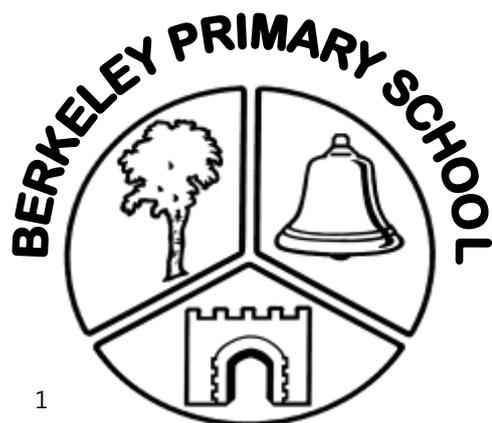
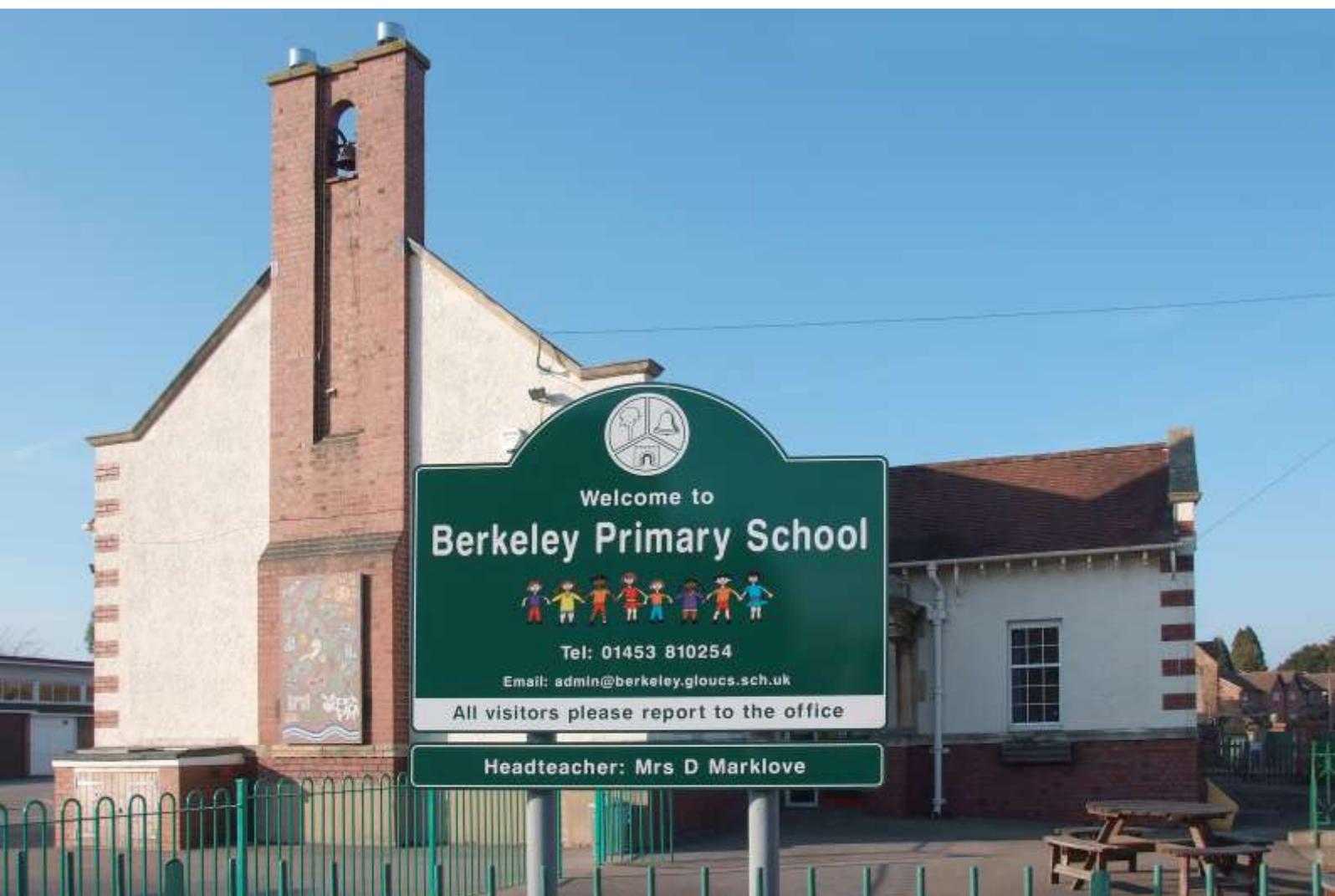


