

Setting up a School-based Nursery

Checklist

Define your strategic vision

Start by answering three core questions:

- Why do you need a nursery?
- Who will it serve?
- When will you know you have succeeded?

Make sure governors, senior leaders, staff and parents are united around those answers



Work closely with Reception staff to support children's transition

Early years leaders working closely with school staff helps ensure continuity for any children moving from the nursery to the school.

Educators can record a child's progress through online learning journals to ensure that Reception staff receive a detailed handover.



Develop a clear understanding of the funding required

Understand what capital funding is available and explore additional funding opportunities and partnerships.

Consider how childcare support schemes like Tax-Free Childcare and Universal Credit enhance family access and nursery sustainability.

For further information, please view the [Childcare Works](#) website and [DfE guidance](#).



Plan for an inclusive provision

Collaborate closely with the school SENCO.

Setting clear agreements on roles, training and inclusion from the beginning strengthens inclusive practice and eases the path for children with additional needs.



Map out key resources and facilities for your setting

Facilities such as accessible changing rooms, secure indoor-outdoor flow, nap spaces and access to nutritious hot meals are important.

Precisely calculated staffing ratios and clearly defined timetables are key to success.



Visit multiple settings and speak with Early Years leaders

Each visit leads to a new insight - whether it's a fresh approach to continuous provision, a clever use of space, or a novel parent-engagement strategy.

This ensures success when designing and operating your own provision.