

New Starter Information



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Hagbourne Pre-School offers Pre-school education for children aged two to five. We are a friendly village pre-school with charity status, based in East Hagbourne, near Didcot in Oxfordshire. Operating from the Village Hall, just across the road from Hagbourne School, we have been welcoming children since 1969. We are run by a team of passionate, highly experienced, and qualified professional staff who operate alongside a volunteer management committee, made up mostly of our children's parents.



World Book Day 2022 'The Scarecrows Wedding'
Julie, Louisa, Sheila, Pip, Victoria, Ellie

Our facilities include two rooms fully equipped with everything your child needs to learn, play and develop, a purpose-built playground and our own allotment nearby.

At Hagbourne Pre-School, we have a well-planned and stimulating curriculum, based on the Early Years Foundation Stage (EYFS) guidance, which supports the all-round development of your child and we pride ourselves on our **OUTSTANDING OFSTED** rating.



Your child should attend a minimum of two sessions. These can be a mixture of morning, afternoon, or all-day sessions (two separate days).

The Pre-school operates a waiting list policy. We recommend registering with us as early as possible. We have three intakes a year – September, January, and April. You can print off an [application form](#) from our website and send it to us.

Our pre-school is a safe, kind and inclusive environment where we all show respect and look out for each other. We strive to create a safe and secure environment for children, staff and volunteers. We take a zero tolerance approach to verbal or physical assault of any nature towards our staff or volunteers.

Settling In Process

Starting pre-school, can trigger lots of different emotions in children and their parents. For some children they are confident, happy and excited about going to school and will embrace all aspects of pre-school life without a backwards glance. But for other children, it can be a time of feeling sad, scared or nervous and they will become upset.

Please be reassured and try not to worry, as this is a normal reaction.

As a team we will work closely to support your child through this transition, to make it as easy as possible. The first few times a child attends pre-school, parents sometimes like to stay a little while, whilst their child settles, the length and amount of time you do this is entirely up to you. We would encourage you to say 'goodbye' and not prolong the goodbye. If your child has a comforter or favourite toy, we are happy for them to bring it along with them, as this can help them to feel more relaxed. Your child will be allocated a key person, who will work closely with your child, getting to know their likes/dislikes, and learning style, which will then feed into their learning journey.

We also understand that this can be distressing for you too, and we will telephone you to let you know how they are doing during the day. If you have any worries or concerns, please don't hesitate to talk to your child's key person or the Manager, who will be happy to help.



Please provide a bag with a spare change of clothes which will be left at pre-school on your child's peg. Please bring a bottle with water (no squash or flavoured water) to pre-school every day and place in their group tray.

Punctuality

Please ensure your child arrives within the ten-minute window of the start of their session. Punctuality is an important life skill and we will work with you to ensure children are on time. Children often become upset or unsettled when they arrive late. We run a soft start to each session, where children enter the pre-school and play with their friends and the staff. When they arrive late, they might after a group session has started, meaning the child misses some of the teaching input and struggles to catch up with what the group are doing.

Sickness and Absence

If your child is unwell, they need to stay at home. We do not want to spread viruses to other children and staff. If your child needs Calpol, then they are not well enough to attend. If your child has been prescribed medicine by a doctor e.g. antibiotics but are well enough to be at pre-school, we can administer their prescribed medication ([Administration of Medicine Policy](#)).

If your child is unwell, please contact pre-school 07881 020752.

Attendance at preschool is not compulsory but it does help with session planning to know if a child will be absent. Please notify preschool of any planned absence in advance playleader@hagbournepreschool.org. Research shows that there are advantages for your child of good attendance. For further information and support please read [Thrive in Early Years - Supporting your child's attendance and punctuality](#)

Key Person

A key person is a named member of staff with responsibilities for a group of children. We help the children in the group to feel safe, nurtured and cared for, enjoy their pre-school experience whilst observing individual children's various skills.



Each child has a learning journal and we offer parents afternoon sessions where you can meet your child's keyworker and look at their learning journal.

