

Pre-school Handbook for Academic Year 2025-2026



Pinvin Pre-school

*A place where all of God's children can 'be happy, grow
and flourish'.*

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Contents:

About our Pre-school
Our Staff
Hours of Operation
Admission Policy
Tuition and Fees
Payment Process
Safety
Preparing for your child's first day
Uniform
Arrival and Departure
Curriculum
Snack Time
Potty Training
Field Trips
Health and Sickness
Behaviour and Discipline
Communication
What our setting looks like

About our Pre-school

Our Pre-school is a school led Pre-school, overseen by our Head of Early Years, Mrs Nichola Bennett and managed by our Pre-school Manager, Mrs Jane Rushen. Both have been working at Pinvin First School for many years and have a good understanding of the school, its ethos and values. Mrs Rushen has previously worked alongside Mrs Bennett in Reception, working with the new Early years Foundation Stage (2021) and has a secure knowledge of how children learn and how to help them to learn, through building on their needs and interests.

We want our Pre-school to be a home from home for the children, making it a cosy and comfortable space where all children feel valued, loved and cared for through a well-resourced environment, with resources and materials that will excite and interest the child and nurturing adults who have the children's best interests at the heart of all that they do. We offer an environment that facilitates child-initiated play to capture engagement and seize the moment, finding those 'teachable moments' where our practitioners are curious and enthusiastic about what the child is doing, leading to child-led learning taking place.

There will be a routine to each day, as we know children feel more secure when they have routine and know what is happening. This will take place through small group activities, whole group story and singing times, listening games, as well as beginning to develop a phonological knowledge through learning about rhythm and rhyme, syllable awareness and adult-led sound talking.

We also have a lovely outdoor space, with a mixture of hard standing and grass and trees which again, is well resourced and is used regularly throughout the day, again responding to the needs and interests of the individual children within our care.

Our Staff



EYFS Lead, EYSENCo, Reception Class Teacher, Reading and Phonics Lead, Deputy Designated Safeguarding Lead- Mrs Nichola Bennett



Pre-school Manager- Mrs Jane Rushen



Pre-school TA - Mrs Bobby Pearson

Hours of Operation

Pinvin Pre-school is open from 9am to 3pm term time only. We have three sessions which consist of:

Morning session – 9am – 12noon

Lunch session – 12-12:30pm (can include lunch provided by the school for an additional cost, please ask at the School Office)

Afternoon session – 12noon– 3pm

We do kindly ask that children are collected on time and reserve the right to charge a late fee for persistent lateness. If you know you are going to be late, please let us know by calling the school office.

Admissions Policy

At Pinvin Pre-school we take children in the term in which they turn three, which we call our 'Rising 3's'. Therefore, if your child turns three between September and December they can start in September, January and the end of March, they can start in January and April to August, they can start with us in April after the Easter break.

We will operate a waiting list system, prioritising those that have been waiting the longest, although this will also depend upon the availability of the sessions requested and us being able to meet the needs of the child within the current staffing levels.

All applications will be dated and acknowledged by the Early Years Lead. You will be contacted again once your child is at the top of the waiting list to arrange settling-in sessions. If at any point you have made different arrangements and the space is no longer required, please contact us.

We strive to meet the needs of our families and offer the requested dates, however if this cannot be achieved, we will contact you to discuss any possible alternatives.

When a place has been offered and accepted, we will offer your child two settling-in sessions of 2 hours and 3 hours duration. As ratios will need to be adhered to these will be agreed in advance. At this session you will be given any additional paperwork to be completed, and a staff member will be available to discuss your child with you, their likes/dislikes, needs and any medical issues.

Half a terms notice is required to end or reduce your child's sessions with us. Funding is not transferable mid-term.

It is at the discretion of the school if priority is given to Looked After Children.

Adult:child ratios will be adhered to at all times

Tuition and Fees

The pricing for each session, regardless of collection and pick up time, are:

For children 3 years old and above...

Morning session - £16.50 (£5.50 per hour)

Lunchtime session - (lunch can be provided for an additional £2.61 a day, alternatively you can send your child in with a healthy packed lunch-please see our Food and Nutrition Policy, 2025-2026)

Afternoon session - £16.50 (£5.50 per hour)

For children under the age of 3 years...

Morning session - £19.50 (£6.50 per hour)

Lunchtime session - (lunch can be provided for an additional £2.61 a day, alternatively you can send your child in with a healthy packed lunch-please see our Food and Nutrition Policy, 2025-2026)

Afternoon session - £19.50 (£6.50 per hour)

Funding and Payment Process

As funding is allocated termly, invoices will also be distributed termly and are payable by BACS to the account number on the invoice. Failure to pay within a reasonable time frame may result in your child's place being withdrawn. If you are having a difficulty, please discuss with us as soon as possible.

