



Welcome Booklet

All Saints C of E Pre School



All Saints C of E Pre School
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Executive Head Teacher : Mrs J Redfern
Deputy Head Teacher : Mrs L Hardwick
Pre-School Manager : Mrs E King

Mission Statement

ALL SAINTS CHURCH OF ENGLAND (VA) INFANT SCHOOL AND PRE-SCHOOL

“Opening Hearts & Minds Through the Grace and Love of God”

At All Saints Infant and Pre-School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools and pre-school including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the school's policies and through these, for everything that happens in and round the school. Our aspiration is for everyone at All Saints to:-

- feel happy, secure, safe and valued at school and pre-school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.



Introduction

We would like to wish you a warm welcome to All Saints C of E Infant and Pre-School.

We are a small and lively infant and pre-school with long established links with the local community and church in Huthwaite. At the start of September 2020 we will have approximately 90 pupils on roll.

The school was founded in 1890 and has gone through many stages of modernisation. Over the last few years a full internal refurbishment of the school has taken place including an extension at the back of the building. This has enhanced the experiences and opportunities we offer our children and local community.

Our school prides itself on its welcoming and friendly atmosphere in which children are respected and valued as individuals and their education is felt to be a partnership between home and school.

Our teaching and non-teaching staff, caretaking staff, kitchen staff and school governors all work closely together to provide a caring, purposeful and stimulating environment in which the children feel secure, learn to respect and value the needs of each other and work to achieve their full potential.

We aim for our children to enjoy a variety of learning experiences and encourage them to develop Christian values, which will equip them to face the responsibilities and challenges of the future.

At All Saints we value all our children as individuals and encourage them to make a contribution to the life of the school and their local community. We have high expectations of pupils and ensure that, irrespective of race, gender or ability, they all have access to a meaningful, appropriate and developmental education.

We hope the following information will tell you what you would wish to know about our school but should you have any queries, please don't hesitate to speak to us.

Yours sincerely

J Redfern

Executive Head Teacher

L Hardwick

Deputy Head



Information

All children **must** have a completed Registration Form on file in order to be left with us. Please complete the form prior to your child being left in the Pre-School so we have the most up to date information possible about your child (remember all children are different and their needs change quickly, so please keep us updated at all times):-

Please provide (where necessary):-

- ♥ Spare clothes
- ♥ Spare nappy change items
- ♥ Anything else your child may need



Remember! Label everything your child brings into the group including bags. Also, account for a few minutes at the start of each session to settle your child in properly and talk with staff about your child's needs.

Accidents - Parents/carers will be informed of any accidents or incidents which might happen at Pre-School. All our staff are fully paediatric first aid trained.

Arrival - We offer two sessions a day. The **Morning is 8.30am to 11.30am** and the **afternoon is 12.15pm to 3.15pm**. Please can you wait in the corridor with your child until the doors are opened by a member of staff.

Collection - Please complete all necessary information on the Registration Form, along with any password you wish us to use. Please be aware that any other person who might collect your child **must** be over the age of 16.

Communication Apps - We have a few apps that we use to communicate with you.

We have a Pre-School **Facebook** page called **All Saints CofE Preschool Huthwaite** which you can search for on Facebook. This keeps you updated with regular activities and events, so please visit the page to join in with the communication.

The school office uses an app called **Our School App**. Details of this and information on how to download the app are included in the Welcome Pack.

Early Years Pupil Premium Registration Form - Inside your pack you will find a blank EYPP Registration Form for your completion to see if your child is eligible for funding. Please return your completed form to Mrs King, the Pre-School Manager or to Mrs Benham at the school office. A copy is also available on our website: www.huthwaiteallsaints.notts.sch.uk > **Pre-School > Starting at All Saints Pre-School**

Illness - Please be mindful of other children and staff in Pre-School if your child has been ill; germs pass round very quickly. Children need to be clear of illness and infection for 48 hours in order to attend sessions. If your child is on any kind of prescribed medication please ensure you have completed a 'Parental Agreement to Administer Medicine' form. We also need to know if your child suffers from diabetes or asthma and requires an inhaler to be kept at Pre-School. Please advise our infant school on **01623 459199** if your child is absent from Pre-School for any reason.

Medication - Staff can only administer medicine to children if there is a Parental Agreement Form on file, which has been completed and signed by parents/carers. The medication must be handed over to a member of staff which will be kept in a safe place. A copy is also available on our website: www.huthwaiteallsaints.notts.sch.uk > Pre-School > Starting at All Saints Pre-School

Parent/Carer Partnership - Please inform staff of any information you think will be relevant to your child's time with us. We organise Parent/Carer Progress Meetings to discuss their development and also welcome visits from professionals to assist your child's learning journey with us.

Policies & Procedures - We have a full range of policies and procedures in place (including behaviour management). If you would like to see them, please speak to a member of staff. Alternatively, you can view them on our website: www.huthwaiteallsaints.notts.sch.uk under the 'Information' tab and then on the drop down menu 'School Policies'.

Safeguarding - It is our policy to ask and record any injuries or marks your child arrives with. We will ask you about how they occurred, if they do not tell us first! We have official forms for this information to be given. Our mission is to protect all children in our care and information may be passed onto Social Care.

Safety - Please can we kindly ask that you **DO NOT** hold the door open for other parents/carers, the door must only be opened by a member of staff. Please also be aware that whilst waiting in the corridor for your child's session to start their behaviour is your responsibility. Finally, please ensure any earrings are removed as staff are not responsible for their removal or safe keeping.

Snacks - Fresh water is always available for your child to drink. There is also toast, fruit and milk available to them at snack time.

Staff - We are very skilled in looking after your children and do a professional job at all times. Remember to speak to them if you require any help or advice about child development. We want you and your child to have an enjoyable time in our Pre-School.

Staff to Child Ratios - We are governed by regulations from OFSTED and use their rules to set child numbers. Unforeseen circumstances may mean we need to adjust groups in the case of staff illness etc.

Should you have any queries or would like further information please contact All Saints C of E Infant School on **01623 459199** or you can contact Pre-School directly on **07833 263 226**.

