



FLEDGLINGS PRE-SCHOOL

Welcome to our Pre-school

The Pre-school is situated in the grounds of Upshire Primary Foundation School (the school), but please be aware that for those children who attend our Pre-school it **does not** mean they will get an automatic place into the school's Reception Class.

The Pre-school is independently run and the overall management and control of the Pre-school rests with the members of the Extended Services Committee. The committee consists of members of the Upshire Primary School Governing Board. For further information, please speak to Mrs Lynne McPheat via the Pre-school Office on 01992 805153 or by email at lmcpheat@upshire.essex.sch.uk.

We are registered with Essex County Council and Ofsted as a provider of care and education for children from the age of 9 months up to 4 years within the Upshire area of Waltham Abbey in Essex.

From September 2026 we are offering two childcare pathways:

- Stretched offer - full day care for 50 weeks a year from 7.30am until 5.30pm – closed for two weeks over the Christmas period, bank holidays and inset days
- Term time only for 38 weeks a year from 8.30am until 2.30pm (Pre-school Day), or a full day from 8.30am to 4.30pm - with flexible morning and afternoon sessions – 8.30am to 11.30am and 12.00pm to 3.00pm
- 'Bolt on' sessions are available – breakfast club – 7.30am to 8.30am, tea-time club – 4.30pm to 5.30pm and a half hour session from 2.30pm to 3.00pm
- There are FEEE funded and privately paid places – please refer to the Sessions & Funding Form for further information

You can check if you are eligible for FEEE funding by clicking on the link below:

<https://beststartinlife.gov.uk/>

For those parents/carers who choose term time, we can offer breakfast, afterschool and holiday club from 7.30am until 5.30pm. Please note that you cannot have a combination of term time and the stretched offer. Should you wish to switch pathways, this can only be done at the beginning of a new term.

The Pre-school is a member of the Early Learning Alliance and the National Day Nurseries Association.

The Named Person is Mrs Lynne McPheat. All matters regarding admissions will be addressed by Mrs Anna White who is the Pre-school Manager. Our Deputy Manager and SENCo is Miss Michelle Slaytor.

Our designated safeguarding leads are – Mrs Lynne McPheat, Mrs Anna White and Miss Michelle Slaytor.

The setting has a Deputy SENCo, and an Equality Named Co-Ordinator (ENCo).

Most staff have an Early Years Qualification, are paediatric first aid trained and are also trained in allergy awareness, administering medications and food hygiene.

About Us

Our aim is to provide children with a safe, happy, welcoming, and educationally stimulating environment in which children can “learn through play” with their peers and adults. To encourage children’s independence and prepare them for school and life.

At the Pre-school we have an open-door policy as we strongly believe in the importance of working in partnership with parents/carers and other outside agencies. We encourage parents/carers to be involved in their child’s learning so that each child can reach their potential.

We promote diversity and inclusion in different ways in our setting. All our practices and the care we give the children is influenced by the aim to include every child, regardless of their ability, background or needs. We ensure equality of opportunity for all children and their families.

Before a child starts their journey with us at our Pre-school, we encourage parents/carers to make a visit, it will give you and your child a chance to familiarise yourselves with the setting, talk through our procedures and any concerns you may have, meet the staff and complete any paperwork.



Our provision

Our Pre-school has three rooms, and we accept children from 9 months up to 4 years old.

The under 2's will start their Pre-school journey in our Hatchlings Room which can accommodate children from the age of 9 to 24+ months.

The Nestlings Room for our 2 to 3+ year olds is now situated on a refurbished National Rail train carriage which also contains a wonderful sensory space. Works have now been completed on our new sensory garden which is available for all our Fledglings children.

The children finish their learning journey with us in the Fledglings Room; this is for our 3 to 4 year olds where we help prepare them for their transition into 'primary school'.

