrant school — a nurturing and inspiring place where the very first steps of learning are filled with joy, curiosity, and care.

Our vision, Learning, Caring, Succeeding...together, begins right here in the nursery. We understand that starting nursery is a big milestone for both children and their families, and we are committed to making this transition a positive and enriching experience. Our dedicated team creates a warm, welcoming environment where every child feels safe, valued, and excited to explore the world around them.

At the heart of our nursery – and wider school – is a strong belief in the power of relationships. We take time to get to know each child and their family, building trust and a true sense of belonging. This foundation supports children’s confidence and independence as they begin their learning journey.

Our core values—ambitious, confident, creative, considerate, resilient, and healthy—are gently woven into everyday experiences, helping our youngest learners grow not just academically, but socially and emotionally too. Through play, exploration, and meaningful interactions, children develop the skills and attitudes that will support them throughout their time in school and beyond.

As part of our wider school community, our nursery benefits from the expertise, resources, and high standards that define our outstanding provision. Our passionate early years educators are committed to excellence, ensuring that every child receives the best possible start.

I look forward to working in partnership with you as your child begins this exciting new chapter.



*Louise Moor*  
**Headteacher**

## Meet our team



**Mrs Moor**  
Headteacher



**Mr MacGregor**  
Deputy Head



**Mrs Patch-Hart**  
EYFS Phase Leader



**Miss Simons**  
SENDCo



**Miss Crouch**  
Class teacher

## Provision and expectations

Our daily provision will be led by Hannah Crouch our qualified teacher, with a supporting team of qualified nursery practitioners. The nursery will be part of the existing successful school, providing access to additional facilities and the leadership capacity of Assistant Head Mrs Zoe Patch-Hart; Assistant Head for SEND Miss Sabrina Simons; and Mrs Moor, Headteacher for Little Common School.

The expectation is that all children arrive on time and stay for their full funded hours. Where this is not maintained we will work with the parent to achieve this. If funding is withdrawn due to non- attendance the place will either be paid for in full by the parent or the place withdrawn.





## **Admissions**

There are no statutory requirements governing nursery admission arrangements. However, the school aims to provide places in a fair and appropriate way, always ensuring the safety and welfare of all children and the running of a viable service. The following criteria is how we will prioritise admissions along with considering each child's needs, staffing ratios and availability of age group places at the time of admission and in the near future.

Children aged 2 – 4 years old of working parents using their full entitlement with us and requiring additional hours, spreading across 46 weeks.

Children aged 2 – 4 years old of working parents using their full entitlement with us and requiring additional hours across term time.

Children aged 2 entitled to the government funded free education and childcare hours

Children aged 3-4 entitled to the government funded universal entitlement

## **Application**

In the first instance a place for our waiting list can be requested by completing the application form from our website. Our main intake is September when the older nursery children move on to school. If places become available through the year we would seek to fill these with children on the waiting list who are able to start promptly.

We will contact you when a space becomes available. Once a place has been offered a £40 deposit is required to confirm the place. For fully funded hour applications only, this will be returned to you after 6 weeks of attendance. If you are purchasing regular additional hours the deposit is held and used as credit against your final additional hours invoice. If you fail to take up your place the £40 is non-refundable.

Please note that completing an application form for the waiting list does not guarantee a place.

## **Opening hours and sessions**

The nursery is open from 7.45am – 6pm Monday to Friday for 46 weeks of the year.

