

HAYES MEADOW PRIMARY SCHOOL

Be the Best We Can Be



Nursery and Preschool Prospectus 2026



Welcome

Welcome to Hayes Meadow Primary School. We are a one form entry Primary school with a purpose-built Nursery providing education for pupils aged 2 – 11 years.

We have a purpose-built nursery for 2–3-year-olds and a preschool for 3–4-year-olds in the year prior to them starting Reception.



We aim to provide our pupils with a broad range of learning experiences that will excite and inspire them in a caring and secure environment. Our motto is 'Be the Best We Can Be' and we ensure pupils develop a variety of skills to achieve their aspirations.

Hayes Meadow is situated on beautiful school grounds and we believe in providing learning opportunities for our pupils both inside and outside of the classroom. Our pupils enjoy exploring in our Forest School area, encouraging independence and building self- esteem.

Hayes Meadow is a strong community and we have close relationships with our parents/ carers. Our pupils are involved in a variety of events in the local community including sporting events with our local cluster of schools.

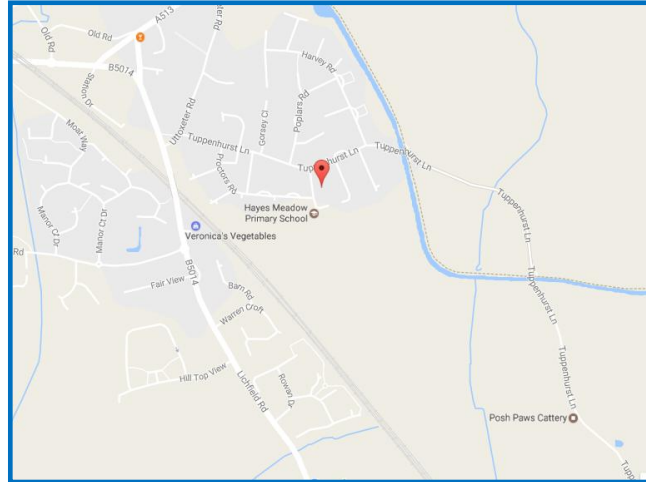
Our vision is that pupils at Hayes Meadow will develop values, knowledge, skills, confidence and a love of learning they will be able to use successfully throughout their lives.



School Information

Hayes Meadow Primary School
Spode Avenue
Handsacre
Rugeley
Staffordshire
WS15 4EU

Tel: 01543 490616



Email: office@hayesmeadow.staffs.sch.uk

Website: www.hayesmeadow.org

Headteacher: Mrs Sarah Sivieri

Assistant Headteachers: Mrs Nicola Morgan
Mrs Philippa Gilbert

School Office Manager: Mrs S Clarke

Our vision is that Hayes Meadow Primary School will create a safe, supportive and friendly environment and enable all pupils to have high aspirations which enable them to succeed and have a lifelong love of learning.

Aims:

- Every child will value themselves as a unique individual with special qualities and strengths and will have a strong social and moral grounding on which to base relationships and decision and be a positive ambassador for Hayes Meadow.
- Every child will take responsibility for their actions and have respect and understanding of the beliefs, values and needs of others in the local and global community.
- Every child will achieve the highest standards of which they are capable through developing their skills, knowledge and understanding across an exciting and inspiring curriculum and become a life-long learner.
- Every child will be a highly motivated, skilled and resilient learner, actively involved in their own learning through self-evaluation and awareness of learning goals, able to reflect on their learning and be willing to accept constructive comments and guidance.
- Every child will welcome new experiences and be courageous in their learning, which will develop their confidence to tackle challenges, solve problems and make mistakes within a secure environment, independently or collaboratively.

'Be the Best We Can Be'

Our motto makes clear our commitment to achievement for all pupils through providing a broad, balanced and challenging curriculum and recognising individual learning styles ensuring a multisensory approach to teaching and learning.

Our Values: We have designed a set of **Hayes Meadow** Values with the help of our children and community. Through these values we hope that pupils will learn the skills they need to become life-long learners. They are;

honesty, curiosity, friendship and aspiration

Nursery and Preschool Hours

Our school gates open at 8.40am. Pupils are able to come straight into school at this time to prepare themselves for the start of the day.

