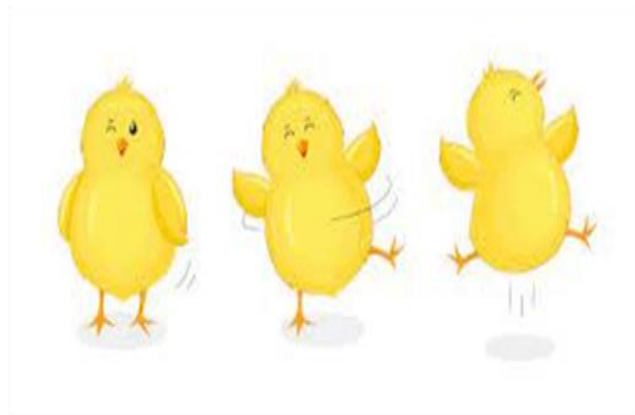


FLEDGLINGS



PRE-SCHOOL

PARENTS' HANDBOOK 2026/27

Fledglings Pre-school
Upshire Primary School
Upshire Road
Waltham Abbey
Essex EN9 3PX

Tel: 01992 805153
Email: preschool@upshire.essex.sch.uk



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Welcome to Fledglings Pre-school

Ofsted June 2023 – ‘Good’

Our last Ofsted Inspection was on 12th June 2023. The following 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. Children gain a good knowledge of how to keep themselves healthy. For instance, they use dental equipment as part of role play and discuss going to the dentist. Staff offer children additional support to help them develop their social skills’.

Our Aim is to provide a safe, happy, welcoming, and educationally stimulating environment in which children can “learn through play” to prepare them for school and life.

Our handbook is designed to ensure that both you and your child enjoy a positive, fulfilling, and high-quality experience with us.

Fledglings Pre-school (‘the Pre-school’) is registered with OFSTED (EY456189) and Essex County Council as a provider of care and education for children from 9 months to 4 years within the Upshire, Waltham Abbey and the surrounding area. The Pre-school is also a member of the Early Years Alliance and the National Day Nurseries Association. The Named Person is Mrs Lynne McPheat. All matters regarding admissions and administrative duties will be addressed by Mrs Anna White who is the Pre-school Manager.

We have our own inspection under the Ofsted early years inspection framework.

The Pre-school is situated in the grounds of Upshire Primary Foundation School and is independently run. The overall management and control of the Pre-school rests with the members of the Extended Schools Committee (“the Committee”). The committee consists of members of the Upshire Primary Foundation School Governing Board, plus the Pre-school Named Person and the Pre-school Manager or Deputy Manager in her absence. For further information, please speak to Mrs Lynne McPheat via the Pre-school Office.

Please be aware that for those children who attend our Pre-school it **does not** mean they will get an automatic place into Upshire Primary Foundation School’s Reception Class. You must check that you live in the school’s catchment area and apply through the Essex County Council’s website: <https://www.essex.gov.uk/apply-for-a-primary-school-place>

At the Pre-school we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We provide all staff with regular training and guidance.

This handbook outlines the key policies and procedures that keep our environment safe, organised, and running smoothly. For your convenience, the complete documents are available on our website, and hard copies are available on request. If parents or carers would like any document translated into their home language please contact the Pre-school office.

Our Team

Lynne McPheat
Named Person
Extended Services Co-ordinator

BTEC National Business Studies
NVQL3 Diploma Business & Admin
NVQL3 Diploma Children & Young Peoples Workforce
Designated Safeguarding Lead

Anna White
Senior Pre-school Practitioner

BA Hons in Childhood Studies
Early Years Foundation Degree
Designated Safeguarding Lead

Michelle Slaytor
Deputy Pre-school Practitioner

NVQL4 & QCA in Childcare and Education
SENCo/Deputy Designated Safeguarding Lead
Speech and Language Support

Vicky Connor
Pre-school Practitioner

NVQL3 Diploma Childcare and Education
Room Lead/Behaviour Management Co-ordinator