Parents' Handbook

Berkeley Primary School



Berkeley Primary Preschool
Marybrook Street
Berkeley
Gloucestershire GL13 9AZ

Tel: 01453 819328
www.berkeleyprimary.org.uk

Preschool Parent Handbook

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Little Jesters Preschool Setting

Equal Opportunities

Berkeley Primary School Preschool Setting positively promotes an Equal Opportunities Policy and Special/Additional Education Needs and Inclusion policies.

These policies are intended to include all children, parents/carers, students, volunteers and staff. We are committed to offering equal opportunities to everyone.

We ask that you accept and support our policies to help us to provide equality of opportunity for all.

Cultural, Racial and Religious Diversity Statement

We respect and value the linguistic, cultural and religious diversity, which exists in our community. As a whole school, we are committed to challenging attitudes that promote racial discrimination, ensuring respect for all.

Our School is opposed to all forms of racism and xenophobia, including those forms that are directed towards religious groups and communities.

We respect the religious beliefs and practice of all employees and volunteers and comply with all reasonable requests relating to religious observance and practice.

Our commitment to race equality will be demonstrated through:

- Promoting positive non-discriminatory behaviour.
- Ensuring appropriate support for individuals of different ethnic groups.
- Encouraging links with the wider community.
- Fostering respect for all groups and individuals, within the context of human rights.

Legal Requirements

Our School welcomes its duties under the Race Relations (Amendment) Act 2000. We are committed to:

- Promoting equality of opportunity.
- Promoting good relations between members of different racial, cultural and religious groups and communities.
- Eliminating unlawful discrimination.

Developing good relationships and respecting differences

General Points:

- Your actions affect you and others.
- Remember to think about the lives of people living in other places and times.
- Be aware of different types of relationship, including marriage and single sex partnerships.
- Realise the nature and consequences of racism, teasing and bullying.
- Recognise and challenge stereotypes.
- Understand the differences and similarities including cultural, ethnic, racial and religious diversity, gender and disability.

Welcome

Berkeley Primary School welcomes you to Little Jesters, our new and exciting Preschool setting which caters for children from the age of 2 years 9 months until primary school age.

We are all here to make sure that your child is happy and cared for in a warm, friendly, welcoming and educationally stimulating environment.

We also want you to be happy with the service we provide to both you and your child. And that's what this handbook is all about.

To help us operate safely and effectively we have in place a number of policies and procedures. These are outlined in this handbook. If you want to see the full versions they are displayed in our setting.

Introduction

Little Jesters Preschool is very much part of the wider school. With its own building, set into the heart of the school, it benefits from the wonderful resources that surround it, including the large playing field, natural pond, outdoor swimming pool and mature woods. The governing body of Berkeley Primary School took over the running of Little Jesters Preschool in September 2012. It is monitored by OFSTED and is a Community Preschool.

We hope your child will feel secure and content in the caring environment we endeavour to foster. For children making the transition to the reception class at Berkeley Primary School we are able to ensure a seamless transition within the foundation stage, this is done by working closely with the Reception teacher and other professionals to provide a high quality setting that meets the needs of all children and their families. The welfare of your child is of utmost importance to us and our provision has been developed to support every child's learning and development within the Early Years Foundation Stage (EYFS). Children's learning is supported by our staff through purposeful play opportunities.



Our Team

Debbie Marklove

Head Teacher



Wendy Chapple
Preschool Leader



Alyson Hunt
Preschool Deputy



Ali Tronier
EYFS Practitioner

Kirsty Mills – Midday Supervisor

Opening Times

Our sessions run every week-day as follows;

- Breakfast Club: 7.30 am to 8.45 am.
- Morning Session: 9.00 am to 11.45 am (drop-off 8.45 am to 9.00 am).
- Lunch Period: 11.45 am to 12.30 pm
- Afternoon Session: 12.00 pm to 3.00pm.

