

Brindle St James' CE Primary School



Preschool Handbook

September 2025

Agreed at Governors January 2025

Reviewed annually

This policy provides families with information about our Preschool provision which opened in September 2024.

Our preschool is under the control of the Governing Board of Brindle St James' CE Primary School. It is run within the school's Christian Ethos, vision and policies. The preschool is part of class one which has the following structure:

- Preschool (maximum 6 per day)
- Reception (maximum 10 children)
- Year 1 (maximum 10 children)

The class is led by Ms Corney who is a qualified teacher and experienced in early years settings. She is supported by Mrs Morley or Mrs Williams (Teaching assistants) each day. The preschool is overseen by Mrs Austin (Headteacher).

General Information

Our preschool is in class one and children will be in the same classroom as reception and year 1 pupils meaning that they can benefit from positive role models. Class one is a large classroom which is light and bright. Its outdoor area is located directly off the classroom allowing children to easily flow indoors and outdoors. The outdoor area has a cover and enclosed section and beyond this is an uncovered area. The class utilise the playground and field especially to use the gross motor equipment.

Our curriculum intentions for EYFS

We aim to offer all of our pupils an education where they can flourish personalised to each individual. Our school vision is

"A school family rooted in God's love".

We pride ourselves on supporting a whole child's development based upon Christian Values and in particular focus on generosity, independence, gratitude, friendship and love. We aim to nurture our children to care for each other and themselves and strive to develop a positive mental wellbeing.

Our curriculum is based upon the Early Foundation Stage Framework and provides children with self-led learning opportunities along with teacher directed to ensure the highest standard of education.

Curriculum Implementation for EYFS

Our curriculum for our children in preschool links very closely with the whole class theme. This is then enhanced based upon the children's interest.

We have a clear approach to teaching children which includes observing pupils within their learning, intervening to present challenge and assessment. This cycle is then repeated.

Our learning environment contains a range of areas of provision for the children to explore including a reading area, quiet space, creative area, role play facility and much more. As the children access these areas they will be learning through play as activities will have been carefully constructed to create interest, experience and challenge.

Impact of our Preschool Provision

The impact will be that every child reaches their full potential and is school ready by the time they move on from Preschool. Children will be developing a growth mindset and have a love of learning.

Eligibility/Admissions

Any child who will be starting school the following academic year is eligible to join our school subject to a place being available for them. Preschool attendance does not automatically assume a school place and

the normal admissions criteria and process through Lancashire County Council applies as with all children applying for a school place with us. There is no ranking criterion based upon preschool attendance within our admission criteria.

Opening Hours and Session Times

Breakfast Club	7:45-8:45
Morning Session	9:00-12:00
Lunch	12:00-12:30
Afternoon	12:30-3:30
After School Club	3:30-6:00pm

Full school day	9:00-3:30
Extended school day	7:45-6:00pm

Children who are attending Breakfast Club or have a sibling being dropped off at school will be cared for in the classroom between 8:45am and 9am for no additional cost.

If using funded hours for an extended day, there is a small fee of £1.35 to cover from 17:45 - 18:00 due to a rule that the maximum number of hours claimed per day cannot exceed 10 hours.

Main school day

During the morning and afternoon sessions, children will take part in a variety of activities to develop their learning through play. Children should be dropped off or collected from the class 1 door which is situated at the top of the playground.

If you ever need to pick up your child outside of the starting/ending of normal session times, please come to the school office.

Out of Hours Clubs

Breakfast club opens at 7:45 and breakfast is available should your child wish to have it. Following this, the children can take part in activities that support a calm transition into the school day. After school club runs until 18:00 with children receiving a snack (not classified as tea) and a variety of activities are on offer which includes time on the playground and field when the weather and light is suitable.

We have two out of hours clubs:

- Preschool Out of Hours – Supported and led by Mrs Flanagan (breakfast) and Mrs Mullin (after school)
- Main School Out of Hours – Supported and led by Mrs Flanagan (breakfast) and Mrs Mullin (after school club) along with support from Mrs Palmer, Mrs Eastwood and Mrs Flanagan (after school).

