



**BROADWAY
FIRST SCHOOL**
Inspire • Challenge • Achieve

**LAUGH 'N' LEARN
PRE-SCHOOL**

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Laugh 'n' Learn
Pre-School
At
Broadway First School
A-Z

**Broadway First School
Lime Tree Avenue
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Tel: 01386 852485**

This booklet is intended as a helpful handy reference for our school.

Should you have any questions please do not hesitate to ask a member of staff.

Our Core Principles

INSPIRE

We take a range of starting points to stimulate children's interests. These include local community events, trips, international events, high-quality resources and interests of the children themselves. These are embedded into our curriculum, which encourages risk taking, promotes independence (with appropriate guidance) and enables progression. Through this we aim to develop a genuine interest and passion for learning whilst also building children's aspirations.

CHALLENGE

Through a thorough knowledge of each child's learning and individual personal needs we challenge them academically, physically and emotionally. We want our children to demonstrate our key values to enable them to thrive: ambition, resilience, pride, togetherness and respect.

ACHIEVE

Progression in all areas is at the core of all that we do. Personal, social and emotional development is important for all children, whatever their age. Therefore, children are taught about the wider world and how they fit into it.

Academically, staff ensure that children are supported and challenged so that they are able to progress in all areas of the curriculum. We want every child to reach their potential and be the very best they can be. We have many examples of success stories from our children regardless of their individual needs.

Timing of the School Day

Here is a brief overview of the day for pre-school.

Time	Activity	Points to note
7.30am	Breakfast Club opens	
8.40am	School gates are opened and staff are on duty.	Parents may drop their children off at the 'Drop Off' points to ease traffic congestion. All children are to go directly in to their classroom. Staff may be available to talk to parents during this time – please ask at the school office.
8.50am	Bell goes – start of school	School gates are locked. If you are running late, you will need to go via the school office where a member of staff will escort your child to the pre-school.
8.50-9.00am	Registration	Children are usually given a short activity to do whilst the register is being taken.
10.30am	Playtime	This is when the children have their snack and drink, which is provided by school.
11.50am	End of morning session	Children that are finishing at this time are to be collected from the brown doors by the Early Years class.
12.00pm	Lunch	Children in pre-school who are with us for the lunch session will eat with a dedicated member of staff. They will then have the opportunity to play in their group.
1pm	Beginning of afternoon session	Children will be collected from brown doors at front of school, adjacent to the Early Years Class.
1.00pm	End of lunch	As for beginning of school day.
2.00pm – 2.10pm	Snack/playtime	This is when the children have their snack and drink, which is provided by school.
3.10pm	End of school day	Children are walked to the nearest exit and staff ensure that each child goes with an adult from the child's named contacts list. If it is someone different please ensure that school is informed and that the person has your code word.
3.10pm	Wraparound	Mrs Organ is the Wraparound Manager. All sessions should be booked in advance.
5.30pm	End of Wraparound	All children should be collected by this time.

An A-Z of Useful Information

Absence

If your child is ill please ensure that you telephone school before 9am and leave a message to state why s/he is away. Full fees are still applicable for both illness and holidays. However, if we need to close the school for example in the event of heavy snow, fees will not apply but the funded hours cannot be swapped to a different day to compensate.

Bullying

We believe in being proactive and ensuring that children know what to do if they encounter this completely unacceptable form of behaviour. Each year we have a week focussed on 'Beat Bullying'. We make it clear to children that bullying is **Several Times On Purpose** through teaching them the acronym STOP, and discuss different types of bullying at an appropriate age. (For example, Reception focus on 'Being a Good Friend' whilst older children look at peer pressure). We discuss strategies about what to do if someone else's behaviour is causing them or one of their friends to be unhappy as well as their individual rights and responsibilities. If you have any concerns that your child is not behaving in an appropriate way or that another child is making them unhappy **do not hesitate in letting us know** so that we can investigate and put in support as appropriate.

Care and Control

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others or, if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances, staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

Class Assemblies

Each class has an assembly once a term. Children from pre-school may join these in the summer term.

