

**Welcome to
HADDENHAM PRE-SCHOOL**



Haddenham Pre-school

At Haddenham Pre-school we aim to provide a happy, safe and secure environment for all the children. We recognise that each child is unique in their own right and therefore, aim to provide a range of activities to suit each individual child and encourage them in all the approved learning areas in a fun, informal and enjoyable way.

We aim to offer a friendly, working relationship with all the parents/carers and aim to involve them in the day-to-day running of the Pre-school. We understand that parents are their child's first educators and that the children enjoy seeing their parents/carers getting involved in the sessions. This also benefits the Pre-school by offering a high ratio of adults to children and helps us to liaise with the parents with respect to their child's development.

Finally, we offer a framework which ensures equal opportunities for all the families in the area with a positive introduction to the cultural and ethnic diversity of the world and encourage each child to bring with them their own experience, thoughts, feelings and culture and to develop these.

Please find a list below of what we cover in the welcome pack.

Happy reading.

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Introduction

Haddenham Pre-school was started as the village playgroup by Lady Margaret Fox at the former vicarage in Church Lane. It was officially opened by Margaret Thatcher, then the Minister for Education, in the early 1970's. It later moved to our present location in Chewells Lane.

- **LUNCH NOT PROVIDED (PACKED LUNCH REQUIRED)**

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|---------------------------|---|--------------------------|---|---|
| 9.30 - 12.30 | Butterflies | Caterpillars 9.15 to 12.15 | Butterflies | Caterpillars 9.15 to 12.15 | Caterpillars 9.15 to 12.15 |
| OR | | | | | |
| 9.30 - 1.30 | (with lunch club) | | (with lunch club) | | |
| OR | | | | | |
| ALL DAY | (with lunch club) | | (with lunch club) | | |
| 9.30 – 3.30 | | | | | |
| 1.00– 4.00 | | Butterflies | | Butterflies | Butterflies |

The Pre-school has a Pre-school manager and deputy manager as well as an office manager along with and a number of Pre-school Assistants. It takes up to 20 children in the Caterpillar sessions and 24 children in the Butterfly sessions. Parents/carers come in on a rota system to assist in the day-to-day running. A voluntary committee of parents/carers provides overall administration.

Our premises are approached by ramps, making it accessible for wheelchairs and pushchairs. The entrance lobby consists of coat racks for all the children and labelled drawers for the Butterfly children. We also have a notice board with all the latest information on. This leads to the main room, which is split into two areas. The carpeted area is for a mixture of tabletop activities (e.g. puzzles, mark making, construction toys), a reading area, dressing up area and pretend play (which takes a number of themes) and there is space for larger floor toys, small world play and a computer area. The rest of the room has non-slip flooring and is ideal for water/sand play, free choice painting, cookery and adult led activities. Off the main room there is our office, kitchen and toilets, with facilities for the disabled.

We also have the benefit of a fully enclosed and gated outdoor covered play area to the rear of the school, which the children have open access to for most of the year. To the front of our Pre-school is a large playground and grassed area where a variety of wheeled toys, hoops and balls can be played with, as well as a variety of climbing apparatus. This area is shared with the Little Ted's Nursery but never at the same time.

Staff

Susie Wilkinson – Pre-school Manager, Child protection officer, Special educational needs co-ordinator, Behaviour Management Co-ordinator, and Emergency first aider.

Susie has joined our team August 2020, she has worked in childcare since 2006 and completed her NVQ level 3 in Children Care Learning and development in 2008. Susie is currently studying for her final year of a degree in psychology with the Open University. Whilst working in childcare Susie has completed many courses including, SENco 3 day course, Child protection 1 &2, Paediatric First aid, first aid at work, behaviour management, Food and hygiene and playful environment on a budget.

Tracey Goodjohn – Deputy Pre-school Leader, Special needs Co-Ordinator, Child Protection Officer, Prevent lead and fire marshal.

Tracey has lived in Haddenham all her life, Tracey has two children who are now in their twenties and is happily married. Pre-school became a very special place for Tracey, having been a parent helper and a member of the management committee. Tracey joined pre-school as a team member in June 2005. Tracey is level 3 qualified and is paediatric first aid trained. She is also our designated person in safeguarding and our special needs co-ordinator. She is also our prevent lead, domestic abuse lead and fire marshal.