Anya Gorzala
Pre-school Practitioner

NVQL3 Diploma Children's Care, Learning &
Development
Outdoors Co-ordinator

Filiz Hassan
Pre-school Practitioner

NVQL3 Nursery Nurse
Deputy SENCo

Lauren Holt
Pre-school Practitioner

Level 2 Diploma Early Years Practitioner
Health & Hygiene Co-ordinator

Ashleigh Laslett
Pre-school Practitioner

Level 2 Diploma Early Years Practitioner

Krystle Lawrence
Pre-school Practitioner

Level 3 Diploma Early Years Practitioner
ENCO

Wendy Orpin
Pre-school Practitioner

Level 2 Supporting Teaching & Learning in Schools

Mandy Player
Pre-school Practitioner

NVQL3 & QCA in Childcare and Education
Room Leader/Health & Safety Officer

Louise Bickell
Pre-school Practitioner

CACHE Level 2 Diploma for the Early Years Practitioner

Rachel Hilton
Pre-school Practitioner

CACHE Level 2 Diploma for the Early Years Practitioner

Anisa Marku
Trainee Pre-school Practitioner

CACHE Level 2 Diploma for the Early Years Practitioner

About Us

We have two childcare pathways - term time only open for 38 weeks a year or a stretched offer for 50 weeks a year. We offer flexible morning and afternoon sessions, a Pre-school day or a full day session. FEEE funded and privately paid places are available. Please refer to the Session, Charges & Bolt-on Services section below for times and charges.

We have three provisions Rising 2s in our Hatchling Room this is for children from 9 to 24-30 months. Our Nestlings Room for Rising 3s which is for children from 2/2½ years to 3/3½ years. This room is in our newly converted train carriage and finally our Rising 4s are in the Fledglings Room.

We offer a breakfast club which opens at 7.30am, and a tea-time club is available from the end of the full day session up to 5.30pm. Additional 'bolt-on' sessions are also available. Please see the Session, Charges and Bolt-on section below.

We provide a safe, happy, and stimulating environment where children learn through play to thrive in school and life. Through our open-door policy, we work in close partnership with parents, carers, and outside agencies to support every child's unique journey.

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.

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.



Sessions, Charges & Bolt-on Services

Term Time Only Hours – 38 weeks a year

- Sessions for 15 hours – 8.30am to 11.30am x 5 or 12.00pm to 3.00pm x 5
- Pre-school Day for 15 hours - 8.30am to 2.30pm x 2, plus 1 morning or afternoon session
- Full Day for 15 hours – 8.30am to 4.30pm x 1, plus 2 morning or afternoon sessions

- Pre-school Day for 30 hours - 8.30pm to 2.30pm x 5
- Full day for 30 hours – 8.30am to 4.30pm x 3 , plus Pre-school Day x 1 or 2 morning or afternoon sessions

The above are our preferred ways in which your funded hours can be utilised. We will try and accommodate you should you require something different. We will claim a maximum of 8 funded hours per day, once all funded hours have been utilised any additional hours will be chargeable. Funded and private sessions are available. We are flexible and will try to meet your childcare needs wherever possible.

Stretched Offer – 50 weeks a year

A stretched offer is a way to use your government-funded childcare hours all year round by spreading the 15 hours per week (570 hours per year) or the 30 hours per week (1,140 per year) evenly over more weeks of the year. This gives you fewer hours per week but provides coverage all year-round.

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

The Pre-school will apply the Government funding for 50 weeks per year and deduct the funded hours off your child's booking pattern each week, up to a maximum of 8 hours a day. As with the term time only pathway, once all funded hours have been utilised any additional hours will be chargeable. Please refer to our 'Bolt-on section' and our 'Charges' section'.

We close for two weeks at Christmas, bank holidays, and have three inset days.

Sessions

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

Breakfast and tea-time club

Breakfast club is available from 7.30am until the start of the morning session. Children booked into breakfast club will be offered a choice of cereal, toast, crumpets, pancakes with a choice of spread or fruit, plus squash, water or milk. Tea-time club is available from 4.30pm until 5.30pm and includes a 2 course snack, plus squash, water or milk.

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
Part session – 2.30pm to 3.00pm	£4.50	
Additional hours (per hour)	£9.50	£8.50

Bolt-on sessions form part of our wraparound care and are chargeable.