Families can use the Government funded hours at Pinvin Pre-school for 38 weeks of the year (Term time), along with the national childcare voucher scheme and Government Tax Free child-care scheme. Funding is provided through 'Childcare Choices' and we recommend using them to check criteria and eligibility. If your child is eligible for funding, you will be provided with a code to share with us at Pre-school.

Safety

We have invested in new fencing to fully secure our Pre-school area and to give the children a space that belongs to them and that they can take ownership of. The main gate from which you come into school will be locked at all times, only opening for arrival and dismissal when a member of Pre-school staff will be there to ensure safety.

There will be a ratio of 1:5 for children aged 2 and 1:8 for children aged 3 and over which is adhered to at all times.

The Pre-school manager and Assistant are First Aid trained, as well as many other staff members across the Pinvin Academy, should a need arise for extra support.

All adults working in the Pre-school, as well as within the wider school community, have enhanced CRB clearance.

Preparing for your child's first day

Make it as fun and exciting as possible. It is of course an anxious time for many parents and children but try to focus on the positives; making new friends, playing with new toys etc. with your child.

Maybe they could have a special rucksack that is their Pre School bag and then they know that it is a Pre School day.

Please use this rucksack to send your child in with spare clothes, pants and socks and nappies, wipes and cream if needed.

They will also need a named water bottle and a lunch box if not having a school dinner.

The children will need to wear appropriate clothes for the weather e.g. sun hat and long-lasting sun protection, or a coat, hat, scarf and gloves.

Please can we also ask for wellies and waterproof clothes to either be left at Pre School or brought in daily so that the children can have access to the outdoor area in all weathers.

You may also choose to purchase a light blue t-shirt and navy sweatshirt, available from the school shop in Evesham, in line with the school's uniform policy, although at this stage, uniform is not compulsory.

Arrival and Departure

With the new fencing provided for the Pre-school, there is also a separate entrance. You will find this on the left-hand side as you walk between the two school sites. The gate will be open just before 9am to allow time for the children to settle into the setting. You will be greeted at the Pre School door by a member of staff who will see your child in and support them with getting themselves ready for the day, taking coats off and hanging up their bags etc.

The gate will be locked once everyone has arrived, therefore we do ask you to arrive at the beginning of the session. Should you be late for any reason please go to the main school office who will be able to let you in.

Curriculum

We will follow the Early Years Foundation Stage Curriculum (2021), using the Development Matters framework to support alongside. The guiding principles of the EYFS shape our practise, believing that every child is a *Unique* child who is constantly learning, resilient and capable of achieving anything. We support each

child's developing needs through providing learning opportunities that follow the needs and interests of the child, planning topics based on what the children are interested in and capturing the child in the present moment, building on their curiosity and supporting their next steps immediately. We believe in the importance of the *environment* to support children's learning and development and the adult being at the centre of this environment, responding to the children, building *positive relationships* and supporting them to build positive relationships with each other. These relationships also extend to our relationships with parents and carers, you know your child best and in our small setting we pride ourselves on our open and honest relationships with parents/carers and always strive to get to know your child and their family as a whole. Working in partnership with you to fully support your child's journey with us.

The EYFS is divided into 7 areas of learning (3 Prime and 4 Specific) which form the basis of our planning. We will cover many areas of learning within a topic, which will change each half term:

The 3 Prime areas of learning are:

1. Communication and Language
2. Physical Development
3. Personal, Social and Emotional Development

The 4 specific areas of learning are:

1. Literacy
2. Mathematics
3. Understanding the World
4. Expressive Arts and Design

Term Dates

Pinvin Academy – Term Dates

Autumn Term 2025	
Monday 1 st September	School closed for staff training
Tuesday 2 nd September	School closed for staff training
Wednesday 3 rd September	School closed for staff training
Thursday 4 th September	Autumn Term Starts
Monday 27 th October – Friday 31 st November	Half Term
Friday 19 th December	Autumn Terms ends
Spring Term 2025	
Monday 5 th January	School closed for staff training
Tuesday 6 th January	Spring Term begins
Monday 16 th February – Friday 20 th February	Half Term
Thursday 26 th March	Spring Terms ends
Friday 27 th March	School closed for staff training
Summer Term 2025	
Monday 13 th April	Summer Term begins
Monday 4 th May	School Closed for May Day Bank Holiday
Monday 25 th May – Friday 29 th May	Half Term
Friday 17 th July	Summer Terms ends
Monday 20 th July	School closed for staff training

Example Daily Routine

An example of a typical day might be:

Arrive at 9am

Child-initiated learning

9.30am Snack and drink/milk

10am Circle time-talk about the day of the week, the weather and seasons and talk through the daily timetable.

