NURSERY STARTER INDUCTION PACK

Welcome to Lordship Farm Nursery
Please complete and return the attached new starter pack to the school office by **Monday, 20th April 2026** via email or post.
admin@lordshipfarm.herts.sch.uk

Lordship Farm Primary School
Fouracres, Letchworth SG6 3UF

Please contact the school office if you have any questions via phone Tel: 01462 620550

www.lordshipfarm.herts.sch.uk

Confidential Personal Record

CHILD'S DETAILS	
Child's Surname:	**Forename**
Middle Name(s):	**Chosen Name:**
Legal Surname:	**Gender:**
Date of Birth:	**Date of Entry:**
Home Address: **Post Code:** **Home Telephone number:** **Main e-mail address:**	

Previous School/ Nursery:	Address:	No of Terms attended:

SIBLINGS	
Name:	**Date of Birth:**
Name:	**Date of Birth:**
Name:	**Date of Birth:**
Name:	**Date of Birth:**

Emergency Contacts

Please provide details of all persons who have parental responsibility AND someone else we may contact in an emergency if you are unavailable.

MOTHER'S DETAILS:	FATHER'S DETAILS
Name:	Name:
Address: Post Code Home Telephone: Mobile Telephone: E-mail:	Address: Post Code Home Telephone: Mobile Telephone: E-mail:

ADDITIONAL CONTACT (WHO LIVES LOCALLY)	
Name:	Relationship to Child:
Address: Post Code Home Telephone: Mobile Telephone:	

IN THE EVENT OF AN EMERGENCY PLEASE LIST THE ORDER OF WHO TO CONTACT	
Priority 1	
Priority 2	
Priority 3	

Medical Information

MEDICAL DETAILS	
Doctor's name:	**Surgery Address:**
Childs NHS number:	**Telephone number:**

Allergies or other information – including allergies to plasters for first aid (NB: Food allergies should be accompanied by a doctor's note)

Should the need arise; the school may need to seek emergency medical advice or treatment for your child during their time at Lordship Farm. This consent will then last the duration of your child's time at Lordship Farm unless rescinded in writing. Please tick ☐ to indicate your agreement that Lordship Farm may seek emergency advice or treatment for your child should this be necessary during their time at the school.

Accessibility Lordship Farm is an inclusive school and we strive to make our school and the information we provide accessible to all. Do you have any special requirements to enable you to access:	
The school building? **YES** ☐ **NO** ☐ (If 'YES' please provide details below)	**Information?** **YES** ☐ **NO** ☐ (If 'YES' please provide details below)

Permissions

School Trip Permission

I *am* ☐ *I am not* ☐ willing for my child to be taken on short outings with staff.

Photographic Permissions

To demonstrate or promote activities relating to the schools' curricular and extra-curricular provision we require permission for photographic images of your child to be used. By consenting, the parent/carer agrees that these images maybe used on multimedia platforms including the school website, school closed twitter site, school publications etc. The parent/carer understands that if photographs are published on our website, they will be available to visitors throughout the world. Please note that if you do not give permission then images of your child will not be used on any of the above.

I give permission☐ I do not give permission☐

Learning Journal Permission

In order to provide evidence of their learning, many photographs will be taken of your child on their own, or working/playing with friends whilst in the Foundation Stage. A Learning Journal is compiled for each child, with evidence in the form of observation notes, photographs and examples of work. Sometimes your child may appear in a photo in another child's Learning Journal as they may be playing together at the same activity.

I *do*☐ *I do not*☐ give permission for my child to appear in photographs included in other children's Learning Journals.

School Dog Consent

Indie is our school dog, in order for your child to have interactions with Indie, and as part of our school dog indemnity insurance your consent is required.

I *do*☐ *I do not*☐ give permission for my child to have interactions with Indie, Lordship Farm's School Therapy dog.

Parent/Carer Signature: ……... Date: ……..

Lordship Farm School is a data controller under the Data Protection Act 2018, General Data Protection Regulations (GDPR). We process personal data, such data must be fairly processed, and used only for the purpose for which it has been registered or required by statute. Data Controllers must provide data subjects with details of the data that we hold on them, the purposes for which we hold that data and any third parties to whom it may be passed on. This is referred to as a Privacy Notice. Privacy Notices are available from the school office or to view on our website. (www.lordshipfarm.herts.sch.uk)

Ethnic Background Record Form & Recording of Pupils' First & Home Languages

Pupil's Name : ……..…… Year Group:……..……

All schools are required by the DfE to collect information about their pupils' ethnicity and the languages they speak. Please contact the school office if you would like help in completing this form.

