



EQUA Multi Academy Trust




## Chirton Pips Pre-School & Forest School

# Welcome Information

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Dear Parents/Carers

Welcome to Chirton Pips Preschool. We look forward to your child/ren starting our Preschool. This booklet is designed to give you some information about Chirton Pips and help the transition to pre-school be an easy one. We have an Open Door Policy, which means we are happy to discuss any suggestions or concern you have. However, sometimes we may need to book a time suitable to both parties rather than do it immediately.

### **Our Setting**

Chirton Pips Pre-school is situated in the centre of the village of Chirton, in the grounds of Chirton CofE Primary School, near to the Church. Chirton Pips is in a medium sized mobile accessible by a ramp and steps. It consists of one main playroom, a lobby and two toilets; one for the children and one disabled toilet that children and adults may use. The toilet is also where we change any children in nappies. The 'kitchen' is in the main room where there is microwave for use of hot food, a refrigerator and freezer for storage of cold food. The garden is enclosed and secured within the school grounds. It is accessible via steps although there is a gate into the garden for wheelchair users or those who struggle with steps. The Pre-school is able to use the old school hall and kitchen for Movement to Music sessions, cooking or any other activities should we need to. The Pre-school have access to the school main playing field and a private woodland area behind the school grounds that is use for Forest School.

### **Getting started**

Starting at Chirton Pips should be a happy and exciting time. You will receive an 'All About Me' booklet, this is to help us to understand your child's needs and experiences so we can help your child settle when they begin at 'Pips.'

### **About Us**

Chirton Pips Preschool has been an established part of the local community for over ten years and has always had a close working relationship with Chirton School. To make sure that we work effectively together to achieve great outcomes for our children we recently joined EQUA Academy trust further strengthening our relationship with Chirton and giving us the security of being part of this large organisation. This provides our children with an educational environment that wraps around them from the ages of 2 to 18 years.

We aim to work in partnership with parents and families within a framework that ensures equality of opportunity for all in a safe, secure and stimulating environment where each child can reach their full potential.

Please spend a few minutes reading our Early Years Prospectus booklet as this will give a clearer information how we run the Preschool. Chirton Pips is regularly inspected by Ofsted and was rated as 'OUTSTANDING' in all areas in February 2018.

## **Fundraising for Chirton**

We rely on your support for fundraising as without this the Preschool wouldn't be able to buy new equipment and resources. This ensures we have a positive and successful learning environment for the children. The majority of our fundraising events are joint with the school as many families have children in Pips and at Chirton School. There is a joint fundraising Committee – 'CHIPS', that parents are invited to join.

## **Policies and Procedures**

The Preschool has a full range of policies and procedures these are kept on the shelf in the cloakroom area. The main ones can be accessed on our website. We ask all parents/carers to look at them when they start; the policies include; safeguarding and protecting children, complaints procedure, equality and inclusion, special educational needs, sharing information and record keeping, behaviour management and managing medicines. All our policies are designed to offer the best possible experience for the children and families involved with Pips. They are reviewed on a regular basis by our Governors and the Manager.

## **Staff**

The staff at Chirton Pips are dedicated to ensuring that each child reaches their potential in a happy, secure and stimulating environment. In order to maintain high standards all staff are expected to use reflective practice supported through further training to continue their professional development. To ensure that each child receives the attention that they need we sustain a high ratio of adults to children of at least 1 adult to 8 children aged 3 & 4 years and 1 adult to 4, 2-year-old children. All staff hold current enhanced DBS checks, up-to-date first aid and safeguarding training.

## **Safeguarding**

**CPLP** - Child Protection Liaison Person, *Sarah Jones Manager, and Designated Deputy – Tina Brown Deputy Manager*

For any complaints about the staff regarding Safeguarding or other matters please speak to *Ruth L Cooper Associate Governor for Pips*

**SENCO** - Special Educational Needs Coordinator, *Tina Brown Deputy Manager*

If you have any concerns about your child's progress and or development, please speak to *Sarah Jones Manager or Tina Brown Deputy Manager*

**FOREST SCHOOL LEADERS** *Sarah Jones and Penny Daykin*

## **Encompass**

ENCOMPASS is the reporting to schools and early years settings by Wiltshire Police of any child or young person who has been affected by a domestic incident. Wiltshire Police aim to report this to our Key Adult (*Sarah Jones, the Manager*) the next day. This means that settings are able to provide any support necessary to the children and their families.

