

## Pre-school Information Booklet

Welcome to the Early Years Foundation Stage (EYFS) at Cavendish Pre-school. Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

Important dates and information will be shared via email and the schools website. We have a parents information board to the right of our door where information, forms and reminders can be found. Drawings and other information will be placed in your child's drawer. These can be found to the right when you enter the Pre-School. The school website can be accessed here: <https://www.cavendishschool.net/>

### Opening Times

The pre-school is open Monday to Friday between 8.30am and 3.30pm. We are open Term Time only. The pre-school will be closed on INSET days, these dates will be issued in advance and available on the schools website. Parent(s)/carer(s) will not be expected to pay for any INSET days, or public holidays.

<https://www.cavendishschool.net/news-events/calendar/>

### What is the Early Years Foundation Stage (EYFS)?

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs. Our pre-school is registered to deliver the EYFS and we follow the legal document called the Early Years Foundation Stage. The EYFS focuses on what matters most. This new framework also has a greater emphasis on your role in helping your child develop. You can find out more about this guidance together with 'what to expect when' and how to support your child during their foundation years at <http://www.foundationyears.org.uk/>

### How will my child be learning?

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development. Children should mostly develop the 3 prime areas first. These are:

- Communication and language;
- Physical development;
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas.

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

These 7 areas are used to plan your child's learning and activities. The pre-school team teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This curriculum will continue to the end of your child's reception year in school, it's suitable for very young children, and it is designed to be really flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

### **Tapestry Online Journals**

We track your child's progress and development in our Pre-school using Tapestry online learning journals. This enables us to utilise the data we store about your child's progress in a much more effective way to really target and enhance their learning journey. Parents of children who join us at Cavendish Pre-school are given a login to access their child's online learning journal which will store photos, observations and comments in line with the Early Years foundation Stage which will build up a recorded history of your child's development and experiences at Cavendish Pre-school.

Parents are also be able to add photos and observations from home to support your child's learning and development and every time we update your child's learning journal, you will receive an email alert once a day telling you there is something new for you to view. You can also add comments to your children's observations that you view. The children will be looking at their own journals with the practitioners and playing an active part in the process. There are two email addresses available as logins per child. There is a form attached to this letter and we would appreciate you completing this to obtain your passwords and begin using Tapestry as soon as possible. We are certain you will understand and support us in our efforts to ensure the safety and security of your child's and other children's images.

### **Our Team**

We are fortunate to have a highly experienced team at Cavendish Pre-school who have a large and diverse range of experiences and talents to enable us to provide an inviting and engaging learning environment. We work closely with the Reception team to ensure smooth transitions and to support this we use Jolly Phonics scheme together with Letters and sounds as a fun way of supporting early reading and writing skills.

We use read write Inc memes to aid letter formation and we use 'Numicon' to support mathematical development as we have found it helps children to visualise what a number actually represents.

The Pre-school operates a key person system who will help your family settle into Pre-school. Your child's key person will compile their learning journey and liaise regularly with you about your child's learning and progress. Your child's key person will be assigned to your child before they start. Sometimes children develop special relationships with particular adults and your child's key person would be altered accordingly.

### **What your child will need to bring to Pre-school**

Your child will need to bring a bag (a small backpack or draw string bag due to limited coat peg space) containing a complete change of clothes including knickers/pants and socks. We will provide protective clothing but there are bound to be the odd accident and lots of fun with messy play, water, mud and sand. Sunhat and sunscreen (labelled bottle please) during the summer months, a pair of wellington boots which can be left at Pre-school, nappies and wet wipes (if applicable) together with any nappy cream you use. A waterproof jacket at all times and a coat in the winter months. Pre-school days involve paint, glue, glitter, mud, running, jumping, climbing, the list goes on! For this reason, please dress your child in clothes which are suitable to play in and which are hard wearing and washable! Please ensure all your child's items are named.

### **Outside Learning Environment.**

We are very lucky at Pre-School to have such a spacious outside learning environment and we ask that in able to maintain this, and for other children's safety please do not allow any children to play on our equipment or to remain in the outside learning environment alone. **Please** do not allow other adults through the gate and always close it behind you for the safety of all who attend. Many thanks

### **Balanceability**

The Balanceability programme focuses on establishing fundamental and secure balance - which is the most essential part of riding a bicycle. By establishing the fine and gross motor skills that are required for cycling, children will progress naturally through the key stages and experience the joys of riding a bicycle throughout their early childhood and beyond.

Balanceability utilises Balance Bikes throughout the programme in order to teach children the fundamentals of balance, core stability, gross and fine motor skills and the essential confidence that comes with the process of learning a new life skill.

