



# St Paul's

## CE PRIMARY

Utkinton & Cotebrook

LEARNING TO SOAR, POWERED BY GOD

### ***The Nest***

### ***Preschool***

# Welcome to The Nest at St Paul's CE Primary

The Nest is our Early Years unit at St Paul's CE Primary School and it caters for those aged 2-5 years. Our setting has been specifically designed for our children and it aims to ignite their curiosity and spark a love of learning. Our bespoke curriculum offers children a wealth of experiences so that they develop a secure understanding of the wider world.

We have high expectations for our children and we want them 'to soar on wings like eagles.' Through excellent provision and caring relationships, we endeavour to provide a strong, positive start to their school life. We work closely with parents and carers to ensure a smooth transition into Preschool and we work together, as partners, to secure the best possible outcomes.

Our small numbers allow us to offer a personalised approach. We offer home visits to every new starter, along with taster sessions, so that children feel comfortable, valued and safe. At St Paul's, we offer a home from home where every child can flourish.

Please visit our school website, [www.utkintonce.cheshire.sch.uk](http://www.utkintonce.cheshire.sch.uk), where you can find out more about our curriculum and every day life in our school. If you have any questions, please do not hesitate to telephone the school 01829 732322 to speak to a member of the team.

We look forward to meeting you.



*"Provision in the early years is good. Children make strong progress from their starting points; the vast majority achieve a good level of development."*

*Ofsted*



The Nest is our Early Years Foundation Stage provision and caters for children aged 2-5 years. Admission can be from the term before your child turns 3 and we offer places from the beginning of each new term - September; January and April.



## The Curriculum

We aim to provide a stimulating learning environment that gives children opportunities to develop lively, enquiring minds in order to explore, understand and explain the world. Importance is placed on children's happiness and positive relationships, and we endeavour to develop confident and well-rounded citizens.

Our setting uses the stepping stones leading to the Early Learning Goals and provides a range of play activities which help children to progress in each area of learning. Play helps young children to learn and develop through doing and talking, which research shows to be the means by which children think. In some of these activities, children decide how they will use the activity and in others, an adult takes lead helping the children to take part in the activity.

There are seven areas of learning that must shape educational programmes in Early Years settings. These areas are particularly crucial for igniting children's curiosity, enthusiasm for learning and for building their capacity to learn, form relationships and blossom.

## Prime Areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development



*"Pupils are well behaved, polite and friendly. They work hard in lessons and get on well with one another and the adults who teach them."*

*Ofsted*

## Specific Areas

- Literacy
- Mathematics
- Understanding the World.
- Expressive Arts and Design



## Parental Engagement

Parents are their child's first and most enduring educators. We are committed to working in partnership with parents and building on the foundations laid at home. Our aim is to develop a mutually supportive relationship between home and school that enables children to grow intellectually, socially and emotionally within the security and stability of our environment. We therefore ensure that parents are as fully involved and informed as possible about their children's progress through the following means:

- ◇ Parent consultations
- ◇ Home visits
- ◇ Induction visits
- ◇ Communication books
- ◇ Homework tasks
- ◇ Assemblies
- ◇ School website
- ◇ Stay and Makes
- ◇ Social Media
- ◇ Mid year reports
- ◇ Church services
- ◇ Weekly newsletter

## Open Door Policy

Your child's well-being is our primary concern. Should you ever have any worries or concerns we would want parents to speak to us as soon as possible. A problem can often be quickly resolved!

## How to Support at Home

- Read stories daily to your child and use them as an opportunity to talk about the characters and events in the story. You could also discuss some of the details children have spotted in the pictures, such as the character's facial expressions.
- Have lots of conversations with your child throughout the day. Try to increase their vocabulary.
- Practise counting with your child and looking at small groups of items. Explore what happens to numbers when you put these small groups of items together, or split a larger group into two smaller groups.
- Encourage your child to make healthy food and drink choices, especially related to sugar content and how this can affect teeth.
- Plan activities that allow your child to be active and develop their strength through large body movements as well as smaller, more precise movements.



