

Please retain for
reference and
information



Fladbury Pre-School Welcome Pack

Church Street
Fladbury
Worcestershire
WR10 2QB

Tel: **01386 860301**

Website: www.fladbury.worcs.sch.uk
Email: office@fladbury.worcs.sch.uk

Welcome to Fladbury Pre-School:

Firstly, welcome to our Pre-school. We know that starting Pre-school is a very important milestone in your child's (and your) life and we aim to make this transition as smooth as possible for everyone concerned. This welcome pack has been designed to welcome you into our setting, give you important information about how we operate and hopefully answer any questions that you may have.

About us:

Our Fladbury pre-schoolers are confident, lively, invaluable members of our school community. Mrs Bullas our Pre-school Manager, Mrs Kirby our Supervisor along with Miss Green our Pre-school assistant welcome all new children and aim to give them the very best start in life.

Fladbury Pre-school accepts children from 2 years 9 months and we are open during school term time, following the Fladbury First School calendar.

Opening Times and Costs:

Our core opening times follow Fladbury First School hours of 9-3.20.

We offer flexibility within these times of a morning session from 9-12.00, and afternoon session 12.30-3.30pm. There is also a morning with lunch option available from 9- 1.00pm.

A combination of attendance can be requested i.e. morning or afternoon only, morning or afternoon with lunch or a full day. Any additional unfunded hours outside the universal 15 or 30 can be added at an additional cost of £5 per hour.

Government funded hours are available for your child the term after they turn 3 years old. These funded hours for every 3 & 4 year old child can be claimed by settings at **15 hours** per week for 38 weeks of the year. We arrange the funding for children eligible for 15 hour per week and require you to complete a form detailing the morning or afternoon sessions you would prefer.

From September 2017 **30 funded hours** per week can be claimed for 38 weeks of the year for 'Working Parents' who qualify under new guidelines. Visit www.gov.uk for more details. These **30 funded hours** need to be applied for online and Parents will be given an eleven digit code to give to the setting of their choice. We are flexible in how you can use this **30 hour funding**. If you wish your child to attend more than their funded hours you can top this up at a cost of £5.00 per hour during the Pre-school day, or using our additional wraparound care.

Snacks and drinks

Children have access to water throughout our sessions. Free milk is available at snack time. We ask parents/carers to pay a voluntary contribution of 50p per session as an **additional services charge**. This enables us to provide a varied range of snack items, fruit vegetables, toast, bread sticks etc. This also covers the cost of cooking sessions and play dough ingredients. Once you have signed up to this it will be added to your invoice.

Pre-School Invoices:

Fees for sessions will be invoiced every half term in arrears (where funding does not apply) and payment should be made immediately and at least within 7 days of receipt of invoice. A receipt will be given on payment. Fees can be paid by Childcare Vouchers, BACS, Fees for any additional hours requested above your child's normal hours will added to the following invoice.

Fees are payable by the parents/guardians, individually and/or jointly, who have signed and returned the terms and conditions, Parent declaration form and Admission form.

Fees are reviewed regularly and are subject to change. We will provide written notice of at least one term if fees have to be increased for any reason.

If school is closed during term time due to bank holidays or teacher training days, fees are still applicable. This is because Pre-School staff attend the teacher training days and the training received directly benefits our pre-school children. **Pre-school opens 39 weeks of the year and receives funding for 38 weeks to take this into consideration.** Fees are also applicable if the school is closed due to circumstances beyond our control e.g. adverse weather or a local emergency.

Key Person:

Upon starting with us, your child will be allocated a Key-person who will ensure that your child's needs are recognised and met every day. Your Key Person will help your child settle, help them to integrate into the group, be a point of contact for you, provide emotional needs to your child and ensure their race, culture, religion, language and family values are being met. They will also observe, keep records and monitor your child's progress and talk and encourage you to participate in your child's development. When working in conjunction with you they will always behave in a statutory and professional manner.

IT IS IMPORTANT TO NOTE THAT A KEY PERSON DOES NOT...

