



## Welcome pack

Thank you for your interest in Groombridge Pre-School.

We are a small, friendly setting situated in the heart of our beautiful village community.

Our aim is to support our children to grow into happy, confident and successful learners through exploring and play. By providing a safe, secure and stimulating environment, every child will feel valued and inspired, enabling them to reach their full potential.

Every child is an individual and by getting to know every child's interests and needs, we make every day great.

**Village Hall, Groombridge, East Sussex**

**01892 861113**

[Groombridge Pre-School \(groombridgepreschool.co.uk\)](http://groombridgepreschool.co.uk)



We are on social media! Follow us on Facebook and Instagram (@groombridgepreschool) to find out what we get up to each week, as well as for updates about our fundraisers, events and news.

Groombridge Pre-School is a registered charity led by a committee of voluntary members who commit to volunteering a small amount of their time to aid the smooth and efficient running of Pre-School. The committee is elected once a year in September/October, we require a minimum of five trustees to operate. Each member of the committee brings enthusiasm, passion and a different skill set to help contribute to the goals of our Pre-School. Committee members can be parents of children attending Pre-School as well as grandparents, family members and members of the local community. Meeting monthly, together they strive to generate much needed income through fundraising events. If you are interested in supporting our committee, please contact [chairgps@gmail.com](mailto:chairgps@gmail.com) for more information.

### Preschool staff

Jeannette White – Supervisor, Safeguarding Lead, NVQ Level 3

Sam Lawson – Deputy Supervisor, Deputy Safeguarding Lead, SENCO, NVQ Level 3

Caroline Vickery – Learning and Development Manager/Office Manager, BSc Psychology and Early Childhood Studies

Heidi Crundwell – Practitioner

Bex Warmington – Practitioner

Michelle Pritchard – Davies – Practitioner, CACHE Level 3 Diploma for the Children and Young Persons Workforce

Becky Randall – Bank staff NVQ Level 3

Kate Marshall - Bank staff

Molly Hockham - Bank staff

Amy Wheeler - Bank staff

All our staff have training in first aid and safeguarding including prevent and FGM.

## Sessions and activities

We are open Monday – Friday, 9AM-3PM, term time only.

Morning session – 9AM-12PM

Lunch session – 12PM-1PM

Afternoon session 1PM-3PM

We have several different options that you can book your child in for, for example morning only, morning and lunch or a full day.

### Activities

#### **Monday morning – Sport**

Our practitioners run a multi-sport coaching programme geared at giving the children a great introduction to sport through play and exploration in a fun and safe environment. Each lesson contains lots of short and varied activities in order to keep the youngsters fully engaged and focused.

#### **Monday afternoon – Rising 5s**

Monday afternoons are just for our Rising 5 children, who are preparing to go to primary school. This session is designed to support our older children gain the key skills to support their smooth transition into school. We focus on soft skills such as confident pencil grip, letter formation, active listening and speaking and a foundation of maths so that they can be confident in their approach to numbers. We also develop practical skills such as putting on our coats and shoes independently. We are proud of our transition to school program and work closely with Groombridge St Thomas Primary school and other surrounding schools to support a happy transition.



### **Tuesday morning – Studio N dance\***

You are never too young or too old to dance. Our captivating and energetic dance class has so many benefits for little ones such as establishing better social skills, social awareness and cognitive thinking, as well as helping with coordination, flexibility and balance to name but a few. We use props and characters in every class to keep the session engaging and fun which is so important at this age. We also let our dancers have their own special moment to shine each week which is a real confidence booster. Even in the few weeks of running our class we have already noticed a big difference in self-esteem and are excited to see how the children develop their new skills.



### **Tuesday afternoon – Story club**

Tuesday afternoons are story focussed. With our hand picked selection of classic stories, nursery rhymes and lesser known stories we make books come alive through craft activities and exploring text. A fun media which encourages communication and language skills and extending the children's imagination.

### **Wednesday morning – Music\***

Music time on Wednesdays is run by Lucy Lockwood. Lucy inspires the children with her enthusiasm for song, instruments and movement. This is a wonderful opportunity to explore music and movement, learning about rhythm, notes, rhyme and instruments.

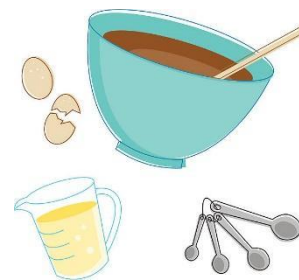


### **Wednesday afternoon – Art**

This session encourages the children to engage in some calm, mindful play that focuses on creativity and expression. The children love to craft, paint, draw and create wonderful pieces of art out of a variety of materials and methods.

