



Encouraging happy, confident, independent learners

## Information for Parents

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## Welcome to Little Pippins Pre-School.

We hope that you find this booklet contains useful information you may need to know when your child starts at Little Pippins and during their time here- information about the daily routines and procedures and the people involved in making Little Pippins an 'outstanding' (Ofsted -July 2019 and January 2015) facility for local children.

The Pre-school has been operating since 1970, firstly as a pack-away group in the village hall and now in our amazing purpose-built building in an idyllic orchard setting hidden in the middle of the village. We play outside every day, whatever the weather, in our large garden area where we also have a log cabin classroom for smaller group activities. We offer Forest School learning sessions in the establish old orchard and in a recently planted small woodland area.

The qualified, caring and enthusiastic staff provide a stimulating and varied programme of play for children from the age of two and a half to school age. The activities we provide are largely child initiated, based on their interests and extending their knowledge and skills. Staff will support children with additional needs, such as confidence building or autism, using a range of strategies tailored to the individual child and with support from external agencies as appropriate.

Little Pippins is a registered charity and we welcome, and indeed rely on, support from parents, former parents and the wider village community to maintain and improve the provision we offer to local children and families. Our charity is run by a management committee consisting entirely of volunteers, the majority of whom must be parents of children at Pippins.

We do hope that you and your child enjoy being part of Little Pippins and that you find taking part in any aspect of the pre-school interesting and stimulating. The staff and committee members are always ready and willing to talk to you about your ideas, views or questions.

### Aims & Objectives

- To provide a safe and happy learning environment for every child
- To develop happy, confident and independent learners
- For each child to have acquired a good (age and stage appropriate) range of knowledge, skills and attitudes by the time they leave the pre-school.

### Opening Hours

We are open Monday to Friday during term time. There is a handy copy of our term dates for the coming academic year in the handbook and there is a 'Key Dates' page on our website which also has dates of other events, and meetings.

The sessions we offer are:

Early Pips Club	8:35am – 9:05am (limited places)
Morning session	9:05am -12:05pm
Afternoon session	12:05pm -3:05pm (starts with lunch club)

Parents can choose which day/s their child attends and whether it is for a morning, afternoon or full day session, subject to availability. We require children to attend for a minimum of 2 sessions per week. We offer the Universal 15 hours early education funding, which covers 5 morning or afternoon sessions per week; extra sessions can be booked depending on availability.

## On Arrival

Please arrive promptly for the start of session and wait in the car park area with your child for the staff to open the door and welcome the children in. Late arrival disrupts the flow of the session so if you are going to be unavoidably delayed by more than 5 minutes, please ring the office and let us know.

On arrival, place your child's lunch box, water bottle and snack contribution on the trolleys by the ramp.

Please hand your child over to the staff member at the ramp gate and say good-bye. If there is any information to share with the staff, such as a bump or incident at home or a change to person collecting your child, please do so at this time. If you need a longer chat with your keyperson or the manager, please allow time to wait at one side until all the children have been taken in. Alternatively, you are welcome telephone or email the office at any time to ask to speak to your key person, the manager or to pass on a message.

Your child will continue into the premises and be guided by staff members to hang up their coat, wash their hands and gather on the carpet area for group time, or if arriving for the afternoon session, to find their place at the table for lunch.

Many of us are animal lovers but, for health and safety reasons, **dogs are not permitted** on the Little Pippins site. Please do not bring your pet at drop off and collection times or leave them at the main entrance.

## Settling in

Whenever possible, we offer a home visit and a settling in visit before your child starts as we find this helps greatly with the initial familiarisation with staff and the pre-school setting. Every child settles differently and occasionally you may need to stay with them to help them build confidence in the new surroundings. This may take a few minutes or a few sessions; your child's keyperson will advise you when the time is right to leave them.

In most cases, a child takes the same time to settle on arrival regardless of whether the parent stays for 20 minutes or just drops them off with the staff member at the gate and leaves. We will always contact you if your child is taking a bit longer to settle to discuss options to help them and you are welcome to call anytime and ask how they are.

## The Pre-school Session

We believe in an holistic approach which involves nurturing and caring for your child as well as meeting their educational needs. The routines and activities that make up the pre-school's session/day are provided in ways that:

- Help each child to feel that they are a valued member of the pre-school
- Ensure the safety of each child
- Help children to gain from the social experience of being part of a group
- Provide children with opportunities to learn and help them to value learning

The children can choose from, and are helped and encouraged to take part in, a mix of adult-led and child-initiated activities. A typical timetable for our day is included at Appendix C; each session will generally follow the pattern of:

- Group time
- Child-initiated activities
- Buffet snack
- Adult-led focus and child-initiated activities (indoors and out)
- Group time

## Collecting your child

The staff will open the door at the end of the session and will bring your child to the end of the ramp to meet you. Please arrive promptly and wait in the car park. If you are going to be delayed by more than 5 minutes, please telephone the office to let us know. A late collection fee will be charged for persistent lateness. If you need to pick up a few minutes early to get to another school to collect a sibling, please let us know in advance.

