



St Marys CE Bucknell

Pre school

Welcome information Booklet



St Mary'S CE (VE) Primary School.

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Welcome

Welcome to Bucknell Preschool, we look forward to getting to know you and your child. Bucknell Pre school is situated within St Mary's Primary School and provides a safe and secure environment where children can develop academically, socially and emotionally.

This welcome booklet is designed to give you the information about our pre school and aims to answer many of your questions. This should be read in conjunction with our policies and procedures which are available in the entrance foyer of the school

The Staffing team

Sessions at the preschool are staffed by an experienced team of childcare workers who all bring their own special skills to the preschool. Our current team is

Mrs Janet Hartin – Pre school Leader

Mrs Sarah Davies – Pre school assistant

Mr Nick Copestake – School SEND

Mrs Claire Ray – School administrator

Safeguarding

Our setting works with children, parents, and the community to ensure the rights and safety of the children and to give them the best start in life. We are committed to building a culture of safety in which children are protected from abuse and harm in all areas of our service.

We ensure that all staff and parents are aware of our safeguarding policies and procedures and our staff receive regular training and updates. Please do not hesitate to contact our safeguarding leads.

Designated safeguarding Lead – Miss Anna Cook

Early years safeguarding lead – Mrs Janet Hartin

We have trained first aiders in Preschool and within the school.

Our Vision

St Marys Bucknell and Preschool are part of the Bluehills Federation which includes Clunbury and Newcastle Primary School, which is a caring Church Federation bringing together and serving many communities. We provide nurturing environments that facilitate learning for all. We encourage everyone to become confident, sociable responsible citizens who achieve to the best of their ability in preparation for a fulfilling future.

Our Vision

Proverbs 22.6

Teach children how they should live, and they will remember it all their lives. (Good news Bible)

Our Values

Friendship & Family

Love & Respect

Thankfulness

Joy & Happiness

Perseverance & Resilience

Truth & Trust

Our Aims

Celebrate the uniqueness of every child, supporting their individual interests and learning styles to progress their learning and development.

Offer an exciting range of stimulating experiences encouraging creativity and independence.

Support children's learning by developing positive and caring relationships with children and their families.

Encourage involvement of families in all aspects of preschool and to help ease the transition from home and family and provide an environment that celebrates individuality and diversity.

Policies and procedures

Our policies and practises follow current government policy and the revised Early Years Foundation Stage. All our policies are aimed at providing a safe secure, stimulating environment for all children. Policies are available for parents/carers to read in the school foyer, copies can also be made available, please ask Mrs Ray who will be happy to assist.

Fire drills are carried out alongside the school each half term.

Opening times

Preschool is open Monday to Friday from 8.35 -3.15, children need to be booked into preschool in advance and can access half or full days.

Dropping off and collecting your child

We use the secure gate to the side of the school for entry and collection of children to preschool. If you have made arrangements for someone else to collect your child please use a password.

Late collection of your child

Please make every effort to be on time to collect your child. Children can get very upset and worried especially if they are the last to be collected. If you think you may be delayed, please inform the school administrator. If a child is persistently collected late, you may be charged.

In the event of someone else collecting your child from Pre school you must notify the Pre school leader or contact the school administrator at the start of the session. If you are unavoidably delayed and you have arranged for someone else to collect your child, please inform the school administrator.

In the event of a child not being collected by an authorised adult within 15 minutes of the session ending, our procedure would be

To contact the parent within 15 minutes, leave a message if no one is home try other contact numbers.

If after a further 1 hour passes without being able to contact a parent /carer it is our statutory duty to report to the Duty Officer at the Shropshire Childrens Safeguarding Board as the child is, then classed as abandoned.

Learning through Play

In Pre school the staff work to create rich learning opportunities using play and playful teaching. We offer a range of opportunities for children to develop through exploration and discovery. As children learn and develop in different ways our team takes great care to ensure that the activities and resources at the pre school are varied and stimulating. The positive relationships that staff develop with the children encourages them to grow into strong independent individuals.

