





Welcome to the New Bees



Dear Parents/Carers,

My name is Mrs Fisher and I have been a Teacher and Leader at Stretton Sugwas Academy for the past 10 years. I am very excited to welcome you and your child into our community to start or continue their learning journey. I would also like to introduce Mrs Podmore and Mrs Greenhouse, who will be working alongside me in the Preschool and Nursery classes to provide the very best education and support for your child.

I hope this booklet will give you the information you need to start your child's sessions confidently. If you have any questions at all please do not hesitate to get in touch. We have an open door policy and no question or concern about your child is ever too small or too silly.

We are very lucky to be starting the academic year in a new building with the EYFS team, we will work together in making this the best start for your child. We are always open to feedback and see this as a way to reflect and make these early experiences the most positive they can be.

Best Wishes
Mrs Fisher
EYFS Manager

Contact details:

01432 760282

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Our Vision

Our Aims

At Stretton Sugwas Academy we aim to provide the highest quality care and education for all our children in the Early Years Foundation Stage, thereby giving them a strong foundation for their future learning. We create a safe and happy environment with motivating and enjoyable learning experiences that enable children to become confident and independent. We value the individual child and work alongside parents and others to meet their needs and help every child to reach their full potential.

“Every child deserves the best possible start in life and support to fulfil their potential. A child’s experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right and it provides the foundation for children to make the most of their abilities and talents as they grow up.”

We adhere to the Statutory Framework of the EYFS and the four guiding principles that shape practice within Early Years settings.

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- Children learn to be strong and independent through positive relationships with other adults and children
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers
- Children develop and learn in different ways and at different rates

Principles into practice

As part of our practice we:

- Provide a balanced curriculum, based on the EYFS, across the seven areas of learning, using play as the vehicle for learning
- Promote equality of opportunity and anti-discriminatory practice. We provide early intervention for those children who require additional support
- Work in partnership with parents/carers and within the wider context
- Plan challenging learning experiences, based on the individual child, informed by observation and assessment
- Provide opportunities for children to engage in activities that are adult-initiated and child-initiated, supported by the adult
- Provide a secure and safe learning environment indoors and out



Areas of Learning

The Curriculum

We plan an exciting and challenging curriculum based on our observation of children's needs, interests, and stages of development across the seven areas of learning to enable the children to achieve and exceed the early learning goals.

All the seven areas of learning and development are important and inter-connected.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning. These three areas of learning are the **prime** areas:

Communication and Language

Physical Development

Personal, Social and Emotional Development

Children are also supported through the four **specific** areas, through which the three prime areas are strengthened and applied. The **specific** areas are:

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

Children are provided with a range of rich, meaningful first-hand experiences in which children explore, think creatively and are active. We aim to develop and foster positive attitudes towards learning, confidence, communication and physical development.

Physical Education and Extra Circular Opportunities

Developing the children's gross motor skills and ABC's (Agility, Balance and Co-ordination) is the foundation towards any physical activity.

We will offer a selection of different opportunities for the children to move their bodies. On a weekly bases the children will do Forest Schools, Yoga and a PE session. Forest Schools will be weather dependent, only in the bitterly cold times will the children do indoor related activity. The children will have the daily opportunities to play on the equipment, ride on trikes and bikes to develop their gross motor skills.

We will always endeavor to organize school trips in support of the 'Theme' where possible for each term.

Inclusion and Equal Opportunities

Children with special educational needs will be supported as appropriate to enable them to access the curriculum fully. This includes children that are more able and those with specific learning difficulties and disabilities. Pupil Passports identify targets in specific areas of learning for those children with additional learning needs with the school's SEN Policy. The school's SEN Co-ordinator is responsible for providing additional information and advice to staff and parents and for arranging external intervention and support as necessary.

The New Bees department will be supported with a fully qualified and skilled Learning Mentor. The team will work closely together to ensure that any Speech and Language and SEN needs are identified quickly and intervention is put in place promptly.

In line with the school's Equal Opportunities Policy, we will provide all children, regardless of ethnicity, culture, religion, home language, family background, learning difficulties, disabilities, gender or ability with equal access to all aspects of school life to ensure that every child is valued as an individual. All staff are role models and are aware of the influence they have in promoting positive attitudes and use that influence to challenge stereotypical attitudes.



