



# WEST DOWN PRESCHOOL



West Berry  
Federation

**Welcome!**



# Welcome!



**Welcome to West Down School, Cherry class is our foundation class where preschool and reception children follow the Early Years Foundation Curriculum. We strongly believe that early years education should be based on stage not age and we are in a unique position to be able to meet the needs of our children through play based enquiry appropriate for each individual child's stage of development.**

**We welcome children from when they are **two and a half years old.****



# Our Team



**Miss Henderson**  
Class teacher  
(Mon-Weds)



**Mrs Harding**  
Class teacher  
(Thurs & Fri)



**Warren**  
Early Years Teaching  
Assistant (Mon-Fri)



**Cassie**  
Early Years Teaching  
Assistant & Meal  
Time Assistant



**Michele**  
Preschool Leader  
(Mon- Thurs)

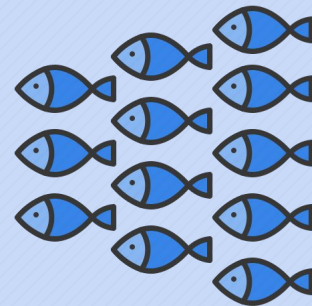


**Gabi**  
Early Years Teaching  
Assistant (Fri)



**Ruth**  
Early Years Teaching  
Assistant & Meal Time  
Assistant

# Other Important Adults



**Mrs Carey**  
Co-headteacher  
**Designated**  
**Safeguarding**  
**Lead**



**Mrs Poynter**  
Co-headteacher  
**Deputy**  
**Safeguarding**  
**Officer**



**Mrs Jones**  
Special Educational  
Needs Coordinator

*Please see our website  
for all staff members.*

# Our Classroom

*We have a large classroom space with an additional small room we call our 'quiet room'*

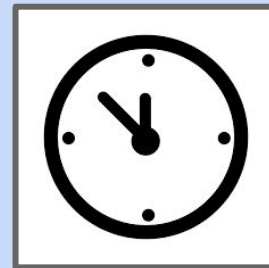


# Our Outdoor Space



*This consists of two playgrounds attached to the classroom and direct access onto our school field.*

# Our Sessions



Our day starts at 9am and finishes at 3pm.

You are welcome to choose how you arrange your child's sessions, choosing a morning or afternoon 3-hour session or an all day 6-hour session.

Early bird sessions are available (see next page).

<i>Monday</i>	<i>9am-12pm</i>	<i>12pm-3pm</i>
<i>Tuesday</i>	<i>9am-12pm</i>	<i>12pm-3pm</i>
<i>Wednesday</i>	<i>9am-12pm</i>	<i>12pm-3pm</i>
<i>Thursday</i>	<i>9am-12pm</i>	<i>12pm-3pm</i>
<i>Friday</i>	<i>9am-12pm</i>	<i>12pm-3pm</i>

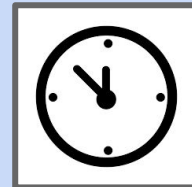
Collection & drop off is at the school gate. Please ring the buzzer when you arrive.

# Early Bird/ late collection fee

Please book Via **ParentMail:**

1. Go to accounts -
2. Select Early/Late Birds
3. Click on date required
4. Pay now or Pay Later

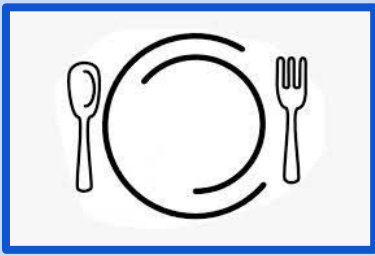
Done!



*Please speak to a member of the admin team to set up your account with ParentMail*

Early Bird - 3/4 year old pre booked sessions	£1.85
Early bird - 2 year old pre booked sessions	£2.60
Late collection - 3/4 year old pre booked sessions	£1.85
Late collection - 2 year old pre booked sessions	£2.60





# Lunch



If your child attends the afternoon session or all day this will include lunch, you can choose to provide a packed lunch for your child or purchase a school dinner for £1.50 per meal (in addition to any fees due).

The menu is available on our website

<https://www.westberryyfederation.org.uk/key-information>

The staff will take meal orders from the children in the morning.

# Settling In

During your initial visit we will discuss the best settling in routine for your child. We like to build up to a full session gently allowing your child to get to know the staff, children and routines of Cherry Class.

Were possible we will book in two settling in sessions before your child starts which, covid allowing, you can also attend. These short 1 hour sessions will allow your child to explore with you there. Hopefully our Friday Stay and Play sessions will be able to restart in the future which gives your family the ideal opportunity to get to know us all.

