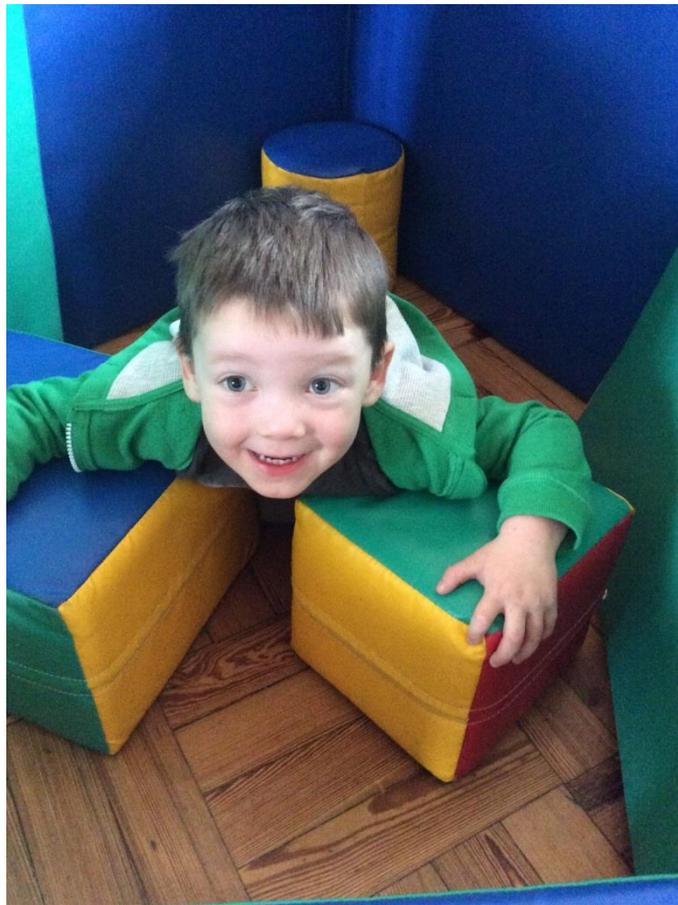


Robins' Nest



Pre-school Brochure 2019-20



Warmington Pre-school

School Lane
Warmington
Peterborough
PE8 6TA

Phone: 01832 280420

E-mail: bursar@warmington.northants-ecl.gov.uk

www.warmingtonschool.net

Robins' Nest



Contents	Page no
Welcome	3
Our Aims	3
Contact Us	3
The Robins' Team	4
Opening Times	5
Funding and Fees	5
Requests for additional hours or changes to hours	5
Key Workers	5
Working with parents	5
Robins' Routine	6
Your child's first day	6
Settling In	6
Arriving & Collecting	7
Clothing	7
Trips	8
Your contact details	8
Your child's learning	8
Milk/Snack/Lunch	9
Tapestry	9
Additional Needs	9
First Aid	10
Health and Welfare	10
Complaints	11
Term Dates	12



Welcome to Robins' Nest!

We know that starting Pre-school is a very important milestone in your child's and your life. To ensure a positive start, you and your child need the support and encouragement that we can provide. You have the reassurance that your child is in the care of appropriately qualified and experienced staff. For your child, this may be the first time they have been apart from you on a regular basis. Some children adapt to this very quickly whilst others may take a little longer; either situation is perfectly normal. We realise that you are entrusting us with the care of your child and we place your child's safety, welfare and development at the top of our priorities. We offer a secure, happy and stimulating environment where independence, self-confidence, consideration for others and good manners are encouraged.

