

**WELCOME TO
WROUGHTON PRESCHOOL**



**The Church Hall
Priors Hill
Wroughton
Swindon
SN4 0RT**

www.wroughtonpreschool.co.uk

**Ofsted reference number 507874
Registered Charity number 291748**

CONTENTS

- **Contact information**
- **Our vision**
- **Our aims**
- **How your Preschool is run**
- **How to get the most out of Preschool**
 - **Golden Rules**
 - **Suitable clothing**
 - **Towels for our sessions**
 - **Health**
 - **Special or educational needs**
 - **Supporting your Preschool**
 - **Story time**
 - **More ways to help**
- **General administration**
- **Your child's first day - things to remember**
- **Collection of children**

PRESCHOOL CONTACT INFORMATION

Wroughton Preschool
The Church Hall,
Priors Hill,
Wroughton,
Swindon,
SN4 0R

For session information, waiting lists, fee enquiries or assistance with the Interactive Learning Diary please contact Katie on 01793 798000 or email her on wroughtonpreschool_enquiry@live.co.uk

For enquiries relating to your child currently at Pre-school please call 01793 812888 between 9am and 3.30pm.

Please visit our website www.wroughtonpreschool.co.uk or our Facebook page <https://www.facebook.com/wroughtonpreschool> for more information on our Pre-school, sessions, policies, information for parents/carers, future fundraising events and news.

CONTACTING YOU

Please let us know immediately if you change your home/mobile telephone number, address etc.

This is vitally important in case we need to contact you urgently.

Thank you

OUR VISION

A registered charity, Wroughton Preschool opened in 1974 and has been running for over 40 years. During that time, generations of families have passed through our doors.

We endeavour to provide the highest standards of care and education to all our children. As such, we follow the Early Years Statutory Framework (EYFS) and have a passionate, dedicated team of staff who are proud of the fun and safe learning environment we offer.

We strive to create a setting where children are stimulated and challenged, where enjoyment and fun are linked with discovery and learning and the needs of each individual child are of paramount importance.

OUR AIMS

- Treat each child as an individual and ensure that we meet all their needs in accordance to their development stage
- Provide a high quality affordable preschool
- Ensure that Wroughton Preschool abides by all relevant legislation including, but not limited to, the EYFS Framework
- Recruit preschool team members under the safer recruitment policy, ensuring they will provide high quality care and education to all children

HOW YOUR PRESCHOOL IS RUN

Wroughton Preschool is a charity run by a management committee who work closely with the staff to ensure the smooth running of the preschool. The committee members are all volunteer parents/carers who are elected by the parents of children at the preschool.

Getting involved with the committee is a great way to get to know other parents and to have some influence over what happens at preschool. If you would like to join the committee and have a say in how the preschool is run, please let us know by emailing the Chair wroughtonpreschoolcommittee@gmail.com

All parents and carers are invited to attend our Annual General Meeting (AGM) which is held in October. At this meeting the new members will be elected.

The preschool cannot legally operate without a full committee so please consider joining. It really is a case of 'the more the merrier'.

The committee usually meets once every 4-6 weeks (sometimes virtually) to discuss, organise and help with fundraising events and activities. They will also check the finances and ensure that the needs of the children and staff are being met.

THE PRESCHOOL TEAM

Zena Warburton - ZenaW.wps@outlook.com

Room Supervisor and Designated Lead for Safeguarding and Child Protection. Health and Safety Lead.

Katie Woodcock - wroughtonpre-school_enquiry@live.co.uk

Administration Supervisor

Charlotte Dimbylow - CharlotteD.wps@outlook.com

Deputy Supervisor/Deputy Designated safeguarding Lead

Jenny Pring - Jennyp.wps@outlook.com

Special Educational Needs Co-ordinator (SENCO) / Early Years Educator

Heidi Fisher - HeidiF.wps@outlook.com

Deputy SENCO/Early Years Educator

Danniella Green - DanniellaG.wps@outlook.com

Early Years Educator

Leonie Olive - Apprentice Early Years Educator

BANK STAFF

Sonya Sutton

Collette Sear

Jane Brown

Steph Kerrigan

HOW TO GET THE MOST OUT OF PRESCHOOL

GOLDEN RULES

We use Mr Potato Head to encourage our children to follow these positive golden rules to help promote good behaviour within the setting. We appreciate parental support with reinforcing these rules when necessary.



