

# Humpty Dumpty Pre-School

## Parent Information

Reg. Charity No. 1027798  
Ofsted Reg. No. 109840  
Member of the Pre-School Learning  
Alliance



## **Welcome to Humpty Dumpty Pre-School!**

We are delighted to welcome you to our pre-school. This document is intended to answer many of the questions you may have and we hope you find it a useful point of reference. If you have any further questions, please do not hesitate to speak to one of the teaching staff or contact a member of the committee.

### **Our Pre-School**

Humpty Dumpty Pre-School (HDPS) was established over 40 years ago. We are a small, friendly, pre-school, situated in Eastfield Lane, Hightown. We currently accept children from the age of 2 years 6 months.

HDPS is run by a parent-led committee which supports the teaching staff. The committee is always looking for parents or carers who are prepared to give some of their time to help with the running of the pre-school or its fundraising activities. All committee volunteers will need to complete a DBS check which we will help you with and the pre-school will cover the fee. This is a relatively simple procedure which helps to ensure the safety of our children.

If you feel you are able to give a couple of hours each month to help, please speak to one of the teaching staff or a committee member.

Fundraising events provide a valuable source of income for the pre-school and we ensure these funds are used for buying new equipment and toys or improving the setting.

The events also provide a great opportunity to meet other parents away from the usual mêlée of child drop off and collection. Many of the parents you meet now you will continue to see for many years to come at the pre-school, infant school and beyond.

A number of activities will be held throughout the school year which will involve parent and child participation. We have found from previous experience that these events give a child great joy when a parent is involved.

While we appreciate you may be pressed for time, please try to attend these activities when possible. Siblings, grandparents, carers and other family members are also welcome to join in!

### **Opening Hours**

Our normal opening hours are 9.15am to 12.45pm and we offer flexible start and finishing times. We recommend children attend for a minimum of 3 hours per day, 2 days a week so that they may enjoy all the activities during the sessions. Lunch club is very popular with the children and is held daily between 12.15pm and 12.45pm. It gives them a great opportunity to interact with each other as well as providing them with the chance to develop their social skills.

### **Fees**

HDPS is a registered charity and our main source of income is from fees paid by parents and the government. The fees are primarily used to pay staff salaries and training, rent of the hall, insurance and professional fees.

It is very important that parents of funded children, entitled to at least 15 hours of government funding per week, check and sign the form detailing attendance hours promptly at the start of each term.

For parents funding their children (generally children under 3 or children attending more than 15 hours per week ineligible for the extended entitlement), we ask that fees are paid promptly at the start of each term. The parent funded rate is currently £4.12 per hour and is reviewed at the beginning of each school year.

Our preferred method of payment is BACS and our bank details are:

Lloyds Bank

Account Name: Humpty Dumpty Pre-School

Account Number: 00202767

Sort Code: 30-97-08

Please use your child's name as the reference so we can correctly record your payment.

We can also accept payment by cheque or cash.

If you experience any payment difficulties please contact our treasurer, Richard Watson, as soon as possible. Please do not avoid dealing with the issue as we will usually be able to help.

As a registered Ofsted pre-school we can also accept Childcare Vouchers. If the company you work for offers a Childcare Voucher scheme, or you would like your company to consider setting up a scheme, please contact Richard Watson. The vouchers provide a tax efficient way of paying for fees and will save your company money by way of reduced National Insurance payments.

Please also check the following websites for further information:

[www.moneysavingexpert.com/family/childcare-vouchers](http://www.moneysavingexpert.com/family/childcare-vouchers)

[www.gov.uk/childcare-vouchers-better-off-calculator](http://www.gov.uk/childcare-vouchers-better-off-calculator)

Humpty Dumpty Pre-School is approved for the 2 year funding scheme. For more information about this, please speak to your child's Health Visitor or go to:

<http://www3.hants.gov.uk/childrens-services/childcare>

### **Extended Entitlement - for eligible 3 and 4 year old children**

Working parents of 3 and 4 year old children, who are eligible, will be able to apply for up to another 15 hours of early years education or childcare per week for 38 weeks. This is called the extended entitlement. Parents can apply using the Government's Childcare Services online application.

### **Early Years Pupil Premium – for eligible three and four year olds**

Nurseries, pre-schools and childminders providing Government funded education places can receive additional funding to support the development, learning and care of eligible children attending free early years education sessions.