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. ***Ethnic background is not the same as nationality or country of birth.***

Please study the list below and tick one box only to indicate the ethnic background of the pupil named above.

WHITE *English, Welsh, Scottish, Northern Irish or British Irish *Gypsy or Irish Traveller *Any other white background	**MIXED OR MULTIPLE ETHNIC GROUPS** *White and Black Caribbean *White and Black African *White and Asian *Any other Mixed or Multiple ethnic background
ASIAN OR ASIAN BRITISH *Indian *Pakistani *Bangladeshi *Chinese *Any other Asian background	**BLACK, AFRICAN, CARIBBEAN OR BLACK BRITISH** *Caribbean *African *Any other Black, African or Caribbean background
OTHER ETHNIC GROUP *Arab *Any other ethnic group	**I do not wish an ethnic background category to be recorded**

The first language is the language a child was exposed to in their early years i.e. mother tongue. The DfE recommends that schools should record the language which was communicated with the child until s/he is one-year-old as the child's first language. Home language is the language the child now speaks at home. So, if the child's first language was Italian and they now speak English at home they would be classed as EAL (English as an additional language).

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

Please also answer the following questions:

CHILD'S FIRST LANGUAGE:	**I do not wish First Language to be recorded (Refused)**
HOME LANGUAGE:	**I do not wish Home Language to be recorded (Refused)**
RELIGION:	**I do not wish Religion to be recorded (Refused)**

Please return this form to the school.

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again).

Parent declaration form privacy notice template for the Childcare Support entitlements

This template is provided by Hertfordshire County Council. Please note however that as the data controller for the information that is being gathered (hereby known as your provider), is responsible for ensuring that the information contained in the privacy notice is accurate and that it complies with the general data protection regulation (GDPR) and the data protection act 2018.

Further information and advice can be found at https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/

Why we need your information

The data on this form is being gathered for the purpose of delivering Childcare Support entitlements. Your provider is obliged to collect and process this data under the Education Act 1996 and the Childcare Acts of 2006 and 2016, including The Education (Information About Individual Pupils) (England) Regulations 2013. The information you have provided will be used alongside additional information obtained from your current and previous early years applications where applicable.

This will include attainment information to monitor progress of each child against the Early Years Foundation Stage. You might be contacted to gather feedback on the Childcare Support entitlements and/or current/future childcare.

What we will do with your information

Your provider will use the information gathered in this form to agree the childcare services to be provided to your child. In order to deliver this service, we will share the information you provide on this form with the Early Years Service (Children's Services) of Hertfordshire County Council to assess your eligibility for Childcare Support entitlements and to derive statistics which inform decisions such as the funding of schools and early years providers. Attainment information will be summarised and then used to target support in identified areas of need across

Hertfordshire. This is to improve outcomes and ensure that early years services are accessible to all families.

Details of the council's privacy policy can be found at https://www.hertfordshire.gov.uk/about-thecouncil/legal/privacy-policy/privacy-policy.aspx

Information will also be shared with the Department for Education (DfE) for statutory returns, other departments in Children's Services and your local Family Centre, who support the local authority by assisting families to access the services they are entitled to.

We may also share information with third parties if we are legally obliged to do so, for example, if it is necessary to safeguard or protect a child. We may also share information with the police or other agencies if it is necessary for the following purposes: a) The prevention or detection of crime b) The apprehension or prosecution of offenders c) The assessment or collection of any tax or duty or any imposition of a similar nature.

How long we will keep your information

The information that you supply to us will be kept on file by your provider for 3 years after the child leaves the setting, at which point it will be disposed of securely. Information shared with the local authority will be retained for 25 years after its creation, at which point it will also be disposed of securely.

What are your rights?

Your provider will be the data controller for this information. You have the following rights in relation to this data.

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information we hold about you by making a subject access request.

- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However, we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this, however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which your provider holds about you, please contact

If you are unhappy with the way that your provider has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office www.ico.org.uk

Clarification for eligibility funding

As detailed in the Childcare Act 2006, childminders are not able to claim funding for their own children, grandchildren or for any member of their family through blood or marriage. This will be actively monitored by Hertfordshire County Council and if there is enough evidence to confirm that funding has been claimed contrary to these regulations, it will be refused and reclaimed if necessary. The Childcare Support entitlements stop at the beginning of the term your child starts in school reception

class (or when they reach compulsory school age and are still attending an early years provision, i.e. the start of the school term following their 5th birthday).

