

# Caton St Paul's

C of E Primary School

## Pre-school Prospectus



*'One family, belonging,  
believing and learning together.'*

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# Welcome to Caton St Paul's

Welcome to Caton St. Paul's Church of England Pre-school. Our Pre-school is situated within our school building, as part of an EYFS unit. Caton St Paul's C of E Primary School is located in the Lune Valley, approximately 5 minutes from the M6. The school is blessed with beautiful grounds: a large playing field, an expanding forest school area and an adventure play area.

The school prides itself on its caring, Christian atmosphere, where children are encouraged to love learning and achieve their goals. Children joining Caton St. Paul's Pre-school will grow together in an EYFS unit that sets high standards and expectations for all its stakeholders. We aim to provide an environment in which you and your family will feel confident and where your children will flourish. The latest Diocesan Inspection of December 2016 stated : **`The sustained, outstanding achievement of all children is underpinned and nurtured by the transformative Christian ethos of the school`**.

Our dedicated and professional Early Years team promote self-confidence, self-assurance and self-regulation and take care to couple this with excellent teaching, continuous monitoring of progress and consultation between children, key workers and parents. The EYFS curriculum has been carefully planned to meet the needs and interests of all our children, enabling them to flourish in an exciting and supportive setting.

The Ofsted inspection of April 2017 noted : **`The warm and friendly family ethos is a strong and distinguishable characteristic of the school's culture`**. Achievement information at all Key Stages remains above National and Lancashire averages.

We also run a successful Wraparound Care Club (WAC club), giving parents the opportunity to access excellent quality childcare between 7:45am - 8:45am and 3:15pm - 5:30pm. The WAC club liaises closely with teachers to ensure children are accessing excellent development opportunities.

The desire of all Staff and Governors is to develop the most creative and exciting Pre-school that we can, so that all children are inspired to learn and develop a wide range of skills that will equip them to be ready for starting Primary School.

**Mr I Gittins**

**Head Teacher**





# Our Mission Statement

*"One family, belonging, believing and learning together".*



We *belong* to a school that children and staff feel proud to be part of; where there is mutual support amongst families and the wider community, and where everyone feels valued.

We *believe* that God's love is central to all that we do; that with His love, we grow in faith.

We love and respect one another and we take care of the world in which we live.

We *learn* together in an inspiring and secure environment; where our children's unique skills and abilities are recognised and nurtured, preparing them for life's challenges and opportunities

## Aims

### Caton St Paul's Pre-school aims to:

- Provide a safe and stimulating environment for children to learn, play and develop at their own pace
- Work with parents/carers to build positive relationships and work closely in partnership to ensure high quality care for their children
- Enable children to become independent, confident individuals who take responsibility for themselves and their actions
- Promote a positive attitude towards themselves and others



# Starting Pre-School

Children can start at Caton St Paul's Pre-school when they are 3 years old. Free places using the 15 or 30 hours entitlement are available from the term after your child turns 3. Please contact the school office for more details about how to claim these.

When your child starts at Pre-school, they will be allocated a key worker. This key worker will have responsibility for a small number of children throughout the day and will ensure that your child feels safe and cared for while at Pre-school.

Your child will have two 'getting to know you' sessions where they are able to visit Pre-school free of charge for an hour to meet their key worker, familiarise themselves with the layout and routines, and start the process of feeling comfortable, confident and secure in our Pre-school environment. It is vitally important that both you and your child feel ready to begin their journey with us at Caton St Paul's.



# Session Times

Morning Session	8:45am– 11:45am
Lunch (for children who are staying all day)	11:45am—12:15pm
Afternoon Session	12:15pm—3:15pm

All sessions additional to funded hours are charged at £4.50 per hour.

If your child needs extended provision beyond our Pre-school sessions, our Wraparound Care Club offers the following hours:

Breakfast	7:45am - 8:45am
After School	3:15pm - 4:15pm
After School	3:15pm - 5.30pm

## Fees and Childcare Vouchers

Prices for the sessions above are on our booking form available in the appendices.

