

Norton Little Learners Pre-school

Information Pack

2023/24



Strive Think Act Respect Shine

Norton Little Learners Vision - **STARS**

- **S** - Strive to nurture and enrich each individual's development through play.
- **T** - To express their ideas through creative and critical thinking.
- **A** - Aiming to enter reception with the necessary skills to promote lifelong learning.
- **R** - Role play every day experiences and to learn empathy and how to care for each other.
- **S** - Spontaneous learning in a safe and stimulating environment.

A little bit about us....

Norton Little Learns provides a safe, stimulating and fun environment for children from 2 years, 9 months until 4 years old. With a real passion for Early Years, the staff share the same aim of wanting the children to build lots of happy, positive memories whilst building the love of learning. Through a mixture of child initiated and adult planned activities, we ensure the children are well supported to develop and reach their goals.

The setting provides a smooth transition for those going into the reception class; our reception teacher often joins us for story time, we join in with the whole school assemblies, have older children read to us and other school activities throughout the year, such as world book day celebrations and egg rolling at Easter. We also join the infants on the playground at morning breaktime.

In Little Learners we operate a key person system where each child is allocated a staff member to oversee their journey through the pre-school. We pride ourselves on the close relationships we build with families and understand the importance of working together to best support the child's development. Each child has a learning journey; this is shared with parents/carers regularly. Regular assessments are carried out within the setting and reports are shared with parents at parent's evenings three times a year (November, February and June). We will invite you to join us at open days and occasions throughout the year to share what we do.

Our environment....

We are based in the beautiful village of Norton. We are in a light and airy classroom within the school, our enabling environment plays a key role in supporting and extending children's learning and development. The children explore outdoors no matter the weather, we have an outdoor free flow area with sand and water play available, the children also play on the play park in Norton, the field, MUGA and the school playground which builds strong connections with other children in the school.

We actively encourage the children to explore open ended resources and provide a range of fun learning experiences.

At Norton Little Learners Pre-School we operate an open door policy, where we encourage you to chat to us at any time if you have any concerns. Obviously some times are busier than others so we may have to arrange an appointment or call you back a bit later on.

Activities....

Activities are all play based following the children's interest and planned to incorporate the Early years Foundation Stage Framework. Staff have regular planning meetings and will include the children's ideas and feedback from home. Please let us know if your child has any particular interests so we can incorporate them into our planning. Likewise, if you as parents have any particular skills or an interesting job, then please do let us know so we can invite you in at some time to show/ talk to us!

Early learning goals....

Personal Social and Emotional Development: Making relationships, self-confidence and self-awareness, managing feelings and behavior.

Communication and Language: Listening and attention, understanding and speaking.

Physical Development: Moving and handling, health and self-care.

Mathematics: Numbers, shape, space and measure.

Literacy: Reading and writing

Expressive Art and Design: Exploring and using media and material, being imaginative.

Characteristics of Effective Learning....

Playing and Exploring: Finding out and exploring, playing with what they know, being willing to 'have a go'.

Active Learning – Motivation: Being involved and concentrating, keep trying and enjoying achieving what they set out to do.

Creating and Thinking Critically- thinking: Having their own ideas, making links and choosing ways to do things.



Meet the staff....

Kirsty Spencer – Pre-School Lead

Hello, I'm Kirsty

I have worked in childcare since leaving school, gaining a Level 3 qualification and over 10 years experience. I love working with young children and their families as I find it really interesting, rewarding and wonderful to see children grow and develop. I officially joined the Norton family in 2022 and love my role as Pre-School Lead.



I have two little girls, Jemima and Nancy, and we live in the village. In my spare time I enjoy spending time with my family and friends.

Jess Bartrum – Pre-School Early Years Educator

Hello, my name is Jess.

I have many years of experience working with young children alongside a level 3 qualification. Working in the childcare sector is fun and rewarding plus it is a joy to see the children learn, grow and develop.



Outside of work I love spending time with my twin girls, as a family we enjoy being outdoors, baking and crafting.

I look forward to meeting you and your child.

Photos of our setting....



"My child absolutely loves his time at school. He is forever talking about what he plays and who he plays with. Thank you for all you do!"

"Thank you for everything you do with her, she's come on so much since starting at Little Learners and she loves coming there."

"We are very proud of his progress."

"She really enjoys Little Learners and we are so pleased to hear that the full days are really helping her to come out of her shell to become her usual funny, chatty self! She is always talking about her friends and teachers - keep up the fab work! Thank you!"

"He has settled so well this term and is making friends. He always comes home happy (and tired!) from having so much fun!"

