

Awarded **OUTSTANDING** *in all areas*
JUNE HEAD START 2015
A B C
PRE SCHOOL LTD



Headstart Pre-School LTD
@
Shevington Vale Primary School
Runshaw Avenue
Appley Bridge
WN6 9JP
adavies@shevingtonvale.wigan.sch.uk
Tel: 07795 831958
Registration No: EY340840



Welcome to Headstart Pre-School LTD, thank you for showing an interest in our setting. We are a privately-run Pre-school attached to Shevington Vale Primary School. We pride ourselves on making learning unique to each individual child and stand strongly by our motto, 'Where young minds grow, independence is nurtured and inspired lives begin'.

Headstart strives to provide a 'home from home' environment in which children feel confident to develop and practice new skills. We have our very own woodland area where children can learn in nature.

We offer childcare for children aged 2 to 4 years (from the term after their 2nd birthday). Funded places are available; if you are unsure as to whether your child may qualify please do not hesitate to ask a member of staff.

Headstart is a fully inclusive setting, supportive of all children and families. We have an appointed Special Educational Needs Co-Ordinator (SENCo) that ensures children and families who require additional support are able to access this at all times. If you feel like your child may require additional support please speak to Mrs Lunt who will be happy to help.

Headstart holds a number of policies and procedures; we ask that all staff, children, parents, visitors and students adhere to these at all times. Copies of all policies are available upon request (please speak to the nursery Owner/ Manager Mrs A.Davies).

You are welcome to telephone or email us with any questions on:
adavies@shevingtonvale.wigan.sch.uk or 07795831958. We offer an 'open door' policy, please feel free to visit us any time between 9.00-3.30pm Monday – Friday (term time only). We require any visitors to bring along photograph I.D please; we look forward to hearing from you soon!

Delivering the Curriculum at Headstart Pre-School LTD

Headstart follows the Early Years Foundation Stage Statutory Framework and uses the supporting documents: Development Matters and Birth to five matters. We track children's progress continuously using our online system 'Target Tracker' and will report to parents/guardians periodically throughout the year, although may request to speak to your child's key person at any time.

For more information regarding the Early Years Foundation Stage please follow the links below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf - Statutory Framework.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf - Development Matters.

<https://www.birthto5matters.org.uk/wp-content/uploads/2021/04/Birthto5Matters-download.pdf> - Birth to five matters.

Headstart provides a wide range of activities to support all areas of the Early Years curriculum. We use our indoor and outdoor environments to allow children to explore their own interests and extend their play with careful practitioner knowledge and guidance.

Headstart promotes healthy lifestyle choices at every opportunity. We encourage all children to brush their teeth at the setting as well as eating healthy snacks and engaging in physical play activities.

Each session at Headstart includes a mixture of; free play opportunities, guided adult led activities, circle times and snack times. We occasionally have visitors that come along to support our learning, take walks in our local environment, enjoy trips out and join in with the school activities such as special assemblies, sports day and inspiration days.

To support and extend your child's learning in the home environment you may wish to look at the 'What to Expect in the Early Years' document:

<https://foundationyears.org.uk/wp-content/uploads/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf> - What to expect in the Early Years Foundation Stage: a guide for parents.

Members of the Headstart Team

All members of staff are fully qualified and experienced in childcare and / or are completing their qualifications through apprenticeship. They are committed to providing the best care and education for each individual child. Each child will be nominated a key person, information about this will be sent home separately once your child starts at the setting.

Headstart Sessions

Group 1 (Pre-School)		Group 2 (Toddlers and rising Pre-School)	
Morning sessions	8.55 am -11.55pm	Morning Sessions	9.05am – 12.05pm
Afternoon sessions	12.25am - 3.25pm	Afternoon session	12.35pm – 3.35pm
All day sessions	8.55am - 3.25pm	All day sessions	9.05am – 3.35pm

**Children are to attend at least 2 sessions per week or one full day.*

The eligible 30 funded hours will operate Monday to Thursday full day care and up to 1pm on a Friday. You may 'top up' hours to full time at an hourly rate charge.

