



# Horning Community Primary School Extended Services

## Horning Hedgehogs Pre-school Brochure Spring 2016



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### Introduction

Thank you for your interest in Horning Hedgehogs Pre-school. The setting is managed by Horning Primary School and is registered for a maximum of 14 children per session aged 2 to school age; we maintain the correct ratio of adults to children as set out by Ofsted. Session times vary according to need, we are currently open 0845-1145 daily and 1215-1515 Thursday, term time only (39 weeks per year), to be reviewed June 2016. All staff are appropriately qualified and DBS checked in accordance with statutory requirements. The school takes responsibility for the day to day administration of Horning Hedgehogs Pre-school and an Extended Schools committee which meets every term, monitors all aspects of pre-school provision.

Extended services ('Big Fun One') which are open to children attending Hedgehogs include:

- Breakfast Club which runs 0800-0845 daily Monday to Friday
- After School Club on Fridays 3.30-6.00pm
- Wraparound care from 1145-1215 on selected days

Further details of the above are available from the school office.

### Our Aims

- To work in partnership with parents to enhance the development and education of children under statutory school age by offering opportunities for quality child centred play in a safe, happy, caring environment.
- To provide quality play facilities to enable children to gain confidence and independence
- To offer children and their parents a service which promotes equality and recognises diversity

### Admissions process

We welcome the opportunity to show all interested parents and carers around and have some time to talk about your child.

For admission, please register your child's details at the school office with an indication of the number of days required. Enrolment and consent forms will need to be completed and will remain completely confidential. Children will be admitted according to the date they were registered at the school.

As your child approaches school age, you will be sent a copy of 'The Guide to Primary, Infant and First Schools in Norfolk', including a form which you should complete and return to Norfolk County Council's Admission Section.

We require at least 3 weeks' notice of your child leaving.

### Funding and Fees:

15 hours per week free early years funding is available to all 3-year olds in the term following their 3<sup>rd</sup> birthday; some 2-year olds may also be entitled to early years funding in the term following their 2<sup>nd</sup> birthday, please ask for more information. Our session rate is currently £10.50 per session, reviewed annually. All booked sessions must be paid for irrespective of whether or not children attend; any notice of leaving less than 3 weeks will be charged at the usual sessional rate. Invoices are issued half termly in advance and payment should be made at the school office within the specified settlement terms.

## **NEW CHILDREN**

We recognise that each child's needs must be considered individually and we will be flexible to your child's requirements; each child has a key member of staff to ensure they make progress. Parents and Carers are welcome to remain with their children to help to settle them in for an agreed period. If your child has any particular special needs which you feel we should be aware of, please inform the Supervisor; the more information we have about your child, the better we can respond to his or her needs.

Sessions begin at 0845 and 1215; staff will welcome children at the gate at the beginning of the sessions and ensure they leave with a parent/carer at the end of the session.

If you are unable to collect your child please inform the staff. Children will not be allowed to leave with anyone other than parent/carer as listed on the child's enrolment form, without prior notification.

If your child is going to be absent, please call the school on 01692 630470 and the absence will be relayed to the pre-school.

**Parental Involvement:** At Hedgehogs we want children and their families to enjoy being involved, feel respected, valued and included at all levels. We believe that children need to know that other adults outside their immediate family can care about them. Parents/carers also need to feel well informed and confident in the ability of the pre-school staff to look after and encourage their children to benefit from their time at Hedgehogs. We welcome comments from parents about the setting, which enables those children attending the pre-school to build on good practice thus promoting children's development. We recognise that parents and carers are the prime educators of their children and that comments, good or bad, are made with their child's interests at heart.

We encourage all parents to help within pre-school and details of how to volunteer will be given when your child begins. If you have any particular skills or interests which you think would benefit the children in pre-school, please speak to a member of staff.

**Fund Raising:** Any help you are able to give in raising funds for the provision of resources and consumables would be greatly appreciated: please share your ideas with a member of the pre-school staff.

**Consumables:** We currently request a voluntary contribution of 50p per child per day, paid 1/2 termly in advance; any donations you are able to make will be gratefully appreciated.

**Miscellaneous:** If you have any materials that could be used for craft work, i.e. paper, card, material, wool they would be gratefully received. On occasions we will request particular resources and would appreciate your help in collecting these.

**Medical:** All medical problems, ie allergies, asthma, must be recorded on the enrolment form at the start of the child's attendance or immediately the situation occurs. If a child requires medicine during a session, the parent/carer must supply written consent, to include method and dosage. A care plan will be drawn up where necessary. Only prescribed medicine in original containers can be given, and a record of all medication administered will be kept in the pre-school. Calpol can be administered with prior parental consent as detailed above.

**Inhalers:** If your child requires an inhaler, please ensure it is clearly labelled with child's name and written instructions regarding dosage, and give it to the Supervisor for secure storage.

**Sickness:** Children who have sickness or diarrhoea should not be brought to pre-school as these are highly contagious; you should allow a clear spell of 48 hours before their return.

If a child is taken ill at the pre-school the parent/carer will be contacted at the given telephone number to arrange for their collection as soon as possible. If the parent/carer cannot be contacted, appropriate care will be given to the child; medical assistance will be sought if necessary, and the parent/carer informed as soon as possible.