All planning and activities are planned within the EYFS framework (Early Years Foundation Stage). The seven stages of the EYFS are:

Communication and language development

Personal social and emotional development

Physical development

Literacy development

Mathematics

Understanding the world

Expressive arts and design



Sessions are a mixture of free play, where children can choose activities and are given time to work through a task until it is complete and adult led small and large group activities such as story time, snack time or circle time. We encourage parents to read and have rhyme time with their children and we promote reading and rhymes throughout Preschool on a daily basis within the seven stages of the EYFS

The children join into the school lunchtime, playtimes and collective worship which forms a healthy relationships with all the staff and students and aids a smooth transition into school.

Outdoor play is essential for children's learning and development, as well as their enjoyment and well-being, we have a range of outside areas that children can have access to:

The preschool area which the children have free access to throughout the day, this area is used every day and throughout the year. It offers similar learning opportunities to the indoor environment with the focus on physical development, the natural world, exploration, imagination, sensory and working together.

The Forest school area is based on our school site and it is where children can play within the trees, enjoy the giant sandpit, balance ropes, climb on tyres and get creative in the mud kitchen.



KS1/Reception Playground and the school field is where the preschool children can practise riding the bikes and running on the athletics track, this area also enables children to mix

safely with the main school whilst being closely supervised, this enables friendships to be formed and makes the upcoming transition into school a much less daunting prospect.

The Allotment – children from preschool enjoy learning how to grow their own food.

Forest school

Forest school is an inspired process that offers the children regular opportunities to achieve, develop confidence and build self esteem through hands on learning in the natural environment. Many of the aims of the forest school link closely with our Early Years curriculum such as physical and creative play but also in more unexpected areas such as emotional and social development. Staff value the holistic approach of “Forest school” which allows them to focus on the whole child and helps develop their independence in readiness for starting school. Forest school is on **Wednesdays**



Walkabouts

As well as forest school we also go on walkabouts. Sometimes this will follow a planned theme such as a visit to Bucknell Nurseries or to enjoy refreshments at the Church café. Other days they can be a simple nature ramble around the village and along local footpaths looking for signs of the season. Or just a simple walk to the park.

Both Forest schools and walkabouts add an exciting element to preschool for our children, they provide additional opportunities to learn through exploration and enhance the children’s learning.

Helping your child to grow and develop

When your child starts preschool, they are allocated a key person. Their role is to support your child and your family to enable your child to get the most from the preschool experience. Usually, your child will keep the same Key person throughout their preschool journey.

Initially your child’s key persons role is to help your child settle in and overcome any initial difficulties or worries your child or you have. During your child’s time at preschool the key person will monitor and record your child’s development and learning, this is done informally, taking photos of your child playing, recording observations, and using this information to plan activities that will develop their skills and allow them to flourish.

We complete the statutory “2 year “development check with your child before their 3rd birthday and decide together how best to support your child. We recognise that children don’t always develop as expected and every child has a unique learning journey, some may need extra support to reach their individual targets. We have lots of experience in this area and we continually review and develop our services and skills to ensure we offer the best care and learning for all our children.

Nick Copestake is our Special Educational Needs and Disability co-ordinator. His role is to ensure all children are welcome and benefit from attending our preschool. He has access to a wide range of professionals who can support us and families to provide the best for children who may need a little extra support. Our Local offer details how we support specific needs of young children and their families. Copies are available from the school office and on our website.

Your child's behaviour

Sometimes parents worry about their child's behaviour at preschool or at home. We have lots of strategies and ideas to help you cope with the ups and downs of parenting. Our staff have lots of experience of dealing with challenging behaviour and we hope that you will feel that you can come and talk to us about any difficulties you are experiencing, we are here to help you. It is part of our role to support you and your family either through our experience and knowledge or by helping you find the right professional that can support you.

Fees

It is vital that the fees are paid regularly and are currently charged at £4 per hour. Payment is made through our school money app which you will be signed up for upon registration of your child.

