

# Family Pack



A handy guide to everything you will need to know throughout your child's pre-school year.

September 2017

**Please note:** If your child attends Brambles Pre-School, this does not mean that your child will automatically go to Brampton Village Primary School. You will still have to apply for a place when the forms go out in the October prior to your child starting reception class the following September.

## A warm welcome

Brambles staff and governors would like to thank you for choosing Brambles for your child's pre-school setting and welcome you and your child to an exciting year ahead. Over the coming academic year, Brambles' staff look forward to working in partnership with you – to share in your child's learning, celebrate his or her achievements and to join in with home and family customs and traditions. A bilingual and pictorial book is available for those who wish to request it.

## The Hours and Daily Schedule

### What are the opening hours?

9am-3pm, term time only

### What sessions are available?

9am – 11:30am Morning session

9am – 12:30pm Morning session with lunch

11:30am-3pm Lunch and afternoon session

12:30pm – 3pm Afternoon session

9am – 3pm All day session

### How do I contact you?

School Reception: 01480 375063

Class mobile: 07504 062234

Email: [brambles@brampton.cambs.sch.uk](mailto:brambles@brampton.cambs.sch.uk)

Address: The Green, Brampton, Huntingdon,  
Cambs. PE28 4RF

**Ofsted Unique Reference No: 135131**

### What is the number of funded hours I can claim?

Up to 30 hours depending on eligibility. Children must attend a minimum of two sessions (5hrs)

If your child attends two settings, funding can be shared between the two.

### When can I make changes to my child's hours?

At the end of each term when the new funding forms are available in preparation for the new term or during term time, however there may be charges until the end of that term.

### How much are the non funded hours?

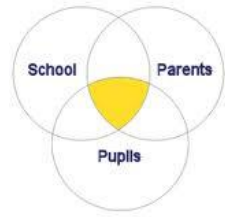
£4.04 per hour

### What do I do if my child has prescribed medication?

Please bring the medication in the original container and the GP label containing all the information on dosage and times etc. You will be asked to fill in a medication form. Please inform staff if they require specific training to administer your child's medication.

### Can my child attend with crutches or a sling?

If your child has crutches a risk assessment will be completed prior to your child returning to pre-school to ensure it is safe for them to do so. If your child has a sling or a cast, again a risk assessment will need to be completed. Any suspected fractures etc your child will need to remain at home until in a hard cast or the doctor agrees it's safe to do so. A risk assessment will again be filled in prior to your child returning.



## Working in Partnership

**Positive partnerships between parents and staff support your child's transition on to the foundation stage of their life-long learning journey**

### Children

Children are the very heart of Brambles pre-school and will always come first. The learning experiences your child will encounter at Brambles are planned with care and in accordance with The Early Years Foundation Stage framework and statutory requirements.

### Parents

By working in partnership, parents and Brambles' staff demonstrate mutual respect and a shared commitment for the well-being of your child. By exchanging information that relates to your child parents can help Brambles' staff to ensure high quality care and enable key workers to develop a better understanding of your child's learning needs.

### Staff

Staff recognise that each family brings something different to the setting. Culture and diversity is embraced and celebrated with children and families throughout the year at pre-school.

*You are able to share your favourite music, food, language, artefacts and information from your home country at any point throughout the pre-school year.*

## Pre-school Governors

Brambles is run by a small group of governors which reports to the schools' full governing body. The pre-school governors' role is to: set the aims and values for the pre-school, monitor implementation of the statutory requirements of the Early Years Foundation Stage framework, and to plan for pre-school development. Ofsted usually inspects the pre-school school at the same time as the primary school. When Brambles is inspected a letter will be sent directly to you explaining the inspectors' judgements and outlining the strengths and areas for developments which they have identified.

*The pre-school governors are: Nic Evans – Chair of pre-school governors, School governor and owner of Brampton Kids Club, Peter Allen – head teacher, Aisha Eason – foundation stage leader and deputy head, Dave Freeman – pre-school and school governor and Sallie Cochrane – pre-school leader.*



## Brambles Staff

**We believe that the provision of high quality learning experiences for children requires a high quality workforce. A well-qualified, skilled staff strongly increases the potential of any individual setting to deliver the best possible outcomes for children.** Brambles' staff are all experienced, well-qualified Early Years' professionals, they are also all parents themselves. Brambles' staff strive to ensure good partnership working with families and outside agencies and excellent working relationships with the children.

**Miss Sallie – Pre-School Leader** Early Years Childcare and Education Foundation Degree – Level 5 (2012) and BTEC National Diploma in Caring Services (Nursery Nursing) – Level 3 (1994). Sallie has over 20 years of experience working within early years in a variety of setting including pre-schools, playgroups, school's, special needs school and Whitemore Prison in the visitors center working with families. Sallie has worked as a nanny, nursery nurse and a registered childminder.

Sallie is a single parent to her 13 year old son and her 11 year old daughter. Sallie's son has additional needs and both children previously attended Brampton Village Primary and now are at the local secondary school.

Sallie was employed as the pre-school leader and was part of the team setting up Brambles when it started in 2008. Sallie works full time. Sallie is the *designated person for Safeguarding and Child Protection*.

**Miss Clare – Pre-School Deputy** NNEB Diploma in Nursery Nursing (1997). Clare has over 20 years of experience working with children as a nanny and a registered childminder.

Clare is mum to her eldest son (15) and identical twin boys (13). Clare and her family served in the RAF

Clare joined Brambles in its second year, September 2009. Clare works full time. Clare is the *designated person for Special Educational Needs Coordinator (SENCo)*

**Miss Rose – Keyperson Assistant** Playwork and Early Years – Level 3. Rose has over 5 years of experience working with children as in a variety of settings including the primary school and kids club.

Rose is mum to her son (14 years) and her daughter (22 years)

Rose joined Brambles in 2012. Rose works part time. Rose is the designated person for *Equalities (ENCo)*.

**Miss Emma –Keyperson Assistant** Early Years Practice – Level 4 (2011) and National Vocational Qualification (NVQ) in Children's Care, Learning and Development Level 3 (2008). Emma has over five years of experience working with children as a nursery nurse, working with all age groups from 3 months to 4 years. Emma also ran a pre-school room in a private day nursery for two and half years.

