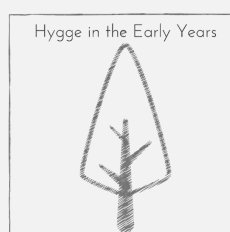
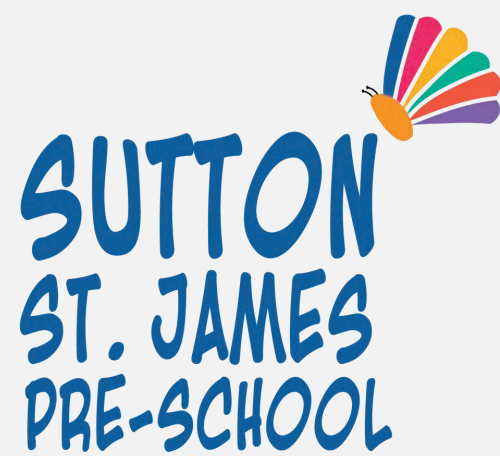




Welcome to Sutton St. James Pre-school



Our mission is to provide a nurturing environment where every child feels safe, secure, and valued. By doing so, we aim to empower them with the confidence, self-worth, and independence necessary to thrive in all areas of their learning. We are committed to preparing our children for their future learning journeys with enthusiasm and a passion for education.



Our Vision

To support each individual child to actively participate in their own learning. To foster an atmosphere where children will want to explore and learn more in all areas of their development.

We actively encourage positive relationships, where children have high levels of self-esteem, developing care and respect for themselves and others. We provide a stimulating environment where each child feels secure, valued and happy.



Our Pre-School was established in 1970 and is a charitable organisation.

Our team consists of professionally trained staff who run the pre-school in accordance with the government's Early Years Foundation stage guidelines.

The management team is made up of parents and volunteers within the community, this team is responsible for the day-to-day operations, employing staff, managing the accounts and organising fundraising events to generate money for extra equipment and materials required in pre-school.

We know that starting pre-school is a very important milestone for a family.

We hope this welcome pack will provide you with all the information you need to help you and your child prepare for a fun-packed journey at Sutton St James!

Including information about our setting, our daily routines and our team of staff, who are always here to support your family throughout your child's learning journey at pre-school.



Who's Who in Pre-School



Here at Sutton St James Pre-School our ethos is "Teamwork". Our team consists of our staff team, the committee and you as parents. We feel it is with all of us working together that we ensure your child's unique needs are met.

Staff Team



Manager
Lucy Riley



Deputy Manager
Kate Riseley



Support Assistant
Zara Freestone



Support Assistant
Maddi Riseley



Support Assistant
Fran Gibson



Support Assistant
Helen Broadhurst



Support Assistant
Kelly Woodward



Support Assistant
Ellie Howarth



Support Assistant
Lisa Marples



Support Assistant
Abi Millington



Our Operational Team

The pre-school is structured as a Charitable Incorporated Organisation (CIO). A CIO is a legal structure that allows charities to limit their liability, have a separate legal identity, and operate more like a business. With a CIO, there are two entities: the charity and the limited company.

