

Welcome to Swallows
(Sampford Arundel Pre-School)
For children aged 3-5
Years



Updated 20.2.2012

Swallows (Sampford Arundel Pre-School)

Parent and Child Information Leaflet

Welcome to our Pre-School!

Introduction

Swallows forms an integral part of Sampford Arundel Community Primary School and is managed by the Headteacher and the governing body. Meeting each Tuesday, we aim to provide a warm, stimulating and fun environment in which all children can grow, develop and reach their full potential. It is our intention to expand the provision to two and then three days per week in the near future. Swallows meets in the Allsorts room at the school and has access to all the facilities of the school. All our policies and procedures are available to view in the School Office.

Aims and Objectives

It is our aim to work in partnership with parents to support children's emotional, physical and cognitive development; and to keep them safe, interested and motivated to learn.

We aim to work alongside other professionals and other settings to create a learning community which values each and every individual's contribution.

Staff

Swallows staff are:

Michelle Perrin - Supervisor - Michelle has worked for many years as a supervisor in a range of pre-school settings. She has a degree in Early Childhood Studies, qualifications in Safeguarding, First Aid and Special Educational Needs and has attended many relevant training courses.

Tracey Skinner - Deputy - Tracey completed an NNEB and spent many years working as a Nanny, before taking time out to have her own children who now attend the Primary School.

We both look forward to getting to know you and your child.

The following staff at the school also have an important role in supporting Swallows:

- Eddie East - Headteacher.
- Moira Brown - Senco (in charge of support to children with special educational needs).
- Linda Welden - KS1 and foundation stage co-ordinator.
- Kate McClelland - School LSA and cover for staff of Swallows
- Chris Walkers - School LSA and cover for staff of Swallows.
- Lisa Troake - Midday supervisor.
- Ruth Sorenson - School secretary.

Admissions

We are currently able to take up to 16 children. Children may start at the beginning of the term in which they are three. Places are allocated on a first come first served basis. Parents will need to complete a Registration/Admission form to secure a place for their child.

Fees

Fees are charged at £3.40 per hour, and are invoiced at half-termly intervals. Arrangements can be made with the School to put together an alternative payment plan. Fees must be paid in order for your child to attend Swallows.

We are currently registering for, and are hoping to be able to offer EYE (Early Years Education) funding from September 2011. We will confirm with parents when this has taken place.

EYE means that parents can claim up to 15 hours of childcare per week for any child who is aged 3 or 4.

For further information on EYE please see their website.

www.childcaredirectory.co.uk

Routines

Swallows runs from 9am until 3pm each Tuesday during term time. Our routine is flexible in order to take into account the children's interests and other exciting events such as a snow fall or visitors!

When arriving at Swallows, parents will be asked to sign their child in, and on leaving, to sign their child out .

9am - 9.10am Children arriving and settling in. Children are encouraged to find their name and photograph and to stick it on the registration board. This is a chance for parents to share any information about their child which staff need to be aware of.

9.10am - 9.30am Circle time, Hello Song, Show and Tell

9.30am - 10.30am Free Play activities (inside and outside)

10.30am - 11am Wash Hands and Morning Snack

10.45am - 12pm Semi Structured activity

12pm -12.30pm Quiet time and Stories

12.30pm - 1.30pm Lunch and Outside Play time

1.30pm -2.30pm Adult led activity/Child initiated activity

2.30pm -3pm Story time and Goodbye Song

3pm Children Collected, Staff to share information about the child's day.

During the day, the children will spend time both inside and outside enjoying a variety of activities designed to promote their learning and development. All of our activities are planned to be delivered entirely through play and we use the children's interests to guide our planning. We will also take children for walks around the village and use the field for outside activities.

Children will be able to enjoy painting, craft, sorting and selecting, play dough, construction, role play and imaginative play, messy and sensory activities, puzzles, mark-making, gardening, cooking, water and sand play...the list is endless!

