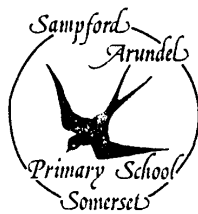


# Welcome to Swallows

(Sampford Arundel Pre-School)



Updated 26.04.2016

**Swallows**  
**(Sampford Arundel Pre-School)**  
**Parent and Child Information Leaflet**

**Welcome to our Pre-School!**

**Introduction**

Swallows forms an integral part of Sampford Arundel Community Primary School and is managed by the Head teacher and the governing body. Meeting on Monday and Tuesday, we aim to provide a warm, stimulating and fun environment in which all children can grow, develop and reach their full potential.

Swallows meets in the Allsorts room at the school and has access to all the facilities of the school. All of our policies and procedures are available to view in the School Office.

**Aims and Objectives**

It is our aim to work in partnership with parents to support children's emotional, physical and cognitive development; and to keep them safe, interested and motivated to learn.

We aim to work alongside other professionals and other settings to create a learning community which values each and every individual's contribution.

## Staff

Swallows staff are:

**Becky Alder (Manager)** - Achieved Qualified Teacher Status in 2004, specialising in Early Childhood Studies. Becky has taught throughout the primary age range as well as within the Early Years.

**Kirsty Sully** - Kirsty is qualified to NVQ level 3 in Early Years and Education and Level 2 Supporting Learning and Teaching. Kirsty has worked in nurseries and as a nanny as well as her experience in preschool.

**Lisa Troake** - Lisa is working towards her Level 2 Certificate for the Children and Young People's Workforce

The following staff at the school also have an important role in supporting Swallows:

- Jacqui Collier - Headteacher.
- Jane Major - Senior Teacher, KS1 and Foundation Stage co-ordinator.
- Moira Brown - SENCO (in charge of support to children with special educational needs).
- Alison Fitch - KS2 and PE teacher.
- Kate McClelland - School LSA and cover for staff of Swallows
- Chris Walkers - School LSA and cover for staff of Swallows.
- Carolyn Coupe - School LSA
- Marion Daw - School secretary.

## Admissions

We are currently able to take up to 16 children. Children may start at the beginning of the term in which they are three. Places are allocated on a first come, first served basis. Parents will need to complete a Registration/Admission form to secure a place for their child.

## Fees

Fees are charged at £3.75 per hour, and are invoiced at half-termly intervals. Arrangements can be made with the school to put together an alternative payment plan. Fees must be paid in order for your child to attend Swallows.

We offer EYE (Early Years Education) funding. EYE means that parents can claim up to 15 hours of childcare per week for any child who is aged 3 or 4.

For further information on EYE please see their website [www.childcaredirectory.co.uk](http://www.childcaredirectory.co.uk).

## Routines

Swallows runs from 8.30am until 3.15pm each Monday and Tuesday during term time. Our routine is flexible in order to take into account the children's interests and other exciting events such as a snow fall or visitors!

When arriving at Swallows, parents are asked to sign their child in, and on leaving, to sign their child out.

**8.30am - 9.00am** Children arriving and settle in. Children are encouraged to find their name and photograph and to stick it on to the registration board.

**9.00am - 9.10am:** Good morning and group time.

**9.10am - 12.15pm:** Child initiated play (inside and outside)

**10.30am - 11am:** Wash Hands and Morning Snack Cafe

**12.15pm - 12.30pm:** Wash hands and group time (story, singing etc)

**12.30pm - 1.30pm:** Lunch time

**1.30pm - 3.15pm:** Child initiated play (inside and outside)

During the day, the children will spend time both inside and outside enjoying a variety of activities which they have chosen. The adults' role is to support the children in their play and seize opportunities to extend their learning. We observe children carefully and continually interact with them which means that we know each child very well as an individual and can ensure that they get the best, most appropriate learning opportunities possible. We also take children for walks around the village and use the school field for outside activities.