Nursery (2 and 3 year olds) -

15 hours - 9.00am - 12.00 midday, 12pm - 3pm or 9.00am - 3pm full day

30 hours - 9.00am - 3pm

Preschool (3 and 4 year olds children who will be moving into Reception the following September) -

15 hours - 9.00am - 12.00 midday or 12pm - 3pm

30 hours - 9.00am - 3pm

Please see the Headteacher, Assistant Headteacher or Office Manager if you would like to use your child's **free funded hours** in a different way.

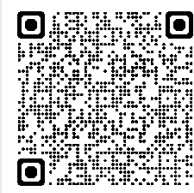
Funding and payments

2 year old provision

We accept children from the age of two through a paid placement, 'Think2' or Working parent funding of 15 hours or 30 hours. Parents may be eligible for free funding through 'think2' please scan the QR code to find out more. Paid placements are £4.50 per hour or £13.50 per morning or per afternoon. The children will be able to bring a packed lunch (**no charge**) from home or have a school meal at an additional cost of £3.25 per day.

[Funded education for 2 year olds - Staffordshire County Council](#)

[Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](#)



3 and 4 year old provision

From the term after their third birthday until they start school in reception, all children are **entitled to 15 hours of free** early years provision during term time. You may be eligible for an additional **free 15 hours**, known as '30 hours'. To find out whether you are eligible for **30 hours free childcare** please scan the QR code which will provide more information for you.



[30 hours free childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk) If you are not eligible for these extra free hours, we are able to offer paid additional hours, known as childcare, which can also be booked through the school office and paid for directly by parents/carers, this will be available for you at a cost of £4.50 per hour. Please see our Early Years Charging Structure for details of prices.

Invoices are provided every 4 weeks at the end of the month to be paid within 2 weeks of receiving them, we do not ask for any payments upfront.

The children will be able to bring a packed lunch from home (there is no charge for doing this) or have a school meal at an additional cost of £3.25 per day.

Wraparound Provision

Breakfast Club

Breakfast Club runs Monday to Friday 7.30 till 8.45am. This costs £3 per morning and breakfast is provided with a choice of cereals, toast and squash. The Breakfast Club is available for our Nursery and Preschool children (2,3 and 4 year olds) as long as they are registered in our Nursery or Preschool. **This is only available by booking in advance via ParentPay Clubs.**

After School Club

Hayes Meadow After School Club runs till 6pm every day in our wraparound classroom. The children will be able to have a snack, fruit and drinks if they wish. A variety of activities will be available for the children to access. The After School Club is available for our Nursery and Preschool children (2,3 and 4 year olds) **This is only available by booking in advance via ParentPay Clubs.** This costs £3.50 per hour or £9.00 for a full session until 6pm. This is to ensure we have the correct staffing ratios for your children and it remains flexible for parents who may work shifts. If you have any questions regarding the provision or how to pay via the Tax free Childcare scheme please email the school office at office@hayesmeadow.staffs.sch.uk or speak to Mrs Clarke in the school office.

Pupil Behaviour

Hayes Meadow has a strong behaviour policy and a well-established ethos of positive behaviour which is recognised by parents, pupils and staff and is commented on regularly by visitors to our school. We work hard to ensure that our pupils understand the importance of good behaviour, self-discipline, self-control and respect for others and property.



All the staff work together to ensure a consistent, positive approach to behaviour. We expect our children to behave in a sensible and positive way.

Celebrations

Our children are rewarded with stickers for demonstrating our core values and fantastic learning.

Nursery and Preschool Class Teachers also present a certificate for 'Star of the Week!' on a Friday.

Praise postcards

Pupils displaying positive behaviours will be sent a praise postcard weekly through the post to inform parents/ carers of their positive behaviour.

Golden Balloon

One child per week that has consistently demonstrated good behaviour will receive a 'golden balloon'.



Learning

At Hayes Meadow Primary School, we believe that the school curriculum should be broad and balanced, offering children the opportunity to achieve success in many different areas.

The knowledge-based curriculum that we teach in Nursery, Preschool and Reception meets the requirements set out in the Early Years Foundation Stage Curriculum. Our curriculum planning focuses on the Characteristics of Learning, Development Matters and Early Learning Goals expectations.



