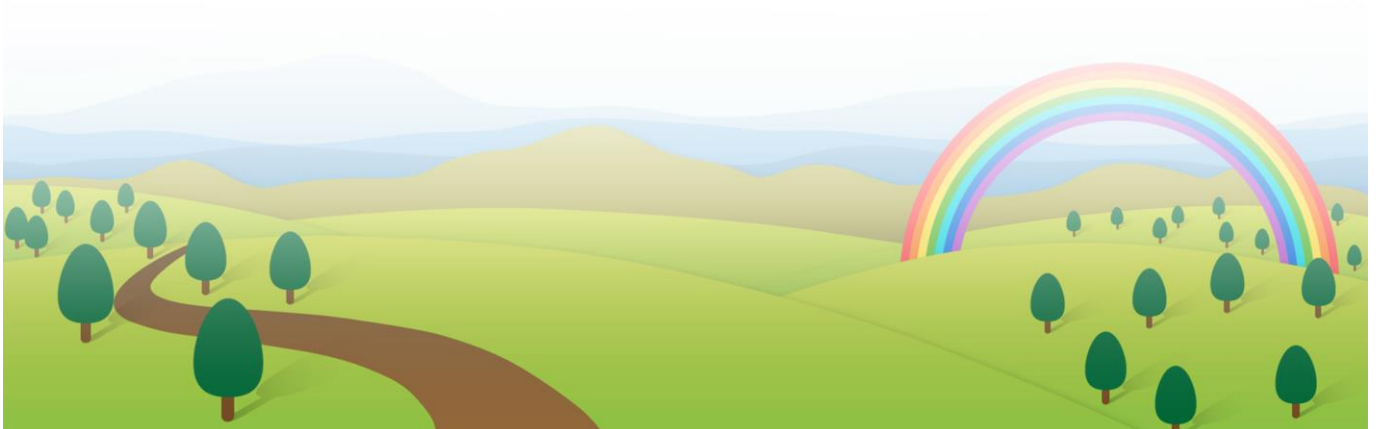




# Welcome to North Nibley Pre-school

[www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)  
[northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk)





## Welcome to North Nibley Pre-school

We hope that your child will really enjoy his/her time at our Pre-school and that you will feel welcome as part of our group as well. We hope this welcome pack will provide you with the information you will need to know whilst your child is with us. If, however, you have any other questions or concerns please feel free to ask a member of the Pre-school committee or Pre-school staff.

### General Information

- North Nibley Pre-school is open from 9am and staff may receive children from this time onwards. If you do arrive earlier please stay with your child until the session begins and we have 2 members of staff on the premises.
- On arrival, please sign-in your child into the attendance register with an accurate time of arrival, whether they are staying for lunch and who will be collecting your child. Please also advise the Playleader or your child's key worker if your child is being collected by anyone other than yourself. If your child is unable to make it into Pre-school, due to illness or other reasons, then please let the Pre-school know as soon as possible. Either by contacting the Playleader or using the Pre-school number during session time.
- Please take time to look around Pre-school with your child to explore the activities on offer and feel free to help your child to settle in for as long necessary.
- When collecting your child please remain outside the hall until a member of staff lets you in. Always remember to sign your child out accurately recording the time of collection (this is the time you collected not when you intend to collect!)
- At the end of the Pre-school session please ensure you collect your child promptly. If you are delayed, please advise Pre-school staff by calling the Pre-school's mobile number : 07883 081170 – no text messages please. In the event of a child not being collected, staff will endeavour to get in touch with the child's named contacts. **Please ensure we always have up to date contact details.**
- Please make sure your child is dressed appropriately for outdoor play with coats, wellies, hats and gloves in the winter and spring, and a sun hat in the summer. All clothing and footwear must be labelled. On bright summer days it is a good idea to apply sun cream first thing. If you would like us to reapply sun cream, please arrange this with the Pre-school staff.
- Pre-school has a lovely bright and hardwearing uniform available to purchase. This can be purchased from the Pre-school – ask staff if you are interested.
- We have a blue comments box where we invite parents/carers to share ideas/feedback with us. This helps us to ensure we provide a service you would like for your child.

