



# Bromesberrow St. Mary's Early Year's Handbook

## Policies and Procedures



*'A place where children are happy  
to learn and happy to play.'*

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[www.bromesberrowschool.co.uk](http://www.bromesberrowschool.co.uk)

Bromesberrow St Mary's (C of E) Primary School  
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## Welcome to Bromesberrow St Mary's Early Year's Unit

In this handbook you will find information that we hope you find useful as you and your child join us for lots of fun and learning.

### Our Vision

We are a small, friendly setting, who pride ourselves on our 'bespoke' education, where each child is valued and recognised as an individual. We provide a child-centred, personalised approach to enable children to socialise, learn and play in a happy, nurturing environment. Our Children's interests are at the centre of everything we do, keeping them busy, interested and having fun!

### Our Aims

During their time with us, your child will be in an environment which aims to:

- Make them happy and comfortable in themselves, and confident to make new friendships
- Give them opportunities to learn at their own pace, with stimulating and inspirational activities catered to the needs and interests of the child.
- Provide an 'exploratory rich' environment, valuing the outdoors with an extensive outdoor area, including mud kitchen and Forest School opportunities.







to know us and gently introduces your child to our setting, environment and routines. Please speak to Mrs Carpenter if you are interested.

### **Bromesberrow Tots Playgroup**

Mrs Carpenter, our Early Year's Leader, runs a voluntary Parent and Toddler group (in conjunction with parents) every Wednesday 10am-11.30am using the school hall and outdoor area. This has been a great success and provides an excellent introduction to the Early Year's environment. Children from birth to school age are very welcome.



### **Early Years Overview**

We are registered for children from the age of 3 years. Our adult to Child Ratio complies with the statutory regulations of 1:8. We are open **Monday, Tuesday and Thursday from 9.10am to 3.10pm**, with the option for a half-day session on the Thursday only. We are hoping that over the course of the year, these sessions can be expanded subject to demand.

We are registered with Ofsted under the school's registration and governed by the Early Years Foundation Stage. Our Ofsted report can be seen in the school office or at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

We acknowledge the Government's "Every Child Matters: Change for Children Programme" which has at its heart a set of five outcomes for children:

- \* Being healthy - enjoying good physical and mental health and living a healthy lifestyle.
- \* Staying safe - being protected from harm and neglect.
- \* Enjoying and achieving - getting the most out of life and developing the skills for adulthood.
- \* Making a positive contribution - being involved with the community and society and not engaging in anti-social or offending behaviour.
- \* Economic wellbeing - not being prevented by economic disadvantage from achieving their full potential in life.

We are a Healthy School and as such provide children with a healthy fruit snack and a drink of milk or water in the morning. Lunch is then served in the school hall with the rest of Class One at 12pm for children staying the whole day. Healthy and appetising hot school lunches are available to order (you will be sent an order form for the term in advance) or a healthy lunchbox from home can be provided.

### Daily Routine:

It is important for children to have a regular routine during their time in the early years. The following timetable outlines how our day is generally structured. However, every now and again a fantastic learning opportunity will present itself and the timetable becomes flexible.

### Timetable.

**9.10am-9.20am:** Squiggle and Wiggle, our warm up for the day.

**9.20am -10.30am:** Literacy focused Adult led, small groups will take place during this time for Reception/Y1 children. Busy Learning time (time to play and explore) for Pre-schoolers/Reception.

**10.30am-10.45am:** Break time for Reception/Y1 children. Pre-school circle time.

**10.45am - 11.45am:** Maths focus adult led, small groups will take place during this time for reception/Y1 children. Busy Learning time for Pre-school/Reception.

**11.45am:** Tidy up time/ Song session

**12pm-1pm:** Lunchtime

**12.45pm-1pm:** Preschool circle time

**1pm - 2.30pm:** Afternoon activities which will include Phonics for reception/Y1, topic time, investigation and exploration child led learning.

**2.30pm-3.10pm:** Tidy up time, reflection time. Story.

## Curriculum and the Early Years Foundation Stage

**Overview:** The Early Years Foundation Stage (EYFS) sets out the statutory standards that all early years providers must meet, up until the end of the Reception year.

The four themes of the EYFS underpin all the guidance.

- A unique child: every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- Positive Relationships: children learn to be strong and independent through positive relationships.
- Enabling Environments: children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.
- Learning and Development: Children develop and learn in different ways. Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.

There are seven areas of learning in the EYFS. The Prime areas are Personal, Social and Emotional Development, Physical Development and Communication and Language. The Specific areas are Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

When we are observing children we are also considering Characteristics of Learning, which include Playing and Exploring, Active Learning and Creating and Thinking Critically.