Emma is mum to her son (4 years) who came to Brambles and has a daughter (1 years old).

Emma joined Brambles in March 2013. Emma works part time. Emma is the designated person for *Every Child a Talker (ECaT)*.

**Miss Vicki –Keyperson Assistant** Early Years Educator Level 3. Vicki has two year experience of working with pre-school aged children. Vicki previously trained in a private day nursery for a year and half.

Vicki is mum to three children, one of which is on the autistic spectrum and has experience with additional needs. Vicki also volunteers with the Scouting Association.

Vicki joined Brambles in February 2017. Vicki works part time. Vicki is the designated person for *Government Funding Forms and Early Years Pupil Premium*

**Miss Kirstie – Lunchtime Assistant and bank staff** Level 2 Teaching Assistant and is working towards her Level 3 in Early Years. Kirstie has over 8 years of experience working with children as in a variety of settings including a secondary school, primary school and pre-school. Kirstie has also worked with children with various additional needs and physical disabilities.

Kirstie is mum to four children and her youngest son has additional needs

Kirstie joined Brambles in January 2016 and works part time. Kirstie is the designated person for *Students*



# Staff Designated Roles

Staff at Brambles all have designated roles alongside their keyworking responsibilities. Each designated role holds different responsibilities and staff have attended specific training for this.



## **Safeguarding – Miss Sallie**

Receiving and acting upon any reported concerns. Ensuring all staff are familiar with, and adhere to the Child Protection Policy and have regard to the Government's statutory guidance 'Working Together to Safeguard Children'; acting as a first point of contact on issues of Child Protection, both internally, and for members of the public; securely storing records of any concerns.



## **SEN – Miss Clare**

Dealing with any additional needs a child may have. Liaising with parents/carers of registered SEN children; identification of children giving cause for concern; recording data on children and sharing with others as appropriate; liaison with outside agencies; advise and support other practitioners in the setting; ensure that appropriate Individual Child Plans (ICP) are in place.



## **ENCo – Miss Rose**

To develop an understanding of the statutory obligation to promote equality and value diversity and differences within pre-school. To work with parents and staff to promote good practice within the setting. To carry out an annual audit of resources and learning opportunities within the setting and to promote images of cultures, race and disability.



## **ECaT – Miss Emma**

To create a developmentally appropriate, supportive and stimulating environment in which children can enjoy experimenting with and learning language. Through every day, fun and interesting experiences which reflect children's interests, ECAT encourages early language development right from the outset, extending children's vocabulary so that before they start school children are confident and skilled communicators.



## **Government Funding – Miss Vicki**

Nursery education funding (NEF) is paid to nursery education providers and covers the cost of part-time nursery education places. The grants need to be applied for directly by the pre-school providing once the form has been completed by parents each term.

## Payments



Notices of Brambles charges are raised by the school finance officer since, although Brambles is financially independent, the pre-school is run and managed by the school governing body. **ALL money needs to be paid for by the date requested.** Invoices are usually sent out during the middle of each month.

### Payments

Brampton Village Primary School and the Brambles Pre-School operates a 'cashless' payment system, therefore no cash or cheques will be accepted. The school finance office will issue you with a unique code which will enable you to pay via a secure website. You will be able to pay for all invoices including invoices for additional sessions, trips etc.

### Paypoint

However, if you would prefer, you can request a card with a personalised barcode that you take to the nearest paypoint (Brampton Co-op) to pay for your child's lunches. Individual barcoded letters can be issued to allow settlement of other charges.

### Childcare Vouchers

If you would like to use childcare vouchers, you will need to ensure that the school accepts your particular type of vouchers. Please go to the main school office and speak to the school finance officer.

### Late Fees

A reminder that Brambles finishes at 3.00pm and late fees are invoiced via the school office at a rate of £5 per 5mins you are late.

The doors will be closed by 3.10pm at the latest. Any children not collected will be taken to the main school office for collection.



## Information Sharing

Brambles' staff keeps you informed about the activities and events that happen at pre-school. This is done in a variety of ways; daily notes on the board, weekly and monthly newsletters and termly updates. It is important that you read the information that is available to you as it will help to keep you up to date with what's going on in the classroom, special occasions, dates for your diary and more!



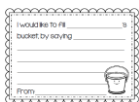
### Daily Information

The notice board is located just outside the main gates. On the board you will find: snacks for the week, pre-school plans for the week and dates for your diary for the academic year plus any other relevant messages. The snacks and plans are there to help you to talk to your child after the session; many children when asked, '*What did you do today?*' will reply '*Nothing!*' – information on the notice board might provide useful conversation starters such as, '*I had blueberries at work, I wonder what there was to eat at Brambles?*'



### Weekly Newsletter

Weekly newsletters are sent electronically unless you specifically request a hard copy. The newsletters are to share with you what the children have learnt/experienced during the week. Newsletters are usually sent out on Fridays.



### Fill My Bucket Slips

Your child will have the story, 'Fill a bucket' by Carol McCloud and Katherine Martin read to them in the first few weeks of term. The story is about a virtual bucket we all have and how it is filled by smiling, helping, caring etc and understanding how special, valuable, and capable they are.

### Termly Activity Sheets

At the end of each term you child will bring home a seven areas of learning activities sheet home. This sheet is designed to make direct links with the Early Years Foundation Stage Curriculum and all the activities demonstrate the learning opportunities that already occur at home. You and your child can complete some or all the activities on the sheet and, after the school holiday, your child can bring their findings back to pre-school and share them with their keyworker and group.

### Dates for your Diary

In this brochure, you will find a 'dates for your diary' page. Brambles staff know how busy a parents life can be, therefore to help, all the dates for assemblies, celebrations, trips etc prior to starting in September are set for the year. This way should you require to take leave from work or arrange alternative childcare, you have lots of notice to do so. The list also includes all the school and pre-schools holiday dates and public bank holiday dates.



