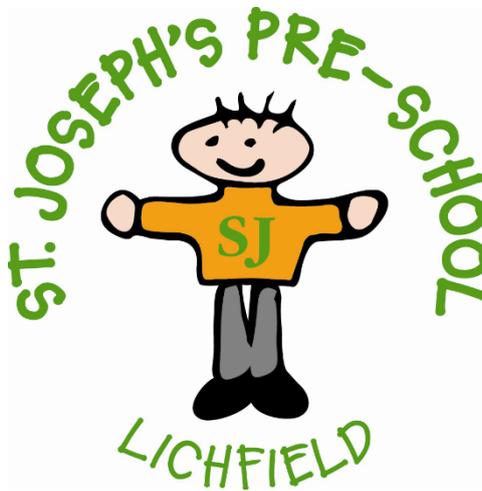


St Joseph's Pre-school

Information Booklet



St Joseph's Pre-school
St Joseph's R.C. Primary School
Cherry Orchard
Lichfield
Staffordshire
WS14 9AN
Tel: 01543 263505
Email: pre-school@stjosephslichfield.org.uk
Website: stjosephslichfield.org.uk

Welcome to St Joseph's Pre-school!

St Joseph's Pre-school is based in St Joseph's R.C. Primary School and we pride ourselves on providing quality education in a caring, stimulating and fun environment, working closely with children and their families to ensure each child's experience in Pre-school helps to provide them with the best possible start on their learning journeys through to 'Big School' and beyond!

In Pre-school we recognise the importance of developing each child's self confidence, self esteem and positive approach to learning, and provide a range of experiences, activities and opportunities to promote each child's development in these areas, from taking home 'Rosie' or 'Ruby', sharing our individual Learning Journey Books with friends and family, having the responsibility of being the 'Happy Helper', to writing proud leaves, making an 'I can snowman' and much much more! We have lots of fun learning and exploring our way through the Early Years Foundation Stage Curriculum and have included just a few photos of the fantastic activities that we get involved in on our website.

Pre-school has a Governing Management Committee and although we have a separate Admissions procedure to St Joseph's R.C. Primary School, we have a close relationship with the school, getting involved in assemblies, special whole school activities and events, and fantastic links with Reception class creating a smooth transition for children from Pre-school to Reception. We also work closely with other settings, Primary schools and other professionals to provide the best care and education for each child.

Pre-school offers flexible sessions for families. We are open during term time from 9.00 a.m. until 3.30 p.m. and families can choose from any combination of sessions from a couple of morning or afternoon sessions to full days. Children can start attending from their third birthday. Our initial deadline to apply for places for the 2015/2016 academic year is 31st March 2014 (late applications are still accepted). Please read through our 'Application, Registration and Transition Procedure' for further information regarding applying for Pre-school places. Application forms and details of our Admissions Criteria are also available on our website. Families are always welcome to come and have a look around Pre-school and meet the staff team as they apply. Parents and Carers are also invited to an open Evening and families are welcome to come along to our 'play days' before their child starts attending.

We look forward to sharing in your child's amazing learning journey through Pre-school!

*Hazel Grundy
Manager*

More information about St Joseph's Pre-school

St Joseph's Pre-school operates in a classroom at St. Joseph's School between 9.00 am and 3.30 pm. Our setting admits up to 20 children per session. Children can start attending as soon as they are three years old. Our staff and child ratio is 1:8, with a minimum of two members of staff each session.

The Pre-school has a Management Governing Committee comprising of:

Mrs R. Thomson - Chairperson of Early Years

Mrs Tina Rowe - Vice Chairperson

Mrs S. Smith - Headmaster and Governor

Mrs P. Lewis - Governor

Staff Team:

Miss Hazel Grundy - Manager

Mrs Tracey Cockell - Senior Educarer (Named Deputy Manager)

Miss Hazel Grundy - Teaching Assistant

Mrs Karen Jackson - Teaching Assistant

Mrs Sue Blake - Teaching Assistant

Cover Staff and Students - Mrs Olivia Cooper and Mrs Rita Redpath

CHILDCARE FEES

Session	Session times	Cost (£4.00 per hour)
Morning	9.00 a.m. to 11.30 a.m.	£10.00
Lunch Period	11.30 a.m. to 1.00 p.m.	£6.00
Afternoon	1.00 p.m. to 3.30 p.m.	£10.00

Fees are reviewed each September

Please note that lunch is not included in the childcare fees. Parents can choose to either bring a lunchbox for their child or purchase a school meal through our Parent Pay system. Snacks are provided each morning and afternoon. Parent donations of bags of fruit are always very welcome. Drinks are provided at snack time and drinking water is available all day.