Planning and Assessment

Planning

As a team, we write long term and medium term plans using the EYFS based on a series of topics each of which offers **experiences** in all seven areas. The mid term plans are made up of mini topics which are sent home for parents to see. This allows you to have an understanding of some of the experiences your child is having in school and for you to link their home experiences into our topic at school. These plans then inform our short-term weekly planning, alongside our observations, which remains flexible for unplanned circumstances or children's responses.

A love of books and stories is promoted throughout linking all mini topics to a specific text. The children are constantly surrounded by all the aspects of the curriculum given them opportunities through play and enhanced learning activities.

You can visit www.early-education.org.uk 'Development Matters in the Early Years Foundation Stage' for a detailed look at the areas of development we observe and assess in New Bees.

Observation and Assessment

Throughout your child's education they will be given a Progress Tracker. This is shared with you at the end of every term to given you a detailed view on how child is doing. It also opens up the conversation of how we can help and support your child further if there are certain areas we need to develop.



Children's Welfare

Safeguarding

The Welfare Requirements stipulate that, 'providers must be alert to any issues in the child's life at home or elsewhere' (2021). Therefore the 'welfare of children is paramount'. We have robust policies and procedures (please see safeguarding policy) in order to safeguard children. If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant harm we will seek advice from Herefordshire Council staff within the MASH team, which may result in a referral to social services. Where there is a concern regarding the welfare of the children that has been shared with parents, staff have a responsibility to record details in a communication log, which is kept in the family file and locked in a cabinet.

First Aid and Medical

If your child has any incident at New Bees it will be dealt with and recorded. We will inform you of a head incident through Parent Mail and/or contact you to discuss options if needed. For other minor injuries you will be informed through the Communication Books, informing what has happened and what action has been taken.

It is extremely important that staff are made aware of any medical conditions or allergies your child may have. Please ensure that you declare these on the relevant forms which you will be given for completion. If your child is ill, please could you inform us directly on 01432 760282 as soon as possible in the morning.

In order to maintain health and safety requirements within the New Bees, any child who has or who have had diarrhoea/sickness within **48 hours** of the Preschool date will not be allowed to attend. Should your child become ill whilst in our care you will be contacted and asked to collect her/him.

Toileting

We expect children to be toilet trained by the time they reach Reception, unless they have a SEN or medical needs. Our preschool is very happy to support parents with toilet training, however, it is vital that this process is fully committed to at home.

For children who are in nappies, we would kindly ask you to provide everything required and a change of clothes. We will keep a daily record in your communication book and support you and your child through phases and transitions.

Home School Links

At New Bees, we recognise that the child's first educators are their parents/carers. We keep parents regularly informed with what is happening in New Bees, through **Parent Mail**. This is an APP where staff can communicate directly. We would use this platform to inform you about any important information, planning, first aid that may occur or requests to meet after school. We do also encourage an open door policy, allowing parents to make an appointment or talk to the teacher about any issues they may have.

In New Bees we would set up a home school communication book which would outline key information for that day, for example general wellness, toileting, and food update. Your child will be allocated a '*Key Worker*' who will be in charge of the book.

We also use a private Facebook account to share children's daily experiences, send classroom messages and celebrate work. This helps build a picture of your child's learning journey with us.



Transitions and Settling

Transition and Settling in

Home to Nursery or the Pre-School Class

We aim for a smooth transition when children start New Bees. We want to make this process as positive and supportive as possible. Every child is different and we will work together with their Parent/Carer to ensure the best outcome, at which ever stage they join New Bees.

Pre School – Reception

During the Summer Term the Reception teacher will undertake Preschool Class visits. You and your child will also be invited in for an afternoon session where your child will get to meet any new friends and the teaching team. There will also be an opportunity for a meet and greet session for the parents too. This is where you will get to discuss future expectations for their Reception year ahead.

Documentation

Prior to your child's arrival we would require you to complete a data collection form and a Questionnaire about your child, which will be sent to you via the school office.



Daily Routines

Admissions

Most importantly, there are two forms, Child Confidential Record and an All About Me form, which must be completed and returned to the office.. The information on these forms helps us to get to know you and your child as quickly as possible, helping them become settled and happy at New-Bees Preschool. The more you can tell us the easier the transition

Attendance

Nursey and Pre-School

Full day Session: 8.30 – 3.30
Morning Session: 8.30 – 12.30
Afternoon Session: 12.30 – 3.30

If you are running late or your child is ill please inform the office where you can leave a message or talk to a member of the team. If your child is not picked up and we are not informed then they will be taken to join the Afterschool Club where you will be charged at an hourly rate.

