MANOR ROAD Primary School

Pre-School

Information Pack

2026 - 2027

Learn and Grow Together



www.manor-road.lancsngfl.ac.uk/

Manor Road Pre-School

Pre-School Information Pack

Ofsted Number: 119318

We have produced this pack to answer some questions you may have and to give you information about the most important policies and procedures that will affect your child if they attend Manor Road Pre-School.

We are very happy to discuss anything about the Pre-School with you. You can telephone the school on 01772 335699 or email nursery@manorroad.lancs.sch.uk

Manor Road Pre-School is held in the school Annexe during term time only for 38 weeks per year..

Children will be cared for safely by a team of staff, with the correct ratios in place appropriate to age. Pre-School will follow the Early Years Foundation Stage which all schools follow until children are 5. Manor Road Pre- School will follow a personalised curriculum which is matched to the children's interests. Children will learn through play and have access to a large and stimulating outdoor area. Forest School will take place weekly and the children will sometimes mix with the Reception Children.

Children attending after school club also have supervised access to the school playground, field and trim trail when the weather permits. A variety of activities are organised each day to meet the range of ages and interests of the children attending the clubs.

Parents should note that attendance at Manor Road Pre-School does **not** guarantee a school place at Manor Road Primary School. Admission to Manor Road Primary School is the decision of the Local Authority and applications must be made to Lancashire County Council within their published application dates.

The Ethos of Manor Road Pre-School

Manor Road Pre-School aims to provide the best possible start to the learning and development journey for children aged 3 to 4 years in a safe and happy environment, supervised by caring, highly qualified and experienced staff. The values and aims promoted by Manor Road Primary School will be followed by the Pre-School.

Our Vision

Learn and Grow Together

Our Aims

- Ensure our pre-school is a nurturing and happy family where everyone is valued for their individuality within a safe and secure environment
- Equip children with resilience and perseverance to become creative, independent thinkers
- Encourage learning for life within an ever-changing world
- Foster an enquiring mind in order to stimulate reflection, challenge and innovation both inside and outside the classroom
- Provide first hand experiences in order to develop in our children a love of learning, a pride in their work, respect for their surroundings and good relationships with others
- Promote rights and attitudes of care, tolerance, trust and respect through a broad and balanced curriculum
- Build strong, collaborative partnerships between the pre-school and wider community

At Manor Road, we have high expectations of behaviour and these are mirrored in our Pre-School provision. Please refer to our Behaviour & Relationships Policy for full details. We expect parents to support us in promoting desirable behaviour in the Pre-School. If children are not able to behave in accordance with our policy, we reserve the right to revoke their place at Manor Road Pre-School.

Early Years Education Funding for Three and Four-Year-Olds

All three and four-year-old children are entitled to a free early years education place for 15 hours per week for up to 38 weeks of the year, from the beginning of the term after their third birthday. Eligible working families will be entitled to an additional 15 hours per week if they meet the prescribed eligibility criteria, making a total of 30 hours per week. To check if you meet this criteria, please visit:

https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/30-hours-free-childcare/?page=2

At Manor Road, we expect to admit children whose parents will be using just their Early Years Funding as well as children whose parents will buy additional hours. The maximum amount of funded time in one day is 6 hours. Although the Early Years Funding can be taken at more than one provider, parents cannot use more than two sites for funded early years places in one day. Parents should note that we do not provide transport to and from home or alternative settings.

Parents must complete a Pre-School Hours Request Form stating which sessions they intend to use their funding for, and bring their child's original birth certificate to school to verify their date of birth.

Parents must not claim more than their entitlement of 15 or 30 funded hours per week and checks are carried out to ensure that over claims are not made.

Admission to Manor Road Pre-School

Manor Road Pre-School admits Early Years Funded three and four year olds from the start of term following their third birthday. Generally, children will start Pre-School at the beginning of a term as indicated in the table below. Please note that the start date for each term is dependent on the opening date for Manor Road Primary School; these dates can be found on the school website: http://www.manor-road.lancsngfl.ac.uk/parents/dates-for-you-diary/

Child's Birthday	Start Date
1st April – 31st August	Autumn Term (ealy September)
1st September – 31st December	Spring Term (January)
1st January – 31st March	Summer Term (after Easter Holidays)

Dependent on spaces being available, we may admit children part way through a term, for instance those moving into the area or transferring from another early years provider.

The maximum number of 3 and 4-year-old children that will be admitted to Manor Road Pre-School at any one time is 16.

Please note, priority is given to the pre-school cohort in order to maximise the opportunities for children to receive at least one year of nursery education before starting school. The majority of places will be allocated to this cohort.

We will publish the dates when applications must be submitted by on the school website and on the school's weekly newsletter. No places will be held in reserve for late applications and we cannot hold places empty for a child to start at a later date. The responsibility for making an application by the published date lies with the parent.

Parents should note that by accepting a place for pre-school provision at Manor Road, you are agreeing to follow all policies and procedures in place for Manor Road Pre-School. Further information regarding these policies and procedures can be found later in this pack.

