

PARENT/CARER'S HANDBOOK

2017/18



Welcome to Little Acorns Probus Pre-School. We do hope that your family will enjoy being part of our little learning community. This handbook should give you all the information you need about our pre-school.



Little Acorns Probus Pre-School, Ladock Road, Probus, Truro TR2 4LE

Telephone: 01726 882647

Email: tania.williams@aspireacademytrust.org.uk

Website: www.probuschool.org.uk

Between the hours of 7.45am to 8.00am and 4.00pm to 6.00pm please call 07530 406598

Who's who at Little Acorns?

All staff are well qualified and very experienced in their roles. They undertake regular training to ensure your child receives the best possible support and early education. Our photos and information about our qualifications are displayed in the pre-school entrance and the table below shows you who we are. All the staff wear name badges and are happy for you to call us by our first names. Please note, however, that children will use our surnames so that they get used to addressing staff as they will when they go up to Reception Class.

Staff Structure 2016/2017

School Head teacher:	Mrs L McNamara
Pre-School Manager:	Mrs S Hunkin
Pre-School Assistants:	Mrs S Brown
	Miss E Flack
	Mrs A Gatley
	Mrs J Kennedy
	Mrs P Luscombe
	Mrs L Pearce
	Mrs J Macrae

Keyworkers

Each child is assigned a keyworker within the first few days of settling into pre-school. The role of the keyworker is to help your child become familiar with the setting and to feel confident and safe within it. The keyworker for your child will develop a genuine bond with both your child and yourself and offer a settled, close relationship. They will meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour.

School Term Dates

These are shown on the back inside of the cover of the handbook and are always displayed in pre-school. Additional copies may be obtained from either the Pre-School Manager to from the main school office.

School Session Times

Little Acorns offers flexible provision for children at pre-school if spaces are available. Each child aged 3 years and over is entitled to a maximum of 15 hours of nursery education per week free of charge and this can be topped up with chargeable sessions subject to availability. For more details please see our Admissions Policy.

Session Request Forms

After each half term holiday a session request form will be sent home to all registered Little Acorns, and new starters, for parents to state which sessions they require for the *forthcoming* full academic term. A green form will stipulate a non-funded/specific half session request only and the blue form is for funded children (over the age of 3 years). A letter will accompany the relevant form and it is vital session requests are returned by the stated date so the pre-school can allocate and confirm places. For all late requests we cannot guarantee any sessions for the following term.

Missed Sessions

Sessions unattended due to infectious diseases (i.e. chicken pox) may be deducted from your invoice, or refunded if already paid. We cannot offer refunds or swap sessions for routine child illnesses (i.e. coughs/colds/temperatures etc.). If your child has an ongoing condition that requires hospital treatment, alternative sessions may be offered on a case-by-case basis, subject to availability and a copy of a consultant/GP's letter.

Invoicing and Payments

We email invoices in advance to all parents whose child is either non-funded or has sessions over and above the 15 funded hours. From the date of the invoice there is a 14-day 'cooling off' period during which you will be able to amend your requested hours. After this date you are committed to FULL payment of the invoice. We require 50% payment by the start of the term to secure your child's place with the remaining balance paid by the half-term holiday as stipulated in the letter. Any non-payment, or late payment, may result in your child's place being withdrawn. Payments can be made by cheque (payable to AAT – Probus Primary School), cash, online banking, or we are also registered with several childcare voucher schemes. Please ask Mrs Williams for further details of these.

Arriving at School/Going home

On arrival your child will be encouraged to self-register which will help establish independence and prepare your child for self-registering in Reception Class. You may help your child hang up their coat, and settle on an activity if you wish to. There are always plenty of staff who you can talk to at this time.

At the end of the session parents gather in the KS1/Little Acorns playground outside the pre-school building and we hand your child over to you so we are aware of each child going out safely. Please remember to pick up your child's lunchbox from our cart, if they have stayed for packed lunch, and sign them out in our book.

Please note that the pre-school expects all children to be collected by an adult and NOT by any child aged under 16 years old even if they are siblings.

Little Acorns has a signing-in folder in which the parent may also indicate whether their child's pick-up is different to the standard procedure. We cannot permit a child to go home pick-up with an unknown adult if the pre-school has not received prior notification, either by way of the signing-in folder, or a phone call to the school office. Please also remember to indicate if your child is having a school meal and note down their meal choice.

Session Times

Morning session	9.00am to 12.00pm (Side gate entrance locked at 9.15am with late access via the main school reception)
Lunch time	12.00pm to 12.30pm
Afternoon session	12.30pm to 3.00pm (Side gate entrance locked at 12.30pm with late access via the main school reception)

Please note our wraparound care – Breakfast Club & After School Club - is available to our funded 3 & 4 year olds at Little Acorns Probus Pre-school only. The Holiday Club, however, is available to funded 3/4 year olds who attend any pre-school setting.

