

NOTES FOR NEW PARENTS

Preschool children are F2 (3-4 yr olds) and F3 (rising 3's who may start in the Preschool the term after they are 3 – this is when they may access their funding).

FLEXIBLE 15

At present, a child who is offered a place on Preschool roll is entitled to 15 hours funded Early Years education per week from the term after their 3rd birthday. Each large term (Autumn, Spring & Summer) parents will be asked to complete a Flexible 15 Parent Contract request form indicating how they wish to use their 15 hour entitlement in the following term. If parents request particular hours we will try to accommodate them where possible, but cannot guarantee to do so. Flexible 15 can be accessed as a whole day (max. 6 hours) or part day (2.5 hours, morning or afternoon) or part day including lunchtime (3.75 hours).

Hours are allocated firstly to children who have a place on Preschool roll **in age order**, and secondly to children without a place attending the Preschool.

Working Parents who depend upon specific hours may find that it is better to continue their present childcare arrangements for their F3 child until they become F2. This is because available hours are increasingly depleted throughout the school year with little flexibility by the Summer term.

You will receive a NEF Parental Declaration form each large term and it is imperative that you complete this form and return to the Supervisor by the date requested or we are unable to claim your funding.

Newsletters

School or Class news can be found on the Kirtlington School website. **Please give the School Office your email address to receive any relevant letters/forms/news.**

Preschool Staff

Preschool Supervisor – Izzie Brinkworth

Preschool Assistants – Cheryl Evans, Judy Grimshaw

PARENT MEETINGS

We hold informal parent meetings in the Autumn and Spring, usually with your child's Keyperson to discuss progress and well being. Please raise any queries you have regarding your child at any time with the Supervisor. Email is best (lbri4302@kirtlington.oxon.sch.uk) unless the matter is urgent, when you will be able to speak to me briefly at the start of the day.

CLOTHING & EQUIPMENT

ALL CLOTHING & EQUIPMENT MUST BE NAMED

Preschool children are not required to wear school uniform; however it may be useful to purchase a school sweatshirt/cardigan.

The most important thing to remember is to provide your child with clothing they can manage easily themselves – this promotes independence and self esteem.

PE Kit – T shirt and shorts/jogging bottoms in a drawstring bag

Soft plimsolls for indoors – can be personalised with paint/buttons etc

Wellington boots and/or stout shoes for outdoors – (laces are not usually helpful unless your child can manage to tie them)

A waterproof coat all year round – children play in all weathers and England has frequent summer showers! In winter the coat must be waterproof AND warm.

Winter – hats, gloves, coat

Warm/hot weather – Sunhat, suncream already applied unless your child can apply by themselves

WATER BOTTLE – NAMED (containing ONLY water)

Spare set of clothes (for toileting accidents/waterplay/messy play etc) – can be left on peg in drawstring bag (**backpacks are too bulky to hang on pegs**)

LUNCHES

Kirtlington School is a NUT FREE ZONE.

We hold HEALTHY SCHOOL status and encourage healthy eating – please consider this when making up packed lunches. Please ensure children have a drink in their lunchbox and a spoon for their yogurt etc. An ice pack in warm weather is advised as we have no refrigeration available.

We are very fortunate to have a School kitchen which cooks very good meals and these are popular with the children. **Children may have cooked school meals** – please pay in advance in the School Office, **cheques payable to OCC**. The menu is displayed in the classroom.

RED POST BOX

This is situated just inside the main door. This is for any monies, forms, correspondence etc and items will be distributed daily to the correct destination i.e. Office, Treasurer, Supervisor etc. **PLEASE ENSURE ALL MONIES/CHEQUES ETC ARE IN A SEALED ENVELOPE WITH YOUR CHILD'S NAME, YEAR GROUP AND WHAT IT IS FOR.**

School trips – cheques payable to OCC

FEES – Cheques payable to KIRTLINGTON PRESCHOOL

Accounts will be issued at the start of each term and are due for payment in full within two weeks.

Payment in a named sealed envelope should be returned for the attention of The Treasurer, to the Red Post Box, or the Supervisor in the Preschool.

If you have any problems or queries please ask the Supervisor in the first instance.

PARENT COMMUNICATION BOOK

This is situated by the Red Post Box just inside the Lime Class patio doors.

Please write down if your child is being collected by somebody different or going home with another child's parents/carer or with their Grandparent. Please write down the Name of the person (i.e. not just 'Granny') **PLEASE SIGN YOUR NAME** (this is a legal requirement)

Staff will only release children to adults they have NAMED on their Permissions form. Siblings 14 years old and over may collect their sibling if they are named on your Permissions form.

HOLIDAYS

Preschool children – If you choose to take your child out of school for holidays during term time (not recommended), please put down your holiday dates in writing, addressed to The Supervisor, Izzie Brinkworth.

SICKNESS

Please notify the School Office (01869 350210) by 9am if your child is going to be absent.

Please note that children who have suffered from sickness and/or diarrhoea must have been clear of symptoms for 48 hours before they may return to school.

SCRAPBOOKS

All Preschool children will be given a scrapbook at the beginning of the year.

The purpose of this scrapbook is to build up a link between home and school of their interests or events in their lives throughout the year. The book can then become a keepsake.

They may wish to stick photos/drawings/mementos of outings/holidays etc. We would be grateful if the scrapbooks could stay in the children's drawers during the week in case they wish to add to it at school or share it with their Keyperson. The weekend is a good time to take it home.

The book should last the academic year, so it is not a race to fill it!! (Only one scrapbook will be given per academic year. Suggested voluntary donation 50p)

ABOUT THE PRESCHOOL

The working title on a day to day basis is KIRTLINGTON Preschool.

Kirtlington Preschool is a registered charity. We have been in Partnership with the School on these premises since 2004. Previously we were based at the village hall.

The Preschool Committee is responsible for employing the Preschool staff, fundraising and managing the Unit jointly with the School via the Joint Steering Group.

IF THERE IS NO COMMITTEE – THERE CAN BE NO PRESCHOOL!

It has been proven that children whose parents are involved in their education make 'significantly more progress'.

The Committee welcomes parents to join annually at the Annual General Meeting.

Contact the committee: kirtlingtonpreschoolcommittee@hotmail.com

WAYS TO HELP

We have a Parent Helper rota. This not only helps us but also gives you an insight into a typical day/session in Preschool. You will be able to see your child amongst his/her peers. You will be supervised at all times and Staff will explain what to do. We would suggest that you wait for a minimum 6 weeks before helping so that your child can settle.

Thank you for your support for Kirtlington Preschool

Any comments or queries please contact the Supervisor

Izzie Brinkworth via the School office on 01869 350210 or email:

ibri4302@kirtlington.oxon.sch.uk

Non urgent enquiries or correspondence:

kirtlingtonpreschoolpfsu@hotmail.com

Contact for Admissions: kirtlingtonpreschoolpfsu@hotmail.com