All children must be collected by 3.15 pm. After this time there will be an additional charge of one hour.

- After School Club: 3.00 pm to 5.00 pm or 6.00 pm.
- Holiday Club: 7.30 am to 6.00 pm (open all school holidays, except Christmas).

Children who attend either the morning or afternoon session, may bring a lunch box or are welcome to the hot lunch option upon request as this session incorporates the lunch break.

For full terms and conditions of our extended services please visit:

www.berkeleyprimary.org.uk

Or contact us on: 01453 819328

We accept childcare vouchers, please ask for more details.

Prices effective from September 2015

We also have:

- An allocated outdoor playground, which encourages constructive activities as well as creative and imaginative play.
- A school field for outdoor play and nature studies.
- Natural pond.
- Mature woodland



We do ask that you, or someone familiar to the child, stay for at least the first session if you feel your child may have trouble settling in. Please refer to the Admissions Policy for further guidance.

Funding and Allocation of Sessions

Children are eligible to start Preschool with government funding the term after their third birthday. If we have sessions available before this time, then Parents/Carers that wish to pay for them have the option to do so.

To qualify for funding, your child must be born within the eligible birth dates specified on the documentation that we receive from Gloucestershire County Council. This is normally the term following your child's third birthday.

Admissions Policy

Little Jesters will be open throughout each school term and during the holidays. Little Jesters may book into our Holiday Club.

Children from 2 years 9 months may be admitted to The Little Jesters Setting depending on the following:

1. A child requiring a full time place will usually have preference over one requiring a part time place.
2. Available places and taking into account staff/child ratios, the age of the child and registration requirements.
3. Our ability to provide the facilities for the welfare and education of the child.
4. The effect on the existing children and staff of the admission of the child.
5. Any extenuating circumstances affecting the child's welfare or that of their family.
6. Those children who are siblings of those already with us, or when there is proven existing connection.
7. Extra consideration is given to those who have been on the waiting list for the longest time.
8. Every effort will be made to ensure that facilities are provided which meet the individual requirements of the child.
9. We will also make every effort to ensure that children with disabilities will not be treated less favourably in line with the Equality Act 2010
10. We will never discriminate against any child on the grounds of sex, race, religion, colour or creed.
11. The registration fee must be paid in advance to reserve a place.

Term Time Dates

Term time dates will be arranged by The School. We aim to follow Gloucestershire County Local Education Authority school term time dates wherever possible. There are 5 INSET days that are additional to the set school term dates and they are allocated at the school's discretion. All term dates and INSET days can be found on the school website.

Early Years Foundation Stage (EYFS)

There are seven areas of learning within the EYFS curriculum;

- Communication and language.
- Physical development.
- Personal, social and emotional development.
- Literacy.
- Understanding of the world.
- Expressive arts and design.
- Mathematics.

The foundation stage journey develops key learning skills through children's play such as; speaking and listening, concentration, learning to work together and co-operating with other children. Skills to develop early communication, literacy and numeracy prepare young children for the next stage of their education.

Parent/Carer Involvement

We work in partnership with Parents/Carers to ensure the wellbeing of all children. The staff regard Parents/Carers as equal partners in the education of their children.

As Parent/Carers you are invited, along with your child, to meet the staff and discuss your child's needs and interests. Once your child starts Preschool, we encourage you to support your child in the settling in process and discuss with you what action is appropriate for their individual needs.

Every child's achievement is unique and significant no matter where they are on their learning journey. Each child is assigned to a key person. This staff member will have more contact than other members of staff with your child.

Your child's key person will build a special interest in your child and help them address concerns such as separation anxiety. The member of staff allocated to be your child's key person will also keep up to date records of your child's progress and plan appropriate activities for them to consolidate and extend their learning.



Careful planning and ongoing recording keep ensuring that the EYFS is tailored to the needs of each individual child and that the children are supported in developing their potential at a suitable pace.