## Thursday afternoon – Cooking\*

Our Practitioners run a delicious baking session. This involves preparing ingredients, measuring and putting the ingredients together, and of course eating the cooked food! It also provides a great opportunity to discuss the importance of a balanced diet, to understand food allergies and to think about where produce comes from. Cooking can help the children to learn and practise some basic maths concepts, develop fine motor skills and build language. The experience of creating meals themselves, builds self-confidence and helps to lay the foundation for healthy eating habits.



## Friday – Nature

Our Friday sessions are aimed more around nature and exploring the outdoors. Children are encouraged to explore nature using all senses, learning about the environment and how to care for it. We go looking for bugs, birds, plants and trees and integrate different areas of learning using the outdoors as inspiration. Wellies and waterproofs along with a change of clothes and their usual shoes will be required. Please note that children must be 2.5 years to attend the afternoon session.

**There is a voluntary charge for some of our activities. Please see the fees section of the welcome pack for more information.**

**Session Changes** - It is our policy at Groombridge Pre-School to allocate places and arrange sufficient staffing numbers well in advance, allowing for maximum flexibility and the best possible staff ratios.

In order to achieve this, we require that parents notify us of any changes in sessions at least one full half term in advance and these will be dependent on availability. Unfortunately, any cancelled sessions during the term will be non refundable.

For more information, please see our Cancellation Policy.

## Fees

Our current fees are set by the Pre-School committee and are reviewed annually.

Hourly rate – £6.80 per hour for all children

**Deposit** - A refundable deposit\* of £100 will be invoiced upon requesting a place.

\*If any private hours (paid at the standard hourly rate) are used, £30 per child will be retained as an administration fee, which includes the cost of a pre school bag and t-shirt for each child.

If only funded hours are used to cover the sessions booked, the full £100 deposit will be refunded, as a credit against future invoices. Pre-school bags and t-shirts can then be purchased separately from the staff. The cost of these will be included in your first invoice.

**Funded hours** – funded hours can be used for full sessions, for example  
Morning – 9AM-12PM

Afternoon – 12PM-3PM

All day – 9AM-3PM

If a child stays for both the morning and afternoon session, the whole day will be claimed for funded hours, including the lunch hour. If a child only attends the morning session and stays for lunch, but not for the full afternoon session, the lunch hour is payable at the standard hourly rate.

### Use of funded hours

We now offer 30 hours funding and 2 year old funding.

**For parents using the 15 or 30 government funded hours, there is a voluntary donation of £1 per hour + £15 per half term.** The voluntary donation is requested for all children in receipt of funded hours. This donation covers snacks, resources and other business costs not covered by government funding. This voluntary donation makes the pre-school financially viable due to the discrepancies between government-funded hours and the cost price of running the service we provide. However, the pre-school aims to support all families to attend, so please speak to a member of staff or one of the committee if you would like to opt out of this voluntary donation.

## **Activities**

There are also voluntary activity charges for some of the activities on offer:

### Monday - Sport

No additional charge

### Tuesday - Dance Provider: Studio N

Weekly cost per child: £1.63

### Wednesday morning - Music provider: Lucy Lockwood

Weekly cost per child: £1.75

### Thursday - Cooking

Ingredients sourced from: Sainsbury's

Weekly cost per child: £2.23

### Friday - Nature session

No additional charge

The voluntary cost for each chargeable activity has been calculated based on the average number of children taking part in this activity across the year, to avoid changing this charge on a half-termly basis. This is at cost price for providing the activity.

## **FUNDING CLAIMS & INVOICES:**

Funding claims are done at the start of each term. Any additional sessions that are added throughout the term will be chargeable and then, where applicable and within your funded hours, can be fully funded for the following term.

Invoices for chargeable sessions and activities will be raised each half term and payment terms are 7 days from the date of invoice. Any payments received after 14 days from the invoice date will incur a £10 late payment fee.

## **ADDITIONAL EVENTS and ad-hoc sessions:**

During the academic year, Groombridge Pre-school will hold events that we invite all children to attend. Children who attend an event which is in addition to their normal sessions, will be charged the normal hourly rate. All events are voluntary, and notice of these events can be found on our website. We always try to accommodate children attending ad-hoc sessions, providing we can still comply with staff:child ratio regulations. Any ad-hoc sessions that your child does will be charged at the full hourly rate; funded hours cannot be used for ad-hoc sessions.



