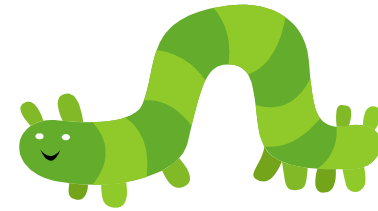


# **Abbots Farm Preschool**



**Welcome to our Preschool**

**Information for Parents**

**2023/2024**

## **Staff**

**Teacher:** Ms Debbie Townsend

**Early Years Educator:** Mrs Debbie Davies

**Preschool Assistants:** Miss Hannah Bradshaw

## **Contact details**

Telephone: 01788 543093 Email: [admin2410@welearn365.com](mailto:admin2410@welearn365.com)

**School website** [www.abbotsfarm-inf.org](http://www.abbotsfarm-inf.org)

## **Session times**

8:45 – 11:45	Morning Session (Doors open at 8:35)
11:45 – 12:30	Lunch Club
12:30 – 3:30	Afternoon Session

If you would like additional sessions the cost is £16.50 per session.

## **Lunch club times**

The cost for the lunchtime club is £6.50 per lunch.

Please wait by the Preschool entrance, at 11.45 am the Pre-school staff will allow the children into lunch. At the end of lunch time the children will be handed to their parent/carer at 12.30 pm.

## **Key Person**

Your child will have a Key Person who is responsible for keeping records and photographs and will be your point of contact. These will be allocated in September once your child has settled. All staff work and share responsibility for all children, so if you cannot see your child's Key Person please approach any member of staff who will try their best to help you.

## **SENCO**

Miss Hetherington is the SENCO for school and Preschool. The role of the SENCO or Special Educational Needs Co-ordinator is to support staff in identifying needs and ensuring that, if your child has additional needs these are met.

## **Uniform**

The uniform is optional; our sweat shirt colour is red with a green caterpillar. This can be purchased from [www.myclothing.com](http://www.myclothing.com).

To enable the children to be independent jogging bottoms, t-shirts, sweat shirts and shoes with Velcro fasteners are a practical and easy option. Old clothes and soft shoes are best for wearing when playing.

## **Absences**

The Preschool must be notified of absences and the reason for the absence on the first day of absence and then updated regularly throughout the absence. The preschool reserves the right to give the place to another child after 5 consecutive sessions have been missed without a reasonable explanation. A letter to parents will be sent as a record that this has taken place.

Due to the regulations regarding funding for under-fives, it is necessary to keep a register of attendance. If you are going on holiday during term time, you need to fill in a holiday form. If the school does not receive funding for these sessions you may be charged.

### **End of session**

Please pick up your child promptly. If they are the last to arrive, the children often become worried and upset, and then find it hard to settle when left at the next Preschool session. If you are more than 10 minutes late on 3 occasions you will receive a formal letter. If this continues the sessions will be withdrawn.

### **Consent for adults picking up from Preschool**

When you drop your child off you will be required to sign in and name who is picking up your child. We will not let your child go with someone different from on our list even if they are known to us unless the office has been informed and a password has been put in place. We will use the password system whilst we are getting to know parents during the first few weeks.

### **Naming clothes**

Labels or names in clothing is essential the children getting very upset when they cannot find their own clothes. Seeing a name in a jumper also helps the child to recognise their own name.

### **Wet weather clothing**

Send your child with waterproof clothing, jackets, trousers and wellington boots on a regular basis. Our outdoor early year's curriculum means we are outside whatever the weather.

### **Change of clothing**

Please supply a change of clothes and a packet of wipes in a drawstring bag, for your child. In case, they have an accident or gets wet or messy. A requirement of the Early Years Foundation Stage is that children access the outdoor area in all weathers

therefore please supply a pair of named wellington boots which **stay** at Preschool at all times.

### **Medical**

Please ensure that you observe the illness exclusion period; ask your doctor if in doubt and notify us immediately. This is particularly important with regards to German measles. Keep your child away from Preschool if he or she is suffering from sickness or diarrhoea for 48 hours after they are unwell.

### **Inhalers (Medication)**

A medical consent form needs to be completed if your child requires an inhaler. We also require a clearly marked Inhaler (child's name) at Preschool, therefore, speak to your GP to get a second inhaler. If your child requires any other medication please contact the school office for a medical consent form and they will advise on a course of action.

### **Food Allergies**

Please ensure you have completed food allergies section of the Admission Form.

### **PE**

We have two sessions in the hall where we use small and large apparatus. It would be an advantage if your child could wear jogging bottoms/leggings and t-shirt. To enable the children to be safe we encourage them to take off their shoes and socks. Could you also teach your child to take their shoes and socks off by themselves and put their socks into their shoes.

## Messy Play

We indulge in lots of messy play i.e. painting, gluing etc. This can result in the children getting quite messy (even though aprons are provided) children should not wear 'best outfits' that could be spoilt. On occasions paint might get on clothes, the best method we have found to remove it: soak in cold water then wash with non-biological washing powder or ordinary house soap. We also use acrylic paints for some of our projects these paints are not washable.

## Learning Evidence

We use Class Dojo to capture evidence of your child's learning. This is an online platform where we will store photos of your child learning on their portfolio and we also share information about Caterpillars on our Class page and information about what is happening in school on the school page. You will also be able to upload photos to your child's portfolio so we can celebrate this in school. These can be something your child has done, a visit to the park, library, or a day out or an achievement such as if your child has gained a dancing, gym, or swimming certificate. You will be sent an invite via email to connect to Class Dojo. Please accept the invitation.

## Dates for diary

The week beginning 4<sup>th</sup> September our staff will be arranging home visits. You will also be invited to attend two stay and play sessions for you to attend with your child.

Preschool begins: **Monday 11<sup>th</sup> September** at you allocated start time.

## Training days

**School is closed on the following days:**

Friday 24<sup>th</sup> November 2023

Monday 8<sup>th</sup> January 2024

Friday 21<sup>st</sup> June 2024

## Term dates

### Autumn 2023

**For Preschool start of term: Monday 11<sup>th</sup> September 2023**

Half term: 30<sup>th</sup> October-3<sup>rd</sup> November 2023

Start of term: Monday 6<sup>th</sup> November 2023

Christmas Holiday: 25<sup>th</sup> December- 5<sup>th</sup> January 2024

### Spring 2024

Start of term: Tuesday 9<sup>th</sup> January 2024

Half term: 12<sup>th</sup> -16<sup>th</sup> February 2024

Start of term Monday 19<sup>th</sup> February 2024

Easter holiday: 25<sup>th</sup> March -5<sup>th</sup> April 2024

### Summer 2024

Start of term: Monday 8<sup>th</sup> April 2024

**Bank holiday: 6<sup>th</sup> May 2024**

Half term: 27<sup>th</sup> May – 31<sup>st</sup> May 2024

Start of term: Monday 3<sup>rd</sup> June 2024

**End of term: Friday 19<sup>th</sup> July 2024**

**If you are worried about anything concerning Preschool please speak to one of the adults or ring the school. We do not want you or your child to worry and become unhappy.**