Applying for a Place

Parents must apply for a place for their child by completing an Application Form, available from the school office on request. All details must be completed in order for the application to be considered.

The completed Application Form must be returned to school.

If your child is allocated a place at Manor Road Pre-School, you will be informed by email using the email address provided on your Application Form.

Pre-School Session Times

Manor Road Pre-School offers a flexible choice of nursery entitlement during term time. Parents can choose the sessions to suit and we will do our best to accommodate the choices of all applicants.

Available hours are:

Full Time (30 hours)

Five 6-hour sessions = 30 hours (plus lunch from 11.50am – 12.25pm at an extra cost. Full time hours are available for families who meet the 30 hours entitlement, and for families who wish to top up their 15 hour entitlement.

Monday	Tuesday	Wednesday	Thursday	Friday
8.50am – 3.25pm	8.50am – 3.25pm	8.50am – 3.25pm	8.50am – 3.25pm	8.50am – 3.25pm

Mornings (M) (15 hours)

Five 3-hour sessions in the morning = 15 hours (plus lunch if required until 12.25pm at an extra cost)

Monday	Tuesday	Wednesday	Thursday	Friday
8.50am – 11.50am	8.50am – 11.50am	8.50am – 11.50am	8.50am – 11.50am	8.50am – 11.50am

Lunchtime is from 11.50am – 12.25pm and will be charged for separately. Packed lunches must be provided from home.

Afternoons (15 hours)

Five 3-hour sessions in the afternoon = 15 hours (plus lunch if required starting at 11.50am at an extra cost)

Monday	Tuesday	Wednesday	Thursday	Friday
12.25pm-3.25pm	12.25pm-3.25pm	12.25pm-3.25pm	12.25pm-3.25pm	12.25pm-3.25pm

We expect that parents ensure their child attends the sessions booked punctually so that children can establish a routine which will help them to be ready to start primary school.

Please note that Manor Road Pre-School provision is available during term times only. Terms times are published on the school website:
http://www.manor-road.lancsngfl.ac.uk/parents/dates-for-you-diary/

If you choose an all day session, this includes the lunchtime period of 11.50am – 12.25pm. This time is not part of the funded session and is charged at £2.50 per day.

Extended Hours

Families that need a longer day can apply for places in Manor Road Out of School Club. These places are charged at £7.00 for Breakfast Club and £9.00 for After School Club.

Sessions in Out of School Club are:

- Before School of 1 hour and 20 minutes (7.30am – 8.50am)
- After School of 2 hours (3.30pm – 5.30pm)

We are not able to offer before or after school provision as part-sessions at a reduced rate, eg. 8.30am – 8.50am or 3.30pm – 4.30pm.

The provision of before and after school will differ from the core early years provision between 8.50am and 3.30pm as there will be older children attending.

Before and after school childcare provision is made for all children aged 3 – 11 years who attend Manor Road Pre-School and Manor Road Primary School.

If parents wish to buy additional hours on top of the 15 funded hours or the 30 hours extended entitlement, they can do this during any of our opening times. We sell before and after school sessions, as well as 3-hour pre-school sessions and the 35-minute lunch break. Prices can be found in the table below. When completing your application form, please ensure you indicate all sessions you require, including both funded and paid for sessions.

Session Times	Hours	Charge
Before School 7.30am – 8.50am	1 hour 20 minutes	£7.00
Morning Session 8.50am – 11.50am	3 hours	£17.40
Lunchtime 11.50am – 12.25pm	35 minutes	£3.00
Afternoon Session 12.25pm – 3.25pm	3 hours	£17.40
After School 3.30pm – 5.30pm	2 hours	£9.00

Please note, the Governing Body reserves the right to increase charges as appropriate.

For paid sessions, we accept payment via ParentMail, by a range of childcare vouchers and tax free childcare code, please see below for details. We are not able to accept payment by cash or cheque.

Payment by Child Care Vouchers Scheme

Parents must indicate on the Registration Form if they are paying for sessions with Child Care Vouchers. The name of the voucher provider must be recorded on the Registration Form along with your unique reference number.

Tax Free Childcare Scheme

If you are using the Tax Free Childcare Scheme, you must provide your 12-digit reference number on the Registration Form. This must also be provided by email to osc@manorroad.lancs.sch.uk when a payment has been made along with exact date/amount and how the payment is to be allocated between both sessions.

It is the parent's responsibility to inform their voucher provider that payments must now be allocated to Manor Road Out of School and not any previous childcare provider they may have used.

If you intend to use any of the above schemes, please be mindful that your provider will have their own individual timescales for processing your payments before they send the relevant remittances into school. Once they have been received by school please allow at least two working days for payments to show on your Parentmail account not including school holidays.

Lunch

All children attending the Pre-School must be provided with a packed lunch from home. There is no facility for hot food. Manor Road Pre-School is a Nut Free Pre-School and parents must ensure that no food sent into the Pre-School contain nuts.