Tapestry is an interactive online journal in which we record all the learning and fun of your child's early years education. You can download the app to your phone or tablet. Each week, you will receive a personalised update so that you can see special moments from the week, and view your child's progress through photos, text and videos. It is a dynamic tool - you can comment on updates posted by your child's key worker or add entries of your own: we love to see what special activities you have been up to in the holidays, or share in celebrating a new milestone achieved at home.

# Using Tapestry in Early Years

[www.tapestryjournal.com](http://www.tapestryjournal.com)



## Welcome to Tapestry!

Your child's setting use the online learning journal Tapestry to follow your child's learning. By using Tapestry, the setting can also set up an account for you to access your child's journal too. This means that you will be able to see the things they have been up to during the day giving you the opportunity to support your child's learning further when at home.

Once the setting are ready to share access with you, they will need your name and email address so that they can set up your account. They may give you a password so that you can log in, or they may send out an activation link so that you can create your own password, so keep an eye out for it, including in your spam folder!

There are many different things that Tapestry can offer - most of which are currently available through a browser at the address above. There is also an app available for Android and iOS devices; this app can be used to upload observations, as well as view Activities and Memos.

Other features can only be seen on the browser though so don't forget to keep checking on the browser for all the amazing things that are being shared with you!

## Reports

If a report is shared with you on Tapestry, it will provide you with information about how your child is working within the Early Years Framework. Reports are available through the browser along the top menu.

## All About Me

On the browser, from the 'Children' tab, you will find an area to share information about your child. This can be really useful for staff to have so that they can get to know your child.

## Memos

These are a way for the staff to get a message to you without it entering your child's journal. They might use this to let you know about special events that are coming up, or to remind you about those dress up days! You can leave a comment on a memo, but please note, these will be seen by all other relatives of children tagged in the memo. Memos are available through the browser along the top menu, or can be viewed in the latest update of the app.

## Observations

In Early Years the staff will be looking at what your child is doing and will create observations using words, documents, pictures and/or video clips which record these learning moments. These may also be flagged against areas of learning, and aspects, from a range of guidance materials that they could be using to support your child's development.

You are also able to add things that your child does at home using observations of your own, such as talking about what they see on a walk or completing a model over a period of time, and these will all help the staff make an accurate judgement. With Tapestry, you can easily add your own observations using the app or the browser.

## Activities

This area is where early years staff can send activities for you to try at home with your child. There is a comment section where you can ask about the activity, but this will be seen by all relatives of children attached to that activity.

When you reply, it will be added as an observation for only the staff to see.

## Documents

If the setting has any documents that they need to share with you, such as permission slips, they can do so from this section on the browser.

Files might be arranged in folders, and can be downloaded on to your device. You will not be able to upload files yourself to this section, but can do so through an observation.

## Care Diary

When the setting records meals, sleep times and toileting on Tapestry, you can see these through the Care Diary area on the browser. The setting may also write notes about your child here relating to their daily care. If your child has an incident, like a bumped head, they may also use the accident forms within the Care Diary to inform you of this.

## Details about the app

If you have an iOS or Android device, then from your app store you will be able to find the Tapestry Mobile app. The app is a quick and convenient way to access observations, activities and memos that have been added for your child, as well as for you to add things from home.

Other features such as the Care Diary are also being phased in, as well as new ones coming soon.

Scan this QR code with your device to download the app.



### **Communication and Language Development (CL)**

Being with others can be a challenge for some children as there are now new distractions. This area of learning aims to help your child build on their listening and attention skills so that they can focus on what is important at relevant times. It also helps them to develop their understanding skills so that they are able to follow instructions given to them. Connecting ideas, responding appropriately, and communicating their needs are all supported in 'Speaking', the final aspect of this area of learning.

### **Personal, Social and Emotional Development (PSED)**

To ensure that your child is able to learn, they must first feel safe. This area aims to help your child to develop the skills so that they are able to feel safe amongst their peers and with the adults supporting them. It will help them form relationships with others as well as becoming more confident when facing new challenges. When things don't go according to plan, they will also be supported so that they control their feelings as well as understand how to behave in different situations.

### **Mathematics (M)**

Making sense of the mathematical world isn't just about being able to say the numbers in order. Understanding the amount each numeral represents, the different ways it can be created and spotting patterns in number will help your child to become confident in their approach to Number. Being able to measure and compare things like weight, length and time are all important skills also covered in this area. These skills will help your child make sense of the world around them as well as and make connections between things they observe.

