# Wintringham Pre-school





# Welcome to Wintringham Pre-school

I am delighted to welcome you to Wintringham Pre-school at Wintringham Primary Academy which is part of The Diamond Learning Partnership Trust, a charitable multi-academy trust.

Wintringham Primary Academy opened within the grounds of The Round House Primary Academy in September 2018 and moved to its new, award-winning, purpose-built site in October 2020. The opening of the Pre-school was delayed due to the Coronavirus pandemic, but I was delighted to finally open the setting in September 2021.

Here at Wintringham Pre-school we will offer you and your child:

- A warm friendly welcome
- A dedicated Key Worker and staff with a passion for giving every child the best start
- A safe, fun and rich learning environment, tailored to meet your child's needs, where children learn through play with engaging learning opportunities
- A rich curriculum lead by children's interests and their stages of development
- A personalised settling in period
- Places for Early Learning for 2-year-olds, Universal funded places for 3-4 year olds, Working Parent entitlements and Top Up Hours
- Smooth transition for children later enrolling at Wintringham Primary Academy

I hope that your child will flourish whilst in our care and look forward to watching them grow.



Mrs Tracy Bryden
Executive Headteacher
On behalf of Wintringham Pre-school (part of TDLPT)

**Pre-school Staff**

Miss Bichener & Mr Bunn are the Pre-school Leads



Miss Bichener
Lead



Mr Bunn
Lead



Mrs Clarke



Miss Curtis



Miss Honey



Mrs Hewett



Mrs Holmes



Mrs Johnson



Miss Keating



Mrs Mandal



Mrs Newbold



Miss Peachey



Mrs Roberts

## Access to the Pre-school

Entry to the Pre-school is via the gate to the side of the school near Bret Road and the staff car park, which can be used for drop off and collection.

Staff will greet you and your child at the side gate.






## Sessions

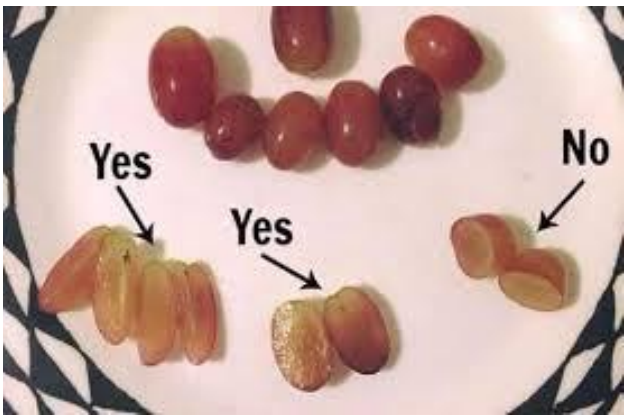
Pre-school sessions run from 9.00am to 12.00pm and from 12.00pm to 3.00pm, Monday to Friday, term time only (38 weeks) and are charged per session at the following rate:

Two year old children – until the term after their third birthday - £21.00 per session (£7.00 per hour).

Three & four year old children - £20.25 Per session (£6.75 Per hour)

## Packed lunches

Children attending all day or just the afternoon session will need to bring a packed lunch with them. Please note that **NO NUTS** or anything containing nuts (peanut butter, Nutella etc.) are to be brought into Pre-school at any time. We also have a child in Pre-school with a severe orange & cherry allergy, and therefore no oranges, cherries or orange and cherry flavoured items are to be brought into Pre-school. Please ensure any items which could be a choking hazard such as grapes, tomatoes and berries are cut in half lengthways.




## Funding/Payment of Fees

### Funding Information

Eligibility for funded childcare places depends on:

- The age of your child
- Your working status or income

Our website https://www.wintringhamprimary.co.uk/funding-billing-information/ has more detailed information on funding and links to the appropriate websites where you can apply for funding codes if applicable.

Please note that one month's notice is required to change or cancel any sessions subject to availability. Sessions will be invoiced for one month if notice is not provided. We also reserve the right to charge a late collection fee of £5.00 for every 15 minutes if you are late collecting your child.

Please see the below information from the Early Years Funding Team.

BEST START IN LIFE

Cambridgeshire County Council

## Early Years Funding Information for Parents/Carers

**What is Early Years Funding (EYF)?**
Early Years Funding is a government scheme administered by local authorities to offer funded early learning and childcare places to 2-year-olds, entitlement for working parents from 9 months to 4 years and universal childcare for all 3–4-year-olds. To find out more please follow this link: Homepage | Best Start in Life. You can also find further information on the Early Years Funding page: Early years funding | Cambridgeshire County Council.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. It is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place. You should be able to find clear details of these charges on your provider's website or on our Childcare Directory, found at Cambridgeshire Online | Results.

