



Learn, Achieve, Succeed

Parents / Carers
Information Booklet
NURSERY
2025 - 2026

Sir Francis Hill Primary School

Bristol Drive, Lincoln LN6 7UE

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Booklet Updated: July 2025

Welcome to Nursery 2025 – 2026

Meet the Nursery Team

		
Mrs Ward Bumblebee Class Teacher	Mrs Mowlam Early Years Practitioner	Mrs Allen Early Years TA

	
Mr Fish-Clark Assistant Head Teacher (Early Years & Key Stage 1)	Mr Fish-Clark Early Years Phase Leader

Contacting the Teaching Staff

If you wish to speak to a member of the teaching team, please use the email address below.

Team Email: nursery@sfh.lincs.sch.uk

If you wish to contact a teacher directly or a member of the Senior Leadership Team, please contact the admin email address and mark our email "For the attention of..."

Admin Email: admin@sfh.lincs.sch.uk

Our Early Years Statement

At Sir Francis Hill Primary School Early Years, we work tirelessly to ensure children are happy in school and feel resilient, safe and secure. We will provide quality learning experiences that spark the children's interests and imagination. We build positive relationships with the child and their family and work together to help children fulfil their potential and prepare for the next step in their educational journey.

Our Nursery Learning Environment

At Sir Francis Hill Primary School our Early Years includes a large and welcoming Nursery setting. The Nursery has its own dedicated space which was built in 2016 and includes a large classroom space, outdoor covered play space and woodland area. All our classroom and outdoor areas have a range of play activities designed to offer a fun, safe and stimulating environment for children aged 3 to 4 years old. After Nursery your child will then move on to our Early Years Reception Unit during the school year, they turn 5 years old and start school full-time. Places for our Reception classes are applied for via Lincolnshire County Council but when it is time to apply our staff will support parents / carers with that process.



Our Early Years Curriculum

The Early Years Foundation Stage (EYFS) applies to children from birth to the end of their Reception year. At Sir Francis Hill Primary School, all children begin attending school full time at the start of the school year in which they turn five, this is called Reception. At the school we also have a Nursery where the children aged three and four years can attend.

Four guiding principles shape practice at Sir Francis Hill Primary School Early Years which are in line with the school's aspirational vision, aims and values.

These are:

- Every child is a **Unique Child**; they are constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **Positive Relationships**. Children benefit from a strong partnership between practitioners and parents / carers.
- The Early Years classrooms and outdoor spaces are **Enabling Environments** for our children. With the support from adults, who respond to the children's individual interests and needs, we help the children to build the foundations for their future learning.
- Children **Learn and Develop** in different ways and at different rates.

Early Years Areas of Learning and Development

There are seven areas of learning and development in the EYFS curriculum that shape the educational programme at Sir Francis Hill Primary School. All areas of learning and development are important and interconnected. These areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. We offer the children a wide range of activities and experiences through the prime and specific areas of the EYFS curriculum.

- Prime Area – Communication and language, Physical development, Personal, social, and emotional development
- Specific Area – Literacy, Mathematics, Understanding the world, Expressive arts and design

None of these areas of learning and development can be delivered in isolation from the others. They are equally important and dependent on each other. All areas are delivered through a balance of adult-led and child-initiated activities. In each area there are Early Learning Goals that define the expectations for most children to reach by the end of the EYFS.



Our Nursery Curriculum

At Sir Francis Hill Primary School, within our Early Years provision, we follow a theme-based curriculum. The curriculum is centred around inspirational learning activities that take place in both classroom and outdoor environments, allowing children to learn in a way that motivates and interests them. We aim to provide our children with challenges, giving them opportunities to solve problems, apply themselves creatively, and express their knowledge and understanding across the entire curriculum.

The Early Years programme is designed to enhance our nursery and reception children's skills and knowledge throughout the year through a series of topics. These topics are carefully crafted and sequenced to facilitate children's learning and development. They build on the children's existing knowledge in a systematic way, progressing and supporting them as they prepare to transition to the Key Stage 1 National Curriculum at the start of Year 1.