A record of your child's progress is kept in a Learning Journal. As your child's first and most enduring educators, you are invited to contribute to this with Home Learning, so if you have a photo, picture, some writing or a comment that you would like to add to the Learning Journal, we would be delighted to include it at any time. We will also give you WOW! Vouchers which are to celebrate your child's personal achievements in their home environment. Once completed if you bring them in with your child we will read them out during the circle time sessions and celebrate it with them. We then put them on our have a WOW display board and when they leave Little Jesters they are transferred to their personal Learning Journal. This will help us work together efficiently and enable us to share your child's achievements. You are able to request to look at your child's Learning Journal as and when you wish and are welcome to discuss your child's progress at any convenient time or by appointment.

Activities

The curriculum is met through a variety of activities which enable the children to handle, explore and become familiar with materials such as sand, water, dough and paint.



The Role Play area provides opportunities for imaginative role play. Table-top toys develop children's fine motor skills and hand/eye co-ordination. Children also learn concepts of colour, shape, size and weight using practical resources. Construction toys encourage group play. A love of books is fostered at story time and Parents/Carers are encouraged to read to their children at an early age. The benefits which accrue from this cannot be overestimated. The use of musical instruments develops confidence and early performing skills. Nursery rhymes and action songs develop memory skills and encourage language.

We are fortunate to have an enclosed outdoor play area allowing our children to be able to free flow between indoor and outdoor activities. We have a variety of toys, bikes and cars. We also are lucky enough to have use of Berkeley Primary Schools large playing field, natural pond, outdoor swimming pool and mature woods, all of which have equipment and outdoor classroom structures to support teaching and learning.

Progress Meetings

Each child at Little Jesters is allocated a key worker who works closely with them, monitoring their achievements through observations and evaluations. During each term, Progress Meetings are held giving the key worker the opportunity to share the child's progress with his/her Parents/Carers. These meetings are verbal and informal, but very valuable for the continuing progress of each child and also allow Parents/Carers to share any issues or concerns that they may have regarding their child.

Transition Records

When a child is leaving to move on to their Primary Education the child's Key worker will complete a 'Transition Record' that is a statutory requirement from Gloucester County Council. A meeting is then arranged with the child's Parent/Carer to discuss the report which has a section that can be completed by the Parent/carer if they wish. The report is then, with the Parent/Carers consent, passed onto the child's new setting. This transition report gives the child's new practitioner guidance as to the child's progress and achievements within the Foundation Stage.

Open Door Policy

At Little Jesters Preschool, we have an open door policy as we strongly believe in the importance of working in partnership with Parents/Carers and other outside agencies.

Collecting your Child

Please ensure you drop off and collect your child promptly. If you know in advance that someone other than the usual carer is to collect your child, you will need to make an entry in the parent consent book. The Preschool leader should also be contacted if at the last moment you have to change the arrangement. A new or unfamiliar person will only be permitted to collect your child if we have seen a photograph of them or you have set up a password for them to use. We are confident that you will support us on this matter for the safety of the children.

Please note that any late pick ups will incur an additional charge of £3.50

Smoking

We operate a non smoking policy. Smoking is not permitted in the building or in the outside play area at any time.

Photographs

We take pictures of the children to use as evidence in our weekly planning of the adult led activities that have been carried out. We also take pictures of the children carrying out various activities throughout their sessions. These are put in their Learning Journals which act as a record and a celebration of all their individual achievements. We sometimes take photographs for display purposes and to promote our activities to the wider community. Please speak to the Manager should you have any queries or questions regarding the taking of photographs and before signing the agreement slip at the back of this handbook.

Staff

The Preschool operates within the ratio of one staff member to a maximum of eight children. We are currently staffed and working with a ratio of 1:8. The Preschool Leader is assigned to every session. We ensure that Safeguarding Children Training is up to date and that a Paediatric First Aider is in attendance at all times. From time to time we have staff who are training, or we may have students in training towards a qualification. As part of their training it is necessary for them to make observations of the children. At no time are the children named or photographed in this process, however if you do not wish this for your child, please inform the Preschool Leader.

Healthy Snacks

During the session we have a rolling snack allowing the children to decide when they would like to have something to eat so it does not interrupt their play. This develops the children's independence and self-help skills as they are encouraged to get their own plate and cup from the tray provided, pour their own drinks and put their snack things away again afterwards. Children may have milk or water, various fruits and breadsticks or cracker biscuits. We always provide a healthy snack and the children are accompanied by a member of staff who makes the experience a positive and social event for all of the children. We have a nut free policy which we ask Parents/Carers to adhere to if children are staying for the lunch. Water is available at our drinks station so that the children can help themselves throughout the session.

