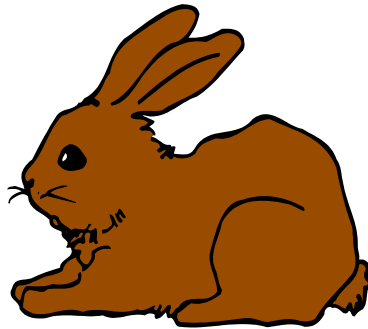


Snettisham Bobtails



Pre-School

Est. 1966

Snettisham Primary School, School Road, Snettisham,
Norfolk. PE31 7LT

OFSTED No 545971, PLA - 22627, Registered Charity No 1029400

Parents Handbook

Setting telephone No: 0785 5078 038

General telephone No: 01485 541274

Email: snettishambobtails@gmail.com

Website: www.snettishambobtails-preschool.co.uk

WELCOME

The Pre-school has been registered with the local authority since 1966 and moved to the new building within Snettisham Primary School in 2017. We are managed by a committee of parents and funded by fees and fundraising. We hope this brochure will be of help, any questions you may have please feel free to ask a member of the staff or committee.

Setting phone number: 0785 5078 038
8.00 am – 3.00 pm Monday, Tuesday, Wednesday, Thursday.
8.00am – 12 noon Friday.



STAFF

Supervisors	ANDREA BOLDERSTONE NNEB Level 3, First Aid
Practitioner	LUCY PAYNE BTEC Levels 2 & 3, First Aid
Practitioner	KIRSTY SKOYLES City & Guilds Cert Level 2, First Aid
SEN Practitioner	EMILY POOLEY Foundation Degree in Early Years Playwork and Education Level 5, First Aid
Administration	EUNICE DENTON, Foundation Degree in Early Years Level 5, First Aid in the Workplace (Tel 01485 541274). <i>Support workers/one to one assistant/volunteers when required.</i>

PARTNERSHIP WITH PARENTS



The elected committee officers are the trustees of the pre-school, the people entrusted with the overall responsibility for ensuring that the pre-school runs successfully in accordance with its AIM. A list of current committee officers is available on the notice board in the waiting room.

There is a lot of work in running a pre-school, but the committee does not have to do it themselves. They should make sure that the work is done, that the decisions are implemented and that the pre-school money is properly accounted for. Responsibility for the children's play and learning is usually delegated to staff.

The committee needs to:

- Have regular committee meetings, at least termly, and an AGM
- Fund raise on a regular basis to keep the pre-school solvent
- Ensure the pre-school meets OFSTED requirements
- Ensure that the pre-school meets Charity Act requirements
- Know and comply with their constitution
- Decide fees and any review of them
- Regularly update the membership list

- Inform OFSTED, PLA and Early Years Support Network of any changes to officers/staff/opening times etc.

All parents/carers skills and contributions are very welcome and we appreciate any suggestions and help especially for fundraising as this money goes towards the 'extras' that the fees do not cover. Please feel welcome to share any skills you may have in relation to any or our topics with the staff and children. If you wish to spend time in the pre-school with your child this can be arranged and you will be most welcome.

THE PRE-SCHOOL

Bobtails currently offers 9 sessions a week for a maximum of 24 children per session. There is a staff of 5 and all have relevant pre-school qualifications. Sessions are Monday, Tuesday, Wednesday and Thursday 8.30 to 3pm and Friday 8.30 to 11.30. We work closely with Snettisham Primary School and now that we are on site the transition to school is easy and comfortable for all concerned.

Bobtails are regularly inspected by OFSTED. Our last inspection was December 2019 – rated GOOD. All reports are readily available to read in the 'Parent and Child Information' file in the cloakroom area.

ADMISSIONS

We give priority to all village children from all backgrounds and all abilities. However, children from outside the village will be considered if places are available and especially if they are going on to attend the village school. Children can start with us from 2 years old.



Facilities for changing nappies are available. We fully understand that accidents happen, so could you please provide your child with a named bag containing dry clothes and an apron.

CLOTHING

A logoed sweatshirt and polo shirt are available to purchase at £7 per polo shirt and £9 per sweatshirt – please note these items are not compulsory. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off – and putting on – outdoor clothes. Clothing that is easy for them to manage will help them to do this e.g. elasticated waist. We shall be accessing outdoor areas in all weathers so please make sure your child is appropriately dressed e.g. coats, wellies, waterproof trousers, sunhats etc. Please ensure all removable clothing is named.

FEES

Fees are payable from 2 years old. There is some eligible funding available for 2 year olds – please ask for a leaflet. Full Government funding is available from the term after the child's 3rd birthday for a maximum of 29 hours a week (if funding available). Payable fees are currently £10.50 a session, which includes a snack. Fees are invoiced half termly and can be paid weekly, monthly or half termly by cash, cheques (made payable to Snettisham Bobtails)

or bank transfer. Envelopes with money can be handed in to the Supervisor or directly to Eunice. For further information, please speak to Eunice.