	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
Nursery						
	Me and My Community	Once Upon a Time	Starry Night	Dangerous Dinosaurs	Sunshine and Sunflowers	Big Wide World

Nursery Session Options and Optional Additional Fees

Since September 2017, 30-hours free childcare has been available to eligible working families of 3 and 4 year olds. This is an additional 15-hours on top of the 15-hours available to all parents of three and four year olds and can be accessed by registering on www.childcarechoices.gov.uk to receive an 11-digit eligibility code. We offer parents / carers several different childcare options using their 15 or 30 hours funding entitlement (proof of funding is required). Children can attend; every morning, every afternoon, two and a half days or 30 hours (subject to meeting the funding criteria). Additional hours can be paid for. We work hard to be as flexible as possible within the limits and capacity of our nursery, and we will do our best to meet the requests of individual families, but this cannot be guaranteed. If your session requirements are not available immediately, we will add your request to our waiting list. We encourage parent to consider all morning or all afternoon session for 15 hours funding (option 1 or 2) or full-time if you receive 30 hours funding (option 5) in order to build continuity for your child and be able to work on all areas of the Early Years curriculum.

Funded Session Options

Option 1	5 morning sessions a week	9.00am - 12.00pm (5x3hrs)	15hrs
Option 2	5 afternoon sessions a week	12.30pm - 3.30pm (5x3hrs)	15hrs
Option 3	Start of the week (2 x Core Days / 1 x morning session)	Mon & Tues 9.00am - 3.00pm (2x6hrs) Wed (morning) 9.00am - 12.00pm (3hrs)	15hrs
Option 4	End of the week (2 x Core Days / 1 x afternoon session)	Wed (afternoon) 12.30pm - 3.30pm (3hrs) Thurs & Fri 9.00am - 3.00pm (2x6hrs)	15hrs
Option 5	Full time (5 x Core Days)	9.00am - 3.00pm (5x6hrs)	30hrs

At Sir Francis Hill Nursery, we strive to offer high quality provision at a reasonable price. Our current fees are shown below:

Fees (2025-2026)

Extended Session	3.00pm - 3.30pm (30mins)	£2.50 per session
Core Day	9.00am - 3.00pm (6hrs)	£26.00 per day
Morning Session	9.00am - 12.00pm (3hrs)	£13.00 per session
Afternoon Session	12.30pm - 3.30pm (3hrs)	£13.00 per session
Part Time Top Up	15 additional hours top up	£65.00 per week
Late Collection	For regular/persistent late collection	£5.00 per late collection
Hot School Meal	For Core Day children only	£2.20 per meal

If you book a Core Day and would like your child to stay until 3.30pm, an additional half hour session is offered at an additional charge of £2.50.

Prices are inclusive of all drinks, snacks and specialist provision.

Pricing Changes and Length of Notice

We will review our fees annually to monitor the running costs of providing nursery provision. We will give at least one month's notice of any fee increases. Length of notice if your child is stopping sessions is a minimum of four weeks' notice, or payment in lieu of notice. You are able to use your 'Tax-Free Childcare' account to pay for any additional sessions - for more information see www.gov.uk/tax-free-childcare

Session Information

A minimum of 15 hours must be taken per week to enable your child to enjoy an active role in all aspects of our nursery. Opening times are term-time only, Monday to Friday from 9.00am until 3.00pm/3.30pm (depending on your child's session). The Local Authority term dates can be found on the school website calendar and in our school newsletter. We do operate a soft opening across the whole school, so doors are open from 8.50am but we ask if nursery families have older children in the school that they are dropped off first to have prevent traffic and queuing at the nursery entrance.

Key Dates

Tuesday 2nd September and Wednesday 3rd September – Staff Training Days

Thursday 4th September – School reopens for pupils Start of Term 1

Thursday 23rd October – Last Day of Term 1

Monday 3rd November – Start of Term 2 – School reopens

Friday 19th December – End of Term 2 – School closes for the Christmas holidays

Monday 5th January – Staff Training Day

Tuesday 6th January – Start of Term 3 - School reopens for children

Friday 13th February – School closes – End of Term 3

Monday 23rd February – School Reopens for children

Thursday 2nd April – End of Term 4

Monday 20th April – Staff Training Day

Tuesday 21st April – Term 5 – Reopens for pupils

Monday 4th May – Bank Holiday – School closed

Friday 22nd May – School closes for end of Term 5

Monday 1st June – School Reopens Start of Term 6

Wednesday 22nd July – End of Term 6 – Summer Holiday

Trip, Visits and Events

We are currently developing our Early Years trip and visits offer, more information to follow.

