



New Bees Nursery and Preschool Information Pack



# Welcome to the New Bees



Dear Parents/Carers,

Welcome to Stretton Sugwas New Bees, we are so excited that you are thinking of joining us. I hope this booklet will give you all of the information you need but please do not hesitate to contact the New Bees manager Clare Pudsey on [cpudsey@orchardmat.org.uk](mailto:cpudsey@orchardmat.org.uk) if you have any questions.

Mrs Pudsey



# Our Christian Vision

## Welcome To Stretton: We Work As One

The distinctive Christian ethos of Stretton Sugwas Church of England Academy is intrinsically built upon The Body of Christ verses from 1 Corinthians 12 v12-31. As valuable individuals, we come together to use our skills as part of a bigger team. We are interdependent and our actions will always have a consequence on those around us. Think about the image of a hive of bees.

## One Body: Each Bee Plays A Part In The Hive

At Stretton, we actively use the more-relatable imagery of bees to help children and adults of all ages and understandings access the important life messages shown by The Body of Christ passage. The symbolism also helps to represent the hardworking rural heritage of the local community.

We believe everyone should be included, appreciated and welcoming at Stretton Sugwas Church of England Academy and it hurts the school if even one member of our team doesn't experience this. The school's passionately inclusive ethos is rooted in its Christian values, meaning that its doors are wide open to children, staff and families of all beliefs and cultures in a spirit of mutual respect and acceptance. This is a church school, not a faith school.

## Our Vision Statement

Inspired by the relentlessly inclusive and loving example of Jesus Christ, our Christian Vision can be summarised by the motto "Each bee plays a part in the hive" and explored in three words: belong, believe and behave.

### **"Bee"long.**

We are all uniquely created individual parts of one body, who must work together to listen, learn and love.  
Our school must strive to be a place where absolutely everybody can feel accepted and at peace.  
How can we make everyone feel like loved members of our team?

### **"Bee"lieve.**

We all have skills, a purpose and a role to play.  
Our school must strive to be a place that helps people to fulfil their potential by believing in themselves: in mind, body and spirit.  
How can we help everyone to believe in their brilliance?

### **"Bee"have.**

We have a responsibility to do what we think is right.  
Our school must strive to be a place full of kind-hearted role-models.  
How does our positive behaviour inspire everyone to do the same?



# Our Aims

## 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 Outdoor Learning, Yoga and a PE session. Outdoor Learning 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. Play Plans identify targets in specific areas of learning for those children with additional learning needs with the school's SEN Policy. The New Bees SEN Co-ordinator Mrs Pudsey 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](http://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

We have devised our own '**Pupil Trackers**' which works alongside '**Development Matters**' objectives. These are updated termly and you will be invited in to look at your child's assessment and feedback. We also take this opportunity to celebrate your child's work where they share what they have done with you. We call this our 'Open Celebration'.

## Facebook

We share daily adventures and celebrate work and a wellbeing through our private New Bees Facebook page. Please look for our logo and ask for a request. This is a positive forum to keep you updated and not to be used in a negative way. Always contact Mrs Pudsey directly to help and support.



# Children's Welfare

## Safeguarding

The school's DSL (Designated Safeguarding Lead) is Mrs O 'Reilly The Deputy DSL (DDSL) is Mr Ford and Mrs Pudsey Early Years. All staff and governors receive regular safeguarding training. All staff have access to My Concern, which is the digital platform used to centrally record and triangulate concerns regarding safeguarding, behaviour and attendance. In accordance with policy, concerns should be logged or passed on in a timely manner to ensure that children receive "the right help at the right time". The DSL and DDSL meet regularly to analyse concerns, as well as receiving instant alerts every time a concern is logged.

## 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 **Arbor**. This is an APP where staff can communicate directly. We would use this platform to inform you about any important information, planning, 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.

## 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 any accidents with an accident form which is sent home and/or contact you to discuss options if needed.