Preschool out of hours is held in the hall however, they use other spaces within the school including class 1, the playground and the field.

Children should be dropped off or collected at the rear hall door which is accessed by following the path to the right side of the school office.

Collection of children

Children can only be collected by the authorised adult/s named on your collection form. This is for child protection and insurance purposes. If someone other than these people will be collecting, you will need to give us consent beforehand and if the person picking up is not known to staff they need to know your agreed password.

Settling In

We understand that for parents and children starting preschool can be a daunting time and a big milestone in your child's early life. We want to ensure a positive experience; therefore, we suggest a couple of visits to preschool to support your child with the transition before officially taking up a preschool place. Each year, for children starting in September, we arrange a couple of settling in sessions towards the end of the summer term. For children starting mid-year, the class teacher will be in touch to arrange this. Our staff will also try to arrange a home visit for your child to meet staff in a familiar setting, however, this can only be provided for children starting in September.

Meals and Snacks

A healthy breakfast, afternoon snack and drinks are provided during Preschool Breakfast and After School Club. During preschool sessions a healthy snack can be brought into school or they can have a piece of toast in the morning at a cost of 20p per day. A school lunch for children doing a full day can be provided for £2.70. Alternatively, children can bring a packed lunch from home. During lunch time, children will eat in the dinner hall with the whole school. Mrs Morley or Mrs Williams will supervise preschool and reception children during this time and should they have any concerns about the amount they have been eating, they will speak to you. Unfortunately, we are unable to provide a daily update about how your child has eaten. Break times will be spent in our free flow continuous provision environment and occasionally on the playground but at different times to the rest of the school.

Intimate Care

Preschool children will use our child size toilets and we ask that parents are supportive in developing their child's ability to use the toilet independently. Should your child require support with intimate care during their session this will be undertaken in the toilet area by a member of staff in line with our school safeguarding and intimate care policies. This will be recorded on the intimate care log, staff will sign, date and write the time in the log and you will be informed. We request that pull-ups are worn by children rather than nappies when they are required. Children should have their own pull-ups/spare set of uniform/underwear in school should they need frequent changes and these can be kept in a school PE bag on their peg.

Uniform

At Brindle St James' we pride ourselves on being a smart school with high standards. When the children care about their presentation, their attitudes and behaviour are enhanced.

Many items for our school uniform are available in supermarkets and school clothing shops. School ties can be purchased from the school office. Specific items of the school uniform must be bought from our uniform supplier Gooddies through their website. These items can be delivered to school for free.

Delivery information:

- Place your order between the 1st of the month up until midnight on the 15th of the month and you will receive your order approximately at the end of the month.
- Order between the 16th of the month up until midnight on the last day of the month and you will receive your order approximately the middle of the following month. <https://gooddies.co.uk/>

We also have a **uniform bank** managed by one of our parents bursting with nearly new clothes including Gooddies and other items. Please email bursar@brindle-st-james.lancs.sch.uk with any items and sizes you may require and stock will be checked.

Preschool uniform

White polo shirt either with school logo or without (Gooddies for logo)

Navy blue plain leggings, jogging bottoms or shorts

Black school shoes

Brindle v-neck jumper/ cardigan (Gooddies)

School bag with bottle holder (not a rucksack due to space)

Preschool optional summer uniform (1st March – 1st October)

Blue and white gingham dress (with shorts acceptable but it must have the appearance of a dress rather than a playsuit)

Class 1 (Preschool, Reception & Year 1) PE and outdoor uniform

Trainers in a PE bag

Wellington boots that can remain at school all year

Weather dependent clothes including raincoat and sun hat

Other for Preschool, Reception - Year 6

Other optional items are available from Gooddies including hats, fleeces and bags. Unfortunately, there is not enough space in class 1 to accommodate rucksacks.

If earrings are worn, they must be one simple stud per ear which the child can remove themselves for PE.

