

WELCOME
TO
WARBSTOW PRE-SCHOOL



Warbstow Pre-school
Warbstow
Launceston
PL15 8UP

01566 781458

Email: preschool@warbstow.org.uk
Website: www.warbstow.eschools.co.uk

MISSION STATEMENT

Warbstow Pre-school aims to provide a warm, secure and stimulating environment where each child is recognised as unique and is enabled to fulfil their potential.

The children are encouraged to observe, question and explore; to express themselves through a wide variety of creative work, role play and physical activities; and to develop personal and social skills facilitating their move into Primary school.

Most of all we want the children to have fun and enjoy joining in our sessions.



Dear Parents/Carers,

Welcome to Warbstow Pre-School.

Thank-you for your interest in Warbstow Pre-School. We hope that this booklet will help you to discover more about us and answer some of the questions you may have.

Warbstow Pre-School is run from the Warbstow Community Centre in the heart of the village. The Community Centre offers a wonderful bright foyer area, a superb hall, a smaller room and a secure landscaped outside area.

At Pre-school we aim to:

1. To provide a safe and caring environment for your child to learn through structured play and stimulation.
2. To foster a good working partnership between parents/carers and our staff, by actively involving the parents/carers.
3. To promote learning with a fun-filled stimulating curriculum where the children learn through play.

Here are the people your child will meet at the Pre-School:



Mrs Katie Wilcox
Pre-school Leader



Miss Ella Reeves
Deputy Leader



Miss Ami Pascoe
Pre-school Assistant



Mrs Vanessa Bolt
Teaching Assistant and
Pre-school cover staff

Staff:

The Pre-school is run by Mrs Katie Wilcox with support from Ella Reeves and Ami Pascoe. Katie is currently studying towards a Degree in Childhood Studies and holds a BTEC National Diploma in Childhood Studies. Ella has a Level 5 in childcare, and Ami holds a level 4 in childcare. Vanessa Bolt has a level 3 in early childhood care and education. They all continually increase their knowledge by attending various training throughout the year. If a member of staff is unable to work due to training or illness, staff from Warbstow Primary School are available to cover.

We enjoy a very close relationship with School.



Mr. Stuart Ellis
Head Teacher of Warbstow School
Warbstow, Launceston, Cornwall, PL15 8UP
Telephone: 01566 781388
Email: school@warbstow.org.uk

Registration

Warbstow Pre-School are part of Warbstow School and the Aspire Multi Academy Trust. We also have contact and work together with Cornwall Family Services Early Education Team. Inspections and monitoring visits from our Early Years Adviser from the Family Service Team are carried out occasionally. Any documents will be available on request. Our latest Ofsted report can be found on our Parent notice board.

Who is the Pre-School open to?

The Pre-School is open to all children aged 2 years old to 4 years old at a cost of £3.75 per hour where we run sessional care from 9.00am to 3:30pm, for 38 weeks of the year.

Children aged 3 and 4 are entitled to 15 hours of free nursery provision each week, we are also able to offer the 30 hours of free nursery provision each week for eligible children.

Some funding is also available for 2 year olds, please speak to a staff member, your health visitor or call The Family Information Service on 08005878191.

Please visit the following useful websites for information on your entitlements.

www.supportincornwall.org.uk/childcare

www.childcarechoices.gov.uk

Children enter Warbstow Community Primary School the year in which they celebrate their fifth birthday.

Session Times

Our Pre-School runs from 9.00am – 3.30pm Monday, Tuesday, Wednesday and Thursday and 9.00am – 1.00pm on Friday.

Arrival and Departure

On arrival you will be met by a member of staff. Your child should “sign in” (finding their own name and put it in their picture pocket) the manager will also complete the pre-school’s register. It is important that only staff members lock and unlock the doors at pre-school. Your child’s safety is paramount to us.

We expect all children to be collected by their parents. If for any reason this is not possible we expect you to have filled in the appropriate form (speak to a member of staff) in advance of the departure and ensure the person collecting is aware of your ‘password’. We will be unable to let your child depart with anyone else unless this procedure is followed. The password system can be used in the case of an emergency but prior notice of a change of person collecting is advisable.

Settling Your Child

Please feel free to come and visit before your child starts with us. We understand that this can be a very emotional time for both you and your child. It usually helps for the child to attend a few settling in sessions before their start date. This will be discussed during enrolment, prior to the start date required.