Family information

Your child is entitled to 570 hours Childcare Support per year across the 38 weeks of school term time. This can be accessed through any approved childcare provider in Hertfordshire. The Childcare Support entitlement can be split between two providers, where both agree, and that the number of hours accessed does not exceed the total allowed in that funding period. Some children can access an additional 570 hours of Childcare Support; eligibility criteria apply. If you are eligible the total of 1140 hours may be split over a maximum of two sites per day. NB: All Childcare Support in a single day has to be offered in one continuous session, there cannot be a ‘paid for’ break between sessions in the same day.

Using your Childcare Support in the school holidays

Choosing to use your Childcare Support entitlement in the school holidays as well as during term time is referred to as the stretched offer. Not all providers offer this, but if they do and you feel it is a more suitable option for your circumstances then you need to consider the following points.

- Whilst you still get 570 hours per scheme in total across the year, the maximum number of weekly hours available to you is reduced as you are accessing the entitlement over more than the standard 38 weeks. Typically, this will be around 11 hours per week, but your provider will confirm the exact figures to you. For 30 hours over a full year this would be around 22 hours per week.
- A stretched offer model must be applied for a full year to ensure that you can access the full number of hours you are entitled to.

Hertfordshire parent declaration form

Childcare provider name:

I confirm that I have been provided with, read and understood the supporting privacy notice. This includes why we need your family information, what we will do with it, how long we will keep it, what are your rights, clarification on eligibility and using your Childcare Support hours. By completing this parent declaration form, I am agreeing to the privacy notice. Any Childcare Support eligibility code/ Two year old reference code provided has been checked by both the parent and provider before the completion of this form to ensure the entitlement can be used.

I have checked all the information provided on the Early Years Portal is up to date and reflects the correct details.

Child details

Boxes marked with a * are mandatory

First name*

Middle name (s)

Surname*

Date of birth* (dd/mm/yyyy)

/ /

Sex*

National health number* (NHS)

Ethnicity*

Address* (with postcode)

Early Years Pupil Premium (EYPP) extended criteria (please only tick if applicable)

- ☐ Adopted
- ☐ Child arrangement order
- ☐ Child looked after
- ☐ Special guardianship order
- ☐ None

Parent/carer details

This information is required to confirm eligibility for EYPP and Childcare Support. The Early Years Service may contact you by email to gather feedback on the Childcare Support entitlements.

Please ensure you enter the details of the parent who has applied for Childcare Support.

Email*

First name*

Surname*

Date of birth (dd/mm/yyyy)*

National Insurance Number*

For staff only

Child's passport/birth certificate number

Document number recorded by:

Date document number recorded (dd/mm/yyyy)

Childcare Support entitlement

- Autumn period (1 September – 31 December) – 14 weeks term time
- Spring period (1 January – 31 March) – 11 weeks term time
- Summer period (1 April – 31 August) – 13 weeks term time

Is this a stretched offer? ☐ Yes ☐ No If yes, how many weeks across the year? ☐☐

(If you spread your Childcare Support hours over more than 38 weeks, this is known as the stretched offer)

Two year old reference code: (families receiving additional government support) you will need to apply via the HCC website (e.g. AA/123456)

☐☐/☐☐☐☐☐☐

Childcare Support eligibility code: (for working families entitlement) This should consist of 11 numbers

☐☐☐☐☐☐☐☐☐☐☐

	Autumn	Spring	Summer
Start date	As school term dat	As school term dat	As school term dat
No. days per week	5	5	5
Total hours per week			
Total Childcare Support hours per week			
No. of weeks	14	11	13
Food charges p.w*	n/a	n/a	n/a
Consumables Charges p.w*	n/a	n/a	n/a
Activities Charges p.w*	n/a	n/a	n/a

Please complete if child is in receipt of Disability Living Allowance (DLA)

DLA form reference number

☐☐☐☐☐☐☐☐☐

DLA form start date (dd/mm/yyyy)

☐☐/☐☐/☐☐☐☐

DLA form expiry date (dd/mm/yyyy)

☐☐/☐☐/☐☐☐☐

This allows the early years provider to claim Disability Access Fund (DAF) which supports your child to access their childcare. DAF can only be claimed by one provider.

Splitting your Childcare Support

Does your child attend another childminder/day nursery/pre-school/school nursery for their Childcare Support entitlement. If yes, name?

Please nominate the main provider where the local authority should pay the first 15 hours to:

Please note, all early years providers must agree on the Childcare Support hours offered.