School shoes/trainers must not flash or must be able to be switched off due to the distraction this causes.

Step watches and electronic watches are permitted but must be removed for PE. Watches with a function to be able to record sound, moving images or take photographs are not permitted.

Hair must be:

- out of a child's face, e.g. tied back, headband
- extreme haircuts are not permitted including lines shaved in/ number one shave
- Hair accessories should be in keeping with the uniform

How we communicate

Families will be set up on a communication system called Dojo. This allows parents to directly contact the class teacher with non-urgent messages. The team will also share your child's learning experiences using this platform. Please look out for an email asking you to sign up.

For urgent messages, please phone the school number on 01254 852379. Messages can also be sent via the school office using bursar@brindle-st-james.lancs.sch.uk.

Children will be provided with a Busy Book. This contains information about how you can support your child's learning at home.

What do I do next if I want to book a space?

If you require more information or would like to visit preschool, please email the school office h.smith@brindle-st-james.lancs.sch.uk with your availability or phone 01254 852379. We will ask you to complete a reservation form or the booking form attached to this policy depending on when your child will be joining. Places with a start date of September may be reserved in advance. Places with a mid year start date may only be reserved 1 term before the start date.

How do I pay for my Preschool Place?

Early Education Funding 15 and 30hrs

Every 3 & 4 year old is eligible for up to 15 hours Funded Childcare, from the term following the child's third birthday until they start school. Parents can choose to access the funded childcare flexibility and use more than one provider to meet their needs. The universal funding is available for 15 hours per week for 38 weeks. A total of 570 hours is available.

The 1st September 2017 saw the introduction of an extended entitlement of 30 hours funded childcare for 3&4 year olds. This initiative is aimed at working families who can access a total of 1,140 hours – 30 hours per week over 38 weeks per year, it can be used flexibly and with one or more childcare provider.

To use this entitlement for funded places, children must have taken up their place before the head count is completed for each term. This is usually the third Thursday of the new term. If your child starts after this date, a funded place will not be available, however parents are able to pay.

Parental Agreement

Before your child takes up their funded place, in additions to the application form, we ask that parents sign a parental agreement which stipulates the number of funded universal and extended hours our provision will be claiming for on behalf of your child. This form will also detail other childcare providers 'claimed for hours' if parents choose to spread their hours across multiple providers. This is to assist with any over claims and potential disputes around the allocation of funding.

Fees

Preschool sessions outside of the funded hours are charged as follows:

SESSION	PRICE
BREAKFAST CLUB 7:45 – 8.45	£5.40
MORNINGS 9:00 – 12:00	£16.20
LUNCHTIME 12:00 – 12:30	£2.70
AFTERNOONS 12:30 – 3:30	£16.20
AFTER SCHOOL CLUB 3.30 – 6:00	£13.50
SCHOOL DAY 9:00 – 3:30	£35.10
EXTENDED SCHOOL DAY 7:45 – 6:00	£54.00*
HOURLY CHARGE	£5.40

* If using funded hours for an extended day, there is a small fee of £1.35 to cover from 17:45 - 18:00 due to a rule that the maximum number of hours claimed per day cannot exceed 10 hours.

The cost of a school dinner is £2.70 per day.

After school club runs Monday – Thursday only.

HMRC Tax Free Childcare vouchers can be used to pay for children's session fees, lunch and toast. This is different from the other year groups in school as HMRC Tax Free Childcare Vouchers cannot be used to pay for lunch or toast but can be used for breakfast and after school club.

Reserved places must be booked via the school office or by email/telephone. In addition, subject to availability, one-off bookings may be made by contacting the school office on bursar@brindle-stjames.lancs.sch.uk or by phoning 01254 852379. One-off bookings cannot be made more than a couple of weeks in advance to ensure that we can give priority for people making regular bookings.

Payment of Fees

ParentPay is used for any paid sessions and for school dinner fees. Parents need to ensure that these are paid for a month in advance. Consistently overdue fees will result in the place being withdrawn.

