

# Welcome!

# Parent Information Pack



***Ivington Pre-school***

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***Ivington Pre-school***

# Welcome



Welcome to Ivington Pre-school, part of Ivington Church of England Primary School.

The Pre-school, for children age 2 - 4 is part of the school community and provides an important step in preparing children (and parents!) for school life. Based in the village community room, we have access to our own facilities, including a fully equipped kitchen. We also enjoy the use of the school grounds. Children of the Pre-school join the school for weekly and annual activities, such as daily outside play, the Nativity Play and Sports Day. Parents are encouraged to be actively involved in their child's learning and may participate as much or as little as they are able in the many events that make up school life, including cake sales and events organised.

We will keep you informed of special events, key dates and any other news through Pre-school newsletters, the Pre-school staff and via the school Tuesday newsletter.

We wish both you, the parents, and your children a happy and rewarding time at Ivington School and Pre-school. Please do not hesitate to contact us if you have any concerns or queries.

Ivington Pre-school

Ivington Community Room

Ivington

HR6 OJH

Ivington School Office: 01568 720216

Ivington Pre-school mobile: 07514285361

[ivingtonpre-school@ivington.hereford.sch.uk](mailto:ivingtonpre-school@ivington.hereford.sch.uk)

# ***Ivington Pre-school***

# INTRODUCTION

At Ivington C.E. Primary and Pre-school, we are committed to promoting and ensuring equality of opportunity for all. Throughout our school curriculum, in both teaching and learning, we actively endeavour to promote understanding and appreciation of our racially diverse society. We perceive our role to be opening a 'window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich our everyday lives.

We work hard to ensure our school is a fair, unprejudiced place. We strive to eliminate inequality wherever it occurs and we believe in a Christian ethos of tolerance and understanding of all minority groups in society. No one at Ivington will be treated unfairly because of his or her creed, colour, disability or gender.

We aim to:

- provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping information about gender roles and diverse family structures, diverse ethnic and cultural groups and disabled people;
- improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity;
- challenge and eliminate discriminatory actions;
- make inclusion a thread that runs through all of the activities of the setting; and
- Foster good relations between all communities.

***Ivington Pre-school***



# Meet the Staff

The Pre-school Manager is Laurie Backhouse.

The Pre-school manager is supported by:

Sandra McLoughlin, Terri Edwards, Lindsay Lawrence and Lucy Probyn.

## **Laurie Backhouse- Pre-school Manager**

I have been working with children for a number of years. I have worked hard to gain relevant qualifications, knowledge and understanding of the EYFS and child development from birth to 18 years old.

I am very passionate about working with children and young people and supporting them to reach their full potential using adaptive teaching. I previously worked for an agency, following on I started at Ivington C of E School with KS1, this has given me valuable experiences in working with children and young people of all ages and abilities. I look forward to working with all the children and parents throughout their time at Ivington Pre- School.

## **Sandra McLoughlin**

I have worked at Ivington Pre-school for 20 years. I started as a volunteer when my eldest son attended and went on to obtain a diploma following the birth of my second child. I have attended training to support the varied needs of children with additional needs and value the fact that all children are included and supported at Ivington Pre-school

## **Terri Edwards**

I am passionate about children learning through quality play experiences that are responsive to the interests of the children.

I have experience in early years and ks1 working with children to achieve the best of their ability using adaptive teaching.

## **Lindsay Lawrence**

I have worked at Ivington Pre-school since 2022 since starting I have gained valuable knowledge and experience in early years, and I am currently studying for my L2 diploma in early years.

I very much enjoy helping children with a wide range of needs and abilities to fulfil their potential and recognise the need for adaptive teaching. I live at home with my husband, 8-year-old Son and our dog Woody!

## Lucy Probyn

I have recently joined the pre-school team here at Ivington School and I am enjoying getting to know the children and supporting them to develop in all areas of their learning.

Previously, I taught at a special needs school for 15 years, where I taught children with a wide range of medical, educational and behavioural needs. This experience gave me a particular interest in supporting children to develop their communication skills. It also gave me a love of creating messy play and Art activities to support the children's learning. At home I have two children and my youngest has just started nursery herself. So I also understand the importance of nurturing the children whilst they are at pre-school.



## Sessions

The Pre-school is open Monday to Friday during school term time.

Session times are:

**8:30am – 12.00** (children may start earlier by prior arrangement)

**1.00pm – 3.30pm**

Children may stay all day and we can be flexible to accommodate the different needs of families and individuals.