You must keep us informed of the persons who will be collecting your child and provide a password. Please give as much notice as you can using the Collecting my Child form or by emailing/calling the office with their name and contact details. If we are not certain that the person collecting your child is who we are expecting, we will contact you to check before releasing your child to them.

## Parking

As the majority of families live within the village, we encourage you to get into the habit of walking to Pippins whenever possible. If you do need to drive, there is usually sufficient parking available in the nearby streets. The car park is for staff use only and the gate will be closed.

However you arrive, please be considerate and courteous to the neighbours at all times as they allow us access through the jointly owned narrow driveway. Please do not block access to the neighbour's properties at any time.

## What to Wear

Please ensure ALL clothing, especially coats and jumpers, and footwear is clearly labelled.

**Shoes** that they can put on themselves or with little support should be suitable for the activities on offer and should stay firmly on their feet. Crocs and flip-flops do not allow children to grip safely on climbing equipment and should be avoided. If your child wears wellies to school in wet weather, please ensure you bring a pair of dry shoes for them to change into on arrival.

Please provide a pair of **wellies**, named on the bottom, to be kept at Pippins.

Dress your child in clothes that are easily washable and not too new and provide a **change of clothes in a small bag** that can be kept on their peg at Pippins and will be returned to you if the clothes are used and need replacing. For safety reasons, please don't put anything except clothes in the bag.

We have a '**uniform**' of T-shirts and sweatshirts, which, although not compulsory, will benefit the children in many ways; these are available from the office.

We encourage children to play outside in all weathers – both in or garden or on walks around the village - so please ensure your child comes with clothing appropriate for the conditions, eg. gloves or raincoat. We do have some all-in-one waterproofs for children to wear outside in the pouring rain and at Forest school!

We also encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and putting on and taking off their own coats and shoes. Simple clothing, which they can manage themselves, will help them to do this.

For safety reasons children are not permitted to wear jewellery at the pre-school, with the exception of stud earrings. Cultural/religious requirements will be respected but please discuss these with the Manager.

## Nappies

If your child is still wearing nappies or equivalent, please provide your own nappies and wipes. Your child's key person will work with you towards toilet training your child at the appropriate time.

## Sun Cream

In the summer, please apply sun protection lotion to your child before arrival at pre-school. We will apply a top up of 5 \* high factor sensitive skin sun lotion each morning or afternoon if appropriate considering the weather and UVA/UVB forecasts. We ask for a £1.00 contribution towards this in the summer terms.

## Water Bottle

Please bring a named water bottle containing only water. We will refill this as necessary during the day and return it to you at the end of the day. Please do not add any squash or juice to the water bottle as this is not kind to teeth. Medication such as Movicol should not be added to bottles under any circumstances.

## Snack Time

Morning and afternoon snack time is a social time at which children and adults eat and talk together. The children help themselves from a buffet style choice of healthy snacks and milk or water.

We ask each family to **provide the equivalent of a portion of healthy snack** per session that your child attends. The snacks are shared amongst the group. Fruit, cheese, rice cakes, tea cakes are popular. Please bring packaged items unopened in the packet so that we can check the ingredients, allergy information and use by dates. Fruit and vegetables should be provided whole.

## Packed Lunch

Little Pippins promotes the importance of healthy eating and a balanced and nutritious diet. If your child is attending for the afternoon session, please provide them with a **healthy, balanced packed lunch**. We discourage packed lunches that consist largely of crisps, sweet drinks, biscuits and chocolate. To avoid risk of choking, please cut any grapes, small tomatoes, olives etc in half lengthways.

For the younger children, the contents of each child's box may be put onto plates and placed on the lunch table with their name card. Staff sit with the children and will encourage them to eat and may feedback suggestions to you as appropriate.

To help with transition to school, the older children are given their lunch box to open themselves, staff will assist with opening packets. Please note that any uneaten or part-eaten food remains in their lunchbox as will happen at school.

## Allergies

**Pippins is a nut free zone.** Please do not bring snacks or lunches that may contain nuts –If your child suffers from any allergies, please discuss this with your key person. A list of children with allergies is kept in the kitchen for quick reference when the snacks are prepared. We ask that snacks are provided in their original packaging so that the ingredients and allergy information can be checked before use.

