INFORMATION PACK

WELCOME TO WORSTEAD PRE-SCHOOL

We Know how important it is for you to choose the right pre-school for your child. Our aim is to provide a happy, relaxed, caring, secure and purposeful environment. Giving children the best opportunity to explore, learn and grow though play.

Contact us

Worstead Pre-School
Queen Elizabeth Hall, Ruin Road,
Worstead. NR28 9WH
admin@worsteadpreschool.co.uk
01692 535692
www.worsteadpreschool.co.uk
Charity No. 1041749



INFORMATION PACK FOR PARENTS/CARERS
August 2026

Dear Parents/Carers

A warm welcome to Worstead Preschool, where we do hope your child will spend many happy hours.

Members of Staff

Preschool Manager – Clare Gwilliam
Preschool Deputy Manager & SENCO – Bethany Pilkington
Preschool Practitioners – Brooke Englestone, Karis Spencer, Sally Miller, Emma McCrudden, Bonnie Pendlebury
Preschool Apprentice Lois Castle & Eden Lanning
Administrator – Karen Norfolk

Qualification Certificates Attained:
All Staff are DBS (Disclosure & Barring Service) Enhanced checked and have 12 hour Paediatric First Aid. Our Team is highly trained and have either achieved an, Early Years Practitioner, or a Level 3, NVQ or Diploma in Early Years Education or working towards. We continually attend refresher courses and add further training, such as Prevent, Safeguarding Children, Forest Schools, Health & Safety, Inclusion /SEND, & Risk Assessment.

We will be supervising and encouraging your child to learn and develop through carefully planned play activities using children's interests.

Our Core Values:

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To provide a happy, relaxed, caring, secure and purposeful environment in which the children will develop to their full potential by learning through active play, exploration and experimentation.

To deliver effectively a broad, balanced, relevant curriculum.

To develop self-motivation, confidence, self-discipline, respect and resilience.

To work closely in partnership with parents/carers, to the benefit of the children.

To prepare children for the opportunities and experience of primary/first school.

For further information about Pre-school, please see a full copy of our policies on our website: https://www.worsteadpreschool.co.uk//

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Fees and Charges

Please refer to current Worstead Preschool Policies for information on our registration fee, session rates, and details on accessing the Government Nursery Education Grant Scheme to deliver 15 or 30 hours per week of funded, high-quality childcare.

Policies and Procedures

Our policies and procedures can be found on our website https://www.worsteadpreschool.co.uk/ and in the foyer of the preschool. Please inform a member of staff if you would like a full printed copy.

Opening Times

Worstead Preschool is open from 8.00am - to 4.00pm, Monday to Friday. We are open all year round, but we close for 1 week in the summer to accommodate the Worstead Festival (date varies)
Our sessions are:
8am/9am – 12noon
12noon – 3pm/4pm
Parent and Carers are normally welcome to stay until you and all our staff feel that your child is settled. Younger brothers and sisters may attend but must be supervised at all times.
When you arrive, please make sure that your child`s name (and your own if you are staying) has been recorded by a member of staff, in the fire register. If you leave during the session, please sign out to assist in the event of a fire and sign your child out at the end of the session. We ask parents/carers to arrive promptly to collect their child from morning and for afternoon sessions. After this time, staff are not responsible for unattended children.

Breakfast Club

A Breakfast club operates each weekday morning. Children should arrive for an 8am start and once they are booked in, the session must be paid for, as staff have been allocated to cover the period. Please see Worstead Preschool Policies for the cost of this additional service which, must be booked in advance. A healthy breakfast will be provided.

Late Club

Late club operates each weekday from 3pm to 4pm. A healthy snack will be provided. Children must be collected by 4pm. Once these sessions are booked in, they must be paid for, as staff have been allocated to cover the period. Please see Worstead Preschool Policies for the cost of this additional service which, must be booked in advance.

Ad hoc Sessions

We can offer one off session to suit you, if we have the space available on that day. This cannot be covered by funding and must be paid for at our standard session costs and must be booked in advance.

What to do if your child is going to be absent

If your child is going to be absent, please update on FAMLY Portal or telephone 01692 535692 or email: admin@worsteadpreschool.co.uk to advise us. We will telephone on the first day of absence if we have not been notified.

Primary/First School Links

Our Preschool has close links with Tunstead Primary School and Worstead Primary School. We also work with other schools in the local area during children's transition into school.

