



# Parkland Pre-School

Learning together



**Welcome Booklet**

**2024-2025**

# Welcome to Parkland Pre-School

Welcome to Parkland Pre-School we look forward to working with you and getting to know your children.

This booklet has been produced to help answer some of your questions.

We are always available to help you.

Just give us a call or arrange to talk with our pre-school staff.

We look forward to meeting you and your children as they embark on their learning journey at Parkland Pre-School.

## **The Pre-School Team**



## Our Mission Statement

*To provide every child with the opportunity to explore and discover quality learning experiences within a fun, exciting, warm and secure environment to develop strength and skills for early success.*

Parkland Pre-school offers high quality, term time only childcare for three and four year olds. Set within the Parkland Primary School site in South Wigston, Leicestershire, which is part of the Discovery Schools Academy Trust (DSAT).

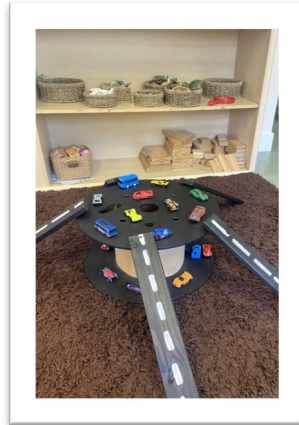
With provision for up to 24 children, it provides care and early education for children working within the required guidelines for the EYFS (Early Years Foundation Stage) curriculum.

The pre-school is registered with Ofsted alongside the school and therefore share a registration number. We operate on a staff to child ratio of 1:8 for three to four-year olds.

**\*Please note: We hope children will attend Parkland Primary school, but it is not an automatic place. All admissions must go through Leicestershire County Council to be given a place for a child here or at any other school**

# Our Parkland Pre-School

Parkland Pre-school aims to nurture children's deep desire to learn, experiment, socialise and to gain independence. The wide and varied range of activities we offer provide children with not only a basic grounding in numbers and letters, but a wealth of learning experiences, allowing them to progress to their next stage of education with a sense of achievement and confidence.



## What we offer:

- A well -equipped light and bright building providing a safe nurturing environment where children learn through play.
- Qualified, dedicated and friendly staff.
- Direct access to a lovely outdoor area, allowing for free flowing play both indoors and outdoors.
- Activities which are designed to cover multiple areas of the curriculum to ensure each child has the opportunity to achieve in and access all areas of learning.
- A strong emphasis on the development of every child's self-esteem and independence, and to encourage them to be kind and caring to one another in a positive and nurturing environment.
- Regular updates on your child's progress with Tapestry online learning journeys
- A strong parent partnership , where parental involvement is actively sought, encouraged and welcomed.
- Provision for wrap around care, between the hours of 7.30am and 5.45pm.
- An excellent transition programme for when your child moves into primary education.
- Very good links with the SENCO, supporting children with additional needs.



# Key Information

## Opening Times:

**Parkland Pre-school is open during term time only.**

**Morning Session:** 8.45am – 11.45am

**Lunchtime:** 11.45 am– 12.15pm

**Afternoon Session:** 12.15pm – 3.15pm

Children may attend for as few or as many sessions as their parent's wish, space allowing. Any sessions over your funded hours will incur a monthly invoice at £12.00 per session and £3.00 per lunch time session. **Fees must be paid by the 1st of each month in advance.**

## Fees:

**£12** - Morning/Afternoon session

**£27**—All Day

**£3** - Lunch Club (please bring a packed lunch)

The Government provide all 3 and 4 year olds with 15 hours of FREE childcare per week, or 30 hours for those who qualify, under the Free Early Education Entitlement (FEEE), this can be used in a variety of ways.

Please visit: <https://www.childcarechoices.gov.uk/> for more information on the help

## Wrap Around Care

Parkland Primary School offers an on-site Breakfast and After School Club for its families to extend the school day. We use an external provider to manage our bookings – Childcare Bookings for Schools. They provide an online booking system for our wraparound care and manage all of the associated admin.

