



New Parents Information Booklet



Key Information

Timetable and timings information

Morning session 9-12—Drop off at the pre school building and collection at the office .

Afternoon session 12-3—Drop off at the school office and collection at the pre school building.

Whole day 9-3- Drop off and collection at the pre school building.

Yoga session—This will be delivered by 'Kim' on a Wednesday afternoon. These cost an additional £2 per session.

Uniform and clothing

There is a specific pre school uniform that is available from DP Sports comprising of a sweatshirt and polo shirt . Please ensure that the children wear suitable bottoms that enable them to be independent in terms of toileting and free to play and get messy!! On hot days it is important that your child comes in with a hat and with sun cream already applied. In order to avoid clothes being lost it is important that everything is name labelled.

Daily Structure

9:00-9:15		9:30-10:20			10:45-11:45		1:00-3:00
Registration and songs	Group Session	Continuous Provision 1	Group Session	Snack	Continuous Provision 2	Lunch	Continuous Provision 3

Lunches and snacks

Snacks— Please send a named healthy snack in for morning break.

Drinks— Please send your child with a named bottle daily.

Lunch— The children can have either a school hot dinner (£2.65) or packed lunch. The children eat their dinner in the Pre-school room supervised by the pre school staff. School dinners can be paid and ordered via Parentpay.

Key worker

Mrs Thornborrow (class teacher) serves as the key worker for all pupils in pre-school, gathering assessment, planning, group teaching and liaising with parents. The other members of staff in pre school work alongside Mrs T within the setting to ensure that your child is settled, happy and making progress.

Communication

- Facebook page Havannah Pre-school 203/24
- Staff available at the beginning and the end of the day
- Mrs T contact details thornborrow@havannah.cheshire.sch.uk— please feel free to contact me with any questions and queries

Parents meetings/reports

You will be offered an opportunity to come into school to discuss your child's progress on a termly basis starting the term after your child enters the setting. Final reports will be issued as your child leaves Pre-school and moves to reception.



Collaboration days

Within the EYFS, we offer collaboration - where you as parents are invited in to the setting to learn alongside your child and take part in creative activities.

In addition, we offer open evenings after school where you are encouraged to come into the setting to look at the environment and the variety of activities that we offer.



Pre-School Staff



Mrs Thornborrow
(Mrs T)
Class Teacher/ Key
Worker
EYFS Lead



Jeni Oram
EYFS Teaching
Assistant



Michelle Mitchell
EYFS Teaching
Assistant
