



**Information for
New Parents
Pre-School
2022-23**



Headteacher: **Mrs N Peters**

Dear Parents

Re: Welcome to St Teresa's Pre-School

We are delighted that your child has been offered a place at St Teresa's Pre-School and hope to work closely with you to ensure that they have a happy and successful time at our school.

As a Catholic community, adjacent to our Parish Church, we place an emphasis on working together and developing a positive relationship with all our families. We encourage you to participate fully in the life of the School and Parish.

The relationship between the school and you, as parents, has a significant impact on your child's happiness and development. We will always do our utmost to facilitate this relationship. We ask that you engage with us, let us know when you have concerns and work with us to maximise your child's potential.

We look forward to you and your child joining our community.

Best wishes,

Nikki Peters
Headteacher



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CATHOLIC ETHOS

One of the greatest gifts you can give your child is faith. We work in partnership with you to develop this.

Prayer in School

We pray together at the beginning of the day, before lunch and at the end of the day. It is an integral part of school life and the children learn a number of short prayers which you may hear. We enclose a copy of these prayers for you to read with your child.

Prayer at Home

Ideally a couple of minutes of quiet time should be set aside for prayer. Bedtime is an ideal time as it is quiet and calm.

Mass

Regular attendance at Mass on Sunday will convey the importance you place in your family's relationship with God and the parish community.

Children should be able to make the Sign of the Cross

Our Morning Prayer

Father in heaven you love me,
You are with me night and day,
I want to love you always
In all I do and say
I'll try to please you Father,
Bless me through the day.
Amen

Our Lunchtime Prayer

Bless us O Lord as we sit together
Bless the food we eat today
Bless the hands that made the food
Bless us O God
Amen

Night Prayer

God our Father I've come to say
Thank you for your love today.
Thank you for my family
And all the friends you give to me.
Guard me in the dark of night
And in the morning send your light.
Amen.

CURRICULUM

At St Teresa's Pre-School we follow the statutory framework for the Early Years Foundation Stage (EYFS). This document describes the seven areas of learning and development and the characteristics of effective learning;

Characteristics Of Effective Learning
Playing and Exploring-engagement - do they investigate and experience things, and 'have a go'?
Active Learning-motivation - do they concentrate and keep on trying if they encounter difficulties, and enjoy achievements?
Creating and thinking critically-thinking - do they have and develop their own ideas, make links between ideas, and develop strategies for doing things.

Prime Areas	Specific Areas
Personal, social, emotional development	Literacy
Physical development	Mathematics
Communication and language	Understanding the world
	Expressive arts and design

At St Teresa's we understand that play is essential for children's development, building their confidence as they learn to explore, to think about problems, and relate to others. We know that children learn by leading their own play and by taking part in play guided by adults. The framework states that ***"Practitioners must respond to each child's emerging needs and interests, guiding their development through warm, positive interactions"***. We allow our children extended periods of time when they can play and move their own learning forward, supported by highly qualified staff who put this into practice every day. We strongly believe that learning should be fun and meaningful and should build upon what children already know and what they are interested in.

PRE-SCHOOL DAY

Timings

Pre-school
7.55am – 8.45am - Breakfast Club Session
8.40am – 11.45am - Morning Session
11.45am – 12.30pm - Lunchtime
12.15pm – 3.15pm - Afternoon Session
3.15pm – 6.00pm - Afterschool Club Session

During the day at Pre-School.

In our setting, children are the leaders of their learning. Throughout the day children are provided with the opportunity to flow freely across all areas of the unit. High quality, engaging, resources are accessible to the children at all times, they are varied and open-ended. This gives children the opportunity to select resources to support their chosen activity. The adults are there to facilitate learning. They do this through observations and interactions. Our adults know the children very well and have a sound understanding of child development. This ensures that the adults enhance and extend the learning at the appropriate level. In-between these free flow sessions the children receive the following Adult-Led inputs.

Phonics

Each day, your child will participate in an adult led phonics session following the Bug Club scheme. Initially this will focus on listening and attention skills which underpin the foundations of reading before moving onto letter recognition.