Sally Markwell – Office Manager / Wellbeing Officer

Sally joined the Pre-school in April 2011 after being a parent helper with both her children attending pre-school. Sally has many years' experience within an office environment and with children. She is a member of MAAT (Association of accounting technicians). Sally has Basic child protection and is paediatric first aid trained. Sally is very interested in the wellbeing of others and has undertaken training in YMCA - introduction to Mental Health. TQUK Level 2 understanding children and young people's mental health. TQUK level 2 Certificate in Counselling skills. Sally also works at the local primary school in KS1 running quiet play sessions at lunch time. Sally enjoys spending time with her family, walking and Pilates.

Debbie Fordham – Pre-school Practitioner

Debbie has lived in Haddenham most of her life, she has a grown-up son and two dogs. she trained at Wisbech college and obtained her level 3 childcare qualification. Since then Debbie has been a live in nanny, childminder and 15 years ago joined Haddenham Pre-school. Debbie has said she loves working at the pre-school as we are all like one big happy family.

Debbie joined the team in May 2006. She has completed a City and Guilds in Family and Community Care and First Aid. Debbie has completed her Diploma in Pre-school Practice (DPP) and has Child Protection 1, Paediatric first aid, Health and hygiene level 2 and a course in Engaging boys.

Rachel Olyott – Pre-school Practitioner, Equalities Co-ordinator.

Rachel has four grown up children and a number of furry little pets. Rachel is also very good at looking after our pre-school guinea pigs. Rachel enjoys spending time with her family, walking and gardening.

Rachel joined the team in November 2014, she is level 3 qualified and is our Equalities named co-ordinator, Rachel has child protection 1, Paediatric first aid and holds Health and hygiene level 2.

Stephanie Shaw – Pre-school Practitioner

Stephanie has worked in childcare since 2009, in her first role in childcare, she started out as a Nursery assistant and worked her way up to be a pre-school leader. In September 2019 she joined Haddenham preschool.

Stephanie is level 3 qualified and also hold certificates in basic child protection 1 , paediatric first aid , food hygiene and is also our children's bereavement and loss lead.

Stephanie has two children, together they enjoy going for walks, playing outside and having family time.

Emma Milton – Pre-school Practitioner

Emma lives with her husband and two boys. In her free time, she enjoys baking and spending it with family and friends. In April 2018 she joined pre-school after being a parent helper. Emma has worked in childcare since leaving school. She has a NVQ in Childcare Education level 2 and a NVQ in Childcare Learning and Development level 3. She also has basic child protection, food and hygiene and is paediatric first aid trained.

Diane Langley – Pre-school Practitioner

Diane joined the team in September 2020. Diane was awarded her national nursery examination board (NNEB) qualification in 1986 and became a nanny, a few years later became a mum of two children. Since 1997 Diane has worked in pre-schools. Diane adores working at pre-school and finds it incredibly rewarding seeing the children progress. Diane has said she feels very proud knowing that the children move onto school ready and excited about their next adventure at 'big school'. Diane has completed many courses in childcare, including Child protection 1, food and hygiene and paediatric first aid.

Gloria Dean – Pre-School Cleaner

Gloria joined the Pre-School as a cleaner in February 2019.

Key Person System

At Haddenham Pre-school we operate a key person system for the children.

Each key person looks after a number of children and it is their responsibility to help these children and their carers settle into Pre-school. Throughout the child's time at Pre-school the staff will be aware of any successes or difficulties one of their children is having and will be able to assess the sort of activities which may be most useful to them. They will bring these insights to the overall curriculum planning which is done as a team.

As we are registered with the Nursery Education Grant Scheme we need to keep records and monitor progress of the children who are with us in the Pre-school year. These assessments are based on the areas of learning development as mentioned in the Pre-school curriculum section of this pack.

The key person will carry out observations and assessment on their group of children. This will not affect the children's full involvement in all activities going on at Pre-school and generally the child will be unaware of being observed. We also hold a parents evening where you can talk to your child's key person and get an update on their progress.

We feel this system is valuable to all involved and will allow the child, family and staff to get to know one another better and help each child achieve the most they possibly can during their time at Haddenham Pre-school.