### Working in Partnership with Parents

Brambles offer an 'open door' policy for parents to speak to their child's keyworker as and when the need arises. Parents of previous pre-school children have commented that they like being able to speak to staff informally before and after school and having the choice to make an appointment when they wish to discuss their child's Learning and Development Summary. Staff are available to meet with parents on mutually convenient days/times.



### Policies and Procedures

Brambles Pre-School has up to date Policies and Procedures and can be found in the purple folder in the children's cloakroom. You are welcome to view them at any time and if you would like an electronic copy, please email the pre-school leader. Policies and procedures are essential to help provide good quality provision that is compliant with the *Statutory Framework for the Early Years Foundation Stage* (EYFS). They do this by explaining to staff and parents about the type of childcare offered and what actions to take in practice to achieve this. Policies and Procedures are reviewed annually unless changes are made in between time for individual policies and procedures and these will be amended as required. Policies include:

- *Current Child protection and Safeguarding including Mobile Phone Use and the Prevent Duty*
- *Staffing, Induction, Qualifications, Training and Support*
- *Equal opportunities, Valuing Diversity and British Values*
- *Health*

- *Information and Records*
- *Managing Behaviour*



## Cloakroom

The family cloakroom is designed to store all your children's belongings. Your child will have a peg on which to hang their coat and green bag. The cloakroom also has an information area for parents with books, leaflets etc. The boards in the cloakroom display your child's work and photos from home, so please do send them in so we can hear about all the fun things you get up to at home.



Green Brambles Drawstring Bags

Brambles Pre-school provides each child with their own drawstring bag for the duration the year. Parents will need to provide a photograph for the front of the bag and a plastic bag that can be placed inside the drawstring bag with a change of clothing and underwear. These bags must remain at Brambles and are the property of the pre-school. **Please do not bring any other bag to Brambles.**



Wellington Boots and a suitable coat for the weather

Your child **MUST** have at all times: a pair of **wellington boots** (named) that can remain at Brambles for the whole year. Children really do go outside every day of the year and by ensuring your child has wellies and a suitable coat for the season at pre-school they can access all areas of the Brambles garden and school grounds all year round.



Waterproof Trousers

Brambles supplies each child with a pair of waterproof trousers for when they play outside. The trousers are provided to ensure that every child has them. All the trousers are identical and Brambles staff ensure that they are cleaned regularly.



### Legionnaire Hats

Brambles supplies each child with a legionnaire's hat when they play outside. The hats are provided to ensure that your child's neck and ears are protected from the sun. All the hats are identical and Brambles staff ensure that they are washed regularly.



### Suncream

Brambles supplies suncream for all children and uses Nivea Sun, Kids factor 50+. This brand was chosen due to the ingredients and the majority of children can use it without any problems. If you wish your child to use a different brand, please bring in your own suncream clearly labelled with your child's name.

It is vitally important that you name EVERYTHING that comes in to Brambles. There are over 20 children who attend Brambles and many have the same if not similar items of shoes, clothing and lunchboxes. By naming your child's items you will ensure that they are returned to you and your child.



<http://www.orchardschoolwear.co.uk/schools/BramptonVillagePE28/>

Brambles do have a uniform for those who wish to wear it; however it is not compulsory but does save your home clothes! Sweatshirts (from £9.50) and polo shirts (from £8.50), with embroidered badges are available to purchase online from Orchard Clothing via the primary school link above. If the order is delivered to school, there will be no delivery charge and the order will be sent home with your child. There is a delivery charge if the uniform is to be delivered to a home/work address. Footwear should be sensible, flat shoes and ones your child can do by themselves or with limited help.

## Lunch Arrangements



Lunch time is 11:30am – 12:30pm and all lunches are served in the main school hall with three members of Brambles' staff supervising. Once children have finished their lunches, staff walk the children to Brambles for a play until 12:30pm for the first two terms. In the third term (after spring half term), after lunch the children return to Brambles for a play until 12:30pm then join the school children in the key stage two playground for a play until their bells goes at 1:00pm.

### Hot Lunches

Currently there is no option or provision for hot lunches.

### Packed Lunches

If you would like your child to have a packed lunch, you will need to provide this yourself. Your child has only an hour to eat lunch so please consider this when packing their lunch box. We suggest that you include the following:

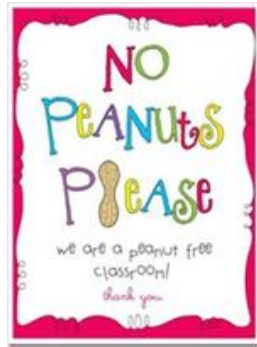
- Lunch box (Named on the outside)
- Water bottle (Named on the outside)
- Spoon (for yoghurt/pudding/custard/jelly etc)
- Small plastic bag (for empty yoghurt/jelly pots and left-overs)
- A sandwich or other carbohydrate
- Cheese, yogurt or other calcium
- A piece of fruit or vegetable
- A small chocolate bar, packet of crisps or other small treat

### Other

Children learn and experience food during snack time, cooking, planned activities and during celebrating cultures.



Please **DO NOT** send your child with nuts or nut products and please no fizzy drinks



## Snack Time

Brambles offers snacks mid morning and mid afternoon; a snack consists of at least two items plus milk or water to drink. A variety of healthy snacks is provided including: fresh fruit and vegetables, dried fruit, milk based products such as yoghurt, bread, cereal, crackers etc. On occasions, Brambles serves 'treats' when celebrating birthdays, different cultures and special themes. Staff have attended healthy eating courses and are aware of portion control and ensuring a balanced diet when planning for snacks. Dietary requirements are catered for and snacks are made inclusive; i.e no child has a different snack from anyone else.