## **Opening Times**

The pre-school is open during school term time in line with Chirton Primary School. You can mix and match the sessions you choose as follow:

<b>Day</b>	<b>Morning Session</b>	<b>Lunch</b>	<b>Afternoon Session</b>
	8.45am-12.00pm	12.00pm-1.00pm	1.00pm-3.00pm
<b>Monday</b>	<b>open</b>	<b>open</b>	<b>open</b>
<b>Tuesday</b>	<b>open</b>	<b>open</b>	<b>open</b>
<b>Wednesday</b>	<b>open</b>	<b>open</b>	<b>open</b>
<b>Thursday</b>	<b>open</b>	<b>open</b>	<b>open</b>
<b>Friday</b>	<b>open</b>	<b>open</b>	<b>open</b>

## **Breakfast and After School Club**

Pips children are welcome to join Chirton School's Breakfast and After School Club. If you are interested in finding out about these please contact Mrs Bridewell on 01380 840684 and she will be happy to help you.

## **Fees**

We ask parents to spend a few minutes reading our Payment Policy. You will be asked to sign a payment form three times a year and confirm the sessions you would like for your child; a requirement from Wiltshire County Council. Those who are funded are able to use their 15 or 30 hours in a way that suits them, we will try our best to accommodate your child/ren. We are also registered for 2-year-old funding. For more information about the different types of funding please visit the links below or speak to a member of staff.

<https://www.wiltshire.gov.uk/child-care-free-early-education-for-3-and-4-year-olds>

<https://www.wiltshire.gov.uk/child-care-30-hour-parents>

<https://www.wiltshire.gov.uk/child-care-free-early-education-funding-for-2-year-olds>

Child Care Choices is a government link that helps parents to see what help they can get for their childcare.

<https://www.childcarechoices.gov.uk/>

Information about **Tax Free Childcare** can be found here <https://www.gov.uk/tax-free-childcare>

## Dropping off

At the start of the day the children are dropped off at the main school gate, there will be a member of Chirton School staff and Pips staff there to welcome them and walk with them up to pre-school / help them with their belongings.

## Leaving pre-school

At the end of the day the pre-school staff will help the children collect their belongings together, put on their boots and coats and if necessary, carry some of their bags to the gate. The children will be asked to wait until their name is called. We will do this once we have seen you. Please leave the school site promptly, to reduce the traffic and keep the children safe.

## Safe Collection

If your child is being collected by someone other than you please let a member of staff know, we will record it on the register.

If your child is being collected by another person other than yourself, that person will be asked to give a password in order to ensure that the child is leaving with the correct person. If the correct password is not given your child will NOT be allowed to leave the premises with the named person and you will be contacted.

## Settling In

At Pips we believe that children and their families need to be treated individually and we will adapt the settling in process to each family's requirements.

## What to bring (All items must be clearly named)

- A bag
- **Indoor shoes**, either pumps, canvas shoes or slippers, **outdoor shoes and** wellington boots. A complete **spare set of clothes** extra pants/knickers and tights/socks are always helpful
- If your child is in **nappies** please include: nappies x3, nappy sacks and nappy wipes
- If your child has a **comforter** please tell staff where it is placed, how your child refers to it, and what it is.
- A healthy lunch box. No sweets or fizzy drinks

## Snack

Healthy snacks are on offer each day, for example, banana, carrot, apple, cucumber and a choice of water or milk. The children sit down together to eat snack as we believe that it is an excellent social time providing opportunities for language development, turn taking and improving listening skills.

## Lunch Time

Your child will need to bring:

- A clearly named **lunch box** containing a healthy packed lunch, no fizzy drinks or sweets. If they don't have a drink we will give them some water.
- An **ice pack** in the lunch box
- All **food should be prepared and ready to eat** with fruit such as grapes and small tomatoes and sausages cut in half lengthways.
- School dinners can be ordered from Mrs Bridewell in the school office. Please contact her on 01380 840684 if you would like your child to have a cooked dinner. They need to be ordered a week before you want them.

## Food safety

In most cases food is stored in your child's lunch box for several hours, so the lunch box needs to be kept cool. Choose an insulated lunch box or put a freezer pack or wrapped frozen bottle of water in the lunch box to help keep it cool. Perishable foods such as dairy products, eggs and slices of meat should be kept cool and eaten within about 4 hrs of preparation. Don't pack these foods if just cooked, cool in the refrigerator overnight. If you include left over meals such as meats, pasta and rice dishes please ensure you pack a frozen block into the lunch box. If you have forgotten to pack a frozen block, please ask a member of staff if you can borrow one from pre-school, we have a few spare ones.

## Outside Play

We go outside every day so your child will need to **bring suitable outdoor clothing**; for most of the year this will include wellingtons, and in summer suitable outdoor shoes. In winter you will need to bring a hat and gloves. In summer you will need to bring a sunhat and put sun cream on your child **before** they come to pre-school in the morning. There is a Sun cream Policy in the file, please read it.

## **Forest School**

Forest School takes place in private woodland in Connock outside the school premises. The children and staff with 2 qualified Level 3 Forest School Leaders are taken into the woods twice a week, Monday and Friday mornings. Please read our Early Years Prospectus for further information on Forest School and the benefits of it. Due to popularity, we ask you to reserve your child forest school session as soon as possible as they get booked up quickly. We try to ensure that each child is given this opportunity.