- We follow the same term dates as North Nibley Church of England Primary School ([www.northnibley.gloucs.sch.uk](http://www.northnibley.gloucs.sch.uk)). This also applies to closure in the event of bad weather or any other reason.

## **Pre-school Committee**

North Nibley Pre-school is a parent-led Pre-school. This means that it is run by a committee that is made up of volunteer parents/carers. The committee is an essential part of our Pre-school. The Pre-school cannot exist without it.

### **The Committee is responsible for:-**

- managing the setting's finances;
- employing the staff;
- ensuring that the setting has and works towards policies and procedures that help it to provide a high quality service; and
- ensuring the setting works in partnership with the children's parents/carers.

### **We also get involved in a variety of other activities:-**

- fundraising to buy additional resources;
- helping the staff to provide trips and events for the children. For example, in 2015-16 our trips included a train ride to Bristol, walking to the Tyndale monument and visiting a local farm to see new lambs! We usually plan one trip per term; and
- promoting the Pre-school.

### **Could you get involved?**

We always welcome extra help from any parent/carer that is interested in becoming more involved with the Pre-school. This can be on either an ad-hoc basis, for example to support a fundraising event, or on a more regular basis by joining the committee meetings and providing your input.

### **Fundraising Events**

We usually hold one fundraising event per term and rely on help from volunteers to make these a success. Past events include a quiz night, nearly new sale and a stall at the school's Christmas Fayre. We also run a stall each year at the Nibley Music Festival (July). The money raised from these events is crucial to the continuation of the Pre-school so we are always keen for parents/carers to help in any way that they can. This could be baking a cake to sell, serving teas or coming up with new and exciting fundraising ideas!

### **Our AGM**

All parents/carers are invited to the Annual General Meeting which takes place at the beginning of the autumn term. During the AGM, nominations are sought for a Chairperson, Vice Chairperson, Secretary and Treasurer, and other supportive roles, for election onto the Committee which meets once a term.

If you would like to know more about the Committee and how to get involved in the running of our Pre School, please speak to a member of staff or the current committee.

[www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)  
[northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk)  
[northnibleypre-schoolad@hotmail.com](mailto:northnibleypre-schoolad@hotmail.com)



## North Nibley Pre-school Contact Details (term time only)

**Pre-school number (during session times): 07883 081170**

### Committee

The current committee contact details are displayed on the Pre-school notice board.

### Pre-school website

[www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)

### Pre-school email

[northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk)

### Setting Support Officer's email

[Dyerj321@gmail.com](mailto:Dyerj321@gmail.com)

### Administrator's email

[northnibleypreschoolad@gmail.com](mailto:northnibleypreschoolad@gmail.com)

### Pre-school's address

North Nibley Village Hall  
Innocks Estate  
North Nibley  
Dursley  
Gloucestershire  
GL11 6DP



## North Nibley Pre-school

### The financial stuff...

We are open Monday to Friday:

Monday: 9am – 1pm  
Tuesday to Friday: 9am – 3.30pm

Our days are split into two sessions (am and pm). Your child can stay for the whole day (9am to 3.30pm) or a particular session. However, as per our Admissions Policy, every child must attend a minimum of two sessions a week:

Morning session 9am - 1pm  
Afternoon sessions 1pm - 3.30pm

### **Nursery Education Funding (NEF)**

All children aged 3 and 4 years old are eligible to receive the 15 hours a week (universal entitlement). Eligibility starts the term after the child's third birthday (there are 3 terms a year: Autumn (Sept-Dec), Spring (Jan-Mar) and Summer (Apr-Aug)). Where a child is not eligible for the NEF or does extra hours over and above their claimed entitlement, then we charge £4.95 per hour. We are also able to offer the 30 free childcare hours (extended hours – income related) places (follow this link [sign-in-childcare-account](#)). The Pre-school is also registered to accept 2 year old funding where applicable (follow this link to [www.glosfamiliesdirectory.org.uk](http://www.glosfamiliesdirectory.org.uk))

You will be billed termly in advance for your standard sessions.