Complaints

If you have a concern or complaint you should speak to the appropriate member of staff. This is usually the class teacher. They can then investigate your complaint or concern and give you a response, making clear any action or monitoring of a situation that may be necessary. At this stage misunderstandings can usually be cleared up. Everyone benefits from the speedy resolution of difficulties and from suggestions for improvement. If no satisfactory solution to the complaint has been agreed please speak to the Headteacher. Our Complaints Policy is available on the school website, or you may request a copy from the School Office.

Compliments

If there is something that school is doing really well, please do not hesitate to contact the Headteacher or the Chair of Governors. This will then be shared with staff and the governing body, as appropriate.

Drop Off Point

The school gates are opened at 8.40am and the bell is rung at 8.50am. We are aware that there are limited spaces for parking so we offer a drop off point. At 8.40am two members of staff go outside in fluorescent jackets and wait at the drop off points. If you stop here we will escort your child out of the car and take them to the playground.

Early Years Pupil Premium

Early Years Pupil premium is an additional amount of money allocated to schools by the Government to provide support for children who qualify. We therefore urge you to apply if you feel you meet the criteria below.

Eligibility criteria are that families need to meet one of the following criteria:

- Income-based Jobseeker's Allowance

- Income-related Employment and Support Allowance
- Income Support
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- They have been in local-authority care for 1 day or more in England or Wales
- They have been adopted from care in England or Wales
- They have left care under a special guardianship order or residence order in England or Wales

Eligibility will need to be checked annually to ensure circumstances haven't changed. Please contact the office if you feel that you are able to apply for Early Years Pupil Premium.

Facebook

The school has a Facebook page, where we post updates and share work in school. There is a form in your pack about Facebook so that you may decide whether you would like it to include your child in photographs shared on Facebook.

Forest School

Forest School encourages and inspires children to experience a variety of opportunities in our outdoor environment. Working with nature first hand, learning new skills, encourages children to work as a team whilst building their own self esteem. Every year group benefits from this opportunity for part of the academic year.

Fruit

Fruit is provided for all children in Early Years, Year 1 and Year 2.

Funded Places

Government Gateway / Gov.uk offers funded places. These are available as follows:

3 and 4 Year Olds

All 3- and 4-year olds are entitled to a universal 15 hours per week of funded childcare. At our school this is available during term time. Children become eligible from the term after turning three years old. If your child is born between:

- 1 January – 31 March – funded places can start in the summer term (from 1 April)
- 1 April – 31 August, funded places can start in the autumn term (from 1 September)
- 1 September – 31 December, funded places can start in the spring term (from 1 January).

Parents are encouraged to apply the term before their child meets the age criteria to ensure that they can access a place at the start of the term after the child has turned 3.

30 Hours Childcare

Some families could receive an additional 15 hours of funded childcare per week. This is available during term time at our school. Families must at least meet the earnings criteria and apply to HMRC.

We would urge ALL families to check their eligibility online. The following links provide more information:

<https://www.childcarechoices.gov.uk/>

<https://www.pre-school.org.uk/30-hours-free-childcare>

<https://www.gov.uk/help-with-childcare-costs>

We offer **30-hour childcare places** for the following hours:

Monday –Friday 8.50-3.10pm (+cost of a lunch each day, currently £2.70 or your child can bring sandwiches)

Non-funded hours

Non-funded hours are charged per session - £5.50 (see table).

	Breakfast club	Morning Session A (3 hours)	Morning Session B (4 hours)	Afternoon session (3 hours 10 minutes)	Full day session (6 hours 20 minutes)	Wraparound club
Hours	7.30-8.50	8.50-11.50	8.50-12.50	12-3.10	8.50-3.10	3.10-5.30
Hours charged	Additional charge depending on which option is selected.	3 hours	4 hours	3 hours	6 hours	Additional charge depending on which option is selected.
Cost if purchased as an additional session	7.30-8.40 including breakfast at 8am £4	£16.50	£22.00	£16.50	£33.00	3.10pm-4.30pm-£6.50 3.10pm-5.30pm including light snack -£10

School accepts childcare vouchers to provide tax relief. More information can be found from your employer as to which scheme they use.

Session Times

Our sessions are in line with the rest of the school day to minimise disruption for parents of children with older siblings. We charge per session, and charge for the full hour even though some sessions are slightly longer.