To book and for more information please click [HERE](#) [www.discovery@cbfs.uk](http://www.discovery@cbfs.uk)  
Tel: 01444 523335 Email: [discovery@cbfs.uk](mailto:discovery@cbfs.uk)

### MORNING SESSIONS:

**7:30am – 8:45 am (with light breakfast) - £5.00 per session**

### AFTERNOON SESSIONS:

**Early - 3:15pm – 4:30pm - £4.50 per session**

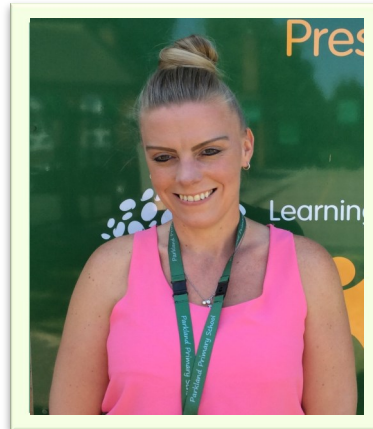
**Late - 3:15pm – 5:45pm (with light snack) - £7.50 per session**



# Meet the Team



Sarah Duckett  
Pre-school Manager/SENDCO



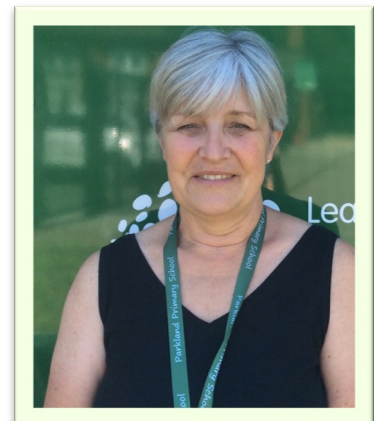
Kerry King  
Deputy Manager



Kiera Townsend  
Assistant



Haley Grace  
Assistant



Michele Gibson  
Lunchtime Assistant

All our members of staff are qualified at level 3 or above. The Manager holds a Ba Hons in Early Childhood. We also have a Deputy Manager and two Assistants. All staff regularly attend courses and workshops to keep up to date with current educational trends, and staff are required to attend statutory courses such as Paediatric First Aid and Safeguarding Children. We feel that effective and regular contact between Pre-school and parents/carers is essential. Conversations can be informal but appointments can be made for more formal discussions. Every year there is the opportunity to attend a parent's evening to discuss your child's progress .

**All children are allocated a key person at the pre-school, your child will work closely with their key person during group time sessions . They will also have the support they require from other staff members throughout the session. Our planning is very much play-based and child-led. Your child's key person will lead activities based around their next steps on a regular basis. Children also take part in adult-led groups for letters and sounds and daily group times with their key person.**

# Daily Routine

## Morning Session:

### 8.45am

Arrival of children attending morning session. Children are encouraged to self-register by finding their own name and choosing their own peg.

### 9.00am

All morning children should have arrived. Children will sit for register and then separate into groups for their morning group time with their key person.



### 9.30am

Children can choose from a variety of activities including mark making, role play, crafts and exploring with natural materials. Children also have free choice of where their learning takes place as a range of activities and experiences will also be available in the outdoor space.

### 9.35am

Adults will extend play in designated areas according to the children's interests.

**The children have the opportunity to have milk and water and a piece of fruit during the morning session.**

### 11.20am

Tidy up time in all areas.

### 11.30am

All children have a quiet time which could be a story, some singing or Show and Tell time.

### 11.45am

Morning children go home, and others arrive for lunch and the afternoon session.

## Lunchtime



# Daily Routine

## Afternoon Session:

### 12.15pm

Free choice play whilst the afternoon session children arrive, and lunch is cleared away

### 1.15pm

Children will sit for register and then separate into groups for their afternoon group time with their key person.