The curriculum also promotes pupils' spiritual, moral, social and cultural development and supports the children in developing principles for distinguishing between right and wrong. Pupils are

encouraged to think creatively and critically and to respect others and the environments in which they live.

We believe that the curriculum should stimulate an enjoyment of and commitment to learning as a means of encouraging the best possible progress and the highest attainment for all pupils, preparing them effectively for the next steps in their education.

The curriculum is made up of seven areas of learning and development, three prime areas (communication and language, physical development and personal, social and emotional development) and four specific areas (Literacy, Mathematics, understanding the world and expressive arts and design). In nursery there is a large emphasis on developing the prime areas through a high-quality play curriculum and provision based on children's needs and interests.

There is a balance between child initiated and adult led activities as well as daily phonics, mathematics and literacy sessions to support children's key learning and development.

At Hayes Meadow we also believe in the importance of learning outside and children have access to a range of different experiences, resources and activities in the nursery and preschool outdoor area.



We know that from our experience children and indeed adults learn in different ways. When planning and supporting our children at Hayes Meadow we think it is important to consider the different ways children learn and reflect this in how we teach, organise our learning environment and support individual children and groups of children. Within the Statutory framework for the Early Years Foundation Stage, they identify three "Characteristics of Effective Teaching and Learning"; these characteristics encompass children from birth to the end of the reception year and children will demonstrate them in different ways depending on the developmental level of the child.

Characteristics of Effective Teaching and Learning

Characteristics of Effective Teaching and Learning

Playing and Exploring

- Realise that their actions have an effect on the world, so they want to keep repeating them.
- Plan and think ahead about how they will explore or play with objects.
- Guide their own thinking and actions by referring to visual aids or by talking to themselves while playing. For example, a child doing a jigsaw might whisper under their breath: "Where does that one go? – I need to find the big horse next."
- Make independent choices.

Characteristics of Effective Teaching and Learning

Active Learning

- Participate in routines, such as going to their cot or mat when they want to sleep.
- Begin to predict sequences because they know routines. For example, they may anticipate lunch when they see the table being set, or get their coat when the door to the outdoor area opens.
- Show goal-directed behaviour. For example, babies may pull themselves up by using the edges of a low table to reach for a toy on top of the table. Toddlers might turn a storage box upside down so they can stand on it and reach up for an object.

Characteristics of Effective Teaching and Learning

Creating and Thinking Critically

- Take part in simple pretend play. For example, they might use an object like a brush to pretend to brush their hair, or 'drink' from a pretend cup.
- Sort materials. For example, at tidy-up time, children know how to put different construction materials in separate baskets.
- Review their progress as they try to achieve a goal and check how well they are doing.
- Solve real problems: for example, to share nine strawberries between three friends, they might put one in front of each,



Partnership with Parents

We aim to work in partnership with parents and carers and value the support of parents in helping us to improve the learning of pupils.

We hold a variety of parent information sessions including workshops where parents are provided with information to support their child with their learning. There are also enrichment opportunities where parents can come into school and work with their child on a project or activity.



Half termly learning overview letters, events inviting parents/adults in to share our learning and consultation evenings also help to support the work with our parents. Curriculum planners are available on the school website for parents to see what the children are learning in school each term. Parents' views are very important to us and we encourage parents to provide feedback for us whenever possible.



Attendance

At Hayes Meadow we are continually striving to promote good attendance. We regularly review our attendance and reward children with good attendance.

Illness/ Medical Appointments

- If your child is absent from school, we would ask you to inform the school office before 9.25am stating the reason for your child's absence and how long you expect your child to be off school.
- If your child is going to be late into school due to a medical appointment, please telephone the office so that the appropriate code can be assigned to your child's absence.
- If you have not informed the office of the reason your child is absent by 9.25am, you will be contacted asking you to explain their absence. If there is no reason provided your child will be given an 'unauthorised' absence mark in the register.

Requests for Leave of Absence

- Please note that all absences due to holidays taken in term time are not actively encouraged as we would like to develop a culture of excellent attendance.
- Absence can only be authorised in exceptional circumstances.
- If you are intending on taking your child out of school during term time, we ask that you state clearly the reasons and the dates that this will take place over.

