



Soudley (Pre-school)

*Governor led Early Years Provision
at Soudley Primary School*



Welcome

We would like to welcome you and your child to Soudley Pre-School. We hope that you will find the information in this pack useful. If you have any questions, please do not hesitate to contact a member of staff. We have spaces for 3- and 4-year-olds at our pre-school.

Our Provision

Our term-time provision caters for 3- and 4-year-olds and we offer spaces in a mixed class setting with pre-school, reception, year 1 and year 2. Pre-school children have use of the Hedgehogs Classroom, outdoor area, garden, field and playground and are looked after by a dedicated EYFS team. We provide a safe, stimulating and caring environment that promotes learning through play. We use a wide range of resources, and support children to develop their social skills as they play with children.

At Soudley we carefully create a curriculum that meets the needs of every child through a mix of 'Planning in the Moment' and adult directed activities. This ensures that we identify what your child can do, what interests them and how we can further their learning through planned interactions and play to ensure that they thrive in our care.

A Pre-school at the heart of Soudley School

Some of the benefits of being part of Soudley School include:

- *Smoother transitions for preschool children going into reception class.*
- *Children become more familiar with the school grounds and staff.*
- *Access to the school library.*
- *Preschool being included in school celebrations.*
- *Access to the school hall for 'wake and shake' and other physical activities such as yoga.*
- *Preschool, reception and KS1 linking up, sharing planning ideas and resources.*
- *Access to school fields, playground and all other areas*
- *Easier arrangements for parents who have older siblings in the school.*
- *Pre-school is lead by a qualified class teacher with an excellent team of staff who hold HLTA qualifications.*
- *SEND Support via our SENDCO*

Our Staff

The most important people in school as far as your children are concerned are our Early Years staff, who are all dedicated and caring, with a wealth of experience.

Our EYFS leader is an experienced qualified teacher, so has all the necessary up to date knowledge regarding the Early Years curriculum; Health and Safety and school policies; training regarding Child Protection and paediatric First Aid. The EYFS Lead monitors the planning and provision for EYFS.

The EYFS team will include the class teacher supported by HLTAs. HLTAs also support provision within the school and oversee the KITs room, which is a space dedicated to nurturing wellbeing next door to Hedgehogs.

We ensure our staff hold relevant qualifications, appropriate for the care and development of children. Additional training is available for all staff to continue their professional development, keep up with new initiatives and to consolidate their areas of expertise. New members of staff receive induction training, which includes our Health and Safety and Safeguarding Children policies and procedures.

Session Times

Morning Session:	8.40 -11.50 am
Afternoon Session:	12.00 (includes lunch) -3.05pm
Full Day:	8.40am (includes lunch) -3.05 pm

If you want these school aligned session times, please be aware these are above the funded 30 hours and an additional charge (page 12) will be made. Please contact Mrs Chamberlin in the school office for further information.

Settling in

Every child who is offered a place at Soudley Pre School is invited to join in with a session before they officially start. This is an opportunity for the parent and

child to familiarise themselves with the environment, routines and get to know the adults who will be caring for them.

Nappies

Most children joining our pre-school will be able to manage their personal hygiene (toilet trained.)

Your child's first day

On your child's first day, you will be greeted by a member of the EYFS team. They will guide you through the routine of helping your child in and will show you where your child's peg can be found and how to follow our morning routine. As our session starts from 8.40 am you will need to stay with and be responsible for your child up until this time. If your child is finding their new experience of starting preschool stressful, please inform a member of staff who will be happy to help in any way. This is not uncommon and is a new experience for both the child and parents/carers. You can contact us by phone as often as you need to during the session if you need reassurance and we will always call you if your child is finding settling in difficult.

At Soudley we shine by all following these rules



The slide features three logos at the top: a circular logo on the left, a tree logo in the center with the text 'Soudley C.E. Primary School' below it, and a circular logo on the right with the text 'WOODHURST PRIMARY SCHOOL' around it. Below the logos is the text 'The Forest Federation'. The main text is enclosed in a green-bordered box and reads: 'Our five rules mean that everyone can shine!'. Below this is a numbered list of five rules, each with a green number and a green keyword. At the bottom, a white box with a green border contains the text: 'Article 28: Every child has the right to an education.' The slide has a green geometric background on the right side.

The Forest Federation

Our five rules mean that everyone can **shine!**

1. Listen to the **s**peaker
2. Be kind, caring and **h**onest
3. **I** will do my best
4. Be Rights Respecting**g**
5. Respect yourself, others & the **e**nvironment

Article 28: Every child has the right to an education.

Safeguarding Children

We create an environment that promotes and safeguards the welfare of children. We have a duty of care to refer any allegation, complaint or concern received relating to a child to Gloucestershire Safeguarding Children's Board, for advice. A copy of our Child Protection Policy and Procedures can be found on our website or if you would like a copy please ask at the office.

