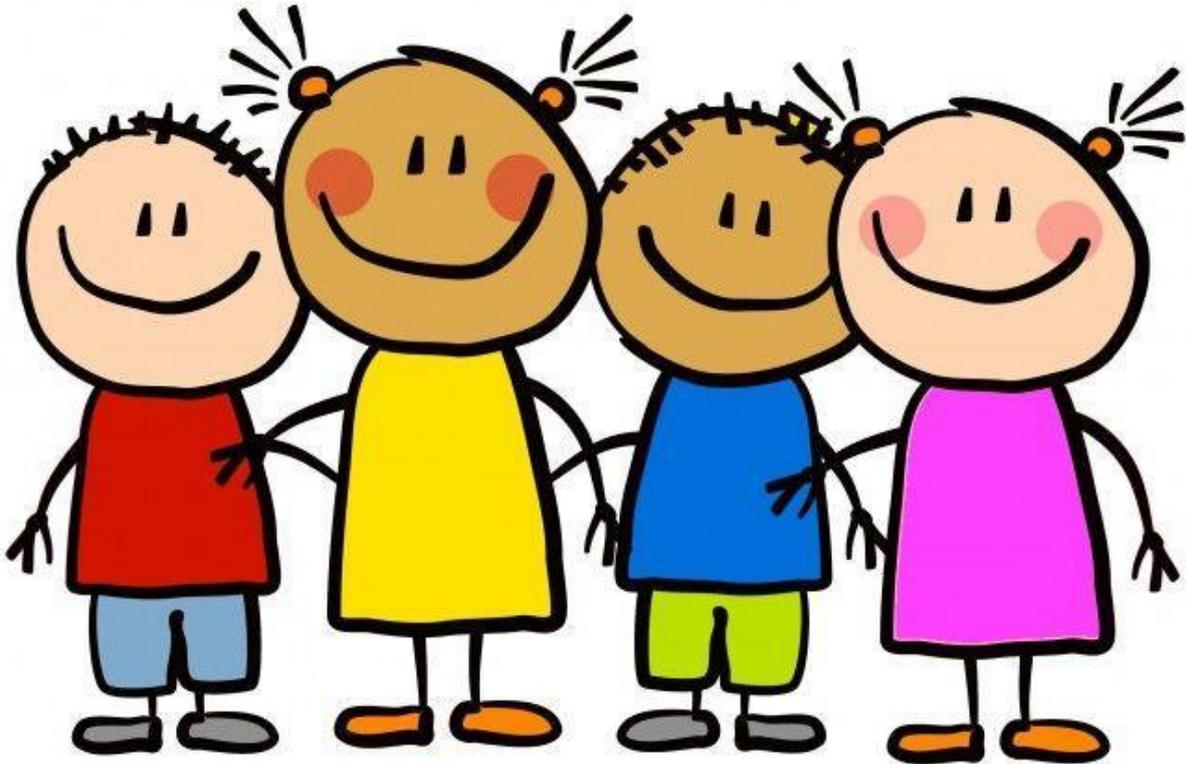


Welcome to Halwin Pre-School

01209 860329

preschool@halwin.cornwall.sch.uk



Information, Guidance and Enrolment

Pre-School Staffing

Pre-School Manager: Mrs Eve Busby

Deputy Manager: Marilyn Burley

SENDCo: Mrs Vicky Tamblin

Play Leaders: Katy Trathen, Leigha Busby

Working with Parents/Carers

We know it can be daunting to choose a pre-school setting for your child and understand the anxiety this decision can bring as you leave your child in someone else's care. Throughout this transition you will be supported by experienced staff, including a qualified teacher, who are all committed to providing quality education and care with exceptional family support. We work closely with families and actively encourage parents to become involved with their child's learning and fully support 'stay and play' sessions; enabling time to talk with your child's key person, playing together and sharing your child's Learning Journey.

