



Duloe CofE Primary Academy

An adventure for the mind and a home for the heart
for all God's children

Our Christian Values: Creativity, Compassion, Friendship, Perseverance and Respect



Welcome from Mr Hannah

Our school vision is 'An adventure for the mind and a home for the heart for all God's children' and this underpins how we approach every aspect of school life. We want your child to enjoy the learning process and attain well academically, while at the same time creating a supportive and nurturing environment that ensures they feel safe and valued. We do all of this within the Christian ethos of school and celebrating our Christian values of Creativity, Compassion, Friendship, Perseverance and Respect.

We are delighted you have chosen Duloe for your child to attend. As a small, rural school we pride ourselves on being able to build relationships with families and work with them to get the best outcomes for every child. We operate a genuine open-door policy, so if you need anything clarifying please always feel free to speak to a member of staff. We are here to help and we look forward to welcoming your child and seeing them flourish.

Best wishes,



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What are the aims of our Pre-School?

We follow the Early Years Foundation Stage** (EYFS) Principles from birth to age five.

In doing this we aim:

- To have happy, fulfilled and motivated children.
- To provide a stimulating environment for children to explore with their play and to learn from their experiences.
- Supporting Learning
- Transition to School
- Play and Exploration

**What is the Early Years Foundation Stage? This is how the Government and Early Years professionals describe the time in your child's life between birth and age 5. This very important stage in your child's development helps them get ready for school, as well as preparing them for their future learning and successes.

From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure and support their development, care and learning needs

You can download a copy of the Parents' Guide to the Early Years Foundation Stage Framework at

<https://foundationyears.org.uk/2021/09/updated-guidance-to-support-the-eyfs/>



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Pre School Sessions

Sessions are available Monday to Friday during term time.

Morning Sessions 9.00am – 12.00pm 3 Hours

Afternoon Sessions 12.00pm – 3.00pm 3 Hours

All Day 9.00am – 3.00pm 6 Hours



Thursday Mornings from 9.00am – 11.00am is our under 5's Playgroup where we welcome all children and parents/carers to attend and take part in a craft activity and meet the staff. £2 a child (no charge for under 1s).

We believe that settling children in is an important process. We are flexible when it comes to children settling. We offer an hour stay and play for the first two sessions. After this if you feel your child needs additional settling sessions please contact the office.

Funding

Early Years Free Entitlement Funding currently provides up to 15 hours per week for 38 weeks a year. Currently a child becomes eligible for this funding the term after which they turn three years old, the table below illustrates this:

Child's birthday	When you can claim
1 st January – 31 st March	The beginning of term on or after 1 st April
1 st April – 31 st August	The beginning of term on or after 1 st September
1 st September – 31 st December	The beginning of term on or after 1 st January

If both parents (or a lone parent) are working more than 16 hrs per week, you may be entitled to extended free funding totalling 30 hrs per week. To find out more please visit childcare choices website at the following address <https://www.childcarechoices.gov.uk/>

Hours above the funded are charged at £5.40 an hour.



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What to Wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washable and not too new. We support children to practise the skills needed to help them on their way to independence. Simple clothing, which they can take on and off and put on themselves, will give them the success of being able to go to the toilet with minimal adult support. Waterproof coat so the children can play in all weathers and we ask for a pair of wellies to be kept at Preschool.

Toilet Training

There are safe nappy changing facilities at the Pre-School. Please provide a small supply of nappies and wipes along with any lotions you may use and keep these in your child's bag on their coat hook.

Many 3-year-old children attending Pre-School are likely to be ready to start using the potty. Please let us know when you start potty training at home and we will work with you to ensure there is consistency of approach at home and in Pre-School. There are bound to be a few "little accidents", so it is useful to have a change of clothes, to put onto their peg.



Lunch and snacks

Children are given a fruit snack at 10.45 each day along with a glass of milk. For lunch the children can bring packed lunches or a hot meal can be ordered for them via ParentPay (see below). Menu is available on our website www.duloeprimary.co.uk as well as on ParentPay.

Break times

The Nursery children have their playtimes and lunchtimes at the same time as the rest of the school, which all adds to our family ethos.

Collecting Your Child

If you are not collecting your child, please ensure that the Staff are made aware and that they have the details of the person who will be collecting. If for any reason you are unavoidably delayed, please ring school on 01503 262059.



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Arbor

At school we use Arbor as our administrative software to update children's records and to complete consents. On joining pre-school, you will be sent log in details to be able to access the parent portal.

ParentPay

In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment method to pay for dinner money. Please note we will in future use ParentPay for other items such as school trips. Payments can be made electronically online using a very secure website called ParentPay. On joining our pre-school log in details will be sent.

Absences/Illness

Generally, if children are unwell the best place for them is at home with an adult. A sick child will not be able to cope with nursery activities and if the illness is infectious there is a risk of other children and staff becoming ill. Families must contact school by telephone **each day** of your child's absence. If the absence continues you should keep the school informed. Also let us know if your child has a medical, hospital, optician or dental appointment in school time.

If your child has had diarrhoea or sickness, please allow **48 hours** free of this before bringing them back to nursery.

Should your child become unwell during school time we may need to contact you urgently, so please ensure that we hold **accurate and up-to-date** information on your emergency contact form. Please inform us of any change that may occur. It is vital that we have up-to-date contact details for parents and carers. Please inform the school office if your telephone number(s) change so we can contact you if we need to.

If medicine is required, you will need to speak to the office staff about this and complete a form.