ARRIVALS AND DEPARTURES



On arrival to the pre-school you are asked to please wait on the playing field at the side gate next to the school canteen. At 8.30 a member of staff will open the gate to welcome your child and take them to the Bobtails setting. On departure at 11.30 or 12 (if staying for lunch) the children will be brought to the side gate to meet the parents on the playing field. For collection at 3pm parents can access the side gate from the playing field and wait on the playground for the Bobtails door to open. The children will wait until their names are called to meet their parents.

Please inform the staff at the beginning of the session or during the session if you are unable to collect your child, naming the person who will be coming in your absence.

THE CURRICULUM

Our AIMS

- To provide quality learning experiences for all the children. Learning which is balanced, relevant to the child and related to the real world.
- To provide a curriculum, which takes account of, and responds to, children's developmental needs and allows them to make progress related to their differing abilities. Initial Child Profiles will be our starting point.
- To provide positive experiences, in order to give them confidence and motivation for learning in the future.
- To provide a curriculum which promotes the 'Early Learning Goals' identified by the Qualifications and Curriculum Authority and which dovetails with the National Curriculum.
- To create a partnership with parents in the development of their child.

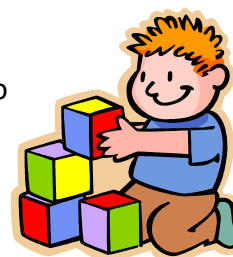


Our Objective

- To guide our children to learn through play and encourage them to explore through their own experiences, respecting and valuing their contributions.
- The structure of the play is mainly free play, with children having a choice of activities. But there are other activities during the session, which are adult, led and have a planned objective, which is usually set in smaller groups.
- The curriculum is based on the Early Years Foundation Stage and is the period of education from birth to 5.

The Four Themes and Principles of the EYFS are:

- A unique Child – every child is competent learner from birth who can be resilient, capable, confident and self-assured.
- Positive Relationships – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- Enabling Environments – the environment plays a key role in supporting and extending children's development and learning.



- Learning and Development – children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

The Learning and Development theme of the Early Years Foundation Stage is made up of 7 areas, these are:

Prime areas

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

Specific areas

- Literacy
- Mathematical development
- Understanding of the World
- Expressive Art and Design

PROMOTING POSITIVE BEHAVIOUR

Bobtails believe that children flourish best when their personal, social and emotional needs are understood, supported and met and where there are clear, fair and developmentally appropriate expectations for their behaviour.

As children develop, they learn about boundaries, the difference between right and wrong, and to consider the views and feelings, and needs and rights, of others and the impact that their behaviour has on people, places and objects. The development of these skills requires adult guidance to help encourage and model appropriate behaviours and to offer intervention and support when children struggle with conflict and emotional situations. In these types of situations key staff can help identify and address triggers for the behaviour and help children reflect, regulate and manage their actions.

For further information, please refer to the Promoting Positive Behaviour Policy, located in the Operational Plan Policies and Procedures folders or speak to a member of staff.

THE LEARNING JOURNEY SCRAPBOOK

The examples of what your child achieves will be collected through the normal every day of the group. It could include a variety of observations, examples of your child's work with a short sentence explaining the work, photographs and conversations between adults and children. These achievements will also be shared with parents on the app Class Dojo.

It is hoped that as parents and carers you too, will add comments throughout the time your time is at Bobtails. These could include:

- Photographs of family celebrations, outings and holidays
- Things your child tells you about pre-school activities
- When your child does something new at home, e.g. fastens his/her coat, writes his/her name, draws a picture of a person or



object, makes marks on paper and tells you that it is a phone number or shopping list etc.

The scrapbook will be shared regularly with you and will be available for you to look at whenever you choose. When your child leaves Bobtails the learning journey scrapbook will be given to you.

WORKING TOGETHER FOR YOUR CHILDREN

At Bobtails, we maintain the ratio of adults to children that is set through the statutory framework for the Early Years Foundation Stage. This helps us to:

- Give time and attention to each child
- Talk with the children about their interests and activities
- Help children to experience and benefit from activities we provide
- Allow the children to explore and to be adventurous in safety.



KEY PERSONS AND YOUR CHILD

Bobtails have a key person system. This means that each member of staff has a group of children for whom she is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's needs and interests. When your child first starts, she will help your child to settle and throughout your child's time at Bobtails, she will help your child to benefit from all Bobtails activities.

