IT'S COOL TO BE SMALL



WELCOME TO KNAVESMIRE NURSERY

NURSERY BOOKLET APRIL 2026



'Little Seedlings' 2 Year Old Nursery and 'Knavesmire Preschool' for 3 & 4 Year Olds welcome you!

What do we offer?

- Nursery for 2, 3 & 4 years olds at an Ofsted assessed 'Outstanding' setting
- All Government Funding accepted
- Wraparound hours to extend the school day
- Experienced and compassionate staff to help your child thrive



www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

AND THOUGH THEY ARE LITTLE THEY ARE FIERCE

Key Person

Every child needs to form close relationships with all members of staff. Each child is assigned to a member of staff whom you may make your first point of contact, but any member of staff will be happy to help you.

LITTLE SEEDLINGS

2 YEAR OLDS



Mrs Thompson
Room Lead

MEET OUR TEAMS

LITTLE SEEDLINGS & PRESCHOOL



Mrs Woodward
TA

PRESCHOOL

3 & $ YEAR OLDS



MIss Parker
Teacher

Mrs Forgan
TA



Training

All staff have up to date ‘Safeguarding’, ‘Fire Safety’, ‘Food Hygiene’, ‘Paediatric First Aid’, ‘Prevent’, and ‘Female Genital Mutilation Training’.

At times there may also be students on placement in the Nursery from York College, York St. John University and local Secondary Schools.

www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

WE'RE GOING BIG TO GO SMALL



NURSERY ADMISSIONS

HOURS AND ENROLMENT PATTERNS

FOR ALL QUERIES CONTACT THE SCHOOL OFFICE



Nursery Hours

- **BREAKFAST WRAPAROUND** - 7.45am-9am
- **MORNING SESSION** - 9am-12noon
- **AFTERNOON SESSION** - 12noon-3pm
- **AFTER SCHOOL WRAPAROUND** - 3pm - 5.30pm

Enrolment Patterns - 3 Options

- **FULL TIME** - 5 full days per week, Monday-Friday 9am-3pm - **this is 30hrs**
- **PART TIME ONE** - 2.5 days per week, Mon & Tue 9am-3pm and Wed 9am-12noon - **this is 15hrs**
- **PART TIME TWO** - 2.5 days per week, Wed 12noon-3pm and Thurs & Fri 9am-3pm - **this is 15hrs**

Breakfast and After School Wraparound sessions can booked as part of your enrolment, as required, in addition to any of these enrolment patterns. All sessions are subject to availability.

Please ensure that you adhere to the session times. Late collection may incur additional charges.

www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

IT'S THE SMALL IDEA

ENROLMENT OPTIONS

LITTLE SEEDLINGS 2 year olds	PRESCHOOL 3 & 4 year olds

CHOOSE EITHER

15 Hours **Part Time One** - First Half of Week 2.5 days Monday - Wed Lunch	**15 Hours** **Part Time Two** - Second Half of Week 2.5 days Wed Lunch - Friday	**15 Hours** **Part Time One** - First Half of Week 2.5 days Monday - Wed Lunch	**15 Hours** **Part Time Two** - Second Half of Week 2.5 days Wed Lunch - Friday

OR CHOOSE

30 Hours Full Time - 5 Days	**30 Hours** Full Time - 5 Days
Option to change/increase hours from Part Time to Full Time during 2 Year Old - changes can be made termly	**Static attendance pattern from enrolment**

ALL GOVERNMENT FUNDING ALIGNS WITH THESE TERM DATES

When Can My Child Start Nursery?

Start Little Seedlings
From Term following 2nd Birthday

Turns 2 Years Old	Eligible Start Date	Enrolment Begins
1st Sep - 31st Dec	From 1st January	October Half Term
1st Jan - 31st Mar	From 1st April	February Half Term
1st Apr - 31st Aug	From 1st September	May Half Term

Start/Move Up to Preschool
From Term following 3rd Birthday

Turns 3 Years Old	Eligible Start Date	Enrolment Begins
1st Sep - 31st Dec	From 1st January	October Half Term
1st Jan - 31st Mar	From 1st April	February Half Term
1st Apr - 31st Aug	From 1st September	May Half Term