Roasted Fox &  
Scrambled Snake



Percy The Park  
Keepers Trail Mix



Fish & Chips  
crackers and peas



Traffic Light  
Snack



Baklava for  
Israel

# What do you teach my child?



**Brambles pre-school uses the Early Years Foundation Stage (EYFS) Framework which is a statutory document for early years' settings outlining the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.** It promotes teaching and learning to ensure children's 'school readiness' and sets out a broad range of knowledge and skills that provide the right foundation for good future progress through school and life. (EYFS 2011, Pg. 2) *The EYFS helps staff to understand and support each individual child's development pathway. Playing and exploring, active learning, and creating and thinking critically underpin learning and development across all seven areas and support the child to remain an effective and motivated learner. (EYFS 2011, Pg.4)*

## Overarching principles

Four guiding principles shape practice at Brambles Pre-School. These are:

- Every child is a unique individual, who is constantly learning and can be resilient, capable, confident and self-assured;
- Children learn to be strong and independent through positive relationships;
- Children learn and develop well in enabling environments, in which their experiences are shaped by their individual needs and there is a strong partnership between keyworkers and parents and/or carers;
- Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years' provisions, including children with special educational needs and disabilities.

## Prime and Specific Areas of Learning

There are seven areas of learning and development that shape the educational programme at Brambles. All areas of learning and development are important and are inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:

### Communication and language

Communication and language development involves giving children opportunities to experience a rich language environment where they develop their confidence and skills in expressing themselves and learn to speak and listen in a range of situations.

### **Physical development**

Physical development involves providing opportunities for young children to be active and interactive so that they develop their co-ordination, control, and movement. Children are also helped to understand the importance of physical activity, and to make healthy choices in relation to food.

### **Personal, social and emotional development**

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others: enabling them to form positive relationships and develop respect for others; fostering the development of social skills and appropriate behaviour in groups; teaching them how to manage their feelings and to have confidence in their own abilities.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

#### **Literacy**

Literacy development involves linking sounds and letters (early reading) and mark making (writing). Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

#### **Mathematics**

Mathematics involves providing children with opportunities to: develop and improve their counting skills; understand and use numbers by calculating simple addition and subtraction problems; describe shapes, spaces, and measures.

#### **Understanding the world**

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

#### **Expressive arts and design**

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials. It also involves providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, roleplay, and design and technology

### **Active Learning Through Play**

Each area of learning and development is implemented through planned, purposeful play and through a mix of adult-led and child-initiated activity. Play is essential for children's development, building their confidence as they learn to explore, to think about problems, and relate to others. Children learn by leading their own play, and by taking part in play which is guided by adults. There is an ongoing judgement to be made by keyworkers about the balance between activities led by children, and activities led or guided by adults. Keyworkers respond to each child's emerging needs and interests, guiding their development through warm, positive interaction. As children grow older, and as their



development allows, it is expected that the balance will gradually shift towards more activities led by adults, to help children prepare for more formal learning, ready for Reception.

It is expected that the balance will shift towards a more equal focus on all areas of learning as children grow in confidence and ability within the three prime areas. But throughout the early years, if a child's progress in any prime area gives cause for concern, keyworkers will discuss this with the child's parents and/or carers and agree how to support the child. Keyworkers must consider whether a child may have a special educational need or disability which requires specialist support. The Brambles' SENCo will link with, and help families to access, relevant services from other agencies as appropriate.

For children whose home language is not English, Brambles takes reasonable steps to provide opportunities for children to develop and use their home language in play and learning, supporting their language development at home. Brambles ensures that children have sufficient opportunities to learn and reach a good standard in English language during their time in pre-school and EYFS, ensuring children are ready to benefit from the opportunities available to them when they begin Reception.

When planning and guiding children's activities, staff reflect on the different ways that children learn and strive to incorporate these in their practice. Three characteristics of effective learning are:

- Playing and exploring - children investigate and experience things, and 'have a go';
- Active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements;
- Creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

### **Safety Matters**

In the first term, children will be learning that safety matters. They will learn who are the people on their hand of safety, how to cross the road safely, how to stay safe in the home, how to stay safe when out and about and what to do if they get lost. They will also look at how to keep their bodies safe. When talking to the children about personal safety, staff will not be making it scary and they will not be talking about sex or sexual abuse. Staff will be empowering the children through simple conversations, through play and activities to teach the children how to keep themselves safe.

One of the activities will be naming the body parts and at this age it is important to use the correct anatomically correct names including penis and vagina. These words are age appropriate according to the guidance from the Cambridgeshire Adversary Training Team. Lots of families use made up names for these particular body parts, however these made up names are not always obvious to the

person the child is talking to; for example when telling a member of staff, “*Quick! Petey is stuck!*” or, “*I don’t want to share my noo noo.*”

Staff will be use the NSPCC website and materials to teach the children the, ‘Underwear Rule’ and talking PANTS. <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/> Please do visit the website as it is very informative and by working together to ensure children hear the same message that they can say no and always tell an adult of they are worried or upset about anything.

If you have any questions or would like to discuss this further, please email or telephone Brambles.

## Planning, Preparing and Assessment

All staff help your child to become familiar with the setting; reliable staff offer a settled relationship for your child and help to build a relationship with you, the parent. Staff consider the individual needs, interests, and stages of development of each child in the class, and use this information to plan challenging and enjoyable experiences for all children across all seven areas of learning and development. Keyworkers carry out regular assessments to recognise children’s progress, understand their needs, and to plan activities and support. They use their observations to shape and adapt learning experiences for each child. Parents and carers are encouraged to share observations and information with all Brambles staff to help them to know and understand each child better. At the end of each term keyworkers complete individual Learning and Development Summaries for each of their key children.

## Special Educational Needs and Disabilities

Brambles provide an environment in which all children, including those with special educational needs (SEN), are supported to reach their full potential. Staff have a wealth of experience with children with additional needs both on a personal level with their own children and also within the classroom setting. Staff attend regular training to ensure they have the most up to date knowledge and understanding of how best to support specific needs and all staff have a good understanding of using Picture Exchange Cards (PECs), Visual Timetables and use some British Sign Language.

## Other Settings

If your child also attends another setting, a copy of your child's termly Learning and Development Summary will be forwarded onto the other setting after you have received your copy. Brambles pre-school encourage shared settings to come and visit your child at Brambles as well as request to visit your child at their other setting, to ensure that between the two settings your child is enjoying and achieving between all seven areas of learning.