### 1.45pm

Children can choose from a variety of activities including mark making, role play, crafts and exploring with natural materials. Children also have free choice of where their learning takes place as a range of activities and experiences will also be available in the outdoor space.

### 1.50pm

Adults will lead play in designated areas according to the children's next steps and interests.

### 2.50pm

Tidy up time in all areas

### 3.00pm

Children come together for a story and Show and Tell session before home time.

### 3.15pm

Home-time.



*There will also be times throughout the week where the children will have the opportunity to take part in games and activities to introduce Phase 1 Letters and Sounds.*



# The Curriculum

We follow The Early Years Foundation Stage (EYFS) curriculum. This is designed to cover 7 areas of learning. It consists of 3 prime areas which are:

- **Personal, Social and Emotional Development**
- **Communication and Language**
- **Physical Development**

These 3 areas are fundamental from birth and build the roots for future learning.

There are also 4 specific areas which are:

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**



These 4 specific areas strengthen the prime areas and help us to apply these within a Pre-school setting. All these 7 areas are inter-connected and most of our activities in Pre-school cover more than one area at one time.

## Outdoor Learning

Our grounds provide an ideal outdoor learning environment with natural gardens. We endeavour to keep the outdoor area open all year round, whatever the weather, and encourage children to be outside daily. A wide variety of activities are planned for the outdoor area which encourage children to learn across all areas of the curriculum.

The main aims are for children to develop their independence, problem-solving skills, self-awareness, good social communication skills, fine and gross motor skills and to have a positive attitude as well as greater self-esteem and confidence. All children are involved in helping each other to achieve, as well as having fun.



**PLEASE REMEMBER: There is no such thing as bad weather, just inappropriate clothing!**



# SEND

Parkland Preschool is an inclusive preschool that offers an inclusive provision for all children including those with Special Educational Needs and disabilities (SEND).

Each school has a SEND coordinator who has the responsibility for making sure that children with SEND are well supported and their needs are met.

**If you have concerns or think that your child may have special educational needs, please ask to speak to Miss Duckett, the pre-school's SENDCO. There may be times when the advice of Mrs Clare Hill, the SENDCO for Parkland Primary school, is sought. You will be informed if this happens.**



## Special needs provision may include:

- Smaller group work for both academic and behaviour support
- Adapting the environment to suit the needs of the child
- Differentiating the activities/experiences to ensure that children of all abilities can access learning
- Targeted Plans to record targets and review how well these are going
- Referrals to specialists from outside agencies, for example Speech and Language or The Specialist Inclusion Team. This is done with prior parental consent

The Manager and SENDCO has completed the Local Authority approved SEND training to implement the Graduated approach for children with SEND, if you have concerns whilst your child is at preschool, Miss Duckett will support you and your child to ensure the most appropriate support is put into place.

# Other Information

## Food & Drink

Children are provided with a mid morning snack and milk and water is available through the session. Parents must inform Pre-school staff of any food allergies prior to their child starting at Pre-school. Children who stay for lunch must bring a healthy packed lunch with them. **Please note : We are a NUT FREE school.**

## Uniform

At Parkland Pre-school we expect the children to wear the following:

- Green Polo shirt/fleece/jumper/cardigan. If you would like to purchase these with the school logo, they can be obtained from: <https://www.gascoigneclothing.com/parkland-primary>— you will find further details in your welcome pack.
- Sun hats for sun safety, when appropriate.

## Medical Needs

Please provide the pre-school with up to date information about your child's medical conditions, treatment and/or any special care needed. If your child requires short-term medication to be administered at school, please bring the medicine to pre-school, where you will be asked to complete a 'Request for Administration of Medication' form. Please be aware we can only administer medication prescribed by a doctor, for the named child concerned, and only then when the dose frequency is four times a day.

## Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is available for eligible 3 and 4-year olds accessing Free Early Education Entitlement. If your child is eligible, the premium will provide us with extra funding to enhance the opportunities, experiences and support offered to your child. Please complete the section on the PSOU form, providing us with your National Insurance Number so that we may check your eligibility.