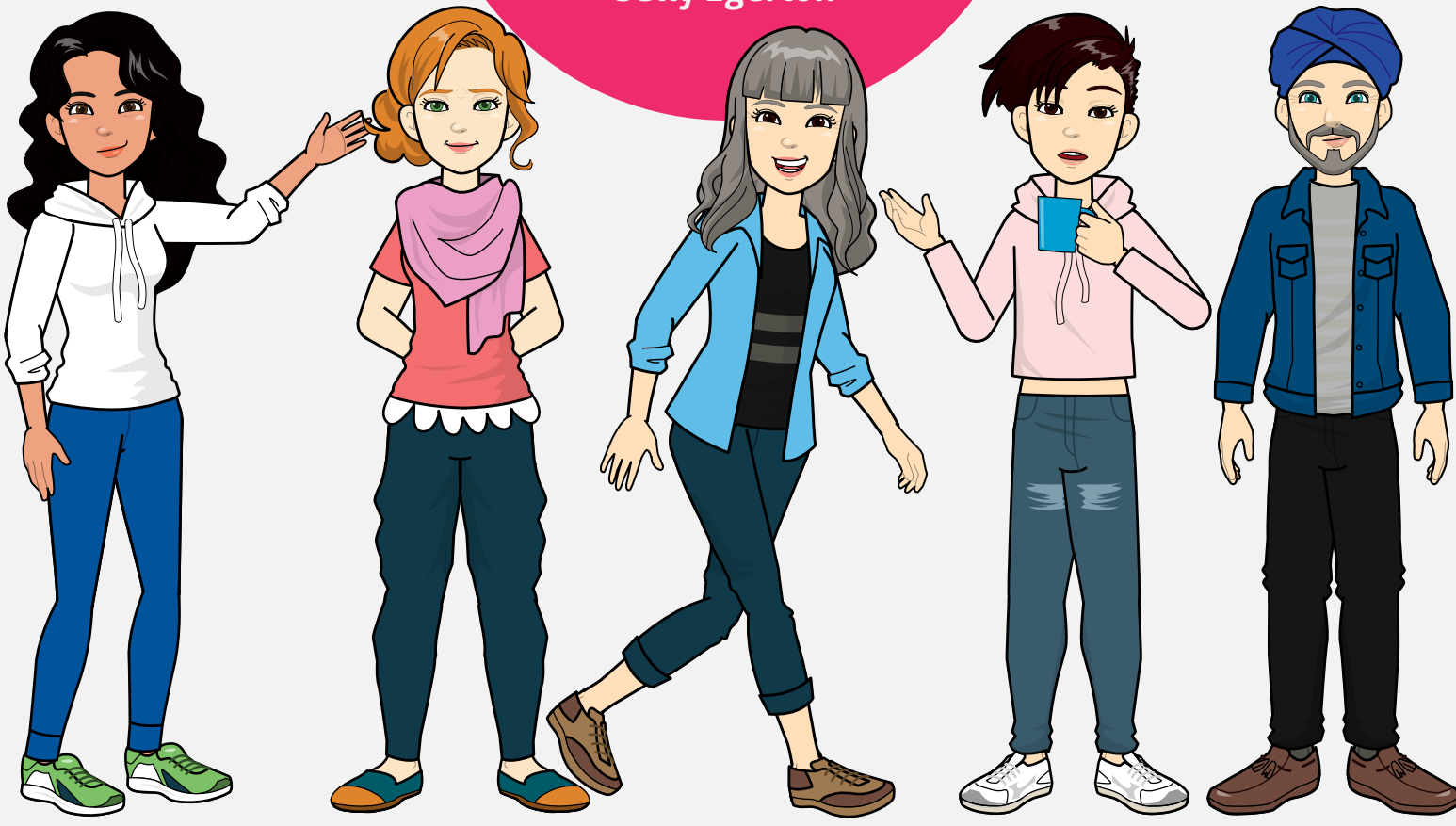
The charity trustees, who are members of the committee, are the guardians of the Memorandum of Association. This means they are responsible for ensuring that the charity's purpose and objectives, as set out in the Memorandum, are followed.

The directors of the Limited company subsidiary are responsible for the organisation's commercial activities, such as trading or fundraising overseeing the company's day-to-day management, including its strategy, finances, and policies.

Our Current Team is:

Committee
Nicky Owens
Iona Harle

Directors
Mili-Anne Bhatia
Kirsty Windsor
Sally Egerton



Who's Who Behind the Scenes



Managing Director
Mili-Anne Bhatia



Financial Director
Sally Egerton



Secretarial Director
Kirsty Windsor



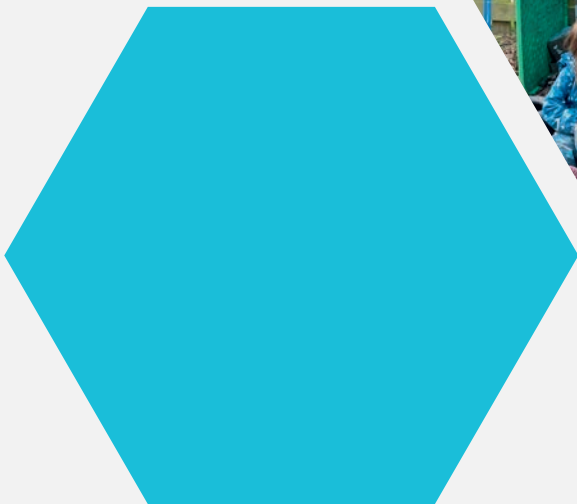
Committee
Nicky Owens



Committee
Iona Harle



A colorful collection
of moments that will
make you smile



Our Values



At Sutton St James Pre-School children and staff are cared about and respected as individuals. We believe this is vital to the happiness and welfare of every individual within our setting. We have a “contract of values” which we all sign (or give our handprint to!) The staff refer to these values with the children on a daily basis. Our values are as follows:



