



Guyhirn Church of England Primary School & Pre-School

Mrs Karen Milnthorpe - Head Teacher
High Road Guyhirn Wisbech Cambridgeshire PE13 4ED
Telephone 01945 450247 guyhirn.demat.org.uk
office@guyhirn.cambs.sch.uk

Agape - to live, to learn, to love, together.

Dear Parents/Carers,

I would like to take this opportunity to welcome you and your family to Guyhirn Pre-School, we are very much looking forward to getting to know your child and working closely with yourselves to provide your child with an enriching pre-school experience filled with fun, exploration and learning.

Key Person

All children at the setting are assigned a key person and this is the person that will work most closely with your child, compile their next step targets and will be whom you will meet with during parent meetings. Your child's key person should also be your first point of contact if you have any questions or queries. Your child's key person will be allocated when they start at the setting. We will inform you whom your child's key person is and this member of staff will remain your child's key person throughout their time at pre-school to ensure consistency and stability.

Tapestry

While at pre-school, your child will take part in activities that are both fun and educational. Each child will have a personalised next step that we will support your child to achieve while at pre-school and we encourage you to also support this learning at home. Your child's key person will meet with you each term to discuss your child's next steps for that term and to inform you of their progress. Throughout their time at pre-school, members of staff will carry out observations of your child during both child initiated and adult led activities to evidence their progress. In addition to this, observations also help us to recognise interests and then enable us to incorporate these interests into the weekly planning, highlight their stage of development and aid us in identifying any areas that we can support your child further in. Observations, including photographs, will be recorded onto Tapestry, a secure online learning journal individual to your child. Once your child's Tapestry account is up and running, you will receive an email asking you to activate your account and from here you will be able to create a password. In doing this, you will have access to your child's Tapestry account, allowing you to see all their observations and photographs whenever you wish to. Tapestry gives you the opportunity to add your own observations and comments which allows us to create a holistic account of your child's experiences both at pre-school and at home. We greatly appreciate and value your input and encourage you to do this regularly.

Curriculum

Guyhirn Pre-school follows a curriculum in line with the school which incorporates all aspects of learning. Staff use the curriculum to plan exciting and engaging activities across a wide variety of topics and themes. All activities are adapted according to the children's abilities, needs and interests, which allows the children to immerse themselves in activities which allow them to learn through play. We have knowledge organisers displayed on the door (and are available on the school website) each term which allow you to see what our main theme is for the term/half term and the more focussed topics that will be covered within the theme.

What will your child need while at pre-school?

During your child's time at pre-school, they will be participating in lots of outdoor, messy, creative and water play activities each day. Therefore, please pack a full set of spare clothes with them each day, including Underwear, socks and a spare pair of shoes. Outdoor play is available every day no matter what the weather may bring so we encourage you to pack wellies or a sun hat and sun cream, weather dependent. We ask that you label each item of clothing with your child's name to avoid any confusion over the children's belongings. If your child is potty/toilet training we are more than happy to follow your lead and continue with the strategies you have put into place at home, while at pre-school. We have facilities already at pre-school to support your child with this and so you do not need to bring in any equipment from home e.g., potty. Please ensure that during this time, you pack several extra full changes of clothes as becoming dry out of the home setting can be more challenging due to the change in surroundings, routine and there being more distractions. Children do not need to be toilet trained to attend our setting. If your child is using nappies/pull ups, please pack these and wet wipes and nappy sacks into their bag and we can change them during their session.

Medicines

If your child has any medical needs and will be needing medicine during their session, please ensure this is brought into pre-school each day and handed over to staff. If your child has an inhaler, we will require you to provide an inhaler which can be kept on the premises so that it is readily available at all times whilst your child is at setting. Please do not leave any medicines or inhalers in their bags. Please discuss your child's medical needs with a member of staff and we can arrange for the correct paperwork to be completed and discuss a care plan. Please note that we are only able to administer medicines that have been prescribed by a doctor, are in their original containers and have your child's name clearly printed on the label.

Pre-school library

The pre-school children have access to a range of books within the pre-school as well as being part of the school's reading scheme and able to use the school library. Each child is able to choose a book from the library to take home with them and share with you. We are keen to encourage the children to enjoy books at this young age as reading and enjoyment of books is a transferable skill and one that is used so often when your child starts at school. Please help us to emphasise this by reading with your child as often as possible and use Tapestry to write an observation each time your child reads one of the school's library books at home. Observations from home also allow us to see how their literacy skills are developing. Each book that your child brings home is scanned out and is under their own specific code, from this we are able to see which book each child has borrowed. If you are unsure of which book your child has, please ask as we are able to find out this information for you. Please note that there is a limit to one book per child that can be borrowed from the library at any one time.

