Mission Statement:

With Jesusas our guide**,** we learn, pray and live

together in a safe and happy way.**’**

‘Learning through play every step of the way’

 **Teenie Weenie Little Learners**

**&**

**Lichfield Little Learners**

**At SS Peter and Paul Catholic Primary School**


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### SS Peter and Paul Primary School

*‘Learning through play every step of the way!’*

*Head Teacher – Mrs C Faulkner*

*EYFS Coordinators – Mrs C Middleton & Mrs J Ansell*

*Nursery & Wraparound Care Manager – Mrs J Ansell*

We are delighted to have your child joining our foundation stage at SS Peter & Paul Catholic Primary School.

**Information**

**Members of staff in the foundation unit**

Mrs Ansell – Nursery & Wraparound Care Manager, Deputy Safeguarding Lead & Joint EYFS Coordinator.

Mrs Tysall – Lead practitioner in Two Year old’s room, Breakfast Club Leader & Afterschool Club Leader & Deputy Safeguarding Lead.

Miss Vigus – Two year old room Assistant.

Mrs Whyte – Senior Assistant in Pre-school.

Miss Clifford – Assistant in pre-school & Breakfast& After school club assistant.

Mrs Hunt – Nursery & Inclusion Support Assistant.

Mrs Young – Nursery & Inclusion Support Assistant.

Miss Evans – Nursery & Inclusion Support Assistant.

Mrs Middleton – Reception Teacher & Joint EYFS coordinator. (currently on maternity leave)

Mrs Clack – Reception Teacher.

**Staff Email:**

jansell@st-peter-st-paul.staffs.sch.uk – Mrs Ansell

ctysall@st-peter-st-paul.staffs.sch.uk – Mrs Tysall

cmiddleton@st-peter-st-paul.staffs.sch.uk – Mrs Middleton (currently on maternity leave)

eclack@st-peter-st-paul.staffs.sch.uk – Mrs Clack

**What your child will need to bring to nursery**

* A bag of spare clothes
* A packed lunch from home or if you require your child to have a school lunch this must be paid for in advance via parent pay (for 3 & 4 Year olds, am session only).
* Sun cream & hat if weather is hot. Sun cream must be applied before coming to school on hot days.
* Wellies during Autumn & Winter months
* Labelled uniform.
* We will need to see a copy of your child’s birth certificate **before** they start their nursery sessions.
* A bag with nappies & wipes if needed.
* A labelled bottle with drinking water.
* Pumps or trainers for PE sessions (Day to be confirmed) Children can wear these on PE days.

**Book Bags/Home learning books**

Your child will be given a book bag and will borrow a book from nursery to be shared at home. There will be a separate book for you to make any comments or anything you would like to share. This should be returned weekly for change.

Home learning books are small tasks/ activities for children to complete at home, they can also be used for parents/carers to share any news, achievements and trips with the setting and can include anything such as photographs, pictures and flyers.

**Funded session’s, session times, prices and charges**

**Funded Sessions**

Funded 2 year olds are entitled to 5 mornings or 5 afternoons (no full Days)

Funded 3 & 4-year-old children are entitled to 5 free mornings, 5 free afternoons or two full days and a half a day.

Additional funded sessions – up to 30 hours – see criteria below for 30 hours full time place – 9.00am – 3.00pm (3 & 4 Year olds only)

**Criteria:** The additional 15 hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year. Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, which is £107 a week at the current NMW rate. This includes those parents on zero contract hours who meet the criteria.

To gain the 30 hours funding, you will be required to enter your details on the HMRC website and obtain a reference number. This then needs to be passed on to the school office for us to check. This procedure will need to be repeated every 3 months to ensure entitlement still remains. We will require your number no later than two weeks before the end of term before funding is due to start.