You are welcome to attend pre-school at any time with your child and we actively invite you to share with us, and celebrate, your child's achievements - however big or small.

Pre-School Information

Our setting caters for children aged 2 to 4 in a wonderfully spacious environment, which encourages your child to free flow between the indoors and outdoors. The outdoor area has been thoughtfully designed with access to water and sand, physical equipment to climb and slide and plenty of large construction toys, all of which are aimed to provide a stimulating learning environment. We have a purpose built outdoor shelter and so play is not stopped when the weather is wet.

Learning Journals and Planning

Our planning and observation is underpinned by the Early Years Foundation Stage (EYFS) which describes the time in your child's life between birth and age 5. It is a very important stage, as it not only encourages them to learn about the world around them but also helps your child to get ready for school and prepare them for their future learning and successes. From the day your child is born up until the age of 5, their early years experiences should be happy, active, exciting, fun and secure to support their development, care and learning needs. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first:

- **Communication and Language (CL)**
- **Physical Development (PD)**
- **Personal, Social and Emotional Development (PSED)**

As your child grows, the prime areas will help them to develop skills in 4 specific areas:

- **Literacy (L)**
- **Mathematics (M)**
- **Understanding the World (UTW)**
- **Expressive Arts and Design (EAD)**

These 7 areas are used to plan your child's learning and activities. This is a little bit like a curriculum in primary 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 and track their progress in their individual Learning Journals. Our Learning Journals are web based on Tapestry which is a secure platform for us to communicate with each other about your child's development and provides a good insight for parents to see what their child has been learning about in preschool, as well as parents sharing information with us.

We extend their learning through thoughtful adult interaction and by enhancing the resources available to them. All of our staff that are teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

Children in the EYFS learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outside. We also carefully note children's involvement in activities and their general well-being (Leuven Scales). When a child is fully involved and showing high levels of wellbeing, this is when we see real, in depth, quality learning.

If we have any concerns about your child's progress, we will speak with you openly and honestly and, with your permission, we are able to make referrals to and liaise with other professionals who can help to support your child's development when necessary.

Progress Checks and Profiles

When your child is 2, in line with the EYFS guidelines, we will ask to meet with you to discuss your child's learning and development. Our staff will work alongside you and your Health Visitor to provide a written summary of how your child is progressing against the 3 prime areas of learning:

- **Communication and language**
- **Physical Development**
- **Personal, Social and Emotional Development**

This report will form the baseline for future learning experiences necessary to promote steady progress and is a useful report that will help you to track milestones in your child's early years.

Transition into school

We manage your child's transition into Pre-School and then into school sensitively, supporting both parents and children, sharing your child's progress (with your permission) with the future setting. A place at Halwin Pre-School does not automatically secure a place for your child at Halwin School. We do work very closely with other local schools during the transition into big school.

Parent Communication

Mrs Busby works across both Halwin School (Assistant Headteacher) and the Pre-School and is available most mornings when you are dropping off your child to hear any comments or suggestions you may have about the Pre-School, our staff or your child's learning. We will share your child's Learning Journey with you at regular intervals (electronically with your permission or alternatively paper copies will be available). We have stay and play sessions termly so that you can come and experience the session with your child and gain a greater understanding of how your child spends their time with us, with the opportunity to discuss any next steps or progress that your child has made. There is also a suggestion box in the reception area where we would welcome any comments you may have about the things that you or your child would like to see or things that your child already enjoys. If you are considering a Pre-School setting for your child, we strongly advise you to visit us with your child so that we can meet with you both and discuss the transition, so please do ring and book an appointment.

Early Years Foundation Stage: Halwin Pre-School follows the government outlines for Early Learning.

Personal, Social and Emotional Development: Successful personal, social and emotional development is critical for very young children in all aspects of their lives. It is also a pre-requisite for their success in all other areas of learning. It is essential that children learn some self-awareness and confidence, are able to develop the management of their own feelings and behaviour as well as build relationships with others.