## **What to wear at Forest School**

- It is essential that children have their legs and arms covered as there are deer that use the woods and we would like the children to be protected from Ticks.
- In the Spring and the beginning of Autumn please wear long sleeve t-shirts, long trousers, waterproof coats, trousers and boots. It may be chilly enough to wear a vest and or fleece.
- In Summer if it is hot enough then we suggest long trousers and long sleeve t-shirts with either a fleece or waterproof coat. It is colder under the tree canopy than it is outside in the meadows / fields. If the children get hot, they are able to take off a layer, but it is better to go prepared.
- In Winter, please layer your children up. Thermal base layers, long sleeve t-shirts and fleeces and or jumper with waterproof trousers and coats and two or three pairs of socks with boots.

We ask that children bring gloves throughout the year, not only to keep their hands warm but in case we want to investigate plants that may irritate their skin. Please can the children wear hats, warm hats or sun hats depending on the weather.

## **Newsletter**

A Newsletter is distributed to all parents/carers via e-mail. It may contain information about the coming term, including any planned fundraising activities, resource requirements, dates, current children's areas of focus, and trips out. Our newsletters are also put on our website Chirton Pips Pre-school.

## If Your Child Is Unwell

If your child has had vomiting or diarrhoea, it is recommended that they stay away from Pips for at least **48 hours**.

If they have experienced other symptoms of illness such as a rash or a high temperature in the last 12 hours we ask that they stay at home for **24 hours** after their temperature has reduced without the aid of Calpol.

If a member of the household has Covid, children can attend Pips as long as they are well. If your child has any infectious conditions, please notify Pips so that we can notify other parents.

## Exclusion Table for Infectious Diseases from Public Health England

Infection	Exclusion period	Comments
Chicken Pox	5 days from onset of rash and all the lesions have crusted over	
Diarrhoea & Vomiting	Whilst symptomatic & 48 hrs after last symptom	
Flu	Until recovered	Report outbreaks to your local HPT
Hand Foot and Mouth	None	Contact your local HPT if large numbers of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted / healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds up healing and reduces the infectious period
Measles	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR)
Meningococcal Meningitis	Until recovered	Preventable by vaccination Local HPT will advise on any action needed
Mumps	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR
Ringworm	Not usually required	Treatment is needed
Rubella (German Measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR
Scarlet Fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infected for 2-3 weeks if antibiotics are not administered. In the event of 2 or more cases contact HPT
Slapped Cheek / Fifth disease/ Parvo virus B19	None (once rash has developed)	

Taken from the Spotty Book: Notes on infectious diseases in schools



Please note that medicines **cannot** be administered by staff unless they have been prescribed for the child by a doctor, dentist or nurse. If they need to be given medication during the day whilst at Pips you will be asked to sign a Medication Form. If your child develops an allergy or a medical condition whilst attending pre-school, please inform a member of staff at the earliest convenience so we are able to care for your child appropriately.

### **Absence**

If your child is ill or missing a session for other reasons, please inform Pips staff in person or by telephone as it is part of our Safeguarding Policy.

Our contact number is **07910195330** Many thanks!

### **Closure**

If Pips is closed for any unforeseen circumstances such as snow, an e-mail will be sent to you, it will be put on Facebook that morning. For the payment of fees on the days Pips is closed please refer to the Payment Policy. For snow days we take our lead for closure from Chirton C of E Primary school who advertise their closures on Heart FM, we will also put our closure details onto Facebook.

### **Outings**

Outings/visits may take place within walking distance of the pre-school to places of interest in Chirton, for example the woods. We will also visit the Primary School and grounds. These outings/visits are for the children's enjoyment and as part of their learning experiences. Your permission will be requested on the consent (registration) form that is completed prior to your child starting Pips. If an outing/visit requires transport further permission will be requested.

### **Rising 5's**

To help the children from Chirton Pips transition to Primary school we have arranged visits the Reception class, Joy at Chirton Primary School. We also join them for a few Forest School sessions and classroom visits. These will happen throughout the year.

We provide a comprehensive induction for Pip's children starting at Chirton School, which is run within the school in conjunction with the Head and Reception Class teachers. The transition to school usually takes place during the summer term before the children start school, the children visit some phonics sessions and story time. We would like to stress that although we have strong links with Chirton Primary School, Pips is open to all local children, wherever their future school maybe.

### **2 Year Olds**

All children aged between 2 years and 3 years old who attend Chirton Pips Pre-school will have a two-year-old progress check completed. If your child has just started during or just before this period of time it may not be appropriate for this report to be completed as we would not have a clear picture of their developmental levels. However, a discussion will take place with parents/carers so everyone is happy with this decision. We would continue to complete our ongoing summative assessments. The two-year-old check is used to identify your child's strengths and any area where they may need extra support.

