

Family Pack



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

September 2020

Please note: *If your child attends Brambles Pre-School you will still have to apply for a school place as part of the normal application round (November – January) 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 – 3pm All day session

9am – 12:30pm Morning session with lunch

11:30am-3pm Lunch and afternoon session

12:30pm – 3pm Afternoon session

How do I contact you?

School Reception: 01480 375063

Email: brambles@brampton.cambs.sch.uk

9am – 11:30am Morning session

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?

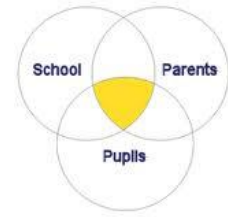
£4.20 per hour

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, Dave Freeman – pre-school and school governor, Ann Marie Latham – 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 and 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 17 year old son and her 15 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 Maxine– Pre-School Deputy CACHE Level 3 Diploma for the child and young people's workforce. Maxine has over 6 year's experience of working in Early Years settings.

Maxine is mum to two sons aged 16 and 12 and both attend the local secondary school.

Maxine joined Brambles this year. Maxine works full time. Maxine is the *designated person for Special Educational Needs Coordinator (SENCo)*.

Miss Rose – Key person and Practitioner Playwork and Early Years – Level 3. Rose has over 8 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 (21 years) and her daughter (29 years)

Rose joined Brambles in 2012. Rose works part time. Rose is the designated person for *Students and Volunteers*

Miss Emma – Key person and Practitioner 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 (8 years) who came to Brambles and has a daughter (5 years old).

Emma joined Brambles in March 2013. Emma works part time. Emma is the designated person for *Equalities*

Miss Hayley – Key person and Practitioner A teaching degree at university. Hayley has lots of experience in a variety of roles including becoming an office manager, recruiting assistant and then a police officer before finding my way back into education.

Hayley has two children, Bethany who is 7 and about to start in year 3, and Thomas who is 4 and about to start in reception and have an 8 year old Labrador Bella.

Hayley has been at Brambles since February 2019. Hayley works part time.

Miss Kath – Key person and Practitioner NNEB Diploma in Nursery Nursing. Kath has over 20 years' experience working with pre-school aged children. Kath previously worked in school settings in both pre-school and reception classes. Kath has also worked for the NHS as a community Nursery Nurse where she worked in the Speech and Language Department as a communication development worker as well as undertaking Elklan training.

Vicki is mum to two grown up children. The eldest is married and the youngest lives at home as they have not long moved to the area.

Kath joined Brambles in December 2019. Kath works part time.



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 Maxine

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 Emma

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.



Students – Miss Rose

To support students from local secondary schools and colleges to fulfil their placement requirements and guide them during their placements ensuring they cover the Early Years Foundation Stage and follow all the day to day runnings of the pre-school. Volunteers are also supported to ensure that they are aware of all the policies and procedures and get the most out of their time helping at Brambles.

Payments



Notices of Brambles charges are raised by the School Business Manager since, although Brambles is financially independent, the pre-school is run and managed by the school governing body. **ALL invoices need to be settled 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 settle all invoices and other items such as school trips.

Paypoint

However, if you would prefer not to pay online, you can request a card with a personalised barcode that you take to the nearest paypoint (Brampton Co-op or Post Office) to pay your child's fees and other items.

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 Business Manager.

Late fees are also invoiced via the school office at a rate of £5 for each 5 minutes 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 keep you informed about your child's progress at Brambles along with valuable information about your child and all aspects of pre-school activities and events that happen across the year. 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.



Informal daily chats

Brambles have an 'open door' policy for parents to speak to any member of Brambles staff as and when the need arises at the start and end of every day. Please just speak to the person on the gate.



Daily Sharing

Daily activities and photos (no full faces or identifying children for safeguarding reasons) are posted to help share what we have been up to that day and how it links to learning through play and how these skills help your child progress through their pre-school year in preparation to school. You can use these as prompts to help you to talk to your child after the session; many children when asked, 'What did you do today?' will often reply 'Nothing!' – the photos and text may provide useful conversation starters. You do not need to have a Facebook account to access the Brambles Facebook page as it is an open group. If you type in *Facebook Brambles Pre-school* you will be able to see all daily posts. Please note that staff do not comment or reply via Facebook, it is used as a daily sharing tool.