## Pastoral Care

.We share responsibility with parents for the children in our care and, as such, expect children to behave with courtesy, respect and consideration towards others and the environment. We believe that children learn to manage their own behaviour through praise, encouragement, reward and good role models.

*"Parents know that the staff will help their children to overcome barriers to earning and provide loving care during the school day."*

*SIAMS*



*"The positive approach to equality and valuing difference means that everyone in the school family is treated with dignity and respect. "*

SIAMS



## Inclusion

Our setting fulfils the requirements of the 1993 Education Act and the Special Needs Code of Practice (2000)

Mrs Page is our Special Education Needs Coordinator (SENDCo) within school and supports Mrs Chaloner to identify and support need. All staff are trained in supporting a range of complex needs.

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. Parents must inform us of children's medical background and known special needs prior to starting.

## Staffing

Mrs Chaloner is our EYFS teacher and she is ably supported by Mrs Dugmore.

We maintain the ratio to children,

Children under 3 – 1 adult: 4 children

Children aged 3 and above – 1 adult: 8 children

## Safeguarding

Schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Our Child Protection procedures require that any concerns of child abuse be reported to the child's parents and Social Services. Our full Safeguarding policy is available on our website. You can also find links to external sources of help on our website.

## Holidays

Children are entitled to one week's (term time) holiday free of charge per academic year (September–September). A holiday form must be filled in and returned to the preschool manager with at least 3 weeks' notice.

## Key Person Role

We operate a Key Person System. This means that each member of staff has a group of children for whom they are responsible for. Your child's key person will be a person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, their key person will help your child to settle and become familiar with preschool life. Throughout your child's time at preschool they will provide opportunities which will help develop learning.

## Payments

We use ParentPay for online payments. You will receive your activation letter with your child's unique usernames and passwords. You will be invoiced each term for any fees. Dinner money will be added to your child's ParentPay account weekly. We do also accept payment for The Nest fees through the child care voucher scheme. Please contact the office with any queries you may have—[admin@utkintonce.cheshire.sch.uk](mailto:admin@utkintonce.cheshire.sch.uk)

Fees must still be paid if children are absent without notice for a short period of time. If your child has been absent over a long period of time please talk to Mrs. McLean who will deal with each individual case. Difficulty in paying fees will be dealt with by Mrs. Kate Hughes the school Business Manager, who will treat each case with the strictest confidence.

If you wish to withdraw your child from The Nest at St Paul's, FOUR weeks written notice is required or full fee in lieu.

## Invoices

You will be invoiced each term, details of how to pay are detailed on your invoice. Fees are non-refundable unless circumstances are deemed exceptional. They must be paid as date given on invoice. Where fees are overdue a 10% charge may be added. Please pay via ParentPay or Childcare vouchers only.

## Childcare Vouchers

We accept payment through the child care voucher scheme. Please talk to Mrs. Lloyd-Jones or Mrs Cheers in the school office as they will be able to give you the information to register your company.



## Transition

We know starting a new setting can be an exciting but sometimes anxious time. We aim to try and make it as seamless as possible.



We offer a one-to-one tour outside of school hours so that you and your child can explore the environment and meet with staff. We also offer home visits so we can meet your child in an environment where they feel confident.



During these meetings, we aim to gather as much information as possible, such as their likes and dislikes, interests, routines and how we can support them best.



Once we have completed these meetings, we offer transition visits. The format of these are designed around the specific needs of your child.



Children are welcome to bring in their comforters and we encourage parents to share family photos with us so we can display these around the setting.



## Starting School



Transition into Reception and then into KS1 is seamless as the same staff work with the Reception children. They know their strengths and how they learn best. Our Early Years class is part of our school family; the older children help to care for our younger pupils at lunch and break times. Staff from across the school spend time with all of the children so they know every individual child well and children feel confident as they progress through the school.

