



# Christ Church CE Primary School



Welcome to  
Pre School  
A Guide For Parents

*Together we can do all things through Christ who strengthens us*



# Welcome to Christ Church Pre School



On behalf of our school staff and governors, we would like to take this opportunity to extend a warm welcome to Christ Church Pre School. We are so pleased that you have chosen our setting and we look forward to supporting your child to grow, learn and thrive all that they do in their Early education.

Ensuring that all children have a strong and positive start to their educational journey is of utmost importance to us at Christ Church. We believe that all children should have the opportunity to access high quality learning provision and we strive to provide this here in our Pre School provision.

Christ Church has a specific F1 Pre School classroom that is next door to our FS2 Reception classroom. Both year groups share a large, purpose built outdoor area and staff work across the Early Years team to support all children. Our Pre School children have regular opportunities to join the FS2 children in activities such as playtimes, outdoor learning and collective worship. This allows all children to build positive relationships with both children and staff as well as becoming familiar with the wider school. Should you then choose to apply for a place at Christ Church when your child is due to start Primary School, their transition will have already begun and they will be familiar with school, staff and routines which in turn will help them to settle much more quickly into FS2.

Our Pre School classroom is set up with specific areas of provision that allow children to freely choose how and where they play and learn. We have areas for reading, mark making spaces, creative stations, cosy corners, home corner, small world and construction, all of which promote learning and development across the Early Years Curriculum.





# Our Curriculum—Learning through play!

Our Pre School provision follows the Early Years Curriculum 2021. The Early Years team, led by Belen Campbell, plan and deliver purposeful, play based learning activities that allow children to learn and develop across all 7 areas of learning:

Prime Areas			Specific Areas			
Communication and Language	Physical Development	Personal, Social and Emotional	Literacy	Maths	Understanding the World	Expressive Arts and Design



The Prime Areas are crucial to children having a secure foundation for learning to take place in the Specific Areas. As part of our Pre School provision, teaching and learning will be planned and delivered with a strong focus on ensuring children have the necessary knowledge and skills in the Prime Areas to ensure they are able to use and apply these to the Specific Areas.

Our staff are extremely knowledgeable about early childhood development and use this to appropriately plan for children's individual next steps. Our curriculum is carefully devised to ensure children can learn with depth and breadth, we recognise the crucial role that adults play in children's development and place great importance of adults following children's lead and direction. Through this we strive for all children to be motivated and excited to learn in our Pre School and beyond.





## Our Curriculum—Learning through play!

Learning through play is a term often used in Early Years settings, however, families may not always realise what this looks like in practice. When children play they are learning to explore, investigate, take managed risks, communicate, reflect, adapt, collaborate and so much more! What appears to us as adults as simple play can open up so many opportunities for children to discover new things and learn in a way that excites



and motivates them. Encouraging children to play ensures they find ways to do things that suit their personality and preferences. The Characteristics of Effective Learning in the Early Years Curriculum play a crucial part in helping our Early Years team to observe and notice how children choose to play and learn. This information is then used to inform activities, areas of provision within the classroom and outdoors as well as specific teaching sessions and ensure that all children are happy and motivated to learn.



Our Early Years team take time to get to know your children, play alongside and with them as well as observing and noticing how they choose to learn. All of this helps them to form strong and secure relationships with your children and enable us to accurately support each individual child in their learning journey.

As our Pre School Provision is part of our school, we have the support available to us from key members of staff such as our school SENCO (Special Education Needs Coordinator) and our Family Liaison. Both of these members of staff are able to help and support families that are part of our Pre School provision. Early identification of children that may have additional needs is crucial to ensuring they have access to the best possible support and external services if needed. Our school SENCO currently works within our Early Years for part of the week and will be available to all families should they require it once your child starts in our Pre School. If you have any concerns regarding your child's development, please do not hesitate to discuss these with us and we can work together to support your child as soon as they join our setting.



