

# Amblecote Pre-school



## Parents Handbook

# **Welcome to Amblecote Pre-school**

**We are the Pre-school staff:**

**Mrs H. Perigo**

**Pre-school Manager**  
NNEB/Foundation Degree

**Mrs L. Jukes**

**Pre-school Deputy/SENCO**  
NVQ Level 3 in Childcare/  
Foundation Degree

**Mrs K. Rhodes**

**Morning Pre-school Assistant**  
NCFE Classroom Assistant Level 2

**Miss E. Arnold**

**PPA cover**

**We welcome you and your child to the Pre-school and hope that your child will be happy here.**

**Our address and telephone numbers are:**

**Amblecote Pre-school  
School Drive  
Stourbridge  
West Midlands  
DY8 4DQ**

**Pre-school Number 01384 815298  
email-preschool@amblecote.dudley.sch.uk  
hperigo@amblecote.dudley.sch.uk**

**Head Teacher: Mrs J. Cook**

### Welcome to Amblecote Pre-school

We appreciate that starting Pre-school is a big step for both you and your child.

We aim to make this a happy one, where your child will enjoy a caring, stimulating environment, where they feel secure and confident able to learn through enjoyment and challenge.

We operate a staggered intake system, where by children are admitted in small groups.

We consider the partnership between children, parents, staff and school to be fundamental in the development of your child.

There will be opportunities to discuss your child's progress across the year (face to face when possible).

We like to keep you informed about what the children are covering in their learning through regular notices displayed on the Parents Information boards. We will also require you to sign up to the class **DOJO**, **Parent Hub** and the **Evidence Me app** where we share information with you via the apps about your child's learning and information about what's happening in school.

Staff are always available to discuss any concerns or problems that may arise, please do not hesitate to approach us but we may have to relay information to you over a telephone conversation or via email.

All policies are available on Amblecote Primary School website in the Pre-school drop down box

### **Admissions**

Amblecote Pre-school has a 24 place morning session and a 24 place afternoon session. Places are allocated:

1. To children looked after (CLA)
2. To children for whom the setting is the most suitable available setting to meet either the child's special educational needs or medical needs.
3. For children who are accessing 30 hours (this is to be reviewed each year)
4. To children who have a brother or sister already at Amblecote Primary school who will be attending the school at time of entry
5. DOB order.

### **Normal Opening Hours**

8.45 am - 11.45 am

12.30 pm- 3.30 pm

Open Monday to Friday during term time, excluding staff training days and Bank Holidays.

It is important that parents/carers keep to these times as closely as possible to allow the children to take full advantage of all the activities we have to offer.

If your child does not attend on a regular basis this will be discussed with parents and support will be given if needed.

### **Fees**

If your child is not eligible to access the Government grant for 3 and 4 year olds or is attending another setting and exceeding the 15/30 hours' entitlement, you will be required to pay £15.00 per session.

### **30 hour Places**

These are limited and revised on a yearly basis, letters will be sent to the parents whose children will be attending the 30 hours to give further information.

### **A New Revised Curriculum**

From September 2021 staff will be following the new curriculum for the Early Year's Foundation Stage, further information will be given to parents when children start.

### **Learning through Play**

Each area of learning and development is implemented through planned, purposeful play and through a mix of adult-led and child-initiated activity. Play is essential for children's development, building their confidence as they learn to explore, to think about problems, and relate to others. Children learn by leading their own play, and by taking part in play which is guided by adults.

### **Outdoor Learning**

The children have access to the outdoor classroom every day. Being outdoors has a positive impact on children's sense of well-being and helps all aspects of children's development. It offers opportunities for doing things in different ways and on different scales than when indoors. It gives children first-hand contact with weather, seasons and the natural world. Our outdoor environment offers children freedom to explore, use their senses, and be physically active.

**We ask that all children bring a pair of wellies that are kept at Pre-school.**

Children will also be taking part in Muddy Mondays on a regular basis which will enhance their outdoor learning.

### **Behaviour**

Even the youngest children are encouraged to behave towards each other with kindness and consideration. We praise the children for all their achievements and give rewards in the form of verbal praise, stickers and certificates.

We work closely with parents concerning behaviour, incidents may be logged and if necessary referrals made to relevant agencies so that support can be given to the child.

We have a Behaviour Policy in place which can be found on the school website.

### **Key Person**

Each child is assigned a Key Person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. **Mrs Perigo is Red Group's Key Person and Mrs Jukes is Blue Group's Key Person**

### **Learning Journeys**

Learning Journeys (electronic) are used to record your child's achievements. The Learning Journeys provide us with information to help us to form judgements on your child's interests and progress, allowing us to create more relevant and meaningful learning experiences in the classroom.

**We currently use the Evidence Me app.**

We e-mail a copy of your child's electronic Learning Journey on a regular basis. This is a fantastic opportunity for you to see the activities and learning that your child has been involved in and a chance for them to take pride in showing you their achievements. We also ask that you offer regular contributions to the Learning Journeys via the **"Evidence Me" app or send on the Pre-school DOJO**. Entries might include photos and comments of what you have been doing over the weekend/school holidays, or significant achievements.

### **Equal Opportunities**

Amblecote Pre-school seeks to provide equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

### **Safeguarding Children and Child Protection**

The Pre-school has a **duty of care** in terms of child protection and safeguarding issues. The Pre-school has an agreed policy and set of procedures for child protection in line with Dudley Safeguarding Children's Board.

