

# Archibald Primary School Pre-school

Welcome Brochure  
2020-2021



Tel: 01642 804101

*“Believe and Achieve”*



# Welcome

We would like to tell you a little bit more about the 2 Year Old Provision that we provide here at Archibald Primary Pre-school (for 2 - 3 year olds) and hope that you pick for your child's early stage in their life to be spent with us, and can ensure it will be a happy and rewarding.

So far you have been the biggest influence in your child's life and we hope to work with you to ensure that your child continues to develop in a full, happy and secure way.

Our Pre-school environment is an integral part of our school and we aim to provide an exciting learning environment, allowing free-flow provision where every child is considered to be unique. We aim to promote a setting where every child feels safe and secure, whilst becoming confident, self motivated, independent learners through their play.

It is through play that the children begin to understand the world around them. They explore, experiment and learn to work together with other children. They share, cooperate and help each other. They plan, make decisions, concentrate and work things out. They express themselves through language, creative activities and role play. They will grow in confidence and independence.



# Staff in Pre-school

There are four full-time members of staff in Pre-school.

Nursery HLTA  
(Room Leader)  
Miss Petty



Teaching Assistant  
Mrs Clark



Teaching Assistant  
Miss Wells



Teaching Assistant  
Mrs Chapman



Nursery and Pre-School Team Leader  
Miss Wilkinson



Archibald Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Consequently all staff and volunteers working in school have up to date DBS clearances in place. Staff and visitors wear appropriate identification.

# Starting and Finishing Times

Pre-school sessions are:

**Morning** - Drop off 8.30am - Pick up between 11:20 - 11.30am

**Afternoon** - Drop off 12.15pm - Pick up 3.05 - 3.15pm.

It is important that you collect your child on time. Your child may become anxious if other parents begin to take their children home and you haven't arrived. Please contact the school if you are going to late due to unavoidable situations ([☎01642 804101](tel:01642804101)).

For each session your child must be brought to Pre-school by an adult. It would be helpful if you would inform us beforehand if someone else is to collect your child at the end of a session in order to allay any worries of confusion.

If you have any queries or concerns staff will be available to talk to at drop off and pick up times. Please stay and play with your child until a member of staff is available. You may have to wait until children are settled and doors are secure. We can always arrange meeting times to suit you should your query need more time.

## Settling In

Children will settle into Pre-school at their own pace and we want to make their transition as smooth as possible. The staff will help and support you and your child as much as possible.

Please be willing to stay with your child until he/she feels secure and happy to be left on his/her own. When you arrive it is important that you share in your child's activities.

If your child initially finds it difficult to settle we may talk to you about staying for shorter sessions until your child's confidence grows.

At the beginning of each session children will be encouraged to find their picture card. We would appreciate your support in this daily activity.

## Key Person Groups

We aim to meet all the needs of every child in our care. We use an effective Key Person system so children feel safe and secure and have a familiar adult who they can build a consistent and effective relationship with.

Your child will be assigned a group and a 'Key Person'. The Key person will be an experienced Early Years practitioner who will form a strong relationship with your child and have in depth knowledge of his/her achievements, needs and interests. The Key person (alongside the pre-school teacher) will be your first port of call if you have any questions or queries for specific queries regarding your child and your child's development.

Our key groups are: red, blue, green and yellow.

## Snacks and Drinks

During each session children will have snack time where they will enjoy a small snack and a drink of milk with their key worker and other children. We aim to utilise snack times as an opportunity to get together, sit around a table, chat to our friends and get to know each other. It is also a wonderful opportunity to learn about health and hygiene (we will always wash hands first), taking turns, and saying 'please' and 'thank you'.

We may enjoy food we have made during the session at snack time. Please let us know of any allergies that may affect your child so we can plan accordingly.

Children will be able to access water as drink at any point in the session.

## Clothing

All children are expected to wear school uniform which instils a sense of belonging and pride. Uniform also ensures children are as independent as possible with dressing and undressing. It also supports staff to conduct personal care safely and efficiently.

School colours are navy blue and grey. The uniform consists of:

- Navy blue sweatshirt
- Light blue or white polo shirt
- Grey or navy blue jogging bottoms
- Grey or navy blue leggings - **No tights please**
- Black shoes or footwear (no open toed or heeled shoes due to safety reasons)

In warm weather, alternative clothing may be worn:

- Light blue polo shirt
- Blue checked dress for girls.

Denim jeans are not part of our school uniform and should not be worn for school.

We have some spare clothes in case of accidents but our supplies are limited, we encourage you to put spares in a bag to hang on their peg in case of accidents.

**It is essential that ALL clothes including coats and shoes are clearly marked with your child's name to avoid mix ups.**

Whilst every reasonable precaution is taken to protect pupil's personal property, neither the school, or its employees can accept any liability for loss or damage to that property, however that loss or damage has come about.

We play outside in all weathers so children will need to be dressed accordingly. Warm coats and hats in winter months and sun cream and sun hats in summer months.

Despite providing aprons it is likely your child will come home with marks on their clothes. Please be reassured this is a sign that they have been busy, having fun and learning a lot.

Please do not allow children to bring money or toys into Nursery. It is likely other children will want to play with them and this can cause conflict.

## Nappies

If your child is still in nappies can we please ask that they bring three nappies and wipes with them to each session. We will provide a drawstring bag that is to be left on your child's peg. **We would be grateful if you could ensure there are always x3 nappies, wipes and a change of clothes inside the bag at all times.**

We are very willing to support you in the process of toilet training your child and understand that accidents will happen. Please inform staff of the strategies you are using at home.

# How parent/carers will know what their child is doing at Pre-School



**Evidence Me** Your child's key worker will take observations of them and document my learning. Parent/carers will receive frequent updates of these.

**Seesaw**  
This is an app where the teacher can also share what each child is doing at Pre-School and set challenges for home. Parents/carers can also share what their child gets up to at home with the teacher!



**Marvellous Me**  
This in an app where parent/carers can find out what is going on at Pre-School. They will find out the topic each week along with other messages. The teacher will also send badges for all the great things their child does at Pre-School.

My parent/carer will also receive the school newsletter by email with updates of what is happening in school.

Our most recent OFSTED inspection was in May 2019. The report can be viewed online at:

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Our school website can be found at:

[www.archibaldpri.org.uk](http://www.archibaldpri.org.uk)

## Thank You

Thank you for reading this booklet. We hope it has been useful to you. We look forward to teaching your child and getting to know your family. If you have any further questions please do not hesitate to get in touch via email or phone the school on 01642 804101.