What to bring on your child's first day

Your child's first day can be exciting and sometimes worrying for both child and parent. It is helpful if they have their own named water bottle, change of clothes and spare nappies/wipes in their bag. They may also bring one comforter with them, e.g., a soft toy, help them settle. Please bring a sun hat/sun cream (labelled) for warmer weather and a hat and gloves in the cooler months. You can also bring your child's wellington boots if you wish, however we do have plenty of spares. Please try to keep toys and other special items at home. We cannot guarantee that they will remain safe and intact.

Medication (including creams/lotions)

If your child takes prescribed medication, this must be handed to a member of staff and medication forms completed on the FAMLY App. Please note, we cannot apply any medicated creams (e.g. sudocream) to your child unless prescribed. Please do not keep any medication in your child's bag. We recommend that regular prescribed medications – for example asthma inhalers, are always kept at Preschool in your child's personal medication box. We feel that if your child is requiring pain relief medication, they would be more comfortable at home unless it is teething gel to help with pain.

Our New Curriculum

Our teaching approach is based upon the unique nature of each child's learning and development. The curriculum is delivered by a proven 'learning through play' method, with a mixture of child and adult led activities, both inside and outside. The Overarching Principles, which guide the work of all early years' practitioners are grouped into four themes:

A Unique Child – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships – children learn to be strong and independent from a base of loving and secure relationships with parents/carers and/or a key person, and other staff.

Enabling Environments – the environment plays a key role in supporting and extending children's development and learning.

Learning and Development – children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Children are encouraged to reach their full potential in *the three prime areas* first. These are:

- **Communication, and Language**
- **Physical Development**
- **Personal, social and emotional development**

These prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships, and thrive. As children grow, the prime areas will help them to develop skills in *four specific areas*. These are: -

- **Literacy**
- **Mathematics**
- **Understanding of the World**
- **Expressive arts and design**

These seven areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

The foundation of our work is to assure the children of a secure transition between home and school. This important step of coming to Preschool on their own is achieved through the loving and sensitive approach of the staff.

We recognise that young children have an enormous capacity to learn; they are absorbing knowledge from their environment and from adults all the time. Nearly all this learning takes place in a subconscious way.

Recognising this learning process, we create an environment in which it can happen. Feeling happy, secure and loved as they are at home, children's confidence and interest increases and the curriculum is carefully designed to meet the individual needs of each child. We implement each area of learning and development through planned, purposeful play and through a mix of adult-led and child-initiated activity.

Older Preschool children are gently prepared for their transition to Primary School as their confidence and independence increases, and learning gradually shifts towards more activities led by adults.

More information on the Early Years Foundation Stage can be found here: Early years foundation stage - GOV.UK (www.gov.uk)

Daily Routine
The playroom and outdoor space are set out in designated areas: -

8.00am	Breakfast Club
9.00am	Free Play
10.00am	Snack Trolley is open for children to enjoy a snack & drink within a 45-minute time span, including Healthy Smiles activity
10.45	Focused Activity (for children who are ready/wish to join in), including Forest School, Yoga and Multi Sports
11.45	Story time / Songs & Rhymes
12.00	Home time / Lunch
12.30	Free Play

2.15pm	Focused Activity (for children who are ready/wish to join in), including Forest School, Yoga and Multi sports
2.45pm	Story time / Songs & Rhymes
3.00pm	Home time
4.00pm	Snack/Late pickup Club

During free-play your child may choose to play indoors or out and the staff will support and encourage their development as they play. Messy play is included within our sessions and we would advise children to wear old clothing that will not spoil. Please also provide wet/warm weather clothes; we go outside whatever the weather.

Snack time.

We offer a wide range of snack to the children and can also cater for children with allergies, intolerances or personal food choices. We offer milk or water to drink, plus a small portion of a carbohydrate (bread, toast, crackers, breadsticks etc) plus fruits and vegetables. Please ensure that you have told a member of staff about any dietary requirements for your child.

Assisting with Activities

To achieve a close relationship between Preschool, parents/carers, you are most welcome to stay and assist with play, hand washing, refreshments etc. Please let our administrator know if there is a convenient day for you to help. New parents/carers are not expected to assist with any activities until child and parent are settled into our routine.

Child Development Surveys have found that by including parents/carers as much as possible at Preschool, a child's self-esteem, well-being and learning are enhanced enormously.

Late Collection of Children

If for any reason you cannot collect your child after the session, please telephone 01692 535692 in the first instance. A member of staff will remain with the child for approximately ½ an hour at the premises, whilst the parent/guardian is contacted by telephone. If no contact can be made, the next available contact number will be tried. If still no contact is made, then the member of staff will remain at the premises for a further ½ an hour. If after this time no contact has been made with parents/carers, Children Services will be contacted to discuss what further action is required.