Children are able to enjoy painting, craft, sorting and selecting, play dough, construction, role play and imaginative play, messy and sensory activities, puzzles, mark-making, gardening, cooking, water and sand play...the list is endless!



Sharing photographs from home

### Settling in

It is natural for your child to feel a little anxious about starting pre-school. We will do our best to smooth the transition between leaving parents/carers and joining in with the Swallows activities. You are most welcome to stay for a while to settle your child and to talk through any anxieties that you may have regarding the settling in process. It can be helpful for younger children to bring a familiar object from home such as a small soft toy or a comforter to help them if they are feeling unsure. Your child's key worker will do everything they can to form a trusting and special relationship with your child so that they feel safe and secure at Swallows.

### Environment

Our room adjoins a covered decked area, ideal for outside activities even when it's raining! The children have access to toilets which are situated right next to the Pre-School Room. We have access to trikes, bats, balls, hoops and other outside play equipment which can be enjoyed in the school playground. We regularly add to our resource base taking into account the children's emerging interests.

We come together at times during the day for stories, singing, circle time and listening activities. We also join with the Reception children in Class One for some activities.

The children are able to link up with the rest of the school at times during the day and so become familiar with wider school routines, thus preparing them well for their entrance into Class One.

### Parents as partners

We understand that you are your child's first educator and we aim to work in partnership with you to optimise your child's time at Swallows.

It is our aim that parents are fully involved in Swallows. We ask that every few weeks you fill in a short form about what is going on in your child's life and send us a few photographs for them to tell us about. Our walls are full of photographs of activities that the children have enjoyed throughout the day and we often use a communication board to let you know if anything particularly exciting has been happening.

We also have a 'WOW!' area where parents can share observations of their child's achievements, for example, learning to balance, learning to peddle on a trike, demonstrating kindness, or sharing. We like to use these observations as part of the children's Early Years Foundation Stage profiles.

The Early Years Foundation Stage Profile is a 'learning journey' which tracks your child's progress. This is available for you to see at any time.

If you would like to be involved in Swallows activities, whether it would be sharing a story with the children or helping with a craft activity, please speak to Becky; we would love to have your involvement!

### Key Workers

All children have a designated Key Worker. This person will form a relationship with your child and will help to settle them into Swallows. They act as a point of contact for any concerns or questions about your child's development and will provide you with support and advice with regard to all aspects of their time at Swallows. They are also responsible for maintaining your child's EYFS profile personal pathway.

## EYFS Areas of Learning

During their time at Swallows, the children will follow the Early Years Foundation Stage curriculum, a set of guidelines for tracking the learning and development of young children from birth to 60 months (age 5 - the EYFS continues to inform learning through the Reception year at school.).

There are 7 Areas of Learning:

Prime Areas	Specific Areas
<u><i>Personal, Social and Emotional Development</i></u> Making relationships Self confidence and awareness Managing feelings and behaviour	<u><i>Literacy</i></u> Reading Writing
<u><i>Communication and Language</i></u> Listening and attention Understanding Speaking	<u><i>Mathematics</i></u> Numbers Shape, space and measure
<u><i>Physical development</i></u> Moving and handling Health and self care	<u><i>Understanding the world</i></u> People and communities The world Technology
	<u><i>Expressive arts and design</i></u> Exploring and using media and materials Being imaginative

## Personal Possessions

We ask that your child wears old clothes to Swallows, as they will get messy. Could you please also supply a bag with a change of clothes including socks and underwear. Wellies and warm coats will be needed in winter and sun protection (hats and suncream) in summer. Sun protection cream can only be applied by staff with your written consent.

It is essential that all of your child's personal items are clearly labelled. We will do our best to return any mislaid items to you. This includes any items/toys brought into Swallows for Show and Tell.

## Snacks and Meals

Children at Swallows may have school lunches. Alternatively you may provide a healthy packed lunch for the children. Please note that we have no refrigeration facilities for packed lunches, so any lunches containing items which need to be chilled must have a freezable chiller pack to keep them cool.



