



LONG ITCHINGTON PRE SCHOOL
& OUT OF SCHOOL CLUB

PRESCHOOL HANDBOOK

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Welcome to Long Itchington Pre-school.

We are a separate, self-contained setting within Long Itchington Primary School. We benefit from close links with the school, and in particular, with the reception teacher.

"Managers demonstrate passion and drive, striving to continually improve the provision and outcomes for children. Staff get to know children's individual personalities, interests and developmental needs well. Strong focus is given to helping children build good relationships with staff and one another and to foster children's development of confidence and self assurance." **Ofsted report September 2016**

Our Pre-school aims to:

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of its local community; and
- Offer children and their parents a service which promotes equality and values diversity.

As a member of Long Itchington Pre-school, your child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of adults to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who monitors progress and ensures next steps are planned for;
- is in a pre-school which sees you as a partner in helping your child to learn and develop; and
- is in a pre-school in which you help to shape the service it offers.

The service we offer

We provide care and education for young children between the ages of two years nine months and five years.

- Pre-school is open during term time ie 38 weeks each year.
- Morning sessions are Monday to Friday each week from 9am until 12.00pm.
- Afternoon sessions from 12.00pm until 3.00pm (Monday to Thursday).
- Children may attend two sessions in one day - Please see appendix for information on the current availability of sessions and/or days.

Free Funded Hours are available for most 3 and 4 year olds providing each child with up to 15 hours free each week for a **minimum of ten weeks** each term. These hours can be extended to 30 hours if families are eligible. Please enquire in the setting for more information.

The curriculum provided by Long Itchington Pre-school

Children start to learn about the world around them from the moment they are born. The care and education offered by Long Itchington Pre-school helps every child to continue to do this by providing interesting activities that are right for their age and stage of development.

The Early Years Foundation Stage

Long Itchington Pre-school follows the curriculum published by the Department for Education, and called Statutory Framework for the Early Years Foundation Stage (2014) and Development Matters in the Early Years Foundation Stage (EYFS).

The guidance categorises children's learning and development into seven areas:

Prime Areas

Communication and Language

This area of children's development covers:

- giving children opportunities to experience a rich language environment
- to develop their confidence and skills in expressing themselves
- to speak and listen in a range of situations

Physical Development

This area of children's development covers:

- providing opportunities for young children to be active, interactive and independent
- to develop their co-ordination, control and movement
- to help children understand the importance of physical activity
- to help children make healthy choices in relation to food

Personal, Social and Emotional Development

This area of development covers:

- helping children develop a positive sense of themselves and others
- to form positive relationships and develop respect for others
- to develop social skills and learn how to manage their feelings
- to understand appropriate behaviour in groups
- to have confidence in their own abilities

Specific Areas

Literacy

This area of children's development covers:

Encouraging children to link sounds and letters

- to begin to read and write; children will be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest

Mathematics

This area of children's development covers:

- providing children with opportunities to develop their skills in counting
- understanding and using numbers
- calculating simple addition and subtraction problems
- to describe shape, spaces and measures

Understanding the world

This area of children's development covers:

- guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and their environment

Expressive Arts and Design

This area of children's development covers:

- enabling children to explore and play with a wide range of media and materials
- provide opportunities and encouragement for sharing thoughts, ideas and feelings through activities in art, music, movement, dance, role-play, and design and technology

For each area, the guidance sets Early Learning Goals. These goals state what is expected of the children by the end of the reception year.

For each Early Learning Goal, the guidance sets out statements that describe the stages through which children are likely to pass as they move to achievement of the goal. Long Itchington Pre-school use the statements and early learning goals to plan for each child's next steps in learning.

Children develop and learn in different ways. Pre-school staff teach children by ensuring challenging, playful opportunities across the areas of learning and development. They use observation and assessment of children's knowledge, skills and attitudes in order to provide developmentally appropriate experiences which help children to make progress in each of the areas of learning and development. In some of these experiences children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

The Staff who work at Long Itchington Pre-school are:

Claire Hopkins	Preschool Manager	FDA Foundation Degree in Early Years NVQ Level 3 in Early Years Care and Education
Maria Spence	Deputy Manager	Level 3
Elaine Fariss	Assistant	Level 3
Anne-Marie Sparks	Assistant	Level 3
Sarah Amaira	Assistant	Level 4
Maxine Taylor	Admin Manager	Cache Level 3 in Children's Care, Learning and Development

All staff are appointed by the Board of Trustees and undertake regular Disclosure and Barring Service checks. Pre-school staff are known by their first names. As well as gaining qualifications in early years care and education, Pre-school staff take part regularly in further training to help them to keep up-to-date with thinking about early years care and education.