Please be prompt both dropping off and collecting your child as we aim to start our group times at the correct time as this is important for the children's routine. Late collection is subject to a charge – see our charging policy under www.probus.cornwall.sch.uk/little-acorns

Settling in

On their first days at pre-school new children and parents may be a little apprehensive but staff will give you advice about when it is appropriate for you to leave your child for the first time. Some children will settle quickly, others will take longer. This is quite normal and nothing to worry about.

In our experience it is far better for parents to help their child settle to an activity, say goodbye and leave promptly. Long goodbyes can be quite unsettling. Also, remember children are very perceptive and if they think that you are worried or upset, it will upset them! If your child is still apprehensive the staff will use a range of strategies to settle your child. Very occasionally a child may take a little longer to settle. Please talk to your child's keyworker and a settling-in routine can be established. If a child has been particularly unsettled, we will usually telephone you to let you know how they are.

Additional Hours

If parents wish to book additional sessions to the 15 hours allocated place, a charge per session will be due, this is dependent on availability. Please refer to our Admissions Policy and speak to a member of the Little Acorns staff.

Accidents

Thankfully, because of our strict Health and Safety Guidelines, accidents tend to be rare and only minor. Should a child bump themselves however it is logged in our Accident Book and a member of staff will ask you to co-sign the record and speak with you when you pick up your child. If a more serious incident occurs we will call you immediately – **please make sure that we always have up to date contact numbers for you.**

Access to Pre-school

There is a gate directly into the pre-school and Key Stage 1 playground at the top of Cullen View which is the main entrance to the pre-school. With regards to the small car park at the top of Cullen View, outside the side gate to pre-school, we would ask that parents respect our neighbours and do not park obstructing driveways or pavement access. As a matter of Health and Safety, vehicle access to the main school car park is not permitted except for staff or disabled drivers with Blue Badge permits. If you hold a disabled badge, please call on 01726 882647 so that we can arrange easy access to the car park for you. **Please do not park/drop off on the yellow zigzag lines outside the main school entrance.**

If your child is ill

Please help us prevent the spread of infections by keeping your children off when they have high temperatures and tummy bugs. **Children should be kept off for 48 hours after sickness or diarrhoea.** If your child is absent please notify us as soon as possible on 01726 882647. We are permitted to administer prescribed medicines under your GP's instructions and can administer un-prescribed medication following packaging instruction e.g. Calpol, provided a medicine form has been completed. There is no need to keep your child away if they have minor ailments such as a headache, minor cold or cough. The staff will contact you should their condition worsen.

Please make sure Little Acorns has an emergency contact number so that if a child is taken ill during the day they can be collected promptly.

What your child will need at Pre-school

Please make sure that each day your child comes to pre-school in practical clothes. We recommend all children wear our green Little Acorns aertex polo-shirt and/or sweatshirt which are available from KeyWear School Uniform shop in Truro, however this is optional. However, we would politely request that your child avoids white collar shirts as it is helpful to pre-school staff to distinguish our Little Acorns from the main school Reception Class. **Please put your child's name on all clothing and we ask that you do not dress your child in dressing-up clothes.** This is so that other children do not also want to be dressed up and pester parents to do so and also to prepare them for school. It also reduces the risk of your child's favourite costume being spoilt whilst playing.

Lost Property

We have a lost property box in pre-school for all unnamed items. Please check this regularly as all items unclaimed are disposed of half termly.



Footwear should be sensible and to encourage independence, the children should be able to take their own shoes off and put back on again (no laces or flip flops please). Your child will also need a named pair of wellington boots for outdoor play. We have spare wellies if required. Please ensure all shoes are named.

A change of clothes is essential for emergencies and for the times your child will get soggy outside. Please do not leave plastic carrier bags or rucksacks on the pegs overnight.

Children will play outside each day so a pair of waterproof trousers is recommended; these can be kept in pre-school along with wellies. Please provide sunhats for warmer weather (and ensure your child comes to pre-school with sun cream on) and woolly hats and gloves for when it is colder.

Tissues

The children need a lot of tissues at school so we ask if each family can kindly donate one box of tissues at the start of the year – this enables us to keep a supply at school and saves the children having to have their own each day.

Food & Drink

Water and milk plus fruit is provided by pre-school in the middle of each session and our Little Acorns take it in turns to act as snack monitors, responsible for cutting-up fruit and pouring drinks to encourage independence. We ask that children staying for lunch bring a healthy packed lunch (no sweets or chocolate please!), if they're not having a school dinner or, alternatively, hot meals are available at £2.20 bookable in advance. We would be very grateful if parents could supply an item of fruit whenever they can to replenish our fruit bowl at least one piece per week. We love eating healthily at Little Acorns.

Toys

Sometimes children want to bring in toys from home. Please do NOT let a child do this because they get so upset if they are lost or broken. We recognise though that some children need a comforter which helps them to settle. Please speak to a member of staff if this is the case.

Nappies

We always have a number of children that are at varying stages of potty training when they first start with us. Some children are still in nappies/pull-ups and this is fine. Please speak to a member of staff about support or advice regarding potty training and we will be happy to help and support you and your child with potty training at home. We are not permitted to dispose of nappies onsite so these will be bagged appropriately so you can take them home.