www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

IT'S THE SMALL IDEA

FUNDING AND COST FOR NURSERY PLACES - 2026/27

	FUNDING FOR 2 YEAR OLDS			FUNDING FOR 3 & 4 YEAR OLDS		
	Little Seedlings From Term following 2nd Birthday			**Preschool** From Term following 3rd Birthday		
	Early Learning Funding **15 Hours**	Working Families **30 Hours**	Non-Funded Hours	Universal Funding **15 Hours**	Working Families **30 Hours**	Non-Funded Hours
Eligibility	Families in Receipt of some Benefits	Familes where parent meet working hours criteria	**£8 per hour for Core and Wraparound sessions** These will be invoiced per half term in arrears and can be paid by card of Tax Free Childcare Account	Everyone	Families where parents meet working hours criteria	**£6.40 per hour for Core Sessions & £6 per hour for Wraparound sessions** These will be invoiced per half term in arrears and can be paid by card of Tax Free Childcare Account
How to apply	Raise York Council Website	Best Start for Life Governement Website		No Application Needed	Best Start for Life Government Website	
Do I need a code?	Yes, you will receive a 6 digit code	Yes, you will receive an 11 digit code		No	Yes, you will receive an 11 digit code	
Does my code expire?	No	Yes, your code must be renewed every 3 months			Yes, your code must be renewed every 3 months	

FUNDING LINKS & INFO

LIVE WELL YORK

BEST START IN LIFE

UC Universal Credit

TAX FREE

www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

KNAVESMIRE PRIMARY SCHOOL

AND THOUGH THEY ARE LITTLE THEY ARE FIERCE



NURSERY APPLICATION FORM

RECEPTION APPLICATION THROUGH CYC

NURSERY ENROLMENT

PROCESS & ONWARD SCHOOL PLACES



Places are allocated to children to join Knavesmire's Little Seedlings Nursery the term after their 2nd Birthday, and Preschool the term after their 3rd birthday. All applications are held on a waiting list and are allocated in date of birth order, in order to ensure a fair and consistent approach. Please make sure your child's details are on added to the Waiting List in good time - late applications may need to be deferred to the next term. Please be careful to record details, particularly dates of birth, accurately.

You will be informed of the availability of a place by email, usually around the half term before, when you will be asked to submit a request of the sessions you would like. We will do our best to allocate families their choice of sessions, although this is not possible in all cases. We like to follow allocation with a 'Stay & Play' session - dates to be communicated through enrolment.

A place at Knavesmire's Nursery does not have an influence on allocation of Reception class places - all school admissions are processed by City of York Council and must be applied for via CYC's website. Nursery will facilitate transition events to various settings, including Knavesmire Primary School.

www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

BIG THINGS OFTEN HAVE SMALL BEGINNINGS

Daily Clothing

To help every child to get the most out of their time with us, we do ask you to remember that many of our activities are practical and can be **messy**. Even with aprons we sometimes struggle to be as clean as possible and it is distinctly possible that your child will come home messy. **Please recognise this as a sign that your child has had fantastic session of learning whilst at Nursery!**

It is impossible for us to keep track of every child's clothing if it does not have a name label inside. If you are missing any items of clothing then please inform a member of staff and we will do our best to help. **Clothing that promotes independence skills such as leggings and jogging bottoms which are easy to remove are best** as they make independent toileting so much more achievable for your child.

NURSERY HOUSEKEEPING

NEED TO KNOWS FOR NURSERY LIFE

Come Rain or Shine

It will also really help us if you could send your child to school dressed for the weather. A **sunhat** and **sun cream** (already applied) is essential to keep your child safe during the sunny weather. We do not keep sun cream at Nursery but are happy to help your child to reapply their own (named) if necessary during the course of the day.

Similarly, **welly boots** and **warm clothing** is essential during the winter months so that we can continue to access the outside play opportunities.

PLEASE MAKE SURE YOU LABEL EVERYTHING!



Your child will be **allocated a peg** in the cloakroom, identified by a picture, on the first day of Nursery. Please **label ALL clothing and shoes, wellies etc**. as several children quite often have the same articles!

Help your child (and us) by dressing your child in clothes they can manage themselves. Laces and buttons can be tricky & time consuming!



www.knavesmireprimary.co.uk/admissions

IT'S COOL TO BE SMALL



NURSERY HOUSEKEEPING

NEED TO KNOWS FOR NURSERY LIFE

Food and Packed Lunches

Children attending full day sessions will **need a packed lunch**, in a suitable lunch bag with an ice pack included. Light meals and snacks will be provided to children in Wraparound care - all allergies will be catered for as per the Pupil Registration Form parents complete for their child at enrolment.

PLEASE NOTE THAT WE ARE A NUT & SESAME FREE SCHOOL SO ASK THAT YOU CHECK ALL INGREDIENTS LISTS CAREFULLY.



School Milk

There is always water available for the children to drink. Your child will also have the option of a **free drink of milk**, but you will need to register at https://www.coolmilk.com/

PE

We use the Nursery Garden or the MUGA for moving to music, dancing and games. Plimsolls or trainers are recommended. **Please mark your child's name clearly on the plimsolls**. We ask that on this day your child comes to Nursery wearing suitable clothing, track suit bottoms/shorts, t-shirt and a jumper.

Toilet Training

Our staff members are happy to work with you and offer assistance if your child is undertaking the toilet training process.