More information can be found at [www.education.gov.uk/eyfs](http://www.education.gov.uk/eyfs)

**Summative Assessments:**

The EYFS requires EY's practitioners to review children's progress and share a summary with parents at two points: in the prime areas between the ages of 24 and 36 months and at the end of the EYFS/Reception year in the form of the EYFS profile. In Gloucestershire a Transition Record is completed at the end of pre-school before starting school for all children who receive funding.

Within the school environment we undertake summative assessments for reception and Y1 children termly (although our assessment is ongoing) and this is given to the head to be reviewed and discussed.

**Learning and Activities:**

We aim to provide activities that will promote all areas of learning, whether that be through adult-led activities (focused activities) or child-led activities (free play, child choosing opportunities).

Creative activities may include playdough, clay, paint and other messy activities. It is wise to send your child in clothes that you don't mind them getting mucky! We aim to include a daily singing session and we are able to use the schools extensive percussion instruments.

Outdoor activities include bikes and trikes, big building bricks, sand and water play and our Digging Kitchen.



We provide a range of opportunities that encompass maths and literacy in a non-direct way. We love to find rhyming words and describing words, to count our steps and how many bricks it took to build our tower. Focused activities include following the Phase One Letters and Sounds, preparing your child to start school.



### Learning Outdoors

The link between effective learning and play is a fundamental principle that underpins the Early Year's Curriculum. Tina Bruce, a leading specialist in early childhood education, cites that:

"The best way to prepare children for their adult life is to give them what they need as children."

We pride ourselves on our outdoor provision, which actively promotes exploratory play and encourages a sense of curiosity. It is our belief that the outdoors environment encourages resilience and thoughtful "risk taking", which in turn fosters our children's sense of achievement and self-confidence. Children at Bromesberrow are not afraid to try! The appropriately named "mud kitchen", sees children develop good social and communication skills as well as early maths, imagination and creativity.

We have a beautiful and productive allotment garden, where we grow our own produce. This again provides many learning opportunities, including cookery sessions.

We are very fortunate to be able to participate in Forest School activities in a dedicated Forest School Area. We learn to co-operate with each other, observe the natural world around us, problem-solve but most of all we love the hot chocolate



An undercover, sheltered area ensures that even if under a heavy shower children can still access the outdoor equipment. We really are out in all weathers! Please be mindful that at times your children may get messy but this will always be in the pursuit of learning and fun! Wellies, wet weather gear and aprons are provided, but a warm coat will still be necessary on a cold day.

### **Trips and Visits**

We strongly believe that learning takes place in many different contexts and situations and try to take children out to experience new things as often as we are able. With this in mind, we would ask you to fill out a permission slip so we can transport your child using our school minibus. The children (and staff) all love the minibus and the opportunities it presents. Children are closely supervised at all times with key adults at hand. The seatbelts are adjustable to the child's height, so booster seats are needed.

### **Photograph permission**

As part of our ongoing assessment for Tapestry; and to publish educational shots in the local newspaper and on our school website we will ask for you to sign a permission slip. All photographs taken of children are only ever published/used in the above ways.

### **3-4 Year Old Funding**

Your child is funded for up to 15 hours Preschool education (paid directly to the school) in the term after they are 3 yrs. old. (as below)

#### **3<sup>rd</sup> Birthdays**

*1<sup>st</sup> January - 31<sup>st</sup> March*

*1<sup>st</sup> April - 31<sup>st</sup> August*

*(September)*

*1<sup>st</sup> September - 31<sup>st</sup> December*

#### **Funding From:**

*From Summer Term (April)*

*From Autumn Term*

*From Spring Term (January)*

As part of your welcome pack, you will have a letter explaining this in further depth.

**Policies and Procedures:**

**Safeguarding**

At Bromesberrow St Mary's we are committed to creating a safe and happy community of learning and teaching, in pursuit of excellence in all and for all. It is our belief that every child has the right to feel Safe and that the business of Safeguarding is the business of all. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, April 2014). We are dedicated to the fulfilment of each individual's potential and will strive to enable all children to grow intellectually, spiritually and morally - through our care and guidance, into fulfilled human beings in an atmosphere of tolerance and respect. We will include and value everyone and be responsive to the needs of all.

**Special Educational Needs and Disabilities**

We are an inclusive school, who work closely with our families and other agencies to ensure every child has access to an education that is appropriate to their needs. Our site is completely wheelchair friendly and we have a disabled toilet. The SENCO for the school and Early Year's Unit is Mrs Hankins (Head teacher). Our School Offer of support for children with SEND and SEND Policy is available on our school website or on request from the school office.

**Admissions:**

Children can be admitted to nursery from their 3rd birthday if places are available. Attendance can be on a part time basis, mornings or afternoons or for whole days on the days of opening. We would always encourage whole days if possible, so that your child gets the opportunity to experience the whole curriculum and routine.

Limitations on numbers are governed by the amount of space and teaching staff available.