Communication and Language: Language development depends on learning and being competent in a range of key skills, together with having the confidence, opportunity, encouragement, support and disposition to use them. This area of learning includes speaking and listening in different situations/for different purposes, opportunities to listen and pay attention and to be able to understand and use questioning skills.

Physical Development: Young children grow rapidly at this stage of their lives. They develop confidence and control of the way they move and the way they handle tools and equipment. They need to be active and to move about in order to develop many of these fundamental skills. We encourage children to become independent and manage their own risks in order to learn how to take care of themselves.

Literacy Skills: Reading and Writing skills are being developed from an early age, from joining in with songs, sounds and rhymes to reading a simple text and distinguishing the marks that they make into eventually forming letters.

Mathematics: Mathematical development depends on becoming confident and competent in learning and using key skills. This area of learning includes counting, sorting, matching, seeking patterns and working with numbers, shapes, space and measures. Mathematical understanding should be developed through stories, songs, games and imaginative play so that children enjoy using and experimenting with numbers, including numbers larger than 10.

Understanding the World: Through exploring people of importance to them and their communities, learning about the world in which they live and the use of technology children are developing the skills, knowledge and understanding that helps them make sense of their world. This forms the foundation for future learning in science, history, geography, design/technology and information/communication technology.

Expressive Arts and Design: Creativity is fundamental to successful learning. The aspects covered in this area include exploration of the use of media and materials and fostering imagination through role play, music and dance. Being creative enables children to make connections between one area of learning and another and so extends their understanding.

Safety Information

Illness: Parents are asked to keep their children at home if they have any infection or symptoms of Covid-19 and to inform the preschool as to the nature of this so that staff can alert other parents. We will then be able to make careful observation of any child who has been unwell upon their return. Parents are asked not to bring any child into the setting who has been vomiting or had diarrhoea until at least 48 hours have elapsed since the last episode.

Medicine: We would prefer parents to administer medication.

If medication is to be administered at preschool:- The medicine must be prescribed by a doctor and be clearly labelled with the child's name, dosage and instructions. All medicines must be handed to a member of staff who will store them safely, out of any children's reach. Written information will be required from the parent/carer giving clear instructions about the medicine and permission for a member of staff to follow those instructions.

Outings: Children will not be taken off the premises without notification to or without written consent from parents. There will always be 'at least' the required ratio of adults to children.

Child Protection: Should Halwin Pre-School have any concerns about a child regarding child protection issues, the staff will take the following action: In an emergency, the staff will contact external services and parents/guardians. There are some situations when parents/carers are NOT informed:

- If contacting parents/carers would place a child at risk of harm.
- Where sexual abuse or fabricated illness is suspected.
- If contacting parents/carers would cause undue delay.

We do appreciate that children can be very accident prone and so often a chat with parents to clarify the situation is all that is needed.

Your Child's First Day

- Please bring in the completed sharing sheet to share with their key person so that they can gain an insight into your child's likes/dislikes/interests.
- Every child should bring a bag to preschool each day, both to help with taking special things home and to facilitate communication between nursery and home via newsletters, etc.
- Appropriate clothing dependent upon the weather; hats, covered shoulders in hot weather and waterproofs/warm coats, gloves and hats for winter months. Children should also bring a change of clothes, indoor shoes & wellies for outdoors [clearly named, please] so that they are able to access all activities in a clean environment.
- Children in nappies should always bring a plentiful supply of nappies, wet wipes, etc. to every session.
- Children who are toilet-training should always have a plentiful supply of underwear / clothing in case of any 'accidents'.
- One comforter may be brought in (clearly named) to aid the 'settling in' process but please NO toys.
- A healthy Snack i.e. fruit, veg, breadstick, cheese, yoghurt.
- Either order a school lunch or provide a balanced, healthy packed lunch.

Prices

Halwin Pre-School is open for 38 weeks of the year [excluding public holidays and Inset Days] from 09.00 to 15.00 every weekday during term time.

