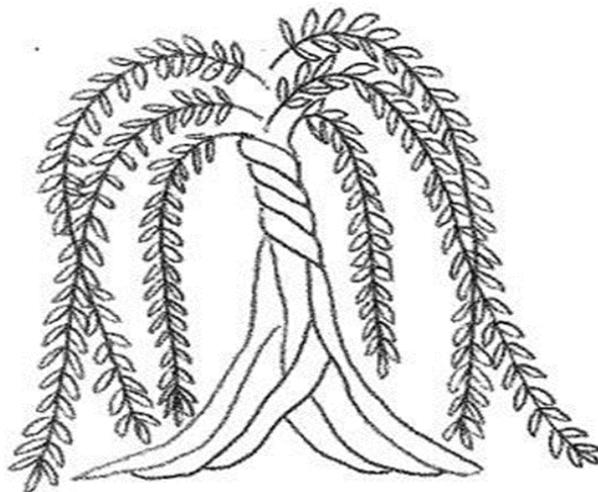




**'Every Child Counts, Every Moment Matters'**

Welcome to  
**Willow Class**



### Contact Information

Headteacher: Mrs Lisa Montandon

Millfields First School

Swift Close

Bromsgrove

Worcestershire

B61 7BS

Tel: 01527 831885

Email: [office@millfields.worcs.sch.uk](mailto:office@millfields.worcs.sch.uk)

## Welcome to Willow Class Staff



Early Years Leader  
Miss Samantha Evans



Pre-School Manager  
Mrs Lucy Gould



E.Y. Practitioner  
Mrs Alison Wheeler



E.Y. Practitioner  
Mrs Kim Clarke



E.Y. Practitioner  
Mrs Suzannah Boss



EY Practitioner  
Miss Rosalie Sheldon

(The above staff are the regular members of our Pre-School team. You may also find other members of our Early Years team working in our Pre-School).



## Organisation

Pre-school opens at 8.40am and the first session runs until 11.40am. Our lunch break is from 11.40am - 12.20pm with the second session beginning at 12.20pm until 3.20pm.

If you require hours above your funded allocation the charges are as follows:

Charges: Session £15.00

Lunchtime £4.00 A hot meal is an additional £2.00

Children can attend our before and after school club which runs from 7.30am to 6.00pm at the school's discretion.

Our Pre-school is led and overseen by Miss Evans who is our Early Years Leader. She oversees all of the planning and activities. Pre-school staff monitor the children closely to ensure they make the best progress possible, and makes sure they are fully prepared for their transition into the Reception Year.

Mrs Gould our Pre-school manager works in partnership with Miss Evans and manages the day to day running of the Pre-school, she will normally be your first point of contact if you have any queries or questions.

Mrs Wheeler works in pre-school full-time along with other part-time members of staff.

## Important Information

We are delighted to welcome you to our Pre-School - Willow Class

All 3 to 4 year-olds in England can claim 570 hours of free early education or child-care per year. This is usually taken as 15 hours each week for 38 weeks of the year. Parents may also be aware that the Government has more recently introduced an additional 15 hours funding which is criteria based and requires an application - more information about eligibility at [www.childcarechoices.org/uk](http://www.childcarechoices.org/uk)

Parents can start claiming free childcare at the term after their child turns 3. This is when your child can take up a place at Millfields Pre-school. Please see below:

If your child is 3 between 1 April and 31 August 2019 they will be eligible for funding to start at the beginning the Autumn term. If your child is 3 between 1 September 2020 and 31 December 2020 they will be eligible for funding to start at the beginning of the Spring term. If your child is 3 between 1 January 2021 and 30 April 2021 they will be eligible for funding to start at the beginning of the Summer term.

However, if you wish your child to start at the beginning of the half-term after their third birthday you may be able to take up this option with privately funded sessions.

## Changes from September 2020

Following a review of our pre-school we have decided to make some changes to how the funded hours will work within our setting.

Those children who are eligible for 15 hours universal funding will be strongly encouraged to take all of these hours over each morning (i.e. 3 hours Monday to Friday 8.40am - 11.40am). If you choose not to send your child sometimes, that will be your choice but the sessions will be reserved for your child and we would encourage you to ensure they attend each day. If you wish your child to attend for full days you are of course welcome to pay for any lunch time and afternoon sessions that you require.