## Contact and health details

Please inform us immediately of any changes to:

- your contact and emergency contact details, (including address, phone and email)
- the person collecting your child,
- your child's health condition, medication requirements, allergies and food intolerances.

## Holidays/Days out

If your child will be going on holiday or having a day out of Pippins other than for illness, please complete a Holiday Form, giving as much notice as possible. Unfortunately, fees cannot be waived, and sessions cannot be swapped for holiday absence.

## Absence

For other absences, please call us by 9:15am if your child is unable to attend. If we have not heard from you, we will call you within the hour, or your alternative and emergency contacts, if necessary, to establish the reason for absence.

## Illness

If your child is not well, the best place for them to be is at home. Please call us by 9:15 am if your child will not be attending. If your child has **diarrhoea and/or vomiting, whatever the suspected cause, you must keep them at home for 48hrs after the symptoms have stopped.** This is a government recommended exclusion period.

We reserve the right to refuse to admit your child if on arrival they have a high temperature, sickness and diarrhoea or symptoms of a contagious infection. If your child becomes unwell whilst in our care, we will call you and ask you to arrange for your child to be collected as soon as possible. If Calpol has been given before arrival, it is imperative that we are made aware so timings can be logged.

In order that we can keep other parents informed of the presence of infectious diseases at Pippins, please notify us if your child has any of the following:

**Chicken Pox, Conjunctivitis, Measles, Rubella, Scarlet Fever, Whooping Cough, Threadworms, Ringworms, Hand Foot and Mouth Disease, Head lice, Swine Flu, Norovirus, Coronavirus.**

## Medication

Staff can administer prescribed medicine or cream to your child whilst at Pre-school; please speak to any member of staff on arrival who will ask you to complete a Medication form. The medicine bottle or container must contain the pharmacy label. It is your responsibility to collect and take home the medication at the end of the day. Unfortunately, we cannot give over the counter medicines like Calpol unless it is an emergency -high temperature, febrile convulsions. If it is necessary to do so, we would contact you to advise.

**Please do not leave creams, medicines and cough sweets in your child's bag for safety reasons or put Movicol, or similar, in your child's water bottle.**

If your child has a long-term **on-going medical condition**, for example asthma, we will ask you to complete a Healthcare Agreement form. On-going medication, including **asthma inhalers, must be kept at Pippins** during term time, any medication not claimed and taken home at the end of term will be discarded. You should ask your doctor to prescribe a second set for use at school.

Any changes in medical conditions must be notified in writing and a new Healthcare Agreement form will need to be completed.

## **Safeguarding Children**

Safeguarding children and young people is everyone's business.

Our Designated Safeguarding Lead (DSL) is : Sam Abbott (Manager),  
Assisted by: Trudie Strong (Deputy Manager),  
Martha Collins

If you have a concern about a child at Pippins, please speak to any of the above staff. There are further contact details for support and advice in the Safeguarding Children Policy Key Points (Appendix A) and displayed on the noticeboards.

All our staff are DBS checked and have received safeguarding training. We have procedures in place to ensure the protection of children from those in the setting who have not been checked with the DBS.

Parents must be aware of and agree to follow our Safeguarding Children Policy and sign a declaration that they have done so. A copy of the policy is on our website and a 'key points' sheet is included at Appendix A.

## **Mobile Phones and Cameras**

Staff, parents and visitors attending Little Pippins are asked to place their mobile phone or camera into the phone crèche in the lobby while on the premises in accordance with our Safeguarding Children policy.

## **The Key Person system**

Every child has a key person who will help ensure that your child's learning and care is tailored to meet their individual needs. The key person is responsible for liaising with you, observing your child, planning and recording your child's 'learning journey'.

During the visits before your child starts, your key person will start to build up a profile of your child and this will also provide you with the opportunity to discuss your child's individual needs, abilities and interests.

Changes in the home environment can often result in a change in a child's behaviour at Pippins that may not be evident at home. Please notify your key person of any changes that may affect your child, such as death of a pet or family member, change in family circumstances, or if you are moving home. You should also keep your key person informed of any changes in health conditions, appointments or other professionals involved in your child's care.

## **Keeping you and us informed**

We use email and Facebook to communicate a variety of information including newsletters, details of events and parents' evenings, pre-school and fund-raising activities and reminders of forms due.

We use Tapestry to record your child's progress and you can view this online. We encourage you to add your own notes of your child's interests and achievements at home for your key person to see. This helps build a picture of their progress that we might not see at Pippins and plan their next steps and activities.

Our website contains a lot of information about the pre-school including term dates, fees, dates of meetings and events, forms to download, newsletters, policies and procedures and a copy of the handbook, and links to other useful websites.



