



**Ofsted Registration 254052 - rated GOOD in 2023.**

At Fairhaven Preschool, we aim to:

- create a happy, warm and secure environment where children are looked after with kindness, attention and concern.
- nurture your child; for some this may be their first experience of care outside the home, we will give you and your child all the support you need!
- encourage children to learn and develop through play.
- provide a place where children can socialise, become independent and learn about the world around them.
- offer a variety of activities and a good quality range of toys and resources.
- be flexible in our approach – we know children progress at different rates and we simply want them to reach their potential.
- ensure all children have the opportunity to access the Early Years Foundation Stage curriculum.
- give opportunities for children to share in the activities of Fairhaven Primary School, for example, Book Week, Sports Day and Walk to School Week.
- facilitate a smooth transition from preschool to Reception Class (at whichever school your child moves on to).
- ensure our staff are well trained and have a positive attitude towards caring for children.
- maintain a good relationship with parents/carers – we want you and your child to be happy!

## Admission

We have places for 24 children per session and we are able to take children from their second birthday, term time only. Our opening hours are 9:00 am - 3:15 pm.

Early Club	Morning session	Lunch Time	Afternoon	All day
9:00 - 9:15 am An additional charge of £1.50	9:15 - 12:15 pm	12:15 - 1:15 pm	1:15 - 3:15 pm	6 Hours

Please speak to the preschool Manager regarding availability.

If no spaces are available at the time of request, your child will be placed on our waiting list.

### Dropping Off / Picking Up Procedure

Early Club - for a charge of £1.50, you are welcome to bring your child to preschool at 9:00 am, you must inform the manager that you would like this service in advance so we can plan staffing.

#### On drop off:

Parents/Carers and their children are asked to wait outside the building until the hall doors open at 9:15 am, at which point your child is greeted by a member of staff, children and parents/carers say their goodbyes and a staff member escorts the child into the cloakroom.

Exceptions are made for new starters and unsettled children, but we have found this routine to be a much easier transition for the children.

A member of staff supervises the main doors, whilst the other staff members are available to engage and settle the children into activities.

Every child has a name tag in the cloakroom; bags and coats should be placed here on arrival.

Once inside the main hall children collect their named log slice from their tray and place them into the 'who's here today?' basket that is situated on top of the tray unit.

A member of staff stays at the main door until all children have arrived, at this point the main doors to the pre-school are locked for the whole of the session.

The children are signed into a daily register.

## **On collection:**

Due to Safeguarding reasons parents/carers are asked to wait outside the main doors that remain locked. A member of staff will stand at the main door and let the children out one at a time as the person collecting them arrives.

At collection time any letters containing parent information etc. will be handed out to each child's parent/carer.

If someone other than the named person is collecting your child, please inform a member of staff in the morning who will write this in the register.

*Please note: We will not allow your child to go home with any person not on the named list without prior permission from parent/carer on drop off in the morning.*

## **Our day:**

We often stay inside until after our first snack at 10:00am, then we open the door to our garden and the children can free-flow between inside and outside. At 12:15 pm we have lunch until 1:15 pm then the children find quiet activities to do on the carpet area until the tables and floors are quickly and thoroughly cleaned. After that we begin learning through play again, inside and outside with occasional adult led activities too. At 2:45am we have a drink break and songs and stories after. We always end the session with a story and songs!

## **Clothing**

Please could you send your child in clothes that are easily washed, give freedom of movement and allow the children some independence.

We do have a uniform in our preschool which is optional, please speak to staff about how you can purchase this. However; you can also buy any other [blue](#) uniform from other retailers.

The children have access to messy play and our mud kitchen and although we do encourage the children to wear protective aprons/overalls we cannot guarantee that clothes will remain clean by the end of the session!

Wellington boots should be supplied for outside. Each child should also have a bag containing a change of clothes and if necessary nappies and wet wipes. Please ensure that your child's bag is adequately sized to fit all of these items as well as art work and a book.

Children **MUST** have a coat in preschool everyday and a sun hat during the warmer months.

**Please label all items of clothing with your child's name.**

We are happy to help and encourage toilet training if it is also maintained at home.

## **Jewellery**

Only stud earrings are acceptable in the preschool, as any other may be dangerous in a busy play environment. We have to insist that all jewellery is either removed or covered with a plaster during Physical Development activities.