10.15-11.45 Child-initiated learning-to include small group time with key worker

11.45-12noon Listening games/Foundations in Phonics

12-12.30 Lunch time (School dinner or packed lunch)

12.30-1pm Quiet time (listening to lullabies/classical music)

1-1.15pm Maths circle time

1.15-2.45pm Child-initiated learning-to include some small group time with key worker

2.45-3pm Story and song time

3pm Home time

Snack time

Children under 5 years old are entitled to milk for free each day. A healthy snack of fruit, breadsticks, crackers or toast will be provided by the Pre School each morning during snack time and also offered in the afternoon if the children are hungry. Fruit will initially be cut up for the children, moving towards eating fruit whole (with the exception of grapes) before they move on to the Reception class. We will also cater for any allergies and work with you to source the food your child needs. Please see our Food and Nutrition Policy for more information.

Potty Training

We will work with each child and family individually to support their child's transition to the potty and then to the toilet and your wishes regarding how this is to be approached will be fully acknowledged. We have a separate toilet area which will be used by both boys and girls and we will have a supply of spare clothes available should a child need.

Children still in nappies will be changed on a changing mat on the floor of this large area that is visible at all times. New disposable gloves and aprons will be worn for each individual change and the changing mat wiped down between each use.

Children potty training will be encouraged to be as independent as possible, with the guidance of an adult. Potties will be wiped down after each use and children will wash their hands before returning back to the group.

A record will be kept of nappy changes and potty training and will be recorded in your child's communication book. Children who are independent in their toileting will go as and when they need to, whilst also being encouraged at key points of the day, although recording will only take place if there has been an accident.

Trips

The Head teacher and staff regard educational visits as playing a crucial role in enhancing the education of the children, and visits are organised throughout the year.

We will ask you to sign a local trip form to allow us to take your child off-site into the local community. However, we will let you know when this is happening.

In order to cover the cost of educational visits further afield that may require a coach or mini-bus hire, it is necessary for us to ask for contributions from parents. The pre-school would not be able to provide these opportunities without this.

Health and Sickness

Parents are asked to inform the office of reasons for absence through illness on the first day of the absence, before 9.30am. This can be done by message, telephone or e-mail. We will follow up any unexplained absences by telephone after 9.30am.

Unfortunately, due to staffing and ratios we are very unlikely to be able to swap your child's day if they have been off poorly and unless it is a case of long-term sickness that we have been made aware of, we will still need to charge for days missed, again due to the staffing already being allocated based on the projected number of children attending.

Parents are asked to inform the school, in writing, of any relevant medical details which may affect their child at pre-school. Where the condition is significant, an individual health care plan will be drawn up involving all parties, e.g. parents, medical professionals and school staff.

Administration of Medicine in Pre-school - The Pre-school will not give your child medication unless you complete and sign the Administration of Medicine in School form and the First Aid Lead has agreed that the pre-school's First Aiders can administer the medication. There is a strict protocol regarding this which must be followed.

The school will only administer medications prescribed by a GP, and carrying a pharmacist label, when dosages mean medicine is required during the school day. (Whenever possible, medicines should be administered by Parents/ Carers outside pre-school hours.) We are able to administer pain relief in certain circumstances, on a short-term basis (broken bones, operations etc). This will be at the discretion of the Headteacher and the First Aid Lead and a normal medication administration form will need to be completed.

No member of pre-school staff will provide medicines of any kind to a child without an agreement in place.

Asthma – Parents/ Carers should complete the school's Asthma Registration Form and hand in their asthma inhaler, in its original labelled packaging, to the Pre School staff who will store it safely in a locked medical cabinet.

Children who fall ill during the school day and are too ill to remain in Pre-school, parents/carers will be contacted and asked to collect them. If parents/carers are unavailable, children will remain in the Pre-school and will be monitored by staff.

Behaviour and Discipline

We have a positive approach to behaviour and aim to highlight the positive and praise children's independence, resilience and determination as much as possible. We have 'Proud Clouds' to capture children's positive interactions with adults, each other, their learning, and the environment. These are also available to parents to share their child's achievements at home with the Pre School and with the children's peers. Children who need more support with their behaviour will be helped to do so by the adults and spoken to sensitively, considering their current understanding and limitations due to age and maturity, highlighting the expected behaviours through the positive praise of others.

Communication

The children will have Communication diaries, like the home-school liaison books used in school. These will be used to record nappy changes and toileting as detailed previously, to let you know what and how much your child has eaten, if they have had a sleep and anything else we feel you need to know about your child's day. This is a two-way communication book so please also send us any notes this way. This might be if your child has had a bad night, or has not eaten their breakfast for example, or anything else you feel we need to know in order to support your child that day and to help them to have the best day possible in our care.

We use a platform called Class Dojo to provide positive praise and record your child's learning and achievements. We will send pictures and snapshots of your child in action home regularly throughout the year. You will be sent a code to sign up.

Any change in contact details (address, telephone number, parents' place of work etc.) should be notified, via email, to the office as soon as possible (office@pinvin.dowmat.education). **It is essential that you inform us immediately of any changes** to ensure you can receive updates and urgent messages.

Our Setting

If you would like to find out more, please call or email the school office and ask to speak to Mrs Bennett and arrange a visit to see us in action.

We look forward to seeing you!