Those children who are eligible for 30 hours, that is the 15 hours of universal funding and the 15 additional hours will be strongly encouraged to take their hours over four and a half days, again with the option to pay for the additional half day (afternoon) to top up to full time. Again if you choose not to send your child sometimes, it will be your choice but the sessions will be reserved for your child and the funding applied for. However, we appreciate that sometimes parents may need to split their 30 funded hours between settings to ensure they have holiday cover for their child whilst they are working. If you have this requirement please discuss this with us.

We do of course offer before and after school club for those parents needing care outside of the normal school day.

The reason for these alterations is mainly to ensure that all children attending our pre-school have the best possible start to their education at Millfields. Since our setting opened in 2016 we have seen that those children who attend on a regular basis (i.e. every morning) and have a consistent routine, settle much more quickly into their learning and are much better prepared for their transition into Reception. Research shows that children learn better during the morning following a long sleep and a nutritious breakfast. We do find that often young children begin to tire during the afternoons. In view of this our main learning focus i.e. number work and phonics do currently take place during the mornings.

By having this consistent attendance by all children i.e. everyone attending every morning we will then be able to staff the setting with the same consistency, which means your child will be with the same members of staff each day - again this helps greatly with their progress and their transition to our Reception Class.

## Millfields Pre-School Admission Policy

This is an admissions policy for Millfields Governors Led Pre-School. It has been drawn up in consultation with governors and ensures that Pre-School admissions are based on common principles.

All children have an entitlement to a maximum of 15 hours per week free early years education over a minimum of 38 weeks (570 hours per annum maximum). Some children whose parents meet certain criteria have an entitlement to 30 hours free funding.

It is an expectation that children use the first fifteen hours of their funding over five mornings and priority will be given to those children. For those who receive fifteen hours of funding additional hours may be paid for if lunchtimes and afternoons are required. This is to ensure consistency and continuity for the children, enabling them to access their number and phonics sessions in preparation for entry to Reception Class.

We accept children who are in receipt of their funding at the start of the term following their third birthday. We are also happy to accept privately funded children at the beginning of the half-term following their third birthday. (i.e. before their funding becomes available).

### Over subscription criteria

If the demand for places exceeds those available, the following criteria will be used to allocate places:

\*'Children Looked after and previously \*'Children Looked after';

\*\*'Children who have previously been in state care outside of England, and have ceased to be in state care as a result of being adopted;

Children with additional needs\*\*\*, with priority given to those who meet the County Council's criteria for statutory assessment;

Children wishing to access their full 15 or 30 hour entitlement.

Siblings if the older sibling will still be on the roll at the school when the younger sibling starts in the Pre-School class;

Children living nearest to the school measured by the shortest straight line distance.

**\*'Looked after'** means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

**\*\*'By children previously in state care outside of England'**, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

## Millfields Pre-School Admission Policy

**\*\*\*Additional needs** includes those children whose needs are monitored by LA or external support agencies. Needs may be physical / emotional / social or intellectual. The decision will be taken by the LA in consultation with the Headteacher, SENCo and early years teacher / co-ordinator.

The **sibling connection**, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

### Access to statutory education

Attendance at a Governor Led Pre-School does not give entitlement or greater priority for a reception place in the school providing the nursery provision, for the period of statutory education. Places in reception classes are allocated as per the admissions policy for the school.



## Check List

### Spare Clothes

Please provide spare clothes in a named bag. We do have a limited amount of spare clothing but if your child has an accident we prefer to be able to change them into their own clothing.

### Water Bottles

These should be brought in daily and contain only water.

### Lunch

Please can a packed lunch or payment for a hot dinner be provided daily. Payments should be made via our parentpay app. Lunch bags should be clearly named and handed over to the Pre-School staff so that they know what arrangement have been made for your child for that day. It can be very time consuming trying to establish what provision has been made once parents have left. If you are sending a packed lunch please can you consider carefully the amount of food you send in, ideally it should be able to be eaten within 30 minutes. We do find that sometimes the quantities are too large and take the children over 40 minutes to eat. Children do have the option to have snack in the morning and afternoon.

### Wellingtons

Please can these be brought into school and left here as we regularly visit one of the forest school areas.

### Communication book

These will be given out on the first day and are to be used to inform staff/parents of anything important that we need to inform you about or anything that you feel we should be aware of.

### Home Learning

These books will be given on your child's first day. They focus on the letter sounds of the alphabet. These activities are not compulsory.

