

Parents

Ofsted
raising standards
improving lives



Ofsted registers and inspects childcare for children aged from birth to 17 years.

Registered childcare providers and childminders have to meet requirements that relate to welfare and safety, the people providing the care and the organisation of the childcare. Childcarers registered on the Early Years Register, who care for children aged from birth until 1 September following a child's fifth birthday, also have to meet requirements for children's learning and development.

What you can tell us

- Is the childcare good?
- Can it be made better?
- Do you have any concerns?

If you want to tell us anything about your child's childcare, you can ring

0300 123 1231

Or you can write to us at:
Applications, Regulatory and
Contact (ARC) Team
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD

If you would like more information about Ofsted's role as the regulator of childcare, you can visit our website:
www.ofsted.gov.uk/early-years-and-childcare

If you would like information about the availability of childcare in your local area, please visit the following link to find your local Family Information Service (FIS):
<http://findyourfis.familyandchildcaretrust.org/kb5/findyourfis/home.page>

HEADSTART PRE-SCHOOL
At
Shevington Vale Primary School
Runshaw Avenue
Appley Bridge
WN6 9JP
adavies@shevingtonvale.wigan.sch.uk
Tel:07795 831958
Registration No EY340840



"Where young minds grow, independence is nurtured and inspired lives begin"

Headstart Pre-School LTD
Allergens, Foods and Lunchboxes

- ✓ Headstart Pre-School LTD generally provides fruits and vegetables for snack times – on occasions whereby different foods are offered (either through food tasting, messy play or a baking/cooking activity) the allergen log will be completed.
- ✓ All Parents/ Guardians are required to state any allergies within their child's application pack and update Headstart Pre-School LTD of any changes to their child's dietary requirements on an on-going basis as appropriate.
- ✓ At Headstart we promote a healthy lifestyle as part of the Early Years Foundation Stage. Headstart asks that food choices in your child's lunch box are part of a: healthy, balanced diet that allows for good growth and oral health. We have provided the link below from the NHS change for life website, which provides lots of great lunchbox ideas:
<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes> We ask that you please refrain from providing: Sweets, chocolates and sugary drinks.
- ✓ Parents/ Guardians are asked to provide a bottle of water for each day. Please DO NOT send in extra drinks for lunchtime.
- ✓ 1 carton of semi skimmed milk is provided for all children each day.
- ✓ For allergen advice regarding school lunches please see the school office.
- ✓ On occasions where children may bring 'treats' for their peers (birthday celebrations etc), Headstart will send them home for parents/ guardians to make their own choice if their child consumes it – we will however NOT ALLOW hard boiled sweets / lollypops to be brought into the setting for children.
- ✓ Headstart continually promotes 'A Healthy Lunchbox', please ensure that lunches are well balanced and do not contain items of high fat or sugar.
- ✓ Please be aware that we are un-able to store lunches in the fridge – therefore we kindly ask that you provide an ice pack in your child's lunch box.
- ✓ Headstart kindly asks that foods that may cause a choking hazard, such as: grapes, sausages etc are sliced both length and width ways before placing them into your child's lunchbox.
- ✓ NUTS including peanut butter and products that contain nuts MUST NOT be sent in children's lunch boxes please.

Thank you
The Headstart Team

Headstart Pre-School LTD - Meet Our Staff



Manager: Mrs A Davies - Level 3 Dip in Pre-School Practice

- Lead Safeguarding Officer
- Paediatric First aid trained



Deputy Manager: Mrs E Lunt - BA Honours in Primary Education with Qualified Teacher Status/ BTEC National Diploma in Early Years

- Lead SENCo Officer
- Lead Behaviour Officer
- Lead Health and Wellbeing Officer
- Safeguarding Support Officer
- Paediatric First aid trained



Practitioner: Mrs B Ward - Level 4 Early Years Practice

- SENCo Support Officer
- Pre-School Language Lead
- Paediatric First aid trained



Practitioner: Mrs G White – Level 3 Early Years DCE Diploma in Childcare and Education