## **Illnesses, absences and medicine**

We would appreciate a phone call or message if your child is not attending preschool due to illness on the preschool telephone number 07508842203 or [manager@fairhavenpreschool.com](mailto:manager@fairhavenpreschool.com)

In cases where we suspect illness, parents are contacted by telephone. Please ensure we have your up-to-date contact details in case we need to contact you. It would be helpful if an alternative person could be identified who could be contacted if neither parent is available. Sick children are cared for by the preschool until they can be collected. In the interest of everyone, children should not return to preschool until they have had at least 48 hours to recover from any illness, especially sickness and diarrhoea.

Children taking prescribed medication must be well enough to attend the setting.

Only medication prescribed by a doctor (or other medically qualified person) will be administered by staff. It must be in-date and prescribed for the current condition. Children's prescribed medicines **MUST** be in their original containers, clearly labelled with the child's name and dosage required as prescribed by a doctor. Staff **WILL NOT** administer any medicine which is incorrectly labelled or unlabelled. We will **NOT** administer Children's paracetamol (Calpol, Nurofen etc.) (un-prescribed) and this must not be brought into pre-school, if your child is unwell enough to require Calpol etc. they must not be brought into the setting.

The staff member receiving the medication must ask the parent to sign a consent form.

**No child may self-administer.** Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need.

The cuts and grazes, which occasionally occur at preschool, are dealt with by the person on duty. Children who bump their head during the day will bring home a note that gives you information about their accident. Staff will also ask you to sign an accident form. There is a member of staff with a current Paediatric First Aid Certificate always in the preschool during session.

Preschool staff are unable to administer any medicines which are not prescribed. Asthma inhalers are kept secure in the preschool along with the necessary dosage and times the inhalers should be taken. Where a child has permanent medical needs, a care plan is drawn up with parents to discuss what staff should do and sign. The preschool **MUST** be informed of all medical needs and allergies.

Staff will also ask you to sign a 'pre-existing accident form' if your child comes into preschool with a scratch/bruise etc.

## **Snacks**

During the mornings a variety of chopped up fruit or vegetables are offered to the children.

Children are encouraged to try to eat the fruit/vegetables however they are not forced to eat them. We also provide carbohydrates such as biscuits, bread sticks, Cheerios, crackers etc.

Milk is also provided, again the children are encouraged to drink it but water is always available. We will cater for food intolerances/allergies and provide non-dairy milk if needed.

## **Packed Lunches**

Children attending sessions over the lunchtime period bring in their own packed lunch. We will encourage children to eat what is sent for them starting with sandwiches, salad and fruit and finishing with any treats such as biscuits or cakes. Children will not have to eat all of their sandwiches before moving on, but they will be encouraged to eat a reasonable amount in order to sustain their energy levels for afternoon sessions.

If your child won't eat a sandwich, please don't give them one, give breadsticks, pitta or a wrap, with small options such as cut up cheese, ham etc. If a bag of crisps is too big then put a few in a small pot each day your child has lunch. A pot of grapes (sliced lengthways please), raisins or a tangerine are also good choices.

Parents will be requested if they could pack only 1 'unhealthy/treat' e.g. crisps or biscuit or maybe ½ a packet of crisps and a small biscuit.

Please do not send sweets or fizzy drinks as these are not allowed in the preschool.

Rubbish is not removed from lunch boxes – this shows the parent/carer what has been eaten. Please clean the lunchbox regularly, if not daily. A recent study showed that children's lunch boxes are a top contender with bacteria and overall 'yuck' factor.

## **Books**

Children and parents are invited to borrow books from the book area and change them whenever they want to (daily if necessary).

We like to support and encourage the enjoyment of books and reading for all, please care for our books at home.

## **The Importance of Play**

We follow The Early Years Foundation Stage (EYFS) which main principles offer the preschool staff support and guidance to help your child. The framework also sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about your child's progress through the EYFS

Through play your child will be learning and developing their skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

There are 3 Prime areas that we mainly focus upon within preschool which are:

- Personal, social & emotional development
- Physical Development
- Communication & Language

We then incorporate the following 4 areas alongside the prime areas of learning:

- Literacy
- Mathematics
- Understanding the World
- Express Arts and Design

Through observations we can determine the children's individual needs and requirements and plan certain activities to be incorporated into their play. We appreciate that all children develop at different rates and are happy to provide support and advice for all families.

## **Key Person**

Each child that attends preschool will be allocated a Key Person before their first day. A Key person will be the member of staff who will conduct the observations and planning for your child. They will also complete your child's on-line Learning Story through Tapestry, which is an on-line profile complete with photographs and observations of your child's time within preschool. You can upload your own photos and videos too which we will share and discuss with your children, this is a fantastic talking tool!

The Key Person is also the main contact between preschool and the Parent/Carer and

should be the first person you speak to at preschool if you have any problems or concerns about your child's development. They are also more than happy to hear of any achievements your child has made at home!

If you have any questions regarding the Key Person System, please speak to Gemma (Preschool Manager).

### **Staff to child ratio**

The preschool operates to the following ratio.

Age 2 - One member of staff to 4 children

Age 3-5 - One member of staff to 8 children

### **Independence**

Children are encouraged to become as independent as possible!

Dressing, using the toilet, changing their books and putting on their coats are just a few of the self-help skills that will help your child all through their time with us and in their lives. It is helpful if the children are allowed to wear clothes that enable them to dress themselves independently, such as shoes with Velcro straps and trousers that have elasticated waist.

### **Safeguarding Children**

If you are unable to pick your child up on time, please let us know.

We will provide emergency supervision until 4:15 pm. If we have no knowledge of what has happened by then the Preschool Manager will contact Social Services.

Please tell us if your child will be collected by a different adult from usual, as we cannot release a child unless we have been previously advised in writing.

The preschool is committed to promoting the health and welfare of all the children.

We want all children to grow and develop in a secure and positive environment. The physical and emotional well-being of each and every child is carefully monitored. Every member of staff has a duty to ensure the safety of the children. We wish to work with you, as parents and carers, to ensure the best possible care for your child. Occasionally there are situations which give us concern and will be discussed with the Safeguarding Lead Professional Gemma Bloom. Our prime concern is always the well-being of the children. If we act, it is to protect the child. We are required by law to follow the procedures laid down by the Norfolk Safeguarding Children Board <https://www.norfolklscb.org/> and work with Children's Advice and Duty Service (CADS) in the event of concerns regarding harm to any of the children in our care.

By following the procedures, we are in no way inferring that any parent or carer is responsible for wrong-doing.

## **Equal Opportunities**

The staff and committee at Fairhaven preschool actively pursue an environment which values and offers equal opportunities for all, whatever their culture, religion, gender, ability, age or class.

Our Equal Opportunities policy is displayed under the main parent's notice board. If you would like a copy of this or any of our policies, please see the preschool Manager.

## **Behaviour**

Discipline in the preschool, to safeguard the safety and wellbeing of the children, is firm but fair, gentle and nurturing.

We concentrate on promoting positive behaviour, valuing co-operation and caring attitudes. We praise good behaviour and tell children when and why they have behaved in an unacceptable way and offer guidance.

We give all children the opportunity to talk through their choices. With positivity and encouragement, most behaviours can be shaped.

A copy of our Behaviour policy is on display under the main parent's notice board. Some phrases that we use that you may want to use at home are 'kind hands, kind feet' and 'listening ears and looking eyes' 'inside voices' etc.

Of course we will discuss any challenging behaviour with you, and we will also let you know when your child has been kind, made good choices or made us laugh!

## **Preschool Fees**

For children who are not eligible for funding or those who are eligible but require additional sessions (subject to availability), the charge is currently £5.50 per hour.

Unfortunately, we are unable to give refunds if a child is unable to attend for any reason.

Three weeks written notice must be given if you wish to remove your child from the preschool.

## **Funding**

### 2 Year olds

There is funding available, which offers 2 Years olds to have 15 hours of free childcare per week. Please speak to us to see if you're eligible.

### 3-4 Year Olds

3 - 4 year olds will receive 15 hours a week funded in the term that begins after their third birthday. You may also be eligible for 30 hours a week free childcare. This is the website to see if your child is eligible <https://www.gov.uk/30-hours-free-childcare>

## **Settling In Policy**

Children are very individual therefore we have a flexible approach to 'Settling In'. Before a child starts to attend the setting, we use a variety of ways to provide his/her



parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting and individual meetings with parents.

We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.

We use pre-start visits and the first session at which a child attends to explain and complete, with his/her parents, the child's registration records. We offer a free trial session of an hour to enable children to see a beginning and an end and to be reassured that parents / carers come back.

When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.

On the agreed start day bring your child slightly later than the normal start time and collect them a little earlier. This will avoid the hustle and bustle of other parents and carers dropping children at preschool and your child may become distressed if they see other children going home first.

We recommend that the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.

Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent/s to be on hand to re- settle them.

We judge a child to be settled when they have formed a relationship with their key person; for example, the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when. Please don't sneak out!

We recognise that some children will settle more readily than others, but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to stay for at least the first week, or possibly longer, until their child can stay happily without them.

We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.

We reserve the right not to accept a child into the setting without a parent or carer if the child finds it very distressing to be left. This is especially the case with very young

children.

