St Jude's Pre-School
St Jude's Catholic Primary School
Bishopsfield Road
Fareham
Hampshire
PO14 1ND

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Email: paula.cantillon@st-judes.info

Dear Parents/Carers

This is your welcome letter! Mrs Breakwell, Mrs Holland and I, are looking forward to working with you and your child during their time at pre-school. Please see the information below that you may find useful.

Water Bottle



Your child will need a named water bottle in pre-school each day (water only). A permanent marker is available in pre-school if required. If you forget to bring your child's water bottle to pre-school, please inform a member of staff, who will provide a spare bottle for your child to use during that day. Please do not overfill your child's water bottle or provide large bottles as they can become very heavy, bottles can be refilled at our water dispenser during the day.

Packed Lunch



If your child has a packed lunch, we recommend that you place their lunch in an insulated lunch box with an ice pack, this is particularly important if children are in Breakfast Club and food is left unrefrigerated for a longer period of time.

Book Bags



Your child will need to bring his/her book bag to pre-school each session as this will also be used for their work, letters etc.

All children will receive a book bag from pre-school. Children are asked if they would like to change their books at each session. Please keep the book in the bookbag at all times unless reading it.

Allergies



We have a no nut policy in the school. Please do not give your child nuts to eat in pre-school or food containing nuts such as Nutella.

We have an individual who has an allium allergy in pre-school. This includes a variety of plants, including onions, garlic, leeks, chives, and shallots. If preparing food for children's lunch boxes, please ensure that it does not contain the above food. Breathing in the vapours of onions or garlic can cause symptoms, causing an allergic reaction.

School Dinners



If you would like your child to have a hot school dinner, these can be paid for via the school's online system – Tucasi. You will be given login details when your child starts pre-school. You can still order school dinners from pre-school before you receive login details and pay once the account has been set up if you wish. School dinners cost £3.20 for a two-course meal. You can request a school meal on the day you require it or you can book for the week, permanent dinners etc. If you haven't booked in advance, please inform the staff member who opens the door when your child arrives.

Please see the following link for information regarding school dinners:
https://www.st-judes.hants.sch.uk/Pre-School/Snacks-and-Meals/

Statutory Nutrition Guidance



As part of our continued commitment to your child's health, well-being and safety, we follow the latest guidance from the Food Standards Agency and the updated guidance 'Early Years Foundation Stage Nutrition Guidance' from the Department for Education.

Snacks and drinks provided by the setting are healthy options, giving consideration to allergies, intolerances and dietary requirements. Pre-school staff have completed Paediatric First Aid training, Food Hygiene and Food Allergy and Intolerance training. Daily snack choices are displayed in the pre-school kitchen area for parents to view.

If your child has a packed lunch at pre-school, please ensure that you provide a healthy lunch to ensure that we are following the guidance and to help us promote healthy eating.

If you would like any tips on healthy lunch ideas, please use the following link: https://www.st-judes.info/Pre-School/Snacks-and-Meals/ where you will find further information. Please avoid providing food and drinks high in salt, sugar and saturated fat. Children will have access to milk and water provided by the pre-school.

To keep children safe, and prevent choking hazards, all food must be cut appropriately by staff and parents. A member of staff sits at the table with children whilst they eat. Fruits such as grapes and cherry tomatoes, must be cut lengthways, then in half again (long strips), large fruits, vegetables, sausages, cheese and meat should be cut into long strips/batons.

The following link provides guidance on how to prepare food for your child to avoid choking: https://www.food.gov.uk/document/early-years-food-choking-hazards

Due to the increased cost of living, and the government's latest guidance on food and nutrition, the practice of bringing in cakes and sweets on the occasion of a child's birthday is no longer something we can support in pre-school/school and therefore we respectfully ask that parents follow this guidance. If parents would like to share something as part of their child's birthday celebrations, ideas could include fruit or non-edible options such as bubbles to share etc. Any food shared in the setting will be checked for potential allergens.

Thank you for supporting us in creating a healthy and safe environment for all children in our care.

Parking

Permission has been given by the Church to park in the St Philip Howard car park during drop off and collection times. This is situated to the left of the school. The school car park cannot be used by parents. The Church have put an ANPR system into the car park to increase the safety for those that use it. Cars not registered, will be issued with a fine.



To register your vehicle(s), please email the Church directly on: farehamportchester@potsmouthdiocese.org.uk

Role of the Key Person

Each child has a key person who works in partnership with you to ensure that their needs and interests are met. The key person observes children both individually and in groups and keeps a record of some of the children's learning using a secure online system called Tapestry.