We will be able to talk with you and begin a "starting points" record about your child.

If your child needs to bring anything special to the Pre-School for example, a comforter or toys, please make this known to your child's key worker.

We aim to ensure that your child thoroughly enjoys their time here and that you feel totally involved with their learning. This will be achieved with regular consultations with us. We will keep half-termly assessments on the progress of your child. You must feel able to talk to any one of us at any time.

What to wear

At all times it is important that your child is dressed for playing. These need to be clothes that can be easily washed. We do have Jumpers and T-shirts with the school logo on priced from £6 - £8. Please also provide several changes of clothes per session, and a named drinks bottle for water.

If your child wears pull ups or nappies we would be grateful if you would supply us with a sufficient amount of nappies and wet wipes for the session.

Lunch and snack times

Please provide your child with a healthy packed lunch working in line with our Healthy Eating Policy, available to view on our website or in setting. Cooked school meals are also available, at a special pre-school rate of £1.50 per meal. Payment can be made via ParentPay or by cash to Miss Hicks in the Office.

We are unable to reheat any meals from home.

Mid-morning and mid-afternoon your child will be offered a choice of either milk or water and a variety of healthy snacks, such as a range of fruits and vegetables, a snack menu is available to view in the front foyer of preschool. If your child is allergic to any fruits, vegetables or other food then please let us know.

We use this time to develop respect, tolerance, independence and manners as well as, counting skills and number problems. It is also a social time where the children can sit and chat with one another.



Education

The Pre-School provides a balanced curriculum for children to learn through play and with their interests each day. The weekly planning is displayed on the planning notice board and will include a purposeful mix of activities both adult-led and child-initiated. Staff will respond to each child's emerging needs and interest, guiding their development through warm, positive interaction. As children grow older, and as their development allows, it is expected that the balance will gradually shift towards more activities led by adults, to help children prepare for school.

The Early Years Foundation Stage

In planning and guiding children's activities, staff will reflect on the different ways that children learn and reflect in their practice.

Three characteristics of effective teaching and learning are:

- **Playing and exploring** – children investigate and experience things, and 'have a go';
- **Active learning** – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and
- **Creating and thinking critically** – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

The Areas of Learning and Development are organised into seven areas which shape the educational activities within Pre-school. All areas of learning and development are important and inter-connected. Three areas are particularly important to build children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are;

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

We will also support the four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy;
- Mathematics;
- Understanding the World
- Expressive Art and Design.



Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and inter-active; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

Understanding the World involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



Transition into school

At Warbstow Pre-school we pride ourselves on the strong links we hold with the school. We aim to prepare and support the children for school readiness by gentle integration with the staff and children of Class 1. Joining together frequently for music sessions, woodland adventures, story times, Leap into Life activities and playing together in the school playground. We also join in with special events such as harvest festivals, end of term music assemblies, Christmas plays and carol services.

Promoting Positive Behaviour in the Pre-School

Coming to the Pre-School may well be the first time children have been in a setting away from their parents. They will be learning how to express themselves and learning what is acceptable behaviour

If a child is behaving in an unacceptable way then they will be removed from the situation and placed on the "time out" chair. They will be treated fairly and in a friendly manner. A member of staff will explain to them why they were removed and what we can do to help and to stop it from happening again. We would encourage them to apologise.

If a child is hurt while at the Pre-School they will be comforted. The child will be encouraged to talk about why they are upset and to explain to the other child what is wrong.

Our aims are:-

- To provide a warm, secure and stimulating environment where each child fulfils their true potential.
- To encourage all children to take part fully in each activity.
- To encourage children to observe, question and explore.
- To help children express themselves through a wide variety of creative work, role play and physical activities
- To develop personal and social skills to enable them to move into the Primary School with ease.

Biting

Evidence suggests that up to a quarter of all children will bite others at some stage. At Warbstow we understand that this is a difficult situation for parents whether it is your child that has been bitten or your child biting others.

Biting may take place due to numerous reasons such as teething, exploring their senses, attention or maybe frustration.

We would aim to work with you and the child to discover why your child is biting, it may have been an isolated incident but we will always monitoring closely to look at what happened just before the incident to discover any triggers.