What happens if parents are late picking up their child?

We understand that from time to time parents might be unavoidably late arriving to collect their child. If you feel that this might happen, please ring the office to warn staff or if this is during after school club, please call the club manager on 07423140000. If parents are more than fifteen minutes late to collect their child, they will be charged for the next full session. If parents are late picking up from the after school sessions, have not made contact with the school and cannot be contacted, staff would follow our safeguarding procedures. Please always ensure your emergency telephone numbers are up to date.

Admission into Brindle St James' CE Primary School for Reception Class

Entry into Reception is through application using the Local Authority on-line system. The application process runs from the September to the January prior to admission into Reception Class. A copy of the school Admission Policy can be obtained from school or through our website and this outlines the admission criteria. Please feel free to discuss admission with Mrs Austin if you need further information. Attending this preschool is not part of the admission criteria.

Preschool Policies and Procedures

The preschool operates in line with the Statutory Framework for the EYFS and alongside our school policies and procedures. Further details and important information concerning the preschool can be found in this pack, in the school prospectus, website and policies. We kindly ask you to read and understand them upon registration.

Brindle St James' CE Primary School

A school family, rooted in God's love



APPLICATION & DATA COLLECTION SHEET FOR A PLACE IN THE PRESCHOOL CLASS

Please provide school with the following information. This information will be used on a computerised system. The school is registered under the Data Protection Act to keep such information. Pupil data will be used for statutory returns to the Local Authority and registered Government Agencies.

PRESCHOOL SESSIONS REQUIRED

I am applying for a place in preschool for my child _____

Date I wish my child to start _____

	PRICE	MON	TUE	WED	THU	FRI
BREAKFAST CLUB 7:45 – 8.45	£5.40					
MORNINGS 9:00 – 12:00	£16.20					
LUNCHTIME 12:00 – 12:30	£2.70					
AFTERNOONS 12:30 – 3:30	£16.20					
AFTER SCHOOL CLUB 3.30 – 6:00	£13.50					
SCHOOL DAY 9:00 – 3:30	£35.10					
EXTENDED SCHOOL DAY 7:45 – 6:00	£54.00					

My child is entitled to 15 funded hours

☐

My child is entitled to 30 funded hours

☐

To find out if your child is entitled to 30 funded hours, please go to www.childcarechoices.gov.uk and register by following the links to HMRC Revenue and Customs.

I require _____ (number of funded hours)

I require _____ (paid for hours).

PRESCHOOL OUT OF HOURS CLUB –sibling discount

A 10% discount will be applied to any sessions where 2 or more siblings attend and pay for sessions either on a contract or adhoc basis (including the use of HMRC or childcare vouchers). This does not apply when using the 15 or 30 funded hours.

MEAL ARRANGEMENTS

Any special dietary requirements:

Meal Arrangement Please tick one box for each day

Type of meal	Mon	Tue	Wed	Thu	Fri
Paid School Meal					
Packed Lunch					
Toast					

CONSENT

Once your form has been processed a link will be emailed for you to complete regarding consent for your child. We will also send a physical pack containing other information and additional forms.

PUPIL DETAILS

Legal Surname:		Preferred Surname:	
Legal Forename:		Preferred forename:	
Middle Name(s):		Gender:	Male / Female
Date of Birth:		Birth certificate seen in school?	
Home Address:			
Post Code:			
Home Telephone No:			

Please answer the following. Is your child:

- In or previously been in public care (looked after) Yes No
- Known to Children's Integrated Services (Social Worker) Yes No
- Statemented for Special Educational Needs / EHC Plan Yes No
- Known to the Educational Psychology Service Yes No
- Have a disability Yes No
- Have a significant illness Yes No

If you have answered yes above, please provide additional information below:

IMPORTANT:

- If there is currently a court order in place regarding parental responsibilities, it is important that you provide school with a copy of the court order.
- If your child is, or has ever been in care or adopted, it would be very helpful to the school if you could share this information with us by informing the Headteacher and by providing applicable dates and any legal paperwork relating to this. By receiving such evidence, school is able to apply for extra funding called the 'Pupil Premium'. All information supplied will remain strictly confidential. If you have any questions or concerns regarding this, please contact the Headteacher.