Jewellery

Children are not allowed to wear necklaces, bracelets and drop earrings or hoops for health and safety reasons. We ask that if children wear earrings, they need to be stud earrings. If your child needs to wear jewellery for religious or cultural reasons, please speak to your child's key person.



Tapestry

Once you receive your Tapestry letter, during your child's visit, please let me know If you require any help. Each time a new observation is added to your child's Tapestry account, you will receive an email notification.

You will be able to upload photographs, videos and observations and make comments in response to an observation added by staff. You can add and respond to observations on your computer, tablet, phone etc. either by writing a comment or clicking the 'like' button.

The staff and I enjoy seeing what the children have been doing at home. The children like to show their friends what they have been doing by showing their photographs/videos on the interactive board, during group time.

When your child leaves pre-school, you will be able to download a PDF copy of the Learning Journal which includes your own photographs and comments. There will also be an option to buy a printed version from Tapestry.

Uniform

Pre-School uniform is available to buy from Skoolkit in Fareham and is very hard wearing. Uniform is not compulsory. Prices vary depending on item and size. Samples of uniform can be seen in pre-school. The uniform can also be found on the Skoolkit website and ordered directly if you know the size you require. https://www.skoolkit.co.uk/school-uniform/1150



Toys from home

Please do not allow your child to bring toys to pre-school. There are lots of toys and resources for the children to play with in pre-school; children become upset when they lose their favourite toys. If your child is still at the stage of needing a comforter, please speak to your child's key person who can discuss this further with you.



Absences

If your child is absent from pre-school for any reason, please telephone or email before 9am to explain the absence. This information will be recorded on the register. If absences have not been explained, we will contact you on the day of absence as part of our safeguarding procedures.



Clothing and Footwear

All children will need a complete change of clothes on their peg to be used in the event of toilet accidents or messy play, preferably in a drawstring bag. If you do not have a drawstring bag, we can provide one. If your child is toilet training, please ensure that there are enough clothes and underwear in their bag as we have a limited supply of clothing. If your child is given clothing belonging to pre-school as a change of clothes, please wash and return it as soon as possible.



We try to encourage the children to be independent in a range of ways. Please support us in this by ensuring that children wear clothing that they can easily pull up and down when going to the toilet, elasticated waists are ideal. We provide help and support where children need it but also want to support them to develop self-help skills.

If possible, we would prefer children to wear shoes with velcro. The children wear wellies to go onto the field, Velcro shoes are easier for them to develop independence skills doing this task. Please do not sent your child to pre-school in Crocs style shoes as they cannot use the climbing equipment due to health and safety reasons.



Wellies



All children need to have a named pair or wellies to remain in pre-school as we go on the school field regularly. The children really enjoy their 'wellie walks'. Please do not send your child into pre-school in wellies unless they have shoes in their bag as it is very uncomfortable for them to remain in wellies all day. It is also difficult for them when toileting to push their trousers down far enough when sitting on the toilet.

Arriving and Collecting at Pre-School



Pre-School morning sessions start at 9am. The door will open at 8.45am for children to arrive early if they wish. Please ensure that your child arrives by 9am unless it has been pre-arranged.

If parents arrive early before the end of the session, this disrupts the children's learning and is distracting if the bell is pressed when they are having a story/group time etc. Please do not arrive before the end of your child's session time, unless it has been pre-arranged. Strict ratios mean that if we are in the school grounds, all adults will be outside with the children.

Once children have attended their visit sessions, you can leave them at the pre-school door with a member of pre-school staff at the start of their session. If your child's session finishes at 3pm, you are welcome to come into pre-school and collect them. A member of staff will open the door once the children are ready to leave.

Fees (unless fully funded)

At the beginning of each term, invoices are issued to parents from Mrs K Fry, the School Business Manager. All booked sessions must be paid for, unless funded. To prevent parents from falling behind with payments, 50% of the invoice needs to be paid by the end of the first half term and the remainder will need to be paid towards the end of the term.



All amounts outstanding must be settled one week before the end of each term.

Payment methods:

- Online using Scopay - https://www.scopay.com/login You will be provided with login details.
- Government Tax-free Childcare arrangement.

What your child needs to bring to pre-school each day:



- A named packed lunch box (if applicable).
- A named water bottle.
- A named bookbag.

We do not have space on the children's pegs for large rucksacks. It is also uncomfortable for the children when they carry heavy rucksacks.

If your child is still in nappies/pull ups, you can leave a supply in pre-school. Your child's change of clothes bag can remain in pre-school. Please check the bag regularly to update it with the correct sized clothes, suitable for the time of year.

If you have any questions, please do not hesitate to ask.

Yours sincerely



Paula Cantillon
Pre-School Manager