EQUALITY OF OPPORTUNITY - VALUING DIVERSITY AND PROMOTING INCLUSION AND EQUALITY

Bobtails are committed to ensuring that our service is fully inclusive in meeting the needs of all children. We recognise that children and their families come from a wide range of backgrounds with individual needs, beliefs and values.

We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families using our setting. We aim to:

Promote equality and value diversity within our service and foster good relations with the local community;

- actively include all families and value the positive contribution they make to our service;
- promote a positive non-stereotyping environment that promotes dignity, respect and understanding of difference in all forms;
- provide a secure and accessible environment in which every child feels safe and equally included;
- improve our knowledge and understanding of issues relating to anti-discriminatory practice,
- challenge and eliminate discriminatory actions based on a protected characteristic as defined by the Equality Act (2010).

The full policy is available to view in the Operational Plan, which is kept in the cloakroom.

EQUALITY OF OPPORTUNITY - SUPPORTING CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

We provide an environment in which all children with special educational needs (SEN) are supported to reach their full potential.

- We have regard for the Special Educational Needs and Disability Code of Practice (2014).
- We have in place a clear approach for identifying, responding to, and meeting children's SEN.
- We support and involve parents (and where relevant children), actively listening to, and acting on their wishes and concerns.
- We work in partnership with the local authority and other external agencies to ensure the best outcomes for children with SEN and their families.
- We regularly monitor and review our policy, practice and provision and, if necessary, make adjustments.

Bobtails designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give his/her name to parents. **Our SENCO is: Emily Pooley.**

We ensure that the provision for children with SEN is the responsibility of all members of the setting.

The full policy is available to view in the Operational Plan, which is kept in the cloakroom.

CONFIDENTIALITY POLICY

Bobtail's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working at Bobtails can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the practitioners or key persons will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person/practitioner.
- Students on placement to Bobtails will be advised of our confidentiality policy and will be required to respect it.



All the undertakings above are subject to the paramount commitment of Bobtails, which is to the safety and well being of the child. Please also see our policy on child protection.

ACCIDENT PRIOR TO ARRIVAL

If your child has an accident prior to their arrival to pre-school, which not only includes immediately prior, could you please inform a member of staff as soon as your child arrives in the setting. You will then be asked to fill in a form titled 'Accident Prior to Arrival'. This enables the staff to identify any injury that your child may have which did not occur in the pre-school.

TOYS AND SWEETS

The pre-school will not be held responsible for any damage to, or loss of any toys brought into the pre-school. We request that each child only brings one toy and for safekeeping, it is kept in the red box whilst it is not being played with.

Sweets must not be brought into the pre-school.



SNACK TIME

This is a social time for the children in the morning and afternoon, when they can help themselves to a piece of fruit and a cup of milk. Children are encouraged to pour their own drinks. Also on occasions the children can prepare sandwiches or toast. We plan the snacks so that they provide the children with healthy nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.



PARENT INFORMATION

Bobtails staff produce a newsletter each term to keep you up to date with what is happening in the pre-school. The notice board in the cloakroom also has information for you to read, please check it regularly. The files in the parent and child information file are regularly updated with photographs and information on the pre-school and other relevant information, also contain the inspection reports, policies, and procedures which all parents are encouraged to read. These are also available on the website – www.snettishambobtails-preschool.co.uk

Parents and staff have a closed Facebook page so to share information with each other. From September 2021 we introduced the Class Dojo app to share class stories with parents.

WHAT HAPPENS IF MY CHILD IS TAKEN ILL?

If your child is taken ill at Bobtails or has an accident that warrants medical attention or a trip to the hospital, we will always contact you – *it is important that we have your current telephone number and also an alternative number in case you are unavailable*. Minor accidents/incidents resulting from a knock or fall are immediately attended to and recorded in the pre-school's accident book which you will be asked to sign when you pick up your child.

ADMINISTERING OF MEDICINES

Under normal circumstances Bobtails does not accept responsibility for the administering of medicines. The supervisor must be informed of



children needing e.g. an inhaler for asthma or an epi-pen. If your child needs prescribed medication you will be asked to sign a consent form for the administering of the medicine. If your child has special medical needs, please discuss it with the supervisor.

SUN PROTECTION

At Bobtails we will work with parents/carers and children to enjoy the sun safely.

- During the Spring term parents/carers will be sent home a letter explaining the importance of protecting their children from the harmful rays of the sun and how we can work together to achieve this.
- Staff will discuss and explain to the children the need to wear hats and sunscreen on hot sunny days.
- The outside play area has a covered area to provide adequate shade.
- Staff will ensure children are reminded to bring and wear a hat outside.
- Staff will monitor sun levels and temperatures and if necessary children will not play outside between 11am and 3pm.
- Children will be encouraged to wear sun hats when appropriate.
- Parents/carers will be encouraged to ensure their child has a sun hat and is protected by wearing appropriate clothing.
- Parents/carers will be encouraged to ensure that their child/ren are protected by the application of long lasting, high factor sunscreen each day before they arrive at Bobtails.
- Fresh drinking water will be readily available at all times.