Birthdays

We always celebrate the children's birthdays at school with them and do not let the day go unnoticed. You are welcome to bring in cakes to mark this occasion but please ensure ingredients are clearly marked for staff as we may have children who cannot eat certain foods due to allergies or intolerances.

Newsletter

Our monthly newsletter is a valuable means of pre-school to home communication and paper copies are distributed at the gate and uploaded on the Little Acorns' pages at www.probusschool.org.uk/little-acorns. Please read this so you do not miss out on any important dates or information.

Website

Probus Primary School has a comprehensive website at www.probusschool.org.uk Please take time to view the Little Acorns pages so you can keep up to date with our news and events. We will be regularly updating the photographs in our galleries and letting you know what your child has been getting up to at Little Acorns.

Your Child's Progress

The children are supported by all staff so that we can assess their progress. If you are ever concerned about your child please see your child's keyworker at any time to discuss your worries.

Parent meetings are held three times a year where you can discuss your child's progress with their keyworker. However if you wish to see their Learning Journey, or have something in particular you wish to discuss at any time, then please just pop in.

Discipline

We are justifiably proud of the behaviour exhibited by our Little Acorns and staff in the main school regularly comment on how exemplary the conduct of our new Reception Class is, testament to the pre-school! We work in a way which encourages the children to be responsible and to look after one another. Children are praised for good behaviour. However, if your child has any difficulty during a session we will always deal with it in school in a kind but firm way – **we do not have a 'naughty' chair or anything that labels a child as bad**. As part of our behaviour management system occasionally children will sit away from a group activity for a



few minutes to reflect on their unwanted behaviour which will then be discussed with an adult.

We always aim to have a happy and secure school where the children can play safely and with great enjoyment.

Child Protection

The School takes great care to safeguard all children and follows all statutory and Local Authority guidance with regard to child protection. Our designated person for child protection is Executive Principal Mrs Lyn McNamara and our deputy designated person is Assistant Head teacher Mr Matt Maloney. Our child protection policy is available on the website.

Leadership

The school and pre-school is led by Executive Head teacher Mrs L McNamara and Head of School Miss Deanne Carden. As of 1st September 2016 Probus Primary School is now part of the Aspire Multi-Academy Trust and therefore no longer has a Board of Governors. Our Aspire Hub Councillor is Mr David Davies. If you have any concerns or complaints regarding Little Acorns you should raise them in the first instance with your child's keyworker. If you feel that the matter has not been resolved, please contact Mrs Sarah Hunkin (Manager) and then Head of School Miss Carden. Should you still not be satisfied, Miss Carden will provide you with a copy of the school complaints policy.

Finally

We would like to remind you that all the children, families and staff here are treated as special. We all try to work and play together in a happy and loving atmosphere. We believe everyone deserves respect whatever gender, race, age, religion or ability and we take equality issues seriously. We will not tolerate any bullying or harassment at the school.

We are sure you will enjoy your time with us and that all the children will benefit from their time here too.

Term Dates

2017 - 2018

AUTUMN TERM 2017

Monday 4th September to Friday 15th December 2017

School/Pre-School Closed*

Half-Term: Monday 23rd October to Friday 27th October

SPRING TERM 2018

Monday 8th January to Friday 23rd March 2018

School/Pre-School Closed*

Half-Term: Monday 12th February to Friday 16th February

SUMMER TERM 2018

Monday 16th April to Friday 20th July

School/Pre-School Closed*

Bank Holiday - Monday 7th May

Half-Term: Monday 28th May to Friday 1st June

*HOLIDAY CLUB

Holiday Club is available to children throughout the local area, from those *already in receipt of government 3/4 year old funding* up to the age of 11 years.

For specific activity details and booking form please log onto
www.probussschool.org.uk/holiday-club

Session Charges – 2017/18

Main nursery sessions

Morning session 9.00 to 12.00pm (for hours over and above 15 hours funding for 3 and 4 year olds)	£4.50p/h
Lunch Club (12 noon-12.30pm)	£2.25
Afternoon session 12.30pm to 3.00pm (for hours over and above 15 hours funding for 3 and 4 year olds)	£4.50p/h
Rising 3 Tuesday Morning session 9.00am to 12.00pm	£15.00

Kids Club - Wraparound charges*

Breakfast club (7.45am to 8.45am) includes breakfast	£4.50
Afterschool club up to 1 hour (3.00pm to 4.00pm) includes snack	£4.50
Afterschool club up to 1.5 hours (3.00pm to 4.45pm)	£6.50
Full session (3.15pm to 6.00pm)	£15.00

Discount available on subsequent child/family bookings for wraparound care

Kids Club - Holiday Club charges*

Half Day (8.30am to 1pm or 1pm – 5.30pm)	£15.00
Full Day (8.30am – 5.30pm)	£25.00

Discount available on subsequent child/family bookings for Holiday Club

** Normal charges will apply if less than 24 hours notice is received (with the exception of infectious diseases)*