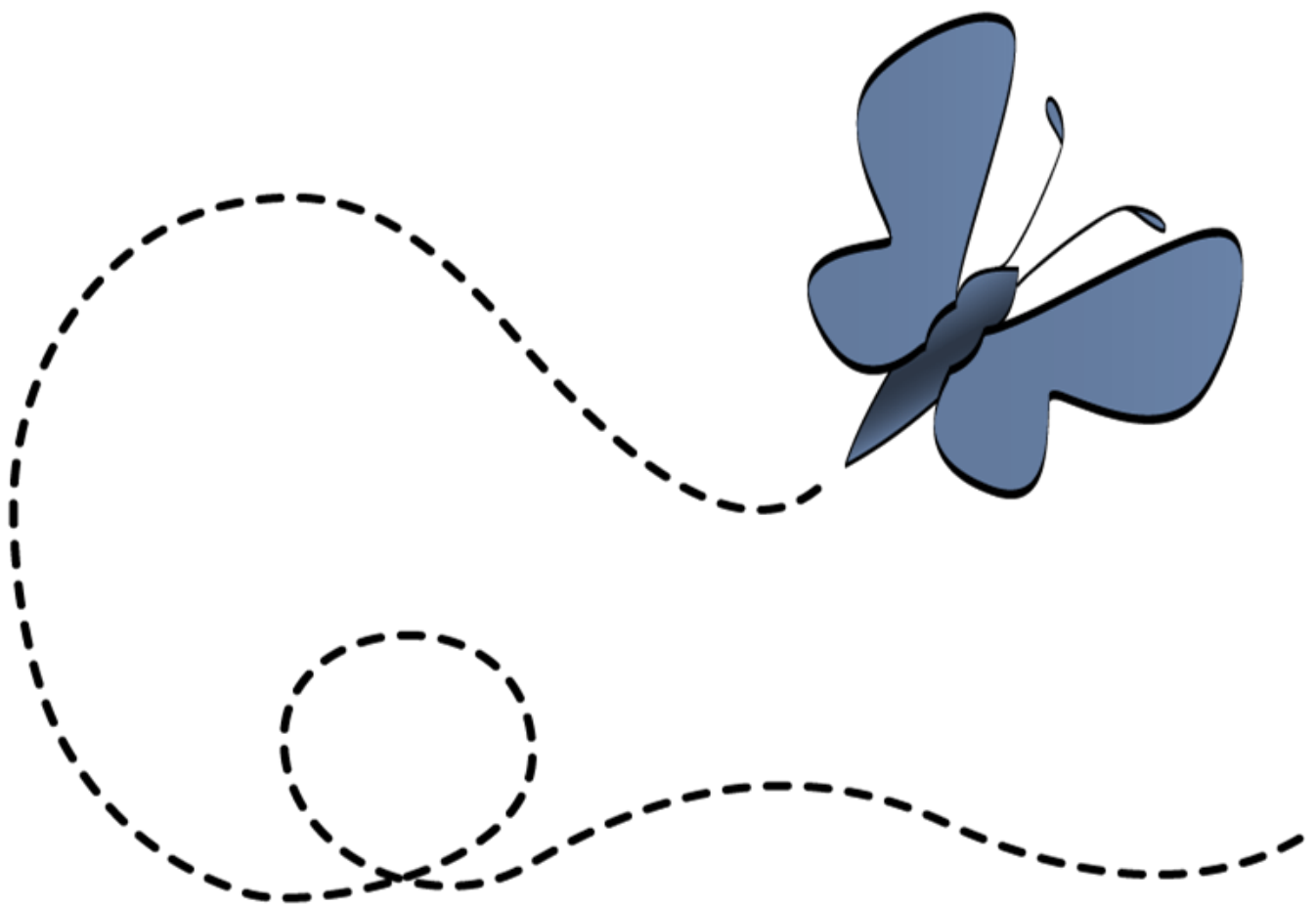


Welcome to Brook Butterflies Pre-School





BROOK BUTTERFLIES



Brook Butterflies is open from Monday to Friday, it is run by a team of qualified staff including a pre-school teacher who work closely with the reception teachers in order to provide a relevant curriculum for pre-school children.

By attending Brook Butterflies, the children will have established firm relationships with staff and their peers, making the transition into school smooth and happy.