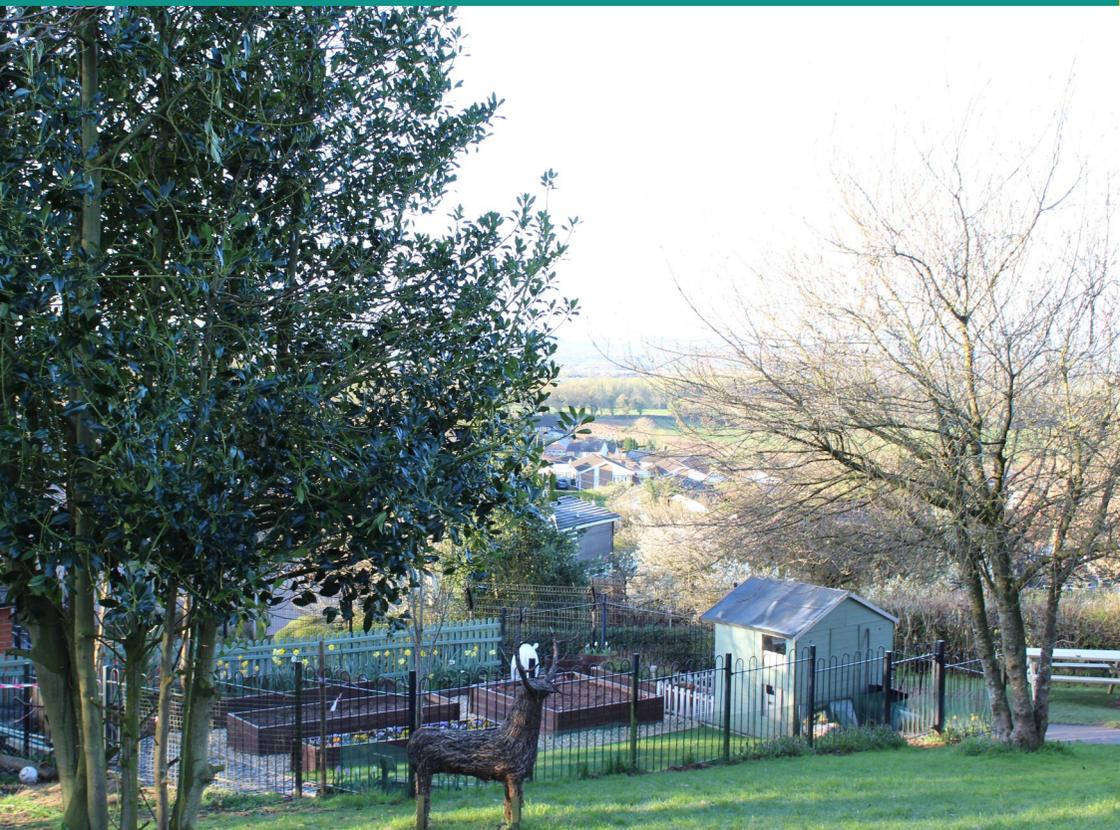
## Sessions and Fees

We are open 38 weeks each year – please ask for term dates and INSET days.

We are open from 9am to 3pm as a Preschool setting.

<b>Monday – Friday</b>	Morning Session	9– 11.30am	£10.00
	Afternoon Session	12.30 – 3pm	£10.00
	Lunch Club	11.30 – 12.30	£4.50

A hot school dinner can be purchased for **£2.40**





## Clothing

School uniform is optional for pre-school pupils.