WE'RE GOING BIG TO GO SMALL



ClassDojo

When your child starts Nursery, you will **fill in an entry profile to tell us about your child**. This helps us to get to know a little bit about each individual's strengths and interests. We welcome any records from your child's previous setting or professional. On-going observations of your child are made continually by all members of staff, celebrating achievement and enabling staff to monitor progress. **Parents are invited to Parents Evenings** (two during an academic year) to discuss their child's progress and will be given targets for their child, for us to work on together. **We use DOJO to record your child's achievements in the form of an online journal**. You will need to sign up to this system when your child joins us, and you will be given information at that point. At the end of Nursery, we will send your child's transfer record on to the next class/school.

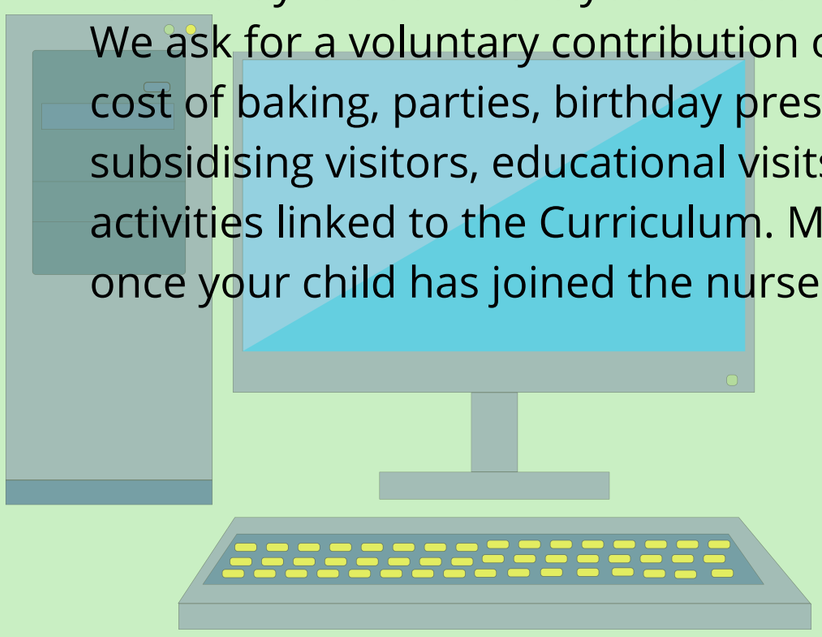
NURSERY COMMUNICATION

PARENTAL AND SCHOOL COMMUNICATION

ParentPay

Once your child has started at Nursery you will be provided with login details for ParentPay - this is the system we use to send all **school comms about events, dress-up days and Newsletters**. It is also where we will post your **invoices for any non-funded Nursery hours**, with instructions on how/when to make payment.

ParentPay is also where you can contribute to the **Nursery Enrichment Fund**. We ask for a voluntary contribution of £5 per half term. This money covers the cost of baking, parties, birthday presents, Christmas treats, and goes towards subsidising visitors, educational visits and provides additional resources for activities linked to the Curriculum. More details of how to pay this will be issued once your child has joined the nursery.



FOR ALL QUERIES CONTACT THE SCHOOL OFFICE

ParentPay

The School Office email address is admin@knavesmire.elt.org.uk - this should be your first port of call for reporting any absence or general communication.

www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

IT'S THE SMALL IDEA



NURSERY AIMS

INTENT AT FOUNDATION STAGE



Our **Intent** in the Foundation Stage is to provide a safe and secure setting where children's emotional wellbeing is at the forefront of all other aspects. We understand that building secure relationships with children and their families is key to providing a successful learning experience for children throughout Early Years. We aim to spark the children's **love of learning** and create **enthusiastic learners** who are excited to **know more**. We aim to develop **critical thinking** skills and to **spark curiosity**. We promote **independence**, **positivity** and **confidence**, ensuring that each and every child is valued as an individual. We have a child centred approach and through the teams thorough knowledge and understanding of how children learn, we are all able to develop **Knavesmire Character** and **succeed together**, as well as enjoying the wonder and awe of childhood.







www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

BIG THINGS OFTEN HAVE SMALL BEGINNINGS

The Characteristics of Effective Teaching & Learning Are:

- **Playing and Exploring** – Engagement

(Finding out and exploring, playing with what they know, being willing to 'have a go')

- **Active Learning** – Motivation

(Being involved and concentrating, keep trying, enjoying achieving what they set out to do)

- **Creating and Thinking Critically** – Thinking

(Having their own ideas, making links, choosing ways to do things)

MORE INFORMATION ON OUR NURSERY PAGE OF OUR WEBSITE

NURSERY CURRICULUM

EARLY YEARS FOUNDATION STAGE

A Unique Child + Positive Relationships + Enabling Environments = Learning and Development

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.	Children learn to be strong and independent through positive relationships.	Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership with practitioners, parents and carers.	Children develop and learn in different ways. Effective Early Learning takes account of Playing and Exploring, Active Learning, Creating and Thinking Critically.

www.knavesmireprimary.co.uk/admissions

AND THOUGH THEY ARE LITTLE THEY ARE FIERCE

Small World – The children can act out/create experiences through small world play. This helps children with personal, social and emotional development as well as communication and language skills. Progression through Early Years gives the children a wide range of scenarios to explore and develop.