For parents/carers who do not receive funding our charges are as follows:

Non-funded Charges

	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			

Consumable charges - optional

Some of the charges in the table below are optional, for example, snack, activities and the hot lunch option. For parents/carers who do not wish their child to have the Pre-school snack or hot lunch option you can provide your own – please refer to the Hot Lunches, Packed Lunches and Snack section below.

If you do not book snack/lunch in advance and have not provided these items or informed us that you do not want your child to have snack/lunch – you will incur either the snack or lunch charge which will be added to your itemised invoice retrospectively.

Parents/carers will still be expected to provide their child with nappies/pull-ups, nappy sacks, cream and wipes. We will inform you when your child is running low of any of the above. If we have to use our own resources there will now be an additional charge, which will be added to your itemised invoice retrospectively.

Formula milk must be provided by parents/carers.

Item	Charge
Snack	25p per session
Hot lunch	£3.00 per day
Activities eg. sport coach, animal visits etc	You will be informed what the parent/carer contribution will be
Nappies/wipes/nappy sacks/cream	£1 each occasion our resources are used
Passport countersignature	£15.00 per form
Completion of primary school application	£15.00 per child

The Pre-school reserves the right to add a late payment charge on fees paid after the due date. Children may be excluded from the Pre-school if fees remain outstanding beyond 14 days from the due date.

Fees are to be paid whether or not your child attends, for example, sickness, holiday etc. All fees must be paid in advance; your monthly invoice will state the payment due dates. Payments must be paid via Parentmail, our on-line payment system. For further information please speak to Michelle Slaytor on 01992 805 153.

Please note that if your fees remain in arrears your child will not be able to attend further private funded session until full payment is made.

Fees are reviewed by the Committee annually in March. You will be informed of any intended price increases in writing.

Government Funded Places

We provide Government funded places for children aged 9 months to 4 years old.

All forms of FEEE funding are accepted at the Pre-school:

- 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

Parents/carers can check the Best Start in Life website to check their availability for funding - [Childcare & Early Years Education - Best Start in Life](#)

Should parents/carers need support to check if their child is eligible for Government Funding, please speak to our Pre-school Manager, Anna White who can help with your application.

Charges for sessions can be paid through childcare vouchers, tax-free childcare, Universal Credit, the Childcare Grant Payment Service (CGPS) or payment through Parentmail by the due date stated on your invoice. Any additional charges incurred during the month will be added to your next invoice. Funding payments cannot be used for lunches, snacks or non-consumable charges.

Responsibility for paying fees resides with the parents or carers of the child.

Help with Childcare Costs

Childcare can be expensive but there is help available towards the cost of childcare.

If your child is aged 9 months and over, you might be able to get free early education and childcare. What you get depends on how old your child is, where you live and your family circumstances.

Universal Credit

If you pay for childcare while you go to work, Universal Credit can pay some of your childcare costs.

You can get **up to 85% of childcare costs** paid back to you.

The maximum amount a month is:

- £1,014.63 for one child
- £1,739.37 for two or more children

You might also be able to get help with your initial upfront childcare costs. Please click on the link for further information: [Universal Credit Childcare - Best Start in Life](#)

Tax Free childcare

Tax Free Childcare is paid to help parents in work with the cost of childcare. The government will add £2 for every £8 you pay for childcare, up to a maximum of £2000 per child per year (or £4000 per year if your child is disabled).

Please click on the link for further information: [Tax-Free Childcare - Best Start in Life](#)

NB: You can only use financial support for approved childcare, this means a registered childminder, play scheme, nursery, or club, a registered school, or a home care worker working for a registered agency.

You cannot receive Tax Free Childcare and Universal Credit or Working Tax Credit at the same time.

Hot Lunches, Packed Lunches and Snacks

The Pre-school can provide children with snack or a hot lunch. Snack is served in both the morning and afternoon and we provide a drink of either milk or water and a piece of fruit or veg daily. In the winter we provide toast.

Please ensure that you complete all the relevant paperwork sent to you as this will inform us of any food allergies your child may have.

Snack is booked via Parentmail, and payment must be made at the time of booking. Parents/carers are able to book snack on a weekly, monthly or termly basis. For those parents/carers who are using our Stretched Offer Pathway they will be able to book and pay for snack over 50 weeks.