After School Club

We provide wrap around care from 7.50 am until 5.30 pm (Breakfast club from 7.50-8.50, Afterschool club 3.30-5.30) It's a set fee for whatever time you drop off and pick up.

If you wish for your child to attend any of these clubs please book through your account on Parent Mail Prior to the session. If you are paying through child care vouchers please contact **Mrs Weaver** at Reception **01432 760282** to organise and book.

Food and Drink

Fruit and milk will be provided by the Preschool at snack times. Fresh drinking water is accessible at all times.

Lunch time will run from 12.00-12.30. We are able to offer school lunches in the Preschool or Nursery , these can be ordered and paid for via Parent Mail. You can also send in a packed lunch with your child,

Please remember that packed lunches do need to be healthy in order to support our Healthy Eating Policy. (Sandwich, fruit, yoghurt, breakfast bar, for example). Please avoid sending anything containing **nuts**, including chocolate spread as we **WILL** have children with nut allergies.



Personal

Uniform and Clothing

Nursery children will be expected to wear own comfortable clothing. Pre-School can wear the New Bees Blue T-Shirts and Jumpers and their own comfortable clothing on their bottom half. Full uniform is not expected in Pre-School or Nursey.

When New Bees will have a Forest school on that day we would expect your child to come in appropriate clothing for an outdoor session.

All branded school uniforms can be found on <https://myclothing.com>

Personal Items

Each child attending preschool will require the following items, all of which should be **named** and put into a clearly **labelled bag**:

- Change of clothes
- Appropriate accessories for outside play including sun hats and cream or hats and scarfs.
- Nappies, wet wipes and nappy cream
- A water bottle (lunch box if a morning or a full day session)
- Comfort toy or dummy if required
- Please provide your child with Wellies at the beginning of every academic year (these will stay in school)

All of the above need to be in New Bees every day if we are to ensure that all children have the opportunity to be outside whenever they want to be. If it's raining we will splash in the puddles, if it's snowing or frosty we will make footprints, if it's muddy we will still play on the fields, therefore appropriate clothing and particularly spare clothes are needed.

Comfort Objects

Young children settling often require a Comforter – you are more than welcome to bring in a special teddy etc (named is always preferable!).

If your child has a dummy, please bring in a named Dummy Pot. We ensure dummies are used as a comfort, unless informed otherwise by the parent/carer we can work with you in that transition.



Finance and Funding

Charges and Hours

Hours will be charged to you at **£5.75**. We do ask that your child attends a minimum of two sessions a week so that they have a chance to access a range of curriculum experiences and so that we can get to know them well enough to complete assessments.

Booking of sessions will need to be for a full term. You will be billed at the start of each half term for the number of weeks in that half-term. Any extra hours/costs from the previous term will also be added to this bill. Fees are to be paid by the date shown on the invoice. If your child is absent due to sickness or holiday, full payment will remain applicable.

Please note a minimum of one month's notice is required if you wish to reduce your child's hours. We require one term's notice if you wish to terminate your child's hours completely.

If you wish to increase or reduce your child's hours you would need to contact the Administrations Manager, Mrs Weaver, who will be able to check availability on 01432 760282. We cannot promise last minute sessions it will all come down to staffing and availability.

We provide wrap around care from 7.50 am until 5.30 pm (Breakfast club from 7.50-8.50, Afterschool club 3.30-5.30) It's a set fee for whatever time you drop off and pick up.

Timings	Total price
Breakfast Club (7.50-8.40)	£5.00
Afterschool Club (3.30-4.30)	£5.75Per Hour

Funding – Nursery Education Grant

The first term after your child's third birthday entitles you to up to 15 hours free funding a week for 38 weeks. Under some circumstances children are also eligible for funding the term after their second birthday. We can accept children from the week after their second birthday these will be self-funded places until NEF funding is applicable. The Preschool needs to apply for this in advance, so it is important to decide how many hours and which days you want your child to attend beforehand.

30 Hours Government Funding


If your child is 3 or 4 years old your family may be entitled to 30 hours of free nursery funding a week for 38 weeks of the year. Both parents need to be working at least 16 hours a week to be eligible. There are other circumstances in which this is available.