School Dinners / Packed Lunch

Our well-balanced school meals are prepared on-site in our school kitchen. We have a 3-week cycle of menus; an example menu is below. Orders can be placed using the online School Grid system and must be pre-ordered or ordered before 8am each day. School Grid - <https://app.schoolgrid.co.uk/login.aspx?ReturnUrl=%2F>

If your child is attending nursery for a Core Day (full day) they will have lunch in school. A hot meal is available and may be purchased through our online payment system, SchoolGrid, for £2.20 per day. Parents / Carers are welcome to send their child into school with a packed lunch if they prefer. If a child attends a morning or afternoon session only parents / carers are asked to give their child lunch at home. We do operate a snack area within the nursery classroom and the children have access to free fruit, milk, water and toast. Please ensure school staff are fully aware of any dietary requirements, allergies or intolerances.

Packed lunches should be brought in a named container with a plastic bottle/carton of drink, (no fizzy drinks). For safety reasons please do not send cans or glass bottles. We promote a healthy and balanced diet in school and ask that you provide a healthy lunch which doesn't contain an amount of food that is overwhelming for your child.

An example lunchbox might look like this:

- Sandwich/wrap
- Crisps/breadsticks
- At least one portion of fruit
- Fruit juice drink carton

We are a "Nut-Aware" school and aims to protect children who have allergies to nuts yet also help them, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be put at risk. We do not allow nuts or nut products in school lunch boxes.

	Week 1 Weeks Starting:	Week 2 Weeks Starting:	Week 3 Weeks Starting:
DINNER TIMES	Pork Meatball Pasta Bake Pizza Margherita (V) Jacket Potato Coronation Chicken (GF) Cheese Panini Garden Peas, Sweetcorn Peaches & Cream Fresh Fruit Selection (GF) Yoghurt (GF)	Macaroni Cheese with BBQ pulled pork Pizza Margherita (V) Jacket Potato & Bean Chili (GF/V) Chicken Pasta Panini Garden Peas, Sweetcorn Pears, breadsticks and grapes Fresh Fruit Selection (GF) Yoghurt (GF)	Bolognese Pasta Bake Pizza Margherita (V) Jacket Potato & Bean Chili (GF/V) Tuna & Cheese Panini Garden Peas, Sweetcorn Pears & Cream Fresh Fruit Selection (GF) Yoghurt (GF)
PIZZA & PASTA	BBQ Chicken with cheese (GF) BBQ Quorn with cheese (GF) Jacket Potato & Baked Beans (GF/V) Cheese Baguette Rice, Green Beans Sticky Toffee Pudding & Custard Fresh Fruit Selection (GF) Yoghurt (GF)	Beef Tacos Quorn Tacos (V) Jacket Potato & Cheese (GF) Ham Baguette Rice, Sweetcorn Baked Cheddar Cake Fresh Fruit Selection (GF) Yoghurt (GF)	Mild Chicken Korma (GF) Mild Quorn Korma (V) Jacket Potato & Ham & Coleslaw Egg Mayo Baguette Rice, Green Beans, Naan Chocolate cake & Custard Fresh Fruit Selection (GF) Yoghurt (GF)
AROUND THE WORLD	Roast Chicken Fillet Quorn Fillet (V) Jacket Potato & Cheese (GF/V) Tuna Sandwich Roast Potatoes, Carrots, Sweets, Savoy Cabbage, Gravy Vanilla Cake Fresh Fruit Selection (GF) Yoghurt (GF)	Roast Beef with Yorkshire Pudding Cauliflower & Broccoli Cheese Bake (V) Jacket Potato & Ham (GF) Coronation Chicken Sandwich Roast Potatoes, Carrots, Green Beans, Gravy Chocolate Cake Fresh Fruit Selection (GF) Yoghurt (GF)	Roast Pork Cheese & Onion Pie (V) Jacket Potato & Baked Beans Cheese Sandwich Mashed Potatoes, Cauliflower, Broccoli, Gravy Biscuits Fresh Fruit Selection (GF) Yoghurt (GF)
WEDNESDAY ROAST	Beef Lasagne Lentil Lasagne (V) Jacket Potato & Tuna Mayo/Mashed (GF) Chicken & Bacon Panini Garlic Bread, Garden Peas, Celeriac, Salad Bar Rhubarb Crumble & Cream Fresh Fruit Selection (GF) Yoghurt (GF)	All Day Sausage Breakfast All Day Omelette Breakfast (V) Jacket Potato & Cheese (GF/V) Cheese Panini Toasted Baked Beans, Mushrooms, Salad Bar Apple Crumble & Cream Fresh Fruit Selection (GF) Yoghurt (GF)	Sausage Hot Dog Quorn Hot Dog (V) Jacket Potato & Cheese (GF/V) Ham Panini Diced Potatoes & Salad Oaty Fruit crunch & Cream Fresh Fruit Selection (GF) Yoghurt (GF)
SCHOOL FAVOURITES	Breaded Fish Fillet Croutons & green bean flan (V) Jacket Potato & Ham (GF) Tuna Mayo wrap Chipped Potatoes, Baked Beans, Salad Bar Ice cream tubs Fresh Fruit Selection (GF) Yoghurt (GF)	Breaded Fish Fillet Mushroom & Giant's cheese tart (V) Jacket Potato & Beef Chili (GF) BBQ Chicken wrap Chipped Potatoes, Garden Peas, Salad Bar Lemon Muffin Fresh Fruit Selection (GF) Yoghurt (GF)	Homemade Salmon Fishcakes Vegetable Cakes (V) Jacket Potato & Chicken Curry (GF/V) Chicken Mayo Wrap Chipped Potatoes, Mushy peas, Salad Bar Vanilla Muffin Fresh Fruit Selection (GF) Yoghurt (GF)
FISHY FRIDAYS			