# Settling in and getting to know your child.

Please complete these forms before your child joins us:

- 1.) CONTACT DETAILS S11/1 S11/2 Form.  
Found here:

<https://www.westberryyfederation.org.uk/copy-of-parent-help-desk>

- 2.) PERMISSIONS (all sent via parentmail)
- Acceptable use of the internet
  - Image Consent Form
  - School trip & offsite activity consent

- 3.) NEW FAMILY QUESTIONNAIRE

<https://forms.gle/jwaszxqLo7m6P4Qe8>

- 4.) TAPESTRY AGREEMENT

<https://forms.gle/KZf72T98f7aFu9v49>

*If you have trouble accessing these forms please contact the admin team: 01271 883494 [admin@westberryyfederation.org.uk](mailto:admin@westberryyfederation.org.uk)*



# Kit list

Water bottle & lunch box (if not having a school dinner)

Spare clothes (especially if toilet training)

Nappies, wipes and nappy sacks if required

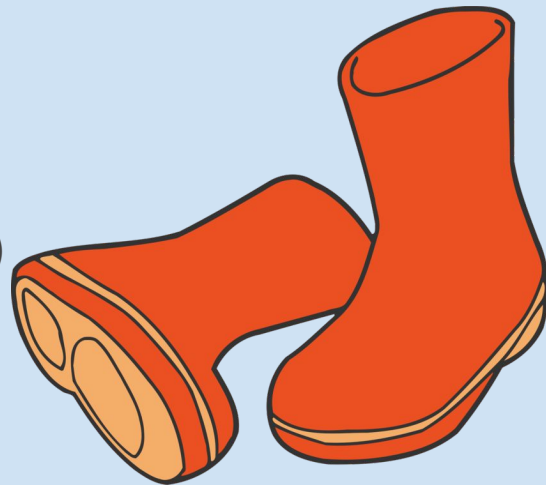
Wellies

Winter: Waterproof coat & trousers

Summer: Sun hat & sun cream

Reusable wet bag (zipped wet nappy bags are perfect for this)

**Please ensure all of your child's belongings are labelled with their name**



# Fees and Funding

- All children are entitled to 15 hours free childcare per week from the term after their 3rd birthday.
- Some families may also be entitled to 30 hours funding for 3-4yrs

[https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-f  
or-2-to-4-year-olds](https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)

- Funding for 2yr olds

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

# **Fees and Payment**

**Our current fees are:**

**2yr olds - £7.30 per hour**

**3-4 yr olds - £5.30 per hour**

*(Early bird and late charges 3-4yr olds £1.85)*

*You will be invoiced for all booked sessions via our parentmail system. We are not able to credit sessions that your child is absent for as we have to account for staffing costs. A parentmail account will be set up when your child starts. We also accept most childcare vouchers - please ask for more information if you would like to pay this way.*

**Freshly cooked hot dinner - £1.50 a day (optional)**

# Our Day

Throughout the day in cherry class children can self select a variety of different activities. There are also opportunities to join in with some fun group activities. These are all based on the areas of the Early Years Foundation Stage.



# The EYFS and Keyworker System

Along with all early years settings in England, we follow the Early Years Foundation Stage framework. Learning through play allows children to learn at their pace. Our skilled practitioners follow the children's lead; developing and extending the children's learning during their play. We spend time observing, assessing and planning for their next step.

Your child will be allocated a key worker before they start at West Down, this will be the adult who will spend time getting to know your child whilst they settle in and share your child's progress via Tapestry and parents meetings.

In addition please complete the 'getting to know you' forms for your child's first day with us. This also includes medical information, permissions and emergency contact details.

Link to EYFS

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>



# What is Tapestry?



**This is a piece of Educational Software where each child has their own individual Learning Journal. By logging on with a secure username and password you are able to access your child's journal. Parents are only able to view their own child's journal and all information is stored securely.**

**Recent guidance from the Department for Education outlines that staff are no longer required to gather endless photos, observations and records as evidence. This is because it takes time and attention away from the children. However, we will continue to use Tapestry (at least weekly) to provide you with a window onto your child's time with us.**

**Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child in class. You will also be able to share with teachers the activities that your child has particularly enjoyed.**

**Because children play in close proximity with their friends it does not reflect a true picture of their time spent learning if photographs are only of a single child. Therefore photographs of your child may, with your permission, appear on their friends Learning Journal.**

**E-safety is extremely important to us within West Berry Federation therefore we ask you to sign an agreement to show that you have read, understood and agree with our guidelines.**



Online Learning Journal shared via the app.

A member of staff will be on the gate each morning and at the end of the school day!