Morning Sessions 9.00-12.00 - £12.00

Afternoon Sessions 12.00-3.00 - £12.00 (Lunch session)

Lunch/Snacks: We would encourage you to purchase a lunch that is nutritious and freshly cooked on the school site at a cost of £2.34, but are also happy for you to provide a healthy and balanced packed lunch for your child. Lunchtime starts at 12pm and so unfortunately if your child attends the morning session, lunch will not be provided. During each session, the children will have an opportunity to stop play and have a healthy snack (Please DO NOT provide chocolate/crisps/sweets, we encourage more healthy options such as fruit, breadsticks, vegetables etc.) this must be provided by you.

Funding

If you would like to find out if you are eligible for 2 year old funding please go to:
<https://cornwall.cloud.servelec-synergy.com/synergyweb/>

If you are eligible you will be given an 11 digit code that needs to be given to Mrs Busby along with your national insurance number as soon as you can so that confirmation can be made with the local authority. Proof of this code will also be required as well as your child's birth certificate.

To find out if you are eligible for 3/4 year old 30 hour funding, please apply here:

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

All 3 and 4 year old children are entitled to free 15 hours of childcare. Applications for up to 30 hours funding must be done by yourself via the link above, the setting cannot do this for you. If you are only entitled to 15 hours funding this is done automatically and you do not need to apply for this.

All applications for the autumn term must be completed by 31st August. Failure to apply by this date will mean that you will not be able to use your 30 hours during the autumn term and you will have to wait until the spring term in January. Applications for the spring term must be completed by 31st December otherwise you will have to wait until the summer term after Easter. Applications for the summer term need to be completed by 31st March otherwise you will have to wait until the autumn term in September. If you are unsure of anything please speak to Mrs Busby and she will be glad to assist you. We do not want you to miss out on what you are entitled to but unfortunately we will not be able to do anything if you do not meet these deadlines.

Early Year Pupil Premium

We may be eligible for extra funding to help support your child via the early years pupil premium, up to £302 per year may be paid to the setting to help with your child's education.

You can apply if your child is aged 3 or 4 and you get 15 hours free childcare. You must also get at least one of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

Please speak to Mrs Busby for further information and to fill in the parent declaration form.

Session Booking Request Form

I would like to request a place at Halwin Pre-School.				
Name of child:			D.O.B.	
For the following sessions each week:				
Monday	Tuesday	Wednesday	Thursday	Friday
9 – 12pm	9 – 12pm	9 – 12pm	9 – 12pm	9 – 12pm
12 – 3pm	12 – 3pm	12 – 3pm	12 – 3pm	12 – 3pm
Please note that fees are payable in advance at the start of the month (Unless you are in receipt of funding)				
I wish my child to start on [date]:			As the term progresses, I may wish to extend my child's sessions YES/NO	
			Please give details:	
Signed			Date	

Please note that this form does not constitute the offer of a place. A formal offer of a place will be made later, where availability allows, or you will be notified that a place is not available.

Thank-you

Registration Form

Child's [full] name:	Date of Birth:	Address: Postcode:
Parent/guardian name:		Address (if different from above):
Home phone number:	Mobile phone number:	Work phone number:
Email address:		
Name of any other Parent/Guardian:		Address (if different from above):
Home phone number:	Mobile phone number:	Work phone number:
Email address:		
Name of Doctor:	Telephone number of Doctor:	Address of doctor: Postcode:
Name of Health Visitor:	Telephone number of Health Visitor:	Address of Health Visitor: Postcode:
2 year old check completed by Health Visitor?	Yes or No If yes, please bring your red book in to share with your child's key person.	Date completed:
Other Contacts Name and Addresses of any person collecting your child from Halwin Pre-School if different from information above. Children will only be allowed to leave with a named person.		
Name:	Name:	
Address:	Address:	
Postcode:	Postcode:	
Tel No:	Tel No:	

Has your child attended a previous setting?