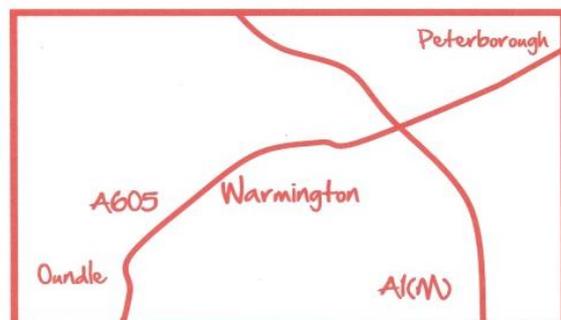
Our aims

We aim to:

- Work in partnership with parents and carers, building upon the knowledge you have of your child.
- Provide a safe, caring, creative and inspiring environment.
- Encourage children to be independent, considerate and excited to learn through play and to develop friendships and social skills in readiness for school.
- Adapt activities to include all children according to their individual needs and interests.

Contact us:

Warmington School
School Lane
Warmington
PE8 6TA
Telephone/Fax 01832 280420



Email: bursar@warmington.northants-ecl.gov.uk

The Robins' Team



Mrs Anne Mackenzie
Early years Foundation Teacher



Mrs Amy Kruger Dean
Lead Early Years Assistant



Miss Molly Rigby
Early Years
Assistant



Mrs Hazel Turner
Lunchtime Supervisor
and Early Years Assistant



Miss Louise Guy
Pre-School
Administrator



Mrs Anne Mackenzie
Designated
Safeguarding Lead



Miss Mikayla Aldous
Deputy Safeguarding
Lead
Head Of School



Mr Ed Carlyle
Deputy Safeguarding Lead
Executive Headteacher



Opening times

Warmington Pre-school is open 38 weeks per year (term time only) for the following sessions:

Monday	9am to 3.00 pm
Tuesday	9am to 3.00 pm
Wednesday	9am to 3.00 pm
Thursday	9am to 3.00 pm
Friday	9am to 3.00 pm

Funding and Fees

Every child is eligible for the 15 hours free entitlement from the term after their 3rd birthday. Since September 2017, the government has introduced a further 15 hours (30 hrs total) of funding for working parents who fulfil the current criteria. If you are eligible for the extra hours, you will need to sign up online to get a code to give to us in order to reserve your place. You will then be eligible for the extra hours once the next term starts.

If your child is not eligible for funding or if you have chosen to pay for additional hours, the fees are £4.00 per hour, (£2.00 per ½ lunch session) for which you will be invoiced.

Requests for additional hours or changes to hours

If you have any requests for additional hours or changes to hours, please speak to a member of the Robin's team or contact the school office. It may not be possible to accommodate requests if the sessions are already full.

If it is not possible to grant a request, we will keep a note that you are interested in that session should a space become available.

Spaces arising in any sessions are offered in waiting list order.

Key Person

Your child will be allocated a Key Person at their first session in Robins. This person will be responsible for communicating your child's progress to you, using information they have gathered from observations and small

group activities, occasionally supported with photographs and work your child has produced.

Working with parents and carers

We recognise parents and carers as the first and most important educators of their children. We aim to work in partnership with you to ensure that your child has a happy and memorable time with us.

Robins' Routine

8:30-9:00am	Set up activities indoor and outdoor
9:00am	Open door, greet children and parents
9:15am	Open outside door. Free flow play
10:15-10:30 am	Snack
10:30-11:30am	Free play and planned activities
11:30 am	Tidy up time
11:40 am	Story time and singing
12:00 noon	Say goodbye to morning children; children who stay for lunch are taken to the hall
12:30pm	Children who stay for afternoon session are taken outside into the main school playground
1:00pm	Return back into Robin's area (Hedgehogs Classroom - Mon, Wed, Fri pm)
1:00-2:30pm-	Free flow play and planned activities
2:30pm	Tidy up time
2:40pm	Story time and singing
3:00pm	Open door for parents to collect
3:30-4:00pm	Tidy and clean and set up for the next day

Your child's first day.....and beyond!

Please bring...