From the term after your child's third birthday, you can claim 15 hours a week of free provision. This is called the Free Early Years Entitlement and is paid for by the Government. Your child may be eligible for extended funding which would entitle them to 30 hours funding per week.

We also accept Tax Free Childcare Vouchers. Please follow these links for more information about how to apply for funding:

<https://www.gov.uk/30-hours-free-childcare>

<https://www.gov.uk/tax-free-childcare>



# A day in Pre-School



Snack time

Outdoor  
learning

Messy play activities

Fine and gross  
motor activities

Small group  
times



Playing with  
friends

Early maths  
skills

Story time



Having fun!

Early phonics  
skills

# The Early Years Team

We meet Ofsted legal ratio requirements for staffing at all times. The Early Years Foundation Stage staff team are equally committed to the education and welfare of each and every child.



Mrs Longhorn  
Pre-school Leader and  
Learning Mentor

We are currently  
recruiting another  
Level 3 Pre-school  
leader to work with  
our fabulous team.



Mrs Riley  
Early Years Leader  
& Reception Teacher



Miss Turner  
Reception Teacher



Mrs Larkin  
Level 3 Teaching Assistant

## Key Person

We use the key person approach to help your child as they settle into Pre-school. This approach means that there is a named member of staff to act as the main point of contact for you and your child. However, please always remember that you can speak to ANY member of the Foundation Stage staff about your child, their education and wellbeing.



# Parent's Guide to the Early Year's Foundation Stage Framework

## What is the Early Years Foundation Stage?

The Early Years Foundation Stage (EYFS) is how the Government and Early Years' Professionals describe the time in your child's life between birth and age 5. It is a framework setting the standards for learning, development and care for children during this period.

Nurseries, pre-schools, reception classes and childminders must follow the legal document called the EYFS Framework which can be accessed at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/974907/EYFS\\_framework\\_-\\_March\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf)

You can ask for information about your child's development at any time and there are two stages (the "progress check" at age 2, and again at age 5) when the professionals caring for your child must give you written information about how your child is doing. The written summary of their progress at age 5 is called the EYFS Profile.

## As a Mum, Dad or Carer how can I help with my child's learning?

All the activities that you do with your child at home are important in supporting their learning and development, and have a really long-lasting effect on your child's learning as they progress through school. For example, talking, reading, singing nursery rhymes with your child or cooking and baking with them. More ideas can be found at: [www.foundationyears.org.uk](http://www.foundationyears.org.uk) Even when your child is very young and is not yet able to talk, you talking to them helps them to learn and understand new words and ideas.

Parents often underestimate what they can do to support their child's development. If you feel unsure of what to do at home to support your child's learning, you can find out what is on offer at your local children's centre. Many offer "messy play" activities which

you and your child can join in, and many of the activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages. They can give you ideas on how you can help your child learn.



# How will my child be learning?

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children generally tend to develop the **3 prime areas** first. These are:

- ♦ Communication and Language;
- ♦ Physical Development;
- ♦ Personal, Social and Emotional Development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- ♦ Literacy;
- ♦ Mathematics;
- ♦ Understanding the World;
- ♦ Expressive Arts and Design.

These 7 areas are used to plan your child's learning and activities. While teaching and supporting your child we will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in the rest of the school, but it's suitable for young children, and it's designed to be really flexible so that staff can follow your child's needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outdoors.



## Uniform

Children attending pre-school should wear comfortable clothes which are easily washable and not too new. Simple clothing that they can manage themselves helps build independence. There will be the option to purchase a polo shirt and sweater with a pre-school logo.

All clothing, including shoes, needs to be clearly named. It would also be useful to have a full spare set of clothes, clearly named in a PE bag.



## Forest School

Children will have access to a regular Forest School session in our extended woodland area. Mud suits and wellies will be provided for each child. Children will also have access to the EYFS outdoor area within their session times.