## Outside Agencies

Brambles work with the local Early Years Support Team, such as sector support workers where children have particular needs. Procedures for contacting the local authority on child protection issues to enable Brambles and social care to work well together are clearly set out in the settings policies and procedures. Anything they may effect the wellbeing of a child is brought to the attention and shared with Ofsted.

## Latest Ofsted Inspection

Ofsted came to visit Brambles to carry out a full inspection on Wednesday 24<sup>th</sup> January 2017. On the day of inspection, the Ofsted inspector, Cindy Impey found "Brambles pre-school has integrated well since it joined your school. Your leader in the early years works closely with the pre-school to ensure that the team have a good understanding of the needs of individual children before they start their fulltime education. Older pupils also 'buddy' with the younger children. 'Year 4 friends' accompanied children in the pre-school on an autumn walk last term. Children 2 regularly visit the main school to sing songs and share learning. This ensures that transition is not too daunting when the time comes for children to move into Reception. Consequently, children settle quickly and happily, and make good progress."

In September 2015 Ofsted required Brambles to have the same Unique Reference Number as Brampton Village Primary School and past Ofsted inspections for Brambles can no longer be found. All future Ofsted inspections for Brambles will be carried out with the primary school under the Early Years Foundation Stage. Brambles is run by Brampton Village Primary School however it is financially independent.

## Past Family Comments



Staff are very proud of the relationships built with past Brambles parents that continue to last well into their child's journey into Primary school and look forward to working in partnership with you. Here are some quotes from past parents:

### Registration Evening Feedback

- *Very informative information given and lovely to meet the keyworkers who were friendly*
- *I like that you fill in the forms attending the registration evening – efficient for Brambles and helpful for us*

### Dropping In Visits

- *This eased a lot of my anxiety seeing that he was happy to go and explore*
- *Although we arrived at around 2.30pm (a very awkward time!) we were made to feel very welcome and given lots of time. All extremely friendly, welcoming and brilliant!*

### Open Afternoons

- *X found these sessions enjoyable and explored around the room and meet the teachers. I was so happy to see him socialising with other children*
- *X loved meeting everyone. Really nice to see where X would be going and v. beneficial for X too. A great idea to get children used to the new surroundings*
- *A great chance for children to settle in and see where the cloakroom/toilet etc is and meet their keyworker*
- *They were very helpful in settling X into the rooms at Brambles – the treasure hunt activity was excellent in encouraging the children to discover where things are but also distract them from being nervous/anxious about being somewhere new*

### Other thoughts or comments

- *I've been very pleased with Brambles and how X has settled in. She enjoys her days. I also like if I have any concerns staff are always helpful. Thank you.*
- *I can't praise Brambles enough, you have truly been amazing*
- *We find the staff very friendly and approachable. X settled in exceptionally well which is all down to your hard work and manner with him – thank you! Brambles has been such a positive step forward for X and us as a family.*
- *It's the most well organised pre-school/playgroup or nursery I've been to! (and there's been a few....) Thanks*
- *I am extremely happy with how the staff have welcomed X to pre-school given his difficulties which has eased my anxieties in him going to school. He is progressing extremely well and looks forward to going in the mornings and I love seeing him happy and smiling when he comes home.*
- *Excellent staff, very helpful and genuinely feel they strive for the best for their pupils.*



## Outings and Trips

During their time at Brambles your child will have the opportunity to go out in to the local community to meet people and to look at the area in which they live. Trips include the train station, Co op, dentist, hairdressers, vets, Post Office and more! The biggest of all the outings is the end of year leavers trip to West Lodge Rural Farm Centre where the children get to enjoy a guided tour around the farm, pet and feed the small animals and explore the magical forest!



## Best Books

During the pre-school year, some of your child's work will be kept for their 'best book' which will also contain photographs of, and anecdotes from, your child. The best books are updated each term by your child's keyworker and will be handed to you at the end of year leavers celebration.



## Celebrations

Brambles enjoys celebrating anything; from swimming badges and football trophies to new babies and weddings. Brambles also encourages all parents to share their cultures and family traditions; staff use this information to teach the children (and themselves) about the world in which we live. Over the years past Brambles' children have learnt about America, Greece, Russia, Poland, Britain, Philipians, Australia, France etc. Children get to spend the week visiting each country learning about food, housing, weather, music, landmarks and language. Parents and visitors have come in to speak to the children and to share artefacts from each country; they have talked and played music in their native language and brought in both homemade and shop-bought food from the country too. Staff have found that the children enjoy this immensely and benefit from learning about other cultures.



## British Values

Brambles has a duty to 'actively promote' the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.



## Brambles Winter Assembly

This is a time for families to get together to listen to their children perform in their first assembly. It is also an opportunity for parents / carers to get to know each other and to talk to staff over a 'bring and share' lunch. This celebration usually lasts about an hour and a half and held in the school hall.



## End of year celebrations

At the end of your child's pre-school year, Brambles hosts an end of year celebration with staff, family and, of course, the children! It is a special occasion and everyone dresses up and enjoys the 'bring and share' lunch once the children have shared all the exciting things they have enjoyed and achieved over the year. There is also a photographer who joins the celebrations to take special photos marking the occasion and your child will receive an end of year report, their best book and a personalised gift.



## Photos

### Photos

During your child's time at Brambles; photographs will be taken for displays inside the classroom and cloakroom area and for your child's best book. For any other time your child needs their photograph taken other than these already stated above, staff will speak to you directly prior to this happening and seek permission.

Caroline from Caroline Ann Photography, takes beautiful photos of the pre-school children both formally and informally as they play in the first half term, (ideal Christmas gifts!) Caroline also takes the class photo and individual photos at the leavers assembly in the last term of the pre-school year, (ideal keepsake photos!) Photographs can be purchased directly from Caroline and commission is given to Brambles from the sale of the photos. Please visit her website and take a look: <http://www.carolineannphotography.co.uk/> click on other work and pre-schools.

