

Guyhirn Church of England
Primary School & Pre-School
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Agape - to live, to learn, to love, together.

Dear Parents/Carers,

I would like to take this opportunity to welcome you and your family to Guyhirn Pre-School, we are very much looking forward to getting to know your child and working closely with yourselves to provide your child with an enriching pre-school experience filled with fun, exploration and learning.

Key Person

All children at the setting are assigned a key person and this is the person that will work most closely with your child, compile their next step targets and will be whom you will meet with during parent meetings. Your child's key person should also be your first point of contact if you have any questions or queries. Your child's key person will be allocated when they start at the setting. We will inform you whom your child's key person is and this member of staff will remain your child's key person throughout their time at pre-school to ensure consistency and stability.

Tapestry

While at pre-school, your child will take part in activities that are both fun and educational, with the focus in our pre-school firmly being on learning through play. Each child will have a personalised set of next steps linking to the Early Years Foundation Stage Framework. Each child will have one next step for each area of learning which are as follows: personal social and emotional, communication and language, physical, literacy, mathematics, understanding the world and expressive arts and design; making a total of seven next steps. Your child's key person will meet with you each term to discuss your child's next steps for that term and to inform you of their progress. Each weekly plan contains activities put in place to aid your child in working towards their next steps and achieving them. Throughout their time at pre-school, members of staff will carry out observations of your child during both child initiated and adult led activities to evidence their progress. In addition to this, observations also help us to recognise interests and then enable us to incorporate these interests into the weekly planning as well as highlighting their stage of development. Observations, including photographs, will be recorded on Tapestry, a secure online learning journal individual to your child. Once your child's Tapestry account is up and running, you will be given a login, this gives you access to your child's Tapestry account, allowing you to see all their observations and photographs whenever you wish to. Tapestry gives you the opportunity to add your own observations and comments which allows us to create a holistic account of your child's experiences both at pre-school and at home. We greatly appreciate and value your input and encourage you to do this regularly.

What will your child need while at pre-school?

During your child's time at pre-school they will be participating in lots of outdoor, messy, creative and water play activities each day. Therefore please pack a full set of spare clothes with them each day. Outdoor play is available every day no matter what the weather may bring so we encourage you to pack wellies or a sun hat and sun cream, weather dependent. We ask that you label each item of clothing with your child's name to avoid any confusion over the children's belongings. If your child is potty/toilet training we are more than happy to follow your lead and continue with the strategies you have put into place at home, while at pre-school.



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Please ensure you pack several full changes of clothes (including socks and if possible a spare pair of shoes) as becoming dry out of the home setting can be more challenging due to a change in surroundings, routine and there being more distractions. If your child has any medical needs and will be needing medicine/an inhaler during their session please ensure this is brought into pre-school each day and handed over to staff. Please do not leave any medicines or inhalers in their bags. Please discuss your child's medical needs with myself and we can arrange for the correct paperwork to be completed and discuss a care plan. Please note that we are only able to administer medicines that have been prescribed by a doctor, are in their original containers and have your child's name clearly printed on the label.

How can you be involved in your child's time at pre-school?

We are dedicated to providing your child with a positive experience while at pre-school and one that provides them with new opportunities and experiences. We believe that the key to achieving this is working closely with parents and carers as well as with each individual child. Working closely with parents and carers allows us to learn more about their likes, dislikes, abilities and home life which then gives us a more holistic view of each child and enables us to meet the needs of the child to the best of our ability. There are many ways in which we invite you to be part of your child's pre-school experience. We offer regular open mornings where you are invited to come into pre-school and share in their experiences. You will be able to join in with activities, see the routine of the session and have the opportunity to speak at length with staff regarding any questions or queries you may have. We hold these open mornings in line with the school so that if you also have children within the school it may be easier for you to attend. Please keep an eye on the school website and in newsletters for upcoming dates. The newsletters we send home each term will have a range of dates for your diaries such as holding craft mornings, reading mornings and end of year parties. All of which you are invited to join us. We aim to go on as many trips out of setting as possible and always ask for parent/carer helpers to join us on the trip. Information on upcoming trips will be sent out to you closer to the time.

Pre-school library

The pre-school children have access to a range of books within the pre-school as well as being part of the school's reading scheme and able to use the school library. Each child is able to choose a book from the library to take home with them and share with you. We are keen to encourage the children to enjoy books at this young age as reading and enjoyment of books is a transferable skill and one that is used so often when your child starts at school. Please help us to emphasise this by reading with your child as often as possible. Please use Tapestry to write an observation each time your child reads one of the school's library book. Observations from home also allow us to see how their literacy skills are developing. Each book that your child brings home is scanned out and in under their own specific codes, from this we are able to see which book each child has borrowed. If you are unsure of which book your child has, please ask as we are able to find out this information for you. Please note that there is a limit to one book per child that can be borrowed from the library at any one time.