Your family is eligible for the premium if you are in receipt of certain benefits; or your child is looked after by the Local Authority, or has been adopted from care, or has left care under a special guardianship order or residence order in England or Wales.

Your child could benefit from:

- programmes to support speech and language development
- extra help to prepare for starting school
- further training for staff who will be better equipped to support your child
- additional support obtained from your child's setting by pooling the funding together with other education providers

For more information and to check your family's eligibility, visit website:

**[www.hants.gov.uk/childrens-services/childcare/parents/cis/eye.htm](http://www.hants.gov.uk/childrens-services/childcare/parents/cis/eye.htm)**; or speak to a member of our teaching staff.

## **Key Worker**

The pre-school uses the key worker system as a method of supporting and nurturing your child through their time at HDPS. Your child will be allocated a key worker prior to their first day and they will be responsible for updating you on their progress, achievements and any concerns.

We have a dedicated 15 minute period at the end of each session for parents to speak to their child's key worker, or the daily supervisor, and ask any questions. Your child's key worker will also talk to you in detail during parent consultations held in the Autumn and Summer terms. Telephone consultations can also be arranged.

## **Dropping Off / Picking Up**

The pre-school is situated next to the busy Eastfield Lane and has limited parking spaces. When dropping off your child we ask that you please wait for a member of staff to open the main door for you rather than letting yourself out. This ensures that the door is then locked behind you to prevent the possibility of a child leaving unnoticed.

## **Absence / Sickness**

Please advise staff as soon as possible if your child will not be able to attend. The emergency contact number is **07941 105473**. If there is no answer, please leave a message on the answer machine or alternatively send a text which includes your name and your child's name.

We ask that you do not bring your child if they are unwell. We may refuse admittance if your child has a temperature, sickness, diarrhoea or a contagious infection or disease (e.g. conjunctivitis). Further information is contained in our Policy documents which are available to view on our website or at the pre-school.

## Contact with Parents

We will keep in touch with you regarding your child's progress and pre-school events in a number of ways:

- Our website **[www.humptydumptypre-school.co.uk](http://www.humptydumptypre-school.co.uk)**.  
The site is regularly updated and contains information relating to the weekly theme as well as regularly updated photos of the children in the setting. You will also find additional activities on the website. The activities directly relate to the topics your child will be involved with on a weekly basis whilst at the pre-school.
- Weekly email:  
We send weekly emails with details of activities for the following week and any forthcoming events.
- The main notice board outside the front door:  
This will detail forthcoming events and also information pertinent to the day-to-day running of the pre-school. Please check the notice board regularly.
- Text alerts:  
Subject to your authorisation, we will occasionally send texts regarding short notice events happening at the pre-school.
- Parent Consultations:  
These are held during the Autumn and Summer Terms. Further information prior to the consultation days will be provided.
- Before and after the sessions:  
Your child's key worker and/or the daily supervisor will be available to talk to at drop off and collection times.

## **Snack Time & Lunch Club**

We ask children to bring in a piece of fruit weekly and place it in the basket on the show and tell table. The fruit and other snacks provided by pre-school will be shared by the children at snack time. Parents are also welcome to bring in their own contributions but please ensure they are nut free.

Parents are asked not to put more than one sweet item in their child's lunch box and to avoid chocolate and sweets. HDPS will teach children about the importance of healthy eating, having a balanced diet and keeping fit. Drinking water will be provided throughout the session. **Please ensure freezer packs are included in your child's lunchbox.**

## **Uniforms**

We would encourage you to purchase HDPS polo shirts and jumpers or fleeces which we supply at a price just above cost. Your children will be involved in messy play and the uniform we supply is well made and hard wearing. The current prices are polo shirts £4.00, jumpers £8.00 and fleeces £9.75. Please speak to a member of staff if you would like to make a purchase or view the uniform.

Although aprons are provided for messy activities, please remember to dress your child in clothes that are appropriate and easy to wash.

Please also ensure that wellies are always brought in, even in good weather. Your child will be encouraged to regularly play outdoors and be involved in messy activities. It is essential to name all items of uniform including wellies.

## **School Bags**

All children will be required to purchase a Humpty Dumpty Pre-School bag prior to their start date. These can be obtained from the pre-school and cost £2.50. This bag must be brought in every day as it will be used for letters, books borrowed from our library, and craft that your child creates during the session.