The Pre-school's **Designated Safeguarding Lead in Pre-school is:**  
**Mrs H. Perigo**

### **Special Educational Needs and Disability (SEND)**

At Amblecote Pre-school we pride ourselves in identifying additional needs in a child as early as possible, we call this Early Intervention. Staff will observe your child closely and get to know them well during the first few weeks, we gather information from parents during the Induction process about the child. If staff have concerns about how a child is behaving or if they are not achieving the expected level of development staff liaise closely with parents and agree on a

Monitoring Support Plan or discuss other interventions that will support the child's development. Other professionals may be asked to offer advice.

The Pre-school's Early Years Special Educational Need Co-Ordinator (SENCO) is:

Mrs L. Jukes

Deputy SENCO is Mrs H. Perigo

### **Maintaining a Safe and Secure Environment**

The safety of the children is our highest priority. We will therefore only allow your child to go home with you, unless we have received your advance permission that he or she may be collected by another adult.

We ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear visitor's badges and are escorted throughout their visit. They sign out upon leaving. **We operate an Empty Pockets Policy.**

Please do not allow your child to run ahead of you when they are on school grounds due to the cars.

### **Parking**

There is a limited amount of street parking when bringing children to school. Additional short term parking is available on the open space, just on the left hand side before you get to the school entrance.

Parents are not permitted to drive up the school driveway; it can get very congested with staff cars and delivery vehicles.

### **Policies**

Policies and Procedures are available to view on the main school's website. They are updated annually.

### **No Dogs**

No dogs are permitted on school premises unless they are registered assistance dogs.

### **School Uniform**

Uniform is not compulsory in Pre-school, but many parents are happy that it is a practical option.

Our uniform consists of:

- Plain white/red short sleeved polo t-shirt
- Plain red or grey cardigan/jumper or school sweatshirt
- Plain grey trousers, skirt or pinafore dress (elasticated trousers make it easier for younger children to use the toilet independently)
- Grey or white socks/tights

- Sensible flat-heeled shoes **NOT** trainers

Alternative option in hot weather:

- Red and white dress
- Plain grey shorts

P.E Kit:

- Black pumps
- Plain white T-shirt
- Black shorts

All these can be purchased from large department stores as well as from Tesco online (school logo items). However, whatever clothing you choose, please make sure that the clothes children wear are comfortable and have easily manageable fastenings.

Please remember that children experiment with all kinds of messy things and although we provide plastic aprons, we cannot always guarantee that glue or paint will not splash on clothes. We have some spare clothes in Pre-school in the event of children having an accident. If your child does bring home clothing, please wash and return to Pre-school as soon as possible. Could you please make sure that your child's clothing is clearly marked with their name.

In winter gloves and hats must also be clearly labelled. In summer sun hats again need to be clearly labelled and please apply sunscreen in very hot weather as the children have access to the outdoor area.

### **Snack Time**

Milk is provided free of charge, there is also a snack of fruit, breadsticks/crackers/biscuits provided to all Pre-school children. Your child will need their own water bottle labelled with their name. Please replenish with fresh water daily.

Current Covid restrictions require all children to bring a portion of fruit or vegetables each day from home

### **Asthma**

If your child has been **diagnosed** with asthma a letter from the Doctor or asthma nurse will be required and **2 prescribed**, in date inhalers are needed, they will be stored safely in Pre-school and your child will be given them when required. You will be asked to complete a Health Care Plan with staff. If your child uses an inhaler on **an occasional basis** a Health Care plan will still be completed by staff with parents, but a letter is not required **but 2 prescribed** in date inhalers are needed that will be kept in Pre-school.

(Staff are asthma trained)

### **Allergies**

If your child suffers from any allergies please inform Pre-school staff, a Health Care Plan may need to be completed and letters from the doctor will need to be obtained.

(Staff are all auto injector pen trained).

**YOUR CHILD WILL NOT BE ALLOWED TO START PRE-SCHOOL UNTIL ALL INFORMATION FROM HEALTH CARE PROFESSIONALS AND MEDICATION HAS BEEN OBTAINED.**

### **Head Lice**

Head lice are a nuisance affecting all schools. It is every parent's responsibility to inspect their own child's hair for head lice each week and to inform the Pre-school immediately if head lice are found.

### **Accident or Injury**

A first aid box is accessible at all times and staff keep a written record of all accidents or injuries and first aid treatment. Parents and/or carers will be informed of any accident or injury sustained by the child on the same day and of any first aid treatment given. Parents may also be contacted by e-mail or telephone.

In the case of a more serious injury, parents will be contacted using the emergency contact details provided.

**Current Covid restrictions require that we email or call parents about accidents unless the child is picked up by a parent then we can then inform them verbally.**

### **Pre-school Fund**

We aim to provide a wide range of additional activities to enhance our curriculum. In order to provide these opportunities, we require a lot of additional materials and resources. We therefore ask parents for a weekly voluntary contribution of £1 (collected each Monday) to help us fund these activities. Parents can also pay the fund in advance e.g. half termly, termly or yearly. We know how much children enjoy these experiences and do hope that you will support us with this. Without your donations we would not be able to offer these valuable learning activities.

### **Parents as Partners**

Establishing a strong link and relationship between home and school is vital to support and develop children's learning.

By taking the opportunity to support your child's learning and working in partnership with the adults in the Pre-school you can significantly influence your child's learning. Your continued involvement is crucial to successful learning. We aim to make parents feel welcome and valued.



**Book Exchange**

On a Thursday you and your child can select a discussion book from the book box. If your child does not attend Pre-school on a Thursday, then please change their book on one of the days that they do attend.

These books are not intended as formal reading books, they are to share, to discuss and most importantly to enjoy with your child. Encourage your child to talk about the pictures, point to the words or even tell you the story in their own words.