There are funded places available for all children following the term of their 3rd birthday and this starts at 15 hours, 30 hours is available for eligible families. To claim this entitlement, you must complete a parent declaration form and provide us with your child's date of birth. You must also notify us if your child attends any other childcare provider as funding can be split between provisions. It is your responsibility to apply for the funding. If you live in Powys, there is funding available for your child

24U funding is also available for 2 year olds if you are eligible, please see the Shropshire council website for more information on eligibility.

What does your child need

Please ensure that your child has the following for each session they attend.

A complete set of change of clothes

Suitable outdoor clothing, coats, wellies, sunhat,

Nappy changing items if required.

A water bottle, please try to fill with water to promote healthy choices.

What to wear

We provide aprons for all children when they play with messy activities, however, please send your child in clothes that you do not mind getting messy. We do encourage Preschool to wear the school uniform. Staff encourage children to gain the skills which help them to

become independent and look after themselves. These include taking themselves to the toilet, handwashing, putting coat on and doing up shoes. Clothing which is easy for them to manage will help with this as will easy fit shoes (Velcro, pull on). **Please ensure clothing and belonging are labelled with your child's name.**

Snack time

We like to make snacks a social time at which children eat together. Milk and fruit is provided free of charge and fresh drinking water is available throughout the day. Snacks are prepared by our staff and served so that children can help themselves. Please inform us of any dietary requirements that your child may have.

Lunch

Lunch is available or your child can bring in a packed lunch, please do not have any foods that contain nut in your child's lunch box. A dinner register is taken each morning by staff, children are asked if they are packed lunch or dinner to encourage independence but please let staff know what your child is having each day. Lunches cost £2.50 (September 2023) daily and can be paid via the school money app. Quality 2 course lunches are provided by Bedstone College.

Toileting

Children are encouraged to become independent and manage their own toileting needs themselves. If needed, children are always assisted by staff who are all DBS checked. We will, as far as possible, follow the same routines as your child has at home with regard to toilet and potty training. We encourage good hand hygiene. If your child has a toileting accident, we will ensure they are treated with dignity, respect, understanding and sympathy. Please note we do not require your child to be toilet trained to attend preschool, we are happy to change nappies and will assist you with your potty-training routine. Nappy changes are recorded for each child. If you have any concerns, please speak to your child's Key Person.

Accident and Injuries

We record all accidents and injuries in our accident book and parents are informed.

Outings and special visitors

We endeavour to provide varied learning experiences for your child. With your permission (obtained when a child registers) we take the children into the local community for walkabouts, forest school sessions and trips to the park or shop.

Illness

Illness is unavoidable in young children, children who are unwell should not be brought into preschool. Please inform us of their absence by telephone or text. If your child has been ill, they must not attend until 24 hours after their last symptoms.

For cases of diarrhoea or vomiting children should not return until 48 hours after their last symptoms.

In certain circumstances staff are allowed to administer essential medication if your child has a chronic condition. If we have more than one case of an illness such as chicken pox, we will put a notice in the newsletter.

Administration of medicines

Bucknell Preschool follows the school policy on administering medication. As a rule if your child needs medicine they are too poorly to attend preschool. The exception to this is medication for children with chronic conditions such as asthma etc. Forms must be completed giving careful details of the medication

Communication with parents

Pre school news is included in the school newsletter, which is emailed to parents each week, we also have a "facebook" group where news and events are published (no photos of children are included on this group).

Complaints

Bucknell Preschool exists for the benefit of children and families locally and works in partnerships with parents and the local community. We welcome comments or suggestions on how we can improve our setting. We believe that most complaints are made constructively and can be reconciled by a discussion at an early stage. We also believe that it is in the best interest of the preschool and parents that complaints are taken seriously and dealt with respect, confidentiality, and efficiency. Any complaints about the preschool should be directly initially to the Pre school leader **Mrs Janet Hartin** or the Executive Headteacher **Miss Anna Cook**

Useful websites

www.childcarechoices.gov.uk

www.shropshire.gov.uk

www.powys.gov.uk

www.herefordshire.gov.uk

www.eyalliance.org.uk

www.booktrust.org.uk

www.familycorner.co.uk

www.schooltrends.co.uk (school Uniform)

