



## Welcome to St Michael's Pre-School



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**“Children flourish and make rapid progress in their learning. They play in a highly stimulating environment and receive excellent support from staff.**

**Children are consistently encouraged to explore, think critically and make their own decisions in their play.”**

**OFSTED Nov 2015**

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*"Play is the highest form of research" Albert Einstein*

## St Michael's Pre-School Ethos

At St Michael's Pre-school we provide a warm, caring, enabling environment where children are safe and stimulated to explore and make sense of their world and their learning, enabling them to build on their existing knowledge. We recognise that young children's learning is holistic and provide a flexible, stimulating, challenging, yet achievable, inclusive curriculum based on our children's individual interests, learning styles, abilities, age-stage, cultures and backgrounds. Each child is observed, enabling practitioners to gain a deeper understanding of children's perspectives of their environment. All children are valued and respected for their own abilities, interests, ideas, thoughts and opinions - every child is unique. We actively promote diversity, decision making, free choice and encourage children to take risks. We acknowledge the importance of The Child's Voice, promoting communication skills in all areas of our setting. Our children will develop into competent learners who recognise their own abilities and limitations.

We recognise that families are the first and most powerful influence on childhood learning and development. Practitioners, creating positive relationships with families provide children with the best learning and development opportunities. We acknowledge that care and learning are inseparable. We acknowledge, respect and welcome all families regardless of their socio-economic, cultural and linguistic backgrounds, acknowledging that these factors create their own unique experiences, which we want to share. We provide opportunities for all children to be part of the community, helping them to take part in society and develop their own cultural and spiritual beliefs. We recognise the web of family and community is the children's key anchor for early development.

We recognise the importance of providing our children with the opportunity to explore all areas of the environment and provide free-flow indoor/outdoor play, which develops healthy bodies and minds. We actively promote all aspects of healthy living and positive life-style choices.

*The development of a child's brain holds the key to the child's future.*

*We understand that our success can only be measured by the happiness and development of the children we care for.*

*Our children are our future.*

## Hello and Welcome to St Michael's Pre-School

We look forward to sharing your child's journey through pre-school. Our welcome pack includes lots of information that we thought you would like to know to help you and your child settle in, and we're here to help if you have any questions or concerns.

### Home Visit

We will contact you to arrange a home visit with your child's Key Person. The purpose of this is to meet the child in their secure environment and begin to create a trusting relationship with both yourself and your child. It is very informal and will last approximately 1 hour. During the visit the Key Person will gather information to ensure that we are able to meet your child's individual needs and interests.

### Taster Sessions

Taster sessions are available prior to your child's start date. This enables you to visit the setting with your child, have a look around, familiarise yourself with the environment, staff and other children. We have found these invaluable in supporting your child's transition into early education.

### Our Contact Details:

St Michael's Pre-School  
Mace Road  
Stanground  
Peterborough  
PE2 8RQ

Manager: Sue Willner  
Deputy Supervisor: Jennifer Childs



Tel: 01733 686158/07468242720

Email: [office@stmichaelspreschool.org.uk](mailto:office@stmichaelspreschool.org.uk)

Website: <http://stmichaelspreschool.org.uk>

Facebook: <http://www.facebook.com/public/St-Michaels-Preschool-Stanground>

Ofsted Registration Number: 256826

Registered Charity Number: 1110379

If you would like to see a copy of our Ofsted report then please visit the Ofsted website:  
<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>

## Introduction

### Pre-school Opening Times

Monday 8.30am - 11.30am  
12.00pm - 3.00pm  
Tuesday 8.30am - 11.30am  
Wednesday 8.30am - 11.30am  
12.00pm - 3.00pm  
Thursday 8.30am - 11.30am  
12.00pm - 3.00pm  
Friday 8.30am - 11.30am  
12.00pm - 3.00pm

### All Day

8.30am - 3.00pm  
  
Closed PM  
8.30am - 3.00pm  
  
8.30am - 3.00pm  
  
8.30am - 3.00pm

(When you arrive, knock on the door to be allowed in securely.)

