

Little Learners at Trannack School



Pre-Reception provision for 3-4 year olds

The Aims of our school are to:

- *Educate children within a safe and unique environment
- *Respect every child as an individual
- *Enable every child to achieve their best in order to thrive in the future

Trannack Primary School

Part of Southerly Point Co-operative Multi-Academy Trust

Trannack School is small, rural school, 1 mile out of Helston. We currently have 70 pupils on role in 3 classes.

We are proud of the pupils' achievements, small class sizes, a strong community and unique grounds, with views across fields and out to the coast.



Little Learners

Children, who are 3 years old before 1st September, are welcome to join our Little Learners. We cater for 3-4 year olds 5 mornings a week from 9:00 to 12:00.



Early Years Funding

At 3 years old your child is entitled to Early Years Funding which allows your child to have access to 15 hours of sessions per week for 38 weeks of the year.

Admissions

All you are required to do is complete the admission forms which are available from the school office.

Fees

If you have used your Early Years Funding in a separate setting, the charge is £3:50 per hour, which is reviewed annually.



Little Learners join our Early Years and Foundation Stage (EYFS) and Year 1 classroom with a dedicated learning support assistant with responsibility for Pre-Reception pupils. Ofsted identified good progress for children in EYFS and KS1 'due to well-planned and well-resourced activities which meet their needs'.

EYFS pupils have access to a rich learning environment to ensure activities cover all areas and characteristics of learning.



EYFS pupils also have continuous access to our secure, sheltered outdoor learning area. It is surrounded by our large playing field and quiet environmental area with trees, shrubs, wild flowers and wildlife.



Activities

Early years learning concentrates on seven areas of learning. These are split between prime and specific areas of learning.

The prime areas of learning are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

The specific areas of learning are:

- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design

There is also a focus on three characteristics of learning. These are:

- Playing and Exploring
- Active Learning
- Creating and Thinking Critically

Children participate in a range of activities which give them the opportunity to explore all areas and characteristics of learning both indoors and outdoors. Some activities will be adult led and others will be child initiated.



Important Information

Children with Individual Needs

At Little Learners we are keen to integrate children with individual needs, and to work with families and support agencies to make sure that we effectively meet the needs of every child.

Records and Learning Journeys

We use observations of your child to chart their progress and note their interests to inform planning and next steps. These are collated into a Learning Journey, which we will share with you on a regular basis. You are encouraged to contribute to their learning journey and are most welcome to review this document at any time.

Dropping Off and Collection Procedures

Children will be greeted personally every morning in the library in the main school building by the adult with responsibility for Little Learners. This allows time for children to make a transition from home to a school setting. All Little Learners are then escorted to the EYFS classroom where the class teacher will be ready to welcome them. Similarly children are escorted back to the library ready to be collected at 12:00.

Children will only be released to the adult listed on the consent form previously provided by you. Release to another adult may occur upon a written and signed request by you, or direct communication with the class teacher. Identification may be requested at any time.

School Uniform

Our school uniform colour is royal blue. All pupils from Reception are required to wear uniform. Little Learners are welcome to wear uniform or may be dressed in suitable, clean clothes at the parent's discretion. School uniform with our logo can be ordered through F&F uniform service at f-f.com.

Protective Clothing

Children are asked to have a pair of wellington boots in school at all times, as use of our outdoor area is encouraged for many activities. In cold weather, children are expected to wear a coat to school and may also bring a hat and gloves. All in one protective clothing is provided to help keep your child clean and dry during wet or messy activities but please do not send children to school in 'best' clothes in case of spoiling.

Change of Clothes

Please ensure that your child has a change of clothes in a named bag which can be used if they get wet or become soiled.

Snacks.

Each morning there is a scheduled snack time. Snacks are provided from home but as we are a healthy school, healthy snacks are encouraged.

Toys

Please discourage your child from bringing in toys from home as it can cause distress if they get lost or damaged.

Care and Discipline

Every child will be treated as an individual. A key person is allocated to each child, who will closely monitor your child's progress and welfare. The key person will be your first point of contact should you have any questions regarding your child. Our aim is to guide your child towards becoming responsible for their behaviour and actions. We achieve this through a positive approach to anti-social behaviour, explaining why the behaviour is wrong and demonstrating a better way to behave. We use lots of positive reinforcement and celebrate successes.

Aggressive physical behaviour towards staff or another child is not acceptable. Staff will intervene immediately if a child becomes aggressive in order to protect the other child, we will also model and encourage more acceptable behaviour.

Health and Safety

Health and safety is of the utmost importance, and the policy is available along with all other policies for inspection in the main school and our website.

Administering First Aid

All staff are first aid trained. Accidents are logged at school and parents are informed at collection time. In the event of an emergency, parents will be contacted immediately.

Administering Medicine

Medicine can only be administered to your child if it has been prescribed by a doctor. Parents are encouraged to administer medicine outside of session times, however, medicine administration forms are available from the office if parents require medicine to be administered to a child in school. Full details must be given in advance with a signed and dated request. Details required include name of medicine, dosage and times with any special instructions. All medicines are stored safely and must be collected at the end of the session.

Arrangements if your Child is Ill

If your child becomes ill or distressed during a session at Little Learners we will endeavour to contact a parent so that early collection can be arranged. In the interest of other children and staff it is necessary to ask children who have suffered from sickness or diarrhoea to remain at home for 48 hours after the last incident.

Notifiable Diseases

The school holds a policy on notifiable diseases (The Spotty Book) and if your child contracts any infectious illness you must inform us without delay and we will advise you as to when your child can attend Little Learners.

Child Protection

All staff at Trannack have received Child Protection training. Any concerns will be dealt with in line with the guidance laid down by Social Care and the school policy. The Headteacher is the Designated Safeguarding Lead (DSL) and the EYFS/ Yr 1 teacher is the DSL cover. Parents should be aware that the school works with other agencies to ensure the safety of all children.

How to Make a Complaint

We hope that you do not feel it necessary to make a complaint and encourage you first to discuss the matter with the class teacher or Headteacher. If this does not resolve the matter to your satisfaction you are asked to put your complaint in writing addressed to the Chair of Governors, the appropriate paper work can be obtained from the school office on request. Further details are available in the school Complaints Policy which is available on request.

Southerly Point Co-operative Multi-Academy Trust

Trannack School is part of the Southerly Point Co-operative Multi-Academy Trust. We are a group of small and large schools working together with Co-operative values to raise achievement for all. By being a member of the Trust, we can keep the identity of a small school, but can work together for the mutual benefit of all. Benefits of being members of the Co-operative MAT include working collaboratively to provide opportunities for gifted and talented pupils and sharing a Sport's co-ordinator to oversee all sport leagues amongst the schools and sport training opportunities for staff.

Visiting Our School

If you would like to visit our school we would be very happy to welcome you. Please contact the school office to arrange a time convenient to you.

Trannack Primary School

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Helston
Cornwall
TR13 0DQ

Tel: 01326 572100

Email: head@trannack.cornwall.sch.uk

Head teacher: Mrs Emma Stritt

For more information including current policies, Ofsted reports, end of key stage data and pupil premium action plans, please visit our web site at

www.trannack.eschools.co.uk