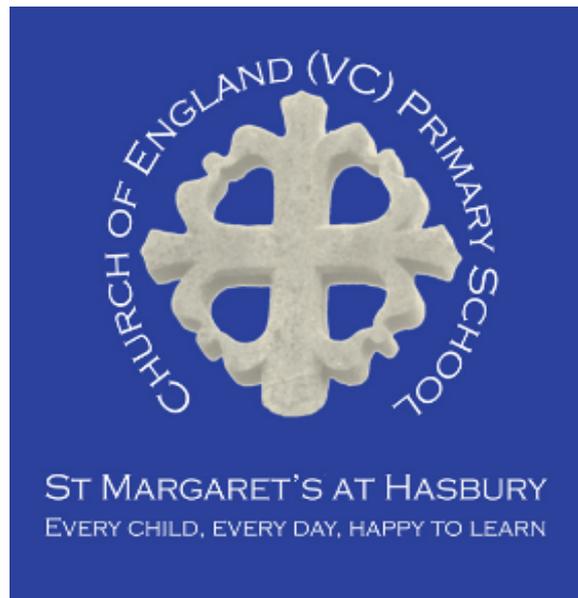


Welcome to St. Margaret's at Hasbury Pre-School & Nursery Provision



Every Child, Every Day, Happy to Learn

St. Margaret's at Hasbury C of E Primary School and Nursery
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Welcome!

St. Margaret's at Hasbury Pre-School Nursery is a child friendly, purpose built Early Years setting with a large outdoor play environment. We are part of the Early Years Foundation Stage at St Margaret's at Hasbury C of E Primary School and work closely with the reception class as part of the Foundation Stage Unit. We operate on a term time basis in line with the school's academic calendar. Our sessions run from 8:30 am – 11:30 am and 12:30 pm – 3:30 pm.

Nursery The children in the Nursery are aged 3–5 years and access a classroom and the outdoor environment during their early education. Children from Nursery and reception class work together in the outdoor environment and separately in their classrooms.

Nursery children are entitled to receive 15 hours Free Early Education per week through a maximum of five, three hour sessions. We are also able to provide fee paying places for children claiming their funding through another provider.

Pre-school The Pre-School provides education and care for 2 and 3 year olds and has access to outdoor areas. The children work in partnership with the Nursery, joining together for visits to the church and for workshops. This provision is offered as a fee-paying service and offers age appropriate early years learning and development specific for this age group. We are able to provide places for children who are funded via Dudley's 'Time for Twos' scheme for 2 year olds, for their 15 hours entitlement.

The main purpose of our Pre-School and Nursery is that your child will receive opportunities to learn and develop through “purposeful play”. We offer a safe and stimulating environment which is happy and secure; through this your child is able to develop to their full potential. Every aspect of your child's care will be individualised and we will work closely with you as parents, so that you feel confident and able to approach us at anytime about any area of your child's care or development.

The information provided in this pack will show what you and your child can expect to receive during your time with us. If you have any questions regarding this information or any other queries please do not hesitate to contact us.

We look forward to working with you to make your child's stay a happy time.



OUR MISSION, AIMS AND OBJECTIVES



The school mission statement really sums up what St. Margaret's at Hasbury Pre-School Nursery is about: "Every, Child, Every Day, Happy to Learn". Our ethos is grounded in the value of play as the best way of bringing young children together to learn.

Our aims and objectives are:

Celebrating Children

- We will value and celebrate the uniqueness of each child and the family that they belong to
- We will encourage all of our children to bring their home life, values and beliefs into Pre-School Nursery, so we can all share and develop
- We are an inclusive Pre-School Nursery, and we welcome everyone to come along to play and learn with us.

For our Children

- When children come into our care we will provide an environment where they feel safe and secure
- When children come into our care we will provide an environment where they are encouraged, supported, excited, happy, and have fun
- We will help develop children's physical, social, emotional and faith needs
- Each child will be able to express their thoughts and ideas openly and be valued for their individual contribution
- We will provide an environment where children enjoy making choices and we will follow their lead through child initiated learning
- We will enable children to express their views and feelings openly
- Our children are able to develop social skills, imagination and creativity
- We will treat each child as an individual and understand their needs and their uniqueness
- We will observe our children at play and ensure that their development is monitored so that we continuously provide appropriate learning opportunities for them.

