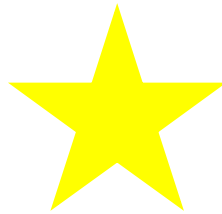
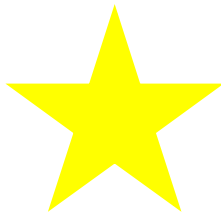
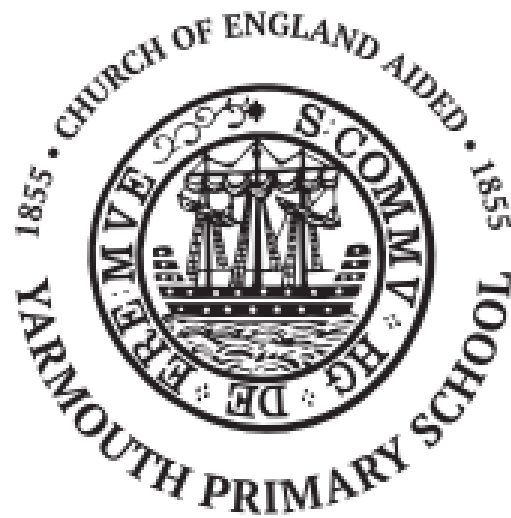


Welcome to



Little Stars Pre-School



The aim of this booklet is to tell you a little bit about ourselves and what kind of day your child may have at Yarmouth Little Stars.

Yarmouth Little Stars is run by Yarmouth School Governors and we run effectively as a Foundation Stage Unit alongside the Reception Class.

Our main objective is to ensure that the children have fun, enjoy their time with us and learn in a calm, relaxed, natural way. We endeavour to provide an educationally stimulating environment in which the children feel valued and able to progress at their own speed. We aim to be approachable, open to parents/carers and their families, knowledgeable and helpful wherever we can.

We encourage all aspects of your child's development, creating a balance between freedom and discipline, creativity and control.

We strive to achieve this with the following objectives:

- ♦ To encourage a family atmosphere, teaching children to have respect for each other, thereby learning to relate to one another and building an attitude of caring and sharing.
- ♦ To encourage learning through play by providing games and activities which develop your child's skills and self-awareness.
- ♦ To provide materials and challenges aimed at encouraging excitement and motivation for learning.





Staff Team

Head teacher	Elizabeth Grainger
Safeguarding Lead Officer	Elizabeth Grainger
Chair of Governors	Carla Bradshaw
Business Manager	Sarah Woodburn
Finance Manager	Victoria Plumley
Reception Class Teacher/ Early Years Co-ordinator	Georg Westhorpe
Administrator	Michelle Roberts

Little Stars

Supervisor/Designated Safeguarding	
Level 3/Positive Behaviour Leader	Sadie Gooding NVQ3
Deputy Supervisor	Luisa Lobato NVQ3
Assistants	Debbie McCleary NVQ3

Any member of the team may be contacted through the school on 01983 760345, or email sgooding@yarmouthceprimary.co.uk.



About our setting

Yarmouth Little Stars is fully insured and registered with OFSTED. Copies of our OFSTED reports are available to parents via the OFSTED website.

Yarmouth Little Stars is situated within the school with direct access to our Reception class and school hall. Alongside this we also have a secure garden area where children from pre-school and Reception can enjoy the benefits of indoor/outdoor play as they choose.

Our close working relationship with the school allows for a smooth transition to Primary Education. Children who are due to join Yarmouth CE Primary will attend regular sessions in the Reception Class the term prior to commencement.

Your child may start Little Stars from the age of 2 years and continue to attend until compulsory school age.

We are able to accommodate a maximum of children at any one time. Our staffing is regularly reviewed in accordance with the number of children registered with us.



Admissions Policy

It is our intention to make Yarmouth Little Stars accessible to children and families from all areas of the community, although we are happy to accept any child at the appropriate age providing places are available.

Our waiting list is arranged by date of birth. We will introduce new families on a staggered basis, for example two new children a day for a week, rather than ten new children all at once.

Attendance to Yarmouth Little Stars does not automatically ensure your child a place at Yarmouth CE Primary School. The school has its own admissions policy with criteria to be met (a copy of which can be obtained via our website www.fosay.co.uk).