### Fees

Fees are payable in advance to ensure that your child's place is secured. Please ask for a price list. Fees are still paid if a child / children are absent through illness or holiday. Extra sessions must be paid for prior to your child attending that session or on the day. Fees in arrears must be paid for as quickly as possible. Please see our fees policy, which is available every session in the Parents / Carers' Area and also on our website, for further details. We are here to help, so please feel free to speak to the manager, if you should have any concerns or issues.

### Lunch

If your child is staying all day please provide a packed lunch in a named insulated lunchbox. At St Michael's Pre-School we promote and encourage healthy eating.

#### *Some ideas for healthy lunchboxes:*

A sandwich/wrap	Crackers and cheese/ham
Cold pasta or rice salad	A small packet of crisps
One small chocolate bar or cake	Yoghurt or fromage frais (with spoon)
One or two small pieces of fruit	Salad sticks e.g.; carrot, celery, cucumber

Please refrain from including sweets or fizzy drinks in your child's lunchbox. **Due to allergies please ensure all foods are NUT FREE.**



### Health Eating

It is important for children to eat healthily. At St Michael's we believe in healthy eating so therefore we offer a range of fruits, breadsticks, toast, carrot and cucumber sticks at snack times which help towards the 5 portions of fresh fruit and vegetables a day each child needs. We also offer milk and water to drink. Snacks are available in the morning and afternoon (after lunch). Water is always available for the children to drink. Some of the foods provided for snack and cooking sessions may contain Allergens. If you would like more information on these, please speak to a member of staff.



### Outdoor Play

We offer free flow indoor and outdoor play, regardless of the weather. So, please make sure that your child is dressed appropriately. At St Michael's Pre-school we recognise and embrace the fact that children thrive better in their preferred environment of play. Outdoor activities include running, climbing, balancing, obstacle courses, balance bikes and lots more activities. This promotes physical development as well as wellbeing.



### The First Few Days

We want your child to feel happy and safe while with us. To make this happen, your child's key person will work with you to ensure you and your child receive the best care and learning opportunities. Each child is unique, so we tailor requirements to meet their needs.

## Illness

Please do not bring your child if they are unwell. If your child has had sickness or diarrhoea, please keep them away from pre-school for **48 hours** after it has finished. Staff are happy to discuss any health issues with you, if you are unsure as to whether your child is well enough to attend Pre-school. All absences must be reported, therefore, please ring us to report absence on 01733 686158.

## Medicine

We can only give medicine that has been prescribed by the doctor and in its original packaging. We'll complete an Administering Medicine form together, to authorise us to do so. Children with Asthma or other conditions that require an inhaler **must** have an inhaler in Pre-school at all times.

## Useful Tips

Old clothes are best for playing in. we do use aprons for messy play but it is surprising how messy children get!



Try to dress your child in clothes and shoes that they can manage to do themselves as this helps to promote self-care skills. Your child will need wellies on a daily basis, **which should be taken home at the end of each session.** Please bring a change of clothes in a named bag, along with nappies and wipes (if required). **Ensure your child's name is on all of your property.**

## Items available to purchase

We have joined the Tesco embroidery service so t-shirts and other items, including a reversible jacket, are now available to order through this website - [www.myclothing.com](http://www.myclothing.com). The drawstring bags and songbooks are available to order through the preschool.

### **T-shirts**

T-shirts are 100% cotton polo shirts, embroidered with St Michael's Pre-School name. Having a school T-shirt is not only practical, but children feel a sense of pride when wearing a uniform too.



These can be ordered from [www.myclothing.com](http://www.myclothing.com) at a cost of £5 - Please choose Navy Blue for the children as a practical choice. Key Workers wear other colours to identify their group.



Our drawstring bags are ideal for change of clothes and shoes. They have St Michael's Pre-School logo on the front and have a space for you to write your child's name on. Available in green at £3 per bag.