Practitioner: Miss Z McCann- Sharrock – Level 3 Early Years Educator

- 2 year old Lead Practitioner
- Language Leader, 2 Year Olds
- Paediatric First aid trained



Practitioner: Miss M Prescott – Level 3 CASHE Diploma in Early Years workforce

- E-safety Lead
- Paediatric First aid trained



Bank Staff:

Mrs C Arpino – Level 3 Supporting Teaching and Learning



Miss H Swindells – Level 3 BTEC National Diploma in Early Years



Mrs G Anderson – Level 3 NVQ Early Years and Childcare



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!

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Headstart Pre-School LTD

If you wish to speak to a member of staff or your child's key person – please know that you are welcome to do so at any time. We have a private meeting room should you require one – please just ask.

Our upmost priority in the mornings and at home times is to ensure the safety of your child entering/ exiting the building. Therefore we kindly ask that if you do need to speak to us either:

- Telephone, email or text us before the session starts or during the day.
- Write us a written note and hand it to a practitioner.

Call/text: 07795831958 Email:
adavies@shevingtonvale.wigan.sch.uk

We communicate with you our end of term report / parent update meetings time table via ParentMail at the start of each academic year – however if you feel you need to speak to us in the meantime please do contact us.

We are always happy to: help, support, advise and reassure! And if we don't know the answer we will do our upmost to find it for you!

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Headstart Pre-School LTD
Code of Conduct for Parents and Carers

Headstart pre-school LTD is committed to safeguarding children at all times. You can support us by ensuring you follow our guidelines:

Please do:

- Inform a member of staff if your child has had any accident/ incident that has happened outside of the setting (or have noticed a bump that has not been reported to you which you think may have happened whilst at Headstart). There are times we may need you to make a written log of this (bangs to the head, unusual injuries or where a child is in receipt of medication to their injury).
- Inform a member of staff if your child has taken any medication prior to their nursery session.
- Inform a member of staff of any illness your child has had.
- Share information with us frequently including changes of address or contact number.
- Collect your child on time- ensuring that if you are late you contact the Headstart team at the earliest opportunity.
- Ensure you can safely transport your child to and from the setting using the correct car seat or pram restraints as appropriate.
- Talk to a member of management to discuss any worries or concerns. We appreciate your comments and feedback.

Please refrain from:

- Using negative language including swearing whilst on the school site.
- Using a mobile telephone whilst in the Headstart room. Please also refrain from using a mobile telephone or camera to take photographs of your child or any other children whilst on the school site.
- Discussing sensitive issues within earshot of your child or other children (please ask to speak to a member of staff privately).
- Physically punishing any child whilst in the Headstart setting or school vicinity.
- Using threatening language or aggressive behaviour towards staff, other parents, children or visitors.
- Collecting your child from the setting after consumption of alcohol, drugs or prescribed medication that could affect your responses or judgments.
- Smoking on the school site.

To maintain high standards of safeguarding we respect that as parents, guardians and/ or visitors you understand that should any of the 'please refrain from' actions be witnessed by a member of Headstart staff we have the duty to record and where appropriate report behaviours to the Wigan Safeguarding Team /Social care and/ or the police. This may also result in us being unable to hand over any child into your care.

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Headstart Pre-School LTD **Complaints Procedure**

At Headstart Pre-School LTD we aim to provide a high-quality service for all children, parents and carers. If you have any concerns or complaints during your child's time in the setting **please speak to a member of staff at the earliest opportunity.** We will do our best to resolve any issues as soon as possible and will communicate directly with the persons involved to discuss the outcomes.

Should you be unsatisfied with the outcome we ask that firstly ask to speak one of the setting managers or if you are still unsatisfied please make a written complaint to the Manager Mrs A.Davies. once a written complaint is received the manager will respond within 28 days to all relevant parties.

Should you still feel unsatisfied or you wish to discuss the feedback with Ofsted you may do so following their information below:

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The above Information is taken directly form the Ofsted website