We appreciate that there are many family combinations who successfully love and care for their children. We will make clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child.

We recognise the wide range of special needs of children and families within the community and aim to work closely with parents and outside agencies to ensure we can play a part in meeting those needs. We will also introduce, if appropriate, flexible admission procedure to meet the needs of individual families and children.

All children will be respected and their individuality and potential recognized, valued and nurtured.

We aim to ensure that the educational and social needs of the children will be identified and provided for in an environment free from prejudice and discrimination.

British Values - we feel that exploring British Values with children will enable them to become well rounded individuals with a true sense of self with respect for others. The areas of British Values that we focus on are:

- The Rule of Law
- Individual Liberty
- Democracy
- Tolerance
- Mutual Respect

We have set guidelines and policies in place, of which both staff and parents are made aware. All policies are available on our website www.fosay.co.uk



Useful things to know!

- ◇ Little Stars Pre-School, Mill Road, Yarmouth, Isle of Wight, PO41 0RA, Telephone 01983 760345
- ◇ Open Monday-Friday 0845am—2.45pm. Term time only. Prices are £4.25 per hour for 3 & 4 year olds, £4.60 per hour for 2 year olds.
- ◇ All fees are to be paid in advance either via our Tucasi online banking system. Fees due within 7 days of invoice
- ◇ Access to Little Stars via the school side gate, Mill Road
- ◇ Children must be signed in and out everyday in the register
- ◇ Please ensure all items are labelled with your child's name
- ◇ Children have their own trays where they can place items to take home.
- ◇ A school newsletter is available on our website www.fosay.co.uk every Thursday
- ◇ Our complaints procedure is located on top of the children's trays.
- ◇ Planning is displayed just inside Little Stars; please feel free to add any comments or ideas whenever you wish!
- ◇ Your amount due is available to view via your Tucasi account, however monthly invoices are sent at the beginning of each month.
- ◇ School dinners must be ordered and paid for in advance via Tucasi
- ◇ We often take photos or communicate to you via 'Tapestry'. This enables you to discuss with your child things they have learnt or are taking part in
- ◇ Children enjoy sharing fruit at snack time and we ask for a donation of fruit once a week if possible.
- ◇ We encourage children to explore many different textures; these can be from shaving foam, clay, baby lotion, flour, soap, soil and sand! If you have any concerns that your child may have an allergy, please inform a member of staff
- ◇ We go outside in all weathers so please ensure your child is well equipped with weather related clothing
- ◇ If you wish us to apply sun cream to your child then please complete a permission form
- ◇ Please supply baby wipes, nappies etc. for your child if needed. We also ask parents to supply spare clothes in case your child gets wet during water play. Aprons are supplied but never seem to do the job 100%!



Little Stars Curriculum

Our pre-school curriculum is an informal course of learning, working towards The Early Years Foundation Stage. The Early Years Foundation Stage is set out in a document published by the Department for Education and Skills (DfES) and is the Framework to ensure that every child has the best possible start in life, and support to fulfil their potential. The Framework divides children's learning into several areas:

Personal, Social and Emotional Development

Self-confidence and self-awareness
Making relationships
Managing feelings and behaviour.

Communication and Language

Listening and attention
Understanding and speaking

Physical Development

Moving
Handling
Health and self care

Understanding the World

People and communities
The world
Technology

Literacy

Reading
Writing

Mathematics

Numbers
Shape, space and measure

Expressive Arts and Design

Exploring and using media and materials
Being imaginative

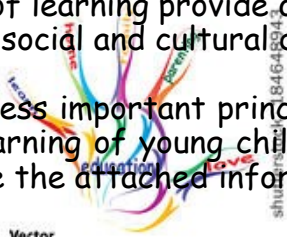
Characteristics of Effective Learning

Playing and exploring, active learning, creating and thinking critically are key to a child's development and success in learning.

These characteristics underpin learning and development across all areas and support the child to remain an effective and motivated learner as they grow and develop.

Combined together, the seven areas of learning provide opportunities to address important aspects of children's spiritual, moral, social and cultural development.

The four Themes for the EYFS express important principles underpinning effective practice in the care, development and learning of young children. These are evident in all we are and do at Little Stars. Please see the attached information for more details.