Various noticeboards display statutory information such as Ofsted registration, insurance details, and committee meeting minutes, as well as information mentioned elsewhere in the handbook like term dates, behaviour rules, parent help ideas and staff pictures.

We can also signpost you to information about other local children's groups and activities and local sources of advice and support.

If you have any questions at all, you are always welcome to contact Brenda in the office who will point you in the right direction or ask the appropriate person for you whether it is a member of staff, committee or external agency.

### **Changing Sessions**

If you would like to change or increase the sessions your child attends at any time, either a one-off additional session or permanent change, please give as much notice as you can. Ask any member of staff for a Session Request form, or email the office .

If the session requested is currently full, we will place your child on the waiting list and inform you as soon as a place becomes available.

### **Notice of leaving**

One month's notice of leaving is required but it would help considerably if we could have as much notice as possible. If you don't give the required notice, you will be liable for any fees due for the notice period.

### **Parent / Staff meetings**

Two or three times per year we hold parent's evenings when you can speak to your child's key person about your child's progress. The first meetings early in the academic year are informal 'Meet the staff and committee' events and are an opportunity to look round the room at what we do and to meet and chat to other parents, staff and committee members. At the end of the year, there is a more formal meeting for parents of children leaving to go to Primary school with their keyperson focussing on school readiness.

We are always available for brief discussions about your child's progress or welfare when you drop off or collect your child. We are also happy to arrange longer appointments, face to face or phone call, if required; please ask your child's keyperson or the Manager if you would like to book an appointment.

### **Privacy and Data Protection**

Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Records and Confidentiality policies.

A copy of our Privacy Notice explaining how we use your personal data is included at Appendix E. You will also receive a Privacy Notice in relation to information provided to the Oxfordshire County Council for funding purposes.

Little Pippins is registered with the Information Commissioners Office.

## Funding

3 and 4-year olds are entitled to the universal 15 hours per week of funding by the Early Education Fund starting from the January, April, or September term after their third birthday. This equates to 5 half day sessions. At the beginning of each of these terms, we will ask you to complete a Parent Declaration Form to enable us to claim the funding for your child. We don't offer the extended 15 hours funding (30 hours).

Early Education Funding is also available for some 2.5 year olds. You will have received a postcard and reference number from the County Council if you are eligible and you must let us know your child's TYF reference number before your child starts which you apply for <https://www.oxfordshire.gov.uk/residents/children-education-and-families/early-years-education/free-education-2-year-olds>.

Early Years Pupil Premium is paid for 3 and 4-year olds who meet certain eligibility criteria to support their learning. If you think you might be eligible, please check <https://www.oxfordshire.gov.uk/cms/content/early-years-pupil-premium-information-parents>, and fill in your details on the Parent Declaration Form so that we can claim it for your child.

## Payment of Fees for unfunded sessions.

The current schedule of fees is included at Appendix G. Current fees are also displayed on noticeboards and on our website. If you would like your child to attend before they are eligible for funding, or for more than 5 pre-school sessions, you will receive an invoice for the fees due.

Fees are due **in advance** of every session. All booked sessions must be paid for even if your child doesn't attend. Invoices are raised at the beginning of each long term - September, January, and April - for the 2 terms and can be paid weekly, monthly or termly as preferred. If the pre-school has to close for more than 3 school days, we will refund fees paid for the remainder of the closure period.

We prefer payment by childcare vouchers or bank transfer but may also accept cash or cheques (minimum £10). Cash and cheque payments should be placed in a named envelope

If you think you will be late making a payment at any time or need help with fees, please speak to the Manager or the Office Manager at the earliest opportunity to discuss payment options. Discussions will be in complete confidence.

## Help a Village Child Fund

Our 'Help a Village Child' fund can provide subsidised places for some children. The fund enables us to assist parents of village children who are experiencing financial difficulties with payment of fees. It began with a donation from St Matthew's Church and 10% of profits from our fundraising activities are added to it.

Please speak to you child's key person or the Manager at the earliest opportunity if you would like to know more about the fund or to request help from the fund. Unfortunately, it cannot be used to pay for any arrears.

## Curriculum

### ***What is the Early Years Foundation Stage (EYFS) and what does this mean for my child and me?***

The EYFS is the government's framework outlining standards for learning, development and welfare for 0-5yr olds. It contains both statutory requirements and good practice guidance. The framework is focused around seven areas of learning and development. It outlines the skills, knowledge and understanding your child will need to be able to successfully access the school curriculum at five and to work alongside others as he/she gets older.