No Smoking/Vaping

At Worstead Preschool we have a NO SMOKING OR VAPING POLICY ON SITE and any parent/carer that needs to smoke, MUST leave the premises to ensure the health of the children in our care.

The Committee

The Preschool is a member of the Early Years Alliance, and led by a committee, who are assisted by an Administrator. Some of our committee members are the parents/carers of children at the Preschool, who help with fund-raising and other useful activities.

We welcome all parents/carers to our meetings and actively encourage feedback and open discussions. Once a year every parent is asked to fill out a questionnaire to ensure our Preschool remains at the highest standard possible.

FAMLY Online Learning Journey

At Worstead Preschool we use an online learning journey to record your child's achievements and to make assessments on your child's learning and development.

You will be able to access your child's learning journey at any time; you can add your own photos/videos from home and make comments on the observations that have been completed by staff. We would very much like your child's learning journey to be a joint celebration of their achievements.

Access to your child's learning journey will only be possible by Preschool staff and you by using a password linked to your email address. You will not be able to see other children's learning journey, but you will be able to see group observations, please inform staff if you do not wish for your child to be in group observations. Please find below our Famly Policy and information on how to access your child's learning journey:

Famly is an online learning journey which is used to record the learning and development of children at Worstead Preschool. All parents/carers will be issued with an individual password for them to access their child's learning journey. Staff members are also issued with individual passwords to access their key children. It may be required for staff members to access their key children's Famly accounts from home.

To safeguard children, the following procedures are in place: -

- All staff are DBS checked.
- All staff are aware of our policies including safeguarding and confidentiality.
- All staff attend regular safeguarding training.
- Safer recruitment practices are in place.
- Individual email and passwords are issued to each staff member and are not saved on any devices including personal devices.
- Signed permission is sought by each parent.
- Signed records are kept confirming that staff understand and abide by all policies.
- A risk assessment has been completed.

Access:

Web address: https://www.famly.co/

Your email address: (will be arranged individually) Password: (will be arranged individually)

If you have any questions or any difficulty with access, or the email address is incorrect, please speak to our administrator or your key worker. If you do not have access to a device, you are welcome to access your child's learning journey at Preschool.

The Key-Person System

At Worstead Preschool we operate a key-person system. A Keyperson has special responsibility for a small group of children. Parents/carers and children know the name of their Keyperson after a few weeks' involvement with the Preschool.

Aim:

A Keyperson will ensure that the needs of each child are recognised within the Preschool so that, within the overall curriculum framework of the group, an individual curriculum or play plan is devised to meet your child's needs.

Main Duties:

To assist the child to settle into the Preschool by:

- Introducing the child and parents/carers to the Preschool.
- Talking with parents/carers.
- Keeping a special watchful eye on the child in the first few sessions.
- Assisting the child to integrate into the Preschool as necessary.
- Providing for the emotional needs of the child, e.g. to comfort and reassure the child at any time of distress.
- Caring for the child, e.g., to assist with toileting as necessary.
- Planning in conjunction with the parents/carers a curriculum/play plan for each child, ensuring that account is taken of each child's race, culture, religion, language and family values, by:
- Observing, keeping records and monitoring the child's progress.
- Liaising with parents/carers, encouraging them to contribute expertise
- Developing a day-to-day rapport with parents/carers, informing parents/carers of their child's activities and being available, especially at the beginning and the end of each session, to answer queries.
- Contributing information about individual children's needs to ensure inclusion in the planning of the Preschool's curriculum, whilst respecting confidentiality as necessary.

It is important to recognise that a Keyperson does NOT:

- Shadow their children throughout the session.
- Liaise only with their key group of children.
- Prevent other Staff from developing a relationship with their key children.

Please telephone your child's keyworker on 01692 535692 to advise staff if your child is unable to attend a session.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations: Data protection: The Data Protection Act - GOV.UK (www.gov.uk)

The data we collect is:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family].
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations regarding your data.

Ofsted Report

Some Highlights from our last Ofsted Report

The Preschool had an Ofsted Inspection in April 2023 and we received our report, 'GOOD' in every area looked at.

Part of the summary is shown below:

Children settle quickly and feel secure in the warm, friendly environment. They establish strong bonds with the pre-school staff, who provide routines that are familiar to children. This helps children to settle successfully. Children benefit from an effective key-person system, which helps to promote the best outcomes for each child. Staff have warm, happy relationships with children. They take time to find out about each child's likes and dislikes. They provide activities that follow their interests, which results in happy, eager children who are ready to learn.