If you would like to see their learning journal at any point, please ask their keyworker.

Snack

At pre-school we offer a snack of toast, fruit, water, or milk to the children. For this we charge a £10 fee every term (three times a year to cover snack and consumables). Please discuss any allergies or special requests for your child with the pre-school staff.

Lunch

If your child is staying for lunch, please provide a packed lunch. We operate a no nuts policy in pre-school and any items will be removed from the lunchbox and parents will be informed. We encourage parents to provide a healthy balanced lunch, chocolate and sweets are prohibited. [Healthier Lunchbox Ideas](#)

Toilet Training

If your child is still in nappies, we have a nappy changing system in place, and your child will be changed regularly throughout the day. When you feel that your child is ready for toilet training, we will work closely to support you and encourage your child in this next stage of their development.

Please feel free to speak to a member of staff, who will be happy to discuss the next steps with you.

Transition to school

The transition to school is one of the first major event in many children's lives. This period is exciting but it can be scary for the little ones so we help and support them alongside the school. Although we operate independently, we work closely with Hagbourne Primary School so the transition is pleasant and smooth. Children get to stay and play during the school visit, get to know their new school, environment, and teachers. Also, the teachers will come and meet the children in our setting to learn about them.

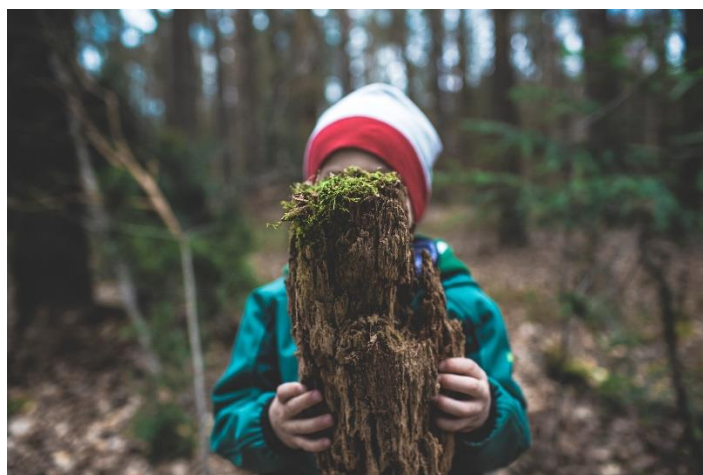
Our Daily Routine

08:45 am	Drop off	Children are dropped off at pre-school from 08:45 and will wash their hands with the support of staff before they enter the setting. Once they enter into the hall the children can begin to engage in exciting play opportunities straight away. Members of staff are ready to support any children finding it difficult to say goodbye. The children are encouraged to find their name and add it to the board.
09:00am	Start of the session	We start our pre-school day with the morning song. The bell is rung in order to separate the children into two halls. 2 years olds are in the large hall and 4-year-olds in the smaller hall. Storytime and conversation followed by a play in an adult-led activity. Children will remain in their hall until snack time. Observations will also take place during these sessions.
09:45am	Snack Time	Snack time begins in key groups, led by the key group adult. We offer children a snack of toast and fruit. We encourage independence by supporting them to butter their own toast. They will be offered either milk or water. Snack time is enjoyed with their friends in their group and they are encouraged to help with the cleaning up and show good manners.
10:00am	Free Play	Children can choose from a range of activities both inside and outside. Early years assistants will extend their play by asking insightful questions and developing curiosity.

11:30am	Home Time for the morning session	Children going home at 11:45 go into the large hall to assist with tidying up and finish the day with a story and the home time song.
11:40am	Start of afternoon session/Lunch	Children are dropped off for the afternoon session that begins at 11:40. The staff join the children for packed lunch and they enjoy this time to converse and discuss things that are important to them. They are encouraged to help with the cleaning up and show good manners.
	Afternoon session	This is the same format as the morning session in the smaller hall.
14:30pm	End of preschool day	Tidy up time followed by a story
14:45pm	Home Time	Children are collected from the small hall

Mini Explorers

Our Mini Explorer adventures is for all children over the age of 3 and in their final year of pre-school. Mini Explorers allow children the opportunity to develop their self-esteem, motor skills, confidence and develop an inquisitive and positive relationship with the natural world as well as encourage decision making through play, all within a local woodland environment.



