

Langenhoe Early Years Operational Plan

Autumn 2017

Our mission statement

“Preparing and inspiring today’s learners to succeed in tomorrow’s world”

Introduction

Our Early Years Unit consists of Class One which is a reception and year 1 mixed class, together with the Pre-School which can care for twenty children in any one session per day. The Pre-School was set up in 2009 by the Governors of Langenhoe Community Primary School had the responsibility for the Pre-School and its staff working with the head teacher Jacqueline Martin. Since September 2017 the Pre-School has become part of the school and is now financially maintained by the school. A qualified teacher now leads the unit and the headteacher is responsible for all staff that work in the pre-school.

Our aim is to encourage children to be happy and involved, play and explore, think critically and creatively, become independent learners, gain confidence, and develop in a caring and friendly environment. *“Preparing and inspiring today’s learners to succeed in tomorrow’s world”*.

Class One is within the school building and Pre-School is in a separate building however attached to the school with its own separate entrance. Both have their own toilets attached to the room. We share a fabulous outdoor space, which was extended in the summer of 2015. We have access to the school hall and the large playground on the school grounds including the climbing frame.

The school is run by Governors and our headteacher Jacqueline Martin. The Early Years Team is led by Natalie Hartry and Charlotte Still. We have recently welcomed our Early Years Governor Katie Cutmore who is highly experienced in Early Years education and childcare.

The Early Years team welcome you to discuss your child and their progress at any time. We promote a parent partnership and have an open door policy.

Langenhoe School is registered with Ofsted and Pre-School now falls under that umbrella and we await an ofsted inspector to monitor us as an Early Years Department.

Registration information:

Ofsted
224725

The Operational Plan is openly available in the Pre-School, school and on the school website.

Information on our Early Years ethos, parent partnership, curriculum, planning and assessment, can all be found in our Early Years Policy.

Staffing

Our staff are appropriately qualified and we carry checks through DBS checking service in accordance with statutory requirements.

Jacqueline Martin – Langenhoe School and Pre-School head teacher – designated Safeguarding lead

Claire Lawreys – School Chair of Governors

Katie Cutmore – Early Years Governor and Pre-school Administration Assistant.

Natalie Hartry – Class One Teacher (Wed, Thurs, Fri), Early Years Leader, Key Person

Charlotte Still – Class One Teacher (Mon, Tues, Wed), Early Years Leader, Key Person.

Alice Badman– Pre-school Teacher, Paediatric First Aider, Key Person

Sarah Vincent – Pre-School Learning Support Assistant, Paediatric First Aider, Key Person

Ellie Cummins – Pre-School Apprentice, Children and Young People Workforce apprentice (joined us in Sept 2016)

Sharon Barke – Class One Learning, Support Assistant in the mornings, Food Hygiene Level 2, Level 3 BETEC Nursery Nurse

Louise Hill – Class One Learning Support Assistant, Paediatric First Aider-

Alison Tokely – Class One Learning Support Assistant in the afternoons

Melissa Stead – Special Educational Needs Co-Ordinator

Admissions

Pre-School Admissions

The Pre-School is able to care for 20 children per session aged between 3 – 4 years of age.

A variety of sessions are offered:

9am – 3pm

9am – 12noon

12noon – 3pm

The Pre-School is open Monday to Friday, term time only for 38 weeks of the year. It mirrors the school's academic calendar. Children may join as soon as they reach their 3rd Birthday. For further details please see the school's Admissions Policy.

Please note that although children may attend our Preschool this does not guarantee them a place in Reception as this is a process through County Council.

Reception Admissions

We have a one intake policy with a maximum of twenty two pupils per year group. This information is explained in the Admissions Policy. All children beginning their compulsory education at Langenhoe will start in Class One.

The published admission number for Reception children each year is twenty two. All children will be admitted to start school at the beginning of the Autumn term. Where a child is offered a place before they are of compulsory school age, parents have the option of deferring their child's entry until later in the same academic year. It is not possible to defer entry beyond the beginning of the term after the child's fifth birthday. Class One also has the capacity to have a maximum of 8 Year One Children. We are a small school so have split classes throughout the school. This is usually decided on age unless exceptional circumstances are agreed with the head teacher based on what provision is best for the child.

For more information, see the school's Admissions Policy.