Snack

We operate a rolling snack system in which children are encouraged to independently choose a snack from a range of fruit, vegetables or breadsticks. Milk is offered to children at morning snack and we ask that that your child is provided with a named water bottle.

Lunch

The Pre-school children are provided with a hot meal, from the main school menu, and the cost is included in the session price. A copy of the menu is available on our website. Parents can order their child's meal via the ParentPay app. If your child has any dietary requirements, please inform us so our cook can be briefed.

Group time

Once a day, your child will have the opportunity to explore the seven areas of the Early Years Framework, extending their learning and development. To facilitate this your child's keyworker will plan an appropriate activity which meets each child's individual needs,

TERM DATES 2022/23

Autumn Term 2022

Tuesday 6 September – Tuesday 20 December

Foundation children start on Friday 9th September

Half Term: Thursday 20 October - Friday 28 October

* Please note Inset Days on Friday 2 and Monday 5 September

* Please note inset Day on Thursday 20 and Friday 21 October

Spring Term 2023

Wednesday 4 January – Friday 31 March

Half term: Monday 13 February - Friday 17 February

Summer Term 2023

Monday 17 April – Thursday 20 July

Half Term: Monday 29 May – Friday 2 June

* Please note Inset Day on Friday 28 April

* Please note Inset Day on Friday 23 June

* Please note Inset Day on Friday 21 July

Staff Training Days (school closed)

Friday 2 September

Monday 5 September

Thursday 20 October

Friday 21 October

Friday 28 April

Friday 23 June

Friday 21 July

Bank Holiday

Monday 1 May

Monday 29 May (During Summer Term Half Term)

UNIFORM & STANDARDS

Winter Uniform

- Navy crew necked sweatshirt * with logo or Navy cardigan with logo *
- Red polo shirt with logo *
- Mid grey - tailored trousers / knee length skirt / pinafore
- Grey or white knee length socks, grey ankle socks or grey knitted tights

Summer Uniform

- Navy crew necked sweatshirt * with logo or Navy cardigan with logo *
- Red polo shirt with logo * with grey shorts
- Plain navy summer dress (available from other shops)
- White or grey ankle socks
- Baseball cap with logo *

Navy or black shoes

Book Bag with logo *

Plain coloured coat

Named water bottle

GENERAL PRE-SCHOOL INFORMATION

Absences & Lateness

Although attendance at Pre-School is not compulsory we ask that parents contact the school to advise when a child is not able to attend their booked sessions.

Absence due to Illness

On the first day of a child's absence parents should inform the pre-school office by telephone, email, crobins@st-teresas.wokingham.sch.uk), or personally by 9.30am.

Adventure Playgrounds

The children are not allowed to play on the adventure playgrounds before or after school as there is no supervision during these times. The use of footballs is also prohibited before and after school due to the large number of people in the area. Younger siblings should not use the equipment at any time.

After School Club

This runs for all children from 3.15pm to 6.00pm. The cost of £12.00 per session includes a healthy snack of wraps, crumpets and a selection of vegetables, meat & cheese along with fruit or yogurt. The cost of this is added to your monthly invoice.

There is a range of outdoor and indoor activities which the children select.

Bicycles & Scooters

The Pre-school children should dismount from their scooters before the pedestrian areas around the main Pre-School gate and should not ride them up and down the path. This is for the health and safety of all visitors using this access.

Breakfast Club

This runs from 7.55am to 8.45am at a cost of £5.50 per session, including a healthy breakfast. The cost of this is added to your monthly invoice.

Car Parking

There is **no parking** on the school site at any time.

Please do not park or drop your children off directly in front of the school gates or stop near the zebra crossing or on the yellow zigzag at the front of the school.

When parking near the school or in front of the Church, please do so considerately for our neighbours and the safety of our pupils.

Alternatively, you can apply for a car park permit at £17.50 per academic year to use in Easthampstead Road East and Denmark Street car parks please click [here](#) to access the form.

Because the school is open from 8.00am – 6.00pm every day and is used by the church throughout the weekend, local residents are impacted all the time by St Teresa's. Please park considerately to ensure there is no further impact to them.

