

All Saints C of E Pre-School Prospectus 2023-24



Head Teacher: Mrs Julie Wright
Chairs of Governors: Mrs Julia Hancock
Deputy Head Teacher: Mrs Lucy Boulger
Assistant Head Teacher: Mr Andy Owens

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WELCOME TO ALL SAINTS C of E PRE-SCHOOL

We hope that your child will start their exciting educational journey with us. This booklet aims to provide you with all the answers to your questions.

We are proud of the warm and caring environment that we provide for our youngest children. Our dedicated and highly professional team provide a wide range of learning opportunities in a safe and stimulating environment.

All Saints C of E Pre-School is an integral part of the building and is situated in an adjacent room to our Foundation Stage children. We run as one school under the leadership of our Head Teacher, Mrs Julie Wright, and our Board of Governors chaired by Mrs Julia Hancock.

All Saints C of E Pre-School takes children from 2 years of age and we accept 2-year-old funded children.

We believe that learning should be fun – developing your child's confidence and their excitement about the world around them is core to the ethos of the Pre-School.

STAFF

The lead staff who work at All Saints Pre-School are:



Mrs Vicki Winfield

Pre-School Manager



Miss Amie Harrison

Pre-School Assistant



Ms Jo White

Pre-School Assistant

Additional staff from the school also work alongside lead staff to ensure that the children receive a high level of support and adult interaction.

INTRODUCTION

All Saints Church of England Primary School is situated in the historic town of Wigston Magna and is approximately 5 miles from the centre of Leicester.



The history of the school can be traced back to 1881 when it occupied the Victorian building that is now the County Record Office. Its present modern building was begun in 1976 and since then it has been remodelled and extended to accommodate the changing educational needs of the area.

These changes have created a spacious, up-to-date, well-resourced primary school which, together with All Saints Pre-School, provides an excellent educational and recreational facility for both young and old alike in the centre of Wigston Magna. We have around 250 children on roll at this present time including Pre-School.

The school enjoys strong links with All Saints Church and has a distinctive Christian Ethos. Within our school we aim to create a friendly, happy and caring atmosphere where Christian values underpin the ethos of the whole establishment and its curriculum provision. We are extremely proud that in June 2017 the school achieved the rating of **Outstanding** in SIAMS (Statutory Inspection of Anglican and Methodist Schools).

We hope that your child will be happy at All Saints and would ask you not to hesitate to contact us if you ever feel that there is any way in which we can be of help.

SESSIONS

The Pre-School offers 10 sessions each week from Monday to Friday. Each day there are two sessions: 9.00am-12:00pm and 12:00pm-3:00pm.

In order to offer a full and rounded curriculum for all our children we ask that you choose a 'set' routine for your child's sessions from those below:

	Days	Hours	Total hours	Who
Mornings	Monday - Friday	9am - 12pm	15	2 year olds
Mornings	Monday - Friday	9am - 12pm	15	3&4 year olds
2&½ full days	Monday - Wednesday	9am - 3pm M & T 9am - 12pm W	15	3&4 year olds
2&½ full days	Wednesday - Friday	12pm - 3pm W 9am - 3pm Th & F	15	3&4 year olds
Full days	Monday - Friday	9am - 3pm	30	3&4 year olds

This enables us to plan our inputs, the children's learning experiences and specific sessions such as outdoor learning, Forest school and phonics whilst including all children. There is some flexibility for additional sessions and occasional 'ad hoc' dependant on spaces so please do speak to the staff if you are interested in this.

FUNDING DETAILS

All 3 and 4 year olds in England are entitled to 570 hours of funded childcare. This is usually taken as a maximum of 15 hours a week over 38 weeks of the year, in line with Leicestershire's school term dates. Some 3 to 4-year-olds are eligible for 30 hours free childcare a week, and some 2-year-olds are also eligible for funded places.

To find more information about funding and to see if you are eligible please visit:
Leicestershire.gov.uk/free-childcare-places

To view the eligibility criteria and to find out more visit
www.childcarechoices.gov.uk

ADDITIONAL HOURS

If there are spaces, you can pay for additional hours in Preschool at a rate of £16.00 per session. Please speak to the Pre-School lead or School Office about this.

STRUCTURE OF DAY/SESSIONS



Our day starts with children entering the classroom via the playground gate. On entering the class your child will have a named coat peg and shelf for their belongings.

Children are collected from this same gate at the end of their session. Children may only be collected from the Pre-School by a named adult – permission for this must be given prior to collection by the parent/carer and a password given to Pre-School staff.

If your child is unsettled on arrival, you can leave them with the Pre-School staff on a positive note and we will call you within an hour if they do not settle.

Each session is planned to provide the children with a routine. It is proven that children learn best with routine and continuity, so we will endeavour to maintain this at all times.

A typical session:

- Arrive, meet and greet
- Handwashing
- Breakfast/lunch and register
- Handwashing
- Free play – Focus/learning Activity
- Tidy-up
- Handwashing
- Snack time – Fruit & Milk
- Outdoor play
- Game or musical movements/instruments/dough disco for fine motor skills
- Story
- Home time



Activities may vary depending on the age of the children in each session.