Our song book can be purchased from the setting at a cost of £2

## Order Summary

Child's Name: \_\_\_\_\_

Number of bags required: \_\_\_\_\_ Cost £ \_\_\_\_\_

Number of songbooks required: \_\_\_\_\_ Cost £ \_\_\_\_\_

Total Cost £ \_\_\_\_\_

The commission from these sales go towards our fundraising efforts.



## Daily Routines

Routine	Action
1 <sup>st</sup>	Hang up coats near fire exit door and put wellies on welly rack
2 <sup>nd</sup>	Check your child's tray for letters etc
3 <sup>rd</sup>	Child to Self-register
4 <sup>th</sup>	Children to gather in the small room to welcome everyone and talk about the day ahead
5 <sup>th</sup>	Begin free-flow play
6 <sup>th</sup>	Snacks available 9.15am-10.15am/1.00pm -2.00pm
7 <sup>th</sup>	Tidy up together 11.15am/2.30pm
8 <sup>th</sup>	Small group time/Lunch time
9 <sup>th</sup>	Home time for sessions 11.30am/3.00pm
10 <sup>th</sup>	Afternoon session begins - 12.00pm Routine as per morning.



### Child Collection

Please collect your child promptly at the end of the session. If somebody else is collecting your child it is very important that you tell us. You will have to sign the collection book if they are not on the registration form. We will then agree a password for security and they should bring ID. If a child is uncollected we try to contact the parents first. If unsuccessful we try other contacts on the registration form. During this time the child is cared for by two members of staff until someone arrives. There are further details in the 'Uncollected Child' policy. If you are delayed in collecting your child for any reason, please contact us asap on 01733 686158.

### Fire Drills

We practice fire drills on a regular basis. A whistle sounds the alarm, we line up and exit via the front or back door and walk to our meeting point, which is at the church. St Michael's Pre-school has an appointed Fire Marshal. A notice will be displayed when a fire drill has taken place. Our place of safety is in the church.



### Polite Notice

Just a reminder that while you are in the building your child is still your responsibility. Please do not let your child run around, this is to prevent accidents.

### Parents Taking Photographs

We do ask that parents / carers refrain from taking photographs in the setting of their child or other children. This is a requirement by law. We do take photographs as part of observations of your child / other children for their Learning Journals.

### Mobile Phones

Parents / carers are asked to refrain from using their mobile phones in the setting to safeguard our children. This is a requirement by law. If you are helping at Pre-school you must leave your mobile phone in the kitchen in the designated area.

### St Michael's Pre-school's Policies and Procedures

Our policies and procedures are a thorough representation of our practice and can be found

in the parent area or on our website.

### A Bit about the EYFS and Tapestry

We follow the EYFS (Early Years Foundation Stage). Your child's achievements are recorded in their Learning Journal. This will be an electronic Learning Journal which is produced using a secure education software package called "Tapestry".

If you would like to read more about these, please click this [link](#) and this [link](#), or visit our website.

The curriculum is made up of seven areas of learning; Communication and Language, Physical Development, Personal, Social and Emotional Development, Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

We observe the children and add our observations to their Learning Journal. These are linked to the EYFS to monitor your child's progress. Parents are encouraged to upload observations, photos etc. to Tapestry to help build a holistic view of your child's learning. If you would like to know more please see a member of staff.

Tapestry online Learning Journals allow you to view your child's observations and photographs from their time at Pre School. However, we will also discuss your child's progress and share their Learning Journal with you at our parents' evenings, which are held twice yearly.



### Parent Partnerships

We feel that parent partnerships are an integral part of your child's education and we shall endeavour to work with you to provide your child with the very best care and education.

You will be provided with a 'home diary' to use to help share significant/new experiences, interests, new likes/ dislikes, general daily activities which your child has enjoyed as well as any questions or concerns you may have. Our door is always open should you wish to speak to us in person.

Other communication methods include; emailing a general newsletter, ECAT and planning



newsletter, Committee meeting notes and general letters and notices, occasionally, we will put printed notices and letters in your child's tray. We have a website [www.stmichaelspreschool.org.uk](http://www.stmichaelspreschool.org.uk) where you can find information on a variety of topics. We also have a private closed Facebook page for parents to view notices and photos. There are several display boards within Pre-school.