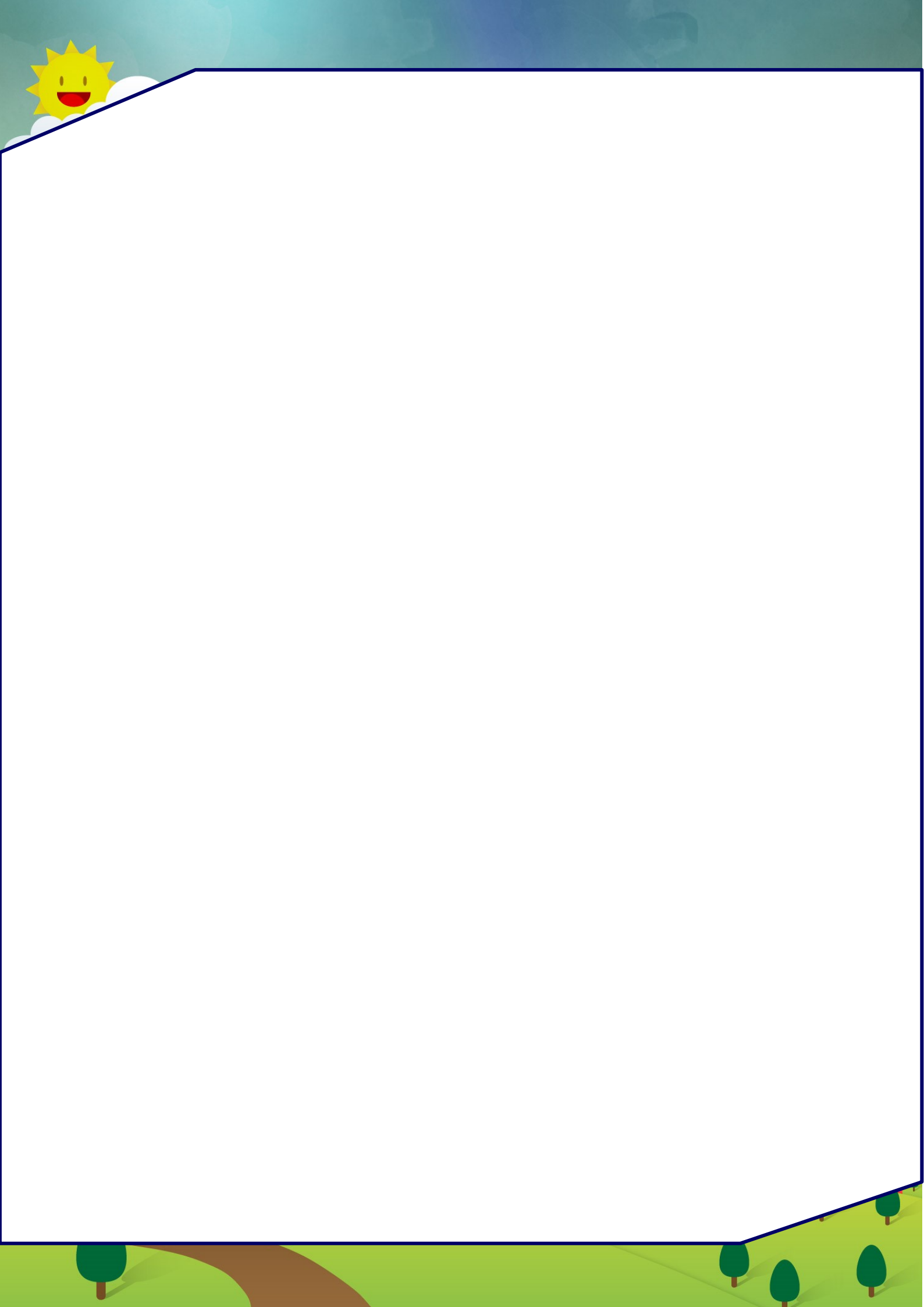
Please see <https://childcare-support.tax.service.gov.uk/par/app/applynow> childcare calculator to clarify your eligibility. If you are entitled to this funding we need to know as soon as possible.

In order to process this funding we need you to provide us with the code (DERN), your NI number (either Parent's) and your child's date of birth.

Tax-Free Childcare Tax

Tax-Free childcare replaced the childcare voucher scheme in September 2017. If you are a working parent you are now able to open a Childcare Account and for every £8 you pay in, the Government will add £2. You can pay us directly from this account.







www.strettonsugwas.com