Breakfast

Each morning we offer the children a bagel and a selection of cereals for breakfast which they are able to enjoy, free of charge within the pre-school room.

Session times

Session times are as follows:

- Monday - 8:45-14:45
- Tuesday - 8:45-14:45
- Wednesday - 8:45-14:45
- Thursday - 8:45-14:45
- Friday - 8:45-14:45

Sessions are available as full day sessions of 6 hours or as a morning or afternoon session. Morning sessions run from 8:45-11:45 and afternoon sessions are 11:45-14:45. In the morning, a member of staff will come and open the outside door to indicate the start of the session. If your child is attending an afternoon session, a member of staff will come and collect them from the front entrance. As you have already selected the sessions that you require, please make sure that your child is collected promptly at the end of session to avoid any late fees.

If you need reminding of your child's session, please do not hesitate to ask.

Snack

If your child attends a morning session with us, they will be offered a snack which is provided by pre-school. We offer a range of fresh fruit and vegetables as well as milk or water, all of which are free of charge.

Lunches

If your child attends a full day or afternoon session at pre-school then they will have lunch with us at the setting. Lunchtime begins at 11.45am for pre-school children. Children are able to bring in a packed lunch or have a school dinner. We are part of the Healthy Schools Scheme and so encourage the children to bring a healthy lunch with them that promotes a balanced diet. Please be aware that we are a nut free school. If you wish for your child to have a school dinner, these are priced at £2.53 and include a main and a dessert. There are a variety of choices each day. Please take a look at our school dinner menu to see the choices available.

Registration forms

Prior to your child starting at our pre-school, you will be given a registration form to complete. It is of upmost importance that we receive these forms back and completed in full before your child's first session with us as the information you provide will be used in case of an emergency. Please ensure that all details are kept up to date, it is your responsibility to inform us of any changes that need to be made to contact details. Within the registration form, we ask you to provide a password. We use this in the instance of someone unfamiliar to us collecting your child. Please make us aware beforehand when someone different is going to be collecting your child and provide us with their full name. Upon their arrival we will ask them for the password that you have pre-selected and passed onto them. To adhere to our safeguarding policy, we are unable to dismiss any child to an unfamiliar adult without this information and we hope that you understand that this is in place for the safety of your child.

Absences

If your child will not be attending a pre-school session for any reason, please contact us on the school's telephone number (01945 450247) or email preschool@guyhirn.cambs.sch.uk to let us know that they will not be in and the reason for this absence. Should we not hear from you, it is in our policy to contact you regarding their absence.

Water bottles

Please bring a water bottle with your child each time they attend a session at pre-school. We will make sure that their drink is suitably topped up throughout their session. To avoid any confusion, we kindly ask for these water bottles to be clearly named.

House teams

Throughout the week, children have the opportunity to win house points, these are coloured tokens which are counted at the end of the week and the team with the most house points is declared the winner during the celebration assembly with the school each Friday. Pre-school children are included within the house teams. If your child has a sibling currently at the school, they are automatically assigned the same house team as their sibling. If your child is an only child at the school, they will have been assigned a house team at random. If you wish to know which house team your child is part of then please speak to a member of staff whom will be happy to inform you.

Assemblies

Pre-school children attend the school celebration assembly each Friday and have the opportunity to receive a certificate. Certificates are given out each week to celebrate achievements and positive experiences throughout the week. Each week, staff members award a certificates and achievements are celebrated.

Forest school

Pre-school are delighted to be able to be offering a forest school session each week for children that attend a Wednesday afternoon. The forest school session is delivered by a qualified forest school practitioner within the school. Ms Cawston will be running the sessions for pre-school, whom are able to enjoy the experience alongside Moreton class (Reception and Year 1). Forest school sessions take place on the field each Tuesday afternoon, whatever the weather may bring. The sessions emphasise building self-esteem and independence through exploring and experiencing the natural world. Please see our Forest School leaflet for more information.

My Child At School

When your child starts at our pre-school, you will be given the information so that you can set up My Child At School. This is an online portal that allows you to see messages from the school and order school meals. We are a cashless setting and so any payments including invoice payment, will be made through this system.

Session fees

Sessions are priced at £16 per session, each session is 3 hours in which an all-day session will cost £32.00. If there are to be any changes to session prices, you will be given one month's prior notice to these changes.

All payments must be made before the start of the month for the upcoming month (for example, fees for April must be paid by April 1st). All families who pay for all/some of their sessions will be given an invoice in advance. If you require more information regarding this matter, please see our charging policy.

I appreciate that there has been a lot of information provided here, should you have any further questions please do not hesitate to speak to a member of staff.

Kind regards

Mrs E Garner