Snacks

At Pre- School we offer a snack scheme which parents can pay for if they choose to. The cost of snacks is £30 per school year for children who attend over five sessions per week; there is a pro-rata reduced rate for children who do not attend more than five sessions per week. Children will be provided with a snack each session. The snacks range from cheese and crackers, toast, fruit and even milk and cookies! Food allergies and intolerances can be catered for too. Reception follow a similar scheme also. Parents who choose not to pay for the snack option are welcome to send in snacks from home, however please remember that we are a Nut Free Pre-School and parents must ensure that no food sent into the Pre-School contain nuts.

Uniform

Children attending Manor Road Pre-School are expected to wear a uniform of gold polo shirt, green sweatshirt or cardigan and grey trousers, skirt or pinafore. The polo shirt, sweatshirt and cardigan can be bought from school initially. Parents who are unable to purchase items of uniform will not be penalised as wearing uniform in the Pre-School is not compulsory.

Children will also need a warm, waterproof coat and wellies during the winter months and a sun hat during sunny weather.

PE kit of plain white t-shirt and black shorts, track suit bottoms and a black long-sleeved top /hoody will also be needed if your child attends Pre- School on the PE days.

Parents must ensure that all items of clothing worn to Manor Road Pre-School, including coats, are clearly labelled with their child's name. Whilst we will do our best to return any items left at the Pre-School to their owners, Manor Road Pre-School accepts no responsibility for lost items.

Induction

Children who get a place at Manor Road Pre- School will be invited to come into school during the Summer term for a 'Stay and Play' session. This will give children the opportunity to meet their new peers and to explore their new surroundings. Parents are also asked to stay for this session so they can meet other parents and ask any questions before we break for the Summer. We will give out induction packs at this session.

In September, Pre-School children will be invited to attend their normal hours.

Parents will be able to see photos/ videos of their own children accessing the EYFS on the Class Dojo app.

Parental engagement is vital in ensuring excellent links between home and school are made. At Manor Road we pride ourselves on communicating well with parents and this is especially important in the EYFS.

Safety at Manor Road Pre-School

The well-being and safety of all children attending Manor Road Pre-School is of paramount importance. To support this we have a range of bespoke policies and procedures, including:

- Drop off and collection procedures
- Uncollected Child Policy and procedures
- Missing Child Policy and procedures
- Emergency Evacuation procedures

These policies and procedures can be found on the school website:
http://www.manor-road.lancsngfl.ac.uk/parents/out-of-school-club/

For other policies to support the well-being and safety of children, we refer to the policies adopted by Manor Road Primary School including:

- Behaviour & Relationships Policy
- Health and Safety Policy



- First Aid Policy
- Supporting Children with Medical Conditions Policy
- Safeguarding & Child Protection Policy
- Online Safety Policy
- Handling of Complaints Policy
- EYFS Policy
- Charging for School Activities Policy

All these policies can be found on the school website:
http://www.manor-road.lancsngfl.ac.uk/school/policies/

Drop off and Collection Procedures

In order to support the safety of all children attending Manor Road Pre-School, all parents must follow the procedures detailed overleaf when bringing and collecting their child to morning or afternoon sessions. It is the responsibility of parents to ensure that anyone they nominate as a responsible adult is informed of these procedures.

Drop off Procedure

Morning sessions start at 8.50am

- Parents, or their nominated responsible adult, must accompany their child into the Annexe building entrance.
- Pre-School staff will open the internal door and welcome the children into the Pre-School.
- Parents, or their nominated responsible adult, must supervise their child until they are handed into the care of Pre-School staff.
- If a parent needs to complete a medication form for their child, the Club Manager will give them a form to complete in the entrance to the Annexe.

Collection Procedure

Morning sessions finish at 11.50am and afternoon sessions finish at 3.25pm

- Only parents or one of their nominated emergency contacts can collect children from Manor Road Pre-School. Nominated emergency contacts must be able to give the registered password for any child they are collecting.
- Parents, or the nominated responsible adult, should come into the Annexe entrance.
- Pre-School staff will escort children to the entrance and hand them over to their parent or nominated responsible adult.

Car Safety Procedures

Parents, or their nominated responsible adult, are **not allowed** to use the school car parks for morning or end of day drop off and collections unless they or their child have a registered Blue Badge.

Parents, or their nominated responsible adult, bringing children to Manor Road Breakfast Club or to afternoon sessions and collecting children from Manor Road After School Club may use the school car parks provided they adhere to our safety procedures outlined below.

- The speed limit on the slip road leading to the school car parks and whilst on the school grounds is **5mph**. This must not be exceeded under any circumstances.
- Cars must be reversed into a marked parking slot.
- The clearly marked disabled bays in front of the Annexe must not be used for drop off or collection unless the adult or child has a registered Blue Badge.
- All children must be supervised by their parent, or nominated responsible adult, at all times whilst on the car park.

Please remember, it is the parent's responsibility to ensure that any nominated responsible adults bringing or collecting your child(ren) to or from any provision on the Manor Road Primary School grounds are aware of and adhere to all relevant policies and procedures.

We expect all our parents to respect our Car Safety Procedures which are in place for the safety of all children attending our range of provision. The Governing Body reserve the right to refuse permission to use the school car parks to anyone who does not adhere to the safety procedures outlined above.