

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 Funded Twos, 15 hour, expanded and extended codes 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 Roberts



Mrs Sayers

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.



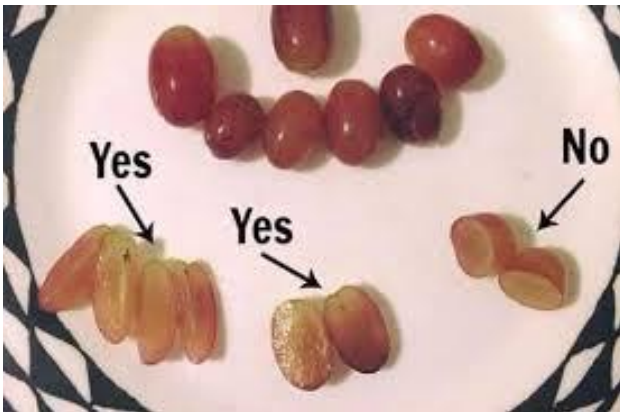
Sessions

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:

£19.50 per session (£6.50 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 school at any time. 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 see the below information from the Early Years Funding Team.

Early Years Funding Entitlements from September 2025



Funding Period		Dates child turns eligible age
1 January – 31 March	Spring	1 September – 31 December
1 April – 31 August	Summer	1 January – 31 March
1 September – 31 December	Autumn	1 April – 31 August

Name of funding	Funded Two's	Universal	Working Parent	
	Age at start of funding period	2 years old	3-4 years olds	9 months +
Max no of hours	15 hours	15 hours ^	30 hours	15 hours ^ (^ 30 hours in total)
Where to apply	Cambridgeshire children Cambridgeshire Education Welfare Benefits Team or through Provider Portal Children outside Cambridgeshire need to apply through their home LA	N/A	Childcare Choices website	
Eligibility code	Codes issued by Cambridgeshire start EWB Other LAs are in a different format	N/A	WP 11-digit code starting 11 or 50 For children in care see * below	
Eligibility information	Entitlement is from the funding period after the child turns 2 years old No need to reconfirm code Eligibility continues until the child can access their 3+ years universal entitlement (regardless of any change to circumstances) If a parent/carer has an authorisation code (EWB) and an eligibility code (WPE), the child can access up to 30 hours of funding. In this case the Funded 2's hours should be claimed first and then the WPE used for the remaining hours up to a total of 30 hours.	Entitlement is from the funding period after the child turns 3 years old	Entitlement is from the funding period after the child turns 9 months old Application to Childcare Choices deadline dates: 31 December for Spring funding 31 March for Summer funding 31 August for Autumn funding Code needs to be re-confirmed with Childcare Choices (Childcare Choices will send reminders every 3 months)	
Check code in portal?	✓		✓	
Where do hours go on portal claim?	Funded/Universal	Funded/Universal	Expanded/Extended	
DAF	✓	✓	✓	
Deprivation **		✓		✓
EYPP ** (max 15 hrs)	✓	✓	✓	

*** Guidance for children in care of the local authority for Working Parent funded hours:**

- Social worker makes an application to the County Council's Education Welfare Benefits team to get an eligibility code starting 40 which should be checked in the portal.

**** Supplements:**

- Deprivation for 3+ years, can be applied to both universal and extended hours, if postcode matches IDACI ranks, set nationally.
- Early Years Pupil Premium can be paid to eligible children from 9+ months and applied up to a maximum of 15 funded hours.

For more information please look at our webpage [Early years funding](#) | [Cambridgeshire County Council](#).

Released April 2025 v1.1

Funded Twos

Some two year olds are entitled to funded places if the family is in receipt of certain benefits or the child is looked after by the Local Authority (see our website for details of how to apply). The eligibility starts the school term after the child's second birthday. Although not all two year olds are entitled to a funded place, all children become eligible for 15 hours per week from the school term after their third birthday.

3 and 4 Year Old Funding

All 3 and 4 year old children are entitled to 15 hours per week funded childcare during term time (38 weeks per year), subject to completing a funding form and producing their child's original birth certificate or passport. The 3 and 4 year 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.

Eligible Working Families

Families have to meet certain income requirements to be eligible for a 30 hour extended working parent funding code for 2, 3 and 4 year old children. Applications for this funding should be made via the Best Start in Life (formally Childcare Choices) website and you will be given an eligibility code if your child qualifies. This needs to be provided on your child's funding form and needs to be re-confirmed every 3 months.

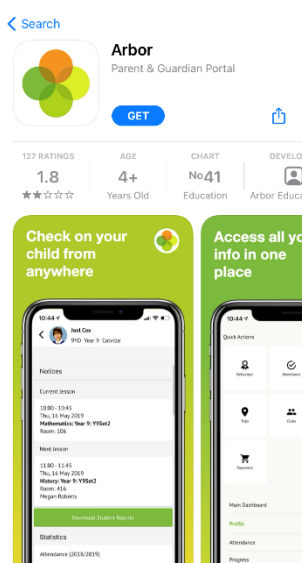
Tax Free Childcare Scheme

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 adaptations 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.

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 closed Facebook group, just for staff and parents/carers of children attending the Pre-school. We are unable to accept requests for membership of this group from anyone other than the parents/primary carers. The link for the group is:

<https://www.facebook.com/groups/397561551714119>

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.