A morning snack will be provided by us; water is available for the children at all times.

Examples of snacks:

milk/water, fruit and biscuits/toast

## Photographs/videos

As part of our record keeping we would like to take photographs of the children to show their development in key areas. Photographs may also be used on the school website or for events advertising. All photographs will be taken on the school's camera. Please indicate clearly on the registration form if you DO NOT wish your child to be included in photographs which are shared in the newspaper/website.



## Sickness

In the event that a child becomes unwell whilst at Swallows, we will contact the child's parents/guardians to collect them.

If a child is suffering from any infectious disease such as chicken pox or diarrhoea and vomiting they must NOT attend Swallows. Please see the sickness policy for more information.

## Medicines

Occasionally it may be necessary for your child to receive medication. We are only permitted to administer medication which has been prescribed by a GP and which is clearly labelled from a pharmacy with your child's name and dosage instructions. You will be asked to complete and sign a medicines form. Full details of our Medicines policy are available on request from the School Office.

NB parents must accept that staff cannot be held responsible if, for any reason, the administering of medicines is overlooked.

## Accidents

Unfortunately accidents do happen from time to time. For minor accidents such as bumps and bruises you will be informed at the end of the day. You will receive written notification if your child has bumped his/her head. In the event of a more serious accident we will contact you to inform you of the accident and any action that has been taken. The Head Teacher will act in 'loco parentis' with regard to any medical attention sought.

## Change of address or contact details

Please inform the school in writing as soon as possible of any change of address or telephone number. We cannot stress enough how important it is to have up to date information so we can deal with unforeseen emergencies speedily.

## Uncollected child

In the event that a child is not collected from Swallows, then the parent/guardian named on the registration form will be contacted. If no contact can be made, then the child's emergency contacts will be telephoned. If, within a reasonable period of time, no contact can be made with either the child's parents or the child's emergency contacts then we will contact Children's Social Care. Please see our uncollected child policy for further information.

Children's Social Care tel: 0845 345 9122

## Safeguarding Children

We take our Safeguarding responsibilities very seriously. This means we have ensured (and will continue to do so) that everyone working in the school has successfully completed the necessary clearances to enable them to work with your children. It also means that we have a staff member who is specifically trained and nominated as the Designated Child Protection person within school and pre-school. This person is Mrs Collier. A copy of the Child Protection Policy is available in the school's 'policies for parents' file located in the office reception.

We would always hope to share any concerns we may have about your child with you at the first opportunity, as we hope you do with us about your or any other child. Part of our legal duty to safeguard your children may also include us needing to consult with, and take advice from other agencies such as the Police or Children's Social Care should the need arise.

By working closely together with parents and our partner agencies we firmly believe that we will continue to offer a safe learning environment for all our children.

## Equal Opportunities

We value every individual regardless of gender, disability, race, ethnicity, culture or family background. Please see our Equal Opportunities policy for more information.

## Complaints

Whilst we are confident that your child will thoroughly enjoy their time at Swallows, we understand that there may be occasions where issues may arise. We hope to be able to resolve complaints amicably and within a timely manner.

Full details of our Complaints Policy are available on request from the School Office. Parents are entitled to contact Ofsted at any stage of the complaints procedure. The contact number for Ofsted is

***0300 123 1231***

## Starting School

When children approach school age parents must apply for a place for their child at the school of their choice. Attendance at Swallows does not guarantee a place at Sampford Arundel Primary School.

Details of the Somerset County Council school admission process are available from the School Admission Team ([www.somerset.gov.uk](http://www.somerset.gov.uk) or telephone Somerset Direct on 0845 4564038)



We hope that you and child will enjoy your time with us, if you have any questions please feel free to talk to us.

We look forward to welcoming you and your child to Swallows.

*Becky, Kirsty and Lisa*

Swallows (Sampford Arundel Community Pre-School)



*This document is available in large print and can be made available in Braille or translated into other languages on request.*