



Lawn Primary &
Nursery School

Excellence
Resilience
Confidence
Respect

Nursery Handbook

Lawn Primary & Nursery
School





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Welcome from the Headteacher

It is a real privilege to welcome you to Lawn Primary & Nursery School. I am incredibly proud to be the Headteacher of such a caring, inclusive, and vibrant school community—where every child is known, valued, and encouraged to thrive.

We are delighted that your child has secured a place in our Nursery and will be taking either their first or next steps of their educational journey with us at Lawn Nursery.

This handbook contains the relevant information for the next phase of the process. We are aware that there is a lot of information to take in so we hope this pack will help you keep track of what is happening and when.

At Lawn, we believe that every child deserves the very best. Our dedicated and passionate staff team work hard to ensure that children are supported both academically and socially, enabling them to develop as confident learners and kind, respectful individuals. We have high expectations for all of our pupils—whether in their learning, behaviour, or the way they treat others—and we take pride in fostering a strong sense of belonging and pride in our school.

We are committed to providing a rich, ambitious curriculum that inspires curiosity and a love of learning, while ensuring children feel safe, supported, and happy at school. Our staff work tirelessly to build strong foundations from the earliest stages, and to ensure that every child is well prepared for the next stage in their education—and in life.

Education at Lawn is about far more than just lessons. It's about the whole child—their character, wellbeing, and self-belief. We want our pupils to leave us as well-rounded, resilient and respectful individuals who are ready to make a positive contribution to the world around them. As our vision states: **children to be proud of.**

We value the partnership we have with our parents and carers. Together, we can help every child succeed. Whether through day-to-day communication, involvement in events, or supporting learning at home, your contribution really matters. We believe that working together makes all the difference.

This handbook is designed to give you key information as we begin a new academic year. You'll also find an overview of our current School Development Plan, shaped by the voices of pupils, parents and staff, which outlines how we will continue to improve and grow as a school. For further details and ongoing updates, our school website is always available;

[Click link to website](#)

We're very much looking forward to the year ahead, working in partnership with you to ensure your child has the best possible experience at Lawn Primary & Nursery School. If you ever have any questions or concerns, please don't hesitate to get in touch.

Lindsay Wood

Mrs L Wood
Headteacher

Lawn Nursery

Lawn Nursery is a setting for children from the age of 2 years old until they start Reception. We offer all children an excellent start to their school journey so that they can become life-long learners. In our nursery rooms, we provide a topic-based curriculum in which the children can develop their creativity, build resilience and embrace their imagination.

Bluebells Class (for children aged 3 and 4) is an exciting place to be and it is full of happy, enthusiastic children who are keen to learn. With its welcoming and friendly atmosphere, our staff are committed to enabling every child to reach their full potential.

In Bluebells, encouraging independence and nurturing confidence is at the heart of everything that we do. It is important that all of the children in our care have the opportunity to develop the skills that they need to grow into well-rounded individuals.



To achieve this, we offer a wide range of indoor and outdoor activities that allow children to develop skills across the seven areas of the Early Years curriculum. Our team of staff have many years of experience and are dedicated to supporting every child on their journey to be school-ready!

Saplings Class (for children aged 2) is led by a fantastic team of practitioners who will take your little ones under their wing!



Our curriculum for two-year-olds focuses largely on the three prime areas of learning; Communication and Language/Personal, Social and Emotional Development/Physical Development.

In Saplings, we give the children plenty of opportunities to develop their gross motor and fine motor skills to enable them to move more confidently and with greater control.

The adults in Saplings are skilful at getting the children to communicate through play - encouraging the use of simple words and phrases, as well as developing their listening skills. The children are encouraged to follow simple rules and routines ready for their next step into Bluebells Class.

Admission dates

To apply for a nursery place for your child, please complete an Initial Contact Form, which is available to download from our website, or you can collect a copy from the school office. This form provides us with the essential information needed to consider your application, including your child's requirements, any special educational needs, and your funding arrangements. Please note that all information will be reviewed and verified prior to any offer of a place being made, so we can ensure we are able to best meet the needs of your child,

We offer three start dates during our academic year. The date your child can start will depend on when they turn two or three.

A child is deemed to be of nursery-age from the beginning of the term following their second or third birthday, where eligible.

When your child turns the relevant age	When they can get their funded hours from
1 September to 31 December	Spring Term starting on or after 1 January.
1 January to 31 March	Summer Term starting on or after 1 April.
1 April to 31 August	Autumn Term starting on or after 1 September.

