

# Norton Little Learners Pre-school

## Information Pack

2022/2023



**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 waiting for 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 we go to Open the Book assemblies. We also join the infants for some activities such as play time and welly Wednesday.

In Little Learners we operate a key person system where each child is allocated a staff member to oversee the journals and assessments. We pride ourselves on the close relationships we build with the 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.

Given the physical confines of our site we require that children are toilet trained before they attend Little Learners. Please speak to a member of staff if you need any support or further clarification on this.

## 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.

## 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 I am so excited to take on the role of 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.

### *Fionn Higgins – Early Years Educator*

Hello, my name is Fionn (but you can call me Fi!)

I think Pre-school is so much fun with every single day being different from the previous! We love to follow the children's interests and I enjoy being able to turn play into learning opportunities every single day (often without them even knowing!). Play is the best way to learn, which makes it so important!

I am the lead staff member for RE and worship, so a few afternoons a week I teach RE and world views throughout all year groups in the school.

Outside of school I enjoy spending time with friends and family, occasionally I will drive a digger or dumper for my dad! I love to sing, play my guitar or violin and I enjoy exploring the countryside. You may also find me curled up with a good book and some white chocolate!!



### *Carina Murrison – Early Years Educator*

Hi I'm Carina!

I started coming into Norton in 2019 with 'Flo the reading dog'. We would come in together and listen to children read every week. I loved being in school so much that I started to volunteer occasionally in a few of the classes. In 2020 I was lucky enough to be asked to come and work in Little Learners and have loved every second of it. I find so much joy in watching the children explore and learn through play and helping them to grow every day.

I have a level 3 Teaching Assistant qualification and have worked in a number of schools but I have to admit Norton is the most family feeling school I've had the pleasure of working in!

In my free time I love to be out and about exploring! I love going wandering with my husband and exploring new and exciting places.





## Photos of our setting....



## Testimonials....

"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](mailto:admin@norton.gloucs.sch.uk) . A letter will be sent 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: 9am – 12pm Monday to Friday
- Afternoon session: 12pm – 3pm Monday to Friday
- Full day: 9am – 3pm Monday to Friday

Prices from January 2023. The next price increase will be January 2024.

- Full day: £33.80
- Morning/Afternoon session: £17.55
- Hour: £6.07
- Snack: 33p per day
- Late fee: £3.83 (per 15 minutes) collected after 3pm
- Early fee: £1.47 (before 9am; school gate opens at 8:45am)
- After school club: £1.47 (3pm – 3:15pm when using the After school club)

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

## Lunches....

We follow the school's policy on healthy eating and only allow water in their bottles in preschool at all times.

You are welcome to send your child in with a packed lunch. 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.

Please send dinner money in a marked envelope on the day. If you would like to pay for the term in advance, we will notify you when your account is running low.

## **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. Parent/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>

## **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...**

We ask that your children wear practical clothing that may get muddy or covered in paint! Please bring in a spare set of clothing to each session. We spend a lot of time outside and ask that weather appropriate protection is brought in every day (wellington boots, a waterproof coat, gloves, hats, sun hats and sun cream). Please also bring in a named water bottle daily.

## **Illness....**

If your child is unwell and unable to attend Little Learners, please ring the school office (01452 730531) before 9:30am. Please be considerate when deciding if your child should be brought in if unwell, a good indication they should stay at home is if Calpol is needed. If you are unsure of the incubation period of contagious illnesses, such as Chicken pox, please contact us for guidance.

If your child has a stomach bug our policy is that they should be kept off for 48 hours after their last episode.

## **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). Please hand all medicine to an adult, all medicine is stored in a locked cabinet.

### **Access...**

Drop off and collection for Little Learners will be from the main school entrance

### **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 journal, 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.

## 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 for the following term by completing a booking form (download from the website or collect from the school office).
- The only exception to this is an emergency booking whereby you **MUST** phone the school on 01452 730531 or email: [admin@norton.glouc.sch.uk](mailto:admin@norton.glouc.sch.uk) at your earliest convenience. Please note: We cannot guarantee the after school facility until 5:30pm for emergency bookings.
- If you wish to cancel a pre-booked session, please notify the school by phone or email at your earliest convenience.
- A late fee of £5.68 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

- 2yrs 9 months – 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 available)
- After School - 3:15pm until 5pm, Tuesday and Wednesday, 3:15pm – 5:30pm Monday and Thursday (please provide a snack).

#### Charges

- Before School Club -- £1.50 per session
- After School Club until 5pm -- £4.49 per child per session
- After School Club until 5:30pm -- £5.57 per child per session
- Late Fee -- £5.68 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.

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 term 2024.