## Safeguarding

Parkland Pre-school aims to provide a friendly, welcoming environment where all children feel safe, secure and free from harm. We promote and safeguard the welfare of children in our care, which includes protecting children from maltreatment, preventing impairment of children's health or development and ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

We have a duty of care to refer any allegation, complaints or concerns received, relating to a child to Social Care or the Police. A copy of our Safeguarding Children Policy is available on the school website.

## Absences/Late Arrival

Absences are recorded in the pre-school register. If your child is going to be away from pre-school for any reason, **please inform the school by 9.00am**. Messages can be left on the telephone absence line, option 1, or via the link on the school website. Late arrivals are marked in the register, if the child is not present when the register is taken. If your child arrives after 9.30am the mark we must give shows as an absence on their attendance records, unless there is a reason for the absence, for example, a medical appointment and evidence has been provided. The register is a legal document.

## End of the School Day

Please collect your child on time. If you are going to be late, for any reason, please phone the school office and let us know so that we can advise pre-school staff accordingly. Also please inform pre-school if someone other than yourself is picking up your child. We do not allow children to go home with somebody, other than their parents, who we have not been informed about.

If a parent is late to collect their child with less than one hour's notice, or no notice at all, staff will look after your child whilst attempts are made to contact you. In the event of late collection of your child from their normal agreed session time, we reserve the right to charge for each additional 15 minutes at a rate of £4.

If a child is still at pre-school 30 minutes after they were due to be collected, or as the pre-school is about to close, and all attempts to contact parents and the child's emergency contact, have been unsuccessful, Leicestershire County Council Social Care Department (0116) 3050005 would be called upon and their advice would be followed.

## Non-Payment of Pre-School

Failure to pay outstanding fees may lead to the withdrawal of your child's pre-school place. Invoices are processed in advance and are payable by the 1st of the month. Payment received later than the given due date stated on the invoice (14 days after date of invoice) may incur a late payment fee of £20. Withdrawal of a place is entirely at the Bursar's discretion. It would be unusual for a child to still attend the pre-school at a point where solicitors have been instructed to recover a debt.

## Policies & Procedures

Parkland pre-school policies are available to read on the school website, our policies run in conjunction with the school, hard copies can be provided on request.

Please visit <https://parklandprimary.co.uk/our-school/school-policies>

# Term Dates 2024/25

| <u>Term dates and teacher days 2024/2025</u> |  |
|--|--|
| <b>Autumn term</b>                           |  |
| Bank Holiday                                 | Closed Monday 26 <sup>th</sup> August 2024                       |
| School opens                                 | Tuesday 27 <sup>th</sup> August 2024                             |
| Half term                                    | Monday 21st to Friday 25th October 2024                          |
| School opens                                 | Monday 28 <sup>th</sup> October 2024                             |
| School closes                                | Thursday 19th December 2024                                      |
| <b>Spring term</b>                           |  |
| School opens                                 | Tuesday 7 <sup>th</sup> January 2025                             |
| Half term                                    | Monday 17 <sup>th</sup> to Friday 21 <sup>st</sup> February 2025 |
| School opens                                 | Monday 24 <sup>th</sup> February 2025                            |
| School closes                                | Friday 11th April 2025   |
| <b>Summer term</b>                           |  |
| School opens                                 | Monday 28 <sup>th</sup> April 2025                               |
| May Day                                      | Monday 5 <sup>th</sup> May 2025                                  |
| Half term                                    | Monday 26 <sup>th</sup> May to Friday 30th May 2025              |
| School opens                                 | Monday 2nd June 2025   |
| School Closes                                | Tuesday 8 <sup>th</sup> July 2025                                |

*We look forward to meeting and working with you and your child at our pre-school*



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[www.parklandprimary.co.uk](http://www.parklandprimary.co.uk)

All information is correct at date of printing .