

Parent Guardian Information:

How is the Early Years Foundation Stage being delivered at Headstart Pre-School LTD?

Headstart offers a broad and balanced curriculum in which all 17 areas of learning are planned for through adult-led, child-led and continuous provision activities. Headstart staff work to help children develop their skills across all areas by providing stimulating experiences and resources that bring excitement and joy to learning. Each child is at the centre of the planning and learning experience and activities are adapted to suit children's interests and needs.

Where can parents find out more information to support children's learning at home?

More information of how to support your child's learning at home can be found in the 'What to Expect When' booklet' which can be located on the following link: www.foundationyears.org.uk.

What does a typical day at Headstart look like?

8.50am – Staff greet in the outdoor play area
9.00am – Doors open followed by Self registration & free play
9.10am – Morning Key person Time (group based activities)
9.20- 11.30am – Free choice play (indoor/ outdoor & woodland), adult led activities and snack time (free flow)
11.30-11.45am – Tidy up & group song time
11.45-12.30am – Lunch time
12.30-3.00pm - Free choice play, (indoor/ outdoor & woodland), adult led activities and snack time (free flow)
3.00pm-3.15pm – Tidy up time
3.15pm – 3.25pm – Home time group activities/ stories

Nappies are changed routinely around 10.30am/ 2.30pm and in-between as appropriate.

Our daily routine is very flexible offering opportunity to follow the children's lead in activities.

How can Parents/ Guardians share learning at home?

It is good to talk with your child about their day at Headstart, this can help to consolidate learning, promote understanding and develop language skills. To help parents to talk to their children Headstart writes what the children have been doing on: the outdoor white board, the Facebook page: @Headstart Pre-School Appley Bridge and through emails via ParentMail.

Headstart is keen to create good parent / guardian communications and each term we will send home 'wow' sheets for parents to complete. These forms ask parents to document moments of 'wow' that they have seen their child achieve.

How does Headstart support Children with Special Educational Needs?

Headstart supports all children to progress irrespective of their needs. A Special Educational Needs Co-ordinator is appointed in the setting – Mrs Lunt. She is responsible for supporting Children and families as well as training and updating staff.

When children are identified as needing additional support Mrs Lunt will work with the child and family to create a holistic plan of support. As a fully inclusive setting we recognise and work using the SEND code of practice.

What food & drinks are available?

On a day-to-day basis, Headstart offers snacks of fruit or vegetables and milk or water on an on-going basis throughout the morning and afternoon sessions. Upon occasions where we offer; food tasting; cooking or baking activities, all allergens within the ingredients will be recorded and displayed.

Children are welcomed to bring a healthy packed lunch box or order a hot lunch from our attached school canteen. Allergens for hot meals can be provided upon request at the school office and can be seen through the school grid app.

We request that no children bring items containing nuts, including peanut butter into the setting.

All children with that have specific dietary needs & cultural requirements will be catered for as appropriate.

Where can I see the settings policies and procedures?

Copies of all policies and procedures can be obtained upon request to the setting Manager Mrs Alison Davies. We have attached the Special Educational Needs Policy and Safeguarding Policy to the website for parents/ guardians to view at any time.

Who will be looking after my child?

Below we have listed the adults working within Headstart Pre-School LTD and their job roles.

Manager: Mrs A Davies - Dip in Pre-School Practice <ul style="list-style-type: none">• Lead Safeguarding Officer
Deputy Manager: Mrs E Lunt - BA Honours in Primary Education with Qualified Teacher Status <ul style="list-style-type: none">• Lead SENCo Officer• Lead Behaviour Officer• Lead Health and Wellbeing Officer• Safeguarding Support Officer
Practitioner: Mrs B Ward - Level 4 Early Years Practice <ul style="list-style-type: none">• SENCo Support Officer
Practitioner: Miss M Green - Level 3 Early Years Educator <ul style="list-style-type: none">• Language Leader, 2 Year Olds
Part Time Practitioner: Mrs D Bradbury – Foundation Degree in Early Years <ul style="list-style-type: none">• Pre-School Language Leader• Intervention Lead Support Worker
Early Years Apprentice: Miss M Prescott – Level 3 Apprentice
Students & Volunteers: Headstart is privileged to have support from students at; High schools, colleges and Universities from the local area. If you see a new face please feel free to ask who they are!
<u>We are proud to say that all of our staff are First Aid trained</u>

Upon admission to the setting children will be given a Key person, this will be communicated to parents/guardians via letter form which will contain a picture of the staff member. Staff at Headstart work closely together and work hard to support all children. The Key person will be responsible for updating children's developmental tracker, writing any reports, holding any meetings and communicating with parents/ guardians as appropriate.

How do I make a complaint?

A complaint to the setting must be made to a member of the management team (Mrs A.Davies / Mrs E.Lunt), this will be recorded in writing and investigated as appropriate with all outcomes being delivered back to the complainant.

A complaint to Ofsted can be made at enquiries@ofsted.gov.uk or 0300 123 4666

How do I contact the setting?

Headstart holds an open door policy whereby we welcome visitors any time between the hours of 9.00-3.30pm (term time only). There is no need to make an appointment to visit.

Telephone: 07795831958

Email: adavies@shevingtonvale.wigan.sch.uk

??? FAQ ???

Q. What age children do you offer childcare for?

A. We offer childcare for children from the term after their 2nd birthday up until leaving to go into reception (ages 2-4 years).

Q. Do you offer free funded places?

A. Yes! We offer funded places for 2, 3 and 4 year olds - to check your free hours entitlement please call us on: 07795831958.

Q. What hours do you open?

A. We open 9.00am-3.30pm, Monday to Friday, term time only (dates co-inside with Shevington Vale Primary School - with the exception that we ARE open on all inset and polling days).

Q. How far in advance do you take bookings?

A. As long as your baby is born and the birth is registered.

Q. What is your contact number and address

A. 07795831958, Headstart Pre-School LTD @ Shevington Vale Primary School Runshaw Avenue Appley Bridge Wigan WN69JP

Q. When was your last Ofsted inspection?

A. June 2015 where we received an OUTSTANDING grading - see the the full report here: <http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY340840Q>.