Throughout the year your child's key person will be setting Next steps, monitoring your child's progress and talking to you regularly about how your child is getting on. **As of this September we are looking to introduce online learning journals, this will mean that you will get regular updates straight to your phone!**

Pre-school Curriculum

The curriculum at Haddenham Pre-school is built around topics chosen by the children. A different topic is chosen for each half term. Topics are flexible and respond to ideas brought in by both parents and children and also allow for seasonal activities and events. We arrange visitors from the local community to Pre-school. We also arrange outings, subject to permission from parents and there is always plenty of notice given and extra adults to accompany the group; for example, a visit to the village Post Office and to meet the postman. Information around the topic and what the children have been up to can be found on the planning, which is currently displayed in the window, our facebook page is also updated most weeks with photos and a brief write up over what we have been doing. Parents/Carers are free to add any ideas to help with the topics, this can be done either by talking with a member of staff or by contacting the pre-school. Every activity that we plan and organise we try to think of in terms of these seven areas of development below:

The Prime Areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and language

The Specific Areas

- Literacy
- Mathematics
- Understanding of the World
- Expressive Art and Design

The curriculum is changing for the coming year this is just an overview, of what is in the curriculum it is currently unknown how it will be implemented.

Personal, Social and Emotional Development

This is a sensitive and important part of the children's development and should equip them to feel confident and secure within themselves and their day-to-day environments. At Haddenham Pre-school we aim to provide children with experiences and support which will help them to develop a positive sense of themselves and of others, respect for others, their social skills, and a positive disposition to learn.

Physical Development

It is important for children to be physically and mentally active. Physical activity whether part of free play or organised as a group enables children to explore, experiment and develop an awareness of their bodies and how they move. At Haddenham Pre-school we aim to provide a range of opportunities to improve their skills of co-ordination, control, manipulation, and movement. Learning through movement, dance, balancing and climbing and using small equipment and games also develops fine motor control and the ability to handle objects safely. We will also support the children in using all their senses to learn about the world around them and to make connections between new information and what they already know. Within this area children can also begin to learn about the importance of health and fitness, e.g. about healthy diet and the value of exercise and their own basic hygiene and personal needs. As they develop physically, they gain greater confidence in themselves and in the expression of their emotions.

Communication and Language

The importance of enjoying language and using language for listening, understanding and speaking, is encouraged in this area. We aim to give the children opportunities to experience a rich language of communication through a rich variety of looking, listening and talking activities, both in group work and individual work. At Haddenham Pre-school we aim to provide children with the opportunities and encouragement to use their skills in a range of situations and for a range of purposes through encouraging the use of:

- Books
- Stories
- Poems
- Rhymes
- Song tapes
- Discussions
- News time
- Music
- Role play

Literacy

At Haddenham Pre-school we aim to support the children in learning that reading, and writing are a valuable part of communication. They are introduced to phonic sounds of letters through games and activities to help them break down regular words. The children also take part in a range of activities to develop their writing skills including painting, sand/water play, dancing with streamers, as well as mark making with crayons, pencils, pastels and felt tips.

Mathematics

At Haddenham Pre-school we aim to support the children in developing their understanding of numeracy and problem solving through a range of activities. The children meet and explore mathematical concepts and language through their daily play. Sorting, matching, ordering, and counting are used daily and are reinforced through songs, rhymes, stories, and role-play. Shape, space, and measuring are experimented with through use of sand, water, play dough, cooking and through the use of other natural materials. Construction toys, bricks, junk, and other play materials help develop problem solving and learning about sequence and pattern.

Understanding of the world

At Haddenham Pre-school we aim to support the children in developing their knowledge, skills and understanding which will help them make sense of the world. We will focus on children developing an understanding and awareness of their environment, other people, creatures, plants and objects of the natural and manmade world and includes people and communication, the world and technology. We find out as a group about 'ourselves', our families and world around us. The children begin to notice similarities and differences between each other and learn to think how they feel as well as the feelings of others. From this the children move on to look at other cultures and communities from around the world and how people lived in the past.

We hope to have regular visits from people within our community, such as someone from the post office and fire service, local farmers and plan organised trips to coincide with our topics.