Computer Safety

Pre-School children will use the Yogas during their group time. They are supervised at all times and use only a limited number of programmes.

Cool Milk

All Pre-School children have access to free milk during snack time. Pre-School will automatically arrange this with cool milk.

Data Collection & Fair Processing

We currently use the Arbor App as our parent portal. You will be sent your login details to access the app. Please ensure you check the information we hold for you and add or amend any details. A copy of our fair processing notice is available on our website.

Changes to Contact Details

Please ensure you update your Parent Portal App, Arbor when you have a change of address or telephone number. It is important that our records are kept up-to-date, in the event that we have to contact you during the school day.

Drop Off & Collection of Children from School

Drop off takes place at the Pre-School gate. In the morning the Pre-school gate will be opened at 8.40am to allow parents to drop off their children. For security reasons the gate will be closed promptly at 8.50am, if you have children at the main school please drop them off before coming to the Pre-School. If you arrive after these times please take your child to the main school reception. For children attending the afternoon session the drop off is at the main school office at 12.15pm.

Collection from the morning session is from the main school office at 11.45am. Please wait for your child to be brought to you. If your child is due to leave after lunch collection will be from the main school office at 12.30pm

At 3.15pm children can be collected from the Pre-School garden in the main school playground.

If your child is to be collected by someone other than a parent or main carer, please advise the staff in advance. In an emergency, please phone the Pre-School staff and advise them of who will be collecting your child.

Government Funding

All Pre-School children are eligible to receive up to 15 hours of Government Funding each week. Please complete the funding form here for us to be able to claim the funding on your behalf. We also offer the 30 hours extended funding to eligible parents. Parents should apply via the HMRC website and provide the Pre-School in advance of the reference number given.

Keyworker Meetings for Pre-school Parents

Pre-School parents have an opportunity to meet with their child's keyworker during our parents evening session to discuss their child's progress and share their learning journey.

Late Arrival

Arriving late to the Pre-School will impact on your child's learning as we start our sessions with our group time. If you arrive after the Pre-School gate has closed you will need to bring your child to the main school reception to be collected.

Tapestry

This is a unique record of your child's learning in all the developmental areas of the EYFS. It will include photos of your child in various activities and record their learning journey and progress. Please click [here](#) to complete the tapestry permission forms.

Medicines

The school does not take any individual responsibility for medicines prescribed to be taken during the day. However, if your child is well enough to come to school whilst taking prescribed medication, a Medical Request Form, available from the school office or on our website, must be completed and signed. Please note, the school is unable to administer non-prescribed medication (eg, Calpol, Nurofen).

Office Hours

For general enquiries the school office will be open every day between 8.30am and 9.15am and again between 2.45pm and 3.30pm; we would like to encourage parents to visit during these times.

Outside of these times please follow the procedures below:

- Written communication can be posted in the post box outside the front entrance.
- Message slips will be available to fill in as required.

Please remember any correspondence can also be sent either via book bags or delivered to the member of staff on the Pre-School door.

Parentpay

In addition to our fortnightly newsletter on a Friday, which is circulated by Parentpay (an electronic mailing facility), we also use email as the primary way of sending all school correspondence. It is also used to text parents in the event of emergency contact (eg. school closures, late arrival back after educational visit). You will be advised of your log in once your child has started, please ensure you register as soon as possible.

Photographs

Individual and sibling photographs are taken during the Autumn term and class photos during the Spring term.

Sickness & Diarrhoea

Following sickness and diarrhoea, your child must remain at home for a 48 hour clear period before returning to school; they should also be eating and drinking normally again.

School Association

The School Association encourages a sense of community by organising events that include all those involved with the school. A very active committee organises a wide variety of social and educational events throughout the year; their fundraising supports the school and the children by raising funds for equipment, educational aids and other items which the school's budget cannot afford. The involvement of parents in this voluntary work is a great support to the life of the school.

Smiley Superstar

To recognise and reward the children's hard work, good manners and helpfulness we have a Smiley Superstar award each week. This is in line with the main school award system and a child a week will be awarded this in the school assembly on a Friday morning receiving a certificate and sticker.