Playing and Learning

- We will provide opportunities for children to learn and develop in a safe, healthy and secure environment
- We will provide a learning environment that maximises every opportunity for a child to discover learning through play
- As each child develops we will introduce them to phonics and numeracy, in preparation for Reception
- We will provide a range of opportunities for children in free flow play, through self-directed learning, with focused activities and with adult led activities.

Environment

- We will ensure that each child enjoys a safe, happy and secure environment where they are encouraged to develop self-confidence and independence
- We will provide equipment and materials to aid development in all areas of learning.

Working with Families

- We will provide every child with a key person with whom they and their family can identify, build relationships and work with to enhance their Pre-School Nursery experience
- We will work collaboratively with families in the care and development of their children, providing assurance and celebrating the diversities of family life
- We will provide a variety of family workshops to support children's learning and engage parents in the activities we provide.

Staff Team

- Our first priority is the children; we care most about the children in our care
- We will always work together as a team to provide the best opportunities and environment for the children and families we work with
- We communicate well with each other and ensure that everyone is included
- St. Margaret's at Hasbury Pre-School Nursery will provide support, training and staff development in pursuit of our operating and development objectives
- We provide all staff with mandatory training for safeguarding, health and safety, first aid and food hygiene.

Starting St Margaret's at Hasbury Pre-School Nursery



Some children adjust more easily than others when starting at Pre-School Nursery. It is important to stay as relaxed as possible in order for your child to feel the same. By working together, parents and staff can help to make each child feel confident, safe and secure. This does take longer for some children so do not worry if your child seems to take longer than others. Staff and parents will support each other to ensure that each child settles successfully at their own speed.

Our Pre-School & Nursery Day



Sessions run for three hour periods on either mornings or afternoons. Our Nursery operates across 1 classroom and a large outdoor play environment. The outdoor area comprises a playground with activity space, sandpit and water play areas. The Forest School environment holds a fenced off pond, digging pit, raised planting beds, fire pit, den area, sensory area and climbing challenges too! The outdoor environment is securely enclosed within fencing to ensure your child's safety.

The Pre-School operates from a secure enclosed environment within the Early Years building, operating across 2 classrooms and an outdoor play environment, partly sheltered by a canopy.

Our routines:

Nursery

1. Children arrive, are welcomed by staff and escorted into the Nursery by their parent/carer.
2. They hang belongings on their peg before coming into the room to self-register, and then say goodbye to their parent/carer.
3. We have a free flow policy enabling the children to choose their own activities, toys and equipment, set out both in/outdoor, from those planned for the day.
4. The children access free flow activities, this includes adult focused activities, access to the café and use of the in/outdoor areas.
5. At 'tidy-up time' the children are asked to stop and music is played to denote that it is time to tidy up. Children and staff work together to tidy away the toys and equipment.
6. On completion of tidy up time each session we sit together for whole group time taking part in a range of phonics, maths or other adult led activities that link with focus of the week.
7. We end with our Nursery prayer. The children collect their belongings ready to line up and walk down to our exit.
8. Each child is handed over to the parent or carer.

Pre-School

1. Children arrive, are welcomed by staff and escorted into the Pre-School by their parent/carer.
2. Children register in the Pre-School.
3. The children access the activities set out through planned indoor and outdoor activities.
4. Children attend café for a drink and a snack, supported by staff.
5. At 'tidy-up time' the children are asked to stop and music is played to indicate 'tidy-up time'. Both children and staff work together to tidy away the toys and equipment.
6. We then come together for 5 minutes of targeted activity, for individual children or the whole group, this may include a story, songs and rhymes or group discussion.

belongings ready to be collected by parents.

8. Each child is handed individually to their parent/carer,

Children attending St. Margaret's at Hasbury Pre-School Nursery are encouraged to be independent from the outset as this enables them to develop important social skills and self-confidence. This helps them to build towards independence as they move through the foundation stages of learning and development. Staff are always on hand to offer encouragement and support as required.

The Curriculum



The Pre-School Nursery prepares children for all future learning by supporting, fostering and promoting their individual development. Within St Margaret's at Hasbury Pre-School Nursery we work in line with the Early Years Foundation Stage (EYFS) curriculum, which your child will follow until the end of their Reception year at school.

There are seven areas of development that will be covered to develop your child's learning and development via the Early Years Foundation Stage curriculum.

Three Prime Areas- these areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

- **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Four Specific Areas- through which the three prime areas are strengthened and applied.

- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

The early years learning goals set out the skills, understanding, knowledge and attitudes that we support children to reach or exceed by the end of the Foundation Stage. We know that all children learn in their own way and at their own pace. We will use a range of methods to ensure that your child reaches their full potential.

An integral part of St Margaret's at Hasbury Pre- School Nursery is structured play; adult led and child initiated, indoors and outdoors. We believe that this is a key way in which young children learn.

Sometimes children will choose what they want to do. At other times they take part in more structured activities. In both cases we will ensure that our children are able to learn, perhaps how to concentrate or develop a particular skill i.e. using scissors or threading a card.

There is further information relating to the seven areas of development available via www.early-education.org.uk, follow the link - Development Matters in the Early Years Foundation Stage (EYFS) or www.foundationyears.org.uk follow the link EYFS for parent friendly information

Key Person

Each child is assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents/ carers. Observations of your child's progress will be recorded via written and / or photographic evidence in a learning journey folder and these are available to you at all times. Your key person will formulate your child's 'learning journey folder' although all members of staff contribute to this. This captures all of the experiences and learning opportunities your child has taken part in throughout their time at St Margaret's at Hasbury Pre-School & Nursery. It is a comprehensive photographic and written document of their individual learning and development and belongs to your child. Each term you will be invited to attend a 'Key person session' to discuss your child's progress throughout the term.

Staff and Level of Qualifications

EYFS lead– Assistant Headteacher

Deborah Crampton

Pre school	Nursery
Angela Neville Carrie-Ann Jackson Rachel Edmonds	Ann-Marie Pugh (Line-manager) Krista Smith Laurie Townsend



All staff receive mandatory training in First Aid, Basic Food Hygiene and Safeguarding. All of our staff have received satisfactory references, received enhanced Disclosure and Barring System checks and are able to work with you and your child.

In order to ensure on-going staff development, both in house and external training is provided to enrich the learning of our staff; therefore, enriching the learning of the children within our Pre-School Nursery.

Parental Involvement

You are your child's primary educator and we work alongside you. All information about your child is extremely important to us, however small it may seem we encourage you to share this with us.

St Margaret's at Hasbury Pre-School Nursery is here for your child and you. If you have any concerns of any nature, please feel free to come and speak with us. We appreciate that some matters are more sensitive than others. Any matter is treated with the utmost confidentiality and there are meeting rooms available where we can speak privately.

The school produces a regular Newsletter which is sent out. This will update you of any dates for your diary.

We would like to encourage you to come and share your experience and skills with the children. If you have a particular ability you could share i.e. sewing, cooking, gardening, etc. or have an interesting job i.e. policeman, lollipop lady, we would love to have you visit Pre-School Nursery and speak to the children. We would equally welcome you to come and share stories, creative work and even to help at the cafe. If you would like to come and share time with us, please speak to your child's 'Key Person'.



Important information

Illness – Please contact us as soon as possible if your child is unable to attend Pre-School Nursery due to illness or if they have come into contact with any one who has a contagious illness - especially German measles. Please telephone 01384 818660. We ask that if your child experiences diarrhoea or vomits then they **do not** attend the setting until 48 hours after the last episode. In line with our school 'first day contact' procedure, if we do not hear from you, we may call to find out if your child is ok. If we are unable to get in touch, it may be necessary to visit your home to ensure you and your child are safe.

Emergency Medical Treatment - In the event of a medical emergency your child may be escorted to the nearest doctor or hospital. St. Margaret's at Hasbury C of E Primary School and Nursery cannot be held responsible for any emergency medical treatment given by hospital staff or the emergency services.

Allergies/food intolerance - If your child has a known allergy or intolerance to food, please inform a member of staff as soon as possible to ensure your child's safety.

Collecting a child - You will be asked to provide a security password and this will be required if someone different collects your child from Pre-School Nursery. Please inform us if you are going to be late or if someone different will be bringing or collecting your child. You will be required to sign our register when collecting your child, to maintain your child's safety in line with our safeguarding procedure.

If you arrive late for Pre-School Nursery - If you arrive late for Pre-School Nursery and the entrance to the Early Years is closed could we please ask that you report to the Main School Reception, located in the Upper Years building, so that your child can be signed in. The school office will telephone us to let us know that you and your child are here and we will come and collect your child and escort him/her into Pre-School Nursery.

Clothing/pumps - Please ensure your child's clothing is clearly labelled. We suggest you do not send them into Pre-School Nursery in their "best" clothing. We do provide aprons/overalls for some activities, however children have free access to both in/outdoor activities and cannot be made to wear protective clothing.