Both Class One and Pre-School staff sign in on the staff board outside the school office and take a morning and afternoon register which is then handed into the school office allowing all adults and children to be accounted for in the event of a fire.

Fire Safety

The school have fire drills every term which the Early Years children and staff all take part in. On official fire drills, each class exits the school via their designated fire exit and meet on the main playground where the children are registered. The fire exit for Class One and Pre-school are via their back doors, through the outdoor learning space and onto the school field and playground via the gate in our outdoor space.

Policies

Pre-School and Class 1 are included in all relevant and statutory school policies. Policies are available to view at any time. These include a specific Early Years policy referred to in the introduction.

Management

The Early Years Unit is managed by the head teacher, Mrs Jacqueline Martin who is supported by the School Governors.

The head teacher and Governors are responsible for

- Monitoring the quality and consistency of the Early Years
- Employing and managing the staff
- Making sure that the setting has and works to policies that help provide high quality provision.
- Making sure that the setting works in partnership with the families.

Day to day running of the Pre-School is delegated to the Class Teacher Alice Badman and supported by Natalie Hartry and Charlotte Still, the Early Years leads. Natalie, Charlotte and Alice are responsible for being key persons, curriculum, planning and assessment.

All members of staff have job descriptions and Essex County Council contracts. They follow the Staff Handbook for grievance, disciplinary procedures, benefits and allowances provided by Essex County Council. Pre-School staff and Class One teachers have Planning, Preparation and Assessment time to discuss the children, share learning and discuss planning.

Staff Training and Continuing Professional Development (CPD)

All staff are involved in both training and other aspects of CPD, such as annual reviews of performance. EYFS staff attend Professional Development interviews with either the head or member of the Senior Leadership team, who ensure training needs are met and supported. Each staff member keeps a record of their CPD training on the Staff Network. The Early Years teachers meet weekly, either as part of the whole school teaching team or as a separate team for professional development.

Adult to Child Ratios

Class One and pre-school have a qualified teacher and two Learning Support Assistants. In Class One PPA is covered by a Level 3 LSA with two support staff. The pre-school operates on a ratio of 1 member of staff to 13 children when a qualified teacher is on site.

Maintaining high numbers of adults to children 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 the activities we provide
- Allow the children to explore and be adventurous in safety.

Care and Education:

Key Person

Our Early Years Team have a key person system. This is shared with parents at the beginning of their time in Pre-School and Class One. However, the class teachers have overall responsibility for assessing and tracking the progress of all children.

Safeguarding

We have a duty of care to take the necessary steps to safeguard the children in our care. We have a designated person who has received the relevant training. The school's designated safeguarding lead is Jaqueline Martin and the safeguarding governor is Katie Cutmore. Procedures and protocols can be found in the school's Child Protection policy.

Children' Records

In accordance with the Early Years Foundation Stage (EYFS), we maintain two types of records for all children: developmental and personal and records of achievement.

Developmental Records

These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.

Personal Records

These include registration and admission forms, signed consents and correspondence concerning the child, reports and minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents and observations by staff on any confidential matter involving the child, such as development concerns or child protection matters.

These confidential records are stored in a lockable cabinet and are kept securely in the School office. Any information that staff need daily access to, e.g medical information, can be kept securely in class bases. Parents have access to the files and records of their own children but do not have access to information about any other child. Administration forms are also kept in the school office.

Applying for School Places

Parents can apply for school places in the November prior to their child starting school via planning and admissions at ECC. Places are confirmed in March/April in the following year. Parents can apply on line and information about applying for a school place can be found on the Essex County Councils Website www.essex.gov.uk via the schools and admissions link.

Transition from Home into Pre-School

- Children are invited in for stay and play sessions with parents and are encouraged to stay and play for an hour without their parents.
- A booklet welcoming each new starter is sent out at the beginning of the school holidays or 4 weeks before they start. This is pictorial and serves as a reminder of the staff and environment.
- We telephone parents before the start date to enquire if there are any questions they wish to ask.
- We telephone the parents on the morning the children start to reassure them that their child has settled, if this is the case.
- We are flexible with arranging a settling in sessions gradually increasing attendance.
- We can arrange for a home visit if required.
- We have a communication book that is completed each time the child attends Pre-School.
- Parents complete the "All About Me" booklet which details things such as things that worry or excite their child, special words used which is shared with the Key Person.
- Children are invited to bring in a special toy for the first few weeks of attendance.