- Shadow your child throughout the session
- Only work with the key children they have been given.
- Prevent other adults from developing a relationship with the key children they have been given.

Sometimes it may be that your child's Key Person has changed, this may be due to a change in staff or your child's days, or that we have identified that your child needs support in a specific area that another person may be more equipped to help and support.

Our Daily routines and activities

We offer an 'enabling environment' (following the framework set out in the EYFS) where our staff are available to facilitate learning through interactions and observations. The principle being that resources are accessible to the children which are varied and open ended, enabling them to select what they want to do in each area. This ensures that we are confident and able to enhance and extend each child's learning at the appropriate level.

We are fortunate to have use of the school playground, outside play equipment, quiet garden and forest school and eco areas. Also the IT suite, hall and Library.

Any adult led focused activities will be planned around your child's interests and needs and include phonics, P.E Cookery and music. Read on for further information on the EYFS.

A typical day at Fladbury Pre School

8.45 Pre-school door opens. Settling in time	<p>On arrival you will need to:</p> <ul style="list-style-type: none"> let a member of staff know if someone else will be collecting your child If your child had had an incident at home please let a member of staff know (an injury, nightmare, illness etc.) <p>On arrival your child will be encouraged to:</p> <ul style="list-style-type: none"> hang up their coat on their individual peg put their name label on the 'Who's here board' place their lunch box and water bottle on the shelving available
9.00	<ul style="list-style-type: none"> Children have self-registered, so can select resources and the morning session begins! Snack is offered during this time
10.30	<ul style="list-style-type: none"> Brief carpet time followed by focus group activities
11.00	<ul style="list-style-type: none"> Playground opportunities (climbing equipment, quiet garden, bikes and trikes)
11.30	<ul style="list-style-type: none"> story time and wind down for end of session plus lunchtime prayer
12.00 MORNING SESSION ENDS/ 12-12.30 LUNCHTIME	
12.30	<ul style="list-style-type: none"> Any afternoon children arrive
1.00	<ul style="list-style-type: none"> Children have self-registered, so can select resources and the afternoon session begins! Afternoon snack is offered during this time
2.30	<ul style="list-style-type: none"> Playground opportunities with Elm Class. We share this time with Reception/yr1 children (climbing equipment, quiet garden, bikes and trikes)
3.00	<ul style="list-style-type: none"> Story time and wind down plus end of day prayer
3.20	<p>On departure you will need to:</p> <ul style="list-style-type: none"> wait at the Maple Classroom door until a member of staff releases your child back into your care Sign your child out <p>On departure your child will be encouraged to:</p> <ul style="list-style-type: none"> Be ready and waiting with coat on collect their belongings Leave happy and tired after a fun packed session!
Book Bags	<p>We encourage every child to take a book home to share</p> <p>Any 'work' or craft creations or letters home will be stored in book bags</p>

Please remember when packing your child's lunch to include a small ice pack to keep their lunch fresh and cool. We encourage a healthy lunch box with small portions. Children will not be permitted to eat sweets or have fizzy drinks during their time at pre-school. We ask for your child to bring in a named water bottle so they may use this throughout the day as they wish. Please ensure it contains water only. A separate disposable drink may be placed in their lunchbox to have at lunchtime only.

Starting Pre-school can be a big step for both you and your child, so we have gathered together to most asked questions. If what you want to know about isn't below, please do ask – nothing is ever a silly question!

My child still isn't potty trained – will this be a problem?

No – all that we ask is you make sure your child has a set (or sets) of spare clothes, nappies wipes and nappy bags. We find that the process of potty training once they have begun Pre- School is quite quick as they like to follow their friends and do as they do.

My child won't share

All staff are very clear on how to promote positive behaviours. In the case of a sharing issue we would use timers, visual clues, and reward and model good behaviours.

What should they wear?

Pre School uniform is available.

Clothes they can fasten and unfasten themselves to encourage independence
Forest school – warm clothes, trousers no tights or skirts please and wellies.

Waterproofs are provided by school. PE kit - school PE kit is available, or t shirt and shorts

How will I know what she has been up to during the day?