We listen to each other



We use good manners



We share our friends and our toys



We are all different and we are all important



We care for each other



We are kind to each other

Our Curriculum

Our Curriculum is based on our children’s passions and ideas. We use Development Matters and the characteristics of effective learning to support us and ascertain children’s starting points and Next Steps which are all individual to each unique child. This document also helps us to confirm children’s progress as well as regular supervision and team moderation. We have termly topics which are again designed around our children and begin with “I Wonder” to spark the children’s wonderful imaginations. Each topic is broken down using the 7 areas of learning ensuring we are offering our children a broad and exciting curriculum using our continuous provision of free flow inside and outdoor exploration enabling children to access all areas of learning and opportunities.

We also provide enhancements such as our Communication and language groups. Busy Bee’s outdoor learning club. Phonics scheme. Maths sessions and intervention groups for children who need additional support. We have strong links with outside agencies such as our link Health Visitor, area SEND advisor and speech and language therapists to ensure we provide each child with the care and support they require to meet their unique needs. Ensuring that every child flourishes in our care.

7 Stages of Development

- Communication and language
- Physical development
- Personal and social development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

More information about the EYFS and the seven areas of learning can be found on our parent's information board and on our website.

Our Reward System



We believe that children learn best in a safe and secure environment with clear expectations of behaviour. We have a star system which supports our contract of values and rewards children for doing the following:

Listening Carefully

*We are all different
and we are all special*

Using good manners



Caring for each other

Sharing and taking turns

Being kind to each other

We have a Happy and Golden face board which we use daily. Each morning the board starts fresh and everyone is on our "happy face". During the day children have the opportunity to put their faces on our "golden face". This is when children have excelled in our values, these children will receive a "golden sticker" to celebrate their achievement. This helps the children learn how their behaviour affects others and promotes positive behaviour.

We also have a "kindness jar" in which children place an object when they have been kind. When the jar is full we all have a special treat. This is a fun way to help the children understand that their behaviour affects others.

We have a daily mini-mentor system, when children have displayed our values such as being kind, sharing, and taking care of their friends they are chosen to be a mini mentor for the day. This role includes helping with snacks and looking after their younger friends. It is a much sought-after title!

And finally, a safety team is also chosen every day. Children who have shown good listening are chosen to go outside with a staff member and carry out a "safety check" with their very own checklist! They check the outside area is safe for their friends to play and take great pride in reporting back.



Our Day



Our sessions are Monday to Friday during term time only

- Morning sessions run from 9am until 12pm
- Afternoon sessions run from 12pm until 2.50pm and
- Full-day sessions run from 9am until 2.50pm

We offer a lunch club from 12pm - 1pm which can be tagged onto a morning or afternoon session. Our holiday calendar follows Hollinhey Primary school

Please note: Although, we are on the site of Hollinhey Primary school, attendance at pre-school is not a criteria for admission to the primary school.

Morning Session

- 9:00- 10 Free Play.
- 10:00- Sit down for wriggle rhyme and register.
- 10:30- Small group sessions and free play
- 10:00- Rolling snack is opened
- 10:15- Outdoor area is opened for free flow outside play
- 11:30- Tidy-up time
- 11:35- Focused small group time
- 11:45- Group end session singing, turn-taking games, music.
- 11:50- Outside door is opened to welcome parents.

12-1pm- Lunch club - optional cost £5

Afternoon sessions

- 12.30 Sit down for wriggle rhyme and register - children self-register.
- 12.40 Small group sessions and free play.
- 1.45 Rolling snack is opened
- 2.30 Tidy-up time
- 2.35 Group story and rhyme time.
- 2.50 Outside door is opened to welcome parents.

Our Wiggle Rhyme

I wriggle my fingers I wriggle my toes.
I wriggle my shoulders and I wriggle my
nose. When there are no more wriggles left in
me, I am as still as still can be!

Each morning we sing our "wiggle rhyme"
before register. It helps the children to learn
about the different parts of their body in a fun
way and gives them an awareness of rhythm
and rhyme and wakes us all up. Please help
your child to learn
our rhyme.



Lunch club is an option available to parents
every day. Parents provide a packed lunch
for their child and we provide the drink and
story!