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, option 3 or via cpudsey@orchardmat.org.uk or via the Arbor App 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 cannot return to New Bees until 48 hours has passed following the final episode. Should your child become ill whilst in our care you will be contacted and asked to collect her/him. If your child has chickenpox, they can only return to New Bees once all of the spots have scabbed over."

## 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.



# 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. Please see the finance and funding page for details on charges for settling in sessions.

### **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, which will be sent to you via the school office.



# Finance and Funding

## Charges and Hours

Hours will be charged at **£7.00**. We ask that your child attends a minimum of two sessions per week, unless they are also attending another setting, in which case we can look at how best to support this. Regular attendance gives your child the opportunity to experience a broad range of curriculum activities and helps us get to know them well enough to complete assessments effectively.

Booking of sessions will need to be for a full term. You will be emailed your invoice 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. Payment can be made online via the link on the invoice or you can pay using tax free childcare. 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 Preschool/ Nursery Manager Mrs Pudsey who will be able to check availability on cpudsey@orchardmat.org.uk. We cannot promise last minute sessions it will all come down to staffing and availability.***

## Funding – Working Family Funding

Some parents/carers may be eligible to claim up to 30 hours of funding from the term following their child's second birthday. To check if you are eligible and to apply for this funding please visit the links below. **Please note that although funding is available for children who are eligible from 9 months old, and you may have used this at a previous nursery setting, New Bees only takes children from two years old, therefore funding can only be claimed the term following their second birthday.**

[15 and 30 hours childcare support | Childcare Choices](#)

[Check you're eligible for free childcare if you're working - GOV.UK](#)

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, along with the parents date of birth.

## 15 Hours Government Funding

If you are not eligible for the extended funding all children are eligible for 15 hours funding the term after they turn 3.

The hours you can claim cover attending New Bees, you will only receive an invoice if your funding doesn't cover the total amount of hours they attend per week, or if your child attends an additional session/

## Settling In Charges

A charge of **£7.00** per hour will be made for sessions where a child is left in our sole care for a period of time in excess of two hours. If a child does a session that is under two hours there is no charge, but any time over the two hours will incur a charge for the additional hours that your child is attending over the two hours. These charges will be added to your first invoice.

## 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.



# Daily Routines

## Attendance

### Nursery 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.

Timings	Total price
Breakfast Club (7.50-8.40)	£5.25
Afterschool Club (3.30-4.30)	£6.00
Afterschool Club (3.30-5.30)	£11.75

If you wish for your child to attend any of these clubs please book through your account on Arbor prior to the session. If you are paying through child care vouchers please contact **School Office** [strettonsugwas@orchardmat.org.uk](mailto:strettonsugwas@orchardmat.org.uk) to organise and book.

As from September 2025, After School Club provision for children in New Bees (Reception, Preschool and Nursery) will take place in the New Bees building until 5pm Monday to Thursday. Children can be collected from there if you arrive before 5pm. At 5pm any remaining children will be walked up to the main school building where they can be collected up to 5.30 pm. On a Friday all children will be in after school club in the main school building so please collect from there up to 4.30 pm. Moving the provision to the New Bees building for the main part of the week means that we can provide an excellent level of care for the children in surroundings and with staff that they are familiar with.

### Food and Drink

Fruit and milk will be provided by New Bees at snack times for children in the Pre-School class. Children in the Nursery class need to send in a piece of fruit for morning snack time.. Fresh drinking water is accessible at all times. Please can you provide your child with an extra healthy snack for the afternoon.

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 Arbor You can also send in a packed lunch with your child. If your child is attending the morning session, the door will only be opened at 12.30pm unless otherwise arranged due to children eating their lunch.

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 Nursery.***

All branded school uniforms can be found on <https://www.schoolweardirect.co.uk/product-category/find-my-school/stretton-sugwas-new-bees/>

## 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
- Puddle Suits
- Wellies

## Outdoor Learning

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.



[www.strettonsgwas.com](http://www.strettonsgwas.com)