Clothing

We encourage the children to be independent and as Parents/Carers you can facilitate this by dressing them in manageable clothes and footwear. Please send your children to Preschool with suitable clothing for outdoor play as they are able to play outside in all weather conditions (coat, hat and gloves in winter and sunhat in summer.) We do our best to protect children's clothing during activities such as painting and gluing, however please note that accidents do occur!
For health and safety reasons we do not allow children to wear unsuitable footwear such as flip flops and heeled shoes.

If you feel that your child may need a change of clothes, please send them in and place them in a bag on your child's peg.

Please ensure that all clothing is clearly labelled with your child's name.

Warm Weather Policy

Please ensure children are adequately prepared for the warmer weather months. Sun hats and clothing that cover the arms are preferable. High factor sun cream should be applied before the start of the session as staff cannot be responsible for this. Children who do not have a sun hat during the summer will be restricted to playing in the shaded areas. For children who are with us all day, if you wish staff to apply sun cream please put your request in writing. Products containing nut oil are not permitted to prevent the possibility of reactions from children with nut allergies.

Personal Belongings

Staff will make every effort to re-unite children with their belongings and are able to do so more efficiently if they are clearly marked with your child's name. Children may be asked to bring items in for our interest table and/or show and tell. Please ensure that staff are aware and label them if possible. All comforters and items that are brought in with your child will be placed back in their bag on their peg at the end of each session. We do our best to ensure their safe keeping however we cannot be responsible for lost toys.

For health and safety reasons children MUST NOT wear jewellery when attending Preschool. If you have any questions please feel free to discuss this with a member of staff.

Medication/Illness

If your child has been sick at home or in school they **must** be kept away from Preschool for a minimum of 48 hours from **the last episode** of being sick.

We will not administer any medication in the Preschool. If your child has been prescribed medication by the doctor that requires to be taken during the Preschool day, then this must be discussed with the Preschool Leader who will seek advice from the Head Teacher.

If it is agreed that it is absolutely necessary for the well being of the child, the drug policy will be applied. (A copy is available in the Little Jesters entrance area).

Please inform us of any infections or illnesses that your child has and pay regard to the recommended time of absence from school.



Health and Safety

The premises and all equipment, both indoors and out, are checked each session. Risk assessments are regularly carried out and reviewed. We promote awareness of our children's developing abilities to ensure their safety.

Little Jesters, as part of the wider school setting, adheres to the Health and Safety Policy in place and the regular reviews that take place by the staff responsible.

Medical Notes and Emergency Numbers

Before joining the Preschool, you will be asked to complete the registration form. This form must be completed before any child's first session at Preschool. The form includes medical details and emergency contact details in case your child needs to be sent home through illness or accident. Please note, it is your responsibility to inform the setting if any of the information changes.

Accidents/Incidents

If your child is ill or unable to attend their usual session please contact the Preschool prior to their session on 01453 819328 or the school office on 01453 810254.

In the event of your child being taken ill whilst at the Preschool, you will be contacted to collect them. If your child is involved in an accident whilst at Preschool, first aid will be administered. You will be informed when collecting your child. If the injury requires hospital treatment, you will be contacted immediately. All information held about your child is confidential.

Fire Drills

Fire drills are routinely carried out each term. The Preschool children have their own assembly point in the school playground. In accordance with Health and Safety recommendations our emergency procedures are reviewed on a regular basis and discussed with children.

Toys & Personal Items

We do not encourage children to bring in their own toys, as lost or broken toys can cause distress. Toy guns, knives and other toys of an offensive nature are strictly prohibited.

Whilst we understand that your child may have personal belongings with them we will encourage all the children to respect other people's property. We take no responsibility for toys, money or jewellery brought into Preschool.

Sweets

Please do not let your child bring sweets to Preschool. Milk and fresh fruit are supplied.