The seven areas of the curriculum are sub-divided into two areas, **PRIME** and **SPECIFIC**. Whilst all the areas are equally important, it is very difficult for a child to be able to access the rest of the curriculum without a good strong grounding in the **PRIME** areas of learning- everything builds on these skills and this is particularly important when children start school.

At Little Pippins, we take great care to ensure that children have the best possible opportunities to hone their skills in these areas. These areas are assessed formally at age two –*Now I Am Nearly Three* - at Little Pippins, and at the end of the foundation stage in primary school against the *Early Learning Goals*. We will provide a final formal assessment of your child's learning during their time here, a copy of which will also go to your child's new setting or primary school.

#### **PRIME AREAS OF THE EYFS**

<b>Communication and Language</b>	-Listening, attention and understanding -Speaking
<b>Personal, social and emotional development</b>	-Self regulation -Managing self -Building relationships
<b>Physical Development</b>	-Gross motor skills -Fine motor skills

#### **SPECIFIC AREAS OF THE EYFS**

<b>Literacy</b>	-Comprehension -Word reading -Writing
<b>Mathematics</b>	-Number -Numerical patterns
<b>Understanding the world</b>	-Past and present -People, culture and communities -The natural world
<b>Expressive art and design</b>	-Creating with materials - Being imaginative and expressive

### ***How will Little Pippins support my child to reach their full potential?***

Your child's key person, in collaboration with you, will observe your child noting particular learning styles and needs and feed these observations into our weekly planning system. Any observations, photographs or notes will then form part of your child's online *Learning Journey* on the Tapestry online system. Tapestry is available for you to access and add your own comments to your child's Learning Journey and at any time via a secure login. The whole Learning Journey provides evidence for our formal assessments and next steps.

### ***How can I help my child?***

Good learning experiences are inextricably bound up in purposeful every day events and reading and talking to your child are probably the most valuable things you can do. Other suggestions are:

- Pointing out signs and labels in the environment
- Cooking together - reading recipes, measuring, counting, turn-taking
- Writing for a purpose - shopping lists, signs and notes
- Following up on your child's interest – 'Let's see what we can find out about spiders?' 'Shall we draw a spider?' 'How many legs has it got?' 'Let's take a photograph/write a story/make a rhyme'...

There is more information for parents at [www.foundationyears.org.uk/eyfs-statutory-framework](http://www.foundationyears.org.uk/eyfs-statutory-framework) and the [Parents Guide to the EYFS](#) is a very useful guide.

## **Record Keeping - the 'Learning Journey' and Tapestry**

We keep a record of achievement - a 'learning journey' - for each child making reference to the EYFS curriculum. On-going assessment involves observing each child and planning their learning to reflect their level of achievement and interests. This is recorded in your child's learning journey and used to plan their next steps.

We use an online journal system called Tapestry. The staff use iPads to upload observations and photos to the child's record. (The iPads are stored securely; no information is stored permanently on the iPad itself and they are not taken off the premises). You will be given a login to view your own child's profile and you can also add your own comments and share observations of your child's achievements at home.

When you first access the Tapestry system, please complete the 'All About Me' page.

## **Forest School**

At Little Pippins, we have a Forest School area in a mature part of the orchard adjacent to our garden. Our qualified Forest School Leader, Hannah, runs regular child led sessions where the children can become little adventurers, climb, dig, hunt, build dens and much more.

The Forest School Association describes Forest School "as an inspirational process that offers all learners regular opportunities to achieve and develop confidence and self-esteem through hands on learning experiences in a woodland or natural environment with trees".

Our hope is that every child that attends Little Pippins will get the wonderful opportunity to experience Forest School.

Forest School is a special area; please don't allow your child to play in forest school at arrival and departure times.

## **Special Educational Needs and Disabilities**

As part of the pre-school's policy to make sure that our provision meets the needs of each individual child and their family, we take account of any special needs a child may have. The Special Educational Needs Co-ordinator (SENDCo) for Little Pippins is Sam, our Manager, and she is assisted by Lizzie. Please feel free to discuss, in confidence, any needs your child may have with the SENDCo.

If we feel your child may benefit from some extra support/input such as small group work to build confidence or improve language skills, or more specialist support from other agencies, we will discuss this with you and we may be able to claim additional funding to help us support your child.

## **Behaviour Management**

We encourage all children to consider and respect those around them and we offer very clear guidelines as to what is acceptable and what is not. We have a 'Behaviour Rules' poster (see Appendix D) on display around the Pre-school for all parents, staff and visitors to see and the rules are regularly discussed with the children.