## Caton St Paul's Parent Teacher Association (PTA)



Our school benefits from a very active PTA. Their role is to support all our school developments through exciting activities and to raise money to provide extra facilities and equipment. All their work is voluntary and a wide range of events are organised to raise funds which benefit the school community. If you would like to become involved with our PTA, please contact [head@stpauls.lancs.sch.uk](mailto:head@stpauls.lancs.sch.uk) and we will steer you in the right direction.



# Key Information

## Morning Snack

All pre-school children are provided with a snack during every session. This will generally be healthy fruit or vegetables. You are welcome to send a healthy snack in for snack time e.g. cereal bar, breadsticks.

## Milk and Water

Children will be provided with milk at snack time. It would also be helpful if your child could bring a named water bottle daily. There is also water available in the Pre-school room.

## Lunch

If children are staying for a full day session they will stay for lunch time. They are able to bring a healthy packed lunch or order a school dinner for a cost of £1.50. School meals are payable in advance via Parent Pay.

## Punctuality

Please remember the importance of all children beginning each session together. Likewise, please be punctual when collecting your child at the end of each session. Children become anxious and upset when left behind after their friends have gone home. If you are going to be unavoidably late, please telephone school to let us know.

## Special Educational Needs

We include all children in our provision and provide an environment in which all children are supported to reach their full potential. We follow the Department for Education Special Educational Needs Code of Practice and work in partnership with parents and other agencies in meeting individual children's needs. Please contact our Special Needs Coordinator, Sarah Sanderson should you have any questions or concerns about your child.



# Key Information



## Emergency Information

Please ensure that the school office has your correct home telephone number together with at least two alternative numbers which we can use to contact you or the nominated person in case of an emergency. At the beginning of your time at Caton St Pauls you will be asked for your emergency contact details. Please keep the school informed of any changes.

## Medical Information

*Allergies* - If your child suffers from any allergies please ensure these are added to the school information form. Should your child have a serious allergy which may be life threatening, or require urgent medical attention, please notify school as soon as possible. We will then be able to organise a care plan with the school nurse before your child starts school.

*Asthma* - If your child has asthma, you should contact your GP for a spare set of inhalers to be used in school. Please make sure these are clearly marked with your child's name and the prescribed dose. Please make a note of the expiry dates and change them as required. A care plan will be arranged if needed.

*Medicines* - If your child is well enough to attend school but needs to take medication during school hours, parents should make arrangements for administering the medicines themselves or contact the school office to discuss the possibility of a temporary care plan.

## Absence and Illness

If your child is booked into a session and cannot attend for whatever reason, please ring the school office to inform us.



# Wrap Around Care

At Caton St Paul's we have a very successful breakfast and after school club led by Mrs Longhorn in our school hall. A member of Pre-school staff will be in Wraparound Care Club at all times.



## **Breakfast Club**

Children can be dropped off at breakfast club from 7:45am and the children will be taken to their Pre-school class at 8:45am. Every child who attends Breakfast Club is given a healthy breakfast to help get them ready for the school day. Children will have a choice of toast, cereal or crumpets to eat with a selection of fruit juice. Whilst at Breakfast Club, children will be able to take part in numerous activities that are provided. The activities available will vary from week to week to ensure the children have a range of provision to choose from.

## **After School Club**

After School Club will begin at 3:15pm and finish at 5:30pm. Every child who attends after school club will be given a healthy snack. Children will have a choice of toast, crackers or sandwiches to eat with a drink. Children have the opportunity to take part in various activities: arts and crafts, sewing, baking, using the computers, homework table, physical activities, as well as many other activities suitable for all age groups. Children will also have the opportunity to play outside (weather permitting).

Early Years, Key Stage 1 and Key Stage 2 all have planned activities that follow the whole school "Topic Theme".

## **Wrap Around Care Staff**

Mrs Judy Longhorn

Mrs Diane France

Miss Caroline McCarthy

Mrs Laura Wadsworth

Mrs Michelle Broster

Please use your Pre-school booking form to access this additional provision or email for further information: [preschool@stpauls.lancs.sch.uk](mailto:preschool@stpauls.lancs.sch.uk)



# What's next?

## Applying for a Reception Place

Each child needs an application for a Reception school place regardless of if they are at pre-school. You can do this through the Lancashire County Council website. Please be aware the closing date for primary applications to start in September 2022 is in January 2022.