If you do not complete this the term before you take it, you may have to wait until the following term.

https://www.gov.uk/apply-30-hours-free-childcare

**Extra sessions (3&4 Year olds only)**

Half a day (9.00-12.00) or (12.00-3.00) = £12.00 per session

Full day £24.00

**Teenie Weenie Little Learners (2yr olds)**

Mornings 8.45am-11.45 am = £13.50 per session

Afternoon sessions 12.30pm-3.30pm = £13.50 per session

Funded 15 hours 2-year-old sessions – parents will be required to complete an application to obtain a voucher.

https://www.staffordshire.gov.uk/Children-and-early-years/Childcare/think2/fundedplacesfortwoyearolds.aspx

**Wrap around Care**

**Breakfast Club**

7.50am-9.00am (3&4 year olds only) = £6.00

**After School Club**

**Session 1** 3.00pm- 3.55pm (3&4 year olds only) = £4.00

**Session 2** 3.00pm-6.00pm (3&4 year olds only) = £10.00

**Drop in sessions (one off extra sessions)**

We are able to offer drop in sessions for all facilities, providing we have the space and our ratios can remain covered. Drop –in sessions must be paid for in advance. Should you require any extra sessions please speak to a member of staff.

**Collection of children**

Please ensure you inform school/nursery as soon as possible if someone different will be collecting your child. If it is someone who hasn’t collected regularly or never been before you will need to give them the password given on your registration form, and give the name and a brief description of the person. Staff will not allow children to leave with anyone who is unknown to us until contact has been made with parents/carers.

**Late charge**

Please ensure your child is collected on time. The staff have other roles to fulfil within school, new sessions start and ratios have to be maintained at all times.

Late charge - £6.00 will be charged to parents after 5minutes of being late. A further £6.00 will be charged for every 15 minutes of the child being uncollected.

**Absence**

All booked, paid sessions must be paid for, including illness and holidays.

**Payment of fees**

Nursery, Afterschool and breakfast club sessions must be paid in advance. All fees are paid via parent pay – Monthly invoices will be provided.

If you fall behind with your fees payments, sessions may/will be suspended until payments are brought up to date.

**Cancellation of sessions or places**

Parents are required to give 4 weeks written notice if they wish to cancel session or withdraw their child from either of our nursery classes.

**Curriculum**

SS Peter and Paul foundation stage unit follows the Early Years Foundation Stage curriculum (EYFS) setting the standards for learning and development.

https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2

**About the statutory framework**

This framework is mandatory for all early years providers in England from 1 September

2021.

Ofsted and inspectorates of independent schools have regard to the Early Years

Foundation Stage (EYFS) in carrying out inspections and report on the quality and

standards of provision. Ofsted publishes inspection reports at www.gov.uk/ofsted.

Ofsted may issue actions (in respect of any failure to meet a requirement in the

document) and/or may issue a welfare requirements notice (in respect of Section 3). It

is an offence for a provider to fail to comply with a welfare requirements notice. Early

years childminder agencies are also under a duty to have regard to the EYFS in the

exercise of their functions.

The learning and development requirements in sections 1 and 2 of this framework, and

the safeguarding and welfare requirements in section 3 of this framework, are indicated

by the use of the word “must”. Additionally, early years providers must "have regard" to

other provisions in these sections. These provisions are indicated by the use of the

word “should”. "Having regard" to these provisions means that early years providers

must take them into account when providing early years provision and should not

depart from them unless there is good reason for doing so.

1. Every child deserves the best possible start in life and the support that enables

them to fulfil their potential. Children develop quickly in the early years and a child’s

experiences between birth and age five have a major impact on their future life

chances. A secure, safe and happy childhood is important in its own right. Good

parenting and high quality early learning together provide the foundation children

need to make the most of their abilities and talents as they grow up.

2. The Early Years Foundation Stage (EYFS) sets the standards that all early years

providers must meet to ensure that children learn and develop well and are kept

healthy and safe. It promotes teaching and learning to ensure children’s ‘school

readiness’ and gives children the broad range of knowledge and skills that provide

the right foundation for good future progress through school and life.

3. The EYFS seeks to provide:

• quality and consistency in all early years settings, so that every child makes

good progress and no child gets left behind

• a secure foundation through planning for the learning and development of each

individual child, and assessing and reviewing what they have learned regularly

• partnership working between practitioners and with parents and/or carers

• equality of opportunity and anti-discriminatory practice, ensuring that every

child is included and supported

4. The EYFS specifies requirements for learning and development and for

safeguarding children and promoting their welfare. The learning and development

requirements cover:

• the areas of learning and development which must shape activities and

experiences (educational programmes) for children in all early years settings

• the early learning goals that providers must help children work towards (the

knowledge, skills and understanding children should have at the end of the

academic year in which they turn five)

• assessment arrangements for measuring progress (and requirements for

reporting to parents and/or carers)

5. The safeguarding and welfare requirements cover the steps that providers must

take to keep children safe and promote their welfare.