We provide hall time activities for which you will be required to provide black P.E. pumps for your child. Pumps should be named and put in a bag with your child's name on. The pumps will be kept in a pump box to avoid congestion of the coat pegs. We will send home the pumps at the end of each term for you to check for size.

Healthy Café - We provide fruit and toast throughout the week for your child, we also provide milk and water as drinks throughout each session, drinking water is available throughout the sessions. The children are encouraged to be independent when they go to café, however they are supported as necessary.

- Please do not send your child into school with crisps or sweets.
- Please do not send your child in with their own drink as this can cause confusion for the children and we are supporting consistency for all.

Coat pegs/self-registration – In the Nursery, each child has their own named peg and registration card, these will also have a picture on to help the children recognise which one is theirs. We encourage children to register independently in the Nursery. The Pre-School children register as a group and have their own named coat peg with a picture on to help the children recognise which one is theirs.

Toys - Please do not send your child into school with toys from home, unless requested, as this can cause problems with sharing, breakage etc. and they could get lost or left behind. We are unable to replace broken or lost toys.

This is not only dangerous but could also cause upset if an item gets damaged or lost.

Library – To help encourage a love of books we have our own library at St Margaret’s at Hasbury Pre-School & Nursery. Your child will be encouraged to take home a book of his/her choice on a weekly basis. It is our aim to promote a respect, care and love of books which in turn will help with pre-reading skills. We hope that you can continue this encouragement at home. We do not charge for the library service, however we would ask that the books are returned on time and in good condition. In the event of lost or damaged books we may ask you to provide a replacement book or for reimbursement so it may be useful for your child to have a book bag to keep these safe. A book bag with the school logo can be purchased from the school office for £3.00, (please check the price at the time of purchase as price may increase slightly).

For the Nursery, library with shared reading is on a Friday. If your child does not attend on this day arrangements can be made for a different day – please speak to your child’s key person. Pre-school children have library on one of their attended sessions, which will be arranged between you and your key person.

Forest School day - Forest School day offers children attending the Nursery an opportunity for learning in the outdoor environment, as the Forest School day area is shared we have timetabled sessions so are not able to offer this to all children. The purpose of Forest School day is for the children to learn about their environment through outdoor play experiences i.e. den making, mud painting, bug and nature hunts etc. The children attend Forest School day on Monday.

The children will spend the session in our Forest School day area, only coming inside to use the toilet facilities. We ask that you provide your child with a pair of wellington boots and an appropriate waterproof suit for these sessions. Your child will also need a pair of shoes to change into for indoor use. Please ensure all footwear and waterproof clothing has been labelled with your child’s name.

Free Funding Entitlements

Children become entitled to 15 hours of free early education following their 3rd birthday, in accordance with the table below. Their entitlement continues until either the end of the term in which they become five years of age or until they start school.

Children born between:	Will have a free place from:
1 April and 31 August	The start of the autumn term following their 3 rd birthday until statutory school age*
1 September and 31 December	The start of the spring term following their 3 rd birthday until statutory school age*
1 January and 31 March	The start of the summer term following their 3 rd birthday until statutory school age*

*Statutory school age is defined as the beginning of the term following a child’s fifth birthday (Education Act 1996)

15 hours plus (30 hours) free childcare is available to working families. To find out if you qualify, please go to www.gov.uk/childcare-calculator where you can submit an online application and receive an 11 digit eligibility code to take to your provider.

Unfortunately, we only offer 3 hours morning or afternoon sessions currently. It is possible to take your further 15 hours, (if entitled) at another setting but we would still need your 11-digit eligibility code for our records.

Voluntary Contributions

We kindly ask for a voluntary contribution of 50p per day. This goes directly to purchasing resources for our outdoor area, art and craft resources and any additional resources to enhance the provision for your child. We would stress that this contribution is **voluntary** and your child will still be able to participate fully in activities should you decide not to donate. However, if you are able to make this contribution, or any other contribution you can afford, it would be of benefit to all the children.

Support and resources

We care for children aged from 2 to 5 years and our ratios reflect the OFSTED regulations for Sessional Day Care. Our minimum staffing ratios are as follows

Under 3 years	1 adult: 4 children
3 to 5 years	1 adult: 8 children

Our resources allow our experienced staff to provide a learning environment that is both stimulating and developmentally appropriate for the age and educational needs of the children in our care. Each staff member has a designated role during each session to implement the curricular outcomes planned each term. Your child's 'Key Person' will provide a link between you, your child and the Pre-School Nursery and is there to support the unique individual needs of your child. We strongly believe in involving you in your child's care in order for your child to reach their full potential.