Pre-school has a high ratio of adults to children in the setting. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

Other adults who occasionally visit Pre-school include our health visitor, Reception class teacher, Head teacher, Warwickshire Early Years Advisory teacher and parents and carers (not all at once we hope!)

Long Itchington Pre-school is a member of the Pre-school Learning Alliance. They are a national association providing help and support for pre-schools and the families of the under 5's who attend them.

Key Persons

Pre-school has a key person system. This means that you and your child will have members of staff who will get to know you more. This helps your child to settle in whilst ensuring that we provide for your child's particular needs and interests.

How Parents take part in Pre-school

As a member of the Pre-school Learning Alliance, we recognise parents as the first and most important educators of their children. All of the staff at Long Itchington Pre-school see themselves as co-workers with you in providing care and education for your child. There are many ways in which you can take part in making Pre-school a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about your children's needs, activities, interests and progress with the staff;
- helping at sessions of Pre-school;
- sharing your own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of Pre-school;
- taking part in events and informal discussions about the activities and curriculum provided by Pre-school;
- joining in community activities in which Pre-school takes part; and
- building friendships with other parents in Pre-school.

Parent Visits

We welcome visits from Parents, you can offer to take part in a session by sharing your own interests and skills with the children. Parents have visited Pre-school to: play the flute; tell the children about their jobs as cook or radiologist; and talk to the children and show photographs of their pet spiders.

Do feel free to arrange to drop into Pre-school, if you would like to see it at work or to speak with the staff.

The Management of Long Itchington Pre-school

Long Itchington Pre-school, was originally set up in 1979 as a community group with charitable status. A voluntary Board of Trustees, generally made up of parents of pre-school children, manages the Pre-school business. They are responsible for:

- co-managing Pre-school's finances;
- employing and managing the staff;
- making sure that Pre-school has - and works to - policies which help it to provide a high-quality service; and
- making sure that Pre-school works in partnership with the children's parents.

Details of the Trustees are on the notice board. Parents interested in becoming a Trustee should express interest to the Manager.

The charity is run by a voluntary committee of parents who organise fundraising and social events throughout the year in order to provide Pre-school with new equipment, as well as have a bit of fun!

You are welcome to join the fundraising committee at the Pre-school's Annual General Meeting which is held in the Autumn each year and please let a member of staff know if you would like to be involved at any other time of the year! We need your help!

The Annual General Meeting is open to the parents of all of the children who attend Pre-school. It is your forum for helping to shape the future of Pre-school.

Please remember, this is **your** Pre-school and we **need all** parents to be involved. All ideas are valued, and help (in whatever way you can give it) is greatly appreciated.

Special Educational Needs and Disability

As part of Pre-school's policy to make sure that our provision meets the needs of each individual child, we take account of any special educational needs which a child may have. If you have a concern about your child when starting Pre-school, please share them with us. We will be able to observe and discuss findings with you before planning next steps. If required we have a team of professionals that we can call upon for help and advice. Pre-school works to the requirements of the 1993 Education Act and The Special Educational Needs and Disabilities document (2014). The pre-school's Special Educational Needs Co-ordinator is Maxine Taylor. For more information please ask to look at the Special Educational Needs policy or view this on our website.

Learning Opportunities for Adults

If you are interested in finding out more about supporting your child, courses are available locally. Please talk to a member of staff for more information.

Pre-school's Timetable and Routines

Long Itchington Pre-school believes that care and education are equally important in the experience which we offer children. The routines and activities that make up Pre-school's session/day are provided in ways that:

- help each child to feel that she/he is a valued member of Pre-school;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

The Session/Day

Pre-school organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom. We have our own fenced outside area which is partially sheltered by a canopy. We frequently use both the school field and play-ground. With your prior permission we also take children outside the school grounds for short walks.

Our activities take account of children's changing energy levels throughout the day and Pre-school caters for children's individual needs for rest and quiet activities. We have a quiet area where children may take a nap if required.

Records of Achievement

Pre-school builds up an Online Learning Journey which shows achievements and progress for each child. Your child's Learning Journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. Your child's key person will work with you to keep this record and you are welcome to comment and contribute. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable your key person to identify your child's stage of development. You and the key person will then decide on how to help your child to move on to the next stage.

Food

Pre-school makes snack and meal times a social time during which children and adults eat together. We provide fruit (although welcome donations!) and a drink at snack time each session. Children may also help themselves to fresh drinking water which is available throughout the day. Do tell us about your child's dietary needs and we will make sure that these are met.