Certain types of behaviour are always unacceptable, and we take time to carefully explain why this is so to the individual concerned and to maintain a consistent approach to dealing with such behaviour. We comfort any child who has been upset by another child's inappropriate behaviour and work towards reconciliation by encouraging children to be independent and self-disciplined and to negotiate their way through disagreements.

Saying 'sorry' is often very hard for a young child who may either say it without understanding the meaning or refuse to say it at all. We therefore work towards a **restorative justice** approach in which the child is encouraged to consider how the recipient of his/her unkind behaviour feels and to make amends.

We have a designated member of staff who is the settings Behaviour Management Co-ordinator, their name is on the notice board in the lobby.

We are committed to treating parents, carers and their children with the utmost respect. The staff team and committee members are entitled to be treated with same the courtesy and respect by parents and carers of children attending Little Pippins at all times.

### **Parent Involvement and Participation**

Little Pippins recognises parents as the first and most important educators of their children. The staff endeavour to make Pippins a stimulating place for the children to learn and thrive. They see themselves as co-workers with you in providing care and education for your child and in return will expect your support by:

- Making yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place.
- Exchanging knowledge about your child's needs, interests and progress with staff.
- Helping at sessions or sharing any special interests you have with the children.
- Take part in events, discussions and questionnaires about the activities and the curriculum of the pre-school
- Building friendships with other parents in the pre-school.
- Making suggestions for improvements to the setting and our procedures

For more information on how we work together with you, see Appendix B 'Parents as Partners'.

### **Parent Helper support**

We encourage parent involvement by asking parents to help in the pre-school sessions once per term. As well as enabling staff to spend more time with the children, it also enables you to see what the day-to-day life of the pre-school is like and help the children to get the best out of the activities. Requests for help will be circulated at the beginning of each term and will often coincide with a particular activity or event which staff would appreciate an extra pair of hands for.

As well as specific activities or skills, general tasks parents can help includes preparing activities and snacks and tidying away. Please also check to the Do's and Don'ts list for further guidance whilst you are in the setting. If you have a special talent or interest, please do share it with us. The staff really do appreciate your help.

### **Donation**

We do appreciate that not all parents have time to help during the sessions. There are many other ways that families can support Pippins, for example through assisting with fundraising or occasional maintenance or gardening tasks or attending committee meetings, but if you are unable to contribute any of your time to help and support us, we suggest making a donation of £30-£50 per term (3 per year).

## Little Pippins – the Charity

Little Pippins is a registered charity and all parents of children attending are invited to become a **Family Member** of Little Pippins. Please complete the Membership Form provided and return it to the office. A copy of our Memorandum and Articles of Association is on the notice board in the lobby and available on request.

Members of Little Pippins, the charity, can attend any committee meeting and are eligible to be elected onto the Management Committee at the AGM.

### Management and Administration

While employed staff provide the care and education of your child and day to day operation of the pre-school, our **volunteer Management Committee**, manage the administration, maintenance and fundraising aspects of the setting. The committee is responsible for:

- Making sure the pre-school works to policies which help it provide a high-quality service
- Making sure the pre-school works in partnership with the children's parents
- Employing and managing staff
- Managing the pre-school's finances and arranging fund-raising events
- Maintenance of the premises and grounds.
- Development of the pre-school for the future.

The major decision-making is in the hands of parents. **Parents with children currently at Little Pippins must form the majority of the committee membership otherwise we cannot legally operate.**

The committee is elected every year at the AGM, which is usually in the Autumn. Parents are warmly invited to join the committee and to participate as much or as little as they would like to help ensure the pre-school provides the best environment for the children. You do not have to take on a particular role, there are many small tasks that help make such a difference to the running of Little Pippins. For the committee to be able to make decisions, there must be parents present at the committee meetings.

The committee meets 3 or 4 times per year usually on a Monday and we ask that elected committee members attend as many meetings as you are able to. Notice of the next meeting date and copies of the minutes are circulated, and meeting dates are also on our website under 'Key Dates'.

As a charity, Little Pippins needs parents to be involved and, besides parent help in session and joining the committee, there are many other ways in which you can take part in making this a successful, welcoming and stimulating place for children and parents including

- Helping at sessions or sharing any special interests you have with the children.
- Help with Fundraising activities. Fundraising is essential to Pippins and we welcome suggestions for new events, support from parents with organisation of activities or just helping out on the day.
- Joining the online lottery.
- Take part in events, discussions and questionnaires about the activities and the curriculum of the pre-school
- Joining in with community events which Little Pippins supports.
- Help with ad-hoc repairs and general maintenance and gardening days.
- Identifying sources of funding and completing applications.
- Making suggestions for improvements to the setting and our procedures

More information about the role of the committee is included in the welcome pack, please do come and have a chat if you would like to find out more about this.