Please can you ensure your **child's lunch
bag is named** and that there are **no nuts**
and that **grapes & sausages are cut up so**
we can keep pre-school children safe.

In line with our healthy eating policy, **please bring in a labelled bottle filled with fresh
water** to each session for your child. Juice cannot be allowed due to other children in the
setting having allergies. This bottle will be kept in a tray so your child can easily access it
throughout the session.

Makaton

We believe that it is
important that all children
are part of our family. We
always start the day with
Good Morning and Good
Afternoon using the
Makaton signs.



We have a healthy eating policy at
pre-school and children are given the choice of
milk or water to drink as well as a healthy snack.

We operate a "rolling snack" system which
enables children to access a snack when they
are ready within an allotted time frame.

This encourages the children to grow and be
independent and self-confident in finding their
names and selecting their plates, cups and
snacks for themselves. Children even wash their
own plates and cups.

We are of course always on hand to help and
support when needed.

ALL ALLERGIES ARE CATERED
FOR - IT IS VITAL THAT THESE
ARE HIGHLIGHTED TO A MEMBER
OF STAFF.

WE ALSO HAVE A NO NUT POLICY

NUT FREE

First Days at Pre-school



Starting pre-school can be an uncertain time, for some families. It could be the first time a child is apart from a parent on a regular basis and joining a large learning group. Every child is different; some children adapt quickly and others take longer. This is completely normal and understandable.

The starting period at pre-school is a big step for both parents and children. At Sutton St James Pre-school, we adopt a key person system that involves allocating a named staff member to your child. We also create a unique one-2-one settling-in plan with parents, focused solely on their child's needs.

The plan is tailored so that we can ensure new children and parents feel happy, secure, informed and safe in our pre-school environment.



Once your child has settled into pre-school we will invite parents /carers to a six week catch-up with your child's key worker, so we can work together to support you as a family.

What To Wear

We would prefer if children wore pre-school uniform, which is a polo shirt and jumper. It helps children to settle and feel part of a team as well as getting them prepared for life at school. One pre-school t-shirt is supplied to each child upon joining, parents can purchase more using the enclosed order form.

We believe creativity and exploration are of the utmost importance to children's learning and development. Therefore although we do provide aprons your child will get messy! **Please can you supply coats, hats and wellies for outdoors** as we have a free-flowing outdoor play area so your child will explore outside frequently. We do supply an all-in-one weatherproof winter suit, but it can get very messy and outdoor attire helps to protect our carpets.

On sunny days please apply suncream and send your child with a sun hat. Pre-school can only apply sun cream to children attending a full day and with signed consent.

Please name all clothing and footwear and bring in a spare set of clothes just in case!





Nappies & Toilet Training

We welcome children to our pre-school whatever stage of toilet training they may be at. If your child is in nappies please send nappies and wipes in a named bag. If your child is toilet training please send plenty of spare clothes again in a named bag and we will support parents fully during this stage in your child's development. Just speak to a member of staff when you feel your child is ready.

Collection of Children

If you have arranged for someone other than yourself to collect your child then please complete the collection sheet when you drop your child off and inform a staff member.

Under no circumstances will a child be handed over to anyone without proper authorisation from you. If due to unforeseen circumstances you or the nominated person are unable to collect your child please contact pre-school giving the name of the person collecting your child together with a password.

In the event of your child not being collected by an authorised adult by the end of our session. We will then follow our procedures in line with our uncollected child policy. Within this policy, we do reserve the right to charge parents for additional hours of late collection the fee of £5 for every 15 minutes of unexplained late collection.

We understand that due to extreme circumstances you may be running late to collect your child so, please let us know if this is the case as soon as possible.

Pre-existing Conditions

If your child has been in the wars at home and comes to pre-school with an injury of any kind, please could you inform a member of staff and fill out an existing injury form which can be found on the front desk.

Thank you for your help in these matters.



Welcome to SSJP



Starting Checklist



We know how daunting first days can be, so we have pulled a list of all the things to bring to pre-school and a few key reminders. We can't wait to meet you.

Ruck sack with spare clothes

☐

Water bottle

☐

Nappies and wipes if needed

☐

Wellies to be left at pre-school

☐

Comforter / dummy

☐

Lunch

☐

Sun hat if summer

☐

**Warm coat, hat and gloves
if winter**

☐

Soft soled shoes

☐

Any medication required

☐

Please make sure all items have your child's name on them so they don't get lost.