# Our Pre School Sessions

Our morning sessions are 9.00am to 12.00noon and our afternoon sessions are from 12.30pm to 3.30pm. We operate flexible sessions and parents can choose to send their child to any of the following options:

<b>Morning Session</b>	9.00am-12.00noon
<b>Morning Session + lunch</b>	9.00am-12.30pm
<b>Lunch + Afternoon Session</b>	12.00noon -3.30pm
<b>Afternoon Session</b>	12.30-3.30pm
<b>All day Session</b>	9.00am – 3.30pm

## Drop off and Collection

Children should be dropped off at the Pre School entrance, this opens out onto the main front playground. EYFS staff will be at the Pre School entrance at the start of each session to welcome children in to school. We support and encourage children to independently come into pre school where staff will assist them in hanging up their coat and settling into their session. When collecting your child, please wait on the main playground outside the Pre School entrance. Our EYFS team will dismiss children one at a time to the adults waiting. We would kindly ask that when you collect your child, you arrive promptly to ensure that all children can be dismissed safely and on time to parents and carers. Children will be dismissed from the Pre School door one at a time to parents / carers



waiting and we would ask for your patience and cooperation with this. It is really important that we are aware if there are going to be different people collecting your child, please ensure that you let the Pre School staff know who will be collecting your child (if different to normal) and that if circumstances change throughout the day, you contact the school office to let us know who to expect.



## Snacks and Lunches

As part of our pre school sessions, children will have snack available to them in the morning and afternoon. We plan snack time to include opportunities to develop 'communication and language' and 'personal, social and emotional development' skills. Staff will spend time with children, talking and encouraging positive interactions during snack time.

Snacks offered will be healthy options and will encourage children to develop their independence in self serving and feeding themselves. We kindly ask that you send your child in to Pre School with a named water bottle each day, they will have continuous access to this throughout the day and will be encouraged to drink to keep hydrated and ready to play and learn. Children are entitled to free school milk until the term in which they turn 5 years old.

Lunches are available as part of our Pre School provision; children can attend full days, mornings and lunchtime or lunchtime and afternoons. Lunch sessions are charged at £2 and will be invoiced weekly. This payment covers lunchtime care and supervision, it also includes a school meal for your child if you would like them to have this each day. Children will have access to our school catering services and will be able to choose a hot or deli option for their lunch. As a school, we try to encourage children to try new foods and our catering staff are excellent at offering taster pots and samples of the menu for children to explore and try. Any dietary requirements can be catered for and our catering team are available for parents to discuss these with via the school office.



If you prefer, you can send your child into Pre School with a packed lunch, please note that if you choose to do this, there will still be a charge of £2 for lunchtime care and supervision. Please ensure that packed lunches are nut free to accommodate allergies throughout school and we would ask that you support our healthy school ethos by ensuring it contains a well balanced lunch for your child. If you choose to send a packed lunch, please label all pots or boxes clearly with your child's name so that things do not get misplaced. We ask families not to send fizzy drinks, sweets or chocolate in children's packed lunches.

If your child is entitled to funding and you are not using your full hours, any remaining funding may be used to cover the lunchtime supervision and care charges. If you choose to do this but would still like your child to have a school meal, this will be charged daily at a cost of £1 as EY funding is not intended to cover the cost of meals. You will be invoiced weekly for any school meals your child has, these must be paid for within 7 days. If you would like to use any spare funding hours to cover lunchtime supervision and care this must be indicated on your application form.



# Early Years Uniform



We want to make sure our Pre-school pupils feel part of the whole school and see themselves as members of the school community. Children in Pre-School wear an adapted version of the school uniform:

- white polo shirt
- grey trousers, joggers or skirts - whichever your child finds most comfortable and easiest for toileting
- grey socks and black shoes or pumps

- sweatshirt in either yellow, grey or black

- in warm weather children can wear grey shorts or yellow gingham dresses

Children in Pre School do not need to wear school ties.



Uniform does not need to be branded as we know how quickly children grow, however families may choose to have the logo embroidered on uniform items by taking these to Design Stitch Workwear and School wear (Unit 6, Tarran Way, Moreton) where they will embroider our school logo and children's names or initials on uniform items.

Families may purchase school caps and bookbags from the school office and school waterproof jackets are also available if this is something you would like to buy, but your child may also wear their own if you prefer.

Children should wear appropriate footwear for learning both indoors, outdoors and in our Forest School area.

We would ask that children have a bag with spare clothes (including underwear and socks) in case of accidents. Please could you also provide wellies and additional waterproof clothing to be kept in school for any wet play, forest school sessions or for use in wet weather.

Please ensure that all items of clothing are named and that you check these regularly as it can often be difficult to reunite clothing with their rightful owner without a clearly labelled name.

Please ensure that long hair is tied back for school and if children have ear piercings that they are small studs only. Children should bring in a waterproof coat each day, regardless of the weather.