Settling in

It is natural for your child to feel a little anxious about starting pre-school. We will do our best to smooth the transition between leaving parents/carers and joining in with the Swallows activities. You are most welcome to stay for a while to settle your child and to talk through any anxieties that you may have regarding the settling in process. It can be helpful for younger children to bring a familiar object from home such as a small soft toy or a comforter to help them if they are feeling unsure. Your child's key worker will do everything they can to form a trusting and special relationship with your child so that they feel safe and secure at Swallows.

Environment

Our room adjoins a covered decked area, ideal for outside activities even when it's raining! The children have access to toilets which are situated right next to the Pre-School Room. We have access to trikes, bats, balls, hoops and other outside play equipment which can be enjoyed in the school playground. As we are a brand new setting we will be adding to our resource base taking into account the children's emerging interests. All toys and educational materials will fit in with the Early Years Foundation Stage areas of Learning. The activities will be set up so that children can move freely throughout the inside and outside area. We combine child-led and adult-led activities to help children gain the most from their experiences.

We come together at times during the day for stories, singing, circle time and listening activities. We will also link up with the reception children in Class One for some activities.

The children will be able to link up with the rest of the school at times during the day and so will be familiar with the whole school's routines, thus preparing them well for their entrance into Reception class.

Parents as partners

We understand that you are your child's first educator and we aim to work in partnership with you to optimise your child's time at Swallows.

It is our aim that parents are fully involved in Swallows. We would love to share information with you about the activities that your child has enjoyed over the day.

There will be an information board on display at the end of each day which will inform you of what activities have been on offer and what snacks etc have been available for the children.

In addition to this, each child will have their own folder and an information sheet which will be filled in by their key worker. Any artwork will be put into the folder to be taken home.

There will be a 'WOW!' area where parents can share their observations of their child's achievements for example, learning to balance, learning to peddle on a trike, demonstrating kindness, or sharing. We would like to use these observations as part of the children's Early Years Foundation Stage profiles.

The Early Years Foundation Stage Profile is a 'learning journey' which tracks your child's progress. This is available for you to see at any time.

If you would like to be involved in Swallows activities, whether it would be sharing a story with the children or helping with a craft activity, please speak to Ellie, we would love to have your involvement!

Key Workers

All children will have a designated Key Worker. This person will form a relationship with your child and will help to settle them into Swallows. They will act as a point

of contact for any concerns or questions about your child's development and will provide support and advice with regard to all aspects of their time at Swallows. They will also be responsible for maintaining your child's EYFS profile personal pathway.

EYFS Areas of Learning

During their time at Swallows, the children will follow the Early Years Foundation Stage Early Development Matters. The Areas of Learning are:

Personal, Social and Emotional Development

- Dispositions and Attitudes
- Self Confidence and Self Esteem
- Making relationships
- Behaviour and Self Control
- Self Care
- Sense of Community

Creative Development

- Being creative, responding to experiences, expressing and communicating ideas
- Exploring media and materials
- Creating music and dance
- Developing imagination and imaginative play

Knowledge and Understanding of the World

- Exploration and Investigation
- Designing and making
- ICT
- Time
- Place
- Communities

Problem solving, reasoning and numeracy

Numbers as labels and for counting
Calculating
Shape, Space and Measures

Communication, Language and Literacy

Language for Communication
Language for thinking
Linking sounds and letters
Reading
Writing
Handwriting

Physical Development

Movement and Space
Health and Bodily awareness
Using equipment and materials

Personal Possessions

We ask that your child wears old clothes to Swallows, as they will get messy. Also could you please supply a bag with a change of clothes including socks and underwear. Wellies and warm coats will be needed in winter and sun protection (hats and suncream) in summer. Sun protection cream can only be applied by staff with your written consent.

It is essential that all of your child's personal items are clearly labelled. We will do our best to return any mislaid items to you. This includes any items/toys brought into Swallows for Show and Tell.

Snacks and Meals

There is scope for children at Swallows to have School Lunches. Alternatively you may provide a healthy packed lunch for the children. Please note that we have no refrigeration facilities for packed lunches, so any lunches containing items which need to be chilled must have a freezable chiller pack to keep them cool.