Contact Information

It is vital that we have accurate telephone numbers for you in case we need to contact you. Please make sure that we have these and that you update us with any changes as necessary.

Dropping off your child

When dropping your child off at Soudley pre-school, you will need to hand over your child to one of the adults. The class teacher will inform you where it is best to do this.

Picking your child up.

We ask all parents to make sure that they are prompt in collecting their children at both 11.50am and 3.10pm. During Pre-School hours the responsibility for your child's safety lies with the staff. Under the terms of our insurance, that responsibility has to be transferred at the end of each session to a responsible adult, aged 18 or above, who is known to the staff. Therefore, could you please ensure that the staff know if anyone other than yourself is going to collect your child, e.g. friend, grandparent, and that it is an adult that comes to collect your child. We cannot hand over responsibility of your child to anyone under 18 years of age or who we have not been notified will be collecting them.

What to bring to Pre-School

1. Fruit snack and bottle of water.
2. Bag/rucksack.
3. Coat.
4. Complete spare set of clothes.
5. Nappies and wipes if required.
6. Hat/sun cream (summer term).
7. Wellington boots (rainy days).

All items that are brought in must be Clearly Named. We cannot be responsible for items that are lost or damaged.

Lunch

Children who attend all day or an afternoon session will need to bring a healthy packed lunch or order a school dinner. No fizzy drinks or sweets, please. We are a nut free pre-school, therefore please make sure that your child's lunch does not include nuts. This includes peanut butter, nutella and cereal bars that contain nuts. Please cut all small food in half as this can be a serious choking hazard (eg cherry tomatoes, grapes etc)

Illness/Absence

If your child has a temperature, is sick or has diarrhoea, please do not send them in until a clear 48 hours after symptoms have stopped. We also request that if you or any other member of your family is suffering from an illness with these symptoms that you or they do not come into Pre-School, as these types of bugs can spread very easily and quickly in the setting. If your child is absent for any reason, please telephone on the day, before 10am. For holidays, please inform the preschool in writing if you are going on holiday. Please note you will still be charged for holiday absences.

Thank you for choosing Soudley Pre-School for your child. We look forward to meeting you all soon.



Admissions Policy for Pre-School Provision

- 1. Children will be able to join when they turn three, at any point during the school year. The Funding for up to 15 hours a week begins the term after their third birthday. Parents can pay for sessions until funding starts if they want children to start as soon as they turn three. Eligible parents will be able to claim up to 30 hours childcare.*
- 2. Children can join us on a part time basis or a full-time basis, to the convenience of family life. This can be a mixture of part or full days.*
- 3. Admission to our Early Years places does NOT guarantee at a place in reception. Applications for reception places are arranged by the Local Authority and are based on clear criteria such distance of home from school, siblings already in school etc.*

*Further information can be found at
<http://www.gloucestershire.gov.uk/index.cfm?articleid=1199>*

- 4. Children are admitted on a first come, first served basis.*
- 5. Sessions need to pre-booked and on a regular basis, so that we can plan for and ensure staff to children ratios. We are not able to offer a 'drop in' arrangement as we feel this would be disruptive to the other children.*
- 6. Our provision is open on weekdays, term time only (38 weeks a year).*
- 7. Parents/carers can choose to pay for pre-booked additional sessions beyond the 15 hours, if required. To enable us to staff these sessions, we request that non-refundable payment is made in advance. Booking forms are available from the office.*
- 8. We will not discriminate against children in nappies but will consult with parents/carers and staff if a child is not fully toilet trained.*
- 9. An induction programme for settling children in will be offered, in consultation with parents/carers.*



*Soudley Primary School
Pre-School Booking Form*

I would like my child _____

to attend for the following sessions. (Please tick your choices.)

	<i>Morning 8.40 – 11.50 am</i>	<i>Lunch time 12 -1 pm</i>	<i>Afternoon - 3.10pm pm</i>
<i>Mondays</i>			
<i>Tuesdays</i>			
<i>Wednesdays</i>			
<i>Thursdays</i>			
<i>Fridays</i>			

On confirmation that the sessions are available, you will receive full registration forms.

Name of parents/carers:

Child's date of birth:

Home address:

Postcode:

Home telephone number:

Preferred Start date (from three years +):

I understand that having a pre-school place does not guarantee a place in reception.

Signed:

Date:

Visit GCC website for information about funding.

[15 hours funded childcare for 3 and 4-year-olds | Early Years Service \(gloucestershire.gov.uk\)](#)

[30 hours funded childcare for 3 and 4-year-olds | Early Years Service \(gloucestershire.gov.uk\)](#)

Additional Charges

Age 3 – 4 - £5.00 per hour

All payments via parent pay/ or voucher scheme

Sessions will be invoiced termly, payment due 3 weeks after invoice received.

Cooked lunches are available at a cost of £ 2.71

Payable via parent pay