There may be additional voluntary charges for meals/snacks, consumables or additional services such as trips, the cost of which will be detailed by your provider in your Agreement. The Provider should speak with you regarding voluntary charges and provide you with a breakdown. The Early Years Funded hours can be offered, subject to the following standards:

- No session to be longer than 10 hours
- Session lengths can vary dependent on the terms and conditions of the childcare providers delivery model (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6am or after 8pm
- A maximum of two sites in a single day
- No more than 15 or 30 (if eligible) funded hours to be delivered in any one week
- A provider open for fewer than 38 weeks of the year, can offer 15 or 30 hours a week during fewer weeks

If you are thinking of taking your child out of the setting for more than four weeks, please talk to your early years setting as they will need to discuss this with the Early Years Funding Team. Please note we do not guarantee funding for periods of absence of more than 4 weeks unless due to medical or exceptional circumstances.

**Early Learning for 2-year-olds (previously known as Funded 2s)**
Children in families with a low income or in receipt of certain benefits are entitled to 15 funded hours of childcare or early years education. You can apply online at Funded hours for eligible 2 year olds - Cambridgeshire County Council or by phoning the Early Years Funding Team on 01223 699805. You will need the National Insurance Number, date of birth and surname of the person in receipt of the qualifying benefit.

**Working parent entitlement**
If you are eligible for extended/expanded entitlement as a working parent, you will be directed to the HMRC webpage to apply and will be issued with an 11-digit eligibility code which you should give to your early years provider.

The eligibility code will allow you to access the entitlement, and the application deadline dates are as follows:

- Autumn funding period (1 Sep – 31 Dec) – application deadline ***31 August***
- Spring funding period (1 Jan – 31 Mar) – application deadline ***31 December***

All 3 and 4 year old children are entitled to 15 hours per week funded childcare (Universal Entitlement) during term time (38 weeks per year), subject to completing a funding form and producing their child's original birth certificate or passport. Universal funding eligibility starts from the beginning of the funding period after your child turns 3, i.e. 1st April, 1st September or 1st January. For example, if your child turns 3 on 10th April, you will be able to claim from 1st September. Funding will stop when your child reaches compulsory school age – the term after their 5th birthday, or once a child has accepted and taken up a Reception place.

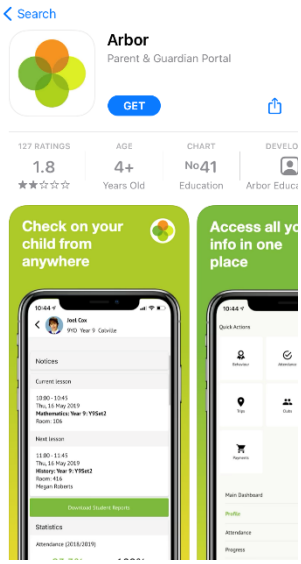
**Tax Free Childcare Scheme**

The Tax-Free Childcare Scheme aims to make childcare more affordable for working parents. Parents set up an online account to pay for childcare with a registered provider.

**Payment of Non-Funded Fees**

Fees for sessions that are not covered by funding are payable monthly and failure to pay could lead to your child's place at Pre-school being withdrawn.

We will record sessions and charges incurred on our Management information System, Arbor Education and will be emailed monthly to parents and carers. The easiest way to access Arbor is via an app which is available for both Apple and Android devices or via the Arbor Parent Portal online. You will need to look for Wintringham Primary Academy and will need to use the same email address that we hold for you.




Please speak to the school office if you need assistance with this.

## Curriculum

During your child's time at the Pre-school, they will be accessing a wide range of provision both in the indoor and outdoor environment. These activities are designed to support your child's development based on the **Early Years Foundation Stage** (you will hear it referred to as the EYFS).

The EYFS is broken down into seven areas of learning. There are three prime areas of learning and four specific areas of learning.

**PRIME AREAS**

1. Personal, Social and Emotional Development (PSED)
2. Communication and Language (C&L)
3. Physical Development (PD)

**SPECIFIC AREAS**

4. Literacy (L)
5. Mathematics (M)
6. Understanding the World (UW)
7. Expressive Arts and Design (EAD)

It is important that we start with the prime areas of learning as these help your child develop the fundamental skills required to go on to be enthusiastic, confident, inquisitive learners.

To support the children's learning each half term we explore different themes with accompanying books to support our planning. This could be anything from construction, to all about me or the natural world. This allows your child to experience a range of vocabulary and broaden their interests.

We differentiate our small group activities for the children based on age. These smaller group activities include group time, music and movement, NELI, Forest School and phonics. Please note phonics is only for the children moving up to school that year.