THE CURRICULUM

The sessions are planned around the Early Years Foundation Stage Curriculum Guidance (EYFS). This curriculum covers children from birth until their 5th birthday, and follows them through to the end of their reception year.

The curriculum is underpinned by the Characteristics of Effective Learning (C of EL) which describe behaviours children use in order to learn. The three C of EL are Playing and Exploring, Active Learning, and Creative and Critical Thinking. To learn well, children must

approach opportunities with curiosity, energy and enthusiasm. Effective learning must be meaningful to a child, so that they are able to use what they have learned and apply it in new situations. These abilities and attitudes of strong learners will support them to learn well and make good progress in all the Areas of Learning and Development.

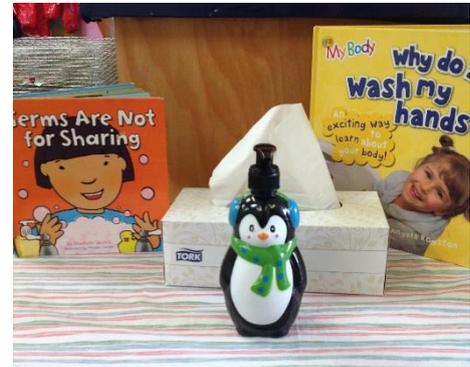
The EYFS curriculum is split into two areas, Prime and Specific:

Prime areas:

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

Specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design



The Prime areas lay vital foundations for lifelong learning skills and pave the way toward the specific areas which are more focused on educational areas. All areas of learning and development are important and inter-connected. 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.

The Areas of Learning and Development affect each other. For example, developing communication and language will support children to understand and explain mathematical ideas. Developing physical skills will allow children to be more active explorers and so enhance their progress in Understanding the World. The more concepts they develop within Understanding the World, the more they will be able to relate to what they find in books and so support their development in Literacy. Experiences and activities that relate to Areas of Learning and Development, when they offer children opportunities to have autonomy and develop their own ideas, can also provide the contexts for children to practise their learning behaviours, and so reinforce the Characteristics of Effective Learning.

Children learn best when they are actively involved in something they enjoy, so our children spend a lot of time 'playing'. Our play activities are carefully structured and tailored to meet each child's individual needs.

LUNCH and SNACKS

For lunches you can either order a hot dinner or provide a balanced packed lunch in a named lunch box. The Pre-School provides a sit-down snack mid-morning and mid-afternoon. These will include milk and fruit. A bottle for water will be provided by the school; this will be kept in school and washed on a daily basis.

Please ensure you inform us about your child's dietary needs.



RECORDING PROGRESS

At All Saints Pre-School we use our school progress tracking system. You will be updated with your child's progress at parents' evenings and provided with an end of year report in July. We use this system to monitor your child's progress and to also identify areas where extra support may be needed. In some cases it may be necessary to engage with the schools SENCO Mrs Amy Vickerman, or her assistant Mrs Emma Roberts to look at the best ways to support your child.

GETTING READY FOR PRE-SCHOOL

There are a number of ways you can help your child to settle in at Pre-School. Here are some suggestions:

- **TALK** to your child in a positive manner about what they should expect when they go to Pre-School – new friends, things to make and do etc. This will be helped by the visits you attend prior to starting.
- **REASSURE** your child that they won't be left alone – they will always be with a member of staff.
- **PLAY** games and do puzzles together to build levels of concentration in preparation for activities at Pre-School.
- **ENCOURAGE** your child to share with you and other children, play appropriately with toys and to help you to tidy up after play.



SAFEGUARDING/ CHILD PROTECTION

It is everybody's responsibility to keep a child safe. At All Saints we provide a safe environment which nurtures the welfare of every child. Our safeguarding procedures are rigorous and all visitors are informed of them via our Safeguarding Information Leaflet. The school is a secured area and access may only be made via the school office. All visitors report to Reception on arrival and if granted access must wear clear visitor labels. Our Designated Safeguarding Leads are Mrs J Wright, Mrs L Boulger, Mr A Owens, Mrs A Vickerman, Mrs L Frith and Mrs E Roberts. Our Child Protection Policy and Safeguarding Policy, along with a variety of other informative and useful policies, are available on the school website and by request from the school office.

Our first concern is always your child's welfare and therefore there may be occasions when we have to consult other agencies even before we contact you. Should this be necessary we want to reassure you that any concerns we have about your child will then be fully discussed with you after we have talked with the other agency. The procedures we follow have been laid down by the Leicestershire Area Child Protection Committee.

KEEPING IN CONTACT

There will always be a member of our team to meet your children at the door in the morning and to release them at the end of the day, although we understand that there is not always time for more than a quick comment.

Across the school we use 'Dojo' which is an app that allows you to contact your child's teacher via private messaging and for us to message you in the same way. Please be aware that staff are not on call to answer messages outside of their working hours and therefore may not reply instantly. If you feel a message is urgent please email the school office office@allsaintscofe.leics.sch.uk who will pass this on.



We also use Dojo to inform you of whole school events on our 'school story' that can be seen by all parents, and post on class pages which can only be seen by parents of children in that class. It is an important and useful method of communication so please ensure that you download the app and log in. Please also keep us up to date with changes to your address or emergency contact details for you child.