## **Record keeping**

We are required by law to keep some specific information on the children in our care. Any information we hold is kept in a locked filing cabinet in the Office; only staff have access to this cabinet. We also keep records on the children's progress, their next steps, any accidents they may have during their time at school and any concerns we may have. All these records are kept confidential: parents/carers with parental responsibility have a right to view their child's records and can request to see these records following the procedure in the Sharing Information and Record Keeping Policy. Parents sign to say that they agree with Pips sharing information with outside agencies if their support is needed and parents have already agreed to them becoming involved.

**Please ensure that you inform the Pre-school of any changes in contact details.**

## **Key Person**

The pre-school operates a key person system, this means that each member of staff has a group they are particularly responsible for. Your child's key person also maintains your child's records in their Learning Journey and their developmental overview, overseen by the pre-school Manager. Within the Pre-school we aim to support all children to develop their potential at their own pace and using a key person system supports planning a curriculum to meet children's individual needs. You will be kept informed of your child's progress by A Learning Journey form each term.

## **The 'Learning Journey'**

When your child starts at Pips they will be given a scrapbook, this is their 'Learning Journey.' It is the 'Story' of their time at Pips and includes photographs, observations, creations, drawings and mark making completed by your child. These observations are then used to help provide an individual learning programme for your child and to help us to provide their next steps. The Learning Journey is also for you to use and add to. Examples of what to include are: what your child enjoys playing with, their interests or milestones such as when your child first rides a trike or a bike. Photographs or leaflets from days out or holidays are always welcome. Please keep adding to the Learning Journey over the time your child comes to Pips. The Learning Journey will be given to your child on their last day at Chirton Pips.

## **Proud Clouds - Unique Children**

Our 'Proud Cloud' board is situated in the classroom. If your child achieves a goal at home, big or small, please let us know by filling in a cloud and bringing it in to share at circle time. This information is also useful for their assessment records.

To ensure that your child feels valued for any of their own individual and unique achievements spare 'Proud Clouds' are in the basket in the lobby. These are:

- A verbal or short written note of any small/large achievements that your child has made (putting socks on that morning, an act of kindness, tidying toys away etc.)
- You can give the notes or describe the achievement to any member of staff
- Your child's achievement will be recognised in circle time and then included in their learning journeys

Your child may have as many Proud Clouds as necessary. This will not decrease the 'WOW! factor and therefore devalue their meaning

## **Book Bags**

We use Book Bags to send books home for you to share with your son or daughter and then return. These can be brought from Galileo Clothing Ltd (01380 724442) for £5.00 with your child's name on. Alternatively, we have some plain ones in Pips for you to borrow.

## **Uniform**

This is optional at Pips, but you may find it is a good idea so clothes from home don't get ruined. T-shirts are £5.00, Polo Shirt £7.50, Sweatshirt £8.50, Hoodie £13.00 and fleece is £13.00. Again, these can be purchased from Galileo Clothing Ltd. (prices right at the time of writing).

## **Story Sacks / Boxes**

We have some story sacks for parents to borrow and share with their children. Please ask a member of staff if you would like to borrow one and sign the folder in the lobby.

Story sacks are usually fabric bags that contain resources to stimulate reading activities. They contain a book and supporting activities/materials to encourage a love of reading and learning that help bring the stories to life and encourage the child to re-enact the story. Each story sack has a contents card and a card with a list of activities that you can do with your child, for example puppets, games and colouring.

The idea is that you spend a few minutes with your child every day reading or playing with the activities. Encouraging your child to look at the books independently and memorizing some of the phrases is an ideal way to encourage the development of language skills and memory. For example reciting 'We're going on a Bear Hunt' when out for a walk.

## **Birthdays**

We love to celebrate your child's special day by singing happy birthday at circle time with them and their friends, (if they are happy too). We give them a present from pre-school to open at home with you. If you would like to bring in a Birthday cake or your child's favourite snack you are more than welcome, but please could you check with a member of staff beforehand with regard to any allergies that any of the children may have and how many children will be in the session. In order to protect our children we allergies we ask that cakes brought into Pips are shop brought with a list of ingredients so we can double check. This is in line with Natasha's Law.

## **Planning the Curriculum**

The Early Years Prospectus, explains the Early Years Foundation Stage (EYFS) our curriculum. You can access this via the government website for further reading. At Pips we begin to develop the curriculum by observing and communicating with the children, and also speaking to parents/care givers so that we can understand the children's needs, interests and development which support planning challenging but achievable activities and experiences to extend the children's learning. Pips follow children's leads, needs and interests to discover themes that are relevant to the children which are used to plan the Early Years Foundation Stage curriculum. This approach to the curriculum allows the children to access the areas of learning in a fun and relaxed way.