If you do not want us to provide your child with snack you must let us know. If you choose to provide your own snack, please remember this should be 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.

For those children staying for the Pre-school or Full Day session a hot lunch prepared by Upshire Primary Foundation School's caterers, Hertfordshire Catering Ltd ('HCL') is available. This must be booked and paid for in advance via the Citrus app. Hot lunches from HCL are only available during term time.

Outside of term time hot lunches are provided by the Pre-school. Lunches must be paid for at the time of booking via Parentmail.

Each day there are different options available. Both HCL and the Pre-school cater for children with dietary and allergy requirements.

If you do not require the hot lunch option you must provide your child with a healthy packed lunch. We are a 'nut-free setting' so please ensure that lunch items do not contain nuts or nut produces, such as chocolate spread, hummus with sesame oil, nuts or seeds, chicken satay etc. We are ensuring that all measures to reduce the risk to those children who have severe allergies and who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive are being taken. Please refer to our Food Policy.

Please do not send in sweets or bars of chocolate as this causes obvious problems! If any items need refrigeration it may be a good idea to put an ice pack in your child's lunch box (especially in the summer) as this will keep the food fresher and cooler. We can always help with ideas for a suitable healthy packed lunch.

If your child's lunch box or snack box contains grapes, strawberries or cherry tomatoes, please ensure that they are cut up in quarters to avoid the risk of choking. We have taken the decision that if parents/carers do not cut up these food items we will return them untouched in their child's lunch/snack box.

DON'T RISK IT, QUARTER IT



Choking is one of the leading causes of death for children under 3.

Even if your child is confident eating solid foods, a grape or a cherry tomato is just the right size to get stuck in their windpipe.

www.rospa.com



As the children have approximately 40 minutes to eat their lunch, please can we ask that you do not send in too much food, only what you expect them to eat. A suitable lunch would be a sandwich, a yoghurt and some fruit or a biscuit. If your child does not like sandwiches, crackers with cheese are a good alternative. Please refer to our Food Policy.

Items not allowed include the following:

- Packs of nuts
- Peanut butter sandwiches
- Chocolate spread sandwiches – some chocolate spreads contain nut extracts
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame seeds)
- Cakes made with nuts
- Hummus containing sesame oil

All water bottles and lunch/snack boxes should be labelled clearly. Please do not use glass water bottles or containers.

Please refer to the Consumable Charges section above for the cost of snack and lunch, these optional. If you have any queries, please speak to the Pre-school office on 01992 805153.

Admissions at Fledglings Pre-school

Please refer to the Pre-school's Admissions Policy. Before a child starts at our Pre-school, we require the person who is caring for that child to make an appointment to visit our setting, so that we can make ourselves familiar with you and your child and talk through the Pre-school procedures.

We will also go through any relevant paperwork and costs with you.

The Pre-school Manager will contact you as soon as a place becomes available. When your child is offered a place you must complete and return your registration and session & funding forms together with the £100 Pre-payment Fee (if applicable) to secure your child's place. Please see the 'Pre-payment Fee' section see below.

You will receive a confirmation email once your child's place is confirmed and all relevant paperwork has been completed and returned. We also require sight of your child's birth

certificate and/or passport. We ask that parents/carers ensure that they give us as much information on the forms as possible, for example, allergies, special education needs.

If you feel your child may have trouble settling in, please speak to Anna White or your child's Keyworker. Parents/carers can have a 'stay & play' session with your child by making an appointment with the Pre-school Manager.

Pre-payment Fee

For new families we do not ask for a registration fee or deposit, however we do require a £100 pre-payment fee which is taken off your first full invoice.

Learning Through Play

At the Pre-school children learn through play whilst following carefully planned activities covering the seven key areas of the Early Years Foundation Stage Framework. These are split into three prime areas which build early foundations and four specific areas which build upon those foundations.

Prime Areas

- Communication and Language - listening, attention, understanding, and speaking.
- Physical Development - gross motor skills, fine motor skills, health, and self-care.
- Personal, Social and Emotional Development (PSED) - self-regulation, building relationships, and managing feelings.