POLICY STATEMENT

The purpose of Brook Butterflies is to enable children to experience a learning environment where they are accepted and valued as individuals and can thrive.

The curriculum is carefully planned in line with the 'Development Matter' documents. These help the children develop educationally, socially, intellectually and emotionally. We aim to encourage parents and staff to work together to provide the children with the experiences they need to grow in confidence and independence.

We believe that the pre-school stage is an essential part of a child's education. It provides the foundation for all future learning.

We hope that this booklet provides you with all the information necessary regarding Brook Butterflies. If you have any further questions, please do not hesitate to ask.

ADMISSIONS POLICY

Children can attend Brook Butterflies from the term after their third birthday subject to funding. We offer 15 hour (part-time) places where we offer morning or afternoon sessions. A 30 hour (full time) place will be all day including; morning session, dinnertime and afternoon session. If your child is with us all day they may bring in a packed lunch to eat or they can choose from the hot dinner options in the school hall (the menus are on a 3 week rolling programme). Parents/Carers are advised of a start date in writing and are given the opportunity to visit the setting with their child prior to entry.

The rules for admissions adopted by Brook Butterflies are based on the following rules laid down by Dudley MBC. These rules are strictly applied when places are oversubscribed.

1. First priority shall be given to pupils whose statutory statement of special educational need names the preferred setting as the most appropriate place to meet the child's individual needs.
2. Second priority shall be given to 'children in public care' for whom the preferred setting is the most appropriate one.
3. Third priority shall be given to children with a 'serious medical condition' with supportive information from the child's medical condition. (Decision on applications made under this criterion will be made after consideration by the Authority's Medical Adviser, based on the merits of the individual case).
4. Fourth priority will be given to four year olds before three year olds and then those closest to their fourth birthday.
5. Fifth priority shall be given to children who have another child living at the same address who is their brother/sister, half-brother/sister or step brother/step sister and who are attending Brook School at the requested time of entry.
6. Any remaining places will be filled according to those children who live closest to the school, determined by measurement (in a straight line) from the home address to the main entrance of Brook School building.

To meet greater demand for pre-school places we can now take up to 50 pupils per session with the appropriate staff in place.

STAFF ORGANISATION AND RESPONSIBILITIES (Academic Year September 2017/18)

Miss S Beddall	Qualified Teacher	Pre- School Teacher
Mrs L Humphries	HLTA	Family Group Leader/Teaching assistant
Mrs N Humphries	HLTA	Family Group Leader/Teaching assistant
Mrs Kelly	NVQ 3	Family Group Leader/Teaching Assistant
Miss Jolliffe	NVQ 3	Family Group Leader Teaching Assistant

- All Butterfly teaching assistants hold a first aid certificate, food hygiene certificate and are CRB cleared
- Brook Butterflies is under the control of the school governing body.
- A ratio of 1:13 will be maintained at all times
- The pre-school will cater for no more than 50 children at any one time
- Training needs will be reviewed and staff will be sent on relevant courses to keep them up-dated with any new developments.

COMPLAINTS

If you have any concerns, these should be addressed with the pre-school teacher in the first instance. Any complaints should be made in writing, in line with Brook Primary School's complaints policy. A copy of which is available on the website.

INDUCTION INTO BUTTERFLIES

As part of our induction process parents are welcome to make an appointment to visit the setting and look around and speak to the staff. There will be a meeting held some time before your child is due to start pre-school where you will receive the necessary information regarding Butterflies. An induction session will also be arranged where you and your child will meet the staff and have opportunity to share information about your child.

SESSION TIMES

The session times are as follows:

Morning Session	8.40 a.m. - 11.50 a.m.
Afternoon Session	12.25 p.m. - 3.20 p.m.



The unit will be closed during school holidays and at any other time when Brook Primary School is closed. Parents will be notified of changes. Full time places in pre-school will also commence a week after the school where holiday arrangements will have to continue.

**Full time places - 6 hours 35 minutes per day - Which equates to 32 hours and 55 minutes or 1152 hours per year. This is above the entitlement and this is why the 30 hours entitlement will be over 35 weeks of the year.*

COLLECTION ARRANGEMENTS FOR CHILDREN

Your child will only be released at the end of the session from the child's family group to persons named on the collection form completed when your child begins Butterflies. Permission must be given by a parent, in advance, and the key worker informed for any other adult to collect a child, a password can also be used. If you are late to collect your child then they will remain in the safe care of a staff member, in the short term and transferred to Brook Buddies later if necessary, when a fee can be applied.