## **Show and Tell / WOW Observations**

Each week the pre-school will work within a theme. This will be reflected in many areas of that weeks' activities. We welcome all items on the show and tell table but particularly those which relate to the weekly theme. Your child will then be encouraged to talk with the rest of the children about the item they have brought in.

We also like to know what your child is involved with outside the setting. We will supply you with WOW Observation sheets which we would like you to use to record special moments in your child's development away from the pre-school. We will then use the sheets to stimulate discussion with the rest of the children before filing the sheet in your child's record of achievement.

Please also mention any holidays or special trips out. We would also love to see your photos!

## **Donations**

As a registered charity HDPS would be delighted to receive any additional contribution you feel able to make. Donations can be made for specific items or used as a contribution towards larger pieces of equipment or setting improvements. Some companies operate a Give as You Earn scheme which allows tax efficient donations to be made. If you require any further information, please speak to Richard Watson.

Occasionally we will also request craft making materials such as cardboard (e.g. cereal boxes, kitchen roll tubes), paper or plastic bottles. Please note we are unable to use toilet roll tubes.

The other donation you may be able to make is the most valuable of all - your time! HDPS could not run without volunteers and there are few things more rewarding than being involved with your child's education.

## Appendix

### What is the Early Years Foundation Stage?

The Early Years Foundation Stage (EYFS) is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage

#### **Framework**

What is the EYFS Framework – why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare.
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge.
- Assessments that will tell you about your child's progress through the EYFS.
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "Early Learning Goals (ELGs)"

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

### **How my child will be learning**

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first. These are:

Communication and language;

Physical development; and

Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas.

These are:

Literacy;

Mathematics;

Understanding the world; and

Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

## **As a parent, how can I help with my child's learning?**

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school. Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas.

You should be able to get information about your child's development at any time and there are two stages (at age 2, and again at age 5) when the professionals caring for your child must give you written information about how he or she is doing.

### **When your child is 2**

At some point after your child turns 2, the professionals working with your child must give you a written summary of how your child is progressing against the 3 prime areas of learning:

- communication and language;
- physical development; and
- personal, social and emotional development.

This is called the progress check at age 2. The check will highlight areas where your child is progressing well and any where they might need some extra help or support – and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).

### **Where can I go for further information?**

The most important place to find out more is your child's childminder or nursery – ask as many questions as you need to. Providers really do welcome speaking with you. You may want to find out what is on offer at your local children's centre.

You can find the Early Years Foundation Stage which includes the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The website also includes a range of resources and contacts.

# HAMPSHIRE COUNTY COUNCIL PRIVACY NOTICE

## Children in Early Years Education Settings

### **Privacy Notice – Data Protection Act 1998**

Hampshire County Council is the Data Controller for the purposes of the Data Protection Act. We collect information, and may receive information about your child from your child's Early Years Education setting. We hold this personal data securely and use it to:

- Support your child's teaching and learning;
- Monitor and report on his/her progress;
- Provide appropriate pastoral care;
- Deliver our statutory duties; which may include sharing with other local authorities and/or agencies as appropriate for fraud prevention, statistical purposes including financial and sufficiency planning;
- Carry out statistical analysis; and
- Assess how well your child's Early Years Education setting is doing.

This information includes your child's contact/address details, date of birth, your child's setting attendance for funding allocations, Foundation Stage Profile results and personal characteristics such as your child's gender, ethnicity, first language and special educational needs.

We may use this information to contact you regarding your Early Years Education Funding claim.

We will not give information about you (or your child) to anyone outside the County Council without your consent unless the law permits us to. We are required by law to pass some of your information to the Department for Education (DfE).

### **Checking eligibility for 2 year old education funding**

The early years checker is used to capture information to be shared with Government Agencies to be used in assessing your financial eligibility and providing an instant outcome as to whether you are eligible for two year old.

When you log onto the checker, you will be asked to provide certain information:

- 2 year old funding – the information required is child's name, child's date of birth, address, parent/carer name, parent/carer date of birth, National Insurance Number, relationship to the child. The information provided is stored within the County Council's CAPITA ONE system and is also shared securely with the Department for Work and Pensions (DWP) for the purpose of confirming your eligibility.

The outcome of your eligibility check will be shared by the appropriate Government Agency carrying out the check. The outcome will also be shared with the County Council, which will include providing your assigned eligibility code if you are eligible.

