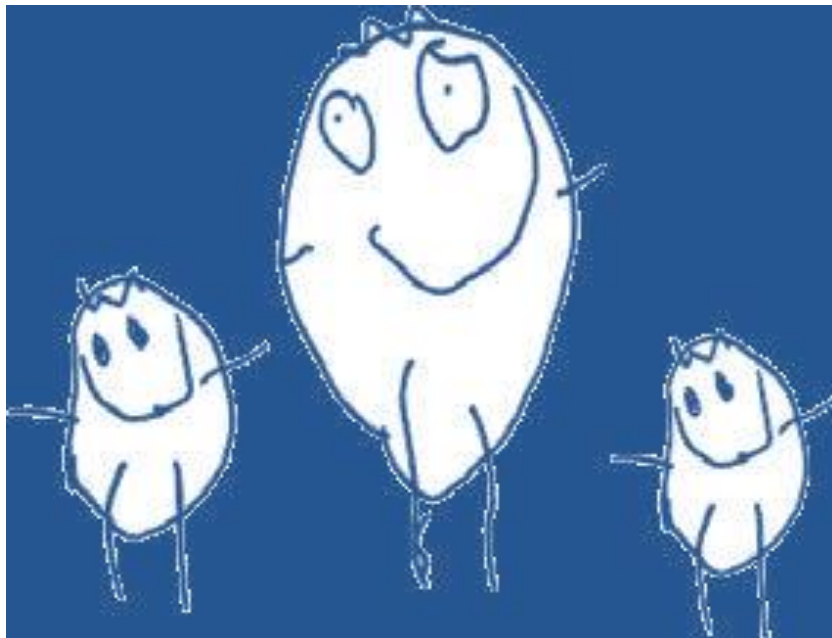


Langenhoe

Early Years

Operational Plan

Autumn 2018



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

Our mission statement

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

Our aim in Early Years 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. We also aim to prepare them for the next transition in their educational life.

Introduction

Our Early Years Unit consists of Class One which is a reception and year 1 mixed class, together with the Preschool which can care for twenty children in any one session per day. The Preschool was set up in 2009 by the Governors of Langenhoe Community Primary School who have the responsibility for the Preschool and its staff working with the head teacher. Since September 2016 the Preschool has become part of the school and is now financially maintained by the school. A qualified teacher now leads the unit and the head teacher is responsible for all staff in the Preschool. The Preschool is financially independent from the school and responsible for its own viability-

Class One is within the school building and Preschool 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 Head Teacher of Langenhoe is Sarah Stevenson. She has recently joined the school with lots of experience in teaching and leading Early Years and is also a qualified children’s Yoga teacher. The Early Years Team is led by Sarah Stevenson, Alice Barker and Charlotte Still. We have recently welcomed our Early Years Governor and Preschool Administrator, 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 our Preschool now falls under that umbrella. The school and Preschool are currently rated as **Good** by Ofsted.

School URN 114729

The Operational Plan is openly available in the Preschool, 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 out checks through the DBS checking service in accordance with statutory requirements.

Sarah Stevenson – Langenhoe School and Preschool head teacher – designated Safeguarding lead

Clare Lawreys – School Chair of Governors

Katie Cutmore – Early Years Governor and Preschool administration assistant.

Sophie Berryman – Class One Teacher (Wed, Thurs, Fri) and school PE lead

Charlotte Still – Class One Teacher currently on Maternity Leave and Early Years Lead

Heather Wager – Class One Temporary Teacher (Mon, Tues, Wed) covering Maternity leave

Alice Barker – Preschool Teacher, Paediatric First Aider and Early Years Lead

Sarah Vincent – Preschool Learning Support Assistant and Paediatric First Aider

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

Sharon Barke – Class One Learning Support Assistant in the mornings

Alex Williamson – Full time 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

Preschool Admissions

The Preschool 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 Preschool 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 Preschool 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. For Preschool Parents/carers are also required to sign in/out with the time their child arrives and leaves Preschool.

Before and After school club

There is additional wrap-around care provided on site by Fun4kids. Early Years Government funding can be used for this service. Their Ofsted registration number is: EY472213

Breakfast club starts at 7.45am and after school begins at 3.15 until 6pm. Contact details are at the end of this document and their website address is www.fun4kidscolchester.co.uk

Fire Safety

The school have fire drills every term which the Early Years children and staff all take part in. During 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 Preschool 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

Preschool 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 Team is managed by the head teacher, supported by our 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 Preschool and Class 1 is delegated to the Class Teacher and supported by Sarah Stevenson, Alice Barker and Charlotte Still, the Early Years leads. Class teachers 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. Preschool 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 training and all other aspects of CPD, such as staff meetings and annual reviews of performance. EYFS staff attend Professional Development interviews with either the head or a 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 operates with a qualified teacher and two Learning Support Assistants. Preschool operates with a qualified teacher and one Learning Support Assistant with our Preschool apprentice on Mon, Tues, Wed and Fri, as she attends college on Thursdays. PPA time for Teachers is covered by a Level 3 LSA. The statutory Adult:Child ratio for our Preschool is 1:13, as a qualified Teacher is present. However, at maximum capacity our Preschool has 20 children and its capacity varies from day to day and term to term, so in reality our staff ratio can vary between 1:6 and 1:10.

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.