Specific Areas

- Literacy - comprehension, reading, and writing.
- Mathematics - Numbers and numerical patterns.
- Understanding the World - exploring people, cultures, communities, and the natural world.
- Expressive Arts and Design - creating with materials, imagination, art, and role-play.

These areas form the essential foundation for all future learning and healthy growth in children from birth to five.



Activities and Topics

Our activities and topics change each term and are linked to a theme, for example, space, the seaside or relates to a book, such as the Gruffalo.

Learning through play develops a wide range of skills and your child will take part in both indoor and outdoor activities, below are an example of the activities your child will take part in:

- Storytime, music and singing
- Creative/messy play
- Cooking
- Outdoor play

We also have an outside sports provider to teach the children new skills.

Social and communication skills are nurtured through imaginative, and role play with gentle guidance from the staff. The children are encouraged to develop their understanding of the needs of others and the world around them.

Festivals & Cultures

Throughout the year different ethnic festivals will form part of the curriculum programme that is offered to your child.

All children are included in these activities to help them explore and gain a knowledge and understanding of the world around them.

Open-door Policy

At Fledglings 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.

These may include Health Visitors, Area SENCo (Special Educational Needs Co-ordinator Officer), SALT (Speech & Language Therapist), EYAT (Early Years Advisory Teachers), and teachers of the visually and hearing impaired to promote children's welfare and development.

Each child at the Pre-school is allocated a Keyworker who works closely with them monitoring their achievements through observations and evaluations. Should parents/carers have any concerns regarding their child, please speak to your child's Keyworker in the first instance.

If parents/carers are anxious about their child, you can call the Pre-school office to check how they are between the following times – 9.00am to 11.00am and 12.15pm to 2.15pm.

Keeping in Touch

We warmly welcome parents/carers who want to become involved with our Pre-school.

Parents/carers can make an appointment to speak to their child's Keyworker regarding their child's progress. They will be more than happy to see you.

Should you wish to call us you can do that too but if we are unable to answer your call, please leave a clear message with your name and the number you wish us to call you back on, we will get back to you as soon as possible.

Tel: 01992 805153

Email: preschool@upshire.essex.sch.uk

At the Pre-school we create an individual 'learning journey' for each child through educational software called 'The Learning Journey'. We will set up an account for you to enable you to access your child's learning journey where you will be able to view all your child's observations, photographs and even video from their time in the Pre-school.

Staff will reference your child's learning in the Early Years Foundation Stage Profile so you will know which areas of learning your child is achieving in.

In addition to viewing our contributions, we encourage parents/carers to add to it by uploading photos and comments about their child and their achievements at home.

Collecting your Child

We ask that children are collected **promptly** at the end of their session. However, we appreciate that sometimes there may be circumstances beyond your control affecting the prompt collection of a child.

We ask that if a parent/carer is going to be late, they inform the Pre-school as soon as possible and make alternative arrangements to have their child collected. In the event of an emergency, staff always care for children until collection is possible.

If you do not contact us and you are late collecting your child, we will call the contacts on your child's registration form. It is important that you keep us up to date with any changes to telephone numbers or contact person details.

Your child can only be picked up by one of the contacts stated on your child's registration form. If someone other than those named is coming to collect your child, please inform the Pre-school Manager in advance.

We operate a 'password' scheme. This means that in the event of a parent/carer phoning to explain that a relative or close friend is picking up their child we will ask for a password from the parent/carer. We will expect the adult who is picking up the child to know this password. A child cannot be collected by anyone under the age of 16 even if they have been given permission to do so by the parent/carer.

If you are late collecting your child you will be charged a late pick up fee.

Transition to Primary School and Pre-school Records

As stated previously, a place at the Pre-school **does not** automatically guarantee a place at Upshire Primary Foundation School. The Pre-school is independently run from the school.

Parents/carers who live in the Essex County Council area (excluding those living in the Borough of Southend-on-Sea or in Thurrock) can apply for their child's school place online using the Essex Online Admissions Service. We will notify you when to apply.