We appreciate that if your child has been bitten or has bitten someone, this can be distressing but please speak to staff about any concerns in a calm manner. We would also remind you that we cannot give you any information about another child, and will not disclose who has bitten your child or who your child has bitten. We would also ask that respect would be given to all other parents and children within the setting at these times of difficulty.

Further information can be obtained within our Promoting Positive Behaviour Policy.

Illness

To ensure the Pre-School maintains a healthy and safe environment, parents are asked to keep children with infectious conditions at home.

Children are welcome back once they have made a complete recovery and with the agreement of the manager.

It is important to consider the well being of all the children and staff at the Pre-School in order for us to continue to run smoothly throughout the session.

Illness

Period of time away from Pre-School.

Diarrhoea	Until clinically fit, with no diarrhoea for 48 hours after resuming a normal diet.
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Chicken Pox	5 days from onset of rash, or until all spots have scabbed over.
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Colds/Flu	While child is unfit.
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Conjunctivitis	While eye is inflamed and painful, return after 48 hours of starting treatment.
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Impetigo	Until the skin is healed completely.
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Measles	4 days from onset of rash.
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If your child develops a temperature of 37.5 degrees or over whilst at the Pre-School, we will let you know. The Pre-School may ask you, or you may wish, to take your child home depending on the degree of the temperature and any other symptoms.

All staff have undergone Paediatric First Aid training.

Medication

Medicines will not usually be administered unless prescribed for the child by a doctor, dentist, nurse or pharmacist and with written consent from the parent/carer.

1. Prescribed Medication: Staff will administer if your Doctor has prescribed it and the parents have signed a consent form.

2. Non-Prescribed Medication: Staff may administer Non-Prescribed Medication for a short time only, after this you need to seek medical advice. Consent forms need to be signed by a parent/carer.

3. Medicines for known medical conditions: e.g. Ventolin for Asthma. In these circumstances the Pre-School will need:

- a) A letter from you as a parent giving permission for the administration of the medicine.
- b) A spare inhaler.
- c) Signed consent form

4. In the event of an emergency it may be necessary for a doctor to administer medicine without having time to check with you. The Pre-School therefore ask parents/carers to inform staff of any medicine given prior to him/her being brought to the Pre-School. Parents/carers will be asked to complete a form informing us of what was given. This will allow the Doctor to assess for overdose or dangerous combination risks. Please make sure Pre-school staff are fully informed if your child is receiving medication.

Bumps and Bruises

Accidents do occur from time to time, despite a safe environment, but you will always be informed if anything happens to your child.

If your child arrives at Pre-School with a bump or bruise or cut we ask that you inform a member of staff. A record will be kept which you will be asked to countersign. In the event of your child becoming unwell it could be helpful to know whether a bump or knock has happened. It will also offer protection for the Pre-School.



Equal opportunities

All children are welcome to attend our Pre-School. We value each individual for what he or she can bring to our Pre-School be it different talents, religion or cultural background. A copy of our Equal opportunities policy is displayed on our notice board or in the policy file. (Please see a member of staff for more information)

Special Needs

Our Pre-School is able to provide for Children with Special Educational Needs and we are totally committed to their involvement in all of our activities. Ella Reeves is our SEN Co-ordinator.

Our SEN policy can be found on our notice board or in the policy file. (Please see a member of staff)



Fire Drill

Fire drills are carried out once every half term within the Pre-School using the School's fire alarm system. All staff and visitors will be advised about fire drills and procedures on arrival, either verbally or through prominent notices.

Policies

A copy of the Pre-School's policies are available at any time from the manager. The SEN, Equal opportunities and Child Protection policies are also displayed on the notice board. We will inform you of any new Policies adapted and will occasionally send policies home for you to make yourself aware of.

No Smoking Policy

Smoking is not permitted in the building or grounds of Warbstow Community Centre. We expect all staff, parents and visitors to adhere to this policy.

How you can help us

If any of you have special skills (i.e. music, art, additional languages etc.) we would really appreciate you letting us know. We may call upon you for help! You are more than welcome to attend a Pre-School session at any time.

Friends of Warbstow School (FOWS) are a group of parents who run fundraising events for the school and Pre-school, if you would be interested in being involved and helping out please let us know.

**We hope this has answered the questions you may have.
Please feel free to come and see us at any time.**