This is a school Early Year's facility and as such operates during term times only. Admission to the Preschool part of the Early Year's Unit does not constitute a promise of a place in the Primary School

The Head teacher will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place.

**Charging:**

The following charges are correct as of at April 2016 (we will give a term's notice of any changes to these). Invoices are sent to parents at the beginning of term and prompt payment is needed to secure the place. All days that are absent will be charged for unless there are exceptional circumstances and pre booked holidays (holiday forms are available on request).

Session charges -

9.10 am -3.10pm (6 hrs) Full Day Session (available on Monday, Tuesday and Thursday)= £27.00

Half day Session (9.10am-12.10pm) available on a Thursday only=£13.50

These charges are payable for all children not receiving 15 hrs funded hours (3-4 year old funding).

**Intimate Care and Toileting:**

To start at the Preschool children should be potty/toilet trained or working towards. We have easy access toilets at child height to encourage and promote independent use.

In the interest of promoting good health and hygiene practice, children wearing nappies will be changed promptly and appropriately. There is a changing unit within the toilets in the EY's Unit. Children are changed on a changing mat, which is wiped down after each use. Hypo allergenic gloves are used and disposed of after each child.

Nappies, wipes and nappy sacks must be provided by you, and put in a named bag. This can be left on the child's peg during the session.

We promote good hygiene by making sure children wash their hands after visiting the toilet. Pump dispenser soap and paper towels are used.

Our intimate care policy is available on request.

**Medical Conditions**

*Bromesberrow St. Mary's C of E School and Early Year's Unit is an inclusive community that aims to support and welcome pupils with medical conditions.*

Bromesberrow School and Early Year's Unit understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

We aim to provide all children with all medical conditions the same opportunities as others at school. Please see our website for our full policy or request a copy from the school website.

**Medicines:**

We are happy to administer a temporary course of medicine, but only if these are PRESCRIBED. The details need to be logged in the medicine folder in the main school office and the medicine kept in the locked cabinet in the office. When the medicine is administered two members of staff need to be present and both sign the appropriate documentation. Sun cream- please apply before school and send your child in with a sunhat.

**Absences:**

It is important for children to attend preschool regularly, as they would need to in school. This encourages a good sense of routine and most importantly helps children to feel settled. The Government are particularly interested in children attending for the free 15 hours, if they have signed up for these. To report absences (through sickness or other) please always ring the school office first thing in the morning to let us know. This is an important part of our safeguarding practice, so please support us with this. If you are planning a family holiday, we would ask that you fill in an absence request form, so that we can plan staffing and activities accordingly.

**Sickness and Infectious Disease:**

Diarrhoea and Vomiting: Please do not send your child to nursery until 48 hours after the last bout of diarrhoea and vomiting. This is in line with the Health Protection Agency Guidelines.

Infectious Disease: If your child has been diagnosed with an infectious disease, for example measles, please inform the Early Year's Unit as there are professional bodies we need to inform.

If your child falls ill within a session we will contact you immediately and request you collect our child. To ensure we can contact you promptly we would ask you to make sure your contact details are kept up to date in the school office- a sheet requesting contact details will be sent out to you in your welcome packs.

**Allergies:**

When your child starts in the Early Years you will be asked to complete a form which will include details of any allergies your child may have. If they require emergency medicine for that allergy it will be kept in the locked medicine cabinet and we may request staff training from the community nurse. A list of food allergies will be accessible to all staff to minimise any risks during snack time and lunchtime.

**Snack time and Lunchtime:**

We serve a healthy, fruit based snack in the morning. This is seen as a social time and the children sit together. Milk or water is offered and children are encouraged to pour their own drink.

We join the rest of the school for lunch in the school hall. Hot school lunches can be ordered via the school office or children can bring a healthy packed lunch from home.

**Risk Assessments:**

Comprehensive risk assessments are undertaken regularly and reviewed yearly and kept on file.

Daily risk assessments or safety sweeps take place for both indoor and outdoor activities. We aim to minimise risk but we also encourage the children to undertake their own 'risk assessments'. This helps to develop independence and resilience.

**Health and Hygiene:**

We ensure we are kept up to date with current Environmental Health Department's guidelines. Our daily routines encourage the children to learn about personal hygiene. Hands are washed thoroughly with soap and water before snack and lunch time and after visiting the toilet. We have a schedule for cleaning resources and equipment. The facilities are cleaned daily and to a high standard.

**Emergency Evacuation Procedure:**

The school has a comprehensive emergency procedure and fire drills are practised termly with the school. Should the fire bell ring staff calmly lead the children the safest way around the school and into the main playground. A register is then taken. In the unlikely event of an emergency where we had to evacuate the site, the school has a clear Emergency and Crisis Policy, which outlines the steps/procedures to manage this.