**Overarching principles**

6. Four guiding principles should shape practice in early years settings. These are:

• every child is a unique child, who is constantly learning and can be resilient,

capable, confident and self-assured

• children learn to be strong and independent through positive relationships

• children learn and develop well in enabling environments with teaching and

support from adults, who respond to their individual interests and needs and

help them to build their learning over time. Children benefit from a strong

partnership between practitioners and parents and/or carers.

• importance of learning and development. Children develop and learn at

different rates. (See “the characteristics of effective teaching and learning” at

paragraph 1.15). The framework covers the education and care of all children in

early years provision, including children with special educational needs and

disabilities (SEND).

**The 7 areas of learning are:**

**Prime Areas:**

Physical Development

Communication & Language

Personal, Social & Emotional Development

**Specific Areas:**

Mathematics

 Literacy

 Understanding of the World

 Expressive Arts & Design

**Two Year Progress Check**

Childcare settings are required to communicate with parents/carers about their child’s learning and development. Between 2 & 3 years of age we will complete a summary of your child’s development ‘Two-year progress check.’

Your health visitor will also complete a health and development review at 2-2 1/2 years. It is useful for the reviews to be shared with your health visitor and ourselves. This is to support the new integrated approach through developing communication links between health, early years and parents/carers and provides us with an overall picture of the child’s development.

It is important that when you receive the letter from your health visitor inviting your child to attend their health and development review that you inform us. This will enable us to complete the progress check and share with yourselves and your health visitor.

**Parent partnership**

We hold an open door policy and work together with parents and carers to provide the best care and education for each child. If you have any questions or need to speak to a member of staff, then we will always make the time to support your needs. We use an email as a form of communication which enables parents to see achievements and likewise allows parent to share information from home.

Please use our direct line into the foundation stage if you need to call us **01543 226094.**  Likewise, we will always contact you in an emergency or if your child becomes distressed in our care.

**Safeguarding children**

*Safeguarding Statement*

*SS Peter & Paul Nursery and Kidsclub are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Anyone using SS Peter & Paul Nursery and Kidsclub will accept these principles. In the event of any concerns, advice from appropriate agencies will be sought.*

At the end of the session you may be asked to sign an Injury on arrival form or an existing injury form. This form is completed by a member of staff in the setting when a child has arrived at nursery with an Injury from home. It is our duty to record this information so please share this with us when you arrive.

If your child has an accident in our care we will fill out an accident form and give you feedback at the end of the session. If a head injury as occurred, we will phone or text you straight away and you will be provided with a copy of the accident form.

Please always ensure you contact nursery to inform us of any absence. If your child does not attend and we have not heard from you, we will attempt to contact you. If you are not contactable this will be logged as a concern and a safe and well check (visit to home) may be carried out by senior staff members.

**Illness & Medication**

Children are expected to be well when they come to nursery, should your child become ill during the session you will contacted by a member of staff and asked to arrange collection as soon as possible. Our policy states that if your child is experiencing vomiting and/or diarrhoea they are to be kept at home for at least 48 hours from the last episode of sickness/diarrhoea.

Medication can be administered by staff in nursery providing it is prescribed by the doctor with a named label. You will also need to complete a medical form on the day.

If your child has a long term illness, please speak to a member of staff to discuss a care plan.

**Uniform**

White school t-shirt, School jumper/cardigan, trousers, skirt or leggings of your choice.

Summer uniform – red & white summer dress or shorts.

Appropriate footwear (Sandals must be worn with socks.)

Only stud earrings are permitted.

On PE days we ask that children wear leggings or joggers with pumps or trainers.

***Don’t forget please label EVERYTHING!!!!!!***

***We hope you find this information useful and look forward to seeing you soon. Please contact us if you have any further queries.***