We are incredibly lucky to be able to use the woodland space at **Hagbourne Primary School**, this is within easy walking distance of the pre-school; and is a great base for exploring.

A thorough site assessment is conducted at the beginning of each session to ensure the safety of the children. Please dress your children appropriately for the season and bring their wellies!



The children will engage in activities such as:

- Climbing trees
- Den building
- Digging for worms
- Bug hunting
- Mud pie making
- Leaf crowns
- learning about animal habitats

We ask for a contribution towards Mini Explorers of £10 three times a year to cover the costs of supplies and consumables.

Outings and Events

Throughout the year we offer your child the opportunity to participate in various activities including the following:

- End of term shows – Easter, Summer, and Christmas
- Sports day
- Visits to our local allotment where children get the opportunity to plant seed and vegetables and watch them grow.
- We are closely linked with the local community and St. Andrew's church in East Hagbourne. The children participate in Christmas tree decorating, harvest festival and Remembrance Day activities.
- Annual farm visit
- Coronation and Jubilee Tea Party
- At pre-school we have several external visitors throughout the year such as the police, dental nurse, Irish dancers, and musicians.



Preschool Management Committee

Hagbourne Pre School is a registered charity run by an elected committee of volunteers, mostly made up of parents/carers and family members of children who attend the preschool. Without the committee the preschool would be unable to operate and remain open. All registered charities must adhere to a governing document, our constitution is the 'Pre-School Learning Alliance Model 2008'.

The committee consists of the officer's post (Chair, Treasurer and Secretary) and a number of other committee trustees and members. Members are elected each year at the annual general meeting (AGM) and any parent is eligible to join. All committee members are required to complete standard security checks such as EY2 and DBS and a minimal amount of training (including safeguarding).

They are responsible for:

- Employing and managing the staff but not for day-to-day management
- Abiding by the constitution required for the charities committee
- Following Ofsted regulations
- Manage and administer the preschools finances
- Ensuring compliance with policies and
- Making sure that preschool works in partnership with the children's parents
- Fundraising

Get involved!

Being a committee member is an extremely rewarding role. It gives you a real insight into what goes on behind the scenes at pre-school as well as the opportunity to have a genuine impact on your child's early years education. It a fantastic way to get to know the team better and to meet other parents. To learn more about the committee team please visit the [website](#)

The committee holds monthly meetings and all parents are invited to attend. If you are interested in joining the committee or helping with fundraising then please get in touch! secretary@hagbournepreschool.org or chair@hagbournepreschool.org

Parent Helpers/Volunteers

We know that parents/carers are the most important factor in a child's development. As such we value parental involvement and encourage parents/carers to play an active role in their child's time at Hagbourne Pre School. As a committee run preschool, the support of parents is a crucial part of our success.

We have parent helpers for Mini Explorers which is an essential part of preschool life. We have exclusive use of the Primary School Forest School area which provides a safe, enclosed space for the children to explore, learn and play. Parent helpers support the staff in many ways, including distributing snacks and drinks, walking with the children, and joining in forest activities.

Younger siblings can attend (in setting) but remain the responsibility of their parent/carer. Helping out is a great way to share your child's preschool experiences and to get to know other families.

All parent helpers will require an enhanced DBS check which will be arranged by the preschool and must read the confidentiality policy and staff code of conduct.



How do I volunteer?

Please ask Sheila, Playleader or contact playleader@hagbournepreschool.org



Policies

A full list of preschool policies can be found on our [website](#)

Please join our private facebook group to stay up to date with activities, events and information at preschool.

If you have any other questions and comments regarding your experience of pre-school, please do not hesitate to contact either the playleader in the first instance and/or chairperson.

playleader@hagbournepreschool.org

chair@hagbournepreschool.org