Vector

Getting it right for the children How children learn

At Little Stars Children will learn

- To use language and communicate with other children and adults
- To listen and respond as part of a group
- To enjoy stories, poems and music
- To recognise that written words carry meaning, stories and ideas
- To compare objects/materials and to make predictions about them based upon experience
- To create and recognise patterns and sequences
- To understand simple ideas of length, weight and volume
- To use their senses to enjoy and explore their environment
- To observe living things
- To become aware of other cultures and beliefs
- To name shapes and colours
- To begin to understand how their body works
- To think about other people and their lives
- To acquire the skills and co-ordination they need for both large and small motor skills
- To find ways to tackle problems
- To come to terms with their emotions and learn to express their feelings

Playing & Exploring	Active Learning	Creating & Thinking Critically
Finding out and exploring	Being involved and concentration	Having their own ideas
Playing with what they know	Keep on trying	Making links
Being willing to 'have a go'	Enjoying achieving what they set out to do	Choosing ways to do things

All of these skills are vital to every child. They are the tools that aid all future development, both academically and socially.

We aim to provide a safe, caring environment to enhance the development of your child, a place where they can be happy, learn and progress through having fun. What your child learns at Little Stars is the basic foundation for school studies and beyond.

Your child's 'Unique Child Profile' which we use to track your child's progress and development will be located in your child's tray enabling you another way to monitor and contribute to your child's development records.



by Bénédicte Barrett



Little Stars Sessions

The children are encouraged to explore and learn from many different materials including water, sand, paint, dough, modelling and lots of glue. Please ensure that your child is dressed in suitable (easily washed) clothing and try to ensure that all fastenings are simple, please try to avoid belts, braces and tight buttons. This will help your child to quickly learn to go to the toilet unaided and put on their own coats etc.

It is important that children learn for themselves but at their own pace, so we support and encourage them but resist the temptation to be over helpful.

Across the year we may introduce different 'Backdrops to Learning' which help provide a balance of new activities to promote learning in the EYFS, e.g. Spring/New Life. We encourage the children to contribute themselves by bringing in items from home to add to the display or show to the rest of the group. This provides stimulus for language and group discussion. Regular newsletter will keep you up to date on any Backdrop we may be introducing, any ideas you have you can write on the planning sheets displayed in the cloakroom.

The majority of activities planned are based around each child's individual interests. Parents are encouraged to communicate regularly at the beginning or end of sessions, alternately through our online Tapestry system we can keep you up to date with what your child is learning, giving you the opportunity to discuss at home.



Tapestry

What is Tapestry?

Tapestry is a secure online Learning Journal where we can record photos, observations and comments. This is in line with the Early Years Foundation Stage curriculum and is used to record of your child's experiences during their time with us. This system allows us to work with parents and carers sharing information and record the children's play and learning in and outside of the classroom.

Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email and password (which is pre-set by us but can be changed by you to make it more secure). All our staff are given a secure log-in. They can then upload observations, photos or videos; recording children's achievements and assessing their learning in reference to the EYFS curriculum.

Parents can change their settings so that an email is then automatically generated informing them when an observation has been added so they can have a look and add any comments of their own.



Flexible Time Table

Little Stars has a flexible time table but a typical session would be:

0845-1000

Welcome children and parents/carers. We are always available to speak to any parents. Appointment times for longer discussion can be arranged. Usually a free play session with an adult led activity running alongside, using both inside and outside areas. Children are able to choose freely from a choice of activities. Adults supervise, observe and encourage extension of play where required. This is a great time to interact and teach the children while they take the lead.

1000-1030

Children are encouraged to help themselves to a drink of milk or water and some fruit.

1045-1115

Outside play time as a whole group with the use of the playground facilities along with games and equipment.

1115-1130

Circle/story time

1130-1200

Preparation for lunch. Supervise children washing hands & toileting. Collect packed lunches to be taken to the main hall where we join children from Yarmouth School. Lunch may be either a hot school dinner or a home produced packed lunch. The children are encouraged and not forced to eat their meal.

1230-1430

Free play session with an adult led activity running alongside. Free choice of activities using inside and outside facilities. Also the opportunity to join reception class in the foundation unit.

1430-1445

Story time or singing/boogie mites/magical musical moments/rhythm time

1445-1445

Home time

Throughout the day we share stories/music and energetic play. Timing throughout the day is flexible to the needs of the individual children and any unexpected outcomes.



