



Sprites

North Cadbury C of E Primary School & Nursery



WELCOME, INFORMATION & REGISTRATION PACK

Prospectus Updated: September 2024

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Welcome

Dear Parents,

We would like to welcome you to Sprites, North Cadbury C of E Primary School's Nursery provision. As part of school our opening hours align completely with school hours and we provide full, term-time childcare and learning from 8.45am to 3.15pm Monday to Friday. We have our own classroom in the Early Years block of our wonderful village school, and it is set up to provide exciting learning opportunities for your children from 2 years old.

We are a happy, caring and friendly Early Years unit that can give your children an individual and unique start to their school experience. Best of all is the seamless transition we provide for your child as they begin their school journey into our Early Years Reception Class which runs as part of our Early Years unit.

We look forward to getting to know you and your children and are sure that your child will settle into Sprites very quickly.

Settling in and Taster Sessions

We know that getting used to new people and a new environment is a big step for children and parents. Ensuring your child is secure and happy at Sprites starts with the settling in process. As all children are unique, some will settle quickly, and others will take more time to feel secure in a new setting. Once registered, you and your child will be invited to spend some time in Sprites during which they can take part in the normal routines of that day. Parents will be able to share information with us about your child's interests and health needs, as well as any issues of which we need to be aware. We recommend a short taster session with a family member and a longer one, without family. Staff will ensure your child is secure with as much 1:1 attention as they need, to explore and join in with activities and the routines of the day.

We also offer a Term Time Tuesdays Baby & Toddler Group for the Spring and Summer terms, which can be a great way to meet us and allow your child to explore with you around.

Important Information – Where, When & How:

Sprites sessions run Monday to Friday during term-time:

All Day: 8.45am – 3.15pm (6 hours & 30 minutes)

Morning Only: 8.45am – 12.45pm (4 hours)

Lunchtime: 11.45am – 12.45pm (1 hour)

Afternoon Only: 12.45pm -3.15pm (2 hours & 30 minutes)

Fees are £5.25 per hour per child for 3/4 year olds and £5.65 per hour per child for 2 year olds, these are payable monthly in advance through ParentPay, our online payment system. Fees will be charged for any hours over the fifteen hours unless you are entitled to additional funding (see extended entitlement).

Sprites children are also able to attend the school's Breakfast Club from 7.45am and After School Childcare facility until 4.30pm (both booked and paid separately). You can book whatever variation of sessions suits you, subject to availability, via the booking form.

PLEASE NOTE: Your fee of £5.25/£5.65 per hour guarantees a place at Sprites, whether or not the child is present and that should you have to withdraw your child for any reason, you must still pay for those sessions. If for any reason you are leaving us, you must give us 6 weeks-notice in writing, and those 6 weeks are also payable.

In the event of the nursery having to close for reasons beyond our control, for example severe weather, outbreaks of flu, coronavirus, or any other infectious disease we reserve the right to charge 30% of the usual fee.

Current fees and timings for Breakfast and After School Childcare are available from the school office, and also on our website. We take children from 3 years of age, but would consider 2 year-olds depending on staffing.

EARLY YEARS ENTITLEMENT

The Expanded Childcare Offer

From April 2024 working parents of two-year-olds will be able to access 15 hours of funded childcare per week for 38 weeks a year (a maximum of 570 hours per year).

For parents who have received a valid eligibility code, Somerset Council will pay for a place for up to 570 hours a year at a registered childcare provider. The offer can be 'stretched' so that fewer hours per week are taken over more weeks (15 hours is the maximum number of hours available per week).

From September 2024 this offer will be extended to working parents of children from the age of nine months, however we are not able to offer provision for children under two years of age.

From September 2025 working parents of children from nine months to five years will be entitled to 30 hours of funded childcare per week for 38 weeks a year (a maximum of 1140 hours per year).

For details of Tax-Free Childcare, please also see www.childcarechoices.gov.uk.

Drop Off and Pick Up... is via the main entrance, where you can (if needed) hand your child over to a member of the Early Years team. Our day ends at 3.15pm. Please use the main entrance and school one-way system to collect your child from the hall.

Lunch Times... run from 11.45am – 12.45pm. The children eat alongside the school children, at their own special table, before going out for play with Pixie Class. During this time children are still fully supervised by Sprites staff. If you have booked a lunch session alongside an afternoon session, you should drop your child off at the School Office at 11.45am.

Healthy Lunches: Children need to bring a named lunchbox with them for their lunch or order a school lunch, which is provided by Beech Catering and must be booked and paid in advance through ParentPay (further details available from the school office). As a school we advocate healthy lunches so please consider this when packing a lunch. Water in plastic cups is always available for the children. We are also a nut free school, so please check all snacks.

Snacks: Parents should provide a fruit snack for their child. We offer a choice of milk or water for your child to drink. Our milk is provided through the Cool Milk scheme and your child will be registered for this during their time at Sprites.