Mark Making/Writing – We pride ourselves on offering a language rich environment where the children are able to consolidate/explore their reading and writing skills. Our writing areas offer open-ended resources for the children to practice skills and develop a passion for literacy.

Construction – Large and small construction allows children to play, explore, actively learn, create and think critically which are all vital in early learning. This is an extremely open ended area where the children can create and explore concepts which an adult may never even consider.

DT/Create – In this area children can plan, draw, make and develop transferable skills. This is key for encouraging children's creative imaginations and allows them to share their thoughts, feelings and ideas.

NURSERY INDOOR ACTIVITIES

LEARNING THROUGH PLAY

Home Corner – The home corners in Nursery offers the children a familiar environment where they can act out real life experiences, helping them to make sense of the world. This area encourages communication and language skills and further challenge and progression can be introduced through enhancing the area with literacy activities, cultural and seasonal events and things such as counting for maths.

Water – The water area allows opportunities for exploration and experimentation in a sensory and calming way. Many skills such as measuring and cause and effect can be gained from water play. We offer lots of different resources to encourage investigating and the development of critical thinking.

Maths – The maths areas offer progression of skills throughout Early Years. The children are offered a range of provision to encourage skills in number and shape, space and measure. We ensure that all areas of provision provide opportunities to develop maths skills.

Fine Motor – Physical development is key throughout early years. Carefully selected provision is provided to encourage the development of the children's fine motor skills to enable them to succeed in writing, cutting and accuracy.

Sand – Wet and dry sand play promotes physical development through large movements when pouring, digging, sifting and brushing. The sand area can become anything that the child imagines!

Malleable – Playing in the malleable area can be supportive of many different areas of the curriculum. It supports physical development as well as consideration for shape, space and the environment. This area is important in supporting communication and language and allows the children a sensory approach to learning.

IT'S COOL TO BE SMALL



NURSERY OUTDOOR ACTIVITIES

LEARNING THROUGH PLAY

Reading Shed – Reading is a key focus throughout Early Years. The children are provided with books to familiarise themselves with the layout/pictures and eventually reading and narratives of books.

Construction – The children have a large construction area outside where they can let their imaginations run wild and build on team skills to build large structures. Progression is offered through varying resources for Nursery and Reception.

Music Area – The children can explore the sounds of musical instruments, create beats and work together to become a band!

Sand – The large outdoor sand area supports physical development as the indoor one does, but with the added bonus of space to explore sand vehicles and a larger building space.

Bikes – We have a range of bikes/scooters/cars to support physical development and offer challenge in the outdoor area. This area is key for communication and language as well as vocabulary building skills.

Writing Area – The open ended outdoor writing area gives the children a space where they can explore mark making/writing skills in a different environment.

Enriching/changeable activities – We follow the children's interests and offer a range of enriching activities such as footballs, fancy dress, car slides, small world and teddy bears picnics among many more.

www.knavesmireprimary.co.uk/admissions

EXCEL LEARNING TRUST

BIG THINGS OFTEN HAVE SMALL BEGINNINGS

Illness and Absence

Below are listed some of the illnesses your child may get and the length of time he/she should be kept off Nursery. We ask you to please observe these **guidelines which are provided by the Health Protection Agency**.

If your child is absent from Nursery you should **report this to the School Office at admin@knavesmire.elt.org.uk**, with the absence reason, ahead of each missed session. It is important that you share any diagnosis of contagious conditions so that we can manage this within Nursery and take any necessary precautions.

ABSENCE AND ILLNESS

HEALTH PROTECTION AGENCY GUIDANCE

MORE INFORMATION ON OUR ABSENCE PAGE OF OUR WEBSITE

DISEASE	Recommended period to be kept away from Nursery
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting.
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment.
Chicken Pox	5 days from onset of rash, until spots ‘crust over’.
German Measles (rubella)	6 days from onset of rash.
Measles	4 days from onset of rash.
Impetigo	Until lesions are crusted or healed or 48 hours after commencing antibiotic treatment.
Shingles	Exclude only if rash is weeping and cannot be covered.
Mumps	5 days from onset of swollen glands.
Covid-19	3 days from the positive test