Expressive Arts and Design

Children need opportunities to be imaginative, creative and expressive and at Haddenham Pre-school we aim to support the children's curiosity, exploration and play through a range of experiences. We will provide opportunities for the children to explore and share their thoughts, ideas and feelings through art, music, singing, dancing, construction as well as imaginative and role play activities, mathematics and design and technology.

Session Timetable

Arrival

Since the covid-19 lockdown we have found it to be beneficial to the children to come into the setting independently. We ask that children and parents line up in the playground just before the start of session. A member of staff will then invite children in a couple at a time. The staff member will then support the children to take off their coats and hang their belonging on their pegs. Staff will help the children to find their pocket person.

We will aim to have a member of staff come outside at the beginning of each session who will be available to take any messages. It is useful to let them know of anything special that might help them provide the most rewarding session for the child, maybe there is an important piece of family news, or the child has had a restless night or they have done something that needs celebrating (wow sheets are available if children have achieved/done something that needs celebrating, we talk about this at registration time). If a child is unhappy we are keen to work with parents to find the best solution for the individual.

Registration

This is a quiet sit-down time for recording attendance, greetings, and news. The children talk about the weather, the day of the week, date and the month. They then have an introduction to the activities planned for the session.

Playtime

During this time, the children can choose which activities they would like to do or have out and can move freely around the main room and free flow area. Activities change each day and children are encouraged to find variety in their play. A book corner will allow children to look at books of all sorts individually; they can also take part in quiet group activities and games. There is usually a variety of free choice colouring and drawing table and a one-to-one activity table; an easel is also set up for free painting, or a messy play activity is available.

There is also a computer area for children to learn 'mouse' skills and play games aimed at their age group; this helps them develop their information and communication technology skills.

Snack Time

The children sit down in groups and choose a drink of milk or water and enjoy a healthy snack which they serve themselves. A snack menu can be found in the window and on the kitchen door so that you and your child can see what they will be eating during the week. Snacks are not included in the session fees. We encourage all children to try snacks from all cultures.

Group Time

This is a quiet time near the end of the session for a story and a look at topic related songs, poems, rhymes, and things of interest, which have come up during the session. We also use this time for music and movement either with or without instruments and inside group games.

Outside Play

This is the time when children are able to use a variety of outdoor equipment. We have a good selection of prams, buggies, bikes, tractors, scooters, go-karts etc. There is also a combination climbing apparatus with slides, which is always supervised by an adult. Children will also take part in racing/chasing games, construct dens or just explore the garden.

Lunch Club (For Butterfly children)

We hold an optional lunch club on a Monday and Wednesday. Children are asked to bring in a packed lunch which includes a variety of well balanced and healthy foods but we ask that the lunch provided is nut free. A suggestion sheet can be found on the website or speak to a member of staff for more information. The children sit and eat at the table together, helping their social skills and interaction with others at the table, and preparing them for school lunch times.

Home Time

At the end of session, we ask that the parents wait outside on the playground. The staff will then open the door and call the children out to you. If there are any messages to pass on, then a staff member will come out and talk to you, you can use this opportunity to speak with staff members.

If a child is to be picked up by anyone other than a parent or carer known to the staff at Pre-school, or there are any special circumstances surrounding a child's collection, these details MUST be given to a staff member. If there is a sudden change of plan please phone the Pre-school and inform a member of staff. We have in place a password system for added security (a password must be provided on the registration form).

We will not release a child to anyone other than a parent or main carer, unless we have been authorised by you to do so and the correct password is given.

Please always make sure the gates to the front are securely closed each time you pass to ensure the safety of all the children.

Special Educational Needs/Disabilities

Parents are asked to make known any special educational needs/disabilities their child may have as early as possible to the Pre-school staff. We can meet the child's needs best if we can work together with any outside agencies already involved with the child's development.

We welcome ALL children into Pre-school and make every effort to integrate every individual into the group.

Behaviour

During a session at Pre-school a wide variety of activities are offered. Children are encouraged to participate fully and enjoy their time with us. Positive attitudes towards one another, the adults and the Pre-school environment will be nurtured and encouraged.