Home visits, pre visits, stay and play sessions and assessments

Our home visits and pre visits take place prior to your child commencing Pre-School Nursery giving you and them the opportunity to discover the resources and facilities available. This also gives you the opportunity to meet staff and chat informally about your child's individual needs.

Prior to your child starting Pre-School Nursery they will be allocated to a 'Key Person' group and we will endeavour to ensure that your key person will be available for your home/pre-visit.

Throughout your child's time at Pre-School Nursery their 'Key Person' and other staff will carry out assessments and observations to ensure that the planned activities cater for their individual needs. At St. Margaret's at Hasbury Pre-School Nursery we use photographs and your child's own work along with written observations to complete a Learning Journey to document your child's time with us.

If at anytime you would like to discuss your child's progress, please feel free to speak to your child's 'Key Person'.

School Requests

Please may we request your co-operation with the following: -

- Please supervise your child at all times on school premises and discourage them from running around the school hall or playground.
- School Lane is unauthorised for vehicle access except to those who live there. Cars should be parked along Quarry Lane.
- Please make sure you are accompanied by a staff member when in the school building.
- To ensure the safety of our children, please make sure that gates and doors are shut behind you.



over them but this is at your own risk. Please refrain from bringing them into the school building.

- Dogs are not permitted on school grounds or in the building.
- The Landlord of the Hare and Hounds public house requests that we do not park on their car park.
- Please be aware that for security reasons and ensuring the safety of the children, the foyer waiting area should only be accessed after 8:20am on arrival for morning sessions and 12:20pm on arrival for afternoon sessions. Please monitor the children in your care to respect the foyer area and display boards.

Policies and Procedures

The staff of St. Margaret's at Hasbury C of E Primary School and Nursery adhere to a variety of policies and procedures. We have highlighted below some of the essential policies, however, if you would like to view our full policy and procedure documentation please ask a member of staff.



Safeguarding Children Policy - Our aim is to work with children, parents and outside agencies to ensure the safety of children and to give them the best start in life. All our staff receive Safeguarding Children training and are updated accordingly. All employees have received mandatory criminal and medical checks to ensure they can safely work with children. Our staff follow Safeguarding Guidelines in line with the Children's Act 2004. We work closely with outside agencies to ensure the child and their family are supported in our Pre-School/Nursery. The Head Teacher is the designated lead for Safeguarding.

Behaviour Management Policy - Our Pre-School Nursery believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else. We focus on positive behaviour and draw attention away from negative behaviour. We provide an environment in which children learn respect for themselves, other people and their environment. We take the issue of bullying very seriously and will involve the child and their parents/carers in management of this behaviour. The one rule for all of us in our setting is: 'Everyone will act with courtesy and consideration for others at all times.' Parents will have an important part to play in encouraging their children to behave well in Pre-School Nursery and we expect you to support us in maintaining a well-ordered, respectful and caring pre-school for everyone.

Parent Partnership Policy - We believe that children benefit most from Pre-School Nursery education and care when parents and Pre-School Nursery staff work together in Partnership. Our aim is to support parents as their children's first and most important educators. We have an 'Open Door' policy in order to involve parents/carers in their child's Pre-School Nursery life and education. The staff are there to support the parents in their own continuing education and personal development.

Settling in Pre-School Nursery Policy - We want children to feel safe, stimulated and happy in the Pre-School Nursery and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with the Pre-School Nursery. We aim to make the Pre-School Nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families.

Equal Opportunities Policy – Our Pre-School Nursery's overall aim is to challenge the inequalities that exist in our society and we are committed to ensuring equality of opportunities to children who may experience disadvantage as a consequence of these inequalities. These include race, colour, nationality, gender, disability, sexual orientation, religious beliefs, ethnic or national origin, social or economic circumstance. Each child is unique and will always be valued as an individual. We

Margaret's at Hasbury Pre-School Nursery is committed to contribute to the respect and promotions of these values.

The non- collection of children policy - In the event of non-collection of a child by an authorised adult at the end of the Pre-School Nursery session, Pre-School Nursery puts into practice agreed procedures. These procedures ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child in order to cause minimal distress. We make contact with the authorised parent/carer and if they are unavoidably delayed we can offer reassurance that their child is being well cared for.