# Wrap Around Care—CC4C (Christ Church for Children)



We have a dedicated Early Years wrap around care provision available at Christ Church. This is run by our Early Years L3 Teaching Assistant and a qualified play worker. Our wider Early Years Team work closely with our CC4C team to effectively plan and deliver high quality learning and play provision for all children that access our wrap around care.

Our Early Years CC4C provision is based in our pre school classroom, this allows us access to appropriate activities, outdoor areas, toys and resources for the children and to create a homely, familiar environment for all children.

As part of our wrap around care, there is the option for children to have breakfast and tea. This is provided by our school catering staff and is served to children in the pre school classroom.

The sessions available for Pre School children are as follows:

	Session Times	Cost
<b>Morning Breakfast Club</b>	8.00-9.00am	£4.00
<b>After School Club</b>	3.30-5.30pm	£7.00

## Drop off and collection

CC4C drop off and collection will be via the main office buzzer gate (located half way down the drive). Please press the intercom and wait for a member of staff to let you in to the school site. Once on site, you should take your child to the Pre School entrance to drop them off for CC4C, if you also have older children attending CC4C they should be dropped off at the same point, school staff will then ensure they safely get to the canteen where the older children will be. This system is the same for collection and any older siblings should be collected together from the Pre School entrance.



*Please note that if you have an older child attending CC4C the times and sessions will be slightly different to the above for us to allow for ratios. If you are dropping your older child at school for the start of the school day at 8.45am and you would like to drop your pre school child at the same time, you will need to book the morning CC4C session or choose to wait with your child until the start of the pre school morning session at 9.00am to drop your younger child.*



## Working Together—a positive home school partnership

It is incredibly important to us that we establish a strong and effective partnership between school and home from the very beginning of your child's time at Christ Church. We aim to offer many different opportunities for you to be involved in your child's learning journey and to become a part of our Christ Church community.



Throughout your child's time in our pre school, we will use an APP called 'Tapestry'. This enables us to share wonderful moments that your child has experienced in pre school such as playing a game with friends, learning a new skill, taking part in a particular group session or simply being happy with their friends. It allows us to send notes and 'memos' home to keep you up to date with things happening in pre school and also gives you the opportunity to upload contributions from home to celebrate achievements or share some learning your child has done with you.



Our pre school has a dedicated email address and we encourage adults to contact us via this, or the school office contact telephone number for any queries, questions or concerns. Our EYFS staff will always be available to speak with parents and carers at the start and end of each session so that important messages can be shared between home and school.

As part of your child's time in pre school, we will hold regular sessions that enable you to come into school and see how your child plays and learns with their friends. These are a great way to see your child's learning in action and understand further about how you can support their learning at home. We will have dedicated opportunities for you to meet with the Pre School staff to discuss your child's progress and next steps in learning at various points throughout the year.

As part of our school staff, we have a child and family mentor; Mrs Gill Baker. Her role within school is to link with families and parents, offer care and guidance in situations where families or children may need support. These circumstances can include things such as family bereavements, sleep routines, behaviour management, separation anxiety or other emotional support. Mrs Baker is available to work with all families in our school, including our pre school. Our staff in Pre School, FS2 and throughout school are always on hand to take time to listen to you if you have any questions and concerns and we pride ourselves on connecting with families to provide the very best for each individual child.



## How can I support my child at home?

There are lots of different ways that you can help to support your child's learning and development at home. Throughout your child's time in Pre School, our EYFS staff will send home ideas of activities that link to our current learning and theme. Along with these activities you could try some of the following:

*Playing board games e.g. snakes and ladders / connect 4*

*Working together to do jigsaw puzzles*

*Playing games to promote turn taking e.g. snap / memory games*

*Playing listening games e.g. telling each other things you can hear in the house or on a walk*

*Playing phonic games that encourage your child to hear and say sounds in words e.g. I spy...*

*Baking together to encourage listening and attention skills as well as gross motor*

*Exploring different mark making e.g. wet paintbrushes on a wall or floor, using fingers to make patterns in flour etc*

*Playing with playdough or fine motor activities e.g. threading beads or pasta on string etc*



The most important tool in your child's growth and development is you! Family routines can often mean finding time to do set activities is tricky, however, if we can find short pockets of time in each day to talk with our children then this in itself is a fantastic way to support your child. Asking them questions, encouraging them to use full sentences, modelling active listening and turn taking in conversation helps our children to develop necessary skills that form firm foundations in all learning. If in doubt...chat!