NB: on 14 March 2023 the Chancellor, Jeremy Hunt, announced that from April 2024 all eligible working parents of a 2 year old will be able to access term time funding (15 hours/week). Further details are awaited.

### **Voluntary/Mandatory contributions**

Each half-term we ask for a voluntary contribution towards your child's healthy snack and fruit and consumables. This is allowed through our Local Provider Agreement with Gloucestershire County Council. Whilst not an obligatory charge, there is an expectation for parents to pay this, as it supports the provision of snacks and sundries for your child. The snacks and sundries contribution for all children per half-term is £15.

In addition, where applicable, there is a mandatory contribution of £15 per half-term on invoices for nappy-wearing children. This is to cover the cost of disposal in line with Government regulations, and to reflect increased demands on staff time.

### **Deposit to secure place**

An advanced payment of £50 will be required to secure your child's place at preschool. Payable within 10 working days of you accepting the sessions offered, and this will be refunded in the first invoice. Please note that even if you have another child already attending pre-school, the £50 advance payment is still a requirement. If payment is not made within the 10 working days, the place will not be held. The "Child Entry" and "All About your Child" form should be completed and returned to the preschool as soon as possible.

In the event of your child not taking up their offered place, then the deposit will be retained.

**Settling in sessions**

When your child starts at the Pre-school we will offer two 1-hour sessions with up to two parents/carers in attendance. This will allow the child time to become familiar with the setting, as well as the parents/carers. These two sessions are free.

Your child's official start date is the date of the first settling in session. If you decline the settling in sessions, then the official start date is the date your child is booked to start on a full session. If you decide that you no longer wish for your child to attend pre-school, you will still be charged four weeks' notice and this means you will be charged for the sessions your child was booked in for. In addition, in the event of a child not taking up their offered place, then the deposit will be retained.

**Payment of half-termly invoices**

Please pay all invoices promptly by BACS – our preferred method, details are on your child's invoice - we also accept childcare vouchers and monies from tax-free childcare accounts.

If you envisage difficulties in paying your half-termly invoice, then we would encourage you to contact the Administrator to discuss a payment plan. North Nibley Pre-school will follow 49 Debt Recovery to obtain any outstanding monies. Any arrears will be taken forward to the next term's invoice. Any prolonged delay in payment could jeopardise your child's place and will be decided upon by the Committee.

If you have any questions regarding your invoices/payments, funding etc. please feel free to ask our Administrator.

# The Early Years Foundation Stage Curriculum



Under the Childcare Acts 2006 and 2016, we are required to adhere to the requirements contained in the Early Years Foundation stage (EYFS) framework. This mandatory framework is made up of six areas of learning and development. All areas are equally important and depend on each other to support child development. All areas are delivered through planned, purposeful play, with a balance of adult led and child initiated activities. There is equal emphasis on indoor and outdoor learning.

The EYFS framework became statutory in 2008, and has had a succession of revisions. The setting's staff adhere to the requirements of the latest version of the EYFs.



## Personal Social and Emotional Development (PSED)

This focuses on children learning to make relationships with other children and with adults, self confidence and self awareness and managing feelings and behaviour.

We will ensure support for your children's emotional well being to help them know themselves and what they are capable of.

## Communication and Language (CL)

This area focuses on children's listening and attention skills, their understanding skills and their speaking skills

We will give your children opportunity and encouragement to use their skills in a range of situations and for a range of purposes, and be supported in developing their confidence and disposition to do so.