### **2025 – 2026 38 week (term time only) opening days**

8<sup>th</sup> September 2025 – 24<sup>th</sup> October 2025

3<sup>rd</sup> November 2025 – 19<sup>th</sup> December 2025

5<sup>th</sup> January 2026 – 13<sup>th</sup> February 2026

23<sup>rd</sup> February 2026 – 27<sup>th</sup> March 2026

14<sup>th</sup> April 2026 – 22<sup>nd</sup> May 2026

1<sup>st</sup> June 2026 – 20<sup>th</sup> July 2026

**2025 – 2026 46 week opening days less bank holidays**

8<sup>th</sup> September 2025 – 24<sup>th</sup> October 2025

3<sup>rd</sup> November 2025 – 19<sup>th</sup> December 2025

5<sup>th</sup> January 2026 – 13<sup>th</sup> February 2026

23<sup>rd</sup> February 2026 – 21<sup>st</sup> August 2026

**Days we are closed**

3<sup>rd</sup> April (bank holiday)

6<sup>th</sup> April (bank holiday)

4<sup>th</sup> May (bank holiday)

22<sup>nd</sup> May (inset day)

25<sup>th</sup> May (bank holiday)

1<sup>st</sup> June (inset day)

**Early education funded hours**

This will be delivered through arrangement between the parent and the school subject to availability and the admission criteria set out. EYEE hours do not attract any additional charges unless you wish to purchase snacks, lunch or suncream (nappy if required).

Where the funded entitlement is for 15 hours only this will be delivered over 38 weeks during term time only.

Where the funded entitlement is for 30 hours, this can be delivered over 38 weeks during term time only or 46 opening weeks.

We will do our best to accommodate the sessions you require but this may not always be possible. We reserve the right to change sessions where there becomes an identified need for this in the best interest of children within the setting.

It is the responsibility of the parent to ensure they have applied for and received their code to prove entitlement to funded hours. If this has not been achieved in time for the start date the parent must either pay for each session until funding can be achieved or relinquish the place.

See table below for applying for code dates

When parents can apply from	When you can use entitlement from
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April
1 <sup>st</sup> April to 31 August	1 <sup>st</sup> September

[Link for information on receiving funded childcare](#)

It is the parent responsibility to ensure their details of eligibility are renewed as required, in order for funding to continue. Any unfunded/additional sessions must be paid for by the parent.

	Free education and childcare for families of 2 year olds receiving additional support (15 hours per week) <b>15 hours from the combination below</b>	Universal entitlement for parents of 3 & 4 year olds (15 hours) 5 sessions <b>15 hours from the combination below</b>	Working parent entitlement 2 to 4 year olds (30 hours) This can be over 38 weeks term time or the 46 opening weeks. <b>30 hours from the combination below</b>
<b>Morning session 9am-12pm</b>	FREE	FREE	FREE
<b>Afternoon session 12pm – 3pm</b>	FREE	FREE	FREE
<b>Evening session 3pm – 6pm</b>	FREE	FREE	FREE
<b>Breakfast club 7.45am – 9am</b>	FREE	FREE	FREE
<b>Early drop off 8.30am – 9am</b>	FREE	FREE	FREE
<b>Late collection 3pm - 4pm</b>	FREE	FREE	FREE
<b>Late collection up to 6pm (snack will be provided)</b>	FREE	FREE	FREE
<b>Morning snack</b>	50p	50p	
<b>Afternoon snack</b>	50p	50p	
<b>Midday meal</b>	£1	£1	

<b>Suncream annual fee unlimited use</b>	£5	£5	
<b>Suncream daily charge when used</b>	50p	50p	
<b>Nappy (not a regular service)</b>	50p	50p	

Extra charged items will be charged regularly and need to be cleared by the end of each month.

Children must bring a water bottle and have a snack for each session. Where a snack has not been provided by the parent, a charge of 50 pence per session will apply.

Parents can choose to purchase this as a regular addition by organising with the class teacher.

Those attending both sessions on the same day will need a lunch from home (in addition to the two snacks) or a school meal can be booked for a charge of £1 per day.

Meals are booked through our Arbor system with the same menu as the rest of the school.