## Fundraising and Grants

Fundraising is essential to enable Little Pippins to open and remain financially viable. The majority of income from fees and government funding just covers staff costs. Therefore, we rely a great deal on fundraising and grant income to buy and replace equipment and toys, and maintain the premises.

If you have a suggestion for fundraising or would like to help the fundraising team by seeking out grant opportunities, organising fundraising events such as a raffle, tombola stall, Santa's grotto, suggesting ideas for events or just helping out on the day then please speak to any committee member or member of staff or respond to appeals for help.

Some ways that **parents support** us include:

- Match funding -Does your employer offer a **community giving or match funding** scheme? If so, we would love to know about it.
- Employer Volunteering days.
- Termly donations in lieu of other ways of supporting us.
- If you can Gift Aid your donations this will bring an additional 20% on top of your donation, please ask the office for a form.
- Shop online via [www.smile.amazon.co.uk](http://www.smile.amazon.co.uk) or [www.easyfundraising.co.uk](http://www.easyfundraising.co.uk), and Little Pippins will receive a donation when you shop at many online stores ( groceries, holidays, high street stores) at absolutely no extra cost to you.
- Online lottery <https://www.yourschoollottery.co.uk> . A weekly draw, £1 per ticket. 76% to Little Pippins and prizes and a guaranteed winner from the Pippins community every week.
- Donate through your employer's Give As You Earn payroll deduction scheme.
- Charity Aid Foundation bank's charity donations account
- Applying for grants from local companies who offer community funds or grant schemes, and token schemes offered by local supermarkets

**Annual fundraising events** that have been successful for Pippins in the past include:

- Halloween party/disco.
- Santa's Grotto and the Christmas Tree festival at Harwell School Christmas Fair.
- Spring Ball.
- Easter Trail.
- Harwell Feast Stall – tombola.
- Summer raffle.

10 % of profits from fundraising events are put into our 'Help a Village Child' fund.

## **Health & Safety**

During the settling in visits, we will explain how we ensure the continued safety of the staff and children in our care including fire safety, door security, first aid and first aiders, kitchen safety, visitors, no smoking policy. All our risk assessments and safety checklists are kept on the shelves in the lobby and available to view at any time.

Most importantly, please do not leave the premises without ensuring that a member of staff is aware that you are going and re-locks the main door after you leave.

## **Policies**

We will provide you with details of our policies and procedures at the settling in meeting. These outline how we satisfy the requirements of the EYFS in our everyday practice including admissions, behaviour management, nappy changing, hygiene, record keeping and health and safety. Paper copies are kept in the lobby and they also on our website.

As previously mentioned, we specifically require parents to read our Safeguarding Children policy and sign a declaration to abide by it. The full policy is on our website and a summary of key points and contact details is included at Appendix A.

Our policies are reviewed by the management committee annually and parents are required to abide by them. If you have any questions about our policies or procedures, why we do things the way we do, please do ask a member of staff.

## **Confidentiality**

It is important to recognise that during any time you spend at Little Pippins our confidentiality policy is adhered to. If you witness or hear any information that is confidential while you are on the premises, we request that you keep it so.

## **Information Sharing**

You may request access to any confidential records we hold on your child and family following the procedure outlined in our 'Records' and 'Information Sharing' policies.

We will always seek your consent where we need to share information about your child with any other professional or agency for example with external agencies regarding any special needs your child may have or transition to school.

Please be aware that we are obliged to share confidential information without authorisation from the person who provided it or to whom it relates, if it is to prevent a crime from being committed, or a matter of safeguarding a child or vulnerable adult.

## **Equality and Diversity**

We aim to ensure that our services promote equality of opportunity and valuing diversity for all children and families using the pre-school and to challenge and eliminate discriminatory actions on the basis of a protected characteristic: age, gender, gender reassignment, marital status, pregnancy and maternity, race, disability, sexual orientation, and religion or belief. The full 'Inclusion - Equality and Diversity' policy is available on our website and in the Policies folder in the lobby.

## **Code of Conduct**

Our staff are committed to treating parents, carers and their children with the utmost respect. The staff team, committee members, parents, children and visitors are entitled to be treated



with same the courtesy and respect at all times by parents and carers of children attending Little Pippins. Around the building, we have posters of our behaviour rules; a copy of these and our 'Parent Code of Conduct 'are included at Appendix D

## **Complaints**

We have a complaints procedure which you should have been given a copy of when registering your child and is also included at Appendix I and is on our website

If you have an issue about any aspect of the Pre-school's provision you should firstly talk over your concerns with your key person or the Manager at the earliest opportunity. If a satisfactory outcome is not achieved within a couple of weeks you should formally put the complaint in writing and request a meeting with the Manager and the Chair of the Management Committee. If there still is not a satisfactory solution to the problem, you could get in touch with Ofsted.