## Physical Development (PD)

In this area children develop moving and handling skills and also think about health and self-care.

We will give your children opportunities to take part in and understand why physical activity is important and help them to understand the importance of healthy food choices.

## Understanding the world (UW)

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This focuses on children having understanding of people and communities, the world and technology.

We will ensure opportunities to enable your children to encounter things in their natural environment from people, plants animals and objects. Also to experience real life situations and experiment with different materials to explore their world.

We will also use a range of current technological devices to support their learning.

### **Mathematics (M)**

This area covers mathematical development and provides the foundations for numeracy.

We will provide opportunities to practice and extend your children's skills in these areas, and to gain confidence and competence in their use.

### **Expressive Arts and Design (EAD)**

This focuses on the development of the children's imagination, their ability to communicate and express ideas and feeling in a creative way.

We will provide your children with opportunities to explore their thoughts, feelings and ideas through creative work. We will provide a range of materials and media for the children to explore and use.

### **Literacy (L)**

This focuses on the development of children's reading and writing skills.

We will provide opportunities to practice and extend your children's early writing and reading skills through a rich range of topics and activities.





## Tapestry Online Learning Journals

We use online learning journals to record your child's progress at the setting. This means you can have access to your own child's journal in a safe and secure way at a time to suit you. It also cuts down staff time on completing the journals enabling them to spend much more valuable time with your child. You will be given full instructions and a password and when your child joins North Nibley Pre-school by signing a consent form. If you do not wish your child's journey to be recorded this way, then we will do so on paper format.

Online journals can also be accessed by other family members if you wish. They are interactive so you can add to their journals too. Many schools use Tapestry (including North Nibley Church of England Primary School) and with your permission the journal can be shared with them or an alternative primary school when your child leaves, to ensure a smooth transition.

## Pre-school Policies

Pre -school has a range of policies and procedures in place to keep your child safe, to comply with government legislation and to ensure the smooth running of Pre-school. These policies and procedures are available for everyone to see at any time and are available on our website (follow this link <https://www.northnibleypreschool.co.uk/our-policies->).

For your immediate attention we attach to this pack:

- Policy 2:** Settling in/Key person
- Policy 4:** Safeguarding children and child protection
- Policy 6:** Complaints
- Policy 26:** Payment of children's invoices
- Policy 36:** Data Collection and Information Sharing
- Policy 49:** Debt Recovery

North Nibley Pre-school's Privacy Notice

# North Nibley Pre-school

## Child Entry Form



Pre-school sessions run on Monday 9am to 1pm, and Tuesday to Friday with the following sessions available: As per our Admissions Policy, minimum attendance is two sessions per week.

Morning: 9am to 1pm; Afternoon: 1pm to 3.30pm; or All Day: 9am to 3.30pm

### 1. Please put a 'x' in box for the sessions you anticipate your child to attend:

Monday morning 9am-1pm <input type="checkbox"/>	Tuesday morning 9am-1pm: <input type="checkbox"/>	Wednesday morning 9am-1pm: <input type="checkbox"/>	Thursday morning 9am-1pm: <input type="checkbox"/>	Friday morning 9am-1pm: <input type="checkbox"/>
	Tuesday afternoon 1pm-3.30pm: <input type="checkbox"/>	Wednesday afternoon 1pm- 3.30pm: <input type="checkbox"/>	Thursday afternoon 1pm-3.30pm: <input type="checkbox"/>	Friday afternoon 1pm-3.30pm: <input type="checkbox"/>
	Tuesday all day 9am-3.30pm: <input type="checkbox"/>	Wednesday all day 9am-3.30pm: <input type="checkbox"/>	Thursday all day 9am-3.30pm: <input type="checkbox"/>	Friday all day 9am-3.30pm: <input type="checkbox"/>

### 2. Your details<sup>1</sup>

<b>Full Name of Child and Preferred Name:</b>
<b>Date of Birth:</b>
<b>Address of Child (including postcode):</b>
<b>Telephone Number:</b>
<b>Email:</b>
<b>Mobile telephone number:</b>
<b>Telephone number in case of Emergency</b>  (1)  (2)

<sup>1</sup> The EYFS (latest version) requires North Nibley Pre-school to obtain the following information under paragraphs 3.69 and 3.70 ('Information and Records') and paragraph 3.73 ('Information about child') to enable the running of the Pre-school.