Spring Term – January to March

- Deadline for Applications - 1st October
- Parents Notified of Place - 30th November (latest)

Summer Term – April to August

- Deadline for Applications - 1st January
- Parents Notified of Place - 27th February (latest)

Autumn Term - September to December

- Deadline for Applications - 1st May
- Parents Notified of Place - 30th June (latest)

Funding

You may be eligible for funding for all or part of your child’s nursery costs. To find out more about what childcare support is available for you, visit the 'Best Start in Life' website for full details.

[Click Link - Best Start in Life](#)

Early Learning for 2-Year-Olds: 15 hours of early learning each week for families in England who get extra support, like those on Universal Credit or children with an Education, Health, and Care Plan. As part of your application, we need your 6-digit alpha/numeric eligibility code.

Working Parent Entitlement - 30 Hours of Childcare: For children aged 9* months to 4 years. Eligible working families can apply for 30 hours of childcare for 38 weeks a year, to use from the term after their child turns 9* months until they reach school age. As part of your application, we need your 11-digit numeric eligibility code.

Universal Entitlement 15 Hours of Childcare for all families: For all families with children aged 3 to 4. No eligibility code is needed.

You must apply for any funding (except childcare for all families). You will be advised if you are eligible, and you will be provided with a unique reference number.

You can apply for your code up to 16 weeks before your baby turns 9 months old. You need to apply online before the deadline to receive a code. The deadline is the day before the new term begins, but we encourage you to apply earlier and recommend applying at least 6 weeks before the deadline.

If you do not apply on or before the deadline, you will not be able to take up your entitlement that term, and we will charge you for any sessions attended.

When you would like to use your entitlement from	The deadline to apply for a code
1 September	31 August
1 January	31 December
1 April	31 March

We will ask you to provide your funding code when you complete the Initial Contact Form. When we confirm your hours, we will request you complete a Parental Declaration Form, and we will request to see a copy of your child's birth certificate. Without this, we are unable to claim the funding.

If you have any queries regarding your funding, please refer to the below link of FAQ for parents: [Frequently Asked Questions - Best Start in Life](#)

Government funding does not cover:

- meals
- nappies
- additional hours
- additional activities, such as trips

*We accept children from the age of 2 years old.

Fees

Where funding may not be applicable for all or part of your child's nursery place, standard session fees will apply.

Funded hours must be used in a continuous block.

30 hours funded

If you would like your child to attend our nursery full-time, you will use your free 30-hour funded entitlement, with an additional charge to cover the extra 2.5 hours. A full week in our nursery setting is 32.5 hours (6.5 hours per day)

Option A – 30 hours All Week / Early collection Friday at 12:40

Monday to Thursday 08:40 – 15:10 and Friday 08:40-12:40 using just the government 30 hour working families funding with no additional charges (apart from a school lunch if ordered, wraparound and trips/visits)

Option B – 32.5 hours All Week

Monday to Friday 08:40 – 15:10.

There is a charge of £10 per Friday afternoon (£12.50 per Friday afternoon from September 2026) for children staying on Friday afternoons from 12:40 to 15:10 as these hours are additional to the 30 hours government funding. (apart from a school lunch if ordered, wraparound and trips/visits)

15 hours funded**Option C - 15 Hour Mornings/Afternoons Only**

Monday to Friday available, 08:40 - 11:40 or 12:10 – 15:10, using the government funded hours with no additional charges (apart from a school lunch if ordered, wraparound and trips/visits)

Option D – 16.5 hours Part Week – 2.5 days 08:40 – 15:10 & 08:40 – 12:10

Using the government 15 hours, with an additional charge of £4 (£5.50 from September 2026) to top this up to 2.5 days in a continuous block. (apart from a school lunch if ordered, wraparound and trips/visits)

Option E – 19.5 hours Part Week – 3 days 08:40 – 15:10

Using the government 15 hours, with an additional charge of £10 (£12.50 from September 2026) to top this up to 3 days in a continuous block. (apart from a school lunch if ordered, wraparound and trips/visits)

Private Funded Sessions

Children who are either not in receipt of government funding or are attending additional hours are charged £22.80 (£24 from September 2026) per am or pm session.

Invoicing

Prior to the start of each term, an invoice will be issued. The invoice will detail the total amount due for that term. Payments for invoices can be made online via MCAS (outstanding payments).

We also accept payment via childcare vouchers (please speak to the office for more details).

Fees are due for the whole term. Any days off due to sickness or holiday still require payment. Please note - any late collections will be charged at the published rate.