Parent declaration

I confirm that my child is attending the early years provider(s) for the Childcare Support entitlement and that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise to claim the Childcare Support entitlement as agreed above on behalf of my child.

I understand how the Childcare Support entitlement will be delivered for my child. If my child is receiving a stretched offer and reverts to the term time offer, the number of Childcare Support hours available each week may be affected.

*I have been made aware of any additional voluntary charges, including those for meals, nappies or trips.

I will make every effort to ensure my child attends the Childcare Support hours agreed. I am aware that to continue receiving Childcare Support (for working families) that I need to recheck my eligibility code every 3 months as a minimum, in my government gateway childcare service account.

Name*

Date* (dd/mm/yyyy)

/ /

Signature*

Any changes to the declaration must be noted below and signed by the parent/carer during the year.

Home School Agreement

HOME SCHOOL AGREEMENT

Child's Name:

Child's D.O.B:

Start Date at Lordship Primary School:

Dear Parents/Carers

Thank you for taking the time to complete this very important document. It forms the three-way contract between us, your child and yourselves. We value the fact that at Lordship Farm we work alongside you to offer support and guidance to ensure the best outcomes emotionally, academically and socially for your child.

We encourage mutual respect, support and collaboration between all adults and children, both within the school and the wider community.

This can be done most effectively when all staff, parents, and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

As a school we will:
*Provide a high quality and a broad and balanced curriculum in line with national expectations.
*Provide a safe and secure environment
*Ensure that each classroom is a positive and stimulating learning environment
*Set homework to extend or consolidate the curriculum work in school
*Teach children to develop tolerance and respect of all people.
*Communicate effectively with parents
*Provide opportunities for parents to become involved in school life
*Provide information to parents about school activities through the school's website, regular newsletters, open days, meetings and the annual report
*Make available all relevant school policies, for information
*Work alongside you positively to support your child's learning adventure.

As parents you will:
*Provide up to date contact details for school
*Ensure that children arrive on time and have the correct school
*Support your children with homework tasks and ensure homework is returned within the set time
*Attend parent consultations and open evenings with the class teacher
*Support the positive behaviour policy
*Work in partnership with the school to develop positive attitudes towards those from different cultures and races and with different feelings, values and beliefs
*Let the school know of any concerns that may affect your children's work or behaviour at school or their ability to complete homework
*Support the school and friends association in fundraising and other activities
*Work alongside the school, understanding that you are your child's primary educator
*Adhere to the school values of kindness, respect, safety, ambition and connected

E-safety
* I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.
*I/we will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
*I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are underage (13+ years in most cases).
*I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children

Your child will:
Understand the schools core values and their role in ensuring a positive school environment:

- Kindness
- Respect
- Safety
- Ambition
- Connected

Following the schools' e-safety policy they will:

- Only use ICT in school for school purposes
- Only use my class email address or my own school email address when emailing
- Only open email attachments from people I know, or who my teacher has approved
- Keep their ICT passwords' private
- Only open/delete their own files
- Always act sensibly, respectfully and safely online
- Not give out my own/others details such as name, phone number or home address. not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- Be responsible for their behaviour when using ICT because I know that these rules are to keep me safe
- Support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- know that their use of ICT can be checked and that parent/carers may be contacted if a member of school staff is concerned about their safety
- not bring a Smart Watch to school because I am not allowed to wear one during the school day
- Only use online services that are rated for their age and older.

Your child will respect other's culture, race, feelings, belief and values and orientation.

Your child will accept responsibility for the things they do. Take responsibility for schoolwork and homework and ask for help if they need it. They will try to do their best in all they undertake.

Signed Headteacher

Signed _____ Parent / Carer

Signed _____ Pupil

Is your child registered for SCHOOL MILK?

Child UNDER 5

Every child under the age of five is entitled to free school milk. Simply register your child online.

Child OVER 5

Every child over the age of five is entitled to milk at a subsidised cost of around £20 per term. Register your child and pay online.

Children in receipt of benefits-based free school meals are eligible for free school milk. Speak to the school for further information.

Free milk for under 5s is funded by the Department of Health and milk for over 5s is subsidised by DEFRA.

REGISTER YOUR CHILD TODAY

Register online
www.coolmilk.com

Need help?
Send us a message
at www.coolmilk.com/contact
or give us a call on 0800 321 3248

FIND US ON SOCIAL MEDIA – SEARCH COOLMILKSCHEME

There is no uniform for Nursery children, if however, you would like to purchase Lordship Farm Nursery sweatshirts or t-shirts these are available from our school uniform supplier Mapac as detailed below.