Governors

Governors are a group of unpaid volunteers who support the school management team. Working together, they provide the strategic direction of the school, but governors do not become involved in the day to day leadership of the school. They are, however, responsible for ensuring that the school is run efficiently and the children receive the best quality education that the school can provide.

Holidays

If you wish to take your child out of school for a family holiday please notify the class teacher as well as the school office. As pre-school is non-compulsory there is no official form to be completed, however, once your child is of compulsory school age different rules apply. **Please note that full fees are still applicable.**

Jewellery and Valuables

For reasons of health and safety, jewellery is not allowed to be worn in school except for one pair of studs. If you are having your child's ears pierced we request that you consider having this done at the beginning of the summer holiday to allow for healing and to avoid missing PE sessions. If your child wears stud earrings, these must be removed before PE lessons; we suggest they are taken off prior to school on days when we have PE. We accept no responsibility for studs.

Long hair should be tied back neatly and the use of makeup and nail varnish is not allowed.

Valuable items should not be brought into school. Neither the school nor the Local Authority can accept responsibility for watches or other personal items brought into school.

Home-School Diary

All children have a home-school diary. The book also enables you to write down anything you would like us to know (and vice versa), particularly if you are not able to talk to us in the morning. Children in Early Years have their books checked daily. All other children have the responsibility of putting their book in the box for the teacher to check if there is a message for them to read. Please read this regularly and initial any messages that do not require a response so that we know that you have read them.

Lateness

It is vital for children to arrive at school in good time so that they are fully prepared for their lessons and are in a good frame of mind to extend their learning. Being late can cause anxiety for the children and make them feel uncomfortable when walking into lessons that have already started.

Late Collection

If you are late collecting your child you will be charged £2 per 15 minutes over lunch time. If it is after school your child will be put in to Wraparound Club and you will be charged accordingly.

Lunchtimes

Pre-school children will be cared for by a dedicated member of staff at lunchtimes, and they will use the Early Years outdoor area to play in up until the latter part of the summer term, when they may play with the older children. Children staying with us at lunchtime may have a packed lunch, or a school lunch may be ordered.

Class Catering offer hot school meals (e.g. main meal, vegetarian option, jacket potato or packed lunch) for £2.70 a day. As meals are cooked at a different site **parents wishing to use Class Catering must order meals in advance via the online Sodexo ordering website.** If your child is unable to attend school for any reason, as long as you cancel the meal online by 8.30 am, you will receive a credit for a future date.

Medicines

Should your child have a medical condition please let staff know. Asthma inhalers are kept in the classroom. With the exception of inhalers, staff do not administer medication in school without the prior agreement of the Headteacher. Only medication prescribed by a doctor will be administered at school in exceptional circumstances. Parents must complete a form giving permission and details of dosage and timings.

Milk

If you wish your child to have milk at school you must first register with a company called 'Cool Milk'. Once registered, your child will receive milk free of charge until they are five. If they are over five the company needs to be paid directly. (There is a leaflet explaining this available in the office).

Newsletters

Every Friday the school produces a newsletter. These are published on the school website and we send electronic copies directly to parents. Paper copies are available from the office on request.

Racism

The school endeavours to prepare children to be active citizens of a global community. This includes learning that different families have different traditions at home (which can be as simple as sports they play together, routines in the morning) as well as learning about other cultures. Children are also encouraged to respect the fact that other people may have different views, values or faiths to their own.

Broadway First School takes racism seriously. Our definition of a racist incident [which is in line with the McPherson Report] is:

- a) Any incident in which it appears to the person reporting the incident and/or any other person that the incident involves an element of racial motivation.
- b) Any incident which includes an allegation of racial motivation made by any person." Racial" means of any race, nationality, colour or ethnicity.

[NB Gypsy/travellers are recognised within The Race Relations Act as an Ethnic Minority.]

This definition is designed to ensure that not only is a full account taken of what the victim says, but also of what is said by those who witnessed the incident or reported it on behalf of another person.

Should the school receive any report of alleged racism it will be investigated and appropriate action taken as detailed in our policy (which is available on the school website).