"We are so proud of how well he is settling into Little Learners and making new friends. He is so happy to walk to school every day and see his friends."

"We have certainly seen a positive difference in her since she started at Little Learners. She loves attending Norton and looks forward to walking to school every morning to learn and see all of her friends!"

"She is enjoying preschool and looks forward to going every week. She tells me excitedly what she has got up to during the session, and we look at the comments and pictures on class Dojo together every day."

"We are really happy with how she's come on with her listening and manners! She loves Little Learners!"

"She totally loves coming into school like a 'big girl'! She cries every weekend when there's no school! She loves all the activities you do with her and her speech has come on so well as well! Thank you for everything that you do with her."

Information

Registration and Pricing...

To register your child's attendance please complete and return the registration form to the school office or email; - admin@norton.gloucs.sch.uk . You will be contacted with confirmation of the hours requested. If you require to change your existing hours, please put your request in writing, giving 2 weeks' notice.

Our sessions run Monday to Friday (term time only) between:

- Morning session: 8.45am – 11.45am Monday to Friday
- Afternoon session: 11.45am – 3.15pm Monday to Friday
- Full day: 8.45am – 3.15pm Monday to Friday

Costs:

- Full day: £36.17
- Morning/Afternoon session: £18.78
- Hour: £6.49
- Snack: 35p per day
- Funded space - 3.15 charge (30 mins): £2.50 (if you would prefer not to pay this please arrange to collect your child at 2.45pm)

Invoices are sent out 6 times a year, within the first couple of weeks of each term.

Funding – Free for 3& 4 year olds....

Norton Little Learner is registered to take part in the Free for 3&4year old Funding scheme. A parent/carer declaration form will be given out at the beginning of the autumn, spring and summer terms. This is to be completed and returned to school by the required date to ensure funding is received. Failure to return the completed form by the required date may incur charges. Any days outside the funding period will be chargeable. Parents/carers will be notified of the chargeable days and given the opportunity to take their children out of the chargeable sessions; this must be requested in writing.

Funding weeks:

- Autumn term: 14 weeks
- Spring term: 12 weeks
- Summer term: 12 weeks

Settling in...

We believe that every child is a complete individual and so for that reason, we don't enforce a particular settling in strategy. Some children will come through the door and never look back, some will refuse to step foot through the door on their first day, but most will be somewhere in between. We listen to your

opinions, after all you know your child better than we do! You might think it's better to stay with them for a while each day and gradually leave them for longer at a time, or you might just drop them at the door and go. We will work with you as parents to ensure the smoothest possible transition for your child.

When your child first starts pre-school, it can be a very daunting experience, especially if they are not used to being away from home. Parents will always be contacted if the child becomes very distressed or unwell.

The first few weeks are about settling in and making friends with the other children and staff and getting used to a basic routine.

Snack and Lunches....

We provide morning and afternoon snacks, which include a selection of fruit or vegetables and a form of carbohydrate. Morning snack also includes a milk option. Fresh drinking water is always available throughout the day. Please bring a named water bottle every day for your child. We encourage snack and lunch time to be a social time, at which children and staff sit together.

You are welcome to send your child in with a packed lunch. If your child is bringing in their own packed lunch, please ensure no nuts and that grapes, cherries, cherry tomatoes are chopped up appropriately and de-stoned. To ensure that food in the lunch box stays fresh and cool, especially in warmer weather, we suggest putting a small freezer ice pack inside. Hot dinners are available at a charge of £2.34. There is a choice of 3 meals each day. If you would like your child to have a hot dinner please tick off the dinner register when you sign your child in, or phone in the order before 9:15am if your child is in for the afternoon session. Dinner money should be sent in a marked envelope and posted into the red postbox at the school entrance.

Please ensure you tell us about your child's dietary needs or allergies.

Communication...

Little Learners use the school Dojo to communicate with parents and for parents/carers to communicate with staff. Dojo is also used to upload pictures of our daily fun. Parents/carers will be sent paperwork to set up an account when their child starts. The Dojo app is free to download.

Teacher2Parents is a texting service used by the school that is used by staff on some occasions.

Information can also be found on the schools website: <https://www.norton.gloucs.sch.uk/website>

Outdoor Learning...

We are fortunate to have the use of the lovely outdoor park and field that we share with the Norton Village community. We make full use of this area and go outside in all weathers, encouraging the children to become creative, confident and independent learners. We ask that children have weather appropriate gear, such as wellies, hat, gloves or sun protection.

Safeguarding...

Safeguarding is a priority of Norton Little Learners. Please ensure you sign your child in and out on the daily register. Should you be unable to collect our child and you have arranged for someone else to collect them, please inform us when you drop off or call the school office with the person's name who is

collecting your child. A password may be required if the person collecting is not known to Little Learners staff.