### School Readiness Initiative

At no extra cost to you, we provide a school readiness activity. As these will help prepare children for school. Our activities include learning on iPads and Innotabs (ICT), cooking sessions, dance, focused activities and sports sessions.

Cooking is done with staff and parent volunteers, ICT is provided by staff and all other activities are provided by external company's. See our website for further details.



### Book Swap and Resource/Book Lending Library



We offer a Book Swap service at pre-school which allows parents to swap books on a regular basis. Our Book Swap box can be found in the Parent Area and you can swap books as many times as you like. It is normally full of a nice variety of books and donations are always welcome. Although it is called "Swap" you are allowed to take a book, without adding another in return or indeed, take a book and keep it if you so wish.

Also, if you would like to take a story book home for you and your child to enjoy together, please feel free to do so. There is a box placed in the parent/carer area for you and your child to choose one. Please return the book to the box when you have finished and choose another one. Also, there is a Resource Lending Library, which you can use to book out and borrow resources such as games, jigsaws and puppets. Please do not hesitate to speak to a member of staff for further details.

### Wow Moments and Magic Moments

Our Magic Moments is a board for children to bring in photos of their "magic moments", which we can all share.

Wow moments are your child's achievements, however small. From using a spoon to feed themselves, using some number names, making marks with their pencil, saying some new words, writing their name, riding a bike to dressing themselves or counting to ten. Add photo's and a comment on Tapestry.

### Parent Volunteers

We welcome parents / carers into our setting at anytime. If you have a skill / occupation / culture you'd like to share with the children please let us know. We also invite parents /



carers to get involved more regularly by volunteering as often as you can, once a week / month etc. Parent helpers will need to have a DBS Check to volunteer in pre-school. As a volunteer a check is free to do, but an admin fee is incurred for processing your DBS application, please speak to us for more information.

### Meet The Team



**Sue Willner - Manager Lvl5**  
Curriculum Foundation Stage  
CoOrdinator.  
Student Liason Officer  
Child Protection Lead  
Data Protection Lead  
In setting - Monday to Thursday



**Jennifer Childs - Deputy Supervisor Lvl 3**  
Training Co Ordinator  
Behaviour Management Lead  
SENCO  
  
Red Group  
  
In setting - Tuesday, Wednesday, Thursday AM, Friday



**Leanne Budnik - Level 3 Early Years Practitioner**  
  
Orange Group  
  
In Setting - Monday Tuesday Wednesday Thursday



Rujnay Kaur Level 3 Early Years Practitioner

Blue Group

In Setting Monday, Tuesday, Wednesday, Thursday



Sarah McCloskey Level 3 Early Years Practitioner

Yellow Group

In Setting Monday, Wednesday, Friday



Katie Morman Level 5 Early Years Practitioner

Green Group

In setting Monday, Tuesday, Thursday, Friday



Susie Waugh - Training Lvl3 Practitioner

Pink Group

In setting Monday Tuesday Thursday Friday



Ian Molyneaux Level 3 Early Years Practitioner  
Health and Safety Officer

Maroon Group

In setting Tuesday, Wednesday, Thursday, Friday

## Protection and Confidentiality (GPDR)

- General Data Processing Regulation came into force May 2018.
- All personal information collated is stored securely.
- Personal information is not shared with other agencies or in public, unless prior authorisation has been given.
- Individuals have a right to request access to all personal information held and to be 'forgotten' at anytime - Requests must be responded to within one month.
- Please refer to our privacy Notice on our website.

## Information we hold about you and your child

We have procedures in place for the recording and sharing of information (data) about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family].
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which the data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purpose for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

St Michael's Pre-school have the highest regard for confidentiality at all times. Any breach of confidentiality is taken very seriously and is reported to the ICO.



## Supportive Practise

### ECAT (Every Child's A Talker)

An initiative called ECAT was created to address concerns in children's speech delays before they start school. Major factors include today's lifestyles e.g. mobile phones, background noise (TV), dummies and electronic devices, as well as the pressures of busy family life.