If you would like to speak to a member of staff, ask about lunches or bookings. Please use: [admin@westberryyfederation.org.uk](mailto:admin@westberryyfederation.org.uk).




# Communication.

You will be invited to a Parent Meeting to discuss your child twice a year.

Find our 'West Berry' Facebook page.



If you would like to speak to Su or Faye the Co-headteachers. Please us [parents@westberryyfederation.org.uk](mailto:parents@westberryyfederation.org.uk)





# Stay & Play



**FREE**



**FREE**

## When?

**Every Tuesday**

*(term time only, not the last Tues of term)*

## Where?

**Cherry Classroom  
West Down**

## Time?

**9.30am-10.30am**

## Who?

**Anyone with a child under  
school age. Bumps welcome too!**



## What?

Stay and Play offers you a wonderful introduction for your child into preschool life. You and your child will have the opportunity to explore the Cherry Class environment and take part in a range of exciting and creative activities. We finish the session with a snack and story. Please call the office if you would like to book a place to come along!

Cherry Class incorporates preschool and Reception with children aged from 2 & a half - 5 years old.

# SKILLS TO PRACTISE BEFORE STARTING RECEPTION

There are key skills that schools expect children to be learning before their first day. Practising these will make your child's journey to Reception as positive as possible.

Top Tips...

# GROWING INDEPENDENCE:



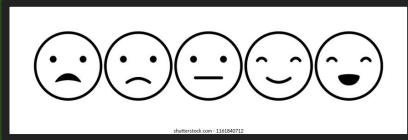
## Taking care of themselves

- ❑ Putting on/taking off their coat and shoes
- ❑ Using the toilet and washing hands
- ❑ Getting dressed with little help
- ❑ Using cutlery (knife, fork, spoon) and drinking from open cup
- ❑ Spending time away from you, learning they can be looked after by other caring adults

## Play, creativity and curiosity

- ❑ Taking part in imaginative play (i.e role play)
- ❑ Drawing, painting, colouring, cutting and sticking
- ❑ Sharing story books, talking about the pictures
- ❑ Exploring the world around them (e.g in the garden, natural objects)

# BUILDING RELATIONSHIPS AND COMMUNICATING:



## Being with others

- ❑ Practising sharing and taking turns
- ❑ Talking to them about how they are feeling and why
- ❑ Looking at story books together and speaking about the characters feelings
- ❑ Beginning to recognise what others are feeling
- ❑ Encourage them to set boundaries for themselves e.g knowing how to politely say no

## Communication and language

- ❑ Singing along with songs and nursery rhymes
- ❑ Talking happily to others about experiences
- ❑ Showing they need help by speaking or signalling clearly
- ❑ Recognising the pattern of their name so they can recognise it i.e on a coat

## Listening and engaging

- ❑ Paying attention for short periods of time
- ❑ Listening to and following simple instructions
- ❑ Carrying on with a task even when it's difficult and bouncing back if things go wrong

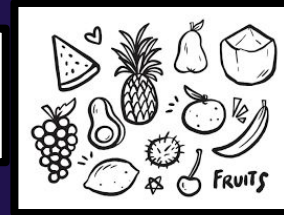
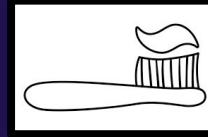


# PHYSICAL DEVELOPMENT



- ❑ Getting moving for at least 3 hours a day
- ❑ Walking up and down steps (one foot at a time, using wall for support).
- ❑ Climbing, running, jumping and playing
- ❑ Catching a large ball (most of the time)
- ❑ Doing simple puzzles and craft activities, strengthening their grip with cutting and sticking

# HEALTHY ROUTINES



- ❑ Going to bed around the same time each night, waking up in time to get ready for school.
- ❑ Limiting screen time to the recommended daily amounts
- ❑ Eating a healthy diet and trying new foods
- ❑ Brushing their teeth with a fluoride toothpaste twice a day (*supervised until at least 7yrs olds*)

# WHAT SHOULD I DO IF I HAVE CONCERNS ABOUT MY CHILD'S DEVELOPMENT?

If you're worried about your child's progress, talk to us, your health visitor, local children's centre or Family Hub.

- If your child has developmental delays or SEND (suspected or confirmed), please speak to us
- We can work with you to help your child with self-care, managing emotions, social skills, and communication in a way that suits their stage of development.
- You might want to share details about their development, needs, what motivates them, what might trigger difficulties, how they learn best, and what strategies work well.
- Make sure you share important information with everyone supporting your child.

Early intervention makes a big difference!



**Further information about our school can  
be found on our website**

**<https://www.westberryyfederation.org.uk/>**