Weekly Newsletter

Weekly newsletters are sent electronically unless you specifically request a hard copy. Newsletters are sent out from the school on a Friday sharing what the children will be learning or experiencing the following week.



Monthly emails from your child's key person

You will receive an email once a month from your child's key person sharing valuable information about your child ensuring that your child is happy and cared for whilst at Brambles. Once a month, this will

include information about your child's learning and development taken from the online system used in school and pre-school, Target Tracker.



Class Letters and Half Termly Activity Sheets

A class letter is emailed home at the start of each half term highlighting the main focus of learning for the half term. 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. This is NOT homework and NOT compulsory.



Dates for your Diary

A 'dates for your diary' page can be found on the noticeboard, in your Family Pack and on the school website. 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. *Please make sure you also save some dates in July for the new reception Getting To Know You Sessions and Transition Day that you will need to take your child to.*



Notice Board

The notice board is located to the left of the main Brambles Pre-school window at the front of the school on the black wood. On the board you will find: snacks menu, a copy of last week's newsletter, that half terms dates, PTA news plus any other relevant messages. You are welcome to take a photo of it, if it helps at home.



Parent Consultations and End of Year Report

There are two parent consultations held in the Autumn and Spring terms. This time is for those families who wish to discuss their child's Learning and Development during parent evenings. In the summer term you will receive an end of year report.



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*



Snack Time

Brambles offers snacks mid morning and mid afternoon; Morning snack consists of a piece of fruit or vegetable plus milk or water to drink and the afternoons it is a carbohydrate such as oat cakes, rice cakes, bread sticks et. 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



Fish & Chips
Snack



Traffic Light
Israel



Baklava for



Cloakroom

The children's cloakroom is designed to store all your children's belongings. Your child has their own peg on which to hang their coat; a green bag to leave spare clothes and a basket underneath to store hats, gloves, etc and a plastic box under that with your child's photo on to store their wellies. The top of the peg is for parents and is where staff leave notes, letters etc. Please do not allow your child to climb up to get anything from the top of their peg. Each set of pegs is colour coordinated and has a keywork animal that corresponds with the one on your child's drawer in the classroom. The cloakroom also has an information unit for parents with books, leaflets, policies and procedures, staff CPD certificates etc. The board above your child's peg will have work / photos from that colour group, so look out for your child's art work.



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 40 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. 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



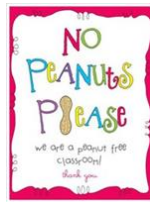
If your child is arriving at lunchtime, please ensure they arrive promptly, or they will have to go via the school office. Lunch time is 11:30am – 12:30pm. Children eat in the Key Stage Two Hall and are joined throughout their lunch by reception and Year One children and the hall can become quite loud and busy. Once children have finished their lunches, there is quiet play back in pre-school until 12:30pm for the first term. In the Spring term, twice a week after lunch the children have a play until 12:30pm then join the school children in the Key Stage One playground until their bell goes at 1.10pm. In the third term Brambles go out with Reception and Key Stage One children after lunch every day. *****Please note, this is subject to change due to Covid 19 *****

Packed Lunches

If your child is at Brambles for lunch you will need to provide a packed lunch. Your child has only an hour to eat lunch so please consider this when packing their lunch box and not pack too much. We suggest that you include the following:

- Lunch bag (Named on the outside) that one that holds a drinks bottle
- Drinks bottle in the lunch bag or attached to the side (Named on the outside and no fizzy drinks please)
- 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

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



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 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 24th 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.

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 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, lollipop 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 Midday Supervisors 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 stools have become hard.

Data Protection

Brambles Pre-School complies with the General data Protection Regulations and the Human Rights Act by having systems in place that meet these legal requirements for storing and sharing information.

Please see Brampton Village Primary School website for our Privacy Notice (how we use pupil 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 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 prior to the activity.

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 any time 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 yellow 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.

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 for those 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 leaver's trip.

***Please note, this is subject to change due to Covid 19 ***



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 the year at the 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 job roles, 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, Philippines, 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 is held in the school hall.