<b>Parent/Carer(s) Name(s) with Parental Responsibility: <u>See attached form</u></b>
<b>Address (if different from child's):</b>
<b>Other children in family (<i>names &amp; ages</i>)</b>
<b>Family religion</b>
<b>Any medical procedures forbidden by family religion</b>
<b>Name and address of Doctor:</b>
<b>Telephone number:</b>
<b>Name and telephone of Health visitor :</b>
<b>Details of any special dietary requirements, preferences or allergies to food or otherwise:</b>
<b>Details of any special health requirements:</b>
<b>Current medication<sup>2</sup>:</b>
<b>History of infections, diseases and immunisations:</b>

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<sup>2</sup> Prescribed/non-prescribed medicine can be administered only if an 'Administration of medicine' form as been completed. As per EYFS paragraph 3.46.

# Parental Responsibility Form

Under the Early Years Foundation Stage (EYFS) that came into effect from September 2008, and has been revised periodically over the years. We are legally required to establish who has Parental Responsibility for each child in our care<sup>3</sup>.

## Who has Parental Responsibility<sup>4</sup>?

- A married couple that have children together both automatically have parental responsibility;
- parental responsibility continues after divorce;
- mothers automatically have parental responsibility;
- where the parents are not married the father has parental responsibility if:
  - his name is registered on the birth certificate (after 1 December 2003);
  - he later marries the mother;
  - both parents have signed an authorised Parental Responsibility Agreement;
  - he obtains a Child Arrangement Order from the Court;
  - he obtains a Residence Order from the Court; and/or
  - he becomes the child’s guardian.

If you have Parental Responsibility, your most important roles are to

- provide a home for the child; and
- to protect and maintain the child.

Please indicate below who has Parental Responsibility. If there are any subsequent changes to these details, please let the Pre-school know immediately.

**Name of child/children:** .....

**Date of Birth:** .....

**Name of person/s with Parental Responsibility and contact number:**  
.....  
.....  
.....

**Name of Resident parent<sup>5</sup>:** .....

If parents are separated or divorced has a Child Arrangement Order or Injunction Order been granted by the Court?      Yes or No (please delete the one which is not applicable).

What condition(s) does this state? .....

Please see the Pre-school’s Separated Families Policy (No 40) for more information.

Please complete and hand to the Playleader with your registration form (see Welcome Pack).

<sup>3</sup> EYFS Para 3.73 “information about the child”

<sup>4</sup> <https://www.gov.uk/parental-rights-responsibilities>

<sup>5</sup> Resident parent: is the parent who has the child living with them for the majority of nights in a week.

### 3. Emergency Contact details<sup>6</sup>

Emergency Contact 1
Name:
Address:
Telephone:
Relationship to child:

Emergency Contact 2
Name:
Address:
Telephone:
Relationship to child:

Childminder/Nanny
Name:
Address:
Telephone:
Please tick the box if you are happy for us to contact your childminder/nanny should the need arise. <input type="checkbox"/>

Names of people who may collect your child

Any other significant information

<sup>6</sup> As per EYFS para 3.73 within section 'Information for parents and carers'