If your child attends a full day you will need to supply a packed lunch in a personalized container. As Pre-school is not able to refrigerate all lunches we recommend that you

include a cool pack. We do, of course, store the lunch boxes away from direct heat and in the coolest spot available.

Policies

The Pre-school's policy documents define the procedures used by all members of staff to maintain high standards of service. The staff and Trustees of the pre-school work together to review the policies annually and recommend that parents read them. Copies of Long Itchington Pre-school's policies are available on our website. A hard copy can be seen on request at pre-school.

Fees

The fees are payable termly **in advance** or may be paid in 3 equal monthly payments, the first payment to be made within 14 days of invoice and subsequent payments to be made one month and two months from invoice date.

In exceptional circumstances, by arrangement with the manager, payments by payment plan can be arranged.

(See appendix for current charges).

Fees may be paid by voucher payment, by bank transfer or to the manager by cash or cheque.

Bank payments should be made using child's name as a reference, to;

Sort code 60-12-35 Account number 38770024

Cheques should be made payable to "Long Itchington Pre-school".

Fees must still be paid if your child is absent due to holiday or illness - our running expenses remain the same. If sickness causes hospitalisation and a significant absence that lasts in excess of two weeks, the Pre-School Manager should be notified enabling a discussion about potential payment reductions.

If at any time you are unable to meet the cost of fees, please discuss the matter **confidentially** with a manager. Otherwise for your child to keep her/his place at Pre-school, you must pay the fees or we must receive Free Funded Hours for your child.

Once a child has been guaranteed a place, or has started at the Pre-school, the parent or carer must give a **minimum of four weeks notice in writing** if they wish to withdraw their child from the setting, or reduce the amount of days their child attends. Except in exceptional circumstances, if they do not give notice in writing then they will still be liable for the fees for their child even if they do not attend Pre-school during this four week period.

Admissions

Generally, we arrange our waiting list in birth order, although, if oversubscribed, certain other factors will be taken into account. Normally children must be two years and nine months in order to attend Pre-school.

We strongly advise that you visit Pre-school with your child prior to their admission date.

Starting at Long Itchington Pre-school

We operate an Induction day where you and your child attend Pre-school and complete paperwork. This is to enable us to get to know you and also for you to find out more about pre-school.

The First Days

We want your child to feel happy and safe at Pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into Pre-school. Pre-school has a policy about helping children to settle into Pre-school. This can be viewed on our website or on request at pre-school.

Clothing

Your child will be allocated a place to hang up a coat/hat etc. In order to do this please help your child to look for his/her peg.

We request that all items of clothing should be marked with your child's name.

For your child's own comfort, he/she will be happiest wearing play clothes rather than a "best" outfit which may get splashed with paint!

Pre-school provides protective clothing for the children when they play with messy activities, but does not guarantee to keep all clothes spotless!

Long Itchington Preschool sweatshirts/polo shirts are available for purchase if you would prefer to further protect your child's other clothing.

Pre-school encourages children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing which is easy for them to manage will help them to do this eg. trousers with elasticated waist or easy/no fastenings. In case of any "accidents" Pre-school can provide a change of clothing.

Our daily routines encourage the children to learn about personal hygiene. Children may go to the toilet whenever they require. If necessary, staff will assist in an unobtrusive manner to develop a child's independence whilst ensuring that hygiene is maintained.

Behaviour

We expect all members of Pre-school - children, parents, carers, staff, volunteers and students - to keep to the rules which have been explained to them. We praise and endorse desirable behaviour. Any instances of undesirable behaviour are managed in a quiet, calm manner, without the child becoming the centre of attention. We never threaten children or use physical punishment. We work with children's parents to address any recurring unacceptable behaviour.

Our Managers, Maxine Taylor and Claire Hopkins have overall responsibility for issues concerning behaviour.

Complaints

Our Pre-school believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our Pre-school and will give prompt and serious attention to any concerns about the running of the Pre-school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns (copy available on request).

We aim to bring all concerns about the running of our Pre-school to a satisfactory conclusion for all of the parties involved as soon as possible. To achieve this, we operate the following complaints procedure.

How to complain

Stage 1

- Any parent who is uneasy about an aspect of the Pre-school's provision talks over, first of all, his/her worries and anxieties with a Pre-school manager. A pre-school manager will respond within one week, following up again to check that all has been resolved.

Stage 2

- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to stage 2 of the procedure by putting the concerns or complaint in writing to A Pre-school manager and the Trustees.
- Most complaints should be able to be resolved informally at stage 1 or stage 2 within three sessions of attendance.