SAFEGUARDING



Bobtails aim to create an environment which promotes and safeguards the welfare of children, which includes protecting children from maltreatment, preventing impairment of children's health or development and ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. We have a duty of care to refer any allegations, complaints or concerns received relating to a child to the safeguarding team.

A copy of our Safeguarding Child Protection Policy can be found in the Parent and Child Information file in the cloakroom.

POLICIES

Copies of the Bobtails policies can be found in the 'Operational Plan', which is in the Parent and Child Information file in the cloakroom and also on the website.

The Bobtails policies help us to make sure that the service provided by Bobtails is a high quality one and that being a member of Bobtails is an enjoyable and beneficial experience for each child and his/her parents. The staff and parents at Bobtails work together to adopt

the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us make sure that the policies are enabling Bobtails to provide a quality service for its members and the local community.

COMPLAINTS PROCEDURE

Bobtails strive to provide the highest quality education and care to all our children, we believe that children and their parents/carers are entitled to expect courtesy and prompt careful attention to their needs and wishes.

- We aim to offer a welcome to each individual child and its family and to provide a warm caring environment, within which all can learn and develop as they play. Parents/carers are encouraged to communicate with the pre-school staff on a day to day basis so that any issues can be resolved immediately. Most problems can be resolved on an informal basis. Where issues cannot be resolved in this way the following procedure will be put into place.
- All concerns/complaints regarding any aspects of the pre-school in the first instance may be verbally directed to the chairperson or a staff member.
- Most complaints should be resolved informally.
- If a concern/complaint could not be resolved verbally the parent/carer shall be asked to put their concern/complaint in writing.
- If the concern/complaint continues to be unresolved a meeting may be held with all concerned parties and a representative of the Early Years Network.
- A record of the meeting, including the decision on the action taken is made, everyone present signs the record and receives a copy within 28 days of the complaint being made.
- Records of complaints will be retained in the Pre-school for a period of 10 years from the date on which the complaint was made.

ALLEGATIONS OF ABUSE AGAINST ADULTS WORKING WITH CHILDREN

If an allegation of any form of child abuse is made against a member of staff or volunteer the matter must be reported to the Manager of the setting in the first instance. This information will then be passed onto the Local Authority Designated Officer (LADO) and Ofsted. The LADO will advise if other external/internal agencies (e.g. Police) should be informed, and we will act upon the advice given to ensure that any investigation is not jeopardized. Snettisham Bobtails Pre-School will display and follow the Allegations of Abuse made against a person who works with children and young people procedure.

If an allegation is made against a member of staff or volunteer, it will be factually recorded stating the actions taken. It may be necessary for Bobtails to refer to its staff disciplinary procedure regarding suspensions and exclusions following advice sought from the LADO. The management also has the right to seek professional advice from Employment Law specialists.

NORFOLK COUNTY COUNCIL CHILDREN'S SERVICES LADO TEAM 01603 223473

OFSTED 0300 123 1231

The full policy is available to view in the Operational Plan, which is kept in the cloakroom and on the website.

USE OF PHOTOGRAPHY

The safe use of images can be a source of pleasure and a valuable record of the achievements of the children attending Bobtails.

The Data Protection Act 1988 affects the use of photography. An image of a child is personal data and it therefore is a requirement under the Act that we obtain consent from the parents/carers of a child for any images used.

As part of our current practices, with permission, we take photographs of the children. These photographs are representative of activities we take part in and also to capture special moments for all to share. Photographs are an invaluable aid to support our curriculum.

In addition, when taking photographs, it is our practice to take into consideration the wishes of the children involved and respect their decision.

The Registration Form has a section for parents to give permission for:

- Children to be photographed by staff for inclusion on display boards within Bobtails
- Sharing photographs of more than one child with other parents/carers for children's personal folders.

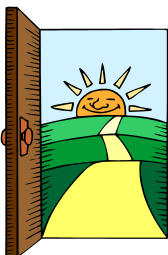
Parents/carers may withdraw consent at any stage but will need to do so in writing.

Photographs will be maintained securely for Bobtails use only, and disposed of by returning to the parent/carer or destroying as appropriate.

The Data Protection Act does not prevent parents/carers from taking images at Bobtails however, any images taken must be for their own personal use. Any other use will require the consent of the parents/carers of the other children.



OPEN DOOR



Please remember if at any time you have any questions or concerns regarding any aspects of the pre-school, the committee and staff will try very hard to make themselves available, or provide you with a quiet private time that is convenient to all.