WELCOME TO MAPAC

We are delighted to be working with your school who have entrusted us with providing your children's school uniform.

1. HOW TO REGISTER & ORDER

- **CLICK THE UNIFORM LINK FROM YOUR SCHOOLS WEBSITE … or … visit www.mapac.com/education/parents or search online for "Mapac find your school".**
- **Use the "LOGIN/REGISTER" tab at the top of the page and fill in your details (even if you don't need to order straight away, it means you'll start receiving Mapac updates and offers!)**
- **Once on you dedicated school page, simply add everything you need to your basked, register (if you haven't already) and then check out.**

2. ORDERING GUIDE

Under normal circumstances we aim for all order to be sent out within 10 working days. During our busier period (especially over the summer) or if anything unexpected occurs, it can take a little longer, so please allow us some extra time to get your order to you.

Delivery to your home/work year round!

or

FREE delivery to your school

This service will not operate during any school holiday this includes the 6 week summer holiday. Summer ordering information can be found our website later in the year.

If you have any queries, please do not hesitate to call or email us. We are happy to help!

Telephone: 01924 255525 Email: parentcustomerservices@mapac.net

Dear Parent/Carer

Welcome to Arbor! Lordship Farm uses the Parent Portal/Arbor App and has set up an account for you. Arbor is used to give consent and pay for trips, swimming, workshops etc.

To finish creating your account you just need to set a password. Your username is the email address you provided to us.

Go to https://lordship-farm-primary-school.uk.arbor.sc and click **Forgot your password?** to finish setting up your account.

If you have any queries please email: **admin@lordshipfarm.herts.sch.uk**

The link below will help to give you an insight into the portal and app.

https://support.arbor-education.com/hc/en-us/articles/360020147458-Getting-started-Log-into-the-Parent-Portal-and-the-Arbor-App

The Arbor App can be downloaded from either the Playstore on android phones or the Apple Store on iPhones.

Kind regards

Lordship Farm Admin

Home Information

Name of child_____

What does your child like to do at home? (e.g., favourite toy / activity)

Is your child happy to be left and can he / she manage without you?

Does your child have the opportunity to play with other children?

Is he/she able to share and take turns?

Is there an important adult for your child in addition to yourselves?

Does your child have a comforter? Will he / she need it at school?

How does your child manage with dressing / undressing and going to the toilet without help?

How well does your child make himself / herself understood e.g. tell you what he / she needs, ask for help, ask questions?

Does your child like to talk?

Does your child have any particular worries or anything that they are scared of?

Do you or your child have any particular concerns about starting school?

All About Me

Dear Parents/Carers

Please complete an **All About Me** sheet with your child. Any or all members of the family can help your child complete the three sections. Your child can draw a picture or stick a photograph of themselves on the sheet, be as creative as you wish.

What is the purpose of the **All About Me** sheet?

This information enables the teaching team to be aware of the strengths, interests and specific support needs of your child. It can be used to inform action planning and target setting, so that these reflect what is important to your child and how best we can support them at nursery.

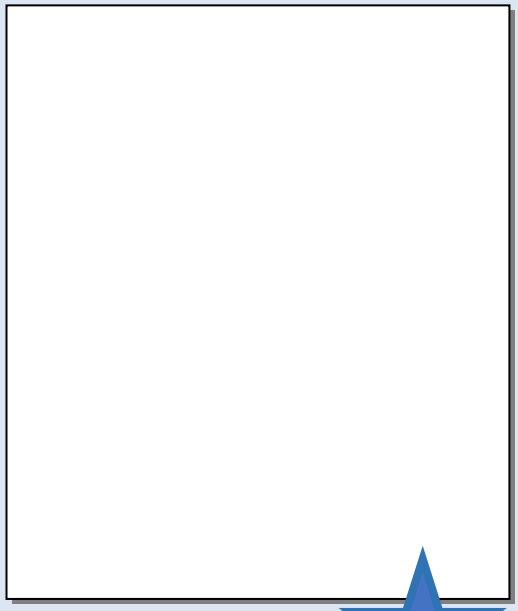
Please return your sheet to me via the school office. If you have any questions, please feel free to contact me.

I offer a warm welcome to your family and look forward to working with your child.

Kind regards

All about me

Lordship Farm Primary School



Things people like and admire about me:

Things I'm good at:

Ways to support me in school:

Created by: _____