Parental Involvement



We welcome any parental involvement and recognise parents as the first and most important educators of their young children. We aim to support parents and carers and welcome them to visit the group at any time, with the opportunity for them to take part in all aspects of the running of the group, i.e. parent/carers rota, fundraising events etc.

We arrange Parent Evenings towards to end of each term for you, your child and your child's Key Person to discuss their progress. Alternately you may arrange a suitable time to talk with staff if you have any concerns. We request that you keep us informed of any changes to personal circumstances, e.g. change of address, telephone number.

We also ask that you keep us informed of any circumstances which could have an effect on your child's emotional well being such as bereavement or illness. Parents and carers can add to Tapestry to keep us informed of your child's interests.

Uniform



We ask that all children come to school wearing sensible footwear and clothes suitable for the weather. Children will get dirty so old clothes are advisable.

Enquiries



If you have decided for your child to join us please feel free to contact the supervisor who will be happy to discuss the needs of you and your child. You will be given a registration form to complete. The supervisor may be contacted through Yarmouth CE Primary School on 760345.

Safety - Policy and Practice



The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult
- A book is available at each session for the reporting of any accident/incident
- All adults are aware of the system in operation for children's arrivals and departures and an adult will be at the door during these periods
- Children will leave the group only with authorized adults
- Safety checks on premises both indoors and outdoors are made before everyday/session
- Buzzers will be on the doors during the day to alert us
- Low level glass will be covered or replaced with safety glass
- Outdoor space is securely fenced
- Equipment is checked regularly and any dangerous items repaired or discarded
- The layout and space ratios allow children and adults to move safely and freely between activities
- Fire doors are never obstructed
- Fire/heaters/electric points/wire and leads are adequately guarded
- All medicines and cleaning materials are stored out of reach of children
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- Hot drinks are placed out of the reach of children
- Fire drills are held at least once/twice a term
- A register of both adults and children is completed as people arrive so we have a list of all those present in case of an emergency
- There is no smoking on the school premises
- No mobiles or photographs are to be used/taken with children around unless authorised by the head teacher
- Fire extinguishers are checked annually
- Adult./child ratios are maintained in accordance to government guidelines
- Children who are sleeping are checked regularly
- Equipment offered to children is developmentally appropriate, recognizing that materials suitable for an older child may pose a risk to younger/less mature children
- Internal safety gates/barriers are used as necessary
- The premises are checked before locking up at the end of the day
- Procedures in place for failure to collect/missing child/complaints & safeguarding. All relevant policies available upon request, or by visiting our website www.fosay.co.uk

Local Authority Designated Officer:
M.A.S,H (Multi Agency Support Hub):

Ms Amanda Sheen 01983 823723
0300 555 1384

Health and Hygiene

Our pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Food

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet
- The pre-school observe current legislation regarding food hygiene and the handling of food
- Staff will not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble
- Staff will not smoke on the premises

Outdoor play

- Children will have the opportunity to play outside throughout the day/year (either in the pre-school's own outside play area or on regular outings to parks or other community play spaces)

Illness

- Parents are asked to keep their children at home if they have any infection and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell
- Parents are asked not to bring into the pre-school any child who has been either vomiting or had diarrhoea, or both until at least 48 hours has elapsed since the last attack
- Cuts or open sores, whether on adults or children will be covered with sticking plaster or other dressings
- If the child is on prescribed medication the following procedures will be followed:
 - * If possible, the child's parents will administer the medicine. If not, then medication must be stored in the original container and clearly labelled with the child's name. A permission form must be completed
 - * Where local regulations require it, guidance will be sought from Social Services before people other than the parents agree to administer medicines
 - * All medications will be kept out of reach of children on a high shelf
 - * A medication book will be available to log in the name of each child receiving medication; date and time that medications was administered; together with the signature of the person who has administered each dose
 - * With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulae's, the position will be clarified by reference to the pre-schools insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional
 - * The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed
 - * There will always be on the premises at least one qualified first aider trained to administer first aid to children



Information Sources

- The pre-school will maintain links with the Health Visitor and gather health information and advice from the Local Health Authority Information Services and/or other health agencies
- Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school

