

Love, Learn, Grow

Dear Parents,

Welcome to St. Joseph's Preschool

Session Times

- 8.45am to 11.45am
- 12.15pm to 3.15pm
- 8.45am to 3.15 pm

We try to allocate the sessions requested, but if this is not possible we will discuss alternatives with you.

Dropping Off / Picking Up

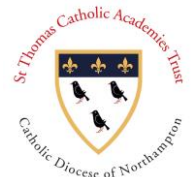
- "Soft Start" you may drop off children from 8.30am to be ready for 8.45am start.
- When dropping off at 11.45am, at the school main office, please wait, until a member of staff opens the door. Please ensure your children and any accompanying children remain with you.
- Collection Arrangements. Within the online admission form you will be asked to set up a memorable word. In the event of another person collecting your child, they will be asked for the password/memorable word as means of identifying that they have the authority to collect your child.

Fees and Funding

Fees are due at the start of each term or half term. Fees are still chargeable in the event of non-attendance. All children will be funded from the term after their third birthday for up to 15 hours per week for 38 weeks a year. It is possible, spaces allowing, that we will be able to offer an extra session so children can attend three whole days. In this case there will be a charge for the extra sessions. For which you will be invoiced termly.

School Etiquette

The school gates will be opened to allow access at 3.10pm. If you have other children in the school and they are on the school playground, please do not call them over to you. This compromises the safety of the children as you may not be known to staff members. **There is no parking available on school premises unless you are a Blue Badge Holder.** Parking is available in the church car park.



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Snack Time

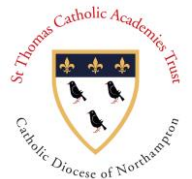
Snack time is a very important part of our daily routine. It is a time when children are able to develop friendships and social skills as well as gain the independence and confidence they need to make choices. The children are offered a choice of milk or water to drink, and they share a plate of mixed fruit & vegetables.

Lunch Time

Children remaining over the lunch period are required to bring a packed lunch. Please remember our Healthy School Initiative and pack your child's lunch appropriately. Please try to ensure wrappings are "easy to open", obviously we will help, but we try to encourage the children to be as independent as possible. We are a **NUT FREE ZONE** so please check all ingredients.

Clothing

- ✓ Children need to wear comfortable clothing which they are easily able to deal with when going to the toilet. Leggings, jogging bottoms are great – dungarees are not!
- ✓ We encourage all children to wear the school t-shirt and sweatshirt which is available on <https://www.earthuniform.com/collections/st-josephs-catholic-primary-school>, children may also wear green track suit bottoms which are available at our suppliers but you can purchase from an alternative store.
- ✓ Each child needs a pair of wellington boots, which stay in school on a rack. They also need a rucksack, with a complete change of clothes, which goes home each day.
- ✓ Children go outside to play, whatever the weather, please dress the children appropriately with coats, jumpers, etc. Sun hats should be kept in school and whenever necessary, sun lotion should be applied before children attend their morning or afternoon session. In case additional protection is necessary, parents are asked to provide clearly labelled sun protection of their choice to be kept in the child's bag.
- ✓ Shoes can often cause difficulties. Please try to buy shoes with fastenings that can be easily managed, especially when they are changing to wellington boots.
- ✓ We do not allow children to wear open toed sandals or strappy shoes (including Crocs). Parents will be called and asked to bring suitable footwear into school.
- ✓ If your child has long hair, please ensure that it is tied back.
- ✓ All items **MUST BE CLEARLY NAMED**



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Child Protection

The school has in a place a comprehensive Safeguarding & Child Protection Policy. This can be accessed via the St. Joseph's School website <http://www.stjosephschalfont.school>. All suspicions or allegations of abuse will be taken seriously and appropriate action taken promptly by qualified staff. The school's designated Safeguarding Officer Mrs Ford. Please speak to her in the first instance via the school office if you have any concerns.

Equal Opportunities

We are fully inclusive and where Children have additional needs parents will be able to work with trained staff and outside agencies to provide the best care and education for their child. The school has in place comprehensive Equal Opportunities Policies to ensure all children and their families are treated equally and fairly. The school's Special Educational Needs Coordinator is Mrs Ford.

Curriculum

In Early years we follow Development Matters. Please see the school website for the terms overview of the curriculum.

Resources and Equipment

The children will use both indoor and outdoor equipment which is age and size appropriate and is regularly checked for wear, tear and damage. The equipment and resources used will be varied in accordance with the childrens' interests and are selected to support their learning and development. The children will often come home with paintings, drawings and other creations which may appear to have little value. However, the work the children will have put in to these will have developed many skills, including their confidence and self-esteem, so we ask that you appreciate and praise all of their efforts as we, the pre-school staff do.

Open Door Policy

Staff are available to discuss any worries or concerns you have. We are happy to try and see you before or after a session, if that is not possible then a mutually convenient appointment time can be arranged. Any concerns can be recorded on this communication tool and staff will respond appropriately. We have in place a full set of comprehensive policies, these can be accessed by the school website at <http://www.stjosephschalfont.school>. If you feel that your concerns are not being addressed you can also contact the Early Years leader, to discuss it further.