Pre-School supporting transition into Reception

- Pre-School staff attends the “Stay and Play” sessions in Reception to provide a familiar face and support for the children and parents.
- Children are paired with a “Buddy” from year 5 to support them with their transition into school life.
- Children that attend Pre-School on Fridays attend the Friday Award Assembly with their Buddy and receive a Golden Award Certificate.
- Pre-School staff are present at the school entrance to welcome the children into school on their first day.
- The Pre-school offers where spaces are available, the option for the phase two starters to attend the Pre-School under the Early Years Free Entitlement of 15 hours free education per week.
- In the Summer term children practise changing into P.E. kits in readiness for school.
- We encourage children to “have a go” at attending to their own personal care.
- We encourage the children to “have a go” at putting on their coats and shoes
- We use the school hall for P.E. so the children are familiar with the hall.
- We use the school playing fields and playground to familiarise children with the environment.

Reception teachers support transition into Class One.

At Langenhoe we pride ourselves on making a child’s transition into school as smooth as possible. In order to ensure this is the case, the following practise is in place:

- Stay and Play Sessions: In these sessions, the children come visit our EYFS setting after school hours and explore the environment with their parents. EYFS staffs are on hand to engage with the children and answer any questions parents may have.
- Each child receives a Big School Book which includes photographs of the school and staff and child friendly information about what to expect.
- Parents and children are invited to attend for story time sessions at the end of the school day.
- Parents and children are invited in to have lunch together in the school dinner hall.
- Children come in to school for an induction session in which they leave their children for the first time in the class base with our EYFS staff. Parents are invited to stay onsite and the Head teacher and Deputy provide tea and in the staffroom (Tea and Tears)
- All new parents are invited to a meeting with the headteacher and Early years co-coordinator in which they are given information about Langenhoe school and its procedures.
- The children are divided into two groups based on their ages and a two week phased start is organised to gently introduce children into school life.
- There is a choice of attending mornings only for the first two weeks of starting school
- Each parent is provided with a welcome pack which is full of information to support them in their child’s first few weeks at school.
- During the summer break, the children all receive a postcard from their new teachers, expressing their excitement about seeing them in September!
- Strong working links are made with local pre-schools. Teachers go and visit all children in their pre-school setting. This allows the opportunity to share the child’s attainment levels and discuss any concerns with Pre-School staff. It also allows the teacher further opportunity to ‘get to know’ the unique child and build relationships.
- Home visits are also offered to any parents who feel their child would benefit.

Transition into Key Stage One

- We do the Christmas nativity as Class one and Key Stage One, this is an opportunity to get to know the KS1 staff.
- Class two still have opportunities to ‘play’ and complete the FS Profile in the Summer term.
- Class one and two have many opportunities to discuss the children moving into class two.
- In the Summer term class one children have opportunities to go into class two.

Comforting children

The children in the Early Years are young and at times they get upset and need comforting. We will do our best to settle children by placing them beside us rather than sitting on staff laps. If your child arrives at the settling unsettled we will do our best once they have settled to ring home and reassure you.

Photographs

We require written permission to take photos of children and to use them in displays and on the school website. These will be given with registration forms.

Special Educational Needs

Langenhoe School and Pre-School provides equal opportunity of learning for all children, including those with special educational needs. We work very closely with our Special Educational Needs Department and we work together to create health care plans for children with allergies and My Plans to ensure the needs of individual childrens specific needs are catered for. We have fantastic staff in school who are well trained in the speech and language support. If you wish to discuss your child's own particular needs, please feel free to discuss this with your child's key person or make an appointment with Special Educational Needs team. We do have wheelchair access to Class One and Pre-School including to the outside play area. We believe that all children should be equally valued and we strive to eliminate prejudice and discrimination and develop an environment where all children flourish and feel safe.

Fees

Our Pre-School Fees are currently £5.50 per hour. We do ask that these fees are payable termly in advance. Fees are reviewed early in the Spring term in order to give parent's suitable notice of any changes in the following academic year.

Our reception children have a snack made for them by the school cook and we ask parents to pay £6 per term and this is handed to the school office.

We do receive Government funding for eligible three and four year old children. This is available from the term after their 3rd birthday. Each child is entitled to 15 hours per week of free funding accessed over 38 weeks. Hours accessed in excess of the free entitlement is at our hourly rate.