***Please note, this is subject to change due to Covid 19 ***



Brambles Sports Day

This is a time for families to get together once again and cheer on the children taking part in traditional sports day games. Sports Day usually lasts about an hour and a half and is held outside (weather permitting) followed by a family picnic in the school hall. ***Please note, this is subject to change due to Covid 19 ***



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. ***Please note, this is subject to change due to Covid 19 ***



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. ***Please note, this is subject to change due to Covid 19 ***

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.

***Please note, this is subject to change due to Covid 19 ***



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.

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 outside the school main reception. The board usually has details of upcoming 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 your 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

***Please note, this is subject to change due to Covid 19 ***



Start and end of session information

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

- 🍏 Arrive Brambles on time; the door opens at 9am.
- 🍏 Encourage your child to find their peg and put their coat on it by themselves.
- 🍏 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.

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.
- 🍏 You will walk through the classroom and collect your child sitting on the carpet
- 🍏 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
- 🍏 Check the lost property basket in the welcome unit
- 🍏 Read the daily activities on the outdoor notice board as you leave
- 🍏 Use these as a starting point to talk to your child about their day
- 🍏 You are welcome to borrow book from our outdoor lending library

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

*****Please note, this is subject to change due to Covid 19 *****

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 happy 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 call the school number and press Option 2 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



The journey to reception....

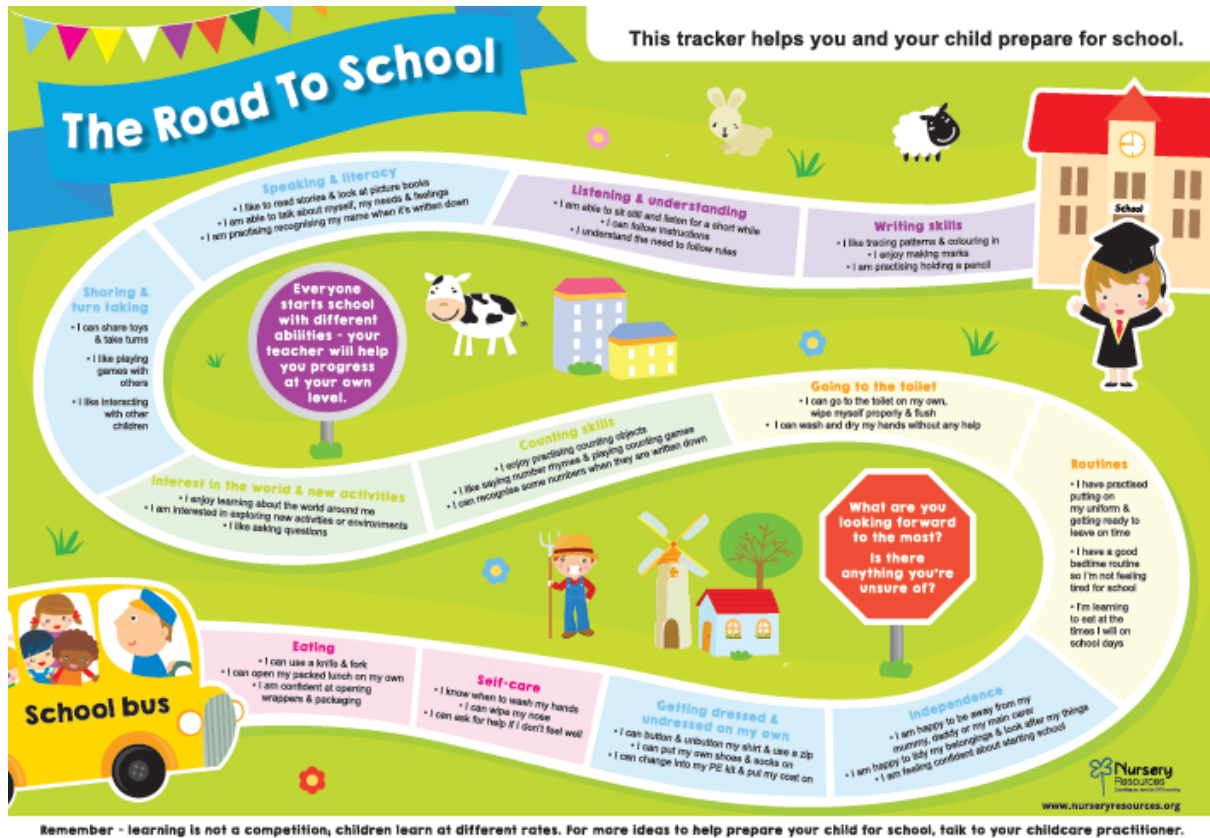
Your child's time at Brambles will pass by so quickly and before you know it your child will be starting reception class. **Please note:** *Your child will not automatically get a place at Brampton Village Primary School just because your child attends Brambles Pre-School. You will still have to apply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

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 online on the Cambridgeshire County Council website. Please speak to Brambles staff should you require help to complete your application. 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.