Breakfast club

The school offers a free breakfast club each morning from 8:15am onwards. Pre-school children are able to attend breakfast club if they are in session that morning. There are a range of cereals on offer as well as bagels that your child is able to enjoy before their pre-school session starts. Please speak with me if you would like your child to attend breakfast club and we can discuss the best way to introduce this into your child's pre-school day. If you do not wish for your child to attend breakfast club at 8:15am, the children are also offered a bagel once the pre-school session has started at 8:45am.

Session times

Session times are as follows:

- Monday – 8:45-11.45
- Tuesday – 8:45-11.45, 11:45-14:45 (available as half day or full day sessions)
- Wednesday – 8:45-11.45, 11:45-14:45 (available as half day or full day sessions)
- Thursday – 8:45-11:45
- Friday – 8:45-11.45



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Sessions start each morning at 8.45am, a member of staff will come and open the outside gate to indicate the start of the day. If your child starts their session at 11:45 we will collect them from you at the front entrance. We will return your child at the end of their session at the front entrance of the school, this allows us to dismiss the children one at a time as safety of the children remains paramount. As you have already selected the sessions that you require, please make sure that your child is collected promptly at the end of session to avoid any late fees. If you need reminding of your child's session, please do not hesitate to ask.

Snack

If your child attends a morning session with us they will be offered a snack which is provided by pre-school. We offer a range of fresh fruit and vegetables as well as milk or water, all of which are free of charge.

Settling in session

We offer two free hours for your child to attend pre-school prior to their start. We offer this so that your child is able to familiarise themselves with the setting, staff, routine and other children. We will work closely with you to decide how this time would be best spent. We understand that all children are individuals and settling in will be personal to them. We strive to make the transition into pre-school as smooth as possible and so we will speak with you to arrange the best way to do this.

Registration forms

Prior to your child starting at our pre-school, you will be given a registration form to complete. It is of upmost importance that we receive these forms back and completed in full before your child's first session with us as the information you provide will be used in case of an emergency. Please ensure that all details are kept up to date, it is your responsibility to inform us of any changes that need to be made to contact details. On the registration form we ask you to provide a password. We use this in the instance of someone unfamiliar to us collecting your child. Please make us aware beforehand when someone different is going to be collecting your child and provide us with their full name. Upon their arrival we will ask them for the password that you have pre-selected and passed onto them. To adhere to our safeguarding policy, we are unable to dismiss any child to an unfamiliar adult without this information and we hope that you understand that this is in place for the safety of your child.

Absences

If your child will not be attending a pre-school session for any reason, please contact us on the schools telephone number (01945 450247) to let us know that they will not be in and the reason for this absence. Should we not hear from you, it is in our policy to contact you regarding their absence.

Belongings from home

We understand that coming to a new setting can be daunting for a young child and that they may like to bring a comforter with them. During the settling in process we are happy for you to bring in your child's favourite teddy for example, to provide comfort to them. We kindly ask that no other toys from home are brought into pre-school as we cannot be held liable for any damage they may suffer or loss of the item.

Show and tell

There are opportunities for your child to bring in a toy from home during our termly show and tell sessions. During show and tell, the children are invited to bring a toy or item in from home and talk to their peers about it during circle. We have found this to be a valuable activity for the children, a chance to listen to one another and share their interests and experiences from home. Dates for show and tell are included within the termly newsletter.

Water bottles

Please bring a water bottle with your child each time they attend a session at pre-school. We leave the water bottles out within reach at all times so the children can help themselves to a drink whenever they need. We will make sure that their drink is suitably topped up throughout their session. To avoid any confusion, we kindly ask for these water bottles to be clearly named.



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House teams

Throughout the week, children have the opportunity to win house points, these are coloured tokens which are counted at the end of the week and the team with the most house points is declared the winner during the celebration assembly with the school each Friday. Pre-school children are included within the house teams. If your child has a sibling currently at the school, they are automatically assigned the same house team as their sibling. If your child is an only child at the school they will have been assigned a house team at random. If you wish to know which house team your child is part of then please speak to a member of staff whom will be happy to inform you.

Assemblies

Pre-school children attend the school celebration assembly each Friday and have the opportunity to receive a certificate. Certificates are given out each week to celebrate achievements and positive experiences through the week. Each week, staff members award a certificate for 'Christian values' for example, being kind and caring towards others, a 'WOW' certificate which celebrates a fantastic achievement and 'regular reader' which is awarded when a child reads and returns their school library book most sessions that they attended that week. There is also a golden ticket and each child that earns a golden ticket is entered into a prize draw. Weekly/termly there is a theme set for the 'Golden ticket' such as resilience or manners and one child is able to earn the ticket by displaying that certain trait.

I appreciate that there has been a lot of information provided here, should you have any further questions please do not hesitate to speak to a member of staff.

Kind regards
Mrs E Garner



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