Snack Time and Drinks

All children at school are entitled to free school milk until they turn five. We organise class snack time, which includes milk, water, and fresh fruit and vegetables. The children can enjoy a piece of fruit and a drink socially with their friends. They will also have the responsibility of cleaning up after themselves and keeping the classroom tidy.

To ensure that your child remains hydrated throughout the day, we encourage them to bring a clearly labelled bottle of water every day. Please note that juice or flavoured water is not permitted.

Throughout their time in Nursery, we also engage in baking, cooking, and food tasting activities linked to our learning experiences. Should your child be dairy intolerant or have other dietary requirements, please ensure that this information is detailed on your child's Admission Form.

Uniform and PE Kit

At Sir Francis Hill we believe that a school uniform promotes a sense of belonging and pride in our school, therefore, it is expected that all children will wear school uniform.

These are the uniform options for your child: –

- Grey or Black – Trousers, Shorts, Skirt or Pinafore Dress (Nursery only option: grey or black plain joggers, shorts or leggings)
- Royal Blue – Gingham Dress
- White – Shirt or Blouse
- White or Royal Blue – Polo Shirt (Nursery only option: plain white or royal blue round neck t-shirt)
- Royal Blue – Sweatshirt, Jumper, or Cardigan
- Grey, White or Black – Tights or Socks

Sensible black shoes for all children. They must be black including black soles and be plain with no logos or designs. Boots are allowed but they must be black, flat with no heel and no higher than the ankle.



PE kits are not needed for Nursery children, during PE sessions the children will just need to change their footwear. Parents and carers will be informed when PE footwear is required.

Logo uniform items can be purchased from the following suppliers: -

<https://www.schooltrendsonline.com/uniform/SirFrancisHillCommunityLN67UE>

http://www.uniform-direct.com/acatalog/Sir_Francis_Hill_Community_Primary_School_.html

The school also runs a pre-owned uniform shop: -

<https://app.uniformd.co.uk/items/sir-francis-hill-primary-school>

Please ensure that every item of clothing is named, including PE Kit. Please also name bags and water bottles. It is very difficult to find the owners of unnamed items as many children have similar belongings.

We request that everyone comply with this expectation so that everyone attending our school is wearing appropriate, smart, and safe clothing. In the event of your child not wearing the correct uniform to school, will be spoken to, and he will be given alternate items to wear during that school day. Parents will also be notified by the class teacher. If the issue continues parents / carers will be contacted and asked to bring the correct clothing into school for the child to change into.

Our School Vision

Vision

We will empower everyone in our school community to live with **wisdom, kindness**, and to play a positive and purposeful role in an every-changing global **community**.

Mission

We will ensure that every child is able to **learn, achieve** and **succeed** to the very best of their ability and thereby reach their own potential.