CLOSURE OF THE PRE-SCHOOL IN BAD WEATHER



If the pre-school is forced to close due to very poor weather conditions, a message will be broadcast on "Free Radio" and the school website from 8.00a.m onwards. Parents will be group called if necessary and possible.

If the pre-school is forced to close at very short notice for any other reason, a notice will be displayed outside the pre-school at the entrances.

Closures will usually coincide with Brook Primary School closure and will be notified together.

BEHAVIOUR POLICY (SUMMARY FROM BROOK PRIMARY SCHOOL POLICY)

Brook Butterflies believes in promoting positive behaviour. We actively encourage children to show respect and consideration towards each other, the staff and the Pre School equipment. Children's positive behaviour will be rewarded with praise and encouragement. We implement a 'Buddy Board' that the children are or will become familiar with at Brook Butterflies. This operates in conjunction with classroom rewards throughout the Primary School

- If a child behaves in a positive, kind or helpful way, their name will be moved to the 'happy side.'
- If a child behaves in a negative or uncooperative way, their name will be moved to the 'sad side.' If their behaviour does not improve, they will be given 'time out' (asked to sit down away from the other children).
- If the staff feel that the child needs 'time out' in another room, they will be taken to the Head or Deputy's office. This will be recorded in the behaviour book. A pattern of incidents could result in the child being excluded from Brook Butterflies. A one off or serious incident can also lead to exclusion.
- If there are three entries in the behaviour book, then parents will be informed in writing. Earlier or interim behaviour reports will be verbal.
- A behaviour report may be used to monitor the child and encourage them to improve.

HANDLING/PHYSICAL INTERVENTION CHILDREN

If staff believe that immediate action will prevent a child from injuring themselves or others, or causing serious damage to property, then physical intervention may be used to prevent this from happening. Only minimal, reasonable force will be used.

THE EARLY YEARS CURRICULUM

Our programme of learning activities combines teacher led and supported experiences with independent exploration and carefully structured development through play. These are based on "Development Matters in the Early Years Foundation Stage (EYFS)" recommended by the 'Department for Education'.

The three prime areas of learning are:

Communication and Language

(listening and attention, understanding and speaking)

Physical Development

(moving and handling, health and self-care)

Personal and Social Development

(self-confidence and self-awareness, managing feelings and behaviour, making relationships)



The four specific areas of learning are:

Literacy

(reading and writing)

Mathematics

(numbers and shape, space and measures)

Understanding the World

(people and communities, the world, technology)

Expressive Arts and Design

(exploring and using media and materials and being imaginative)

LETTERS AND SOUNDS

Each day the children will join in with a Letters and Sounds activity that practices listening and speaking skills. As the children progress through the programme they will join in with rhyming and rhythmic activities and begin to hear initial sounds in words. The aim of the programme is to encourage children to hear sounds in words and eventually be segmenting and blending words.



EDUCATION BEGINS AT HOME

As parents, you have already taught your child many very important skills - how to walk, talk, eat, wash, use the toilet independently and play, etc. Before your child starts pre-school try to ensure that they are as independent as possible and can express their needs and wants.

Encourage them to play with a variety of materials at home. Let them draw, paint and use scissors with supervision. Let them play with toys and games and try to join in with your child's play whenever possible. Share books regularly with your child. Read stories that they like, have books at home and talk about the pictures in them. You can borrow these from the school or public library. Encourage your child to play with their friends and to share. Talk to your children as much as possible about what they are doing or fun events you have done throughout the day. Teach your children colours, shapes, counting and letter sounds to give them a good start to pre-school.

OPPORTUNITIES FOR PARENTAL INVOLVEMENT

A partnership between home and school is essential if a child is to fulfil his or her potential. This partnership begins in Brook Butterflies and is fostered throughout your child's stay.

- Parents are encouraged to come into the Butterfly Room at the beginning or end of each session.
- Butterflies hold open sessions where you can join in activities with your child.
- We hold parents evenings where you can discuss your child's progress with their key worker.
- As needed, staff will arrange a convenient time and place for a quiet, private discussion about anything relating to your child.