Behaviour Management

The Preschool's code of behaviour will be drawn up with the children and the rules will be displayed in the setting. Children will work with staff to ensure that the rules are followed. Sanctions imposed include time out, a time in which the children are given the opportunity to cool down. The Preschool operates a positive behaviour policy and any concerns that we have will be discussed with Parents/Carers. The Behaviour policy is available for your reference.

Safeguarding Children

Little Jesters Preschool consider the welfare of your child to be paramount (**Children Act 1989**). The Preschool has comprehensive safeguarding policies and procedures for staff, which include the changes consequent upon the new **DBS and the Protection of Freedoms Act 2012**, which Parents/Carers may request. All staff employed by the wider school setting have enhanced DBSs. Regular visitors also have DBSs and any visitors are asked to produce their DBSs before entering the setting. Casual visitors who are not DBS checked e.g. a Grandparent coming to do a specific activity at the request of the Preschool staff will not be left alone with children. All staff will regularly attend child protection training.



It is the responsibility of any staff member or volunteers to report to our Safeguarding Children Officer any incidents where they feel that a child may be at risk, either witnessed or disclosed. The Preschool Leader is a fully trained Child Protection Officer along with the After School Club Leader, both will then refer to the Head Teacher who has ultimate responsibility and will take the appropriate actions. The Child Protection Officer has at all times the duty to pass this information onto Children' Social Care Services who will then decide on any action to be taken. (Please refer to the Child Protection Policy available in the setting).

At Berkeley Primary School Preschool the welfare of the child is paramount at all times.

Complaints

All complaints should be made to the Preschool Leader. If you still have concerns, please contact the Head Teacher, Mrs Marklove who will investigate the complaint further and respond within 10 working days. For more details, please see the Complaints Policy located in the Preschool. The telephone number for Ofsted is displayed on the parent notice board. You will also find this number in this handbook under useful contact information.

All complaints will be recorded on a 'Provider Complaints Record' form, which outlines the source of the complaint, the nature of the complaint, how it was dealt with and the actions and outcomes.

These forms are part of the new amendment to the complaints procedures issued by Ofsted (October 2005).

Policies and Procedures

At all times our policies and procedures are available within the setting for Parents/Carers to see. We review policies regularly. Copies of policies are available on request. Please ask the Preschool Leader if you have any queries.



Parents/Carers Check List

Have you visited the setting and met the staff	Yes / No
Are you happy that the setting is right for your child and will meet his/her needs?	Yes / No
Have you requested a registration form along with any other documentation required?	Yes / No
Have you completed and returned the documents in the timescale requested? This is important for free place entitlement and for securing you desired start dates and session times.	Yes / No
Have you made an appointment for discussing how best to manage the transition into the Preschool with the Preschool Leader?	Yes / No
Do you want your child to attend Breakfast Club and or After School Club?	Yes / No
Do you want your child to have a hot lunch?	Yes / No
Do you want your child to attend Holiday Club?	Yes / No
Do you need to nominate another adult to meet your child from school?	Yes / No
Have you any further questions that were not covered in this handbook?	Yes / No
Have all your questions been answered satisfactorily?	Yes / No
Have you signed the Agreement Form and returned it to the school office? See page 17.	Yes / No

Useful Contact Information

<u>Contact</u>	<u>Telephone No.</u>	
Head Teacher	01453 810254	head@berkeley.gloucs.sch.uk
Chair of Governors	Via 01453 810254	chair@berkeley.gloucs.sch.uk
Little Jesters Preschool	01453 819328	littlejesters@berkeley.gloucs.uk
Berkeley Primary School	01453 810254	admin@berkeley.gloucs.sch.uk
Ofsted Early years helpline	0300 123 1231	www.ofsted.gov
Ofsted Registration Number	115503 as is the school's	
School Website		www.berkeleyprimary.org.uk



PLEASE COMPLETE THIS PAGE AND RETURN TO THE PRESCHOOL LEADER OR THE SCHOOL OFFICE

Agreement

I confirm that I have read the Little Jesters' Preschool Handbook.

I Understand, and agree with, its contents.

I am happy for my child to attend Little Jesters' Preschool.

N.B. Please use BLOCK CAPITALS

Child's Name:

Parent/Carer Name:

Address:

.....

.....

.....

Post Code:

Signature:

Date: