



# Little Linchfield Pre-School

## Handbook 2020/2021



**Linchfield Community Primary School**  
Crowson Way  
Deeping St James  
PE6 8EY  
01778 347450

## Welcome to Little Linchfield Pre-School

We welcome you and your child to Little Linchfield Pre-School. Together we will help your child to experience the very best possible start to their education; an incredible learning journey full of excitement, adventures, new discoveries and of course lots of fun!

Little Linchfield Pre-school is an Early Years Teacher lead setting which aims to welcome children from the term after they turn three into a warm and caring environment where they can learn and develop as they play.

We cover your child's early learning needs through a variety of indoor and outdoor activities, offering a stimulating and safe environment that encourages learning and independence to prepare children for the school years ahead.



We hope this booklet helps to explain the things you may need to know about our Pre-School and how you can be involved during the time your child spends with us.

## Starting Pre-School



You and your child will be invited to Pre-School for a taster session before they start their permanent sessions.

This allows your child to become familiar with the Pre-School team, environment and to meet and play with the other children. During this visit you will have the opportunity to discuss your child's interests and development.

Each child is unique, some will take longer than others to settle into Pre-School so settling in sessions will be tailored to the individual family. We understand that this can be a challenging time for the parent or carer too, so we are always at the end of the phone or email to put your mind at rest.

At Little Linchfield Pre-School we operate an open-door policy and parents/carers are always welcome. If you have any questions or queries, please do not hesitate to speak to a member of staff.



## Child-led Learning

Little Linchfield Pre-School offers a mixture of adult led and child-led learning. We encourage the children to choose their own activities, which guides the staff in each child's interests. The staff then use their expertise to support and extend the individual child's learning in an environment that they feel comfortable in. The staff look for the 'teachable moments' in the child-initiated learning and extend the learning with sensitive interactions. This enables the children to thrive whilst making accelerated progress.



### Key Person and Animal Groups

All the children join an animal group when they start Pre-School: Foxes, Owls or Hedgehogs. Every day the animal groups have planned purposeful adult led activities specifically tailored to the children's learning needs and interests. Each animal group has a key person but all the staff work with every animal group.

## Snack and Lunchtime

We have snack time in the middle of the morning when children are provided with milk and a choice of fruit.

Children who are with us over lunchtime may either bring a healthy packed lunch or choose to order a hot meal from our on-site caterers Farm Kitchens. Hot meals are ordered online by parents at [www.thefarmkitchen.com](http://www.thefarmkitchen.com) and need to be ordered by 12pm Tuesday the week before.



## Communication

At Little Linchfield Pre-School we recognise the importance of regular communication with our parents. There is a weekly school newsletter and Pre-School will send out termly communications with key dates and details on.

If you need to contact the Pre-School staff during the sessions, you can call the school office on 01778 347450 or email:

[enquiries@linchfield.lincs.sch.uk](mailto:enquiries@linchfield.lincs.sch.uk)

### Tapestry

Your child's progress through the Early Years Foundation Stage curriculum is recorded in an online learning journal called Tapestry.



The Journal is a wonderful record of your child's years at Pre-school and can be viewed online using a secure password. Forms and information regarding Tapestry are included in the application pack.

## Useful Information

### Personal Details

Parents should immediately notify staff of any changes to personal or medical details such as any allergies, changes to medication, change of address or phone numbers as soon as they become aware of them.

### Pick up and drop offs

When you bring your child to Pre-School, we ask that you come into the classroom with your child to help them find their peg.

For pick up and drop off time, we use the front of the school side gate access at the end of the car park. The gate will be opened at the start and end of each session.

If you need to collect your child within the times of the sessions, please come to the main school office.



For the safety of the children in our care we will only release children to their parents/carers or a nominated person. We ask all families to fill out a pick-up sheet with the details of who will be picking up the child and supply photos of each person.

## What to Wear

Please ensure that the clothes your child wears are practical for play that can sometimes be very active. We would like your child to be able to cope with items of clothing easily and independently when using the toilet.

Any items of clothing that your child may remove during the session should be clearly labelled with your child's name.

Our outdoor area is an exciting and valuable learning resource. We use this area whatever the weather and it is important that your child is suitably dressed for our changeable British weather. We ask that all children bring a coat and have their own pair of named wellie boots to keep at Pre-School for outdoor play.



School uniform is available for our Pre-School children, although not compulsory. Any enquiries about uniform and orders can be placed at Shot Bowl, our school uniform provider.

## Fees and Sessions

Little Linchfield Pre School offers childcare from 9am to 3pm term time.

During each of our sessions there are 52 places available to children between the age of 3 and 4 years old.

Morning session 9am -12pm: **£11**

Afternoon session 12pm-3pm: **£11**

Full day 9am-3pm: **£22**

We can enrol children the term after their 3<sup>rd</sup> birthday and have 15 hour and 30 hour funded places available.

Payment for sessions can be paid weekly, monthly, or termly via cash, cheque (made out to Linchfield Community Primary School) and we can accept childcare vouchers.



## What you need for Pre-School

- \*A named full change of clothes**
- \*A named pair of wellie boots**
- \*A named water bottle**
- \*A named coat, hat, gloves**
- \*A named sunhat and sun cream**
- \*Nappies, nappy bags and wipes (if needed)**



**We look forward to  
meeting you..**