Children have a positive attitude towards their learning. They develop their independence and feel secure to ask for help when they need it. Children develop independence in all parts of the routine. For example, they find their own coats and learn how to dress themselves. They take part in an oral health programme and practise brushing their teeth daily. Children take part in regular yoga sessions. The children strive to sit up straight, quietly waiting for the session to begin. They practise their listening skills. Children enjoy being aware of their bodies while stretching and trying new poses. Staff embrace the yoga with the children, recognising the importance of children's well-being and enjoying a sense of peace as a group.

Staff make effective use of individual settling-in arrangements. This helps to build strong relationships with parents and children. Staff gather information to plan familiar and favourite activities. This helps the children to settle and separate from their parents with confidence.

Full copies of this report are available for reading upon request or can be found on the notice board in our foyer, or on our Website: https://www.worsteadpreschool.co.uk/

Preparation for School

As parents/carers, you are the most important educator of your child. You are already teaching and encouraging many skills in everything you do with your child. Always remember children develop at their own rate. Don't worry if your child takes a little more or less time to reach certain stages.

The ideas that follow may help you to focus on the ones that build a child's confidence and independence ready for school.

Playing - In playing with sand and water, toy cars, Lego and puzzles, your child will already be developing skills such as pouring, joining and matching. You can help your child to observe things happening and to question why – which type of floor cover allows the cars to go faster? Which bottle holds more water? Is it easier to build with wet or dry sand?

Talking -Talk with your child about the world around him or her. In talking with you, your child will learn to relate what he or she has observed – what is the weather like today? What clothes will we need outside?

Counting - Counting, sorting and comparing are skills we use every day. Can your child sort the shopping out? Which packets are the largest or the heaviest? Can your child sort buttons or count out how many knives and forks are needed for tea? How about trying to match up all the socks in the washing basket! There are also board games available that help with counting and encourage the use of strategies. It is also important to learn to take turns.

Make Believe - Imaginative play will go on being important far into school life. It will help your child to negotiate, compromise and listen to other people. Join in with your child's play when you've time and energy because you may gently be able to introduce new ideas, change the direction of the play or help your child play out a situation he or she finds difficult in real life.

Writing - When it comes to writing, let your child see him or herself as a real writer. Encourage your child to send 'real' messages or make a shopping list just like yours. For a long time, it will involve scribble and pictures, but that scribble is the beginning of writing. The important thing is to take it seriously and send a message back. When your child is ready, help him or her to form letters starting with his or her name. We issue a copy of the recommended way of writing for school, when your child seems ready. Use lower case letters putting capitals only in the proper places.

Reading - Just as you help your child to believe he or she is a writer, give your child the confidence to read. Let your child tell you familiar stories using the pictures and turning the pages as he or she goes. Make up stories together and sometimes write them down. You can make a book together with your child's illustrations! As your child becomes interested make sure he or she turns the pages from left to right, and follows the print from left to right, and from top to bottom. The most important thing you can do to help your child read, is read to him/her regularly, so he/she loves stories. No age is too young. When he or she is ready, talk about individual letters, their names and their sounds. As your child starts to read, encourage him or her to make use of all the clues from the picture on the page to where the word is in the sentence and the first letter sounds in the words. More than anything else, learning to read should grow out of the pleasure of sharing a story and be something you both look forward to and enjoy.

Handwriting - Your child will learn to form letters correctly when he or she is ready. Some children will not be ready before they begin first/primary school. This does not matter; no child should be rushed into reading or writing, as this can lead to other problems.

Community/County Details

• First/Primary Schools	East Ruston Infant School (01692 650225) Tunstead Primary School (01603 737395) Worstead VC Primary School (01692 536309) Millfield Primary School (01692 403172) Stalham Community Infant School (01692 580557)
• Parent & Toddler Group	Worstead Parent, Baby & Toddler (01692 535692)
• Nearest Towns for Shopping/Libraries	Hoveton/Wroxham/North Walsham/Stalham
• Mobile Library	Ring (01603 222267) to find out areas to visits
• Swimming Pool & Sport Centre	North Walsham – The Victory Centre (01692 409370)
• Parks	Smallburgh/Tunstead/Worstead/Dilham/ North Walsham
• Hobbies	For information regarding: Rainbows (ages 5-7), Brownies (7- 10). Or Guides (10-14) Rainbows | Girlguiding Norfolk For information regarding: Cubs, Badgers, Beavers, Scouts, Beaver Scouts | Scouts
• SEND Local Offer	SEND Local Offer - Norfolk County Council