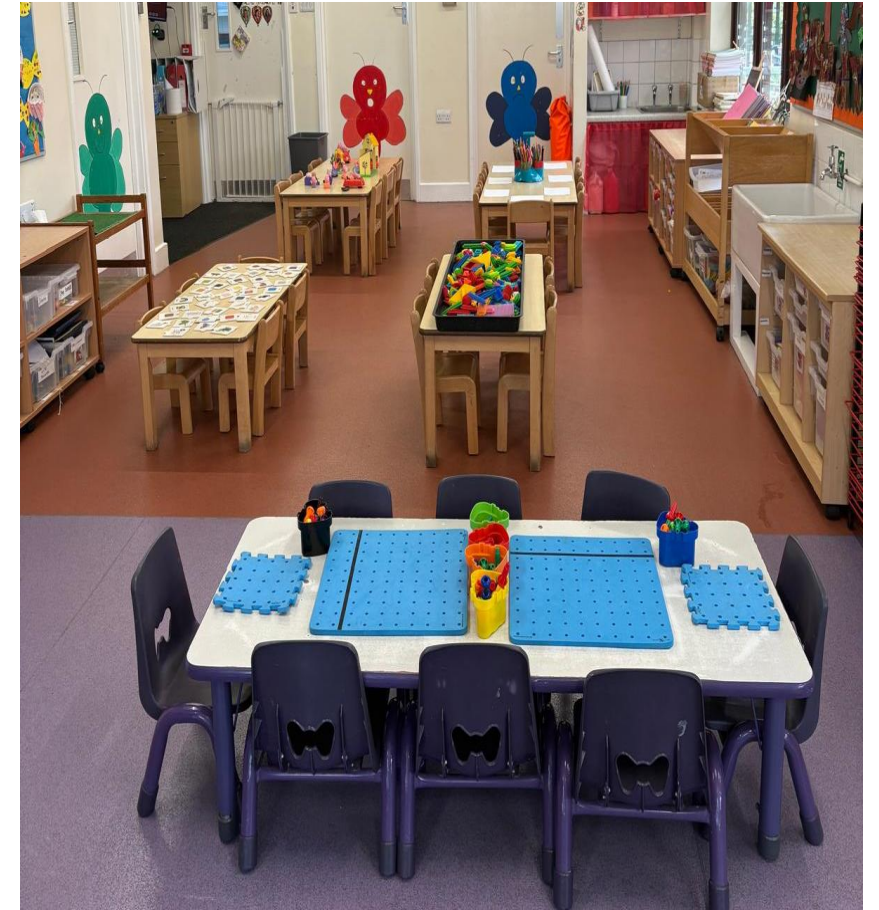
Our provision offers a caring and nurturing environment where the children can feel safe and 'at home'. The rooms are well resourced and stimulating with appropriate activities to allow and encourage them to learn and progress. We believe the Pre-school is a place where children can grow making use of both our indoor and outdoor spaces.

We have a separate space to support early learning skills as this gives a safe space for our SEND children away from outside distractions where they can focus on a specific task or activity. Early help can reduce the need for higher level interventions later in a child's educational journey. The sensory room is also used as a breakout room for all age groups.

Each child at the Pre-school is allocated a Key Person who works closely with them monitoring their achievements through observations and evaluations. All children have the highest standard of care due to our staff to child ratios.

We are fortunate to have highly experienced, dedicated and qualified staff.

By offering an effective, high quality, early years provision we can have a significant impact on a child's social, emotional and cognitive development and can be a key factor in improving outcomes for the children and their families.



Sessions and Fees

Term Time only (38 weeks a year)

We offer term time funded places for 15 or 30 hours, or private funded places and our sessions are flexible.

Funding we offer:

- 9 month old working parent entitlement
- Early Learning for 2 year olds
- 2 year old working parent entitlement
- Universal 15 hours for 3 and 4 year olds
- 30 hours extended entitlement

You can learn more about eligibility criteria on the Best Start in Life website - <https://beststartinlife.gov.uk/childcare-early-years-education/>.

Term Time – 38 weeks per year

- Morning Session – 8.30am to 11.30am
- Afternoon Session - 12.00pm to 3.00pm
- Pre-school Day – 8.30am to 2.30pm
- Full Day - 8.30am to 4.30pm

A part session is available from 2.30pm to 3.00pm. Please see our 'Bolt-on' charges opposite for further information.

