





# Pre School at Elburton Primary School

## Information when starting at Pre School 2024



Staff	General information		Health and safety	Education/assessment	
<p><b>EYFS Lead</b></p> <p>Mrs Chantal Churchill <a href="mailto:chantal.churchill@horizonmat.com">chantal.churchill@horizonmat.com</a></p> <p><b>Pre School Lead Teacher and SENDCo</b></p> <p>Mrs Taffeta Sammels <a href="mailto:taffeta.sammels@horizonmat.com">taffeta.sammels@horizonmat.com</a></p> <p><b>Preschool Lead Practitioner</b></p> <p>Mrs Vicky Gibson <a href="mailto:victoria.gibson@horizonmat.com">victoria.gibson@horizonmat.com</a></p> <p><b>Early Years Practitioners</b></p> <p>Mrs Naomi Opie SENDCo assistant</p> <p>Mrs Dani Brown</p> <p>Mrs Marianne Miller Pre School Apprentice</p>	<p><b>Sessions</b></p> <p>AM 8.30 – 11.30 Lunch club 11.30 – 12.30 PM 12.30 – 3.30</p> <p>Please enter through the main entrance where you will be greeted by a member of staff.</p>	<p><b>Independence</b></p> <p>We love to foster independence in your children so we encourage them to hang up their own coats and put their belongings away. Due to the location of the pegs, please leave your child at the door – an adult will help them put their things away.</p>	<p><b>Collection</b></p> <p>Please inform us who will be collecting your child at the end of their session. If there is any change, please inform the preschool office on (01752) 404489. <b>The end of the pm session is 3:30pm.</b> But parents can collect between 3.15-3.30pm. We will open the gate at 3.15pm and send the children out as parents arrive from collecting siblings from the main school. <b>There is a late collection fee that will be enforced.</b></p>	<p><b>Parent's Consultations</b></p> <p>You will be invited to meet with the Pre School staff at various times throughout the year.</p> <p><b>Initial assessment:</b> Children will complete some simple activities so we know how best to progress with their learning.</p>	<p><b>Early Years Foundation Stage Framework</b></p> <p>We prioritise the <b>Prime areas</b> of learning:</p> <p>Physical Development Personal, Social and Emotional Development Communication and Language</p> <p>We also record their development in the specific areas of learning, which are: Literacy, Maths, Understanding the World, Expressive Arts &amp; Design</p>
	<p><b>Breakfast Club</b></p> <p>Preschool children can attend The Den for Breakfast club. This runs from 7:30am.</p> <p>Please contact Mrs Yabsley, The Den manager on <a href="mailto:theden@horizonmat.com">theden@horizonmat.com</a> for further information</p>	<p><b>Drop-in</b></p> <p>You will be regularly invited into events throughout the school year that include joining your child for activities.</p> <p>These may include walks in the local area, trips, stay and play sessions and Sports Day.</p>	<p></p> <p><b>Outdoor Learning</b></p> <p>We will hold regular Wild Tribe sessions at our Forest School site in Elburton Primary School. These will be varied and on different sessions so that all children experience this learning.</p> <p>Wellies to stay in all year Waterproofs to stay in all year (we access the garden and Forest School Site regularly and muddy/ wet play is part of our provision all year around)</p> <p><b>Please ensure that EVERYTHING is named.</b></p>	<p><b>Self Regulation</b></p> <p>We encourage the children at Stepping Stones to begin to recognise their emotions and regulate their behaviour using stories and our characters; Sammy Stop and Charlie Choice.</p>	<p><b>Oracy</b></p> <p>Oracy is a focus at Pre School. Oracy is the skill to be an effective communicator. We will encourage your child to be a 'successful language learner'.</p> <p>Please make the most of your conversations, tell each other about your day, listen and talk to each other. We know that life is busy but communicating is of the greatest importance.</p> <p>If your child needs a pacifier, please speak to your child's Amazing Adult</p>
<p><b>Key Workers</b></p> <p>Your child will be allocated an Amazing Adult We work as a team to look after the needs of the children. Your child will work individually and in small groups with their 'Amazing Adult'.</p>	<p><b>What does my child need to bring?</b></p> <p>Book bag Waterbottle Spare change of clothing in bookbag every session including pants and socks Lunch box (if applicable) <b>Please ensure that EVERYTHING is named.</b></p>	<p><b>Personal belongings</b></p> <p>We ask that children leave their own toys at home. We cannot guarantee that the toys will come back to you in the same condition as you send them.</p>	<p><b>Birth Certificate</b></p> <p>Please supply a copy of your child's birth certificate for Government Funding Purposes. Please take this to the School Office where we can take a copy for you if you require us to.</p>	<p><b>Letters</b></p> <p>The majority of the communication is sent home electronically via Class Dojo and Parentpay.</p> <p>You will also receive our weekly school newsletter, also emailed out to all parents via ParentPay.</p>	<p><b>Spare clothing</b></p> <p>Please provide spare clothes in case your child has an accident. It can be brought into school in their bookbag along with any pull ups, nappies or wet wipes that they need. Please avoid sending in additional rucksacks as we don't have room on their pegs.</p>