Stage 3

- A meeting is held between the parent, a Pre-school manager and a trustee. Both the parent and the manager should have a friend or partner present if required. An agreed written record of the discussion is made. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded. This should happen within two weeks.

Stage 4

- If at the stage 3 meeting the parent and Pre-school cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.
- Staff or volunteers within the Pre-school Learning Alliance are appropriate persons to be invited to act as mediators.

At any stage, a complaint can be made directly to Ofsted on: Tel: 0300 123 4666. Full contact details for OFSTED are available on Page 15 of this handbook.

Keeping Your Child Safe

Child Protection

Long Itchington Pre-school works with children, parents, carers and the community to ensure the safety of all children. We work within the Warwickshire Safeguarding Children Board, follow Interagency Child Protection Procedures and have a legal obligation to contact the local authority on child protection issues. A copy of these guidelines is available for parents/carers to read. Please see also our Child Protection Policy (on our website or a copy available on request). Further information is displayed on our notice board.

Only persons who have an enhanced check by the Disclosure and Barring Service will have unsupervised access to the children.

If you have any concerns about children either inside or outside of the setting please see one of our designated safeguarding leads: Claire Hopkins and Maria Spence.

At the end of the day/session we will bring your child outside to you in the waiting area. We will not allow your child to leave, at any time, with anyone else unless you have previously given your written authorisation for us to do so.

Mutual respect and tolerance - treat others as you want to be treated

Long Itchington Pre-school will create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued in all respects. The setting will engage the children in the wider community by extending their knowledge and understanding so that they respect their own and others' faiths and cultures. As a setting, we will embrace festivals and celebrate world days, teaching the children about the world in which we live and allowing them to learn and understand that they are a part of a much wider world.

Children will be taught how to respect each other by caring, sharing and listening to others. Staff will help children by modelling this behaviour and talking about how their actions and words can affect others. Staff will promote diverse attitudes and challenge racial, cultural and gender stereotyping.

Long Itchington Pre-school has the duty to ensure that these fundamental values are maintained to demonstrate an awareness and understanding of the risk of radicalisation within their institution. It is our duty to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. We have a duty as part of the education sector, along with other authorities such as the police, to have regard for the need to prevent people becoming drawn into terrorism.

Health and Safety

You are requested to keep children at home if they are ill. At least 48 hours recovery time should be allowed in the case of sickness and diarrhoea to avoid further infection of both other children and staff.

In addition, you should inform Pre-school if a child contracts any contagious illness, e.g. rubella, chicken pox, conjunctivitis, or infestations e.g. head lice, thread worms. This information will be used confidentially. Staff will give advice on an individual basis regarding attendance at Pre-school.

Pre-school should be made aware of any allergies and/or medical conditions, in particular those requiring the administration of medication, before your child's admittance.

We will only administer medication prescribed by the child's doctor - this must be named with the pharmacy label.

Staff will administer first aid if any child sustains a minor injury following an accident at Pre-school. This will only be carried out, with parents' prior written permission, by staff trained in first aid. Parents will, of course, be given a full account of the circumstances of any such incident. In the unlikely event of a child suffering a more serious injury, advice and/or treatment will be sought from the child's General Practitioner or hospital (with your prior written consent).

As safety is of utmost priority, systems are in place preventing children from leaving the premises unnoticed and to ensure their safe arrival and departure.

Procedures are in place for the emergency evacuation of the building and are practised regularly. There is a no smoking policy on the school site.

Finally...

We hope that you and your child enjoy being members of Long Itchington Pre-school and that you both find taking part in our activities interesting and stimulating. We staff are always ready and willing to talk with you about your ideas, views or questions.

Ofsted Address

Ofsted
The National Business Unit
Piccadilly Gate
Store Street
MANCHESTER
M1 2WD

Telephone 0300 123 1231

www.ofsted.gov.uk/parents

Ofsted registration number : EY480886

Appendix

Sessions/Days

- Morning sessions are available from Monday to Friday
- Morning sessions run from 9.00 to 12.00pm
- Afternoon sessions are available from Monday to Thursday
- Afternoon sessions run from 12.00pm to 3.00pm
- All day sessions run from 9.00am to 3pm on Monday to Thursday
- Currently children aged 2 years 9 months can attend Pre-school, if places available

Charges from January 2020

- The fee for each session is £11.85

Free Funded Hours (FFH) are available for most 3 and 4 year olds (beginning the term after their third birthday) providing up to 15 hours **free** each week for a minimum of ten weeks each term. 30 hours may available for those families who are eligible.

Pre-school should be contacted before 9.00am if your child is not attending their agreed session for any reason.