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/>



## Preparing for Reception

In the year before starting school we work with your child to learn the following skills:

 <p>take off their coat and fasten it.</p>	 <p>take off their coat and hang it up.</p>	 <p>to change their shoes.</p>
 <p>to dress and undress.</p>	 <p>use a tissue.</p>	 <p>use a knife and fork.</p>
 <p>use the toilet properly and flush it.</p>	 <p>wash and dry their hands.</p>	 <p>help to look after and tidy away toys.</p>
 <p>share toys and take turns.</p>		

# Contact Information

Telephone : 01524 770241

Email: [preschool@stpauls.lancs.sch.uk](mailto:preschool@stpauls.lancs.sch.uk)  
[head@stpauls.lancs.sch.uk](mailto:head@stpauls.lancs.sch.uk)  
[bursar@stpauls.lancs.sch.uk](mailto:bursar@stpauls.lancs.sch.uk)

Website: <https://catonstpauls.com/>

Please visit our website to find out about what goes on in other areas of school life. All school newsletters along with holiday dates are also posted on the website.

We hope that you have found this booklet informative. If you have any further questions, please feel free to contact us in school.

Caton St Paul's C of E Primary School  
Moorside Road  
Brookhouse  
Lancaster  
LA2 9PJ



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believing and learning together.’***

## Appendix 1



### Pre-school Initial booking form

Child's name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Thank you for choosing Caton St Paul's Pre-school for your child's nursery provision. Please complete the table below indicating which sessions you would like to book for your child. Our Pre-school sessions in the EYFS unit run from 8:45 – 11:45am and 12:15 – 3:15pm. We are also offering extended provision in our Wraparound Care Club.

Once we have received your booking form, we will contact you to discuss funding options for the sessions you require. We will try our best to accommodate all sessions, although this cannot be guaranteed.

Session	Time	Cost per session	Number of hours	Mon	Tue	Wed	Th	Fri	Total
Breakfast	7.45am - 8.45am	£4.00	1						
AM session	8.45am - 11.45am	£13.50	3						
Lunch	11.45am - 12.15pm	£2.25	0.5						
PM session	12.15pm - 3.15pm	£13.50	3						
After School	3.15pm - 4.15pm	£4.60	1						
After School	3.15pm - 5.30pm	£7.70	2.25						

Date Provision to start \_\_\_\_\_

Total hours used at Caton St Paul's weekly \_\_\_\_\_

Total hours used at alternative provider weekly \_\_\_\_\_

Name and email address of alternative provider \_\_\_\_\_

I confirm I would like to book the above sessions for my child. I agree to pay in advance for any sessions over and above my free entitlement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_

Contact Email address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Please return this form to the school office or email to [preschool@stpauls.lancs.sch.uk](mailto:preschool@stpauls.lancs.sch.uk)





**Pre-school Term Dates 2021/2022**

Our Pre-school is term time only so will follow the same pattern as the rest of school

**Autumn Term 2021**

***INSET day***

***Wednesday 1 September***

Re-open

Thursday 2 September

Mid-term closure

Monday 25 October to

Wednesday 3 November

Re-open

Thursday 4 November

Closure after school

Tuesday 21 December

(71 days open)

**Spring Term 2022**

***INSET day***

***Wednesday 5 January***

Re-open

Thursday 6 January

Mid-term closure

Monday 14 to Friday 18 February

Re-open

Monday 21 February

Closure after school

Friday 1 April

(57 days open)

**Summer Term 2022**

Re-open

Tuesday 19 April

*Public Holiday*

*Monday 2 May*

Mid-term closure

Monday 30 May to Friday 3 June

***INSET day***

***Monday 6 June***

Re-open

Tuesday 7 June

Closure after school

Friday 22 July

(62 days open)

**190 days open**

**(3 INSET training days 12 hours twilight training)**