**Breakfast Club** opens at **7.55am** and is open to children 3 years and over.

**Chill Club** runs from **3.30pm – 4.30pm** and is open to children age 3 and over. Children are served an afternoon tea before engaging in activities.

Both Breakfast Club and Chill Club are run by qualified staff from the School.

***Ivington Pre-school***



## Fees

We currently have an hourly fee for all children. Fees are **£6.50** per hour.

**ALL** 3 year olds are entitled to **15 hours free** nursery education a week. Funding starts at the beginning of the term following the child's third birthday. Application forms for the 15 hours are available from the Pre-school.

Families where both parents are working are eligible to apply for **30 hours free childcare, for children 3 and over**. This is also available for single parent families, where the parent is working. Parents will need to apply directly to the HMRC.

We are also able to take children eligible for **2-year-old funding**. To find out if you are eligible for funding for your two year old please visit the Herefordshire Council Website and follow the links.

Staff in the Pre-school are happy to help you with any funding application.



## Policy relating to the payment of fees:

Parents will be issued with an invoice for fees during the first week of term - which will cover the current half term.

The fees are to be paid by the given date on the invoice, or may be paid weekly. We accept cash or cheque as payment. Voucher schemes will be considered.

If after receiving your invoice, you have difficulty in paying, we ask that you speak to Mrs Smith without delay so that a payment plan can be worked out.

A reminder to pay fees will be posted on the Pre-school door the week prior to fees being due and on weekly newsletters.

Six working weeks' written notice is required if you intend to withdraw your child from pre-school or wish to reduce the number of hours attended. This also applies to NEF hours. Alternatively, six weeks' fees will be charged in lieu of notice. Please speak to Mrs Smith if you have any concerns or questions about this.

If you are more than 5 minutes late collecting your child and have not contacted the pre-school to inform us that you will be late, we reserve the right to charge a 'late collection fee' of £10 per half hour.

### **Procedure for unpaid fees:**

A letter will be sent to parents stating that the number of sessions attended will be reviewed and may be decreased until the outstanding balance has been paid.

If you have outstanding fees your child will only be able to attend Pre-school for the funded NEF hours (if applicable).

Once any debt has been cleared, any additional hours, above the 15 NEF hours must be paid cash weekly in advance.

### **Refunds**

All sessions will be paid for and no refunds will be made unless a child is absent through long term illness expected to be more than 3 weeks or if the Pre-school had to close for a period of time. Should this occur parents will be informed as soon as possible. The sessions will be reimbursed in the following term's fees.

### **Twins and Siblings**

A deduction will be made of £1 for the second child when twins or siblings attend, this will revert back to the original fee when one or both children are eligible for grant vouchers.

Any child's placement cannot be guaranteed if fees are not paid or if grant forms have not been filled out. Failure to pay fees within the first two weeks could result in loss of a place.

**FOR FURTHER INFORMATION REFER TO THE SCHOOL CHARGING POLICY (2016)**



# ***Ivington Pre-school***

# Ivington Pre-school

## Daily Routine

9:00 a.m.	Free and directed play activities
10:10 a.m.	Tidy up the room
10:15 a.m.	Circle time- RWI/ Popat
10:25 a.m.	Dance and music followed by toilet and hand washing
10:30 a.m.	Snack
10:45 a.m.	Outside play (pack away 11.30)
11:40 a.m.	<b>Number blocks</b> Small group (adult led)
11:50 a.m.	Yoga/ dance
12:00 p.m.	Toilets and hand washing followed by LUNCH



1:00 p.m.

Outdoor play	
2:00 p.m.	Free and directed play activities
3:10 p.m.	Story/ Rhymes

This outline of our routine is intended as a guide only. Each day will be planned according to the individual needs of children and other variable factors, such as the weather

## Learning Through Play

It is the aim of the staff of the Pre-school to help children develop in such a way as to prepare them for what school and life has to offer, and to know that this should be an enjoyable experience. We aim to offer high quality care and education where children feel secure, included and valued to be able to develop the confidence and self-esteem to fulfill their potential, and to become independent, active learners.

Each family is allocated a key person within the Pre-school. The role of the key person is to help settle your child, to make sure that they are happy and safe and to share with you the achievements and progress your child makes at Pre-school. At Ivington Pre-school all members of staff form caring relationships with all children and we will be working closely together to promote the care and development of ALL children. As parents or carers, you are welcome to speak to anyone of us.