Parent and Carers Information



In this section we have pulled together all the information for parents and carers regarding operationally how we run, but also how we create an open flow of communication between the pre-school and your family. We aim to create a continuous learning journey from home to pre-school so that we can celebrate together as they grow.

Keeping Our Children Safe

At Sutton St James Pre-School we are committed to child protection and safeguarding children against harm. We promote the welfare of children and young people and expect all staff members and volunteers to share this commitment as informed by our robust policies and procedures.

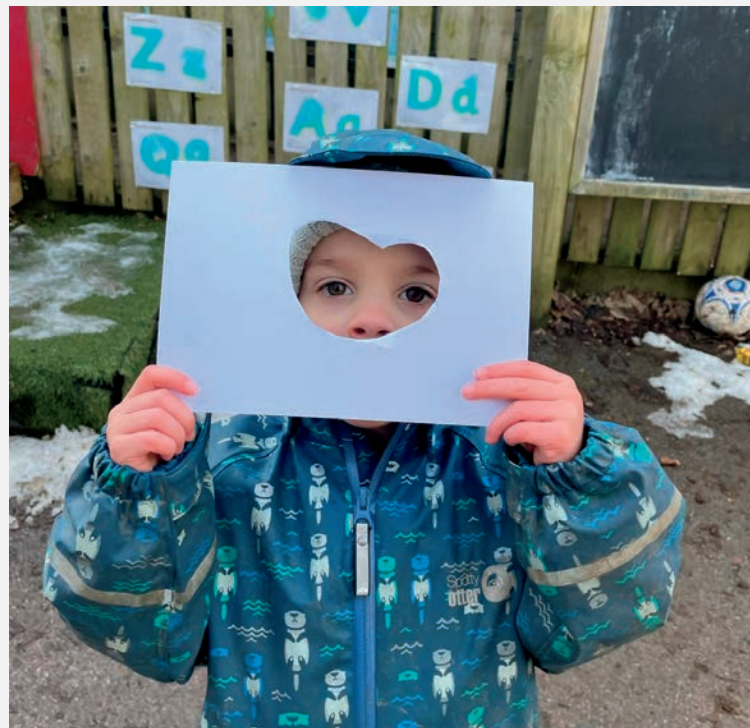
Regulations and Policies

We are a member of the Pre-school Learning Alliance and are regulated and inspected by OFSTED. We are also members of the Early Years Alliance.

Our latest inspection report was carried out on April 25th 2018. The report which found us Good in all areas is available to view on our pre-school website.

Our policies are regularly updated and are also available to view at any time. Please speak to a member of the team who will be happy to show you the policy file. Alternatively, you can find the OFSTED report and policies on our website

www.suttonstjamespreschool.co.uk



Keeping Parent and Carers Informed



We believe that the link between home and pre-school is vital to your child's happiness and development, with parents and staff working together to ensure your child's unique needs are being met. We have an open-door policy at Sutton St James and welcome parents to come and watch their children learn through play. Just speak to a team member to make a convenient time for yourself.

We hold parent's evenings twice a year which gives you the opportunity to view your child's learning journey and discuss your child's progress with their key worker. However, if you would like to speak to your child's key worker at any point during the year an appointment can be made at your convenience.

Class Dojo

At Sutton St James pre-school we communicate with parents daily using the Class Dojo App. When your child starts pre-school you will receive an invitation to join. This will be a great way to see what your little one has been doing in pre-school and communicate with your key worker.



You can also join our **Closed Facebook Group** - where we put lots of useful information.

All of our information about the pre-school and daily updates, and learning opportunities will be also placed on our group's closed Facebook page. Every week we will let you know what exciting activities your child has been taking part in and what learning opportunities they have experienced.



A close-up photograph of several white, square alphabet blocks with colorful letters (red, yellow, blue, green, purple) scattered on a teal background. The letters visible include S, Y, A, Z, E, B, C, H, and V.

Our WOW Wall

We love to celebrate our children's achievements and continue to build a link with home which is invaluable. When your child has a "WOW" moment at home. (This could be anything from a first swimming lesson, using the potty for the first time, to being kind to a sibling) We ask you to fill in a WOW form on our website. We will then celebrate this with your child and their friends and place it on our pre-school wow wall. This is a lovely way to celebrate your wonderful children.

Pre-school Library

We have a library full of some fabulous books for your child to read. Your child can take a book home and continue their love of reading with their family. Please ask a member of staff if you want to take a book out from the library.