**Special Educational Needs and Disabilities (SEND)**

Special educational needs are described by the Special Education Needs Code of Practice as falling into four areas.

These are:

- Communication and Interaction
- Cognition and Learning
- Behaviour, Social and Emotional
- Sensory and/or Physical

In our Pre-school, we make provision for pupils who have a variety of different needs. We know that some pupils will have difficulties in more than one of these areas and we will always do our best to meet their needs. The actual support will be based on the specific needs of each pupil. This can include a variety of adaptions including changes to the physical environment, changes to teaching styles as well as levels of adult support.

Miss Bichener is our SENDCo and you can contact her by ringing the school office on 01480 595885 or emailing pre-school@wintringham.cambs.sch.uk.

As well as specific support for identified children, we offer generalised support within Pre-school. Every child in our Pre-school is valued as an individual, whatever their needs might be.

The local offer is a good website to visit if you want to know what is available in the county and it provides more details on some of the things mentioned above.

https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-early-years-and-childcare-0-5

**What Your Child Needs to Bring with them**

- Nappies, wipes and nappy cream (if nappy cream is required)
- Water bottle or sippy cup (no glass bottles and water only please)
- Spare clothes (complete outfit including socks, underwear etc.)
- No dummies or comfort blankets
- Warm, waterproof coat
- Sun hat and sun cream
- Wellies

If your child requires a nap whilst they are at Pre-school, please provide a blanket/comforter for them to use.

All items should be in a small drawstring bag or rucksack as there is limited hanging space for large bags. Please note we do not allow any form of plastic bags due to the risks associated with them.

Please ensure that ALL items (including lunchbox containers) are clearly labelled with your child's name.

Children do not have to wear a school uniform, but the older children (3 years and above) may purchase a sweatshirt with the school logo on it if they wish. A logoed drawstring bag can also be purchased if required. Please see our website for details of our uniform supplier.

**A Typical Day at Pre-school**

**9:00 to 9:20 –** Registration/Group time

**9:20 to 11:30 –** Continuous provision in and out

**10:00 – 11:00 –** Rolling snack and nappy changing

**10:00 – 11:30** – Small group interventions including music and movement, phonics and outdoor learning.

**11:30 – 11.35 –** tidy up time

**11:35 – 11:50** – Group time (children staying for lunch to wash hands and get ready. Children going home to get their things ready)

**11:50 – 12:30 -** Lunch time

**12:30-12:45 –** Group Time

**12:45-2.30 –** Continuous provision in and out. Small group interventions including music and movement, phonics and outdoor learning.

**1:45– 2:30 –** rolling snack and nappies

**2:30-2:40 –** Tidy up time

**2.40-3.00 –** Group time/Home time

## Illness/Medication

If your child requires medication whilst in Pre-school you will need to complete our Administration of Medication forms (available from the school office). Please note that this is only for long term medical needs such as inhalers for asthma. We are not able to administer antibiotics, Calpol etc. and your child should not attend Pre-school if they are unwell.

Should your child suffer from vomiting or diarrhoea they must not attend Pre-school for 24 hours following their last episode of illness to reduce the risk of infection.

If your child has an infectious illness (such as chicken pox, impetigo) please inform us so we can anonymously let staff and parents/carers know there is a case. We will also be able to advise you if a period of exclusion from Pre-School is required.

If your child is not attending Pre-school for any reason, please either email the school office on pre-school@wintringham.cambs.sch.uk or leave a message on the school answerphone, 01480 595885 Option 1, to let us know the reason for their absence.

## Communication

Communication with our parents and carers is very important to us. We will send out a termly curriculum newsletter so that you will know what the children will be learning. We will also send out monthly newsletters and information. These communications will be sent via email.

We will also offer sessions where parents will be able to come and discuss their child/children's progress. These will vary in style sometimes as a parents evening other times as a stay and play session.

We have a dedicated email address for the Pre-school:
pre-school@wintringham.cambs.sch.uk
or you can email the school office: office@wintringham.cambs.sch.uk

The telephone number for the Pre-school is the same as the school number: 01480 595885.

There is a dedicated Pre-school section on our website:
https://www.wintringhamprimary.co.uk/topic/pre-school

**Tapestry**

Whilst at Wintringham Pre-school, your child's learning journey will be documented through Tapestry. Tapestry is a secure online Learning Journal which is used to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. This system allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom.

Once you have provided us with an email address (forms will be given with initial paper work), then you are able to log on and view your child's learning journal. It is a collaborative document and we love to see what the children have been doing at home also. You are able to share photos, write comments or reply to observations and we would encourage you to do this. When an observation has been completed of your child, you will get a notification and can log on to view this.

You are able to access Tapestry through a web address or there is an app that you can download on Android or IOS.