We monitor closely the events that the absence is being requested for, the frequency of such events, the efforts made by parents to seek authorisation in advance and to plan ahead to minimise disruption to their child's programme of education.

Admission

Attendance at our nursery or preschool **will not** guarantee admission to our Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application through Admissions at Staffordshire County Council for admission to Reception at the appropriate time.



Our offer

We offer integrated learning for children aged two to five years old. This is led by the Early Years Leader, Mrs Morgan and a team consisting of our Nursery Leader, Preschool teacher, Reception teacher and our Early Learning Team.

Our admissions offer allows us to take children throughout the year on a first come, first served basis. As such we accept learners throughout the year and continue to do so until we have reached capacity. Admission into our Reception class is through Staffordshire county council and attendance to our setting previously does not influence this process.

We strive to be able to offer Early Years education to as many children as we can, however in some cases there may be more applications for a particular setting than there are places. Admission to these settings is determined by the oversubscription criteria detailed below.

Food allergies

Parent/carers are required to provide the school with details of any special requirement, preferences and **food allergies** and any special health requirement, where applicable. This information is recorded, shared with all staff and acted upon. All staff have completed allergy and anaphylaxis training.



Snack Time



Nursery and Preschool children are able to purchase a healthy snack at school for 30p each day, or bring in their own healthy snack from home. This is in addition to the **free** of charge fruit that they will receive.

All Nursery and Preschool children are also able to have **free** of charge milk. The children are able to bring plastic water bottles into school and there is a designated place for them to keep them in the classroom. Please only provide water in these bottles and ensure that your child's name is clearly labelled on the bottle.

Lunchtime



Pupils in Nursery and Preschool who are staying all day may purchase a school meal at the cost of £3.25 per day. Nursery children eat their lunch in the Nursery classroom with their teachers. Preschool children eat their lunch in the school hall.

There is a good selection of food each day and a choice of meal options including a cold choice of a sandwich or wrap.

Your child can bring sandwiches if they wish, there is no charge for this. If your child is bringing a packed lunch to school, please ensure that their name is written clearly on the outside of their lunchbox. Lunch time drinks should be kept inside their lunchbox and be different from the water bottle kept inside the classroom. **Please do not provide glass bottles or jars or any nut-based products as we are a nut free school.**

You can choose on a daily basis whether your child is having a school meal or sandwiches - they just need to tell their teacher in the morning. You will only be charged for a school meal on the days that your child has one. A meal planner is sent home each term informing you of the choices for the next terms meals. Please see our healthy eating guidelines for suitable portion sizes.

School Uniform

Preschool 3 and 4 year olds.

We would encourage children to begin to wear our school uniform to help with the transition to Reception and to encourage a sense of belonging and pride in their school.

- grey skirts, trousers, shorts or pinafore dress
- pale blue or white polo shirts, shirts or blouses
- blue and white gingham dress
- royal blue fleece, jumper or cardigan
- black shoes



Parents/ Carers are now able to purchase our school uniform at the following places:

- From 'Blueprint Designs' in Rugeley who also have an online shop @ www.blueprint-designs.co.uk and will deliver.

- And from the 'Uniforms Plus' shop in Lichfield.

Nursery 2 and 3 year olds

We would encourage all of our nursery pupils to wear a blue sweater and black jogging bottoms or leggings so that they feel part of our Hayes Meadow community but are able to move freely and feel comfortable.

- pale blue or white t-shirts or polo shirts
- black jogging bottoms or leggings
- royal blue fleece, jumper or cardigan
- black shoes, trainers

We ask that all children in our Nursery and Preschool have a pair of named wellingtons in school so they can access our wonderful outside areas in all weathers. Children will also need to have a clearly named coat.



Spares

We are aware that children will have accidents from time to time so we kindly ask that children bring named spare clothes in their bag daily.

Nappies, wipes and bags

If your child is in nappies we ask that you supply their nappies, wipes and bags and that these are replenished daily.



Safeguarding and Welfare

Medical Conditions

Please let us know as soon as possible of any medical conditions affecting your child including any food allergies or toileting needs.

Medication

You will need to complete a medical form if your child has been prescribed medicine, such as antibiotics, and they require a dose to be given during the school day. The medication should be handed into and collected from the school office along with a medical form. Please note that only prescribed medication can be given to your child in school.