You can find out which is your catchment school by clicking on the following link:
<https://www.essex.gov.uk/find-a-school>

When a child is leaving to move on to their primary school the child's Keyworker will complete a 'Transition Passport' and with the parents/carers consent, will be passed onto the child's new setting. This transition passport gives the child's Reception Class teacher guidance as to the child's progress and achievements within the Early Years Foundation Stage.

Parents/carers will also receive a copy of their Learning Journey to keep.

Reports

At the end of the summer term, you will receive your child's end of year report which is completed by your child's Keyworker.

Unwell Children

Please do not bring your child to the Pre-school if they are unwell or suffering from an infectious condition. Please telephone the Preschool as soon as possible to let us know that your child will be absent.

Important – parents/carers **MUST NOT** administer Calpol (or similar medicine) before bringing their child to school to mask a high temperature. Children will not be permitted into the Pre-school if they have been given fever reducing medication within **24 hours** of attending Pre-school. If your child is on any form of medication other than asthma pumps, then they should remain at home with you.

Children suffering from sickness and/or diarrhoea will only be allowed back once the symptoms have ceased for 48 hours.

If your child becomes unwell whilst in our care, we will comfort them and if they are feverish, we will monitor their temperature every 15 minutes. We will also ask parents/carers to collect their child; please ensure this is within 30 minutes of being contacted. If you are unable to do this you will be expected to arrange for someone else to do this on your behalf. You must inform us who will be collecting your child and ensure they have your password.

If we are unable to contact you, we will call your named emergency contacts and ask them to come to collect your child.

Photographs

We sometimes take photographs for display purposes and to promote our activities to the wider community. Should you have any queries or questions regarding the taking of photographs, please speak to the Pre-School Manager. Please see our Privacy Notice which is available on our website.



Clothing, Footwear & Jewellery

Your child will take part in many different activities during a session so please make sure that they are dressed in comfortable, practical clothing. Please ensure that you **label** your child's clothing. Please avoid 'designer' clothes as accidents can happen.

We have a Pre-school uniform, which comprises of:

- Red sweatshirt, cardigan, or fleece
- White polo shirts
- Black or grey trousers/shorts; skirts/pinafores
- Black or grey joggers
- White shirt or blouse
- Red/white checked dress

Having a uniform will keep your child's good clothes from potentially getting spoilt, we do provide aprons for messy play.

Please provide sensible shoes that children can climb and run around in safely. For health and safety reasons we do not allow children to wear unsuitable footwear such as flip flops, heeled shoes, Crocs or open-toed sandals.

Please provide at least one set of spare clothing clothes in your child's bag.

In summer, please ensure that you send your child to Pre-school with a hat and sun cream (if they are staying for the Pre-school or Full Day session (both labelled with their name). If your child is attending a morning or afternoon session please apply sun cream before bringing them in.

In winter, please provide hats, coats and gloves and if possible wellies with your child's name clearly labelled in a named carrier bag for outside play.

For health and safety reasons children **MUST NOT** wear jewellery other than small studs for those children who have pierced ears. Large "dangly" earrings may get ripped out, bracelets can get caught when climbing, and necklaces pose a risk of strangulation. If you have any questions, please feel free to discuss this the Pre-school Manager .

Please do not send in expensive or precious items into school, the Pre-school cannot be held accountable for any loss or damage.

Toys & Personal Items

We do not encourage children to bring in their own toys, as lost or broken toys can cause distress. Toy guns, knives and other toys of an offensive nature are strictly prohibited.

Whilst we understand that your child may have personal belongings with them, we will encourage all the children to respect other people's property.

Comforters can be brought to Pre-school. We take no responsibility for items brought into the Pre-school.

Toilet Training

When your child is ready for potty training we will of course support you with this. Potties are available for the children to use. We advise that you begin potty training during a school holiday so that when your child comes back to us they are fairly confident with asking for and

using the potty/toilet, as well as being able to stay dry most of the time. Please let us know that you are potty training your child and how you are doing it so that we can keep it consistent as much as possible.

For Your Child's Protection

Our first priority at the Pre-school is to keep children safe. We do this in a number of ways. All adults who work with children in the Pre-school are DBS checked. All staff have up to date and appropriate safeguarding training. Staff know what to do if a child is deemed 'at risk'. Staff know how to report safeguarding issues to the Designated Safeguarding Lead. The Pre-school works closely with all appropriate safeguarding agencies.