If a child becomes very distressed the parent or carer will be phoned and asked to collect their child and discuss strategies with the key person. If we have tried every technique and activity and your child is extremely distressed for half an hour with no sign of calming down, we will call and ask for you to collect your child.

If you would like re-assurance, please call us and we will give an honest account of how your child is settling in.

### **The progress check at age two**

Under the EYFS we are also obliged to conduct a progress check on all 2 year olds that attend our preschool. This is conducted by the child's Key Person through observations and discussions with the child and their Parents/carers. Our main focus will be upon the 2 year olds development within the 3 prime areas;

- Personal, social & emotional development
- Physical Development
- Communication and Language

This progress check enables the child's Key person to determine what areas the child is progressing well in and also highlights areas that the child may need extra support or help in.

The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.

Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.

The progress check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).

The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home.

### **Additional information**

The preschool works closely with outside agencies which include Speech and Language, Family Support and Early help.

We put letters, notes and treasures for you to take home in your child's book bag.

We hope very much that you will value the work that your child brings home! Please encourage their efforts and let them see your appreciation. Your child's enthusiasm and self-confidence are important factors in their success.

*We trust this booklet provides you with all the information you need regarding the preschool. If you have any further questions, please do not hesitate to contact us!*



Gem  
Preschool Manager



Lesley  
Deputy Manager  
and SENCO



Emma  
Preschool  
Assistant



Shannon  
Preschool  
Assistant



Beth  
Preschool  
Assistant

## **GDPR Privacy Notice**

Please read the following privacy notice which we need to share with you in order to comply with the new GDPR rules and regulations. Schools have a legal basis to process personal data in order to carry out our statutory duties and the majority of the processing we carry out is covered by our duty to “carry out tasks in the public interest.”

Below is the list of which data we collect, why we need to collect it, who we share it with and how long we store it. Where we need consent e.g. for photography and videoing, then we will seek your consent annually, each September.

### **Who processes your information?**

Fairhaven Preschool is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Manager acts as a representative for the school with regard to its data controller responsibilities; the Manager can be contacted on 07508842203 or [manager@fairhavenpreschool.com](mailto:manager@fairhavenpreschool.com). In some cases, your data will be outsourced to a third party processor (e.g. extra curricular club providers, school meals service); however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Fairhaven Preschool upholds are imposed on the processor.

Data Protection Education is our Data Protection Officer. Their role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted via the school office.

### **Why do we collect and use your information?**

Fairhaven Preschool holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To track and assess how well the school as a whole is doing
- To comply with the law regarding data sharing
- To provide health/medical care
- To provide safeguarding
- To support transition to the next school or phase of education

· In the case of photographs to provide identification, progress and attainment evidence as well as to celebrate success.

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

i) From the preschool's admission form completed on entry to school:

- Personal information – e.g. names, pupil numbers and addresses, date of birth, gender, email addresses and phone numbers
- Details of people who have legal parental responsibility for this child
- Additional emergency contacts
- Details of other adults with whom your child normally lives
- Full details of any other adult authorised by yourself to collect your child from school (if different from above)
- Educational history including previous childcare providers i.e. nursery and preschool
- Doctor, health care and other arrangements
- Special dietary requirements
- How will your child normally get to school
- Language spoken at home
- Country of birth
- Nationality
- Ethnicity

ii) We also collect:

- Reports from external agencies involved with families eg. health, social care
- Early Years Pupil Premium eligibility
- Attendance information – e.g. number of absences and absence reasons
- Relevant medical information
- Information relating to SEND
- Behavioural information
- Operation Encompass
- Reports from previous educational settings

Whilst the majority of the personal data you provide to the preschool is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the preschool will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### How long is your data stored for?

Personal data relating to pupils at Fairhaven Preschool and their families is stored in line with the preschool's GDPR Data Protection Policy. In accordance with the GDPR, the preschool does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### Will my information be shared?

The preschool is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Early Years Census
- School to school movement

**The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Fairhaven Preschool is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the preschool census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:**

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Fairhaven Preschool will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

Pupils' destinations upon leaving the preschool	Personal information, educational records
Tapestry	Personal information and pupil images
The LA	Personal information, educational records
Children's Services	Personal information, educational records
The NHS or Medical Agencies	Personal information, educational information
Safeguarding agencies including police	Personal information, educational information if requested
Cluster SENCo	Pupil's name, age, gender, medical information and educational information which include from external agencies e.g. EPSS

## **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Fairhaven Preschool uses your personal data.
- Request access to the personal data Fairhaven Preschool holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way Fairhaven Preschool and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## **Where can you find out more information?**

**If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website where you will find the policies relating to GDPR including our GDPR policy.**