We have developed areas of the room and garden to create child-friendly communication areas and places of interest to encourage the children to communicate with other children and adults.

All parents/carers are welcome within the setting to talk to practitioners and other parents; read our literature, look at photos or sit and watch their child play.

We provide an ECAT Newsletter each half term. If you would like more information please feel free to have a look at our website, click the [link](#) or speak to a member of staff.



### REAL (Raising Early Achievements in Literacy)

During 2017/2018 the setting has been involved in the REAL project; This is an initiative rolled out by NCB (National Children's Bureau) to raise children's early achievements in literacy.

Our aim is to inspire our parents and children to embrace the four strands of literacy - books, mark making, environmental print and language. If you would like more information please feel free to have a look at our website, click the [link](#) or speak to a member of staff.

## Supporting Children with Special Educational Needs, Learning Difficulties and Disabilities

At St Michael's pre-school we provide an environment where all children, including those with Special Educational Needs (SEN) are supported to reach their full potential. We have an Equality of Opportunities policy and we ensure that our Inclusive Admissions policy ensures equality of access and opportunity for all children.

We ensure we do not discriminate against a child with a disability or their family, or prevent entry to our setting, on the basis of a protected characteristic as defined by the Equalities Act 2010. This includes disability. Activities and experiences can be differentiated to meet individual children's needs, enabling all children to feel valued and included. For more information please view our Supporting Children with Special Educational Needs Policy.



The role of a setting SENCO:

- To liaise with parents, key persons and to create a close working positive partnership;
- To liaise with other agencies, who are professionals involved with children with special educational needs who help to support the setting SENCO;
- To give advice and support and work closely with all staff that may have a special educational needs child in their group;
- Ensure SEN support documents and other records are kept securely and reviewed and updated as required, working closely with parents, agencies and staff;
- Monitor and review any action taken, through regular meetings with parents, professionals and staff;
- Plan future support for the child, includes transition into school / other setting along with parents, professionals and staff.

If you have any questions, or wish to discuss anything further, please feel free to speak to your child's Key Person or, our SENCO practitioner at pre-school.

## How Children play and Learn

Through play, it is usual for children to demonstrate and repeat certain behaviours, which enable them to make sense of the world around them. These behavioural patterns are known as schemas and can be observed in children's Characteristics of Learning.

Identified schemas are;

- **Trajectory – interest in up and down and along and back.**

A child may play with running water in the bathroom, climb up and jump off furniture, line up the cars, bounce and kick balls, throw.

- **Rotation – interests in things that rotate.**

A child may be fascinated by the spinning washing machine, love anything with wheels, roll down a hill, enjoy spinning round or being spun round.

- **Enclosure and containing – interest in boundaries and putting objects in containers.**

A child may put their thumb in and out of their mouth, fill up and empty containers of all kinds, climb into large cartons, sit in the tunnel, build cages with blocks.



- **Enveloping – covering.**

A child may cover themselves, wrap a doll in a blanket, sit in the sand tray and cover their legs or toys with sand, stick masking tape to cover objects.

- **Transporting – moving things about in different ways.**

A child may carry all the bricks from one place to another in a bag, the sand from the tray to the home corner in a bucket; push a friend in a pram.

- **Transforming**

A child may add juice to their mash potato, or sand to the water tray, enjoy adding colour to corn flour or making dough.

## Something to think about

### Children Learn What They Live

By Dorothy Law Holte

If children live with Praise, they learn appreciation.

If children live with criticism, they learn to condemn.

If children live with honesty, they learn truthfulness.

If children live with fear, they learn to be apprehensive.

If children live with fairness, they learn justice.

If children live with tolerance, they learn patience.

If children live with encouragement, they learn confidence.

If children live with recognition, they learn it is good to have a goal.

If children live with security, they learn to have faith in themselves and in those about them.

If children live with acceptance and approval, they learn to love and to like themselves.

If children live with friendliness, they learn the world is a nice place in which to live.