Session Times

At Lawn Primary & Nursery School we currently offer the following sessions:

- Our nursery is open Monday to Friday, 08:40 – 15:10
- Breakfast club* is open from 07:30 until the start of the Nursery Day
- Afterschool club* is available from the end of the Nursery Day until either 16:00, or 17:50. (early finish Friday at 16:00)
- Nursery session times
 - Morning session 08:40 – 11:40

- Lunchtime session 11:40 – 12:10
- Afternoon session 12:10 – 15:10

*Subject to availability, for children aged 3 and 4.

Please note that when specifying your preferred session time on your form, these are not guaranteed.

Emergency Sessions:

We are pleased to be able to offer 'emergency' sessions for those occasions where parents need to arrange last-minute extra cover in addition to the sessions already booked. Emergency sessions can be booked on the day or up to a maximum of 1 week before. Places are subject to availability.

Starting Nursery

We want your child to feel happy and safe with us. When you accept a place at Lawn Nursery, our staff will work with you to decide on how to help your child settle in. You and your child are welcome to come for a 'Stay and Play' session before their first day at nursery. This will be an opportunity for you to come to nursery with your child and stay for 45 minutes; giving you an opportunity to speak with your child's teacher and let your child get used to the room.

All children are unique individuals; some settle at their first session while other children take longer. Parents should not feel worried if it takes their child a while to settle.

Nursery Uniform

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washable and old.

We have spare clothes available in case of accidents but please provide a spare set of clothes in your child's bag if you feel that this will make your child feel more comfortable.

As required by the Early Years Foundation Stage (EYFS) our children access the outdoors in all weathers, they always need suitable outdoor clothing including a named pair of wellies.

Sun Safety

We encourage all children to wear sun hats when outside during hot weather. Please provide a **named** sun hat and bottle of sun protection cream for children to apply.

Please label all clothing and belongings clearly for ease of identification.

Toileting expectations

Throughout your child's nursery experience, staff will support them with toileting needs in a positive way. We regularly encourage children to go to the toilet and wash their hands independently. Some children need extra support with toileting, so we work in partnership with parents to reach each individual child's needs. Please speak to a member of staff if you need support with potty training.

Wraparound Care

We also offer a wraparound service, including breakfast club and afterschool club, subject to availability.

- **Breakfast Club*** - drop off is via the Brecon Close entrance. Club times: 07.30 to the start of the nursery day
- **After School Club*** - runs directly after the school day. Children are collected from their classroom by the wraparound staff and taken to the club. We offer 2 sessions; short session daily from 15:00 to 16:00 and long sessions Monday to Thursday only 15:00 to 17:50 (early finish Friday at 4:00pm)

All payable via MCAS in advance of the session needed. Wraparound bookings need to be made at least 24 hours in advance of the session needed and are released on a termly basis.

If you are paying for your sessions through Tax Free Childcare Vouchers (pre-payment is required). Please email the school office, with details of your payment, and we will credit your MCAS account.

*Available for 3- & 4-year-olds only

MyChildAtSchool (MCAS)

We are a cashless school. Bromcom is the school's MIS (management information system) and the central system we use in the day-to-day running of the school. 'MCAS' stands for My Child at School and is the name of the parent/carer portal available on both desktop and the app.



Milk, Snacks and Lunches

If you would like your child to receive milk in the mornings, you can apply by going to the Cool Milk website. Please ensure to apply this to the days your child attends.

<https://www.coolmilk.com/>

Your child will be provided with a snack of fresh fruit during the morning session. Children who are in Saplings Class will need to bring their own snack for the morning session as they are not funded through the government scheme.

If your child is staying for lunch, they will need a packed lunch, or you can book a school dinner. Please remember - NO NUTS OR NUT PRODUCTS (this includes Nutella). We have children with severe nut allergies within the setting. We encourage healthy eating; you can view our packed lunch policy on the school website.

If you would like to order a lunch from school, you will be able to once your child has started Nursery and you have registered your child onto MCAS.

Please provide a re-usable bottle (water only) that is clearly labelled with your child's name. Children have access to these throughout the day.

Attendance



We believe that for your child to benefit fully from nursery, good attendance is essential and needs to be regular and punctual. We take a whole-school approach to monitor attendance. If a child is absent for a period of three weeks without any contact from parents, your place in our nursery may be withdrawn and offered to another child.

If your child is absent from school, please email absence@lawn-pri.swindon.sch.uk or contact the school office on 01793 522626 **before 08:15** to notify us of the absence. If your child has had a sickness/diarrhoea bug, they must stay away from nursery for 48 hours after the last bout of sickness.