If undesirable behaviour becomes a hindrance to the smooth running of a session it is our policy that the child in question be distracted and taken aside for time on a one-to-one activity with an adult.

If staff feel there are continuing concerns regarding a child, parental support in achieving an acceptable level of behaviour will be sought. The need for parents and staff to raise any problems or worries is vital. The staff will be available, at a mutually convenient time, for parents to share any concerns in the strictest confidence.

Haddenham Pre-school reserves the right to withdraw a child's place, after full consultation with the parent/carer, if concerns about a child's behaviour cannot be resolved satisfactorily.

We also have a zero tolerance staff abuse policy which will be accessible to all parents, this explains the behaviour that we expect from all adults that use the setting.

Clothing for Pre-school

We encourage the children to be as independent as possible, so please send children in clothes that they can, as far as possible, manage themselves. Their clothing also needs to be suitable for active and messy play. Sun hats and sunscreen must be worn in the summer months, and in the winter hats and gloves and if wet welly boots. Haddenham Pre-school has T-shirts and sweatshirts available to purchase, they can be ordered by completing the enclosed form.

Jewellery

Please do not send your child to Pre-school with jewellery. It can easily get lost or broken and can be dangerous during active play. However, we will respect any cultural jewellery but will not accept responsibility for it getting broken. Please make staff aware of this in advance so that we can risk assess.

OFSTED

Haddenham Pre-school is registered with OFSTED and is regularly visited and inspected by the OFSTED inspectors. We are also registered with Cambridgeshire's Nursery Education Grant Scheme that makes us eligible for OFSTED inspections. We had an **OUTSTANDING** report from our last inspection, a copy of which is available online at our website as well as on OFSTED's website, a paper copy can be provided if needed.

Early Years Alliance

We are members of the national and local Early Years Alliance with whom we have regular contact allowing us to keep up to date with the latest issues and training opportunities.

Pre-School Data protection

Haddenham Pre-School is registered with the ICO (information commissioner's office) and we are GDPR compliant.

Pre-school Policies and Procedures

A copy of all the Pre-school's policies and procedures can be found in the Parent File in the foyer at the Pre-school or ask a member of staff. If you require to see a specific policy please email or speak to the manager or office manager and they will ensure that a copy is sent to you. WE HAVE ENCLOSED A COPY OF OUR PRIVACY NOTICE AND ADMISSIONS POLICY.

School Registration

It is recommended that you register an interest with the local primary school as soon as possible. If your child attends Haddenham Pre-School it does not guarantee a place at The Robert Arkenstall School. Registration forms are sent out from the County Council in November/December to register your child at school. We will put up a poster to remind everyone.

Admissions

Anyone who is interested in their child attending Haddenham Pre-school is encouraged to visit our website and find out more. You can contact the Pre-school to put your child's name on our waiting list. A visit can also be arranged with the Pre-school at a mutually convenient time.

Please note that if you have a younger sibling they need to be put onto the waiting list by the parent/carer, this is not done automatically.

Children are eligible to start at the Pre-school the half term after they are 2 years and 6 months. The younger children will be in the sessions named Caterpillars and are able to attend three morning sessions each week on Tuesdays, Thursdays and Fridays from 9.15 am - 12.15 pm.

The children in their year prior to starting school will be in the sessions called Butterflies and will have the opportunity to attend up to five sessions, Monday and Wednesday mornings 9.30 am - 12.30 pm, which can include a lunch club until 1.30pm and an extended session from 1.30pm to 3.30pm and Tuesdays, Thursdays and Friday afternoons 1.00 pm - 4.00 pm.

On starting pre-school parents are encouraged to say goodbye at the door and drop them off, if their child is distressed, we will encourage parents to phone and check in. At Haddenham pre-school we are lucky to have an experienced staff team who will work with your child to find an activity that they enjoy to distract them. We often find that children soon settle into play once parents have left. If a child continues to be upset, then we will contact parents and work together to help settle your child. We have open mornings in the summer term, early September and early January where we welcome new parents and children to come and spend time at Pre-school. This 'welcome pack' is offered to all newcomers to give you a taste of what goes on at Haddenham Pre-school. We also offer home visits before a child starts so that they have the opportunity to meet their key person and another member of staff before starting.