Clothing...

Norton Little Learners do not have a uniform for the children. We do stress though that children will get messy through play! Paint, mud, glue, sand and plenty of other things are such an important part of our play and so for this reason we ask you don't send your children in wearing their best clothes! We do provide aprons for messy play, but often children still get messy and so old clothes are much more suitable for the pre-school environment. It would be great if you could provide a change of clothes for your child, fully labelled, which can be left in their bag in case of accidents.

We find that Velcro shoes and pull up trousers are easier for your child. We encourage children to gain the skills that help them to be independent and to look after themselves. These skills include taking themselves to the toilet and taking off and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this. We spend a lot of time outside and ask that weather appropriate protection be brought in every day (wellington boots, a waterproof coat, gloves, hats, sun hats and sun cream).

All belongings, clothes, bags, lunch boxes etc should be named.

Illness or Injury....

Please do not send your child to pre-school if they are unwell. If your child has had sickness or diarrhea, they must be **at least 48 hours clear** before returning to pre-school.

If your child is unwell and unable to attend Little Learners, please ring the school office (01452 730531) before 9:30am or message a staff member on class dojo.

If your child becomes unwell during the day we will contact you on the numbers you have provided on the registration form so please do make sure they are kept up to date.

Please report all previous injuries to your child upon arrival to a member of staff. We will inform you of any injuries your child sustains at preschool. These will be recorded in an accident book

Medicine...

If your child requires medication you are welcome to come in at the required time to administer the medication yourself. If you would like one of the staff to administer medicine to your child, please complete the medicine form (available from the school office). We are only able to administer prescribed medication. Please hand all medicine to an adult, all medicine is stored in a locked cabinet.

Access...

Drop off and collection for Little Learners is as follows:

8.45am drop off: school playground

11.45pm drop off or collection: main school entrance

3.15pm collection: school playground

Please be prompt when collecting your child as it can be very distressing for the child to see everyone else leaving, however if you are unavoidably delayed please do not worry Try to contact us to let us know. We will reassure your child and look after them until you arrive. If you need child care outside of the Pre-School times, please see below.

Extended Services...

The school runs a before and after school club (chargeable) which can be used by children attending Little Learners. If you wish your child to attend please complete a booking form. See appendix A for more information.

GDPR....

We value your right to choose what we do with any personal information that we hold. We will ask you to complete a form at registration that expresses your wishes regarding sharing of photos or information in learning journals, classroom displays or the schools website. For additional GDPR needs throughout the school year, we will ensure you are fully informed and aware.

Policies...

All policies are listed on the school website and are updated regularly.

We hope you have found the information above useful. If you do have any questions, no matter how trivial they seem. Please do contact us either by phone 01452 730 531 or kspencer@norton.gloucs.sch.uk

APPENDIX A

Terms and Conditions

Before and After School Clubs

In order that we can provide a safe and well organised club there are a few important points that **MUST** be adhered to:

- You **MUST** inform the school of the sessions your child will be attending prior to the start of a new term by completing a booking form (download from the website or collect from the school office).
- We may not be able to offer emergency bookings due to staff ratios.
- If you wish to cancel a pre-booked session, please notify the school by phone or email at your earliest convenience.
- A late fee will be charged for each 15 minutes thereafter. ***If you are late on 3 occasions within a school year, the after school club will no longer be available for your child/ren for the remainder of that year.***
- Children attending a school run club will be taken to the After School Club when their club finishes. The whole session cost still applies.
- Registration of children will be similar to that of the school register - if your child is unable to attend, we must know as soon as possible as safety is of utmost importance.
- A member of staff will sign your child in and out for before and after school club The school behaviour expectations and the school policies still apply.

Age

- 3 – 11 years old children who are attending Norton Primary School or Norton Little learners.

Hours

- Before School - 8:00am until 8:45am, Monday to Friday (no breakfast is provided)
- After School -3:15pm until 5pm, Tuesday and Wednesday, 3:15pm – 5:30pm Monday and Thursday (please provide a snack).

Charges –

- Before School Club -- £1.61 per session
- After School Club until 5pm -- £4.80 per child per session
- After School Club until 5:30pm -- £5.96 per child per session
- Late Fee -- £6.08 per 15 minutes

Invoice

- Payment is required on receipt of an invoice. Invoices will be sent out at the beginning of each month for the previous month. If an invoice remains unpaid you will not be able to use this service until payment has been received.

We pride ourselves on offering extended services whilst striving to keep our prices low, as this remains a non-profit making service. The charges will be reviewed again Autumn 2024.