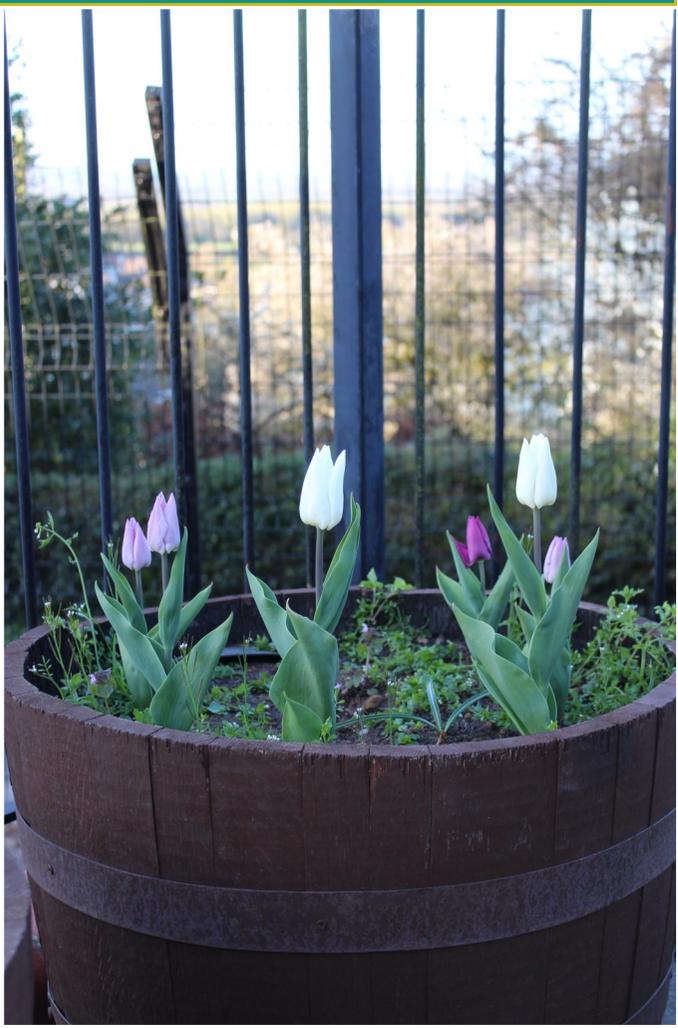
Please try to dress your child in comfortable clothing to enable them to make the most of their time at preschool and be prepared to get messy! We love our outdoor environment and use it in all weathers, so a set of waterproofs are essential. Leaving a spare set of clothes on their peg and keeping a pair of wellies in preschool would be a great help. Please ensure these are clearly labelled with your child's name.





*"The early years is well led and managed. Leaders understand what needs to be done to ensure that children learn effectively, are well looked after and develop good attitudes to learning. Children are well prepared for the next stage of their education when they start in Year 1. "*

*Ofsted*



## Sickness

It is our policy that children who are unwell, should remain at home. Children with sickness or diarrhoea should be kept off until they are free of symptoms for 48 hours.

Parents are notified if there is an infectious disease such as chicken pox.

These measures are in place to try and ensure the health and well-being of all pupils.

## Administering Medications

Our medicine policy advises you that children taking prescribed medication must be well enough to attend the setting. Only prescribed medication can be administered. It must be in date and prescribed for the current condition.

Please ensure that the children's prescribed medicines are stored in the original containers and are clearly labelled with the child's name.

Parents will be asked to give prior written permission for the administration of medication. The administration is recorded accurately each time it is give and is signed by staff.

## Meals and Snacks

We make snacks and meals a social time at which children eat together supported by an adult. We provide snacks that provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will make sure that these are met. We take the children to eat their lunch in the school dinner hall and a member of staff supports them. At lunch times children are able to purchase a school dinner at a cost of £2.45 or they can fetch a packed lunch. Parents and carers are requested to provide each child with a drinks bottle to allow free drinking water throughout each session.



## Routine

9am - Greeting ,registration and indoor play.

9.15-9.40 – Phonics

9.40-9.50 – Key Person Group Time

9.50-10.00– Snack

10.00 – 11.15 –Explore and Play Time (Indoor and Outdoor Environment)

11.15-11.30 –Tidy Up Time

11.30 – Morning Session Ends

11.30 – 11.40 – Story/Songs

11.40-11.45 – Prepare for lunch club

11.45-12.30 – Lunch Club

12.30 – 12.40 – Afternoon session begins.– Dough Disco

12.40-12.50 – Key Person Group Time

12.50 – 2.30 – Explore and Play Time (Indoor and Outdoor Environment)

2.30 – 2.50 – Big tidy up (indoor and outdoor) and snack

2.50 –3.00 – Story/Songs/Goodbye song

*Learning to soar, powered by God*