**Table of charges for additional hours and any extras purchased or required during the day whether using vouchers or fee paying.**

	<b>2 year olds</b>	<b>3-4 year olds</b>
<b>Morning session 9am-12pm</b>	£25.50	£21.00
<b>Afternoon session 12pm – 3pm</b>	£25.50	£21.00
<b>Evening session 3pm – 6pm</b>	£25.50	£21.00
<b>Breakfast club 7.45am – 9am</b>	£10.63	£8.75
<b>Early drop off 8.30am – 9am</b>	£4.25	£3.50
<b>Late collection 3pm - 4pm</b>	£8.50	£7.00
<b>Late collection up to 6pm (snack will be provided)</b>	£25.50	£21.00
<b>Morning snack</b>	50p	50p
<b>Afternoon snack</b>	50p	50p
<b>Midday meal</b>	£1	£1
<b>Suncream annual fee unlimited use</b>	£5	£5

<b>Suncream daily charge when used</b>	50p	50p
<b>Nappy (not a regular service)</b>	50p	50p

All our fees are subject to review twice per year. Decisions in April are applied on 1<sup>st</sup> September and Decisions in October are applied on 1<sup>st</sup> April each year.

We reserve the right to withdraw paid sessions where invoices are not paid promptly by 5<sup>th</sup> of each month. Example, sessions in January must be paid in full by 5<sup>th</sup> January.

Where fees have not been paid on time and a chasing email/letter has been sent this will incur a charge of £10 which will be automatically applied to the account.

Additional session fees can be paid using childcare vouchers, all other charges for food, snack and suncream can't be paid using childcare vouchers.

[Use this link for details](#)

### **Uniform and daily needs**

A dark green sweatshirt and jogging bottoms with a yellow polo shirt is available through Superstitch. This is an optional purchase. Some supermarkets sell similar clothing without our logo which can be much cheaper to purchase. Alternatively, children may wear any suitable clothing and footwear with the understanding that children undertake messy play activities and play outside.

Parents must send children with everything they will need for their day. Some things to remember are, spare clothes, nappies, wipes, nappy bags, water bottle, sun hat, coat/rain jacket, sun cream, snack & lunch (if not being purchased in school). Please make sure everything is in a named bag and any containers and water bottles are clearly named.

[Link for Superstitch uniform provider](#)

### **Starting nursery**

Contact is made with the family when a place is identified within the setting. Main admission is each September but if places come available through the year we would seek to fill these with children on the waiting list who are able to start promptly. A verbal admission agreement is made and then followed up with an email of the agreed sessions. Class teacher will then make contact to arrange a settling in session shortly before starting nursery.

If you decline a space we can't guarantee a space in the future as we do not hold empty spaces and admit children subject to our criteria stated within this document.

The terms and conditions form must be signed and returned by the parent along with all joining forms the nursery requires. The school must see the child's birth certificate or passport when forms are returned.

Please note that we are not able to hold spaces if documents are not returned or the deposit paid.

Settling In Session – Every child who attends Little Common Nursery must attend a 'settling in session' this is for one hour (minimum) scheduled with the class teacher. One parent is welcome to come into the nursery for up to 10mins on the 'settling in session'. If the Nursery Manager feels the child would benefit from slower, staggered sessions into Little Common Nursery, then a 'Settling in Plan' will be created, building up the child's hours to be able to attend their full sessions. A revised fee structure will be discussed with the parent if this takes place.

Where SEND support is identified by the parent or another professional working with the child, the SEND Co-ordinator or support officer will attend the settling in session.

### **Policies**

Our policies can be viewed on our school website which is <https://www.littlecommon.e-sussex.sch.uk/>

### **Missed sessions**

If your child is absent for any reason all paid sessions remain chargeable and must be paid for. Unpaid sessions will result in loss of place for all future additional hours.

### **Notice period**

If you wish to cancel your nursery space this must be put in writing to [finance@littlecommon.org](mailto:finance@littlecommon.org) providing 4 full weeks notice. All charges are applicable for this 4 week period and charges will apply if a child leaves during this 4 weeks notice period.