

## **WELCOME LETTER**

Welcome to Newdigate Pre-School. We are extremely proud that Newdigate Pre-school has been successfully taking care of local children for over 50 years and we are delighted that you are considering us for your child.

### **The setting**

Based on the grounds of Newdigate Infant School, Newdigate Pre-school is open 38 weeks following Surrey County Council's set funding dates. [www.newdigatepreschool.co.uk/diarydates](http://www.newdigatepreschool.co.uk/diarydates). We share many of the same facilities, including the extensive outdoor space, large playground area and a heated outdoor pool in which swimming lessons are held in the Summer Term for our oldest children. Within the Pre-School itself, we have 2 large free-flow rooms with areas dedicated to role play, phonics, number recognition, circle-time, a sensory area, messy play and a cosy corner for quieter times. We plan our sessions so that the children can choose from a range of activities. In doing so, they build on their ability to self-select and then work through a task to its completion. The children are helped and encouraged to take part in adult-led small and large activities too, introducing them to new experiences and helping them to gain new skills, and develop their social and communication skills. We view the outdoor as an extension of our classrooms and with a large area of space which is covered the children are encouraged to explore the world outside whatever the weather. We provide splash suits and wellies for all children so that they can enjoy our mud kitchen, ride-ons, art activities and sandpit whatever the weather.

### **Forest school**

Within our curriculum, we plan Forest school sessions where children can explore exciting outdoor activities inside the school ground. They have the opportunity to get involved with den building, hunting for mini-beasts, making mud pies and mud sculptures, using tools and crafting outdoors. The children might come back tired and messy but happy with stories of their adventures and pockets full of treasure they have found!

### **Linked with Newdigate Infant School**

They will also be able to do planting, cookery and have the opportunity to sample our adjoining school through linked activities including Story times, Teddy bear picnic, Nativities, Christmas Fayre, Easter egg hunt, disco, movie nights, The May Queen and Village Day.

### **Our aims**

- Promote the social and educational needs and interests of each individual child
- Provide a happy, secure and stimulating environment
- Ensure each child feels like a valued member of our community and setting
- Encourage self-confidence and independence
- Actively promote the equality and inclusion of each child and their family
- Work in partnership with parents, carers and other agencies

### **Sessions and timings**

We're open from 9am until 3pm Monday to Friday, with two 3-hour sessions. Children attending all day or the afternoon session can enjoy either a hot lunch or a packed lunch. Children claiming their 15 hours of universal funding can attend one of the following four options:

- Monday 9am to 3pm, Tuesday 9am to 3pm and Wednesday 9am to 12pm
- Wednesday 12pm to 3pm, Thursday 9am to 3pm and Friday 9am to 3pm
- Monday to Friday 9am to 12pm
- Monday to Friday 12pm to 3pm

Children can book in to one of these options and then extend to more sessions alongside them.

## **Fees**

Our session fees are reviewed annually. Surrey Early Years provides funding for children from the term after their third birthday to cover 15 hours. Some children may be entitled to 30 hours of funding depending on the number of working parents and whether they meet certain criteria.

Our fees continue to be payable if a child is absent. Invoices are sent half termly and must be settled in full before the end of each half term in order to keep your child's place. Half a term's notice is required to withdraw a child, or fees will be charged in lieu.

## **Setting procedure**

Newdigate Pre-school aims to develop your child's self-help skills and promote independence and self-confidence. The settling in process can often be emotionally difficult for both parent and child; new surroundings, new routines, new playmates, and new caregivers can be overwhelming to start with, especially after previous close contact with familiar family members, carers and friends. All children are special and unique and will settle differently into Pre-school. We want to reassure you as some will appear to take it all in their stride whilst others may find those first few steps a little trickier; however, with encouragement, care and support they will eventually happily settle. To ease the settling procedure, you will be given the choice to drop off your child for an hour or so and gradually increase the time; your child's key person will discuss the timings with you on the day to help your child adjust in the best possible way.

## **Book bag**

You will receive a book bag on your first day. Your child will have the opportunity to choose a book to take home every day, and return it the following day to encourage story reading.

## **Clothing**

Since children are often involved in messy activities, we recommend to send children in comfortable clothing. Newdigate Pre-school has a simple uniform of round neck T-shirt and matching hooded top which can be purchased on site. (T-shirt £6.50, Jumper £11). Uniforms create a sense of unity and help the children in preparation for school. Clothing should be easy for the child to manage as we encourage independence and velcro shoes are encouraged. Please make sure that clothing is weather appropriate, label all of your child's belongings and send a labelled bag containing sufficient spare clothes (especially during toilet training) which will be kept on your child's peg.