### Medication

Please let a member of staff know if your child has taken any medication before attending Millfields Pre-School. If your child need to take medication please speak to a member of staff.

### Clothing

Please ensure that all items of clothing are labelled clearly with your child's name in.

### Illness

If your child is ill please can you contact the school as soon as possible or notify us via our parent app. If we have not heard from you by 10.00am we may contact to confirm that your child is safe.

### Snack

The children receive milk and a choice of a variety of fruit in the morning and afternoon

### uniform

White polo shirt.

Millfields sweatshirt or cardigan

Navy leggings or joggers (navy short for the summer weather permitting).

Wellington boots (to be kept in school).

Bag with change of clothes (for spares to be kept in school).

### Parent Apps

We have a parent app system that will enable parents to keep up to date with all events at the school. Registration forms will be in your pack or available from the school Office.

## Pre-School Gallery



Early Years visit to Umberslade Farm to see Santa December 2019



Pre-school meet Sajid Javid



Pre-school children are involved in all aspects of school life including the Early Years Nativity Play.



Pre-school children also have access to all of our lovely out door areas including our amazing Forest School.

# Pre-School Gallery



## Behaviour Policy

In Willow Class we adhere to the Millfields Behaviour Policy which can be found by following the link below. However, as the children are of pre-school age, we ensure age appropriate adaptations are made when and where necessary.

Please find the link to Millfields Behaviour Policy below:

<https://www.millfieldsfirstschool.co.uk/information/policies-and-procedures/>



## Willow Class Curriculum

At Millfields we develop the 'whole child' and prepare the children for their school life. In Early Years, children learn by leading their own play and by taking part in play guided by adults. Quality play opportunities are essential for children's development, building their confidence as they learn to explore, to think about problems and relate to others. This is implemented through planned and purposeful play in a variety of activities. Children learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outdoors.

The Early Years Foundation Stage (EYFE) set the standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS. In Pre-school children will be learning skills, acquiring new knowledge and demonstrating their understanding through seven areas of learning and development. All of these area are used when planning the learning and activities that take place in Willow Class.

However, children should develop the three prime areas first that these are what we focus on in pre-school. The specific areas of learning will become more of a focus as the children move into Reception.

<u>Prime Areas of Learning</u>
Personal, Social and Emotional Development
Communication and Language
Physical Development
<u>Specific Areas of Learning</u>
Literacy
Mathematics
Understanding of the World
Expressive Arts and Design

### Tapestry

We record your child's progress and development via our online Tapestry system. This enables you to see snapshots of your child's day and also allows you to upload and share images of any activities you do at home. You will be asked submit your email address and sign a consent when your child joins us.

## Frequently Asked Questions

### Can my child attend nursery without any cost?

Yes those who are eligible for 15 hours funding can attend every morning without incurring any additional costs. Those children eligible for 30 hours funding can attend for five mornings and 4 afternoons. (additional fees apply for the 10th session).

### Can my child attend?

At the Headteacher's discretion children can join our before and after school club from 7.30am and until 6.00pm if this is arranged in advance - additional charges will apply.

### Will the nursery be open during the holidays?

No. we do not have any plans to open during the holidays.

### Can my child have a school meal?

Yes, we offer hot meals from our caterers these are available for £2.00 per day paid in advance via our parentpay app (menus are available on our website or from the school office. You are of course welcome to send in a packed lunch. (please see our check list page for further guidance on this).

### Who should I speak to if I have a problem?

The nursery is under the control of Millfields First School and therefore our Headteacher Mrs Lisa Montandon and senior management team. Miss Samantha Evans (Early Years Leader) is responsible for overseeing the nursery. However, Mrs Gould our Pre-school manager will always be available to deal with day to day matters and any queries can be directed to her in the first instance. Administration and payment queries should be directed to Mrs Brown in the School Office. Pre-school children also have the opportunity to meet with Mrs Gould twice a year at parents evenings.

### Does my child need to wear a uniform?

Our uniform is as follows:

White polo shirt

Millfields sweatshirt or cardigan

Navy leggings or joggers (navy shorts for the summer weather permitting)

Wellington boots (to be kept in school)

Bag with change of clothes (for spares to be kept in school)

### Who is eligible for 30 hours funding?

Eligibility for 15 and 30 hours can be checked via [www.childcarechoices.org.uk](http://www.childcarechoices.org.uk)