## Parent Helpers

Brambles really welcomes parents who wish to help in any capacity. Parents can help:

**In the classroom:** playing, reading, helping with activities

**With weekly activities:** cooking, music, PE, dance

**Outside the classroom:** playing, gardening, craft making etc.

**On one off activities:** walking into the village, local trips

**At home:** Cutting out, naming items to be sent home, donating items

**At fundraising events:** Helping on a stall at the school Christmas fete, the the school's summer fete and going along to the PTA events.



### Social Media

All photographs that are taken at Brambles are for the sole use of Brambles Pre-school and each child's photographs are printed and used in their own Best Books. For the winter and leavers assemblies photographs may be taken by parents however they **MUST NOT** be put on to your own personal social media sites. This is because there are children who do not have permission for their photographs to be published anywhere due to safeguarding or parental preference.



**Brambles Blog Page -** <http://kiddliwinkspre-schoolandbeyond.blogspot.co.uk/>

Brambles have a blog page and can be found at the link above. Miss Sallie writes about all the fun activities at pre-school and shares work, displays and links them to the Early Years Development Matters. The idea of the blog is to share with families what happens at pre-school and how the activities can be easily carried out at home. (No images of Brambles children or their names are used.)



<http://www.pinterest.com/bramblesp/>

Brambles use Pinterest for finding and adapting great ideas to use within the classroom and in the outdoor areas. Brambles also have their own Pinterest page and there is a section 'For Parents to try at home' and new pins are added on to this board regularly. There is also a 'by the hands of Brambles' board where children's work is shared. (No images of Brambles children or their names are used.)



## Examples of notes sent home to parents as reminders



## PTA and Fundraising

As a parent of a child at Brambles you are automatically a member of the parent teacher association (PTA). The PTA depends on continual cycle of parental involvement and support from parents is critical to the success which is why your support is needed.

The PTA board can be found inside the school main reception. The board has details of up coming meetings times and dates, what the school is currently fundraising for and information of the PTA members. The PTA are a small and friendly committee – everyone is welcome! The meetings held twice-termly and are a great way of meeting other families and are held to discuss new ideas and plan all fundraising events in the school, plus you don't have to commit to every meeting.

### How does the PTA support Brambles?

The PTA give money towards the leavers trip, money towards new resources and pays for the personalised leavers bags

### How does the PTA support School?

If you child attends Brambles and then goes into Brampton Primary School the PTA has previously fundraised for new playground equipment, garden areas, fixed the projectors in both halls, new computer suites, athletics tops, Y6 leavers books, classroom blinds, school trips, library books, cameras for each classroom and much more that your Brambles child will benefit from when they go into school.

### How can I help?

**Join** come along and be part of the PTA

**Volunteer** to set up, help on a stall, help to clear away at various fetes, discos & movie nights

**Support** by contacting organisations that can help with raffle prizes, match funding etc

**Fundraise** by attending the various PTA events across the year





## Start and end of session information

### ***Encourage your child to be independent within the classroom routines by:***

- 🍏 Arrive at the Brambles garden gate on time; door opens at 9am
- 🍏 Encourage your child to find their peg and put their coat on the peg
- 🍏 Encourage your child to go by themselves and put their lunch box on trolley (if they have one)
- 🍏 Give your child a big hug and a kiss and say goodbye in the cloakroom
- 🍏 Your child will go in to the classroom independently
- 🍏 Once your child is in the classroom, relay any messages to the member of staff on the door
- 🍏 Read any messages on the outdoor notice board

For those who start at 11:30am or 12:30pm

- 🍏 Arrive at the Brambles garden gate on time
- 🍏 Big hug and a kiss and say goodbye in the reception area
- 🍏 Your child will carry their own coat and lunch box (if they have one)
- 🍏 Relay any messages to the member of staff who is collecting your child
- 🍏 Your child will go with the member of staff across to Brambles

### ***Support your child's independent skills at the end of the pre-school day by:***

- 🍎 Arrive at the Brambles garden gate on time; doors open at 3pm.
- 🍎 Check the lost property basket
- 🍎 Please remain in the cloakroom; your child will come to you
- 🍎 Letters etc to go home will be in your child's pocket above their peg
- 🍎 Encourage your child to collect their own lunch box and put their own coat on
- 🍎 Read the daily activities on the outdoor notice board
- 🍎 Use these as a starting point to talk to your child about their day

For those who finish at 11:30am or 12:30pm

- 🍎 Arrive at the Brambles garden gate on time
- 🍎 Your child will hand their art work, letters/notices to you themselves

*Over the past few years staff at Brambles have found that if you say goodbye to the children in the cloakroom from the very first morning, and not come into the classroom, all the children settle much quicker.*

*It has been evident that if the odd parent/relative stays, it can upset those that initially had been OK to come in independently. It also makes it harder for the child to say goodbye once they have settled and the whole process has to start again, which in turn upsets your child and potentially others too.*

*Please text the classroom mobile or email Brambles to ask how your child is settling and a member of staff will message you back to you as soon as they can. Please remember, all staff are parents themselves and know how you feel! Staff will always contact you if your child isn't settling and then will work with you and your child over the coming weeks to help them settle*

## For Your Information

### Safeguarding

If a suspicion of abuse is recorded, you will be informed at the same time that the report is made, except where the guidance of the Local Safeguarding Children's Board does not allow this. This will usually be the case where the child is to go home to the abuser and the investigating officers will inform the parents.

### Observations

Observations of your child are taken daily to aid with assessing their learning and development. Observations are kept confidentially within your child's learning and development file. Should staff need to make observations for the college assignments permission will be sought specifically for them at the time. Please ask staff if you would like to access your child's Learning and Development file.

### Play

During your child's day, they will access activities both inside and outside during their free play by playing between both places. Outside offers the seven areas of learning as it does inside but on a larger scale. There are more chances of risk taking outside by using the climbing equipment or the hill. There are two members of staff in each area to aid learning through play. Brambles children also access the school to use their hall for PE, the music room for music, the wooded area for campfire cookouts, the environmental area including the pond for investigation and the playground and equipment for play.