We do require you to fill in and return our registration form before your child starts.

Fees

The fees are £14.70 per session with a snack charge of 40p per session and £4.90 for lunch club (butterfly children only / lunch is not provided). There is also a one off £10.00 administration fee on joining. Fees are reviewed annually.

We are registered with the Early Years funding government scheme which means that from the term after your child's third birthday the Pre-school will be able to claim the fees through the Cambridgeshire Local Education Authority (we can include lunch club as part of your Early years funding if you are not claiming all your funded hours). This means that any child eligible for this scheme will have their fees paid directly to the Pre-school.

If your child uses some of their funded hours at another setting and pays for hours at Haddenham Pre-School the fee chargeable will be £4.90 an hour, this also applies if hours exceed the funded hours available.

***Please note we are not a funded two's provider.**

The government have also introduced the new 30 hours funding scheme (which Pre-school is registered for) for children over 3 years old. To find out if you are eligible for this scheme please visit <https://childcare-support.tax.service.gov.uk/> for more information and how to apply. We are also registered for tax free childcare.

A child born between:

1st April – 31 August

1st Sept – 31st December

1st Jan – 31st March

Will be eligible for a free place from:

The start of the **autumn term** following their 3rd birthday until statutory school age.

The start of the **spring term** following their 3rd birthday until statutory school age.

The start of the **summer term** following their 3rd birthday until statutory school age.

At the beginning of each half-term period all parents receive an invoice showing how many sessions their child will be attending and the total payable. All parents are asked to post their payments, by cheque, in a sealed envelope with their child's name on into the red box in the foyer. This is emptied by the Administrator on a regular basis. Please make cheques payable to 'Haddenham Pre-school'. We also offer the option of making payments online, details are on the bottom of the fee's invoice.

The Pre-School also accepts childcare vouchers and is registered as a Tax-free childcare provision.

*** Please note that if your child is unable to attend any of their sessions due to illness or family holidays the fees are still payable, this includes lunch clubs, as all staff and running costs of the Pre-school still have to be met.**

It is greatly appreciated if fees can be paid promptly. We are a self-financing charity Pre-school and rely on fees to cover:

- Staff wages
- Rates
- Utility bills
- Insurance
- Materials and resources

We do impose a **10% surcharge** on outstanding fees.

Please speak to the Pre-School Office manager if you are having difficulties paying. We can put in place a payment plan ie weekly payment to help.

Each child's attendance at the Pre-school is conditional on continued payment of any necessary fees. Haddenham Pre-school reserves the right to withdraw a child's place, after full consultation with the parent/carer, if concerns about payment of fees cannot be resolved satisfactorily.

The committee organises vital fundraising activities throughout the year to continue the development of the facilities. We ask all parents to give these activities their full support. To keep parents up to date with these events a half termly Committee newsletter is sent out to everyone with up and coming events and how you can help.

Parent/Carer Volunteers

Haddenham Pre-school welcomes volunteers at the pre-school. If you are interested in volunteering in session time, please email admin@haddenhampreschool.org.uk for more information.

Pre-school Management Committee

A committee of parents/carers is formed on a voluntary basis at the Annual General Meeting held each year. The committee is responsible for the administration of the Pre-school, including finances, staff appointments, management and for maintaining the general upkeep of the building and resources. The committee organise various vital fundraising events throughout the year to continue the development of the facilities for the benefit of the children. We ask all parents to give these activities their full support. The committee meets approximately once every month.

Research shows clear benefits for children when parents become actively involved in their child's learning and development from an early age. Parental involvement has been recognised by the government as being key to a child's successful development too.

Volunteering offers an ideal opportunity for you to become more actively and practically involved in your child's life and help make a real difference to the management of Haddenham Pre-school, something that matters to you and your family.

You will personally benefit from this experience by meeting with other parents, updating existing skills and learning new ones, as well as putting something positive back into your local community.

We understand that not everyone has the time to commit to join the committee so we are currently pulling together a volunteer bank of parents and carers who can help out at our fundraising events. We anticipate that we would ask for your help at not more than two events a year - please email our Chair Victoria Taylor at tor.taylor24@outlook.com if you can support the Pre-school in this way.