Eyes

I use my eyes to look at my teacher



Hands

I have kind hands and help to tidy up



Mouth -I use my indoor voice



Feet

I use walking feet inside Preschool



Ears I use my listening ears



I will sit on my bottom at circle time

SUITABLE CLOTHING

We ask that children come dressed in loose fitting clothes that are appropriate to take part in all the fun and messy preschool activities.

Please label all your child's clothing (especially hats and coats) and also their lunch box and bag. This saves valuable time at the end of a session as duplicates are common.

The children play outside everyday so please always ensure your child has a coat. We encourage the children to try putting their coats on by themselves to help encourage independence. We would appreciate your support with this at home.

In hot weather, all children will need a named sun hat and it is advisable to apply sun cream before they arrive at preschool. Please provide sun cream for re-application during the day, again with their name on.

TOWELS FOR OUR SESSIONS

Each child will have their own peg with a towel provided for use after washing their hands.

To ensure the children have clean towels to use each week we ask parents to take turns to take the towels home on a Friday to wash at the weekend and return them on a Monday morning.

There is a parent help rota and we would really appreciate it if each parent could sign up at least once a term

HEALTH

We have been advised by the NHS of the recommended length of time a child should refrain from attending Pre-school when they are unwell. If your child is suffering from any of the following conditions, please ensure you keep them at home until:

Covid-19

Separate guidance will be issued to all parents and carers

Chicken Pox

The spots are dry and have all scabbed over-approximately 5 days after the spots appear

Head lice

After treatment has started

Sickness/Diarrhoea

48 hours after symptoms have stopped

HEALTH

Flu

5 days minimum has passed

Ringworm

After treatment has started

Slapped cheek (Parvovirus B19)

5-7 days have passed

Hand, foot and mouth

The blisters are dry and have all scabbed over.

Asthma Inhalers

A blue reliever inhaler must be kept at preschool for all children with asthma.

If a child becomes ill or has an accident at preschool, parents will be contacted as soon as possible. Please ensure we have up to date contact numbers.

PLEASE NOTE THAT ALL PARENTS AND CARERS WILL BE NOTIFIED IF OUR ROUTINES AND PROCEDURES NEED TO TEMPORARILY CHANGE (E.G. DURING A COVID-19 OUTBREAK)

SPECIAL OR ADDITIONAL NEEDS

Some of our children may have special or additional needs. This could be a developmental need or they may require support with a health issue. Special needs is a phrase that can concern parents and carers, however you may be surprised just how many children have a particular need. Recognising there is an issue and talking to the preschool as early as possible is key to ensuring your child gets the support they require.

If you have a concern about any areas of your child's development, please talk to us. It may be that your child is having difficulties making themselves understood or struggling to grasp a certain area such as colour recognition. Equally, you may have observed that your child appears particularly advanced in a specific learning area and you need reassurance that they will continue to be stimulated by the activities provided by the setting. Please talk to us so that we can always support your child effectively.

The first contact would be your child's keyperson. You are also more than welcome to speak to Zena (Supervisor) or Jenny who is our Special Educational Needs Co-Ordinator (SENCO)

Information packs on Special Educational Needs are also available, please ask for a copy.

All information will be treated in the strictest confidence as we work together on how best to support your child.

SUPPORTING YOUR PRESCHOOL

Parents and carers are the most important educators in their child's life and it is really important that we build close links between preschool and home. We would love you to come in and help. All parents, grandparents and carers are welcome at any time.

We ask for parents to volunteer in the preschool session. This could be to read a story, wash up after snack, clean paint pots or prepare crafts.

Please speak to a member of staff if you are able to help.

*During Covid-19 restrictions, visitors may not be allowed.