Children's learning is promoted through play, this may be child or adult initiated play, but it is always the intention to balance the play interests of the child with the introduction of new ideas and interests.

Parents should be aware that the children are observed daily. Observation may take the form of written records, recorded conversations and/or photographs. These observations are used to inform the planning of appropriate activities and experiences for the children. It is the intention that planning in the Pre-school is truly responsive to the interests and level of development of the child. Observations are also used to monitor and record the individual progress of children. These observations form part of a learning journey, which you will be able to keep as a record of your child's time at Ivington Pre-school.

In planning experiences for the children, staff ensure that activities and experiences are balanced across the three prime areas of learning and development:

- Personal, Social and emotional development
- Communication and Language

- Physical Development

As well as the four specific areas of learning and development:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

*In accordance with "The Statutory Framework for the Early Years Foundation Stage"*

### **Personal, Social and Emotional Development**

Children are encouraged to take pride in their efforts as well as achievements. They develop self confidence in an environment that encourages children to "have a go".

Through a range of planned activities and through adult interaction during play, children are allowed to express their feelings and are supported to find strategies to cope with situations that they find challenging. Children are taught to share, take turns and to respect others as well as property. Friendships are valued and supported and relationships with all children and adults are nurtured. Children are supported to behave appropriately in different situations.



### **Communication and Language**

Children are encouraged to use language for a variety of purposes, such as asking and answering questions, giving information, describing, making plans, solving problems and negotiating with others. They are encouraged to participate in talk, to listen and to interact with others - both adults and other children - to develop conversational skills. Staff are trained to be sensitive to non-verbal signs of communication. Where English is a second language, children are supported in speaking English and we will value and respect the language spoken at home. Staff have training and experience in identifying and supporting children with communication difficulties or delay and believe that identifying difficulty early is in the best interest of the child.





## Physical Development

Children develop rapidly in their early years. It is the aim of the staff in the Pre-school to develop children's confidence in movement and to help them control the way that they move, and to handle tools and equipment with safety. Children are also supported in developing awareness of healthy eating and the importance of exercise.



## Literacy

### Reading:

Children are encouraged to develop an interest and enjoyment in a wide range of books and to handle them carefully. The children will be taught reading skills and book language, print direction, recognition of their own name, letters, words and symbols, 1:1 correspondence between spoken and written word, association between sound and letter, or combination of letters (ALL APPROPRIATE TO THE CHILD'S STAGE OF DEVELOPMENT).



## Writing

There is a strong connection between the development of language, physical skills and mark making. Opportunities are provided for children to develop their writing skills in different areas of play, from making marks in the sand, developing the language of hand writing through dance and movement, to writing in role play. When children are ready to write their name and show an interest in forming letters, they are taught that there is a correct way to form letters and are encouraged to do so.



## Mathematics

It is the aim of the staff in the Pre-school to develop children's confidence and competency in developing mathematical skills. Children will be provided with opportunities to develop number, sorting and matching skills, as well as working with shapes, space and measures. They will experience mathematical language in everyday situations, planned activities and stories, songs and number rhymes.



## Knowledge and Understanding of the World

Children are encouraged to be curious, to share their observations and to ask questions about what they see, hear and do. They are given real experiences to find out about the world around them, including visits to the local farm at lambing time, visits from fire fighters and the police, sharing experiences of walks at Queens wood. Technology such as talking books, an interactive board and iPads are used to support and enhance children's learning. We also promote and develop awareness of technology in the home through role play.



## Expressive Arts and Design

Activities for Expressive Arts and Design include art, music, dance, role play and imaginative play. It is the aim of the staff in the Pre-school to stimulate and value children's creativity through the provision of new ideas in modelling, painting and music as well as enhancing the interests of children. Imaginative play is encouraged in all areas.





# ATTENDING PRE-SCHOOL

## Policy Information

Our policies help us to make sure that the service we provide is of a very high standard. They help us to create a safe and stimulating environment for your child, in which they can learn, develop and have fun. Policies are reviewed regularly to ensure that we keep up to date with new legislation and guidance as well as early year's best practice. A list of policies is available in the School website and a hard copy of all policies is available to read at any time.

## Safety and safeguarding

All staff are recruited through a Safe Recruitment process and a full enhanced DBS check is carried out prior to employment. All staff are trained to recognise and identify the signs of abuse or neglect.