A maximum of 8 hours funded hours per day may be claimed. Once funded hours have been utilised any additional hours will be chargeable, please refer to our charges rates section. We only claim funding for the hours used.

Parents/carers who are not eligible for a funded space, please see our fees section.

We offer a hot lunch option which is prepared by the school's caterers, Hertfordshire Catering Limited. Parents can pay for a lunch or if they prefer send in a packed lunch. The hot lunch cost is £3.00 per day. There is an optional charge for snacks, but if parents prefer, they can provide their own. Please see our Food Policy. Our fees are inclusive of milk or water during the day.

We also offer a Breakfast Club from 7.30am to 8.30am and Tea-time Club from 4.30pm to 5.30pm, both clubs are inclusive of food and drinks. Please see our 'Bolt-on' charges opposite for further information.

For further information please contact Mrs Lynne McPheat via the Pre-school Office on 01992 805153 or by email at lmcpheat@upshire.essex.sch.uk

Hours	Under 3s	3-4 years
Breakfast club: 7.30am to 8.30am (last breakfast served at 8.20am)	£10.00	£9.00
Additional hours (per hour)	£9.50	£8.50
Part session 2.30pm to 3.00pm	£4.50	£4.50
Tea-time club: 4.30pm to 5.30pm (includes tea which is served at 4.45pm)	£12.00	£11.00

You can pay for sessions, breakfast or tea-time club through Tax-free Childcare payments. To find out if you are eligible and also for FEEE funding, please click on the Best Start in Life link <https://beststartinlife.gov.uk/> Our fees are reviewed yearly.

Sessions and Fees

Stretched Offer – 50 Weeks a Year

A stretched offer is a way to use your government-funded childcare hours. Instead of taking your full hours over 38 weeks (term-time only), the allowance is spread evenly over more weeks of the year, such as 50 weeks. This gives you fewer hours per week but provides coverage year-round.

The Pre-school will be open 7.30am until 5.30pm for 50 weeks a year, closing for 2 weeks over the Christmas period, all Bank Holidays and inset days.

At Fledglings Pre-school, we apply the Government funding throughout the year and will deduct the funded hours off your child's booking pattern each week; up to a maximum of 8 hours a day. We only claim funding for the hours used. Additional hours outside of funded hours are charged at our standard hours rates - £9.50 for under 3s and £8.50 for 3 & 4 year olds.

We also add a consumable charge for food and additional activities that are not part of the Government funding. During school opening times we can offer a hot lunch option which is prepared by the school's caterers, Hertfordshire Catering Limited. The hot lunch cost is £3.00 per day.

During school closure times, a hot lunch is available and this will be prepared by Pre-school staff, the hot lunch cost is £3.00 per day. Parents can pay for a lunch or if they prefer send in a packed lunch. There is an optional charge for snacks, but if parents prefer, they can provide their own. Please see our Food Policy. Our fees are inclusive of milk or water during the day.

Funding we offer:

- 9 month old working parent entitlement
- 2 year old disadvantaged entitlement
- 2 year old working parent entitlement
- Universal 15 hours for 3 and 4 year olds
- 30 hours extended entitlement

Sessions we offer:

- Morning Session – 8.30am to 11.30am
- Afternoon Session - 12.00pm to 3.00pm
- Pre-school Day – 8.30am to 2.30pm
- Full Day - 8.30am to 4.30pm

Funding Type	Funded Hours per Week
No funding	0
15 hours per week stretched over 50 weeks – 570 hours	11 hours 15 minutes
30 hours per week stretched over 50 weeks – 1,140 hours	22 hours 30 minutes

We also offer a Breakfast Club from 7.30am to 8.30am and Tea-time Club from 4.30pm to 5.30pm, both club are inclusive of food and drinks. Please see our 'Bolt-on' charges for further information.

You can pay for sessions, through Tax-free Childcare payments. To find out if you are eligible and also for FEEE funding, please click on the Best Start in Life link <https://beststartinlife.gov.uk/>
Our fees are reviewed yearly.