Safeguarding

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children. **There may be times, as a parent or carer, when you need help, advice or information when caring for your child. You may wish to contact the school if you think we may be able to help you access support, for example regarding e-safety or emotional wellbeing.** If we have any concerns we will talk to parents first if possible/appropriate.

School Closures (Weather/Emergency)

Should the school need to be closed (for example, due to heavy snow), parents will be informed through local news reports, the school website and we will endeavour to let you know through text alerts.

School Dinners

Should you wish to provide your child with a **healthy packed lunch** we can accommodate this. Sweets, glass bottles and cans of drink should not be included in school lunchboxes.

School Rules

In each classroom there are four golden rules. They are:

1. We look after our things and our school.
2. We keep our hands and feet to ourselves.
3. We always try our hardest.
4. We do as we are asked first time.

Staff support children with these rules appropriate to the child's age and understanding.

School Website

Our school website is www.broadway.worcs.sch.uk The website is regularly updated with news and dates. Several school policies are available via the website.

Snack

Children in Early Years, Year 1 and Year 2 are provided with a piece of fruit each day.

Special Needs

Every child is unique. Sometimes they require a little extra help, at which point we will make a plan to support them in partnership with parents. Some children only require help for a short time.

Specialist help will be accessed as and when appropriate.

The teacher responsible for overseeing the care of children with special educational needs is the SENCO (Special Educational Needs Co-ordinator) who is currently Miss Abigail Pearson. If you have any queries or questions, please do not hesitate to speak to your child's class teacher and/or Mr Poultney.

Teacher Training Days

There are five Teacher Training days a year. They are commonly known as TED days. Children do not come to school on TED days. The TED days are listed on the newsletter and shared with parents at the beginning of each academic year.

Uniform (Including PE Kit)

The uniform for pre-school children is slightly different to that of the rest of the school, to ensure that the children still experience the thrill of going up to Reception, and so that the pre-school children are easy to see when we do whole school events, such as Christmas activities.

Our pre-school uniform consists of:

BOYS

- Grey trousers or joggers
- Grey shorts in summer
- Gold polo shirt
- Red school sweatshirt or cardigan with school logo
- White or grey socks
- Black shoes
- Navy T-shirt or white T-shirt (for PE)
- Navy shorts or jogging bottoms in winter (for PE)
- Black pumps (for PE)

GIRLS

- Grey skirt/pinafore dress/trousers/joggers or a red gingham dress in summer (please note that girls may wear shorts underneath their dresses in the summer)
- Gold polo shirt
- Red school sweatshirt or cardigan with school logo

- Black shoes (or black boots in wet/cold weather)
- White or grey socks or tights
- Navy T-shirt or white T-shirt (for PE)
- Navy shorts or jogging bottoms in winter (for PE)
- Black pumps (for PE)

GENERAL

- Blue book bag
- Navy PE bag
- Cap or hat for the summer
- Water bottle (the first one is provided free of charge)
- School fleece/waterproof jacket – optional but really useful for school trips etc.

You may buy uniform with the school badge sewn on to polo shirts and jumpers/cardigans/coats from The School Shop in Evesham. Replacement water bottles are available via the school office for £1.

With regards to jewellery only one pair of plain stud earrings are allowed, and they are to be removed for PE. Long hair is to be tied up. No make-up or hair braids are allowed.

Please note that children are allowed to bring old trainers/wellington boots and waterproof trousers/old jogging bottoms for playtime in the winter as we allow access to the field as often as possible.

Working Together

You are your child's primary teacher. You have taught them from the moment they were born and we want to work with you to help progress your child's learning further. Part of this is regular communication so that you know what is happening in school at the beginning of each term. Another part of this is to have a Home-School Agreement. This provides a clear understanding of the expectations of school on parents and children and also what parents and children can expect from our team.

Wraparound Club

We have both a morning club and an afternoon club. The morning club opens at 7.30am and includes breakfast. The after-school club is open until 5.30pm. There is a choice of three sessions each day: end of school to 4.30pm, end of school to 5.30pm and end of club (4.15pm) until 5.30pm. A light tea is also offered, although this is not in place of an evening meal. There is a charge and parents are encouraged to book places at least a week in advance.