Please remember that without parents and carers getting involved in the committee, the Pre-school is unable to function or indeed open.

Skills Bank

Given the very tight budget that the Pre-school runs on we are very keen to update the information we hold with regards to parents and carers skills and expertise.

Are you able to offer advice on areas like plumbing or human resources at all? Please contact the committee if you feel you are able to offer support and help, the Pre-school runs on a very tight budget.

There is also an area on the registration form where you can fill out details of any skills that you may have.

Complaints

If you have any problems, complaints or suggestions please do talk to a member of staff. If this fails to satisfy, please speak to a member of the committee, whose names and contact details are on the notice board.

A parent who is uneasy about any aspect of the group's provision should first talk over any worries and anxieties with the Pre-school Leader or Deputy Leader. If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the Pre-school leader and the chair of the management committee. Both parents and the leader should have a friend or partner present if required and an agreed written record of the discussion should be made. Most complaints should be resolved informally or at this initial stage. If the matter is still not sorted out to the parent's satisfaction, the parent should again contact the chair. If parent and group cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to clarify the situation. Staff or volunteers within the Pre-school Learning Alliance will be available to act as mediator if both parties wish it. The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved.

Parent/carers also have the right to make complaints to Ofsted, if they feel that there has been a serious incident that affects the quality of care that their child has received or if they feel that a complaint has not been dealt with appropriately. Details of this process can be found on the parents Ofsted poster displayed at pre-school and on the Ofsted website.

**Haddenham Pre-school
Chewells Lane
Haddenham
Ely
Cambs
CB6 3SS**

Tel: 01353 740126 admin@haddenhampreschool.org.uk Charity No. 1019319

Frequently asked Questions and Answers

Do the children need a school bag?

Yes. Please provide a drawstring bag to keep spare clothes in. We would prefer a drawstring bag to a rucksack as space is restricted in the cloakroom. Drawstring bags are available to buy from Pre-school for £4.00.

What do the children need to bring with them?

- A change of clothes in case of an accident
- A coat
- A pair of wellington boots in case of bad weather (this is optional)
- A warm hat and gloves for the winter
- In the summer a suitable sunhat (Pre-school sunhats are for sale please ask staff)
- A named water bottle.

Does my child have to be toilet trained?

It is not a problem if your child is not toilet trained, some of them are still quite young when they start. We just ask that you provide nappies and wipes in your child's bag and ensure that they have a clean nappy on before coming to pre-school.

Does my child need to wear a uniform?

Children do not need to wear a uniform and just need to come in clothes that are suitable for messy play! However, we do have t-shirts and sweatshirts for sale at the Pre-school throughout the year if you would like your child to wear a uniform.

Do I have to help on the parent rota?

The Pre-school is run on a charitable 'non profit' making basis. We aim to provide high quality care, education and resources for our Pre-school children but also to keep fees as low as possible to ensure that everyone is able to afford to send their child to us if they wish to do so. We can only achieve these aims with the help and support of all our parents – so please help on the Rotas if you can. If you cannot help or arrange a swap you can pay so that we can arrange a member of relief staff to come in.

What if my child does not drink the water or milk available at snack time?

We have found from experience that the majority of children do drink milk or water during the session, especially when they see their peers doing the same thing. If not, at snack time, they can have their own water bottles which are freely accessible throughout the session. Please note: we only allow plain water in children's water bottles.

What if my child is poorly on a day they are due to come to Pre-School?

If your child is poorly, we ask that they do not attend pre-school. If your child is poorly, please call the pre-school to inform us that your child will not be coming in and the reason.

Haddenham Pre-school Privacy Notice

The categories of child information that we collect, hold and share include:

- Personal information on families (such as name, date of birth, National insurance number and address)
- Characteristics (such as ethnicity, language, nationality, religion)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information (such as GP details, accident records, prescribed medication and conditions that may require treatment during session times)
- Assessment information (Learning and Development folders, ECAT, Progress Trackers and Summative forms)
- Information about any special educational needs
- Safeguarding information (concerns about a child)

Why we collect and use this information

We use the data:

- to support the child's learning and development
- to monitor and report on the child's progress, both internally and to Cambridgeshire County Council
- to assess the quality of our pre-school
- to comply with the law regarding data sharing
- to comply with the requirements of the Statutory Framework for the Early Years Foundation stage 2021.