*****Please note, this is subject to change due to Covid 19 *****

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!

Brambles Dates for the Pre-School Year		
<i>School and Pre-school Professional Days</i>	3 rd and 4 th September 2020	Brambles closed
Transition Week	Monday 7 th – Friday 11 th Sep	You will be given a list of dates and times for your child to attend
Brambles opens (Autumn 1 Term) Monday 14th September		
Harvest Festival Donation	Monday 21 st September	Please bring in donations all week
Letters and Sounds Afternoon	Wednesday 23 rd September 2020	3.30-4.30pm in KS1 hall
Brambles Parent Consultations	Wednesday 14 th October	From 4pm. Sign up in the school foyer from 5/10/20
Last day of Autumn 1 Term	Friday 23 rd October	Please check your child's green bag is full of spare clothes
Half term	26 th – 30 th October	Brambles Closed
Brambles opens (Autumn 2 Term) Monday 2nd November		
Brambles Winter Assembly <i>With bring and share lunch</i>	Monday 14 th December	11am – 12.30pm. More information to follow
Last day of Autumn 2 Term	Friday 18 th December	Please check your child's green bag is full of spare clothes
Winter break / Christmas Holidays	21 st Dec 2020 – 1 st Jan 2021	Brambles Closed
2021	2021	2021
<i>School and Pre-school Professional Day</i>	Monday 4 th January	Brambles Closed
Brambles opens (Spring One Term) Tuesday 5th January		
Brambles parent consultations	Wednesday 10 th February	From 4pm. Sign up in the school foyer from 1/02/21
Last day of Spring 1Term	Friday 12 th February	Please check your child's green bag is full of spare clothes
Half term	15 th – 19 th February	Brambles Closed
Brambles opens (Spring Two Term) Monday 22nd February		
Brambles Class Trip	Tuesday 23 rd March	9.30am-2.30pm. More information to follow
Last day of Spring term	Friday 26 th March	Please check your child's green bag is full of spare clothes
Spring Break / Easter Holidays	Mon 29 th Mar – Fri 9 th Apr	Brambles Closed
<i>School and Pre-school Professional Day</i>	Monday 12 th April	Brambles Closed
Brambles opens (Summer One Term) Tuesday 13th April		
Brambles Sports Day <i>With bring and share lunch</i>	Friday 16 th April	11am – 12.30pm. More information to follow
Last day of Summer One Term	Friday 28 th May 2020	
Half term	31 st May - 4 th June	Brambles Closed
<i>School and Pre-school Professional Day</i>	Monday 7 th June 2021	Brambles Closed
Brambles opens (Summer Two Term) Tuesday 8th June		
Leavers Assembly <i>With bring and share lunch</i>	Monday 19 th July 2021	11am – 12.30pm. More information to follow
Last Day of Summer Term Last day of Brambles Pre-school	Thursday 22 nd July 2021	Finish at 3pm or your child's usual time.

*** Please note some events and dates are subject to change. Please check weekly newsletter and Brambles notice board***

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

School office: 01480 375063 option 2

Email: brambles@brampton.cambs.sch.uk

Open Afternoons



Why are there 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.

Please note, this year this has changed due to Covid 19

Instead a transition week is planned. Please see your paperwork for transition week information.

Pre-school Mascots



During your child's time at pre-school they will bring home a cuddly woodland animal (to keep in with the school's tree themes) 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.

Please note, this year this has changed due to Covid 19

Instead your child will receive a laminated animal that can stay at home and share via email

Helpful Check List

To bring with you on the open afternoon:

For the green bags that Brambles provide:

- Named wellies to leave at 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 such as leggings or joggng bottoms

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 medication paperwork with the medication with the doctors prescription sticker on it

Please note: We can not accept any non prescribed medications

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



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