Government funding is now available for all 3 year olds from the term after their third birthday. All that parents will need to do is to complete a form which we will pass on, and bring in their child's birth certificate in the first week of the first term that their child is eligible for these free sessions, and we will do the rest. Children are entitled to 15 hours of funded sessions from September 2010. These sessions may be split between other establishments.

Invoices for childcare fees are sent to parents at the beginning of each half term and are payable through our Staffordshire County Council Parent Pay system, details of which will be passed on to parents with their first invoice. Payment is due in advance of each half term. We also accept Child Care Vouchers. Further details regarding payment of fees are outlined in our Terms and Conditions.

PRE-SCHOOL ADMISSION POLICY

The Pre-school has close links with the Reception Class at St. Joseph's. Allocation of a place in the Pre-school does have no bearing on admission to the main school. Criteria for this are set out in the School's Admission Policy. An application form and school prospectus can be obtained from the school secretary. Pre-school places will be offered to children according to our Admissions Policy.

AIMS OF PRE-SCHOOL EDUCATION

At St Joseph's Pre-school, we implement the Early Years Foundation Stage Curriculum. We aim to encourage your child to reach their full potential in all areas of development. We encourage all children's social and emotional development, helping them to make friends and gain confidence away from close family, in new and stimulating surroundings. We aim to provide many learning opportunities through play-based activities and so encourage an enquiring mind and develop each child as a happy individual. We deliver the Early Years Foundation Curriculum at Pre-school, working with parents to find out their child's interests and tailoring their individual learning journey throughout Pre-school.

Staff encourage the children to explore different learning areas and activities, and support and extend the children's learning through a wide range of opportunities each day. We also regularly access the outdoor area, taking the 'indoors outside'. Children may not always bring something home as evidence, but they may have spent a long time completing jigsaws, dressing-up and role playing in the home corner, or on the mat with the cars, filling the buckets up with sand or water, making shapes with the play dough. All these activities are just as important as a piece of paper with a drawing or painting on it. Whatever the children are doing, they are learning in some way. Never despair if your child comes out empty-handed and saying that he/she hasn't done anything today - you can be assured that they have!

PARTNERSHIP WITH FAMILIES

Each child has a Key Person who builds up a relationship with the child and family throughout their time in Pre-school. We work closely with families and each child has a special 'Learning Journey book' which is updated throughout the year by the child, their family and their Key Person. The children show great pride in their Learning Journey Book and are encouraged to personalise the front cover as well as take it home throughout the year. This means that families can add their own photographs and parents and children can add information including their child's interests and achievements thus giving a more holistic picture of their child's progress. We also encourage parents and children to share their Learning Journey Book with any other child minders, or settings they attend so that they can also add to it. This enables us to tailor the curriculum for each individual child.

We have a range of activities through the year that parents can be involved in. For example, we send home 'Proud leaves' that parents and children can complete and bring in to show their friends. These special proud leaves are displayed on our Proud Trees and the children love sharing their achievements with their friends.

We have special days such as 'Mark Making Fun Days' where parents are invited in during the session to find out how we encourage early mark making (writing) skills, and days when parents come in to share something with the children (for example some mums come in to make Italian pizza with the children and share information about their Italian culture, and one of the children's Grandads came in to share some funny poems!). We also have 'Star Achievement days' where parents come in to decorate a special 'Achievements Star' with their child to display in Pre-school. We have visitors

from the local community too - for example, Sam from the School Crossing Patrol came in to teach us all about road safety.

We always welcome input from home, so if your child has a book or an object that would help to illustrate our current topic please bring it with you and will include it in our 'show and tell' or display it on our 'Interests Table'. We find out from the children, parents or through the Learning Journey books what children's current interests are and use these to inform our planning as this really supports successful learning (and having fun!).

HAPPY HELPER

The children take it in turns to be the Happy Helper for the session. This includes jobs such as counting how many children are in their group at register time (using the counting wand), 'writing the number on the board, and leading the line. The children very much enjoy this responsibility and are always very keen to be the Happy Helper! We also have special toys such as Harriet the Hedgehog, Old Bear, Rosie and Ruby, who go home with children and share an adventure with them. The children love recording this in their Learning Journey Books and sharing this with their friends!

PRE-SCHOOL UNIFORM

We have a pre-school uniform consisting of yellow T-Shirts and red sweaters with the logo embroidered on them. The T-Shirts cost £4.00 and the sweaters £8.00. For a small cost, parents can also choose to have their child's name embroidered onto their sweater. Your child is welcome to wear the pre-school uniform, or their own clothes.

Our uniform can be ordered from:

Uniforms Plus
Lichfield
Tel: 01543 414520