## **Harwell County Primary School and 'The Barn' after school club**

Little Pippins maintains strong links with Harwell Primary School. We are often invited to use their facilities, including their swimming pool, and to join in with some of their events such as school plays.

To help children who are moving up to the primary school, we may have additional visits to the Foundation Class during their final terms at Pippins.

Harwell School also run The Barn After School Club for 3 to 11 year olds, which Little Pippins children may be able to attend depending on availability of spaces. Booking for The Barn is made by contacting the Primary School directly. <http://www.harwellprimaryschool.co.uk/after-school-club/>.

## **Early Years Alliance**

The Early Years Alliance is a leading educational charity specialising in the early years. They provide practical support to early years settings, young children and their families each year. Their products and services include specialist publications, insurance, information and advice, quality assurance, policy templates, campaigning, research, training and family programmes.

Little Pippins is a member of the Early Years Alliance. As a member, we have access to support and advice reinforcing our commitment to providing excellent care and the highest levels of education. For more information, please visit [www.eyalliance.org.uk](http://www.eyalliance.org.uk)

## **Ofsted**

Ofsted carry out inspections and report on the quality and standards of provision at Little Pippins. At our last 2 inspections, June 2019 and December 2014, we have been awarded **Outstanding**. The report is available from our website or Ofsted's website.

Parents have every right to report complaints direct to Ofsted, however, we feel it would be more constructive if you could inform us of your concerns first.

Our Ofsted registration number is 133726

Ofsted's Telephone number is 0300 123 1231

## Who's Who at Little Pippins

### Staff

Please find listed below the staff who work at Little Pippins Pre-School. All our staff are DBS checked (formerly CRB) to enhanced level and have undertaken training in Safeguarding Children

<b>Name</b>	<b>Job Title</b>	<b>Qualifications</b>
Sam Abbott	Manager SENDCo	Cache Level 3 Children's Care, Learning and Development Designated Safeguarding Lead Safer Recruitment Early Help Assessment Training Paediatric First Aid,
Trudie Strong	Deputy Manager	Cache Diploma for the EY Workforce Level 3 Designated Safeguarding Lead Forest School Leader Level 3 Paediatric First Aid,
Martha Collins	Pre-school Practitioner	QCF Level 3 Childcare & Young People's Workforce Designated Safeguarding Lead Paediatric First Aid
Sabrina Beck	Pre-school Practitioner	NNEB Diploma in Nursery Nursing (Level 3) Designated Safeguarding Lead Level 2 Understanding Behaviour that Challenges Understanding Autism , Speech Language & Communication, Phonics Phase 1, Supporting Early Language Development Paediatric First Aid,
Hannah Corderoy	Pre-school Practitioner Forest School Lead	Level 3 Early Years Educator Forest School Leader Level 3 Paediatric First Aid
Alice Hanks	Pre-school Practitioner	NNEB Diploma in Nursery Nursing (Level 3) Paediatric First Aid
Lizzie Joyce	Pre-school Practitioner and Assistant SENDCo	Level 3 Diploma for Early Years Workforce Paediatric First Aid
Gemma Belcher	Pre-school Practitioner	Cache Level 2 Early Years Care and Education Paediatric First Aid
Siobhan Arnold	Trainee Pre-school Practitioner	Training for Level 3 Diploma for Early Years Workforce Paediatric First Aid
Emma Whiting	Pre-school Practitioner	Paediatric First Aid Level 2 Food Safety
Brenda Pyke	Office Manager Health and Safety	Health and Safety, Fire Safety, Manual Handling

### **Committee Members and Trustees:**

Committee Members and Trustees are all volunteer parents, ex-parents or ex-staff and together form the pre-school's Management Committee:

Chair	Kieran Dee (Teddy's dad)
Treasurer	Louise Wilkins
Secretary	Jade Rouse

Committee Members: Lorraine Moore  
Jane Moreton  
Kayleigh O'Brien (Corey-Jay's mum)  
Stuart Weal  
Angus Murray (Rory's dad)  
Vicky Chadfield  
Seema Singh (Lyra's mum)  
Kathryn Wells

### **Useful Contact Numbers**

Little Pippins Pre-school	01235 821741
OFSTED	0300 123 1231
Harwell County Primary School	01235 835337
The Barn After School Club	07854 738518
Pre-School Learning Alliance	0207 697 2500
Little Pippins Chair	chair@littlepippins.org.uk