Food Allergies and Safety: **We endeavour to be a nut free school (as much as is possible), so please do not provide items with nuts within your child's lunch or snack box. This includes hazelnut and chocolate spreads, and a variety of cereal bars.** Please ensure any food allergies are mentioned on the registration form. If your child has an allergy that may be affected by food that other children may have in their lunchbox, please let us know so we can inform

other parents not to pack those items. To reduce the risk of choking please cut small items like tomatoes and grapes in half lengthways or better still in quarters.

Toileting: Our setting is designed to support children grow and develop through the early years of their life and part of that learning involves becoming familiar and confident with using the toilet. We are here to support your child with this so please speak to a member of the Sprites team if you have any queries about this or if your child is still in nappies. If your child does wear nappies please make sure they come with plenty of spare nappies, wipes and nappy sacks. Please send your child to Sprites in easy to manage clothing to facilitate toileting. Please bring spare clothes to every session in case of an accident, which can often happen at this age, either with a paint pot or not quite getting to the loo on time!

Sickness and Absence: If your young child is poorly, even if it just a bad cold, the best place for them is at home. If your child becomes unwell during the day, we will contact you to collect them early. Please make sure you have provided two emergency contacts on the registration form. If your child has had any sickness or diarrhoea, then our school policy dictates that they must be kept at home until at least 48 hours after the last time they had symptoms. If your child is unwell and therefore not able to come into Sprites, please call the school office and let us know – 01963 440420.

Medication and Sun Cream: If a child requires prescription medication for a non-contagious illness or infection while in Sprites, please speak to Mrs Hall-Say in the school office who will get you to fill in a form giving permission for medication to be administered by school staff. This prescribed medication must be in original packaging and have the name of the child and the dose clearly labelled. We are unable to administer non-prescription medicine.

During the hot, sunny months of summer please make sure your child comes to school with a named sunhat and sun cream liberally applied. If your child is in school all day, we will reapply sun cream for them at lunchtime. Please sign on the permissions form to say you are happy for us to do this.

Important Information - What We Do:

Learning through Play: Toys are fun, but they are also the tools that help children learn about themselves and the world around them. As children play, they learn to solve problems, to get along with others and to develop the fine and gross motor skills needed to manipulate their hands to write and bodies to move. Through play, children become absorbed in what they are

doing, which in turn helps them develop the ability to concentrate. They learn to develop language skills while communicating through imaginary role-play.

Play for children is often a full body activity involving running, dancing, climbing and rolling - these gross motor skills and movements all foster muscle development and help fine tune their fine motor skills. Gross motor skills in turn lead to a far better control over fine motor skills such as drawing and writing.

Children also share information and knowledge through their play- therefore passing on new skills to their peers. All of this will help your child develop in a joyful way and lead to a lifelong journey of always being curious about the world around them.

Key Person: Each child will be assigned a Key Person, this is a named member of staff who has the central role in overseeing the planning of your child's individual learning needs, based upon their interests. The Key Person will keep records and updates of your child's progress along the way and have Key Person/Parent meetings with you to keep you updated.

We will not allocate a Key Person to your child until they are fully settled in at Sprites.

What to Expect, When? Alongside this Welcome and Information pack, please look at 'What to expect in the Early Years Foundation Stage', a guide for Parents; <https://foundationyears.org.uk/files/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf>. This crucial document follows child development from birth and throughout the early years. It gives clear information on how you can help your child develop and offers advice on what you can do to support and challenge them.

Tapestry (Online Learning Journal): As part of recording the learning journey of your child we keep an online learning journal called Tapestry. This allows staff to upload observations of all the exciting learning opportunities that take place at Sprites and enables us to share these events with you. It is also a resource for you to share from home and let us see the adventures of your child outside of school too. More information about how we run this, along with a sign-up letter, can be found at the back of this pack.

All About Me: As part of our getting to know the children we will request that you fill in the 'All About Me' section on your Tapestry account when your child starts with us. This will help us find out more about your child such as their likes, dislikes, families and interests. This information will support us in settling your child into Sprites and then plan learning that relates to them. (We can also provide you with a paper copy of this document should you need it.)

Important Information - Key Things:

Policies: We strictly abide by important policies set out by North Cadbury C of E Primary School, our school trust - Preston Primary Academy Trust (PPAT), and of course Ofsted. This ensures that we run our setting safely and enables us to give your child the best experience of Early Years Education possible. To view these policies please see our school website: <https://www.northcadburyprimaryschool.org.uk/>

Newsletters: We are a part of the school family at North Cadbury, and therefore always have our own section in the termly newsletters from school. We also send a Sprites Topic Letter at the beginning of each term which will inform you of the topics and exciting learning opportunities planned for the following term and update you on any additional news etc. This is also displayed in our cloakroom.