- A change of named clothes in a named bag (and nappies with wipes if applicable).
- Weather appropriate outdoor wear (wellies and raincoat or sunhat and sun-cream).
- A water bottle clearly labelled
- Suitable lunch box (if staying for packed lunch)

Settling your child

Some children settle instantly; others can take much longer. Before your child starts Robins', all children are offered a home visit. The aim of the visit is to meet the child and their family in their own environment where they feel safe and confident. This will enable the practitioners to develop their knowledge and understanding of each child in order to make the transition period as smooth as possible

We suggest that you plan your first week so that you can stay with your child if they do not settle straight away, but if they seem happy, we advise that you leave in the knowledge that we will call you if your child then becomes very upset and staff cannot settle them.

It is vitally important that you say goodbye to your child quickly and confidently so that they know you will return but do not pick up on any anxiety you may feel.

All children need someone they know well to be with them when they are taking such a big step, and for many this will be their first time away from their parents in an unfamiliar setting.

A comforter from home or an item belonging to their main carer can be placed in their bag or on their peg; sometimes this helps young children understand their carer will return for them and can be available should your child become upset.

Arriving and picking up

All children must be delivered and collected by an adult. Please inform us if someone different is collecting your child and complete a form before the session starts.

If you need to inform us by phone, you will be given a password to give to the person picking up your child, which they will need to give to us before being permitted entrance to the grounds.

We cannot and will not let a child leave with someone who is not known to us. We will need to contact you before allowing your child to leave.

Clothing

Please make sure that you do not dress your child in their best clothes, as our activities can be messy.

In addition, clothes that your child can manage when they need the toilet are helpful. Please avoid dungarees and belts.

Remember to dress your child appropriately according to the weather. If they are with us all day, please ensure they have a coat even if it is warm and sunny when you bring them.

If it hot and sunny, please ensure they have a hat and that you have applied sun cream before you leave home, if you are able to leave some sun cream with us, please make sure this is clearly labelled.

All clothing, including hats, gloves and shoes, should be named.

Trips

We like to take the children on short, well-supervised trips within the local area. Before children start, the parents are asked to sign a consent form. The adult/child ratio is at least one adult to every two children for over 3's. Parents are invited to join trips to reach these ratios.

Your contact details

It is vital that we have up-to-date contact details for you, particularly for emergencies.

Please tell us of any change of address, telephone number, email or place of work immediately.

Children's learning

Our planning is based on the Early Years Foundation Stage (EYFS), which is for children aged 0-5 (birth to the end of the Reception year at school). The key element of the EYFS is learning through play. Your child has a Key Person who will observe your child at play and plan further fun opportunities to extend what your child already knows.

The EYFS is based on four principal themes:

- A unique child – EVERY child is a competent learner from birth who can be resilient, capable and self-assured
- Positive relationships – children learn to be strong and independent from a base of loving and secure relationships with parents/carers
- Enabling environments – the environment plays a key role in supporting a child's development

- Learning and development – children learn and develop in different ways and at different rates. All areas of learning are equally important and interconnected

To find out more about the EYFS please look at the posters and displays around the building or check out <http://www.foundationyears.org.uk/>



School Milk & Snack

Free milk is available at morning playtime for children under the age of five or those eligible for Free School Meals. For further details go to www.coolmilk.com. The children will also be provided with a healthy snack at break time

Water Bottles

All children are encouraged have their own named water bottle in the classroom, which they use during the day to keep up their water intake.

Nut Free



We are striving to be a 'nut-free zone' as we have children with peanut allergies. We request that parents bear this in mind and avoid any foods containing nuts such as peanut butter sandwiches or nut biscuits. Please remember this also if you bring in treats for children's birthdays etc.

Lunch

Children may choose to have one of our cooked meals or bring their own packed lunch, which they eat together in the School Hall. *Kingswood*



Catering provides our hot school meals, delivering the benefit of fresh food cooked on the premises. The children are very enthusiastic about the menu and can choose a meat or vegetarian main meal each day, supplemented with a variety of vegetables and followed by a dessert. The menu is issued on a termly basis and meals are ordered on line, a minimum of a week in advance at a cost of £2.30 per day. Payment and ordering of meals is online via www.kingswoodcatering.co.uk

Tapestry

We use the secure, private online reporting system TAPESTRY, which allows you to see what your child has been up to whilst in the Robin's Nest. Every time we make an entry into your child's TAPESTRY journal you will receive an email enabling you to access it immediately from your

computer or phone, from here you are able to make a comment back to us!