The lawful basis on which we use this information

We collect and use this information under the Statutory Framework for the Early Years Foundation Stage (2021), the Data Protection Act (1996) and the GDPR (2018).

Collecting child information

Whilst the majority of child information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing children's data

We hold children's information for at least 3 years after the child has left the setting (25 years for welfare records). After that records are shredded.

Who we share children's information with

We routinely share children's information with:

- settings that the children attend as well as us
- local schools once the children have left our setting
- our local authority via CASEY and Early Years funding
- the Cambridgeshire Multi-Agency Safeguarding Hub
- family (online journals)

Why we share children's information

We do not share information about your children with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about themselves and their child that we hold. To make a request for your personal information, or be given access to your child's educational record, please speak to the Pre-school Manager.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Admissions Policy

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We hold open days throughout the year in September, January, and May.
- We will provide translated written materials where language needs of families suggest this is required. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We arrange our waiting lists in birth order and in school year's

Intake from September 2021

Dates of birth: 1/9/18 to 31/8/2019 will go into our Caterpillar group.

Dates of birth: 1/9/17 to 31/8/18 will go into our Butterfly group.

- In addition, our policy may take into account the following:
 - vicinity of the home to the setting.
 - siblings already attending the setting.

- Where this is financially viable, to accommodate an emergency admission, we will keep a place open.
 - We can accommodate no more than 20 children in the Caterpillar session and 24 in the Butterfly session.
 - Places cannot be reserved.
 - A child can start pre-school once they have turned 2.5 years old (depending on availability and staffing at the time).
-
- Admissions will be reviewed termly and children turning 2.5 will be contacted to complete the registration process before the new terms begins.

Registration

- In the term before children start parents will be asked to complete a registration form along with a session's choice form, and a non-refundable payment of £10 administration fee. Once registration is completed and a £10 fee is paid, parents are liable for the first half terms fees.
- Taster sessions will be offered if needed to assist your child settle in.
- We will contact existing parents of Caterpillar children regarding places for September in the Spring term onwards taking into account dates of birth.
- Caterpillar children will be sent a new registration form to complete towards the end of the academic year. To secure places this needs to be returned before the end of term.

Our setting

- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations, and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We are an Early Years funded setting and offer grant funded sessions for children the term after they turn three. We are also registered for the extended funding and tax free childcare.

Statement of Intent – Safeguarding Children

We value children's right to be safe, to play, to learn and develop skills to give them the very best start in life. Everyone involved in Haddenham Pre-school is committed to this statement.

- It is our responsibility to create an environment in our pre-school which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background.
- To help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Work with parents to build their understanding of and commitment to the welfare of all our children.
- Staff will record any injuries sustained whilst at the pre-school and will present the Accident/Incident Book to parents/carers for their signature, as well as an 'Oops' form.
- Staff will record any injuries present on a child when they arrive at pre-school that is beyond the normal everyday 'scratch on the knee'. Parents will be asked to sign this record and any explanation *volunteered* will also be recorded. Any explanation offered by the child may also be recorded. Please don't be alarmed by this procedure. It is a requirement by OFSTED and is the same for everyone.
- It is important that children are collected by the named person(s). In the case of uncollected children, we will do everything possible to contact the emergency contacts you provide, and your child will be kept safe. However, if we have not been able to contact anyone within what is considered an appropriate length of time (3/4 of an hour of home time), it is our policy to inform Social Services who will instruct us on what to do next. It is advised that you keep our telephone number on you at all times and contact us if you are *unavoidably* detained.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry our 'Enhanced Disclosure' checks with the Criminal Records Bureau before posts can be confirmed.
- We abide by OFSTED requirements in respect of references and Criminal Records Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorized person has unsupervised access to the children.
- The Operational Plan in the foyer contains more information with regards the procedures taken to safeguard children, including the full version of our Safeguarding Children Policy and Equal Opportunities Policy.
- At Pre-School events, we ask that if parents take any photos they need to ensure that all images they take will only be used for personal use and kept securely and used appropriately in accordance with the GDPR (General Data Protection Regulation). E.g. Only photos of your own child on media sites.