

# Welcome to Weetwood Pre-school



## Staff

Mrs Pauline Fisher – Pre-school Teacher  
Mrs Hayley Harris – Pre-school Teaching Assistant  
Mrs Sarah Haggerty – Pre-school Teaching Assistant

Ms Coltman - Foundation Stage Leader  
Mrs Anna Ellison – Headteacher  
Miss Sara Westlake – Deputy Headteacher  
Mr Callum Crawford – School Business Manager

## The sessions

Every child is entitled to 15 free hours of pre-school education a week. Additionally, we offer the 30 free hours of childcare to those who qualify. To find out if you are eligible, further details can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Our intention is to be as flexible as possible regarding the sessions you require. Should you require further information, please contact our Extended Services Manager, Mr Callum Crawford to discuss your needs.

Our Pre-school is open during term time only. Furthermore, our wrap around care service, WOOSC (Weetwood out of school club) is available to all pre-school children from 7.30-9am and 3-6pm. WOOSC also provide an excellent school holiday play scheme that is for all of the school holiday periods, apart from the last two weeks of summer and the Christmas holidays.

## Admitting your child into Pre-school

1. **The Pre-school Visit** – All new children and parents to pre-school will be invited to come along to for an hour visit. This gives the children the opportunity to look around Pre-school, play in the provision and begin making friends. It also provides you with an opportunity to meet the staff and answer any questions or queries that you may have. Please bring your child's passport or birth certificate to this visit.

2. **Taster Sessions** – All new pre-school children will have a slightly shorter taster session where they stay on their own. These last between 2 -2.5 hours and allow the children to get used to pre-school with their peers without parents/carers.

3. **The First Day** – Your child will start Pre-school as arranged at the usual start time. We will encourage your child to join in with all of the exciting activities that are on offer. We will inform you on how your child has settled in at pick up time.

***Following the needs of each individual child, the settling in period may not follow this pattern and they may require more or less of a staggered start.***

## Arriving at Pre-school

The main entrance to Pre-school is on Hollin Mount and is open from 8:45am. Please be prompt when arriving, between 8:45am- 9.00am for registration. For safety reasons, we will only open the gate for 5 minutes at the start of the afternoon sessions at 12.00pm. On arrival, it is a good opportunity at this point for you to relay any messages you have, hand things in or ask any questions. It is important that you let the staff know if someone different will be collecting your child. If the situation changes whilst your child is at Pre-school and you need to arrange for them to be collected by someone else, please ring the school office on **0113 3230450**.

## Collecting from Pre-school

When collecting your child, please do not allow your child to play on the equipment in the playground. Not only do the children spend a great deal of time tidying up the equipment so it is ready for the next session, but we cannot accept responsibility for the children once they are picked up.

## Key worker system

Your child will be assigned a key worker during their time at Pre-school. We will let you know who your child's keyworker is your Pre-school visit, where you will have the opportunity to meet them. We do, however, encourage you to talk to any member of staff about your child's progress and well-being.

## Class Dojo

When you start Pre-school, you will be invited to join our online portal, Class Dojo. Class Dojo keeps you updated about what is happening in Pre-school. We will inform you of important dates and events and what will be happening in the week ahead and post pictures of what they have been doing during the week. Class Dojo also allows you contact the Class Teacher directly, during school working hours. Every child will have their own Portfolio space on Class Dojo. We will use this area to keep an on-going record of their achievements. Observations will consist of photographs, videos and examples of work. We encourage parents to look at these with your children, comment on them and upload your own observations and experiences.

## Clothing

Your child will need to wear clothes which are comfortable and easily managed. From the start, all children are encouraged to be independent with clothing, changing shoes, taking jumpers off and putting their coats on. Velcro fastenings are best for shoes and pumps and trousers/joggers that pull down without the need for unfastening buttons, zips and belts are ideal for independence in the bathroom. Jumpers and other tops which are easy to remove with sleeves that push up easily make water play, painting and general hand washing much easier.

Activities in preschool can become quite messy and although we do provide aprons for the messier activities, accidents do still happen. You are advised to keep a complete change of clothes (underwear including socks, trousers and tops) in their bag in case they get wet during water play or have any other accidents.

Waterproof clothing including trousers and gloves are encouraged and we do ask that you provide wellies so that children can fully enjoy our interactive water play area, muddy kitchen and for general cold weather.

**Please clearly name all clothing** and check your child's school bag regularly to make sure that clothing items are replenished.

We do have Weetwood Preschool logoed Jumpers and t shirts available to purchase if you wish to use these as a uniform, alternatively lots of our parents choose to dress their child in plain red t shirts and jumpers to follow the uniform through school. Uniform can be purchased through <https://www.school-uniforms.co.uk/find-your-school/weetwood-pre-school.html>

## Toilet Training

Although we do expect all children to be fully toilet trained and wearing cotton underwear when they start Pre-school, we do appreciate that some children may still have accidents from time to time. If your child is still prone to accidents, please ensure you have sufficient clothing (especially underwear) in their bag to cover this. If your child is not toilet trained when they start, please discuss this further with the preschool Staff.

## Pushchairs and Scooters

If you bring your child to Pre-school in a pushchair, please be aware that we do not have the facilities to store your pushchairs safely in the preschool. However, you are welcome to leave them in the bike/scooter shelter at the front of the school.

## Snack and Cultural Enhancement and Celebration Fund

Each day your child will be provided with drinks of milk or water and snacks. **Please let us know if your child has any allergies.** We also provide additional food and experiences during the year to develop our Cultural Awareness and broaden the children's experiences. We do ask for parents to provide a contribution towards the snack and other food related activities of which is £30 for the year (£10 per term). This is payable through Arbor.

## Water Bottles

All children are asked to bring their own water bottles to access throughout the day. Please make these distinctive for your child and ensure all water bottles are named.

## Lunchtimes

A school lunch can be provided for your child at a cost of £2.60 per day. You are able to choose a meal everyday using the 'School Grid' app and can choose meals in advance. Pres-school eat their lunch in the hall at an earlier time than the rest of the school and are supervised by the Pre-school staff. You are welcome to provide your own packed lunch if you prefer. **Please note that grapes need to be sliced in half lengthways and we are a nut free (including Peanut Butter, chocolate spread and Pesto) school.** We will always send home packed lunch rubbish as an indication as to what your child has eaten.

## Bags

Please provide a book bag or backpack as children regularly take home homework, letters and their own creations from school.

## Weetwood School Association

Weetwood has a thriving School Association which is run by parents. It organises many events throughout the school year including, Christmas and Summer fairs, school discos, social events and weekly bun sales, where all money raised goes straight back to each class. If you are interested in being part of the School Association, please speak to the preschool staff.

We hope we have included everything you need to know about Weetwood preschool in this book, but if you have any questions that we have not answered, please do not hesitate to contact us.

Website: [www.weetwoodchildcare.co.uk](http://www.weetwoodchildcare.co.uk)

Email: [woosc@weetwoodprimary.co.uk](mailto:woosc@weetwoodprimary.co.uk)

WOOSC mobile: 07891279602

School number: 0113 3230450