Safeguarding & Child Protection



Safeguarding is the responsibility of everyone at Lawn Primary & Nursery School. We all have a duty of care towards the children and young people at Lawn Primary & Nursery School. If at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern about the safety or wellbeing of a child. Please speak to a member of the Safeguarding Team.

- **Miss Jelley** is the Designated Safeguarding Lead
- **Mrs Cannon and Mrs Wood** are Deputy Safeguarding Leads

Further information can be found on the school website regarding this and how to contact them.

In addition, to ensure we all play our part and keep our children safe there is a dedicated section to safeguarding in every newsletter.

Family Support & Nurture

The Family Support and Nurture Team have a wealth of experience and are trained in delivering nurture and parenting programmes, supporting families, providing information and signposting to different agencies.

If you would like further information on the support that we offer, have any questions, need any advice or simply want to chat, feel free to contact us on 01793 522626.

Special Educational Needs

Mr Berry is the school SENDCo and as such ensures that we meet the needs of our children with SEND.

If your child has any special needs, please include all relevant details on the Initial Contact Form. Alternatively, please contact the school ahead of your child enrolling so that we can carefully plan for their transition to our nursery.



Class Dojo

Sometimes we will want to share observations of your child or message you directly. At Lawn we use Class Dojo which allows our teachers to share your child's learning and what we have been doing at nursery. The teachers are able to share messages as well as pictures via the Dojo App.

Class Dojo may also be used to communicate any information, incidents or the need to talk to you at the end of the day by the class teacher. If you need to provide some information to the class teacher, you can contact them via the Dojo app or email the class link on the school website. Alternatively, you can ring or email the school office.

Parking



We would like to encourage all children who live locally to walk to nursery. Parking on the school site is for staff only; our parking spaces are limited with staff using both car parks at either end of the day. There will **not be any parking** on site for parents, and our gates will remain closed during the day.

The only exception being for anyone issued with a school parking permit. As we approach another busy school year, we kindly ask for your cooperation in being mindful of our local residents when parking during school drop-off and pick-up times.

Our school community is situated within a residential area, and we continually receive feedback from our neighbours regarding the impact of school-related parking on their daily lives. To maintain a positive relationship with our local community and to ensure everyone's safety, please avoid blocking driveways. Park only in designated parking areas and ensure you park legally.

Playground Safety

Please **do not** allow your children to play on the trim trails and equipment at the start and end of the school day. This is for your children's safety as this area is unsupervised. If you choose not to observe this, any use of the equipment is at your own risk.



Please can we ask that all children **dismount** their scooters and bikes at the school gate before entering the school site and do not ride these within the grounds to avoid any accidents occurring, especially with so many children and adults being on the school site and moving around at the start and of the day.

Policies



Copies of all our school policies are available to view on the school website.

Please see the below link to our policies page.

<https://www.lawn-pri.swindon.sch.uk/policies/>

Friends of Lawn

Friends of Lawn is a registered charity run by a joint group of parents and staff, volunteering together at Lawn Primary and Nursery School.

Their aim is to help build a proactive, inclusive, supportive school community, raising funds to be able to enable and enrich opportunities for our children.

A small committee of parents and staff representatives organise events and activities, and provide support for school performances and tasks, meeting occasionally in person and virtually, WhatsApp chats and often via playground conversations!

They also have a wonderful group of regular volunteer parents who help with specific activities both in the background and on event days.



Term Dates 2026/27



The term dates for students are:

Autumn Term

Term 1	Tuesday 1 st September - Wednesday 21 st October 2026
Half Term	Thursday 22 nd October - Friday 30 th October 2026
Term 2	Monday 2 nd November - Friday 18 th December 2026
Christmas	Monday 21 st December – Friday 1 st January 2027

Spring Term

Term 3	Monday 4 th January - Friday 12 th February 2027
Half Term	Monday 15 th February – Friday 19 th February 2027
Term 4	Monday 22 nd February – Thursday 25 th March 2027
Easter:	Friday 26 th March – Friday 9 th April 2027

Summer Term

Term 5	Monday 12 th April - Friday 28 th May 2027
Half Term	Monday 31 st May - Friday 4 th June 2027
Term 6	Monday 7 th June - Thursday 23 rd July 2027

Staff Training Dates:

- Tuesday 1st September 2026
- Wednesday 21st October 2026
- Monday 4th January 2027
- Monday 12th April 2027
- Friday 25th June 2027

Early finishes

- Tuesday 20th October 2026 – 13:30
- Friday 18th December 2026 – 13:30
- Thursday 25th March 2027 – 13:30
- Wednesday 23rd July 2027 – 13:30

Bank Holidays

- 25th and 28th December 2026
- 1st January 2027
- 26th and 29th March 2027
- 3rd May 2027
- 31st May 2027

All the above can also be found on our website, both in our calendar and a printable grid of the term dates.