If your child has an **inhaler** or **EpiPen** this should be kept in school with the class teacher along with a medical form explaining the dosage.

Illness

If your child is not well enough to attend school, please notify the school office on the first day of absence.

If your child becomes ill during the school day school will notify you and ask for your child to be collected. Please notify the school office immediately of any changes to your contact details.



Collecting your child at the end of the day

Nursery and Preschool finishes at 12 o'clock midday or 3pm. We would ask you to wait by the school gates and the Nursery or Preschool staff will bring your child to you at the end of the session. If you are unable to collect your child from school, we will need your permission to let them go with another adult. It is useful to send a note to the class teacher to let them know of any regular arrangements or last-minute changes. In an emergency, please telephone the school office and they will inform the class teacher.

Safer Sleeping

We understand the importance of sleep in a child's development and growth. Ensuring that a safe and comfortable sleeping environment is available for each child is important. We have a Safer Sleeping policy in place to ensuring safe sleeping practices are maintained throughout the setting through robust staff training, regular risk assessing and open communication with parents and among colleagues.

These practices have been put in place to enhance the awareness of safer sleep and to eliminate the risk of sudden infant death syndrome (SIDS) caused by a lack of awareness of safe sleep practices.

We welcome any questions parents may have about safe sleep - please contact Mrs Morgan to raise any queries about safe sleep or concerns regarding our safe sleep practices.

Additionally, parents can find more information on safe sleeping practices via the following websites:



[Baby safer sleep advice - Best Start in Life - NHS](#)

[Home | The Lullaby Trust](#)



Accidents and Injury

If your child has had a minor accident or injured themselves at school, a note informing you of the injury and treatment will be sent home with your child and a member of the teaching team will endeavour to speak to you if necessary. If your child has an accident or injury at home, we also ask that you inform the staff and complete an existing injury form in the morning.

Keeping your child safe

Hayes Meadow is committed to safeguarding and promoting the welfare of children and young people. Parents / Carers can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children.

School hope that parents/ carers will feel free to talk about any concerns or worries which may affect the educational progress and that they will see the school as a safe place. Children will be taken seriously if they seek help from a member of staff. Parents/ Carers will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local 'children in need' procedures. However, staff cannot guarantee to consult parents/ carers first, or to keep children's concerns confidential, if a referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Any concerns regarding the safety or welfare of pupils should be directed to the Headteacher who is the designated person responsible for child protection.

Getting your child ready for Reception

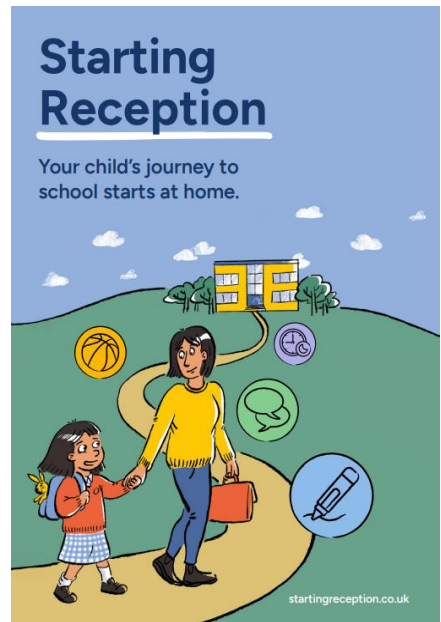
If you secure a place within our reception class we will contact you in the summer term with transition dates and information.

Where can I find more resources?

We've also put together a list of organisations and resources to help you and your child get ready together.



These can be accessed online at <https://startingreception.co.uk>.

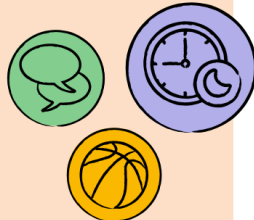


Resources for families with additional needs

There are many organisations who can support with information and strategies to prepare you, your child and their educational setting, ensuring a smooth transition and setting them up for future success.

These include:

- [Family Lives](#)
- [Speech and Language UK](#)
- [Dingley's Promise](#)
- [KIDS](#)



Find out more

For more information, visit <https://startingreception.co.uk>

