

Holt House
Infant School
and **Pre-School**



meeting individual children's needs



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Welcome to Holt House Pre-school



The layout of the pre-school is carefully planned to encourage the children to choose their own activities and resources, ensuring they are motivated to engage in activities they enjoy.

We encourage all children to become independent learners and creative thinkers. We believe this gives them the skills and knowledge they need to develop their full potential in school, and in life.



These include exciting activities such as giant painting, reading, small world play with models and puppets, play dough, science investigations, role play and construction activities.





Our classroom and outside area is carefully planned to enable children to access all areas of learning at all times, both indoors and outdoors.

We have a wonderful outdoor play area in pre-school with free flow access for the children, allowing them to choose their preferred learning environment.

We pride ourselves on meeting individual children's needs at Holt House, and all the staff plan your child's day carefully to encourage your child's development and learning in the following areas:

- ✓ Personal, Social and Emotional Development
- ✓ Physical Development
- ✓ Communication and Language
- ✓ Literacy
- ✓ Maths
- ✓ Understanding the World
- ✓ Expressive Arts and Design

Physical Development is a prime area of learning and children get lots of opportunities to develop their skills.



A day in Pre-school

Children arrive for the session and are greeted by the pre-school room leader for that session. The children hang up their coats and bags and find their name and put it on the board.

The children then go and sit with their key worker. The first ten minutes of the session is a time for sitting quietly and reading stories together. Parents and carers are welcome to stay for this time. It is important that pre-school is a calm and quiet space at arrival time so that children can settle quickly and feel safe.

At 9.10am or 12.40 pm parents and carers leave and all the children gather on the carpet for the beginning of their session. The children sing a hello song and talk about the day of the week and the weather. The room leader talks to the children about the exciting things they can do in pre-school that day. The children then either go to their key worker to investigate one of the learning areas or they choose where they would like to go and play.



The children are expected to leave each learning area tidy and ready for another child to use. 'Free-flow' play is a large part of the pre-school session.





Towards the end of the session the children help to tidy up. This helps children to take responsibility for their room and the resources they have been using. We then meet again together on the carpet for singing and story time before home time for children

leaving for the day. Children who stay for lunch have this session at the end of the afternoon. Children who have lunch walk with two members of staff to the school dining room where they have their lunch and then go outside to play in a fenced off area.

When you come to collect your child at the end of the session, please wait in reception. We ask the children to leave one by one as parents and carers arrive in order to ensure everyone's safety.

Food and Drinks

Children have a healthy snack of fresh fruit or vegetables each day along with a drink of semi-skimmed milk. This snack is available throughout the session for children to help themselves. There is also fresh drinking water available at all times.

Children who come for a full day stay for lunch. They can order a school meal which is cooked on-site, or bring a healthy packed lunch from home. (No sweets, chocolate or fizzy drinks please.)



Parents and Carers

Here at Holt House Pre-School we pride ourselves on our excellent relationships with the children in our setting and their families. We encourage all parents and carers to be actively involved in their child's learning and development, both at pre-school and at home.

You can help us by making sure your child arrives and is collected on time and by providing your child with a polo shirt to wear to pre-school. Children do a lot of messy play in pre-school and we don't want them to spoil their lovely clothes.

Key Worker

Each child has a key person in pre-school who will take responsibility for their individual needs. They will build a special relationship with you and your child to ensure your child's time at pre-school is a happy one. The key person will also keep confidential records on your child's development and help to plan appropriate activities to develop their learning even further.

Record of Achievement

Each child has a folder called a Record of Achievement where we record their progress with learning with photographs, examples of their work and written observations and assessments. We encourage all families to read and add information regularly to this record.

Key Staff

Head teacher: Mrs Haynes Deputy

Head teacher: Mrs Reilly School

Business Manager: Mrs Tyrrell Early

Years Leader: Mrs Mitchell

Pre-School Room Leader: Mrs Miller

Teaching Assistants:

Mrs Dubois

Mrs Raza

Mrs Wathall

Mrs Tazzyman

Pre-school is open for 38 weeks a year. We offer a range of sessions in order to meet the needs of each family:

Morning sessions	Afternoon sessions	Full day sessions
8.50am - 11.50am	12.30pm - 3.30pm	8.50am - 3.30pm

Every child is entitled to 15 hours fee childcare starting the term after their third birthday. Should you require more than 15 hours childcare and education per week we are able to offer extra sessions:

Morning or afternoon sessions
£12 each

Full day sessions
£24 each + £2.50 for lunch

We also have an excellent breakfast, after school, and holiday club on site for children aged 3+.

Whilst we hope you are happy with the service we provide, should you feel you would like to discuss a matter further please speak to a member of the pre-school staff. If they are unable to resolve the issue to your satisfaction please contact Mrs Tyrrell or Mrs Reilly. Mrs Haynes, Head teacher, is also happy to help and our school complaints procedure is available from the main school office.

Should the matter remain unresolved please contact Ofsted on 08456 404040 or via www.ofsted.gov.uk/parents.

Please come along and visit the pre-school for further information.

We look forward to meeting you!