Our School Values

Wisdom: To develop wisdom, aspiration, knowledge and skills. To enable discipline, confidence and delight in seeking wisdom and knowledge, and developing talents in all areas of life. To educate for coping wisely when things go wrong, opening horizons and guiding into ways of fulfilment.

Community: To educate for community and living well together. This involves a focus on safeguarding, positive relationships, participation in communities and the qualities of character that enable people to flourish together.

Kindness: To educate for kindness and respect: the basic principle of respect for the value and preciousness of each person, treating each person as a unique individual of inherent worth.

These three values are the pillars of virtue that drive all we do. They are qualities that we believe sustain a well-rounded life and a thriving society. We will support and facilitate the acquisition and strengthening of these virtues across our school community and beyond.



Wisdom



Community



Kindness

Our School Rules

At Sir Francis Hill Primary School, we use a restorative behaviour system. Our policy is based on the principles of mutual respect, self-control and regard for others. The aim is to create a safe, happy and secure environment in which children learn consideration and respect for others. In all of this, a strong emphasis is placed on fostering positive relationships between staff and pupils and on the co-operation and support of parents. Our rules in school are simple – **Ready, Respect and Safe**



Whole School Communication System

At Sir Francis Hill Primary School, we use a smart cloud-cloud system called Arbor to help us collect, store, and manage all the information we need in school, for example parent / carer's contact information, your child's date of birth, your home address, and emails. Parents / carers are encouraged to download the Arbor app which gives parents access to the parent portal. On this portal we can send communications (messages and emails), parents can track their child's attendance. We use the app to inform parents about behaviour incidents and records the children's house points.



School Policies

School policies cover every aspect of school life. On our school website you will find some of our most important policies for your reference. If you want to know more about our policies or more information, please ask the school office or checkout the school website www.sfh.lincs.sch.uk/policies/

Seesaw – Your Child's Online Learning Journal

At Sir Francis Hill Primary School our Early Years and Key Stage 1 classes use a communication tool called "Seesaw" (<http://seesaw.me>), a secure online journal where staff, parents/carers and children can document and reflect on what they are learning in class. In time, and with support, your child will be able to add the things we work on (including photos, videos, drawings and voice recordings) to their Seesaw journal and we can share them privately with you, and other family members, to view and comment on throughout the school year. School staff will use the journal to record and share the different experiences and activities your child enjoys in school. We will also use Seesaw as an opportunity to share home learning and activities you will be able to support your child with to consolidate their learning.



Signposting for Support

Here are some helplines and websites which might be of some use to you.



Lincolnshire Safeguarding

<https://www.lincolnshire.gov.uk/safeguarding>

Cost of Living Support

<https://www.lincoln.gov.uk/benefits/cost-living-support>

Universal Credit

<https://www.gov.uk/how-to-claim-universal-credit>

Apply for Free School Meals

<https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals>

There is also the Family Services Directory, an online guide to services and information on local organisations for parents, children and young people. Within this site, you will find a wealth of information about several issues, including Education, Health, Housing, Staying Safe and Emotional well-being. <https://lincolnshire.fsd.org.uk/kb5/lincs/fsd/home.page>

Our school website is full of useful links:

Pastoral / Emotional Support - <https://www.sfh.lincs.sch.uk/pastoral-emotional-support/>

Autism (ASD) - <https://www.sfh.lincs.sch.uk/autism-asd/>

ADHD - <https://www.sfh.lincs.sch.uk/adhd/>

Support your child with spelling and reading difficulties -

<https://www.sfh.lincs.sch.uk/supporting-your-child-with-spelling-and-reading-di/>

Meet the Senior Leadership Team

	
Mrs Hickerton Head Teacher	Mrs Scally Acting Head Teacher

		 Awaiting Image
Mr Fish-Clark Assistant Head Teacher Early Years & KS1	Mrs Garner Assistant Head Teacher KS2	Mrs Todd Business Manager

Meet the Inclusion Team

			
Miss Lacey SENCO / Inclusion Lead / DSL	Mrs Smith Safeguarding Lead / DDSL	Mrs Revill Welfare Officer	Mr Dennis Learning Mentor



If you have any questions or need support, please do not hesitate to contact the school or speak to your child's class teacher.

Checkout our school website –

www.sfh.lincs.sch.uk