Rhyme Challenge

Each term we introduce a new rhyme that we all learn together. This is normally related to our terms topic. We have found this to be a brilliant way of aiding children's speech and language development and increasing their confidence in all areas of development.

Treasure Files

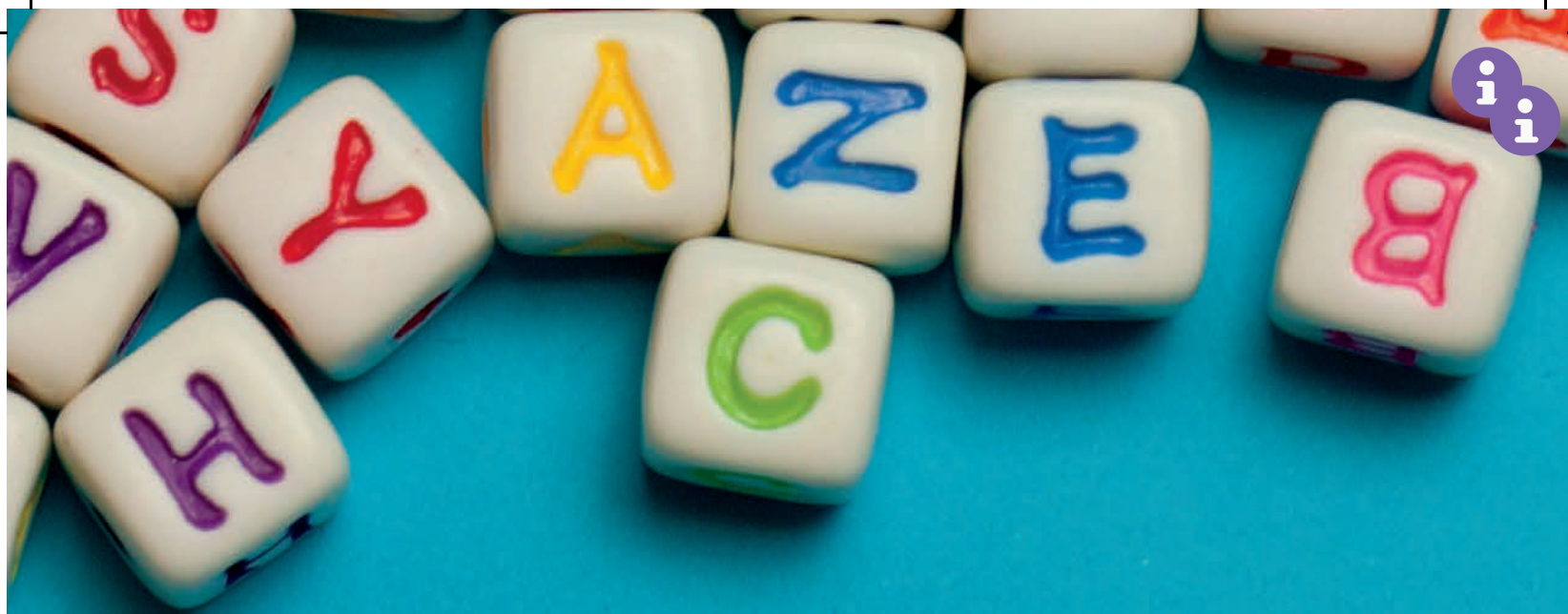
We encourage every child to make their very own treasure file at home. These files contain special "Treasure" that your child chooses to put in (examples can be photographs of their family, pets, items they have collected over the holiday or pictures they have made). We find these treasure files really help our children to settle into pre-school and provide a link with home. It is also a wonderful communication and language opportunity for the children, who love to show their file and treasures! These files remain in pre-school and are sent home during the holidays to replenish!

Kindness Jar

We have a kindness jar at pre-school this is where if a child has shown kindness in any way they are chosen to place a toy in the jar.

When the jar is full all the children receive a treat such as a trip to the park or a special activity.

We feel this really helps our children to realise the effect of their actions on others and how they are working together to receive that special treat!



Sound / Shape / Number of the Week

We have a sound of the week which runs consecutively for two weeks. This runs to the jolly phonics sound framework and each sound has a song that the children love to learn. Our sound tray is displayed at the front desk and we encourage children to bring something in from home beginning with the sound of the week. This helps to promote the children's knowledge of sounds in a fun way as well as increasing their confidence in communication and language skills, and of course providing them with another link to "home".