This information will then be held on the County Council's CAPITA ONE system and will be used to cross check eligibility against claims submitted by Early Years providers on your behalf.

The information held within CAPITA ONE will be kept for the period as set out in the County Council's Retention Schedule and then disposed of as appropriate.

### **Extended 15 hour entitlement (30 hours childcare)**

You will use the eligibility checking service provided by Her Majesty's Revenue and Customs (HMRC) to confirm your eligibility for the extended 15 hour entitlement (30 hours). The information you give to your early years provider will be used to verify your eligibility.

- **Extended 15 hour entitlement** – you will need to provide your eligibility code, national insurance number and details about your child. The information provided is stored within the County Council's CAPITA ONE system and is also shared securely through the Department for Education online secure portal with Her Majesty's Revenue and Customs (HMRC), for the purpose of confirming your eligibility.

The provider will use the information to complete an eligibility check sharing the information with the Department for Education via an online secure portal. The outcome will also be shared with the County Council. This information will then be held on the County Council's CAPITA ONE system and will be used to cross check eligibility against claims submitted by Early Years Providers on your behalf.

The information held within CAPITA ONE will be kept for the period as set out in the County Council's Retention Schedule and then disposed of as appropriate.

### **Early Years Pupil Premium (EYPP)**

The information you supply to your Early Years Provider is shared with the County Council for the purpose of assessing whether you are eligible and your provider can claim additional EYPP funding for your child.

The County Council will use this information to complete an eligibility check, sharing the information with the Department for Education (DfE) via an online secure portal. The outcome is shared back with the County Council who then use this information to allocate funding to providers as appropriate.

The information provided will be added to your child's record held within the County Council's CAPITA ONE system and kept for the period as set out in the County Council's Retention Schedule and then disposed of as appropriate.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please look at the following websites:

Hampshire County Council:

<http://www.hants.gov.uk/education/schools/schoolsdataprotection.htm>

The Department for Education:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

Colin Payne, Department Data Protection Lead, Children's Services Department, Hampshire County Council, Elizabeth II Court North, The Castle, Winchester, Hampshire SO23 8UQ Website: <http://www.hants.gov.uk/> Email:

[childrens.services.dp@hants.gov.uk](mailto:childrens.services.dp@hants.gov.uk) Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT Website: [www.education.gov.uk](http://www.education.gov.uk) Telephone: 0370 000 2288 Capita are the operators of the checker tool that has been purchased by the County Council.

## **Policies**

HDPS is a member of the Pre-School Learning Alliance, an organisation set up to provide support and advice on all aspects of running a pre-school. We adhere to their Constitution framework and our staff and Management Committee work with reference to a number of agreed policies. The policies, listed below, are available for you to view on our website or at the pre-school during opening hours.

- **Achieving Positive Behaviour**
- **Administering Medicines**
- **Admissions**
- **British Values**
- **Children's Records**
- **Confidentiality & Client Access to Records**
- **Critical Incident**
- **Fire Safety & Emergency Evacuation**
- **Food & Drink**
- **Health & Safety General Standards**
- **Induction of Staff, Volunteers & Managers**
- **Information Sharing**
- **Making a Complaint**
- **Managing Children who are Sick, Infectious or with Allergies**
- **Missing Child**
- **Parental Involvement**
- **Risk Assessment**
- **Safeguarding Children & Child Protection**
- **Social Networking**
- **Staffing**
- **Student Placements**
- **Supporting Children with Special Educational Needs**
- **The Role of the Key Person & Settling In**
- **Uncollected Child**
- **Use of Mobile Phones & Cameras**
- **Valuing Diversity & Promoting Equality**
- **Whistle Blowing Policy & Procedure**

## **Contact Information**

HDPS Emergency Contact No (school hours only): 07941 105473

Clare Green (Chair)

Richard Watson (Treasurer): 07811 321119

### **Address**

Humpty Dumpty Pre-School

The Scout Hut

Eastfield Lane

Hightown

Ringwood

Hants

BH24 1UR

### **Website**

[www.humptydumptypre-school.co.uk](http://www.humptydumptypre-school.co.uk)

### **Email**

[hdpsofficeemail@gmail.com](mailto:hdpsofficeemail@gmail.com) (main contact email address for parents)

[enquiries@humptydumptypre-school.co.uk](mailto:enquiries@humptydumptypre-school.co.uk) (administered by Richard Watson)



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