Non-funded Sessions and Additional Fees

Non-funded Charges

For parents/carers who are not yet entitled to funding our session charges are as follows:

	Non-funded Full Day* 7.30am to 5.30pm	Pre-school Day 8.30am to 2.30pm	Morning Session 8.30am to 11.30am	Afternoon Session 12.00pm to 3.00pm	Part Session 2.30pm to 3.00pm
9 months to 3 years old	£95.00	£57.00	£30.00 – flat rate		£4.50 – flat rate
3 & 4 year olds	£85.00	£51.00			

Sessions

Sessions
Morning Session 8.30am to 11.30am
Afternoon Session 12.00pm to 3.00pm
Pre-school Day 8.30am to 2.30pm
Part Session 2.30pm to 3.00pm
Full Day* 7.30am to 5.30pm

*This session does include breakfast and tea.

There are also chargeable 'bolt on' sessions that you can add, if you do not want to utilise the full day option, please see below:

You can pay for sessions, through Tax-free Childcare payments, for further information, please click on the Best Start in Life link

<https://beststartinlife.gov.uk/>

Our fees are reviewed yearly.

Bolt-on Charges:

Bolt-on Sessions#	Under 3's	3 & 4 year olds
Breakfast Club – 7.30am to 8.30am includes breakfast	£10.00	£9.00
Tea-time Club – 4.30pm to 5.30pm includes 2 course tea	£12.00	£11.00
Additional hours (per hour)	£9.50	£8.50

Snack & Hot Lunch Options

We regard snacks and mealtimes as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At Fledglings Pre-school we follow the Early Years Foundation Stage (EYFS) nutrition guidelines mandate that meals, snacks, and drinks must be healthy, balanced, and nutritious.

At snack and lunch time, we aim to provide healthy, balanced and nutritious food, which meets the children's individual dietary needs.

Before a child starts to attend the setting, we ask their parents/carers about their dietary needs and preferences, including any allergies.

Children have a morning and/or afternoon snack, which can be provided by the Pre-school. This is booked and paid for on-line through our Parentmail app.

Parents/carers can provide their child with a snack, this should be a piece of fruit/vegetables or a cereal bar that does not contain nuts or seeds. We are a nut free setting. Please refer to our Food Policy.

Milk or water is provided.

If your child is attending the Pre-school or Full Day you can provide your child with a packed lunch or you can book a hot lunch which is prepared by Upshire School's caterers, Hertfordshire Catering Ltd (HCL). This must be booked and paid for in advance via the Citrus app. Please refer to the Additional Charges section for the cost of snack and lunch, these optional. If you have any queries, please speak to the Pre-school Office on 01992 805153.

If you have not booked snack or lunch and have not provided your child with these, they will be given snack and/or a lunch which will be chargeable.

Please ensure that lunch items do not contain nuts, therefore no items such as chocolate spread, hummus with sesame oil, nuts or seeds, chicken satay etc should be included in your child's lunch box. Please refer to our Food Policy.

Please ensure that your child's water bottle is clearly labelled with their full name. This is the same for snack or lunch boxes.

If you have any queries, please contact the Pre-school office on 01992 805153 for further information.



Ofsted

The Pre-school is registered with OFSTED (EY456189) and Essex County Council currently as a provider of care and education for children aged from 9 months to four years within the Upshire area of Waltham Abbey in Essex.

Our last Ofsted Inspection was on 12th June 2023.

Below is a summary of the report:

'Children enjoy their time in this calm, welcoming setting. Whether attending the out-of-school club or the Pre-school, children come in eagerly, are confident, feel secure and settled. Children mirror the positive attitudes of staff. They set themselves challenges and persevere at these. For example, after noticing a ladybird, the children decided to draw this. They persist until they are happy with the body shape and spots, eagerly celebrating their success and congratulating one another'.

'Daily discussions and child-friendly displays support children to gain an understanding of their emotions. They show kindness to one another, for example, as they pass each other resources and take turns. Children learn about safety and are starting to take responsibility for this and for their work, in preparation for starting school'.

Contact Us

To book a visit, to join the waiting list for our Hatchlings Room for babies and toddlers, the Nestlings room for 2-3 year olds or our 3-4 year old Fledglings room, please call the Pre-school office and speak to Anna White who is our manager.

Fledglings Pre-school
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