### **Literacy (L)**

This is more than just being able to read and write. Sharing stories with your child helps them hear a wide range of vocabulary as well as getting them to develop a love for reading themselves. Listening to conversations around them helps them to make sense of words and this in turn allows them to become confident writers. From creating lists for the shopping to retelling of stories they've heard, the skills they learn in this area will help them feel confident to tackle any word or sentence!

### **Understanding the World (UW)**

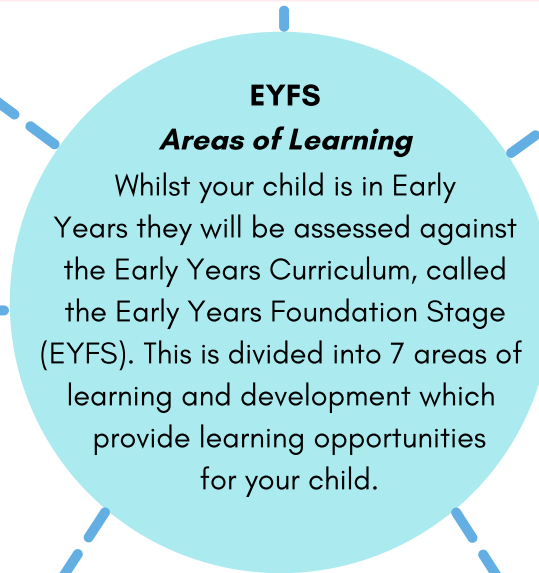
Family members talking about their past experiences helps children to understand that there was time before them. Children are encouraged to explore the awe and wonder of the natural world and to use technology when it is useful. Being able to experience things in their local community and culture as well as other communities and cultures enables them to appreciate the similarities and differences in the world. This area provides the foundation for children to become well-rounded global citizens.

### **Physical Development (PD)**

The first part of this area is designed to help your child have control over their gross and fine motor skills - the big movements they need to balance, climb, throw and catch, run or dance and the detailed control they need to manipulate tools such as scissors or to hold a pencil and make marks or form letters. The second part of this area is to help your child make healthy choices, from knowing what foods will help keep them healthy to knowing what exercise they need to be doing to keep fit.

### **Expressive Arts and Design (EAD)**

So much can be achieved through a song and a dance. Using their imaginations in pretend play, or making up songs and stories, and responding to music through sound and movement, this area provides a chance for children's interests to shine. Being able to explore different materials and tools to produce different pieces of art work is another way for them to become even more imaginative.



## **EYFS**

### **Areas of Learning**

Whilst your child is in Early Years they will be assessed against the Early Years Curriculum, called the Early Years Foundation Stage (EYFS). This is divided into 7 areas of learning and development which provide learning opportunities for your child.



## Halo introduction



We are very fortunate to have successfully completed the HALO (Healthy Active Little Ones) scheme and are very proud of achieving the Excellence Award. As a setting we are passionate about embedding the foundations of a healthy balanced lifestyle and ensuring a sustainable world is achieved. We do this in several ways:

Firstly, we promote healthy lunchboxes and have resources available to help support parents and families to create a package free lunchbox. We aim to have portions from all the food groups and we encourage limiting the sugar content in the lunches.

We also encourage the children to grow their own foods at home and in the setting. We have group activities where we will cook the food that we have grown and then we enjoy eating it. The children really thrive on being independent in making and cooking their own food. It enables positive relationships with food from an early age.

We promote a sustainable lifestyle as much as we can. As a setting we recycle paper, card and plastic. The children really enjoy sorting through the rubbish and taking ownership of this. We arrange visits from the refuse centre to help the children to understand the importance of not dropping litter on the floor and taking it home to a correct bin.

We like to promote good oral health and this is very much a whole group activity. The children get very excited about a trip to the dentist and love to bring in a leaflet or sticker for their news the next day.

The HALO scheme is interlinked so all areas of learning can be incorporated into the day. We offer lots of support to parents and carers around oral hygiene and have games we can share.

## Additional information

- We have parent consultations once a year. These are not compulsory but gives you the opportunity to catch up with your child's key worker and Sam, our SENCO.
- We arrange an annual trip to the farm that normally takes place in May. (Children to be accompanied by a parent/guardian)
- We have sports day in July. Parents are invited to come along to watch and cheer on their children and to also take part in the parents races!
- We are on Instagram. Follow us to find out what we get up to each week.



We hope that you found this pack useful and informative. If you need any more information please email [office@groombridgepreschool.co.uk](mailto:office@groombridgepreschool.co.uk) .