



St. Andrew's C.E.
Voluntary Controlled Primary School
Headteacher: Mrs. C. Wilkinson BA QTS (Hons) NPQH

Pre-School Handbook

2024/25



lancashire
physical education
mark 2012



Welcome to St. Andrew's C.E. Primary School

Thank you for choosing our Pre-School at St. Andrew's C.E. Primary School. We appreciate the trust you have placed in making this choice.

Our Foundation Stage team hope to work in partnership with you, to help your child develop confidence, and make their first experience of our school community an enjoyable one.

Please remember that we are always here to help you and your child. Never be afraid to approach any member of staff, but please remember we may occasionally have to ask you to make an appointment if the classroom is busy and you need to talk for any length of time.

We hope you find this information pack useful and very much look forward to seeing you and your child soon.

Early Years Foundation Stage Staff List 2024/25

Head of Early Years Foundation Stage/Teacher: Mrs E Shackleton

Pre-School room Manager: Miss L Connor.

Teaching Assistants: Mrs W Foster, Mrs T Smalley and Miss A Florentine.

How your child will be learning

The EYF5 Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**.

These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

Children learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

How we will assess your child's progress

Planning for individual children's learning and development will be done through careful, continual observations and assessments made by staff and parents. Staff will observe children as they explore and interact in their play and during every day activities and experiences they have. These observations will help staff to identify children's learning and developmental next steps and then they can plan fun, achievable yet challenging learning activities and experiences. Staff will consider ways to support children to strengthen and deepen their current learning and development.

All staff contribute to each children's learning and development by taking photographic evidence and written observations, although your child's key worker will have the main responsibility to ensure your child is making steady progress.

Our Daily Routine

8.40 am - Doors open and children will find their name cards and sit with their key group for learning time.

Children will then have a choice of activities in Pre-School, indoors and outdoors.

10.10am – Tidy up time.

10.15am - Snack time.

10.35am – Freeplay – children will have a choice of activities in Pre-School, indoors and outdoors.

11.25am – Tidy up time.

11.30am - Story / singing time.

11.45am – Morning children dismissed.

12.00-1.00pm - Lunch.

12.15pm – Afternoon children arrive.

1.00pm – Children will sit with their key group for learning time.

Children will then have a choice of activities in Pre-School, indoors and outdoors.

2.40pm – Tidy up time.

2.45pm - Story / singing time.

3.00pm - Children will gather their belongings including artwork and we will talk about our day together.

3.10pm - 3.15pm - Doors open for home time.

Our routine is very flexible and may change in response to children's needs, group activities, and other events.

During each session, the children take part in a variety of indoor and outdoor activities. A balance of both child-led and adult-led activities are available to children to access. We are privileged to have access to the field, playground and woodland area. Where children are free to explore and make their own discoveries of the natural environment, supported by attentive and nurturing staff.

Children will enter through the Pre-school door which is the second door before the gate on the infant playground, and can also be collected from this door.

Children who only attend a morning session will be taken up to the main entrance at 11.45am and can be collected by an adult.

Children who start their session at 12.15pm can arrive at the main school entrance and a member of staff will greet them and take them to Pre-school.

A locker with your child's name and photo on will be allocated for coats and bags. These are situated in the corridor.

Passwords

Pre-school have a password system that is used in the safeguarding of children when different people collect your child. At the end of the day, children will be dismissed by a member of staff from the Pre-school classroom door. Your child will be issued with a password when your child starts and the staff team or school office should be informed if there are any changes to who will be collecting your child.

Please Note:

Your child will not be released if the person collecting is not known to staff and if they cannot confirm your child's password.

School policy is that no minor under the age of fifteen years of age is allowed to pick up children without another adult being with them.

What children should wear

- School uniform is optional in Preschool. If you would like your child to wear a school uniform, this is available to buy from Abbey Street shopping centre Accrington / Whittakers @ Oswaldtwistle Mills.
- Clothes that are easy to manage, especially when children are toilet training.
- Top with sleeves that can be pushed up, then children can push up their own sleeves to learn to wash their hands independently.
- A warm waterproof coat for outdoor play.
- Wellies for wet weather
- Suitable footwear, shoes that have a good grip, sandals are not practical.

In the interest of children's safety we ask that children do not wear any jewellery i.e. earrings, necklaces, bracelets etc.

Spare Clothing

We provide protective aprons for the children when they play with messy activities although we would be very grateful if you could provide your child with a spare set of clothing, and underwear (more than one, if child is toilet training).

This will be kept in your child's locker. Your child will then feel more comfortable in their own clothes if they have to be changed.

We encourage children to gain the skills that help them to be independent. These include washing their hands, going to the toilet, and learning to take off and put on coats. Clothing which is easy for them to manage will help them do this.



Could we also ask that wellington boots, hats, gloves, scarves and summer caps are also provided depending on the weather as a large part of the curriculum is based outdoors. If the weather is particularly hot in summer, please apply sun cream before school.



Lunchtimes

At lunchtime, your child has one of the following options:

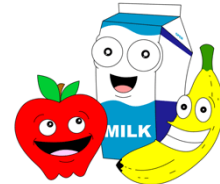
School Meal

The school meals are healthy and menus are available for parent/guardians to view. If you would like your child to have a school meal they are £2.00 per day. Please book your child's school meal through magic booking or contact the school office.