DOJO

Your child will have their own online learning journey throughout their time with us. This is accessible online and via an app. We regularly update the profile with observations and activities that we are doing with photographs and videos. We hope to show parents evidence of how your little one is progressing through the Early Years Foundation stage curriculum. Parents can also add their own comments, like pictures and observations from home. This is a wonderful way to work together to enhance your child's learning experience.

Community Fun

Our local community is an important part of our children's pre-school learning journey. We are often seen out and about in the village. Look out for the noise and the high-vis jackets!

Every month on a Tuesday afternoon we all walk up to Sutton St James Church for a fun couple of hours doing Praise and Play with the lovely church community. We also invite members of the community to read, bake, garden, bring rural life into the setting and pass any interests and skills to the children.

Childcare Funding

Childcare Funding can be quite confusing when you first start the process so we have tried to break it down.

15-hour funding

All children are entitled to 15 hours funding from the term after a child's third birthday. In order to receive the funding, pre-school will ask for an Early Education Entitlement Form to be completed, which will be supplied to you by the pre-school each term or can be downloaded from our website.

2 Year Funding

Pre-school is available to children from the age of 2. This funding is available for families in England that receive some form of support / benefits and can be applied by parents/carers via www.gov.uk under the childcare section.

Tax-Free Childcare (0-11 years)

This can be applied for prior to the 15 hours funding starts. It is for working families, including self-employed. Families must be earning under £100k and at least £139 per week. This isn't available for families receiving Tax Credits, Universal Credit or Childcare Vouchers. Once approved an account will be created, where pre-school fees can be paid. For every £8 paid into an online account, the government will add an extra £2, up to £2,000 per child per year.

30 hour funding

30-hour funding can be available for 3-4 year olds for working families in the UK. Parents / carers must each expect to earn (on average) at least £139 per week. You can't get 30 hours of free childcare if either family household expects to earn £100,000 or more.

Parent / carers would apply via www.gov.uk in the childcare section and will receive a code upon approval. This is then added to the Early Education Entitlement Form when asked to be completed by the pre-school.

**For more information, you can ring
the Family Information
service on 0300 123 5033**

Preschool Childcare Funding Journey

Every term parents that are applying for funding will receive a form to complete for the following term. These forms will be sent by the Manager but also are available on our website at www.suttonstjamespreschool.co.uk on the homepage.

The pre-school team have to collect the funding forms and then input the hours for East Cheshire to release the funding. We are on a deadline by East Cheshire to complete this and so we ask that if you are required to complete a funding form please can you ensure you do this as quickly as possible.



1. Please let our staff know the hours you want to do and please confirm any extra days so we can check space and plan for this.
2. If you are applying for Funding for 15 or 30 hours each term you will need to complete a FEEE form by the deadline.
3. Please can you check all 30-hour codes are correct and in the Grace Period.
4. Please supply your National Insurance Number and complete the correct hours and days you would like your child to attend.

Invoicing At Sutton St James Managed by Financial Director

Our invoicing runs at the end of each month. Your invoice will be emailed to you so please keep us in the loop if you change your email address so we are up to date when sending invoices. Invoices will be sent by our Financial Director. **Please can invoices be paid by the end of each month.**

If you have any questions or queries about your invoice please contact our Financial Director and not a member of staff as they will be up to date with invoices and will be able to help. In the event your child misses a session please note that payment for the session, activities and consumables will still need to be paid.

Please note that if your circumstances change and you are struggling with fees. Our door is always open. Please contact our Financial Director who will be there to support your family in whatever way we can.

Joining Pre-School Checklist

Thank you for showing interest in Sutton St James Pre-School in order to reserve your child's place we ask for number of forms and information to be signed and returned to your child's keyworker or the manager of pre-school. Until this is completed and the membership is paid we can't guarantee your child's place.

- | | |
|--|--------------------------|
| 1. Registration Form | <input type="checkbox"/> |
| 2. Emergency Medical Treatment | <input type="checkbox"/> |
| 3. Outing Consent Form | <input type="checkbox"/> |
| 4. Photography Consent Form | <input type="checkbox"/> |
| 5. Observation Consent Form | <input type="checkbox"/> |
| 6. Let Pre-school know of Allergies and Reactions | <input type="checkbox"/> |
| 7. Uniform Order | <input type="checkbox"/> |
| 8. Suncream - Full Day Session application | <input type="checkbox"/> |
| 9. Dojo and Facebook Consent | <input type="checkbox"/> |
| 10. Contact Other Setting if applicable | <input type="checkbox"/> |

Joining Pre-School Checklist

11. Membership Form

☐

12. Signed Acknowledgement Form that the privacy policy has been read and is agreed.

☐

Questions...