Key Person

Our Early Years Team uses a key person system. This is shared with parents at the beginning of their time in Preschool 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 Sarah Stevenson and the safeguarding governor is Martyn Ditchman. 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 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 Preschool

- Parents complete the "Working together" booklet which details things such as things that worry or excite their child, special words used which is shared with the Key Person.
- A booklet welcoming each new starter is sent out before they start. This is pictorial and serves as a reminder of the staff and environment.
- We openly communicate with parents (via telephone, email and in person as appropriate) before the start date to ensure any questions they or we have regarding their child and our preschool are answered.
- We telephone the parents on the morning the children start to keep them informed as to how their child is settling.
- We are flexible with arranging settling in sessions as suitable for the individual child and parents/carers.
- We can arrange for a home visit if required.
- We have a communication book that goes between home and Preschool so messages can be written by parents and staff should they not have the opportunity to speak to each other in person or speak in a confidential space at drop off and collection times.
- Children are invited to bring in a special toy for the first few weeks of attendance.

Preschool supporting transition into Reception

- Preschool 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 Preschool on Fridays attend the Friday Award Assembly with their Buddy and receive a Golden Award Certificate.
- Preschool staff will be at the school entrance to welcome the children into school on their first day.
- The Preschool offers, where spaces are available, the option for the phase two starters to attend the Preschool using the Early Years Free Entitlement of 15-30 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.
- There is opportunity for those preschool children soon to start school to have their lunch in the school hall occasionally, to get used to the busy lunch 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 and 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 4 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 members of our Friends and Family association provide tea in the staffroom (Tea and Tears)
- All new parents are invited to a meeting with the Head teacher 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 Preschools. Teachers go and visit all children in their Preschool setting. This allows the opportunity to share the child’s attainment levels and discuss any concerns with Preschool 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’.
- 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 setting 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, on Tapestry, on the school website, on promotional material for the school and preschool and shared with the media for local community interest and promotional purposes. A form for these permissions is included with our registration forms.

Special Educational Needs and Disabilities

Langenhoe School and Preschool provides equal opportunity of learning for all children, including those with special educational needs and disabilities. We work very closely with our Special Educational Needs Co-ordinator and we work together to create health care plans for children with allergies and My Plans to ensure the needs of individual children are catered for. We have fantastic staff in our school, who are well trained in 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 the Special Educational Needs Co-ordinator. We do have wheelchair access to Class One and Preschool, 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 inclusive environment where all children flourish and feel safe.

Fees

Our Preschool 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. From September 2018 Preschool will ask for a parental contribution for snack to help us to provide a wider range of healthy snacks for the children.

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 and we also accept the additional 15 hours funding for those who are eligible. Any hours/sessions accessed in excess of the free entitlement is charged at our hourly rate.

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 Preschool 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. Preschool staff attend main school training days when appropriate and on request of the head teacher.

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, Preschool or contact the school office.

In Preschool parents come into the setting to collect their child.

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 school pick up time will be taken to the school office with a member of staff whilst their parents are contacted.

In Preschool children remain within the Preschool class and there is a late collection charge of £2.50 for every 15 minutes.

For more information, see our 'Uncollected child' policy.

Children arriving late and going early

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

Missing children

In the unlikely event that children go missing from the school premises or on an educational visit, our protocols and procedures are outlined in our 'Missing Child' policy.

Notice to Leave or reduce hours

We require one month's written notice if you wish to withdraw a child from the Preschool 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 the Head teacher.

Holiday

If you wish to take your child on holiday please ask the Preschool staff for a holiday form (kept on the parent's 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 Aroun

We welcome any families who are interested in registering their child into our Preschool 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. For Preschool, once a parent has registered interest, they will be contacted by our preschool administrator the term before their child is due to start.

Health Care and Medicines

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

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.

Please note whilst medicines that contain paracetamol or ibuprofen will lower temperature for approximately 4-6 hours, it is then likely to return. In order to contain illnesses, protect children and staff we ask that if your child requires the administration of such medicines that they remain at home until they are well. We are unable to administer medicines at school, however Preschool are able to administer prescription medicines 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 class teachers, head teacher, SEND team and parent/carers.

We are a NO NUTS school

We ask all parents/carers to be vigilant of ingredients in the snacks and lunches they provide for their child to consume within school/preschool, to ensure they contain **no nuts**. At any given time we may have a child/children with a nut allergy, diagnosed or undiagnosed, and we do not want to risk them having a severe allergic reaction, which may be life threatening.

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 Preschool session. We are able to support most toilet training regimes in liaison with parents/carers and the SEND team. During toilet training we ask you to supply additional spare clothes and wet wipes in your child's bag.

Parent Communication

We hold contact details for all parents/carers and so we can contact them by phone, text or email in the case of an emergency or with any relevant information/news that we need to share. If any contact details change please let the Office staff know so we can update our records. We also send letters home to parents/carers via your child so please check their book bags each day.

Tapestry

We share observations of children with parents/carers through an online programme called Tapestry. You will be registered to access your child's profile so you can see, comment on and add your own observations from home. This is a really interactive way of sharing your child's learning and progress. When you register you will be given information on this.

Newsletters

All children at School and Preschool 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. If after speaking with the Head Teacher, you still feel the matter has not been resolved you can contact the chair of Governors via the school office.

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

Contacts

Ofsted: 0300 123 1231 www.ofsted.gov.uk/parents

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

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

Phone: 01206 735267

Preschool email: preschool@langenhoe.essex.sch.uk

Fun 4 Kids: 07596168547

www.fun4kidscolchester.co.uk/

Email: fun4kids.marybowie@gmail.com