### Experiences

During the year children will experience recycling, cooking, gardening and other things that they may do at home. We often have visits from the wider community. We have been very lucky to have parents, a music group, a story teller, the police service, lolly pop man and many more over the years. The children will also have visits with their school buddies (reception through to Year 6), go to some of the school assemblies and in the Summer term, Brambles children go to the school playground after lunch and play with children from reception, Year 1 and Year 2 where they start to learn the rules of the playground, who the dinner ladies are and make new school friends in preparation for starting reception in September.

### Illness

If your child has sickness or diarrhoea they **MUST remain at home for at least 48hours** and until the last episode of sickness or the stools have become hard.

## Continued.....

### Data Protection

Brambles Pre-School meets the Data Protection Act and the Human Rights Act by having systems in place that meet these legal requirements for storing and sharing information.

### Confidentiality

All the forms you fill in are treated with a degree of sensitivity and value. Brambles respect the privacy of the children and families, while ensuring access to high quality early years care and education in the setting. Confidential information is not normally shared in the public domain or readily available from another source. The information you choose to share in confidence will only be used to enhance the welfare of your child.

### Consent

Your consent will be sought for specific activities such as weekly community visits, end of year trip etc and asked for at the time of the occasion.

### Access to records

You are welcome to view your child's Learning and Development record by writing a letter to your child's keyworker. You are welcome to view your child's best book at anytime by asking your child's keyworker. Both your child's Learning and Development record and best book can be shared with you during any parent consultation, again, please speak to your child's keyworker to arrange a mutually convenient day and time.

### Staff Continual Professional Development

The basket in the family cloakroom also contains a blue folder with copies of staff certificates and a training log; including paediatric first aid, food safety and fire safety (which all staff hold).

### Mutual respect

Staff treat families with professionalism and respect, including privacy at all times. Families must also treat staff in the same manner. Physical, verbal or electronic abuse will not be tolerated and could result in legal action.



## The journey to reception....

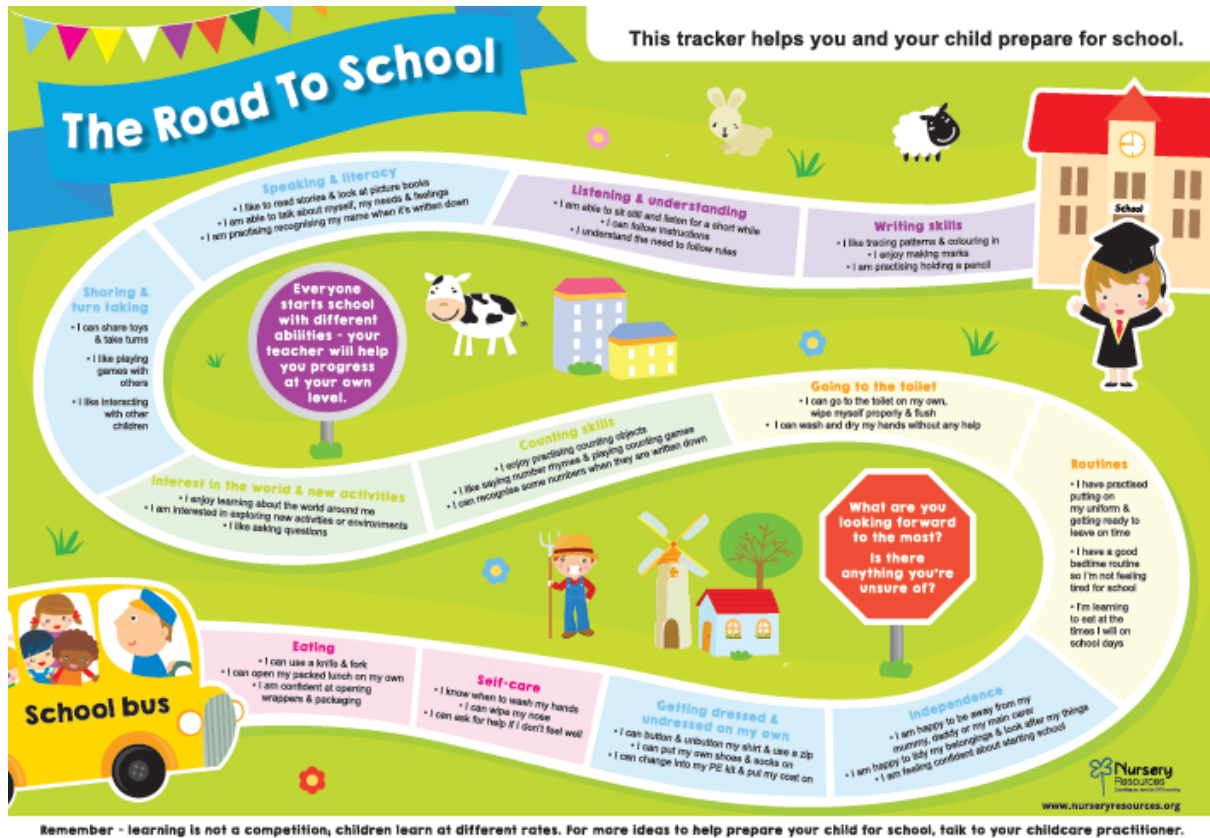
Your child's time at Brambles will pass by so quickly and before you know it your child will be starting reception class. **Please note:** *Your child will not automatically get a place at Brampton Village Primary School just because your child attends Brambles Pre-School. You will still have to apply for a place when the forms are issued.*

Around **October** time information regarding applying to school will be sent out to all Early Years settings, including Brambles. You will be asked to make preferences to which school you would like your child to attend by the deadline that is given. This can be done in writing using the form they provide, however Cambridgeshire County Council prefer you to apply online. This way there is traceability of when you applied. Please speak to Brambles staff should you require help to fill in the form or use the internet. Around **May** time you will be informed of your child's allocated school. Should you not be happy with your assigned school, please follow the instructions that are sent to you to appeal. Brambles staff are unable to help with this.



**Brampton Village Primary School.** If your allocation is Brampton Village Primary School the reception team will send out transition information letters directly to your home. Please ensure you read these letters and make notes of the dates that you will be asked to visit. There will be visits for you and your child to attend together, a registration evening where you will be informed of your child's teacher and have the opportunity to meet them plus dates for your diary. All paperwork and any comments with regards to starting school must be directed to Brampton Village Primary School by emailing them directly or popping into the school office. Brambles staff are unable to help with this.