Please also see our website as our Diary Dates are published and emailed bi-weekly on a Thursday, and there are regular updates on our Gallery pages too.

Safeguarding: Our designated Safeguarding leads here in Sprites are Mrs Sam Davey, EYFS Teacher, Mrs Lisa Thompson – Head Teacher and Mrs Amy Truett - Deputy Head.

You are of course also able to raise any concerns directly with Somerset Direct: 0300 1232224

Uniform: Our lovely, smart Sprites polo shirts and sweatshirts are available from the Southwest School Wear shop in Yeovil or to order online at www.swschoolwear.co.uk and they cost from £6.50. We also have some second-hand items that we can lend to your child while they are in Sprites, please speak with a member of the Sprites team about this.

Wellingtons: A named pair of wellies and a named coat will be needed as the children are often taken out for walks in the lanes nearby and have access to the EYFS outdoor area every day. You may wish to leave wellingtons in school on our boot rack. If walking to school in wellingtons, please bring shoes for your child to change into as wearing boots for long periods is not good for their feet.

Toys: Please encourage your child not to bring in lots of items from home as we worry that precious or valuable items may get lost. There will be times when we request certain items that may be brought in from home, for example for Show and Tell sessions.

Forms

In the following section you will find the initial forms you need to fill in to register your child for Sprites. Other relevant forms, such as funding, and a ParentPay Activation letter allowing you to book hot meals, Breakfast Club and After School Childcare will be given to you at your first session or are available from our school office.

If you have any questions, then please do not hesitate to speak to a member of the team, or you are welcome to contact the school office on office@northcadbury.ppat365.org.



PLEASE COMPLETE THIS REGISTRATION FORM IN **BLOCK CAPITALS** AND RETURN TO THE SCHOOL OFFICE

Contact Details

Child's Full Name:		
Date of Birth:		
Parent/Guardian Name/s & Titles e.g. Mr/Mrs/Miss/Ms:		
Address:		
Post Code:		
Telephone:	Home:	Mobile:
Email address:		
Emergency Contact Details (different from above)		
Parent/Grandparent/Other Please name and specify relationship		
Address:		
Telephone:	Home:	Mobile:

Medical & Dietary Information

Surgery Address including Post Code:	
Telephone Number (including code):	
Please give below information on medical conditions, allergies, drug sensitivity or regular medication:	
Please give below information on any special dietary needs:	

General Information

Please give below any other information which you feel might help us ensure the best interests of your child are met:

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Signed: _____ Dated: _____

Booking Form for North Cadbury C of E Primary School & Nursery

Child's Name: _____

I would like to apply for a place for my child at Sprites for the following weekly sessions (these will be confirmed, according to places available):					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.45am – 12.45pm					
LUNCH 11.45am – 12.45pm					
PM 12.45 – 3.15pm					

Tapestry Guidelines for Parents

Agreed guidelines for accessing and using Tapestry Online Learning Journeys:

As a parent or guardian I . . .

(please ✓ each statement if consent is given and X if consent is not given)

☐

. . . will NOT publish any of my child's observations, photographs or videos which are included within their individual Learning Journal on ANY social media sites, such as Facebook.

☐

. . . will keep my login details secure and NOT give them to anyone else to use.

☐

. . . will speak to a member of staff if I experience any difficulties accessing my child's Learning Journal.

☐

. . . give consent for my child to appear in photographs that are uploaded onto Tapestry.

☐

. . . give consent for 'group observations' where observations are uploaded onto Tapestry involving my child plus other children.

I agree to the above guidelines and give consent to each ticked statement:

Name of child: _____

Signed: _____ Dated: _____

Print Name: _____

Email address: _____

Parental Consent / Authorisation Form

This form will be held on file for the duration of your child's time at North Cadbury C of E Primary School & Nursery. If your circumstances change and you wish to make changes to any information on this form, please contact the school office for a new form to complete.

Responsibility to inform the school of any changes remains with the parent / carer.

Please tick the boxes against each item and sign the form at the bottom.

Child's name: _____ Date of Birth: _____

	I agree to members of staff providing emergency first aid treatment to my child in case of accident or injury. In an emergency we will always endeavour to contact you as soon as possible.	
	I give permission for my child to have their sun lotion reapplied by a member of the Sprites team at lunchtime when necessary. I am aware that I need to apply it liberally every morning in Summer.	
	I give permission for my child to walk to our local church and the immediate area as part of the curriculum, for services, welly walks and for celebrations.	
	I give permission for my child to be photographed. Photographs and videos may be used on the school website, in school documents and in the local press. We do not publish full names with any photographs.	
	I give permission for my child to taste different foods as part of whole school and class-based learning. Do not tick this box if your child has food allergies / intolerances. It is the responsibility of the parent to ensure that the school is updated of any changes to food allergies / intolerances.	
Signed: _____ (Adult with parental responsibility) Dated: _____		