A small morning and afternoon snack will be provided by us. Water will be available for the children at all times.

Examples of snacks:

Morning Snack: Toast and fruit

Afternoon snack: Crackers and vegetable sticks

Photographs/videos

As part of our record keeping we would like to take photographs of the children to show their development in key areas. Photographs may also be used on the school website or for events advertising. All photographs will be taken on the School's camera. Please indicate clearly on the registration form if you DO NOT wish your child to have photos taken of him/her.

Sickness

In the event that a child becomes unwell whilst at Swallows, we will contact the child's parents/guardians to collect them.

If a child is suffering from any infectious disease such as chicken pox or diarrhoea and vomiting they must NOT attend Swallows. Please see the sickness policy for more information.

Medicines

Occasionally it will be necessary for your child to receive medication. We are only permitted to administer medication which has been prescribed by a GP and which is clearly labelled from a pharmacy with your child's name and dosage instructions. You will be asked to complete and sign a medicines form. Full details of our Medicines policy are available on request from the School Office.

NB parents must accept that staff cannot be held responsible if, for any reason, the administering of medicines is overlooked.

Accidents

Unfortunately accidents will happen from time to time. For minor accidents such as bumps and bruises you will be informed at the end of the day. You will receive written notification if your child has bumped his/her head. In the event of a more serious accident we will contact you to inform you of the accident and what actions have been taken. The Head Teacher will act in 'loco parentis' with regard to any medical attention sought.

Change of address or contact details

Please inform the school in writing as soon as possible of any change of address or telephone number. We cannot stress enough how important it is to have up to date information so we can deal with unforeseen emergencies speedily.

Uncollected child

In the event that a child is not collected from Swallows, then the parent/guardian named on the registration form will be contacted. If no contact can be made, then the child's emergency contacts will be telephoned. If, within a reasonable period of time, no contact can be made with either the child's parents or the child's emergency contacts then we will contact Children's Social Care. Please see our uncollected child policy for further information.

Children's Social Care tel: 0845 345 9122

Safeguarding Children

We take our Safeguarding responsibilities very seriously. This means we have ensured (and will continue to do so) that everyone working in the school has successfully completed the necessary clearances to enable them to work with your children. It also means that we have a staff member who is specifically trained and nominated as the Designated Child Protection person within school and pre-school. This person is Mr East. A copy of the Child Protection Policy is available in the school's 'policies for parents' file located in the office reception.

We would always hope to share any concerns we may have about your child with you at the first opportunity, as we hope you do with us about your or any other child. Part of our legal duty to safeguard your children may also include us needing to consult with, and take advice from other agencies such as the Police or Children's Social Care should the need arise.

By working closely together with parents and our partner agencies we firmly believe that we will continue to offer a safe learning environment for all our children.

Equal Opportunities

We value every individual regardless of gender, disability, race, ethnicity, culture or family background. Please see our Equal Opportunities policy for more information.

Complaints

Whilst we are confident that your child will thoroughly enjoy their time at Swallows, we understand that there may be occasions where issues may arise. We hope to be able to resolve complaints amicably and within a timely manner.

Full details of our Complaints Policy are available on request from the School Office.

Parents are entitled to contact Ofsted at any Stage of the Complaints procedure. The contact number for Ofsted is

0300 123 1231

Starting School

When children approach school age parents must apply for a place for their child at the school of their choice. Attendance at Swallows does not guarantee a place at Sampford Arundel Primary School.

Details of the Somerset County Council school admission process are available from the School Admission Team (www.somerset.gov.uk or telephone Somerset Direct on 0845 4564038)

We hope that you and child will enjoy your time with us, if you have any questions please feel free to talk to us.

We look forward to welcoming you and your child to Swallows.

Best Wishes

Michelle and Tracey

Swallows (Sampford Arundel Community Pre-School)

This document is available in large print and can be made available in Braille or translated into other languages on request.