All staff are Paediatric First Aid. There are trained Fire Marshalls on site at all times.

Fire Safety and Lockdown procedures are practised regularly. In the event of an emergency children will be evacuated to their designated area and a register will be taken.

It is the responsibility of any staff member to report to our Designated Safeguarding Leads any incidents where they feel that a child may be at risk, either witnessed or disclosed. The Designated Safeguarding Lead always has the duty to inform the Children & Families Hub, who will then decide on any action to be taken or to make a referral to the Essex Safeguarding Board.

All safeguarding and welfare incidents are logged on to our secure safeguarding tool, MyConcern.

The welfare of the children attending the Pre-school is always paramount.

Managing Behaviour

In the first instance we will talk to the child who is displaying challenging behaviour. If this is ineffective and the child cannot be distracted they will be taken away from the situation to a quieter area and given the opportunity to calm down.

Staff may feel that a reward system is appropriate and will sometimes use this to encourage positive behaviour. Positive behaviour is encouraged and praised by all members of staff.

If a child has behavioural difficulties the SENCo or Pre-school Manager will discuss with staff and parents/carers strategies to promote positive behaviour with the individual child.

If a child displays excessive violence, aggression or disruptive behaviour resulting in the disruption of other children and the session in general we will ask the parent/carer to meet with the child's Keyworker and the SENCo to discuss how the situation can be resolved.

With the permission of the parent/carer the SENCo can contact outside professionals to come and carry out observations on their child to help with strategies to promote positive behaviour.

Other People's Children

To ensure a safe environment, families must never directly approach another child regarding Pre-school incidents. Please report all concerns directly to staff, who will manage and resolve the situation. This policy protects all children and prevents outside adults from confronting your child.

Accidents

We will do our very best to prevent accidents, but they do happen from time to time. All staff members are qualified in Paediatric First Aid, and should your child suffer a minor injury such as a cut, bump or a bruise we will comfort them and administer first aid if necessary.

When you collect your child at the end of the session you will be informed of any accidents.

If your child has an accident requiring significant medical attention, we will contact you immediately.

If you cannot be contacted, we will call your named emergency contact person. The staff member who witnessed the accident or who is dealing with your child will complete an accident form. Once completed the form will be shown to the parent/carer and they will be asked to sign it.

In the event of your child needing emergency treatment an ambulance will be called immediately, you will then be contacted and given instructions as to where to go, ie. to the Pre-school or directly to the hospital.

Medication

We can only administer medication prescribed individually to your child by a doctor. We will not administer over-the-counter medicines such as cough mixture.

Medication for your child must be clearly labelled with the original pharmacist's label outlining the child's name and dosage. All medications must be handed to a member of our staff. A medication consent form must be completed and signed by the parent/carer for all medicines needing to be administered.

Smoking

We operate a no smoking policy. Smoking or vaping is not permitted within the school grounds.

Dogs

Dogs are not permitted on the school premises.

Mobile telephones

We ask that parents and carers do not use their mobile phones whilst coming into the setting. MOBILE FREE ZONE signs will be displayed in the outside area to remind parents/carers and visitors.

Website

Please visit our website where you will find all our up-to-date information:

<https://www.fledglingspre-school.co.uk>

Equal Opportunities

The Pre-school positively promotes an Equal Opportunities policy and Special/Additional Education Needs and Inclusion policies.

These policies are intended to include all children, parents/carers, staff and volunteers. We are committed to offering equal opportunities to everyone.

We ask that you embrace and support our policies to help us to provide equality of opportunity for all.

Complaints Procedure

We sincerely hope that you will have no cause for complaint, but we do have a system in place should you wish to do so.

You are welcome to speak with your child's Keyworker about any queries or concerns you may have. If you would rather speak to the Pre-school Manager, then you may do so.

In the event of you not being satisfied with the outcome you can contact the Named Person of the Pre-school, Lynne McPheat.

Tel: 01992 805157 Email: lmcpheat@upshire.essex.sch.uk