We have an Open door policy and parents and carers are welcomed into school frequently throughout the year. We also keep everyone updated through

- **Class Dojo-** our online platform used across the school as a communication tool. This app keeps parents and carers up to date with all the teaching, learning and fun at Fladbury. We also use this format to send messages home and create a portfolio with your child which you are able to add to.
- **Fladbury Fanfare** – weekly newsletter detailing the activities the school has been up to over the week.
- **Liaison Book** – if your child attends more than one setting we will liaise with them through a book which will travel between home and settings

Can my child bring toys?

Initially your child may need a comforter when starting, however we will encourage the child to put this on our shelf once settled. We encourage children to bring items in from home on our show and tell days only, where we allocate them the time to share their special items with us. Generally on other days we would discourage bringing in items from home for the reason that that the children can get upset if their special items are lost or another child picks them up!

My child doesn't like forest school or getting muddy?

Come along and give it a go! We provide waterproofs so mud isn't a problem! The great outdoors is really a wonderful place to learn and the experience is completely child led. At forest school we have a fire pit where sometime during the term we will be able to cook a snack. We also have a shelter, willow tunnel and much more. Forest school usually runs on a Wednesday morning, WELLIE WEDNESDAY.

How can I get involved?

We believe parents are children's first and most important educators and we aim to support and work with them by encouraging involvement in their child's education and in the running of the setting. You can become involved in many ways: joining our PTFA committee, become a parent helper, joining us on trips, behind the scenes, fundraising, helping out in Forest School or providing feedback for us.

How are you going to keep my child safe?

Safeguarding is our main priority here at Fladbury Pre-school. Our responsibility is towards the children in our care and it is our duty to safeguard and promote the welfare of the children. At Fladbury Pre-School we work with children, their parents and the wider community to ensure the safety of children and to give them the very best start in life. We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school.

How are you going to get my child prepared for "Big" school?

We are so lucky that we are already part of Fladbury First School.

We join Reception Class for activities on a regular basis and we also visit whole School assemblies and Church services throughout the year.

We also share the dining hall with the rest of the School every lunchtime. This allows the children to become familiar with other staff and surroundings making school life far less daunting.

During the summer time we work closely with our Reception Class teacher and run three sessions as 'Reception Tasters'. These introduce children to their classmates and Teachers and are introduced purely through 'learning through play'. These sessions are proven help to make the transition into school much easier.

How and what will my child be learning?

At Fladbury Pre-school we are committed to delivering the **EARLY YEARS FOUNDATION STAGE Framework (EYFS)** which sets standards for the learning, development and care of children from birth to 5 years old. We work towards the following four overarching principles;

A Unique Child - Every child is unique who is constantly learning and can be resilient, capable and self-assured

Positive Relationships - Children learn to be strong and independent, through positive relationships.

Enabling Environments - Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and carers.

Learning and Development - Children learn and develop in different ways.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through different areas of learning and development. Children should mostly develop in the **prime areas first**. These are:

- Communication and language;
- Physical development; and
- Personal, Social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**:

Literacy; Mathematics; Understanding the world; and Expressive arts and design. These combined areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

The year's from birth to five see the greatest growth and learning for all children. To be successful early learning is the key to your child's future. We look forward to working in partnership with your family to achieve the best possible outcome for your children.

Fladbury Pre School Booking Form

Name _____ Date _____

15 hrs	
30 hrs	

9.5 hr day				Mon	Tues	Weds	Thurs	Fri		
(7.45) 8-9	Breakfast Club	1 hr *	£5.00							
9-12	Morning Pre-school session	3 hrs	£15.00							
12-1.00	lunchtime	4 hrs	£20							
12.30-3.20	Afternoon Pre-school session	3 hrs*	£15.00							
3.20-4.30	After school club activities	1 hr*	£5.00							
3.20-5.30	Extra hour with "tea"	2hrs*	£8.00							
	Hours per Day	Hours							Total hrs this week	
	Cost per Day	£							After funded hrs	
									Cost to pay	£