Eligible pre-school parents can now apply for the extended 15 hours. Information on how to do this is given to parents when they enrol their child.

We also accept childcare vouchers. This facility allows working parents to pay for childcare directly from their salary before tax. This represents an annual saving on childcare costs as it reduces the amount of tax paid. If you wish to take advantage of this scheme you should speak with your employer who administers the scheme.

Any invoices and recognition of payments are done weekly by the pre-school administration assistant.

Inset Days

Inset days will be confirmed at the beginning of the school academic year, this information can be found on the school website and newsletters.

Collection of Children

All parents or guardians must collect their children at the end of each session. If they are unable to collect their child, they must arrange collection by an authorised collector and notify the class teacher, Pre-School or contact the school office. In Pre-School parents come into the setting and the child is called. In reception we come out the same doors as the children enter school and line up. When it is our turn we make sure we see our grown up. Any child who is not collected 10 minutes after pick up time they will be taken to the school office with a member of staff whilst the office contact the parents. In Pre-school we ask for parents to contact the school office if they are going to be late. If however to do not receive a message there is a late charge of £2.50 per 15 minutes. If a child is over 15 minutes late they will be taken to the school office where a member of staff will wait with them until collection.

Children arriving late and going early

Any children leaving early or arriving late should be signed in or out at the school office to ensure they have been put onto that class register.

Notice to Leave or reduce hours

We require one month's written notice if you wish to withdraw a child from the Pre-School or reduce sessions. All fees are still payable if your child is absent for any reason.

If you feel your reception child would benefit from reducing their full time hours to part time they can up to the term of their fifth birthday. We ask for parents to discuss options with the teacher and then confirm in writing to Mrs Martin.

Holiday

If you wish to take your child on holiday please ask the Pre-School staff for a holiday form (kept on the parents notice board). We ask you do this so we know what extra spaces are available for other children. Reception parents need to fill a school holiday form from the school office to request the head teacher to authorise the time out of school. The head teacher is unable to authorise holiday in term time once children are in class 1.

Visitors

All visitors must sign in at the school office. Both settings welcome visitors and especially parent helpers. However, any regular visitors need to have a DBS check completed and an induction with the head teacher. This can be arranged at the school office.

Show Arounds

We welcome any families who are interested in registering their child into our Pre-School all year round or those interested in looking around Class One and the main school. We just ask parents to call the school office to make an appointment. Mrs Martin or Miss Badman will show parents around the Early Years Unit. Once a parent has registered interest, they will be contacted the term before their child is due to start.

Health and Medicines

In cases of sickness we ask parents to contact the school office and this will be relayed to the staff. In cases of sickness and diarrhoea or infection please do not return your child to school until 48 hours after the end of the illness. We do not accept a child into our care until 24 hours has elapsed after having immunisations. This is to allow for any reactions to the inoculations and for the safety of your child.

We are unable to administer pain relief medication such as Calpol at school. However, we can administer prescription medicines if the course requires them to be administered more than 3 times a day, with a written authority only. These are kept securely in the school office.

Any child that requires daily medication I.e. inhalers, a healthcare plan is agreed with the SEND team and parent/carers.

We are a NO NUTS school

Every class in school, including pre-school have their own First Aid box and a qualified first aid person.

Nappies and toilet training

If your child uses nappies, we ask you to supply spare nappies, wipes and nappy sacks in case a change is needed during the Pre-School session. We are able to support most toilet training regimes in liason with parents/carers and SEND team. During toilet training we ask you to supply additional spare clothes.

Newsletters

All children at School and Pre-school receive a weekly newsletter. This is electronically sent to parents and also available on the school website.

Complaints

We ask if you wish to discuss an issue please do speak to your child's key person. If you feel the matter has not been dealt with accordingly then we ask you contact the head teacher and if still you are unhappy please do contact the chair of Governors via the school office.

For details about our complaints procedures, please refer to our school policy.

Ofsted: 03001231231 www.ofsted.gov.uk/parents

Langenhoe Website

Our website can be found at: www.langenhoeprimaryschool.com

Please note: Our Pre-school link is within school community.

Contacts

Email school office: admin: admin@langenhoe.essex.sch.uk

School: 01206 735267

Pre school email: preschool@langenhoe.essex.sch.uk