



Sheldwich Primary School and Little Hedgehogs Pre-School



Pre-School Class Policy

INTRODUCTION:

The Pre-School Class ("Little Hedgehogs") opened in September 2016 to provide Early Years Education and Care for children aged between 2 and a half to 4 years old. Being part of the school enables the Pre-School Class to benefit from all the fantastic facilities that the school has to offer. The class is based in a large fully heated/air conditioned mobile within the school grounds with its own garden. The children enjoy a rich and stimulating environment linked to the Early Years Foundation Stage. Through Child Initiated play the children have plenty of opportunities to engage in sustained shared thinking with their special Key person who observes them closely and plans weekly activities for them and demonstrate the characteristics of effective learning. The carefully planned routine means that they are also able to enjoy a daily 'Prime Rhyme Time Story session'. In addition to this there is weekly: Cooking, Gardening, Write Dance, Disco Dough, Forest School outings, Music sessions, visits to the school Library and Assembly with Class R. The garden has a Teletubbies hill slide, mud kitchen, sand pit, play house, digging area, tyres to climb on and a wide selection of toys to play with and use of the adventure play area and Foundation Stage class outside area in order to meet up with our friends in the main school Reception class.

The Pre-school Class is open on the same dates as the school and sessions run from 8.45 to 11.45 in the morning, lunch is 11.45-12.30 with the afternoon session starting 12.30 to 3.30. Night Owls runs from 3.30 to 4.30. The Pre-school class follows the Early Years Foundation Stage statutory guidance with regards to the age of the child and staff ratios. All staff are DBS checked, have had safeguarding and Prevent training and are suitably qualified, holding Paediatric First Aid Certificates as in accordance with school policy and procedure.

POLICIES:

As part of Sheldwich Primary School the Pre-School Class fully complies with all of the school policies as listed below, and further information and/or copies of these policies can be obtained upon request from the school office.

- Anti-Radicalisation
- Collective Worship
- Complaints
- Confidentiality
- DBS Information Handling
- Early Years
- Emergency and Critical Incidents
- Equality Scheme
- Equal Opportunities
- Excursions
- Health and Safety
- ICT-Staff acceptable use
- Inclusion
- Internet Access and E Safety
- Library

- Children in Care
- Monitoring
- Safeguarding and Child Protection
- SEND
- Whistleblowing
- First Aid
- Medication.

In addition to this the Pre-School Class has its own bespoke policies for

- Health and Safety
- Pre-school Behaviour Policy
- Food and Drink
- Food Hygiene
- Nappy Changing
- Uncollected child
- Missing Child
- Key Person
- Staff Ratios
- Managing Children Who Are Sick.

ADDITIONAL INFORMATION:

In addition to the school policies as listed above the following information also applies to the Pre-School Class.

Payment of fees:

Fees are invoiced at the beginning of each term and payment should be made to the school office within twenty days of receipt. The school accepts cash, cheques online payment via Parent Mail, and also childcare vouchers (information regarding this can be obtained from the school office). Session fees are reviewed annually at the beginning of September, and in the event of a price increase parents are given prior notice. Places at the Pre-School Class are only guaranteed if fees are paid on time, and if a parent/carer fails to pay their invoice by the due date this may result in their child losing their fee paying place.

Unfortunately, due to ratios we are unable to offer swaps for days within the setting.

Booking a Place at the Pre-School Class:

Booking forms can be obtained from the school office and places will not be secured unless a completed form has been returned.

Arrival and Collection:

Children attending the Pre-School Class arrive with their parents/carers who sign them in before they leave and settle them. At the end of each session the parents/carers arrive at the Pre-School meet the Key-Person/Teacher and sign them out before they leave. If someone different is to collect a child during Pre-School hours we would ask that we are notified in advance. For security reasons the person collecting will be asked to provide us with the password for the child which was provided by the parent/carer on the child's health form.

Additional Needs and Requirements:

The Pre-School aims to meet the needs of all children and their families and all are welcome. If a child has SEND the Pre-School SENCO, Mrs C Lay, and the key person will meet with parents/carers to discuss how to best support the child, obtaining further guidance from professionals and agencies from outside the school if necessary.

***Reviewed by AA: September 24
To be reviewed: September 2026***