SCHOOL TERMS AND HOLIDAY DATES 2026-2027

	September 2026					October 2026					November 2026					December 2026								
Mon			7	14	21	28			5	12	19	26		2	9	16	23	30			7	14	21	28
Tues		1	8	15	22	29			6	13	20	27		3	10	17	24			1	8	15	22	29
Wed		2	9	16	23	30			7	14	21	28		4	11	18	25			2	9	16	23	30
Thurs		3	10	17	24			1	8	15	22	29		5	12	19	26			3	10	17	24	31
Fri		4	11	18	25			2	9	16	23	30		6	13	20	27			4	11	18	25	
Sat		5	12	19	26			3	10	17	24	31		7	14	21	28			5	12	19	26	
Sun		6	13	20	27			4	11	18	25		1	8	15	22	29			6	13	20	27	

	January 2027					February 2027					March 2027					April 2027								
Mon			4	11	18	25			1	8	15	22		1	8	15	22	29			5	12	19	26
Tues			5	12	19	26			2	9	16	23		2	9	16	23	30			6	13	20	27
Wed			6	13	20	27			3	10	17	24		3	10	17	24	31			7	14	21	28
Thurs			7	14	21	28			4	11	18	25		4	11	18	25			1	8	15	22	29
Fri		1	8	15	22	29			5	12	19	26		5	12	19	26			2	9	16	23	30
Sat		2	9	16	23	30			6	13	20	27		6	13	20	27			3	10	17	24	
Sun		3	10	17	24	31			7	14	21	28		7	14	21	28			4	11	18	25	

	May 2027					June 2027					July 2027					August 2027									
Mon		3	10	17	24	31			7	14	21	28			5	12	19	26			2	9	16	23	30
Tues		4	11	18	25			1	8	15	22	29			6	13	20	27			3	10	17	24	31
Wed		5	12	19	26			2	9	16	23	30			7	14	21	28			4	11	18	25	
Thurs		6	13	20	27			3	10	17	24			1	8	15	22	29			5	12	19	26	
Fri		7	14	21	28			4	11	18	25			2	9	16	23	30			6	13	20	27	
Sat		1	8	15	22	29		5	12	19	26			3	10	17	24	31			7	14	21	28	
Sun		2	9	16	23	30		6	13	20	27			4	11	18	25			1	8	15	22	29	

Term Dates	Days	Bank Holidays
Term 1 01 Sep - 21 Oct 2026	37	Christmas Day Holiday
Term 2 02 Nov - 18 Dec 2026	35	Boxing Day Holiday
Term 3 04 Jan - 12 Feb 2027	30	Boxing Day Holiday (Substitute day)
Term 4 22 Feb - 25 Mar 2027	24	New Years Holiday
Term 5 12 Apr - 28 May 2027	34	Good Friday
Term 6 07 Jun - 23 Jul 202	35	Easter Monday
	195	May Day Holiday
		Spring Bank Holiday
		Summer Bank Holiday
		25 December 2026
		26 December 2026
		28 December 2026
		01 January 2027
		26 March 2027
		29 March 2027
		03 May 2027
		31 May 2027
		30 August 2027

Key:

- Term Time
- School Holiday
- Bank Holiday
- TD Days
- Early Finish



FREE and subsidised school milk

Register your child today!

Is your child entitled to FREE milk?




Every child under the age of five is entitled to FREE school milk.

 Register your child online for FREE school milk today.



Every child over the age of five is entitled to milk at a subsidised price of around £18 per term.

 Register online now and you can pay straight away!

Register your child for school milk today.

Sign them up in a few clicks...



Go online and quickly register your child for school milk at www.coolmilk.com



Need help? Contact our Customer Service team on 0800 321 3248 or via email at registrations@coolmilk.com

Cool Milk
www.coolmilk.com

The UK government continues to support school milk. Milk for under-5s is fully funded by DHSC via the Nursery Milk Scheme. Milk for over-5s is subsidised by Defra via the School Milk Scheme.

Company registration no. 3603430 England

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