Additional Needs

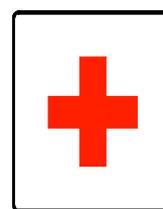
All children are different and some find pre-school easier than others do. If staff have any concerns about your child, they will discuss these with you and will not talk to anyone else without your consent.

If you have any concerns about your child's development or behaviour, please speak to your child's Key Person or to Mr Chris Barnes who is our Special Educational Needs Coordinator (SENCO). Please see our Special Needs policy

First Aid

We have at least one trained first aider onsite at any one time; all relevant staff have up to date paediatric first aid training.

Accidents are recorded in the accident book and parents are informed. If a child has an injury on arrival (e.g. a grazed knee, big bruise), please let us know



The Pre-school has a first aid box for minor cuts and bruises, which is kept in the First Aid Room. If your child becomes ill during the day, we will contact you so that they may be taken home. If an accident requiring attendance at a hospital occurs and we are unable to reach you, then a member of staff will accompany your child to hospital while we try to contact you.

Please help us to keep our records up to date by letting us know of any new phone numbers, contacts, or other changes.

Health and Welfare

If your child is unable to attend school, then please telephone on the first day and each subsequent day of absence, after 8.15am or leave a message on the school answerphone.

If your child has sickness or diarrhoea, please make sure they are clear of symptoms for **48 hours** before returning to the group.

Please see the online NHS Choices website for more information and for exclusion periods for other illnesses and afflictions. Please note that the staff will use their discretion and will ask you to collect your child if he or she is unwell or could have an infectious condition.

If your child is unwell and is in need of paracetamol to bring their temperature down, please keep them at home.

We also need to know if your child suffers from any medical condition, e.g. asthma or allergies, and any treatment that may be required.



If your child uses an inhaler (with or without a spacer) please ask your doctor for one which can be kept in a named box at Pre-school and accessed much more easily in an emergency. Parents/carers will be asked to complete

a medication form recording how and when their child's inhalers need to be administered.

If your child has a long-term medical condition, please discuss any special requirements with us before your child starts so a care plan can be drawn up. Staff must also be informed of any allergies before your child starts. In the case of other illnesses, you should follow the doctor's advice regarding exclusion times.

Staff are only permitted to administer prescription medicine; you will be required to complete the relevant medicine forms before we can do this and provide a doctor's letter confirming this.

Head lice are a recurring problem in all schools and we ask you to be vigilant! The problem is so widespread that we no longer issue warnings when head lice are found. Instead, parents should check their child's head every week and take appropriate action.

Complaints

We hope that you will be delighted with your child's time at Robins' Nest and that any issues can be resolved by talking to senior staff, the Head of School or the Executive Headteacher.

However, if you are still unsatisfied and wish to make a complaint, please see our complaints policy on our website. This will provide you with details of the process both you and the school will follow. A hard copy is made available on request.



Term Dates 2019-20

TERM 1 2019	Inset Days	Monday 2nd & Tuesday 3rd September
	School Opens	Wednesday 4 th September
	School Closes	Friday 25 th October
TERM 2	School Reopens	Monday 4 th November
	School Closes	Friday 20 th December
TERM 3 2020	Inset Days	Friday 3rd & Monday 6th January 2020
	School Reopens	Tuesday 7 th January
	School Closes	Friday 14 th February
TERM 4	School Reopens	Monday 24 th February
	School Closes	Friday 3 rd April
TERM 5	Inset Day	Monday 20th April
	School Reopens	Tuesday 21 st April
	May Bank Holiday	Friday 8th May
TERM 6	School Closes	Friday 22 nd May
	School Reopens	Monday 1 st June
	School Closes	Friday 17 th July

Now you have read all about us, come and see us for yourself. Please ring **01832 280420** for an appointment.