CHARGING

Sessions are free for children receiving their nursery grant (equivalent to 15 hours or 30 hours) Otherwise a charge of £10.50 per 3 hour session is made (through Buddies parent mail). However, we do ask for a voluntary contribution of £1 per week so we can provide end of term parties and fun days.

NEWSLETTER

Most Fridays there will be a newsletter to keep everyone up to date with what is happening in Brook Butterflies and in school. You will also receive school letters that may be of interest to you.

PRE-SCHOOL LIBRARY

Every Monday and Friday, at the end of each session, you and your child will be given the opportunity to choose a book from our pre-school library. We ask that you return one book before you take another book home. A fee of £5 is charged for lost or damaged books.



SCHOOL BAGS

Brook school bags are available from 'Totally Uniform' in Kingswinford. They represent excellent value for money, and are just the right size for library books. The children then continue to use these bags once they have started school.

JEWELLERY

Please ensure that jewellery is not worn to pre-school as losses or breakages may occur. Also if your child has pierced ears they should only wear one pair of small stud type earrings as this is a safety issue.



REFRESHMENTS

The children have independent access to our café. At the café the children can access fresh fruit and vegetables and water. The children are encouraged to use the café independently as there are refreshments available for them all day. However, we do have a snack time during the morning and afternoon sessions where everyone is offered milk and a piece of fruit and we all sit down together as a social time.

ASSESSMENT AND RECORD KEEPING



During the induction session you will be given any necessary forms that you need to fill out and given the opportunity to share personal information. Once in the unit, records will be kept of your child's progress. This information will then be passed on to the reception class teacher at Brook Primary School or the head teacher at the school of your choice. You will receive a settling in report and a final report informing you of your child's attainment and progress whilst they are with us.

IF YOUR CHILD IS ILL AT PRE-SCHOOL

If your child is taken ill at pre-school, we will try to contact you to take your child home. If your child has a head injury or an accident we feel you need to know we will also try to contact you. If we are unable to do this, we will take your child to hospital if this is necessary.

In these two instances, you will appreciate how important it is that the pre-school has at least ONE emergency telephone number. Please inform us and the school office of any changes to these numbers straight away.

MEDICINES

Please do not send medicines to pre-school with children (Asthma inhalers excepted). If your child needs to take medicine during the session, you are very welcome to arrange to come in and administer it. Children who attend a full day can self-administer prescribed medications under adult supervision (if required four times a day). You will need to complete a permission form for this in the front office in the reception area of the school.

EQUAL OPPORTUNITIES POLICY

The ethos, the environment and the curriculum, reflects the equal opportunities policy currently in place in school.

- Resources will be selected carefully to reflect the multicultural society in which we live, and provide positive images of all members of society.
- The curriculum will be planned to provide equal access to all children, and reflect a world where boys and girls, men and women, participate equally.
- The ethos of Brook Butterflies will be one of acceptance and respect for differences.

- The teaching and learning will allow individual needs to be met.

SPECIAL EDUCATIONAL NEEDS

The pre-school makes every effort to ensure that children make as much progress as possible. Some children may have particular difficulties in acquiring some skills, as a consequence the teacher in pre-school will use the current Special Educational Needs Code of Practice.

It is the responsibility of the pre-school to provide extra help for children who are experiencing learning and/or behavioural difficulties, through specially designed learning programmes and links with the appropriate specialist agencies. Referrals to specialists will be made with parental consent. As parents, you have the right of consultation throughout the period of extra help being given to your child and can attend SEND reviews.

CHILD PROTECTION

The welfare, safety and protection of children are of paramount concern. Staff are trained to recognise signs of abuse or neglect. They report these to Ms Baker or Miss Nicklin who then employ the Dudley Safeguarding procedures in recording and handling incidents. Social services may take on serious cases or CAF (Common Assessment Framework) support can be provided.

Parents are encouraged to register any concerns they have. Allegations against staff should be reported to Ms Baker and will always be thoroughly investigated.

All staff involved in Brook Butterflies pre-school have completed Level 1 Child Protection training.

Please see the school website for policy details.

If at any time you and your child are experiencing any problems, please do not hesitate to talk to any member of staff. We will be only too willing to help.