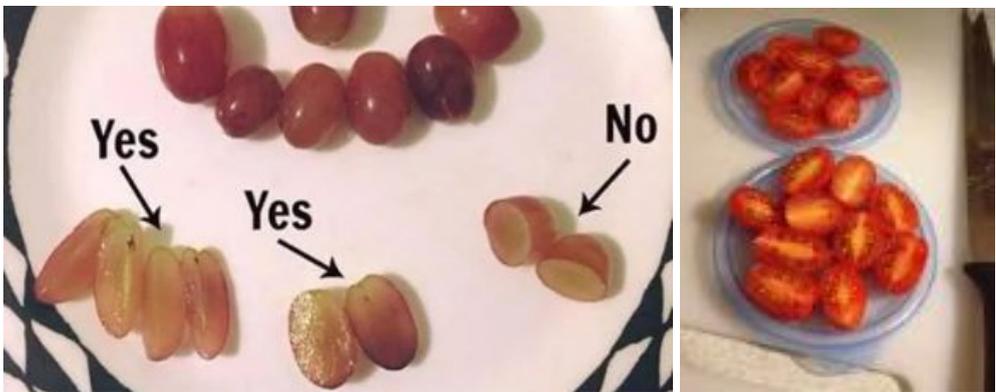
### **Snacks and Meals**

Mealtimes at Cavendish Pre-school are full of fun and a social environment where children are encouraged to develop independence by serving themselves, to chat with friends and staff about what they have done at pre-school and at home and to share and enjoy new experiences. We know that our food choices in the Pre-school provide fuel for learning and we want to make sure all children in the setting benefit from our healthy eating policy and learn to understand and make choices about what they eat.

Children are able to have a hot school lunch, the menu is available on the website here <https://www.cavendishschool.net/information/catering/> or you can provide a packed lunch, please include an ice pack in your child's lunch box as we do not have room to place lunches in our fridge, there is no need to provide a drink. The Pre-school will provide morning and afternoon snacks following the healthy eating guidelines and milk and water to drink. We are a juice free setting and provide your child with a water bottle upon starting so there is no need to send one in from home.

The children will also take part in cooking activities and helping to prepare the snack. We also grow a variety of fruit and vegetables in our growing area to allow children to understand where food comes from and how to care for plants. The food we grow is always enjoyed the most at snack time!

Please be aware we are a **nut free** setting and foods that may contain nuts should not be placed in your child's lunch box, some of the items that may contain nuts can be surprising so please check all packaging carefully. Please cut all grapes and small tomatoes long ways as these can still be a choking hazard.



Thank you for your support.

**Funding**

The Government offer funding towards childcare for children aged from two years who meet certain criteria. The information regarding eligibility and how to apply can be found at : <https://www.childcarechoices.gov.uk/> details of tax free childcare and voucher schemes can also be found there. If you choose to use a voucher scheme please email the name of the scheme and the reference used to enable the finance team to decode the bank statement correctly.

All children who meet the eligibility criteria are able to take up the free entitlement in the funding period following their 2nd or 3rd birthday until they reach statutory school age (which is the funding period after their 5th birthday). Please see table below for when your child may receive their free entitlement (if age eligible).

Funding forms need to be completed to claim funding and your child's birth certificate or passport will need to be seen. Funding forms are completed in January, Easter and September.

Please see table below for when your child may receive their free entitlement (if age eligible)

<b>Children born between</b>	<b>Funding will start from</b>
1 April and 31 August	September
1 September and 31 December	January
1 January and 31 March	April

If applying for 30 hours extended EYEE you must apply and receive your 11 digit voucher codes before the start of the term you wish to claim; see below for information. Parents who have received a voucher code for the extended 30-hour offer must present this to us to be validated before they can start claiming funding.

**Spring Funding Period**

Any time up to 31st December funding can be claimed in January  
After 31st December funding can be claimed in April

**Summer Funding Period**

Any time up to 31st March funding can be claimed by April  
After 31st March funding can be claimed by September

**Autumn Funding Period**

Any time up to 31st August funding can be claimed by September  
After 31st August funding can be claimed by January

Parents must ensure that they reconfirm their eligibility with HMRC approximately every 3 months in order to remain eligible for the extended offer. In the event parents' eligibility expires without being re-confirmed, they will enter a grace period, after which they may no longer claim the extended 30-hour entitlement for their child/ren. This does not affect parent's entitlement to the universal 15-hour offer.

**Parent Partnership**

We understand the importance of working together and realise that you know your child the best. You will receive daily handover from your child's key person and we understand that many parents have busy hectic lives and are not always at the setting so we will provide a communication book between home and Pre-school. The Pre-school will also provide regular opportunities for you to discuss your child's progress. Our tapestry online learning journey will also provide you with the opportunity to add photos and observations from home and to see the observations completed by the Pre-school team on a daily basis. We would also welcome you to share any skills with the children at Pre-school or help during any of our sessions.

Further information regarding security, safeguarding, fees, illness and medication, visits and outings are all detailed in our terms and conditions. All our policies are available on the school website for parents to view.

Please do not hesitate to speak to myself or a member of the Pre-school team if you have any questions, suggestions or concerns. You can contact me on my email [Pre-school@cavendish.e-sussex.sch.uk](mailto:Pre-school@cavendish.e-sussex.sch.uk) We hope that you and your family will have an enjoyable and happy time at Cavendish Pre-school.