Admission

Children are eligible for admission to Headstart Pre-School Ltd from the nearest half term date after their second birthday. In the event of places being limited applications will be added to a waiting list, places will become available in accordance with the setting Administration Policy.

As part of our Administration Policy we require to see a copy of your child's birth certificate. We will also require a separate contract to be signed upon admission to the setting.

**We can only accept fully completed application forms. Forms not fully completed may result in the delay of your child's start date.*

Funding & Fees

Funding is available for eligible 2 year old children who have received notification from Wigan Council – if you think you should be entitled but have not had any correspondence please speak to the setting manager.

Children aged 3 and 4 years are entitled to 15 free hours per week, this normally becomes available the term after their third birthday. The 30 free hours is available to eligible parents/guardians from September 2017. We advise all working parent/guardians to apply for eligibility online.

Fees and charges are in place for children not eligible for funding or requiring additional hours (correct as of September 2020 – we reserve the right to increase additional fees at any time).

- Aged 3+ years = £4.50 per hour (correct at time of printing).
- Aged 2 years = £5.50 per hour (correct at time of printing).

Fees must be paid on the first session of the week, an invoice will be sent out to you via ParentMail. You can pay directly from the app or if you require our bank details to pay using childcare vouchers please get in touch.

**We no longer accept cash or cheque payments.*

Late payments will incur additional charges. Absences that are not due to Headstart closing must be paid for (i.e. holidays in term time/ sickness). As from September 2019 all Bank Holidays that fall within the school term must be paid for.

Once your child's application has been accepted your details will be inputted into our ParentMail system – we use this system to communicate: emails, letters, texts and invoices. You will receive an invite to download the app via email.

Additional Fees

Headstart charges 10p per session (20p per full day) as a contribution towards a healthy snack for your child whilst at the setting. This will be billed via ParentMail on the first week of the half term for the full term, according to the number of sessions that your child attends.

Headstart Pre-School LTD, Appley Bridge– Expression of Interest Form

Childs Full Name:

Childs D.O.B:

Childs Address:

Please list one parent / guardian that we may contact regarding this application:

Name:

Tel:

Email:

Please note Headstart accepts children from the term after their 2nd birthday, and has intakes in September, January and April.

Please detail when you wish for your child to commence at the setting:

How old will your child be in years and months at this time?

Please detail the sessions you wish to book – noting if you wish to increase sessions at each term (your child will automatically be placed on our register for any consecutive academic years, as appropriate. We will ask you about changes to consecutive years in the summer term).

Example:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>AM</u> <u>9.00am-</u> <u>12.00pm</u>		Jan 2022			April 2022
<u>PM</u> <u>12.30pm</u> <u>3.30pm</u>					
<u>All day</u> <u>9.00-3.30pm</u>	Jan 2022	April 2022	September 2021	September 2021	

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>AM</u> <u>9.00am-</u> <u>12.00pm</u>					
<u>PM</u> <u>12.30pm</u> <u>3.30pm</u>					
<u>All day</u> <u>9.00-3.30pm</u>					

Will your child be accessing 2 year old funding? **Yes/ No** (your local authority will inform you if your eligible for this).

Will your child be accessing 3 & 4 year old funding? **Yes / No** (your child will be eligible for 3 year old funding at 15 hours from the term after their 3rd birthday, you may apply online for an additional 15 hours (30 in total) at <https://www.gov.uk/apply-30-hours-free-childcare> 3 months before their 3rd birthday or any time up to their 5th birthday).

Will your child be sharing sessions between Headstart and another setting/ childminder?
Yes / No

Please hand this form in to Headstart Pre-School @Shevington Vale Primary School, Runshaw Avenue, Appley Bridge, Wigan, WN6 9JP (the green gate to the side of the main reception door) or email: adavies@shevingtonvale.wigan.sch.uk

Thank you for completing the form, we will contact you to let you know that we have received it and let you know that we have placed your child on the waiting list. We will also add you to our mailing list to inform you of any up-coming open days.

We will then be in contact a minimum of 1 term prior to your child starting the setting.

Thank you

The Headstart Team