# Admissions and Funding

All children are entitled to 15 universal hours funding from the term after their third birthday. Some families may be entitled to 30 hours funding, depending on circumstances, which also commences the term after their third birthday.

**If you are eligible for 30 hours funding, you will need to apply online and school will need your eligibility code and national insurance number prior to your child attending.**

Born between these dates	Eligible for a free place
1 <sup>st</sup> April and 31 <sup>st</sup> August	1 <sup>st</sup> September following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	1 <sup>st</sup> January following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	1 <sup>st</sup> April following their 3 <sup>rd</sup> birthday



If your child is 3 years old but not yet eligible for funding, or you would like your child to attend beyond your funding entitlement, additional hours can be booked and will be invoiced weekly at a cost of £12 per session or £26 per day. Any additional hours will be subject to availability. If spaces are available for additional hours, parents must contact the school office to book these and make payments within 7 days upon receipt of their invoice.

Children's 15 or 30 hour places must be set hours booked for a full term using our application form (this is available from our school office). Confirmation that spaces are available and your sessions have been booked in will be sent to you via email once the booking form has been received by the school admin team. If the sessions that you would like your child to attend are fully booked, children will be put on a waiting list and spaces allocated when sessions become available. School will endeavour to offer alternative sessions if the ones you have requested are fully booked.

At Christ Church, we admit children into our Pre School at 3 points throughout the year:  
September, January & April\*

*\*this may change depending on the dates that Spring Break fall each year*

Our Pre School operates during term time only, in line with the wider school term time dates. These can be found each year on our school website.

**For further information on funding please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).**



# Charges and Payments

Any charges for additional Pre School sessions that are not covered by your funding entitlement, including CC4C, or lunch times will be invoiced weekly. Invoices will be sent via email and payments must be made to the school bank account within 7 days, please quote your invoice number as reference when making a payment. Any charged sessions may be paid for using Tax Free Childcare accounts, please ensure invoices are still paid within 7 days.



Sessions are booked for the following full term, any changes including increasing sessions, amending session days or reducing sessions, must be requested in writing via the Early Years email address with a minimum of half a term's notice. School cannot guarantee that requests to change sessions for the next term will be fulfilled, you will receive a response in writing prior to the following term commencing to confirm your requests or discuss other available options. If changes are made during a term without discussing this with school and receiving in writing confirmation that changes can be made, school will continue to invoice and charge for the sessions that are booked for the remainder of the term.

If your child is absent due to sickness or other circumstances, school must continue to charge for any booked sessions, CC4C and lunch times that are not covered by your funding entitlement in order to maintain your child's place in Pre School.

Charges during absence will be at a 50% reduced rate and will be invoiced weekly with 7 days payment terms.

We have to maintain the charges to enable us to provide the high ratio of adults to children required by the Early Years Foundation Stage Guidance.