Packed Lunch

Children will need a lunchbox clearly labelled with their name for their **healthy lunch** and a drink. There are some items we ask you not to provide:

- Sweets or bars of chocolates
- Fizzy drinks, no cans or glass bottles.



Snacks

All children are provided with a snack and drink in both the morning and the afternoon sessions. This is usually a choice of water or milk and fruit, toast / pancakes. There is no charge for snacks.

If your child has any specific dietary needs/medical conditions these needs to be stated clearly on your child's admission form or a member of staff informed.

Toileting

In the corridor, we have accessible toilets and sinks. Your child may have grasped going to the toilet at home, however, at nursery there are more distractions and it sometimes means a few accidents. If an accident was to happen, our team have a good understanding and will deal with these situations in a calm and reassuring manner in order for your child to continue with their confidence and independence. If your child is still in nappies, we ask for nappies and wipes to be provided and our team will work alongside parents / guardians in order to make toilet training a calm and positive experience.

Attendance and Punctuality

Attending Pre-School for each session booked is important, to give your child the best possible start in life.



It is extremely important to help your child settle into Pre-School by making sure they attend each session and arrive on time, as it can upset children's routine.

Pre-school opens from 8.40am

Going to Pre-School means:

- Having lots of fun
- Develop children's social skills in learning to share, take turns and build relationships with their peers and adults.
- Following routines and having structure to their day, so they learn what is expected at certain times of the day.
- Develop children's independence and self-confidence
- Taking part in lots of exciting learning opportunities
- Learning new skills i.e. personal skill such as hand washing, putting their own coat on, emerging numeracy skills, learning to use scissors etc.

Preparing your child ready for school

Your child's education is our priority; good attendance habits established in the early years can affect their school experience.

If your child is too ill to attend school, please telephone the school office on **01254 231279** on the first day of absence. If you are in doubt as to whether to send your child to school please contact the office as soon as possible for advice.

Medicines/Accidents



Should your child require medication whilst at school, you will be asked to give written permission for us to do so, at the school office. We will only administer medicines that have been prescribed by a doctor.

Should your child be involved in an accident whilst at school first aid will be given. The details will be recorded on our **accident record form** and you will be asked to sign this when collecting your child. If your child has a bump to the head a text message will also be sent to inform you.

If your child requires emergency treatment, the staff will try and contact you immediately.



Illness in school

Occasionally, we may also need to contact you if your child becomes ill during the day.

Please inform the school of any change to your address, place of work or telephone numbers as it is essential our records are kept up to date

Head lice

We ask all our families to regularly check your child's hair for head lice and treat all family members immediately if any are found. Please also inform the class teacher as this problem can soon escalate. Treatments are available over the counter at pharmacies or a doctor can provide a free prescription.



If during the day we notice your child has head lice you will be informed at the end of the day. A general letter or 'head lice alert' will also be sent out informing parents.

Key workers

The Foundation Stage has a key worker system. This means that each member of staff has a group of children for whom she/he is particularly responsible.

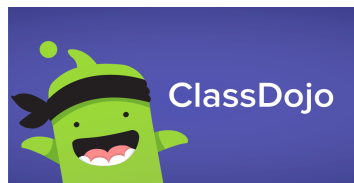
Your child's key worker will be the person who works with you to make sure that what the practitioners provide is right for your child's particular needs and interests. When your child first starts in Pre-school, he/she will help your child to



settle and throughout your child's time in our setting, the key worker will help your child to form relationships with others and make progress in their development.

Observation and Assessment

Our staff are trained to a high level and are able to plan and implement activities through play, some of which are adult-led (a member of staff working with a group of children) or child-led (the child uses the resources how they wish to find out more for themselves). We aim to keep parents informed about their child's learning and development. This is done through formal parents meetings, sharing information between your child's keyworker and yourself, on collection and via class Dojo.



We use an online learning system called Class Dojo. Class Dojo is an educational technology communication app and website. It connects primary school teachers and families through communication features, such as news feeds, photos and videos from the school day. You will be linked to your child's class Dojo by email. You then download the class Dojo app to your mobile phone and create a parent account entering your name, email and create your own password. Then enter the pass code that will have either been emailed to you or given to you by pre-school staff. You can then receive notifications and photos of your child's learning and development whilst at pre-school and see how your child is settling into nursery and see all the exciting learning opportunities. As well as a class story on Dojo, each child will have their own personal account. Your child's keyworker will use this to add photographs and written observations of your child. This will be done throughout your child's time at Pre-school and it will begin to build up a picture of your child's learning, development, interests and achievements.

magicbooking

This is our whole school online booking and payment system.

We use this for:

- 2by2 and Pre-school Sessions
- Breakfast Club
- After school Club
- School Dinners
- Holiday Club
- School Trips

You will be sent a link via email to activate your account – Please ensure school have a current email address.

Follow the link and click **FORGOT PASSWORD** - Please DO NOT set up your own account as this will not link with school.

Your child's funded and paid sessions will be added to your account by school. If you would like to make any changes to these sessions please contact the school office.

It is your responsibility to book your child's school meals, breakfast club and after school club sessions in advance.

All invoices are available to download from your account.

PLEASE NOTE: Children in 2by2 and Pre-school are not entitled to free school meals. This only applies from when children start in Reception Class.

PAYMENTS

Payments can be made to school in the following ways:

- Card payment on Magic Booking
- Cash at the office
- Bank transfer
- Childcare Vouchers

If you need any support in setting up your account, or to make a booking or payment please contact Mrs. Proctor in the school office.