## **Snack/nappies/wipes**

We would be appreciative if you could donate nappies and wipes from time to time and contribute a healthy snack in the morning so that we can offer a variety of snacks to all the children – fruit, vegetables, breadsticks and occasionally biscuits. please do not bring products containing nuts and remember to update your child's diet requirements should they have any. Water and milk will be offered at snack times.

## **Water bottles/wellies/overalls**

Newdigate Pre-school provides a fresh water bottle to all the children with a labelled picture so you do not need to bring your own. The children will also have access to wellies, painting aprons, and rainproof overalls for messy play in the mud kitchen or at forest school.

## **Lunch**

You have the option of bringing a healthy packed lunch (no fizzy drinks or sweets) for your child or pay an additional £2.70 for hot lunch (onsite caterers) if your child is booked for the all day or for the afternoon session

## **Toys**

We welcome items of special interest for discussions or if they are topic related, but discourage bringing toys from home as they may cause arguments, conflicts and may break or get lost.

### **Observation/reports/parents teachers meeting**

Parents will receive a weekly observation outlining a moment in their child's learning progress via a communication and record keeping app called Famly. Assessments will be conducted in November, March and July. They will be accessible via the Famly app and can be printed. In addition, parent teacher meetings will be offered so that you can discuss your child's overall progress with your child's key person. We believe in working in partnership with parents and carers and so we maintain an open-door policy should you have any queries or concerns you wish to discuss.

### **Famly app**

The Famly app is a fully encrypted GDP-compliant app that facilitates the communication between parents and settings. It allows you to access information regarding nappy changes, accidents, activities, and observations related to your child, including photographs. You will also be able to use the app to access your account and inform us of sickness, holidays, or even upload your own observations of your child whilst at home (details of the procedure will be sent separately).

### **Illness**

Children who are unwell or sick should not attend Pre-school to avoid the risk of cross infection. Your child should remain at home until they feel better and at least until 48 hours if they suffer from diarrhea or vomiting. You will be asked to complete the medical form should your child require prescribed medicines whilst attending Pre-school. If your child becomes ill whilst in our care, we will inform you and it may be necessary for you to collect your child.

### **Confidentiality**

All staff are committed to confidentiality with regards to matters relating to children in our care and the adults who look after them. We have a confidentiality policy which is available to view in the setting and on our website.

### **Special Needs Children and Inclusion**

We aim to provide equal opportunities for all including those children with special educational needs. We are experienced in working closely with various professionals across a variety of special educational needs and operate in accordance with the SEND Code of Practice. We have an active working relationship with our Surrey County Council SEND advisor and liaise with them regarding strategies to improve children's development in all areas. We are experienced in making referrals for SEND support and will discuss this with parents where we feel this may be necessary.

We operate an open-door policy where parents and carers are able to talk about their child's needs. Our team and Special Educational Needs Co-ordinator will happily meet with parents to discuss their child's needs.

### **General instruction to parents**

- Parents must inform the Pre-school regarding any change of address or telephone numbers.
- Your child is expected to attend Pre-school and be dropped off and collected on time.
- Should you send someone else to collect your child, please notify us and ensure that the designated person is aware of the password you provided on your application form.
- Fees are payable before the beginning of each half term.
- Please inform the school of any changes in your child's routine that might affect his/her behaviour in class.
- We would ask that the main gates of the school and the neighbouring buildings are not blocked and that you drive with caution in and around the school premises.  
The school crossing patrol person will be on duty.
- Should your child be absent, please inform the Pre-school

## **Behaviour management**

Staff members aim to establish good relationships with the children and develop a positive method of promoting good behaviour. This approach involves:

- Positive instructions of 'do' rather than 'don't'
- Praise for good and acceptable behaviour
- Awareness of routine and Pre-School practice
- Avoiding situations which lead to temptation
- Understanding the stage of development of the child and what can be expected of him/her
- Positive behaviour chart and a super star box
- Traffic light system to encourage the child to think about making better choices
- Golden rules
- One to one discussion
- Communication and action plan discussed in collaboration with parents

A detailed copy of our behaviour policy can be found on our website and in our policy folder.

## **Safeguarding**

Every Pre-School setting has a duty under the law to help safeguard children against suspected or actual significant harm. We have a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL) who manage and review all safeguarding measures. All of our staff attend annual safeguarding training and follow our safeguarding policy and procedures. Our employment practices protect children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against members of staff.

## **Training**

As members of the Early Years Alliance, we are constantly in touch with new thinking in the field of childcare and early years education. Our staff members attend on-going training to ensure everyone is kept up-to-date with the latest approaches and expectations in Early Years childcare and education. We plan our training in accordance with the current intake of children's needs and for areas we personally wish to become more knowledgeable.

## **Policies**

Copies of the settings policies and procedures are available for you to see in our Policies Procedures file which is available in the pre-school or online at [www.newdigatepreschool.co.uk](http://www.newdigatepreschool.co.uk)