There is always a minimum of two qualified members of staff with the Pre-school children at all times. Adult to child ratios are maintained in line with statutory requirements; however it is sometimes appropriate to employ additional adults. Adult to child ratios may increase for certain activities and to meet the individual needs of children. There is a termly intake of children into the Pre-school and ratios are reviewed as appropriate.

All staff hold a Paediatric First Aid certificate. Accidents are dealt with in a caring and practical way. Details of all accidents are recorded and parents are asked to sign the record form when they collect their child to confirm that they have been informed. In the case of head injuries a 'head bump' letter is issued as standard practice.

The front door is kept locked from the inside at all times. Parents are let out of Pre-school by a member of staff to maintain security. Children are signed in and out of Pre-school and contact details left for the day. Children will only be allowed to go home with an authorised adult.

To promote the Early Years Foundation Stage framework, we regularly take photographs of the children during the session as evidence of their progress and for display purposes in the Community Room. We sometimes use these photographs to promote the School and Pre-school such as in the local

newspaper, on promotional material or on the School website. We only use photographs where written permission has been given by a parent or guardian.

Mobile phones are not allowed to be used in the Pre-school: most phones have recording devices. No images of children can be taken in Pre-school without permission.

### **Complaints**

If there is anything that you are concerned about please speak to the Pre-school Supervisor. If you are not satisfied that your concern has been dealt with, please make an appointment to see the Head Teacher by contacting the school office.

School office: 01568 720216

OFSTED: 03001231231

### **Special Educational Needs and Disability**

At Ivington Pre-school we are committed to the care and education of all children. Our experienced team of staff have experience and/or training in supporting children with different needs including speech and language development, Autism, ADHD and global developmental delay.

### **Family information**

On joining Pre-school, you will be asked to provide background information about your child's development and their home life. It is not our intention to be intrusive but it does help us when talking with children about family, pets and home who the key people are in their lives and where they live. All information is treated confidentially and the Pre-school adheres to the School Confidentiality Policy.

### **Food and drink**

Children should bring a bottle of water to Pre-school to help keep them hydrated during the day. A snack will be provided at morning break; the children will be offered fruit alongside crackers, rice cakes or breadsticks. The snack will be served with water or milk. Children may bring in a lunch box (containing one treat) or you may order a hot lunch from the AIP catering

company for a small charge. Please speak to a member of staff or the school office.

### **Nappies**

If your child wears nappies you will be asked to provide nappies, wipes and nappy sacks. Children will be checked regularly during their session and all wet or soiled nappies are changed immediately.

### **Toilet training**

We will support you in toilet training your child by following a similar pattern to the one followed at home. We are happy to advise on toilet training as part of the development of your child.

### **Illness**

If your child suffers from diarrhoea or vomiting please inform us as soon as possible. Please be aware that the exclusion period from Pre-school is 48 hours from the last episode of diarrhoea or vomiting. We thank you for your co-operation in this matter

Occasionally we are asked to administer medication. We will only administer medication prescribed by a doctor. **ALL** medication should be brought in with all original packaging intact, in particular the medical information sheet with possible side effects on it. A parent, or adult with legal responsibility will be required to complete the appropriate authorisation form.

### **Sun cream**

Teaching children about being safe in the sun is very important. On hot sunny days we ask that you apply sun cream to your child before arriving at Pre-school if you are able to do so and ask permission to help your child top up during the day. You will be asked to provide sun cream and hat for your child.

## **Clothing**

Children may wear school uniform in the Pre-school. This is available to buy from Club Sport in Leominster or to order from the school office. You are advised that your child will get messy during their Pre-school session and that they should not wear "best clothing". We do our best to teach children to take reasonable care when painting and using messy resources.

Please provide appropriate outdoor clothing for the weather. We ask if you can provide waterproofs and wellies for your child as we have forest school weekly and we like to access outdoors in all weathers.



# ***Ivington Pre-school***

## Ivington Pre-school

### Notification of interest

If you would like to book a place for your child at Ivington Pre-school please complete this form and return it to:

**Ivington Pre-school**  
**Ivington Community Room**  
**Leominster**  
**HR6 OJH**

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

Name(s) and address (es) of parent (s) making the application:

POSTCODE TEL. Email:	POSTCODE TEL. Email:
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I/we would like \_\_\_\_\_ to start attending Ivington Pre-school from \_\_\_\_\_ (date).

I/we would like our child to attend the following days (please indicate times):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

If we find that we no longer need the place I/we will inform the Pre-school as soon as possible.

**Signature of parents:**

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The Pre-school Supervisor will contact you to discuss your child's place at Ivington Pre-school.