Hygiene

- To prevent the spread of all infections adults in the group will ensure that the following good practices are observed:
 - * Hands washed regularly throughout the day and especially after using the toilet and before & after handling food
 - * Toothbrushes not shared
 - * Children with pierced ears will not be allowed to share each others earrings
 - * Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically
 - * Individual towels available, or paper towels used and disposed of appropriately
 - * Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted

Cleaning and clearing

- Any spills of blood, vomit, excrement wiped up and flushed away down the toilet. Rubber gloves, face masks, goggles and an apron are always used when clearing up spills of body fluids. Floors and other affected surfaces disinfected . Fabrics contaminated with body fluids thoroughly washed in hot water
- Spare laundered pants and other clothing available in case of accidents and polythene bags available in which to wrap soiled garments
- All surfaces and touch points are regularly cleaned throughout the day with an appropriate cleaner



Working Together

At Little Stars we recognise that parents and carers are their child's first educator.

We are always striving to work closely with parents and carers to ensure consistency when recording your child's progress and development.

Effective partnerships with parents and carers is proven to enhance the learning and development of each child with whom we work.

In an effort to ensure you are always involved and able to contribute to your child's development and progress records, we will place your child's 'Unique Child Profile' in your child's tray. These must remain in your child's tray and not be taken home as we use them on a daily basis. Many thanks

Here are some easy ways in which you can contribute to your child's development and progress records.

- Use Tapestry Online Learning Journal
- Write comments/notes and post them in our letter box. Please ensure you write your child's name and date on the note.
- Talk to staff about what you and your child have been doing
- Tell staff if your child has learnt something new
- Have a read of your child's Learning Journey and then comment in the allocated box
- No time to talk? Write notes to staff in your Parent Partnership Book
- We are always available to talk so please come & see us anytime.

We appreciate any comments no matter how small or irrelevant you think they may be. Please see some examples by our post box but feel free to note/comment on anything concerning your child.

We find these extremely valuable.

Thank you for your support.

**Coming together
is a beginning;
keeping together
is progress;
working together
is SUCCESS.**

- Henry Ford

2justByou.com

GDPR

Privacy Notice (How we use pupil information)

The Federated Schools of Shalfleet and Yarmouth Primary is the Data Controller for personal information with respect to responsibility under Data protection legislation.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results)
- Relevant medical information
- Information relating to special educational needs
- Behavioural information and exclusions
- Safeguarding

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

Shalfleet and Yarmouth Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. This information is needed to enable us to comply with our legal obligation to provide an education service. We collect and use personal data in order to meet legal requirements including:

Education Act 1996

The Education (Information About Individual Pupils) (England) Regulations 2013

Keeping Children Safe in Education 2016

Working Together to Safeguard Children 2015

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with Data Protection legislation, we will inform you whether you are required to provide certain pupil information to us or if your consent is needed. Where consent is required, we will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

Storing pupil data

Personal data relating to pupils at School and their families is stored in line with our Data Protection Policy.

In accordance with the Data Protection Policy, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. Details of the retention of records can be found in our Retention Policy

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local education authority
- the Department for Education (DfE)
- school nurse, NHS, CAMHS, Pediatricians,
- NHS health care and Childrens Services including speech therapy, physiotherapy, occupational therapy, educational psychologist (once consent was gained)
- Educational Psychologists
- Childrens Services, including Safeguarding

Why we share pupil information

We only share personal data where the law requires us to do so or where we obtain consent.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 and also Keeping Children Safe in Education 2016 and Working Together to Safeguard Children 2015.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about pupils in schools in England. We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of personal data is maintained

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have certain rights with respect to their personal data.

You have the right to:

- apply to request access to information that we hold about them
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- restrict processing for certain purposes, e.g. direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, restrict its processing, erased or destroyed; and
- data portability

For further details on your rights or to apply to access your personal information, or be given access to your child's educational record, contact **Sarah Woodburn, Data Officer**.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. To do so, please contact our School Business Manager via sbm@federationshalfleetyarmouth.co.uk. You also have the right to raise concerns with the school's Data Protection Officer; the Head of Legal Services and Monitoring Officer at the Isle of Wight Council, dpo@IOW.gov.uk. Ultimately, you also have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Sarah Woodburn - sbm@federationshalfleetyarmouth.co.uk