## **Toilet Training**

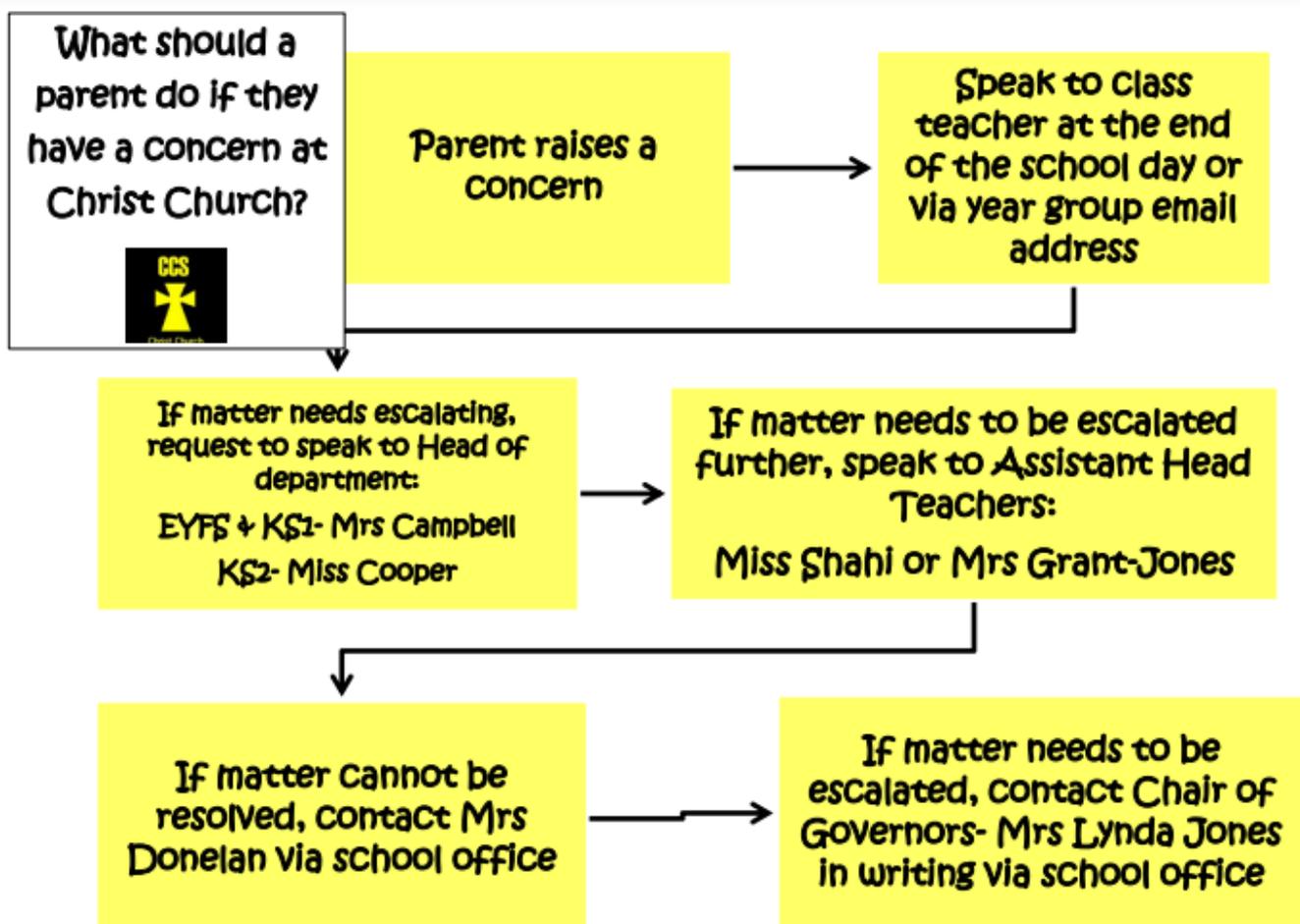
If your child is toilet training, we will liaise with you to discuss an appropriate plan to support them. If they are wearing nappies in the day, we would ask that you provide these, wipes and disposable nappy sacks for your child. Please send packs in to school that can be kept here, Pre School staff will communicate with you when more are required. This ensures that children have their own familiar items and prevents any risk for children with allergies or similar.



# Complaints

It is of utmost importance to us at Christ Church that we establish a strong partnership with families. Open communication is key to this and all our EYFS staff, as well as wider school staff, are always available for you to discuss any concerns with. If you find you have a concern, we would ask you to follow the steps within the flow chart below. This information is taken from our whole school Complaints Policy. This can be found on our school website if you would like to read further about the process and how school approaches concerns and complaints.

[www.christchurch-moreton.wirral.sch.uk/page/policies/54729](http://www.christchurch-moreton.wirral.sch.uk/page/policies/54729)





## Further Information

### School Communication

Christ Church use a website with an APP called **School Spider** to send messages and communicate with parents. When your child starts Pre School you will be given a login to access this. All year groups and the school office have a dedicated email address so you can contact staff with ease. We aim to keep all families up to date with whole school events, important messages and things going on in school, do regularly check our facebook and twitter pages to see the learning and events that are happening in school each day.



**We hope that you have all the information that will help you and your child settle into our Pre School Provision and enable them to have a wonderful start to their educational journey at Christ Church. Should you have any further questions, please feel free to check our school website, [www.christchurch-moreton.wirral.sch.uk](http://www.christchurch-moreton.wirral.sch.uk), or email our Early Years Team via**

**[earlyyears@christchurch-moreton.wirral.sch.uk](mailto:earlyyears@christchurch-moreton.wirral.sch.uk)**

**We look forward to welcoming you and your child into our Christ Church family.**



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