YES/NO

If yes, please give details _____

Registration and Consents

All children who attend must be registered. Therefore, would you please complete the enclosed form accurately and return it as soon as possible.

I agree for my child to be registered on the online Learning Journal 'Tapestry' and for my information to be used to set up the secure account	YES/NO
I agree to my child being recorded visually or verbally and agree to these photographs possibly being used in:	a newsletter YES/NO on the website YES/NO external advertising YES/NO
I agree to any emergency medical treatment necessary during my child's attendance at Halwin Pre-School	YES/NO
I authorise the staff to sign any written form of consent required by the hospital if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.	YES/NO
I give consent for my child to have sunscreen applied by a member of Halwin Pre-School staff.	Preschool Boots Soltan sunscreen [] One provided by me [] No sunscreen []
I agree to abide by Halwin Pre-School policies and procedures.	YES/NO
I give permission for the Manager to contact previous settings to gain further knowledge and access my child's attainment to ensure a smooth transition	YES/NO
I consent to my child's progress details being given to the next setting / school when they leave Halwin Pre-School.	YES/NO
I agree to pay fees within the allotted time (I will speak with manager/treasurer if any problem should arise)	YES/NO
I agree to inform the setting of any changes to the aforementioned information	YES/NO
Sometimes, our planning involves taking small groups of children on foot to very local amenities, such as the chapel, park or woodland walks. Please give permission for your child to take part. We will give as much notice as possible prior to any trip.	I DO/DO NOT give consent for my child to be taken out on short trips by foot during Halwin Pre-School sessions.
Signed (Parent or Guardian)	<u>Date</u>

Further Information regarding your child

Does your child suffer from any illness or allergy	YES/NO	If yes, please provide details:
Does your child require any regular medication? (Inhalers etc.)	YES/NO	If yes, please give details:
Has your child received all required immunisations/vaccinations	YES/NO	If no, please qualify:
Does your child have any Special Educational Need or Disability? (i.e. Speech and Language Difficulty, physical disability, Social or Emotional Difficulty, Learning Difficulty)	YES/NO/Unsure	Please give details
Your Occupation (Optional):	Are you willing to come into nursery to talk to the children about your occupation: YES/NO	

Pupil Ethnic/Cultural Information

Please highlight/circle:		
Ethnicity:		
White Cornish	Other White British	White Irish
Traveller of Irish Heritage	Gypsy/Roma	Any other white background
White and black Caribbean	White and Black African	White and Asian
Any other mixed background	Indian	Pakistani
Bangladeshi	Any other Asian Background	Black Caribbean
Black - African	Any other Black background	Chinese
Any other Ethnic group	Refused	Information not yet obtained
First Language:	English	Other (Please specify)
Asylum Seeker	Refugee Status	Traveller Status
Religion:		
Anglican	Buddhist	Christian
Hindu	Jewish	Methodist
Muslim	Sikh	Other religion (Please specify)
Roman Catholic	No Religion	

<u>Signed (Parent or Guardian)</u>	<u>Date</u>

Data Collection Form

Halwin Pre-School

Name of Child Name of Parent/Carer:	
Does either parent/carer or child have English as an additional language?	Yes/No
Does either parent or carer serve in HM Forces?	Yes/No
Has your child ever been in receipt of Two Year Funding?	Yes/No
Does your child attend any other setting/child-minder? If yes, please provide details.	Yes/No
Has your child previously attended another setting? If yes, please provide details.	Yes/No
Signed:	Date:

Please return the following forms in a sealed envelope or email directly to Mrs Busby on preschool@halwin.cornwall.sch.uk marked 'Confidential FAO: Nursery Manager':

1. Session Booking Form
2. Registration Form
3. Registration and Consents
4. Further information form
5. Data Collection Form
6. All about me – (To be returned prior to starting to share with key worker.)