**Class allocation.** Brambles staff are asked by Brampton Village Primary School Reception staff to split those children who will be attending reception from Brambles into classes. Children are equally split by the following process: boy/girl, children with special educational needs (SEN), children with English as an additional language (EAL), autumn born, spring born and summer born. Your child may not be with their best friend, however they will know at least two other children from their keywork group and many other children from Brambles. Please note: reception classes still play together in their outdoor area, at playtimes and during lunchtimes. Also, at the end of reception the children are mixed again for their move into Year 1, the mixing of classes occurs all the way up to Year 6.



**This tracker is a great way to see the types of skills that help prepare them for reception.**

*Transitional visits into school will happen daily throughout the pre-school year with Brambles. In the second half of the summer term, the school will hold a reception parents evening for you to attend, Getting to Know You (GTKY) Sessions that you attend with your child plus a parent meeting that you attend without your child.*

**Something Special.** On the bottom of the weekly Brambles newsletter there is a 'Something Special' section. This section offers tips, advice and help on supporting you and your child to be 'school ready.' If you have any top tips you would like to share, please do get in touch, we'd love to hear!

<i>Open afternoon &amp; meet the team</i> 12:30pm-1.30pm & 1.30– 3pm	Monday 4 <sup>th</sup> September 2017
<i>Open afternoon &amp; meet the team</i> 12:30pm-1.30pm & 1.30– 3pm	Tuesday 5 <sup>th</sup> September 2017
<b>Autumn Term</b>	
<b>Brambles opens</b>	Wednesday 6 <sup>th</sup> September 2017
<b>Parents Evening</b> 3.30-7pm	Date to be confirmed in October
Half term <b>Brambles closed</b>	23 <sup>rd</sup> October – 27 <sup>th</sup> October 2017
<b>Brambles Class Assembly</b> 11am – 1pm	Friday 15 <sup>th</sup> December 2017
Last day of Autumn term	Tuesday 19 <sup>th</sup> December 2017
<b>Spring Term</b>	
<b>Brambles opens</b>	Thursday 4 <sup>th</sup> January 2018
Half term <b>Brambles closed</b>	12 <sup>th</sup> – 16 <sup>th</sup> February 2018
<b>Parents Evening</b> 3.30-7pm	Date to be confirmed in February
Last day of Spring term	Thursday 29 <sup>th</sup> March 2018
<b>Summer Term</b>	
<b>Brambles opens</b>	Tuesday 17 <sup>th</sup> April 2018
<b>Brambles closed</b> (May Day)	Monday 7 <sup>th</sup> May 2018
Half term <b>Brambles closed</b>	28 <sup>th</sup> May – 1 <sup>st</sup> June 2018
<b>Leavers Farm Trip</b> <b>West Lodge Rural Centre</b> 9am-3pm	Friday 15 <sup>th</sup> June 2018
<b>Leavers Celebration</b> 11am – 1pm	Friday 13 <sup>th</sup> July 2018
<b>End of Year Reports</b> Sent out the W/B	Monday 9 <sup>th</sup> July 2018
Last Day of Summer Term	Friday 20 <sup>th</sup> July 2018

Please ensure that you call the school office or text the class mobile of any absences

School office: 01480 375063

Class Mobile: 07504062234

Email: [brambles@brampton.cambs.sch.uk](mailto:brambles@brampton.cambs.sch.uk)

# Open Afternoons



## Why open afternoons prior to my child starting?

Open Afternoons were a result of feedback from families. The six week summer holidays wasn't enough to support children to settle and there were lots of unhappy children and in turn upset parents. The difference the open afternoons made was that the children were settled well on their first day and parents were able to leave happy children and were much more cheerful themselves.

## What happens during the open afternoons?

The open afternoons are designed for **you and your child/ren** to come in and meet your keyworker, explore the classroom, investigate the outdoor area and find where things are such as your child's peg, their keywork groups learning tree, toilets etc. You CAN NOT leave your child.

## When can I attend?

Due to the number of children on the register you will be allocated a time, which will start and end promptly. You are welcome to attend one or both sessions.

## Additional visits to Brambles:

Between the registration evening and September, you are most welcome to pop in as many times as you would like to see Brambles, 'in action'. There's no need to make an appointment, just come to the main school reception. Should you wish to make additional visits prior to the summer holidays to talk to your child's keyworker, please email Brambles to make a convenient day/time.

## Over the summer holidays:

Your child will be sent a letter over the summer that will contain an 'All about me' booklet. Please complete this in your home language and use photographs. Also ensure the photos are recent/up to date. There will also be a reminder letter of the dates and times of the open afternoons for **you to attend with your child**.

# Pre-school Mascots



During your child's time at pre-school they will bring home a cuddly animal mascot who will spend the week with you. Please write, draw, colour and if you would like share photos, of what the mascot, your child and you as a family get up to. This really supports your child talking about their home life, extended families and other experiences that help formulate your child's next steps.

# Helpful Check List

## To bring with you on the open afternoon:

### For the green bags that Brambles provide:

- A pair of named wellies to leave a pre-school
- A change of seasonal clothes in a named plastic bag

### Clothing worn to Brambles:

- Named coat (suitable for the weather)
- Named shoes (no open toed sandals without socks) Please no laces.
- All clothing named and ones that are easy for your child to do independently

### If nappies are worn:

- 1 x small packet of nappies named
- 1 x packet of wipes named
- 1 x packet of nappy sacks named

### Other items to bring with you:

- All about me booklet
- Any long term medication that requires paperwork

# For you to cut out and keep

Please cut these out and use them on your fridge, in your wallet, take to work, pass on to family etc

## **Brambles Pre-School**

The Green  
Brampton,  
Huntingdon,  
Cambs. PE28 4RF

School: 01480 375063

Class mobile: 07504 062234

[brambles@brampton.cambs.sch.uk](mailto:brambles@brampton.cambs.sch.uk)



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