UNIFORM

Children are required to wear the school uniform at All Saints Church of England Primary School; it overcomes the need to worry about a child's everyday wardrobe and also gives the children an identity of which they can be proud. It should be worn as intended: to look smart and to be safe.

Uniform - Blue sweatshirt, white/pale blue polo shirt, long or short grey trousers/joggers, or a grey skirt or pinafore. A blue checked dress may be worn in the warmer months. School shoes should be black shoes or trainers with velcro, no laces and no open-toed sandals please.

On PE days children will be asked to come in 'PE Kit' which is black leggings, joggers or shorts, a white t-shirt and a plain dark hoody, and plain black plimsoles. Please do not send children in branded sportswear or football kits.

On other days they may be asked to wear suitable clothing for exploring in the cold, wet and sometimes muddy Forest School, such as plain black joggers and jumpers, and Wellington boots (these must be named and left in school). The children are outside in all weathers so old clothes may be better. Occasionally it is sunny in Forest School so please send a hat and sun cream on these days.

Bags – Please provide a named bag containing spare clothes and, if required, nappies/pull-ups, wipes, nappy sacks and gloves. We will also be visiting the school library on a regular basis so please provide an appropriate size day bag. We offer a school logo book bag which can be purchased on ParentPay.

The Wearing of Jewellery - Children are not to wear jewellery for school as it can present a danger to themselves and others. If earrings must be worn they should only be studs, and must be removable by the children themselves for PE and swimming. This is a health and safety requirement.

Hair - Hair, which is long enough, must be tied back off the face at all times for safety as well as good hygiene.

ILLNESS

If your child is ill at home, please telephone the school office (0116 2880013) and let us know by 9.30am. Contacting the school is vital as we have a duty to safeguard children during school hours, therefore if you do not contact us, a member of the office team will call you to check in. You can also send a Dojo message to class teachers alongside calling the office.

If your child is ill whilst at school, we may telephone and ask you to collect them. A list of home and work telephone numbers, and emergency numbers of other trusted adults who can collect your child are kept in the office. Please inform us if there are any changes. It is vital we hold up to date contact numbers.

Infectious diseases - Some childhood diseases are contagious and have various periods of absence from school in order to protect other children. Please check with us if you are unsure and we will advise you of the recommended course of action. Following the last episode of sickness and diarrhoea children cannot attend school for 48 hours.

Headlice - If you discover that your child has headlice you must treat the hair yourself, but please inform the school. We ask you to do this so that we can inform other parents to check their children's hair to avoid an outbreak. Information on treatment is available in school. Lice like clean hair so there is no reason for embarrassment. Nevertheless, the information we receive is treated in confidence.

Medicines in school - Where prescribed by a GP we are able to administer medicine in school. In such cases, a form will need to be completed and signed with at the school office to allow medication to be administered.

PHOTOGRAPHS

As part of your admission paperwork we ask you to give consent to your child's photo being taken in school and used for a variety of purposes (Class Dojo, Twitter, our website or through the media etc.). There are times when you attend events where we will ask you either to not take photographs or give permission but ask that you do not share them as they are likely to contain images of other children whose parents will not have given permission for them to be filmed or photographed. Such images must not be circulated more widely than the family, i.e. they should just be for the family's use.

A photographer also visits the school each year to take individual, family groups and class photographs. There is no obligation for parents to buy the photographs.

MOVING ON FROM PRE-SCHOOL

Prior to your child moving on from Pre-School you will need to apply for a full time Foundation Stage class position. Your child does not automatically receive a place at our school's Foundation Stage class.

You need to apply online by searching for Leicestershire County Council and finding 'School Admissions'. If you need assistance with this then please ask a member of staff.

AT ALL SAINTS 'EVERY CHILD MATTERS'

The 'Every Child Matters' framework underpins all that we do at school. We work hard to ensure all our children:

1. **Are Healthy** – From exercise, healthy eating and health education
2. **Stay Safe** – Through our Behaviour and Anti-Bullying Policy and Child Protection Policy
3. **Enjoy and Achieve** – Our aim is to work towards providing a varied, creative and differentiated curriculum for all children
4. **Children Make a Positive Contribution** – Children at All Saints are listened to, have a voice and are heard. Children are given opportunities to contribute to general school life and encouraged to contribute to the work within the community
5. **Achieve Economic Well-Being** – Where children achieve, are praised and develop skills for future life.



WELCOME FROM THE CHAIR OF GOVERNORS

Dear Parent/Carer,

The choice of the right school for your child is one of the most important decisions that parents have to make. Every school is different. All Saints Church of England Primary School, Wigston Magna is a school where the Christian ethos underpins all teaching and principles in accordance with our Mission Statement as detailed in the following pages.

An active governing body supports the School and works hard to maintain these aims and objectives working closely together with Mrs Julie Wright, the Head Teacher, and her staff.

I hope that having read this prospectus you will come and visit the school to see for yourself the happy and secure learning environment we can provide for your child.

The Governing Body



“Do everything in love.” 1 Corinthians 16:14