## Curriculum

Our curriculum is based on The Early Years Foundation Stage which begins at birth and continues to the end of the reception year in school and reflects the 4 overarching principles of the Statutory Framework for the Early Years Foundation Stage; A Unique Child, Enabling Environments, Positive Relationships and Learning and Development.

The care and education offered by our setting helps children to continue to learn by providing them with interesting activities that are appropriate for their age and stage of development through

- **Communication and Language:** giving opportunities to experience a rich language environment, to speak and listen in a range of situations and develop confidence and skill in expressing themselves
- **Physical Development:** providing opportunities for children to be active and interactive develop co-ordination, control and movement and understand the importance of physical activity and making healthy food choices.
- **Personal, Social and Emotional Development:** helping children to have confidence in their own abilities, develop a positive sense of themselves and others, form positive relationships and develop social skills, a respect for others and an understanding of appropriate behaviour in groups.
- **Literacy:** encouraging children to link sounds and letters and begin to read and write.
- **Mathematics:** providing opportunities to develop skills in counting, problem solving, understanding and using numbers and describing shapes, spaces and measures.
- **Understanding the World:** guiding children to make sense of their physical world and community through exploring and observation.
- **Expressive Arts and Design:** playing and exploring a range of media and materials, providing opportunities for sharing thoughts and ideas in a variety of arts based activities

Each child has a Learning Story which includes photographs, observations and assessments helping us to celebrate individual achievements; parents are actively encouraged to contribute to these.

We ask that children wear clothing appropriate for the activities on offer and that you do not send your child to pre-school in their best clothes. We paint, glue and dig and although protective clothing is provided we cannot be held responsible for spoilt clothes.

**Policies and Procedures:** The pre-school operates within the Statutory Framework for the Early Years Foundation Stage 2014 issued by DfE and has adopted a range of policies to support our work. These policies (copies available on request) are available within the pre-school and Parents should familiarise themselves with their content since they form the rules for the running of the setting and being a member of the group involves your agreement to them.

**Equality/SEND:** Our setting is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families. We provide an environment in which all children are supported to reach their full potential.

**Data Protection:** Data held by the pre-school to support children's development, monitor progress and to assess how well the Setting is doing as a whole, includes contact details, attendance information and characteristics (special educational needs, ethnic group and relevant medical information). From time to time we are required to pass some data to Local Authorities, The Department for Education, Schools and to other agencies prescribed by law, such as Ofsted and QCA.

**Safeguarding:** We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share this commitment. If you have concerns about a child whilst on our premises you should immediately report those concerns to a member of staff, please refer to our Parents/Carers Guide to Child Protection and Safeguarding.

**Fire Drill:** The fire drill is displayed on both exit doors, parents should familiarise themselves with the fire drill; practise drills will be carried out at least half termly and logged by the Supervisor. In the event of a fire the Assistant Supervisor will lead the children to the assembly point; the Supervisor will take the register. The Supervisor will check the premises and call the Fire Brigade if necessary. If it is not possible to resume the pre-school session parents/carers will be contacted to collect their children.

**Students:** We occasionally have students who are studying child care on work placements within the Pre-school. Part of their training is to observe children's play and development. You may be asked if you would be willing for your child to be the subject of a case study, which will be carried out in complete confidence and a copy of the completed study being given to you on completion. You do of course have the opportunity to refuse permission for your child to be part of such a study.

### GENERAL INFORMATION:

**Toilet and Handwashing:** We follow practices used at home, so please discuss this with the staff. Independence is encouraged as appropriate. Our sinks and toilets are at a low height and all children are actively encouraged to wash their hands. If your child is in nappies please ensure you supply adequate wipes, nappies and disposal bags in order for the staff to change your child.

**Change of Clothes:** please ensure your child has a complete change of clothes available daily.

**Snack time:** We support healthy eating and provide a piece of fresh fruit or vegetable daily, together with a choice of milk or water to drink. A 1/3 pint of milk is available for every child every day. To support some themes within the pre-school we may occasionally offer more unusual foods. Snack time is a valuable social occasion ideal for learning manners and general discussion.

**Birthdays:** Parents are welcome to provide a birthday treat for snack time if they wish.

**Library:** We operate a lending system so that children may borrow books with the aim of encouraging a love and respect for them. A register of books lent is kept by the Supervisor, which details name, title of book date borrowed and returned. Due to limited resources, we would expect parents to pay for any lost or damaged books.

**Pre-school outings:** Risks assessments are carried out for all proposed trips, including a pre-outing visit by a staff member to assess suitability. Parents/carers will be given good notice of any planned trips together with advisable items to bring, and will be required to sign a consent form allowing their child to participate in the trip. A register of children attending will be taken before the event and medical details, telephone numbers and a first aid kit will be taken on the trip in the event of an emergency. A charge will be made to cover any costs associated with outings.

**Wellington Boots** Your child will need a pair of Wellington boots - which can be left in the pre-school - for outside play. Sun hats should be provided for hot weather and you should ensure sun cream of a suitable factor is applied **before the session**. Please ensure all clothing coats, cardigans, boots, hats etc are clearly named.

**Packed Lunches:** Please ensure all food is healthy and nutritionally well balanced. In hot weather we would strongly advise the use of a cool block to ensure the food stays fresh until lunchtime.