## 4. Permissions

- I give permission for my child to be given any necessary emergency medical advice or treatment.  
**Yes/No** (delete as appropriate)
- I give permission for my child to have sun cream or a plaster applied when necessary.  
**Yes/No** (delete as appropriate)
- I give permission for my child to be taken to the playground, playing field or North Nibley Church of England Primary School during the session.  
**Yes/No** (delete as appropriate)
- I give permission for the staff/committee member or member of the press to take photographs of my child for their observation record or for promotion of the Pre-school.  
**Yes/No** (delete as appropriate)
- I give permission for North Nibley Pre-school to share information about my child with other settings that he/she attends<sup>7</sup>.  
**Yes/No** (delete as appropriate)
- I give permission for my child to access the internet under the direct supervision of his or her Play Leader/key worker.  
**Yes/No** (delete as appropriate)

**PLEASE WRITE BELOW THE NAME AND ADDRESS OF ANY OTHER SETTINGS YOUR CHILD ATTENDS.**

Other settings my child attends
<p>Please tick the box if you are happy for us to contact your child's other setting(s) if the need arises.</p> <input type="checkbox"/>

- I am interested in helping out with fundraising (about 2 hours per full term).  
**Yes/No** (delete as appropriate)
- I am interested in finding out more about being involved in the committee.  
**Yes/No** (delete as appropriate)

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<sup>7</sup> EYFS para 2.13 refers to children attending more than one setting.

**Data Protection statement:**

North Nibley Pre-school (NNPS) will collect only the personal information it needs to perform our functions in line with the standards for learning, development and care of your child from birth to 5 years old as set out in the Early Years Foundation Stage (EYFS) framework (latest version). North Nibley Pre-school are a controller of your and your child’s personal data under applicable data protection laws, including, from 25 May 2018, the General Data Protection Regulation (GDPR)<sup>8</sup> and the Data Protection Act 2018.

This form enables NNPS to comply with the EYFS and Childcare Acts 2006 and 2016. This form is kept in your child’s folder which is kept securely under lock and key. Access is only by the Playleader or under her direction. This information will be destroyed 3 years after your child has left North Nibley Pre-school<sup>9</sup>.

- We will only use your and your child’s personal information to enable us to provide an early years education service to you.
- We will also use this information to keep in contact with you either by email or post.
- We will keep the information secure and will only share it as necessary and appropriate for funding purposes (eg. to access 15 or 30 hours funding from Gloucestershire County Council) or if required by law (eg. for safeguarding purposes).
- You have the right to ask us to view any information held and we will comply in accordance with the regulations.

By ticking this box you are consenting to us holding and processing your data and sending you information.  If you do not give us your consent, then this will limit our ability to deliver the learning and development to your child and ensure that they are ready for school.

You can ask us to delete any data held at any time and we will comply in accordance with our statutory obligations.

<b>Signed</b>
<b>Parent/Guardian Date</b>

<b>Checked by</b>
<b>Pre-School Date</b>

**Thank you for completing this form.**

Please return it to  
Elaine Roberts, Playleader  
North Nibley Pre-school  
Village Hall, The Innocks, North Nibley, Glos GL11 6DP

(updated October 2023)

<sup>8</sup> See Policy 36: Data Collecting and Information Sharing

<sup>9</sup> See Policy 35: Record Keeping

# All about your child

## All about Me

**My name is:**

**I like to be called:**

**I am** *(years old)*:

**I was born on:**

**I live at:**

**I live with:**

**My pets are:**

**Other people that look after me are** *(is your child used to being left)*:

**The things I like to play with are:**

**When I'm at home I enjoy:**

**The places I like to visit are:**

**I'm good at:**

**I might need help with:**



**My favourite foods are:**

**I don't like:**

**Foods I'm not allowed (for cultural, allergy or other reasons) are:**

**Are there any ways in which your child might need particular help/support from a member of staff?**

**Does your child have particular names/words for comforts or significant people or pets:**

**Does your child need any help with their toileting:**

**Please tell us about anything else you would like us to know to help your child settle and have a happy time at preschool**

**Thank you for sharing this information.**

Please return to  
Elaine Roberts, Playleader  
at North Nibley Pre-school  
Village Hall, The Innocks, North Nibley, Glos GL11 6DP