Home/school links	Uniform and clothing	Money matters
<p style="text-align: center;"><u>Online</u></p> <p>Class dojo is a learning platform that allows practitioners to document and share the day in Pre School with families via a web browser which will enable you to access the content on any device. Class Dojo has a communication feature, such as a feed for photos and videos from the day and messaging that can be translated into more than 35 languages.</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Information can be found on the school's website <a href="http://www.elburtonschool.com">www.elburtonschool.com</a> and there are regular updates on the school's Facebook and PTA pages.</p>	<p style="text-align: center;"><u>Uniform/clothing</u></p> <p>Please ensure that your child is dressed in clothes where they can move freely. Your child will be discovering the world around them and exploring whilst at Pre School. There will be a range of different experiences. Please ensure that your child is in clothing that can be easily washed.</p> <p style="text-align: center;"><u>School jumpers and cardigans</u></p> <p>Elburton Sweatshirts and T Shirts with the school logo on are available to buy online from <a href="http://www.plymouth.trutex.com">www.plymouth.trutex.com</a> or telephone them on 01752 491353 if you wish to purchase them. They will be at our Stay and Play session on Monday 8<sup>th</sup> July 2024 so that you can try items on and purchase if you wish.</p> <p style="text-align: center;"><u>Welly Boots and waterproofs</u></p> <p>Send in wellies and waterproofs named. These will stay in preschool and be sent home at half terms for washing. Every child will have yearly access to garden so they will need these items daily to stay warm and dry. Each child will have their own peg under our patio to hang them. If they get especially wet/ dirty, we will send them home on an individual basis for washing.</p> <p style="text-align: center;"><u>Coats</u></p> <p>Children must bring a coat every day. These might come home dirty or a little bit wet due to the play experiences we provide.</p> <p style="text-align: center;"><u>Shoes</u></p> <p>Closed shoes must be worn at all times. Strappy sandals are not suitable. Shoes should have Velcro fastenings (no laces) so children can take their shoes off and put them on independently.</p> <p style="text-align: center;"><u>Name clothing:</u></p> <p>Please ensure that all clothing, including shoes, lunch boxes, and water bottles are clearly marked with your child's name to encourage their independence.</p> <p style="text-align: center;"><u>Book bags</u></p> <p>Every child must have a book bag so that your child can bring their learning home from Preschool.</p> <p>Bookbags and school uniform items are available to purchase from the Plymouth Trutex shop 01752 491353.</p>	<p style="text-align: center;"><u>Important Nursery Grant Funding:</u></p> <p>Early Years declaration forms are completed each term. Children are automatically eligible for 15 hours of funding the term after they are 3 years old.</p> <p>If you wish to access 30 hours funding (15 hours more than the automatic 15hours) or the new 2 year old 15 hour funding, your application must be done online, the term before you want the funding to start. (Working Parent Entitlement) <a href="https://www.gov.uk/apply-30-hours-free-tax-free-childcare">https://www.gov.uk/apply-30-hours-free-tax-free-childcare</a> There is criteria to meet. If eligible, you will be given a unique code, which must be re-confirmed online every 3 months from when you first applied. It is the parent's / carers responsibility to make sure your child's funding status is kept up to date . We will need to know your child's unique code so that we can process your funding.</p> <p>One setting cannot claim a mixture of Stretched and Standard funding for the same child. If a child is receiving standard funding at Elburton Preschool for a maximum of 15 hours per week, the maximum stretched funding you can receive at a nursery is 12 hours stretched.</p> <p>Any additional hours are charged at £6 per hour (this is subject to change). Contact Jo Oak with any funding questions that you may have. <a href="mailto:joanne.oak@horizonmat.com">joanne.oak@horizonmat.com</a></p>
<p style="text-align: center;"><u>Illness</u></p> <p>Please phone the office (01752 404489) if your child is absent from preschool. Children should not attend if they are ill and must be away for 48 hours following sickness/diarrhoea. If your child is still absent from Preschool you will still be charged for their missed session.</p>		<p style="text-align: center;"><u>Hot Meals at lunchtime</u></p> <p>Lunchtime in is the School Hall. If your child would like a school dinner, they are available at a cost of £1.40.</p>
<p style="text-align: center;"><u>Open door policy</u></p> <p>We have an open door policy, if you have any questions, comments or concerns please let us know and we will arrange a time to discuss this.</p>		<p style="text-align: center;"><u>Pre School Consumables</u></p> <p>We ask for a voluntary contribution £10 per half term. This is payable via ParentPay and can be payed termly or in one instalment. The consumables costs cover Wild Tribe snack, malleable ingredients e.g flour etc for playdough, snacks, food tasting, cooking activities, paints and a variety of learning resources to enhance your child learning experience.</p>