Equipment and Resources Policy - We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment. We aim to provide children with resources and equipment that help to consolidate and extend their knowledge, skills, interests and aptitudes.

Special Education Needs/ Disability Policy - We provide an environment in which all children are supported to reach their full potential. We have regard for the DfES Special Education Needs Code of Practice. We include all children in our provision and we provide practitioners to help support parents/carers and children with Special Education Needs (SEN)/disabilities. We work with outside agencies in meeting individual needs, meeting identified needs through a range of strategies. We monitor and review our practice and provision and make adjustments as necessary. Miss L Townsend is our appointed Special Educational Needs and Disabilities Co-ordinator (SENDCO). She will work closely with the school SENCo.

Student Placement Policy - This Pre-School Nursery recognises that qualification and training make an important contribution to the quality of the care and education provided by the Pre-School Nursery. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training. We aim to offer experience that contributes to successful completion of their studies.

Admission Policy - It is our intention to offer inclusive admission to children and families from all sections of the community that is fair, open and clearly communicated in our procedures.

Staffing and Employment Policy - We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are qualified and are checked for criminal records through the Disclosure and Barring Service in accordance with Ofsted's requirements.

Confidentiality Policy - It is our intention to respect the privacy of the children and their parents/carers, while ensuring that they access high quality Pre-School Nursery care and education. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Food and Drink Policy - This Pre-School Nursery regards snack times as an important part of the session. Eating represents a social time for children and adults and helps children to learn about healthy eating. We aim to provide healthy nutritious foods that meet children's individual dietary needs. We aim to meet the full requirements of Ofsted's Care Standards on Food and Drink. All our staff attend mandatory training in Basic Food and Hygiene.

Complaints Procedure - Our Pre-School Nursery believes that children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our Pre-School Nursery and will give prompt and serious attention to any concerns about the running of the Pre-School Nursery. We anticipate that most concerns will be resolved quickly by an

achieve the desired result we have a set of procedures for dealing with concerns. Please see the school website for a copy of the Complaints procedure.

Health and Safety - This Pre-School Nursery believes the health and safety of the children is of paramount importance. We make our Pre-School Nursery a safe and healthy place for children, parents/carers, staff and volunteers. Our aim is to make those using or involved in the running of Pre-School Nursery aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. We have individual policies covering all aspects of Health and Safety.

Some Frequently Asked Questions

What happens if my child has an accident?

From time to time your child may have an accident where they fall or bump themselves etc. Your child will be attended to by one of our first aid trained members of staff. They will treat and comfort your child and afterwards they will complete a written record of the accident. When you arrive to collect your child we will explain what has happened and ask you to sign the accident record.

What happens if my child has a toilet accident?

We appreciate what a sensitive issue toilet accidents can be, we respect your child may feel embarrassed and uncomfortable. We will change your child discreetly into clothes that parents provide. We are extremely supportive and play down such accidents. Our aim is to support you and your child through toilet training and therefore we will be guided by yourself and help with little reminders and use aids such as training seats, etc. If you have any concerns please speak to your child's 'Key Person'.

Can my child bring toys and sweets into Pre-School Nursery?

We will ask your child to bring in items from home from time to time that will be linked to our topic. However, we would discourage toys from home as these can get lost or damaged and may cause difficulties with sharing.

We are happy for the children to bring sweets for their friends on special occasions such as birthdays, return from holiday or on leaving Pre-School Nursery. The children will be given the sweets at the end of the session, they are asked to wait for their parent/carer before eating them.

Do I need to name my child's belongings?

All items brought into school will need to be clearly named. Items such as book bags and pumps will need to be clearly named to save confusion during PE and library time. Other items that your child is likely to take off, such as coats, shoes, wellies, sun hats, scarves, jumpers, cardigans etc. should also be named. It is best practice to label all clothing items so that they can be returned to you if misplaced.

When can I come into Pre-school Nursery?

You are always welcome at St Margaret's at Hasbury Pre-School Nursery. We hope to see you every day when you drop off and collect your child. How long you stay at dropping off time will depend largely on your child. Some children are happy for you to wave and go, others prefer for you to stay while they find their name and settle into their chosen activity. We will work with you to find the method that works best for you and your child.

Additional useful links:

Parents guide to the Early Years foundation Stage Framework:

https://www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf

Information about free entitlement for 3 and 4 year olds:

www.dudley.gov.uk