DONATIONS

We have a limited budget for snacks, so donations of crackers, fresh or dried fruit, cheese or biscuits would be appreciated once a term from all families. We also sometimes ask for help with buying wet wipes, J cloths and hand soap etc. Please keep an eye on the white board for our current wish-list.

All donations are really appreciated. Thank you.

STORY TIME

At the end of each morning (12:00) and afternoon session (15:00) we have a group story time for the children.

Story time provides a valuable opportunity for children to listen to stories, join in with songs and action rhymes. They can also ask questions, make comments about the stories and talk about their own experiences. A story time is more valuable to children when they are in smaller groups because they will have more opportunities to take part in discussions and ask questions.

We can have as many as 28 children in a session. We do like to split the children into 2 smaller groups whenever possible and it is for this reason that we ask for parents to volunteer to have a small group to read to. This involves coming into Preschool 20 minutes before the end of the session and reading a story and/or singing a nursery rhyme to a group of about 6 children. This 'small story' takes place in book corner.

Children usually feel very special when their own mum, dad, grandparent or carer comes in to read to them and their friends. It is also a very rewarding experience for the adult.

If you would like to volunteer for this, please speak to Zena or Charlotte.

*During Covid-19 restrictions, visitors may not be allowed.

AND THERE'S MORE...

At Wroughton Preschool we like to involve parents as much as possible and we are very keen if you have any skills or experiences you would be willing to share with us.

For example:-

- If you are a dentist and you are willing to come and talk to the children about your job and how to keep their teeth healthy.
- You may have experience of another country or culture and can tell the children about the food, clothes, celebrations, language etc.
- If you work for a company that may be willing to donate unwanted items ,such as stationery, please speak to a member of staff to check it is suitable.
- Practical skills such as sewing or the ability to repair damaged equipment is always in demand!

These are just a few examples, but the list is endless. If you do feel you have anything to share please let Zena know. Please also be aware that visits may be restricted due to Government Guidance at the time in respect of Covid-19.

GENERAL ADMINISTRATION

How to keep informed:

- Each child has a named drawer in the porch. Please check your child's drawer each day your child attends so that you can collect letters and important documents. The drawers are arranged alphabetically by the child's first name.
- Please read the notices on the Parents' Information Board in the porch/at the entrance we are using.
- Please check our website and Facebook page for updates.

Payments

- When paying money please place in an envelope marked with your child's name and what the money is for. Please give the envelope to Katie or Zena or put it in our post box in the porch.

If your child misses a session

- We require written confirmation if your child has been absent. Absence forms are available on the Parents' Notice Board, otherwise one will be put in your child's tray. Please return the form to Katie.

YOUR CHILD'S FIRST DAY

THINGS TO REMEMBER:-

- Please park safely near to the preschool but, for safety reasons, do not park in the Parish Hall car-park.
- Remember their lunch, if attending an afternoon session, and a water bottle.
- Please help your child find their name so they can bring it into preschool.
- Bring suitable outdoor clothing depending on the time of year (named coat, warm hat or sun hat).
- Please speak to your child's keyperson or Zena, the Supervisor, if you have any concerns about how your child will settle.
- Please ensure you have given all the required paperwork to Katie. The registration form and birth certificate must be seen before you can leave your child.

ALL PARENTS AND CARERS WILL BE NOTIFIED IF THERE ARE ANY TEMPORARY CHANGES TO THE ABOVE (E.G. DUE TO COVID-19 RESTRICTIONS)

COLLECTING YOUR CHILD

AT THE END OF THE SESSION:-

- **Collect your child's water bottle and lunch box.**
- **Check your child's drawer in the porch for anything to be taken home.**

Please ensure that you tell a member of staff if someone else is collecting your child at the end of the session, you will also need to sign the preschool's change of collection register. If you have been unable to speak to someone in person please call 01793 812888 during preschool hours.

We are unable to let children go home with anyone who is unfamiliar to us unless we have been notified by their parent or usual carer. A password will also be required at time of collection.

If the staff have not been notified in advance, we will try to contact the parent or carer by phone for authorisation before the child is allowed to leave preschool.

These procedures are in place in order to protect your child as their safety is of the utmost importance to us.