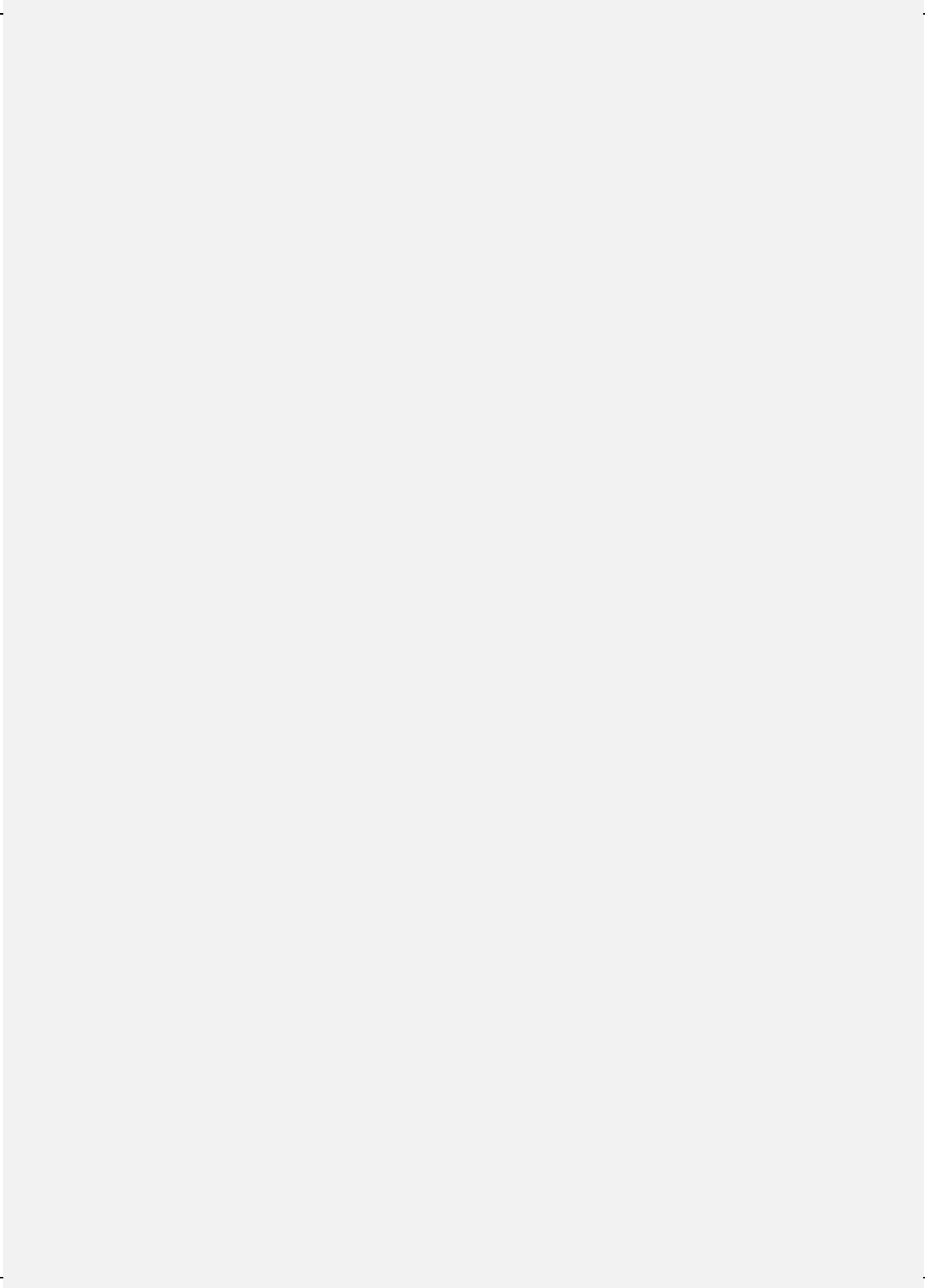
Questions cont...


Questions cont...



Pre-school Gallery







SUTTON ST. JAMES PRE-SCHOOL



a member of



**early
years
alliance**



Sutton St James Pre School Company Number: 5460621
Charity Number: 1112019 Incorporated On: 23rd May 2005