Toys

Please do not allow your child to bring in any toys as they may get lost or broken.

Water Bottles

Please bring a named water bottle for drinking during the day.

Weekly Newsletter

This is our main form of communication for the main school. We urge you to take responsibility for reading this each Friday. A copy is always available on the website.

Smarter Way to Pay

During each academic year, we request a number of financial contributions to support the children's learning and school experience. To enable parents to budget for the costs, we operate a scheme called 'Smarter Way to Pay', which runs by standing order for the duration of your child's time at St Teresa's.

What is 'Smarter Way to Pay'?

- Monthly payment scheme which allows payments to be spread evenly throughout the year
- Makes budgeting easier
- Allows the school to maximise your contributions by claiming Gift Aid
- Provides improved opportunities for children

How will the scheme work?

- Includes all requests for voluntary contributions, except charity and fund-raising donations
- Payment by standing order until the end of your child's education at St Teresa's

What is included?

- Building Fund
- Life Education Bus visit
- An In-House educational visit
- School Fund

Building Fund

A charge made by the diocese to cover their 10% contribution to building projects, which are 90% funded by the DCSF. All parents of Pre-School children are requested to pay £10 per child to cover this obligatory charge. In the last three years, this has enabled us to purchase additional land adjacent to the school and build six new classrooms.

Educational Visit

During the Summer Term, the children will have the opportunity to attend an off-site educational visit, providing them with a high-quality extra-curricular experience.

Cost

The annual cost for Pre-School children is £72. This can be spread over monthly payments of £6 via standing order. The school is able to claim an additional 25% from the government on all contributions using the Gift Aid scheme. Please click [here](#) to join the scheme.

Who should I contact if I have any queries?

Please contact Mrs Robins, crobins@st-teresas.wokingham.sch.uk.

**WOKINGHAM DISTRICT COUNCIL
DEPARTMENT OF EDUCATION**

**NOTICE TO PARENTS OF PUPILS ATTENDING MAINTAINED PRIMARY, SECONDARY AND SPECIAL
SCHOOLS IN BERKSHIRE WHO LIVE IN THE VICINITY OF BROADMOOR HOSPITAL**

1. If there is an escape, the warning sirens will sound, and all schools within approximately seven miles of Broadmoor Hospital will be notified. The warning siren is tested each Monday at 10.00 a.m. for 2½ minutes. After a break of 2 minutes the all clear siren is also sounded for 2½ minutes.
2. Schools will stay open and operate as normally as possible.
3. Parents who know of an escape before their children leave home for School will be expected to make arrangements for escort.
4. Where an escape occurs before the start of School or during the morning session, pupils will be kept in at School at midday unless collected by their parents, and will be provided with a meal to the extent which the emergency arrangements allow; parents will be asked in due course to pay the appropriate charge for the meal provided. If parents decide to collect their children at midday, they must be responsible for their safe conduct to school in the afternoon.

If the emergency extends to the end of afternoon school, no child attending an Infant, Junior or Primary School will be allowed to leave the safety of the School premises unless collected by a parent or a responsible adult known personally to the staff, or in exceptional circumstances, a responsible adult known personally to the child. Headteachers of Secondary schools have discretion to allow pupils to go home unaccompanied where the authority for this has been received from parents in writing.

5. On subsequent days parents will be solely responsible for the safe conduct of children to and from School, or to and from pick up and setting down points for School transport.
6. Parents should discuss with the Headteacher any special difficulties which are likely to arise in individual cases.
7. If an escape takes place, parents are asked to keep telephone calls to the school to an absolute minimum.



Pre-School Welcome pack tick sheet

Thank you for reading our welcome pack. Please ensure you have completed the following forms. Any questions please ask a member of staff.

- ☐ Tapestry Consent Form
- ☐ Entry Profile
- ☐ Free School Meals & Pupil Premium (if applicable)
- ☐ Early Years Funding Form
- ☐ Smarter Way to Pay

You will also be sent your login details to the following apps –

- ☐ ParentPay – please then order your child's meals
- ☐ Arbor – please ensure you input all the information for your child and give the various permissions.