PARENT INFORMATION						
MOTHER'S DETAILS:						
Title:		Forename:		Surname:		
Date of Birth:			Parental Responsibility?		YES / NO	
Home Address						
Post Code:						
Does the pupil live at this address:		All the time (sole residency) The majority of the time (shared residency) Sometimes (shared residency) Never			☐ ☐ ☐ ☐	
Telephone Nos.	Home		Work		Mobile	
Home Email:						
FATHER'S DETAILS:						
Title:		Forename:		Surname:		
Date of Birth:			Parental Responsibility?		YES / NO	
Home Address						
Post Code:						
Does the pupil live at this address:		All the time (sole residency) The majority of the time (shared residency) Sometimes (shared residency) Never			☐ ☐ ☐ ☐	
Telephone Nos.	Home		Work		Mobile	
Home Email:						
Please indicate below the main email address to use for sending newsletters and other communications to:						
Main contact email address to use:						

OTHER PARENT DETAILS: If there is any other person who can be deemed a 'parent' (e.g. a step-parent or parent's partner), please provide their details below, indicating if they have 'parental responsibility'. Continue on a separate sheet if necessary.

Title:		Forename:		Surname:	
Date of Birth:		Parental Responsibility?		YES / NO	
Relationship to pupil					
Home Address:					
Post Code:					
Does the pupil live at this address:		All the time (sole residency) ☐ The majority of the time (shared residency) ☐ Sometimes (shared residency) ☐ Never ☐			
Telephone Nos.	Home		Work		Mobile
Email:					

OTHER PARENT DETAILS: If there is any other person who can be deemed a 'parent' (e.g. a step-parent or parent's partner), please provide their details below, indicating if they have 'parental responsibility'. Continue on a separate sheet if necessary.

Title:		Forename:		Surname:	
Date of Birth:		Parental Responsibility?		YES / NO	
Relationship to pupil					
Home Address:					
Post Code:					
Does the pupil live at this address:		All the time (sole residency) ☐ The majority of the time (shared residency) ☐ Sometimes (shared) ☐ Never ☐			

Telephone Nos.	Home		Work		Mobile
Email:					

EMERGENCY CONTACT DETAILS: Please list, in order of priority, who we should contact in the event of an emergency. Please put an asterisk against the main contact number for each individual if more than one number is given.

Priority	Name	Relationship to child	Telephone Numbers:
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1			Home: Work: Mobile:
2			Home: Work: Mobile:
3			Home: Work: Mobile:
4			Home: Work: Mobile:

MEDICAL INFORMATION	
G.P.	
Medical Practice:	
Address:	
Telephone Number:	
Medical Conditions/Allergies: Please give details below	
Any other medical note(s) or information	

PREVIOUS HISTORY					
Previous school or nursery attended:					
Tel No.		From		To	

OTHER INFORMATION REQUIRED (Guidance notes are provided on the back page of this form)			
Pupil Ethnicity :		Religion:	

Pupil Country of birth:		Pupil Nationality e.g. UK	
Home language		Is English the child's first language? YES / NO If no, please indicate language spoken :	
Form completed by:			
Signature:		Date:	

Guidance Notes

Child's First Language	First Language other than English should be recorded where a pupil was exposed to the language during early development and continues to be exposed to this language at home or in the community. If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the pupil's proficiency in English
Child's Country of Birth:	Country of birth is collected for all pupils and records the country in which the pupil was born as stated by the parent / guardian and / or child (in the case of a child without a parent / guardian). The country of birth would be expected to appear on – or be derived from – the child's birth certificate or passport. However, there is no requirement for the school to see a copy of the birth certificate or passport.
Child's Nationality: (e.g. UK)	Pupil nationality is collected for all pupils and relates to the nationality of the pupil as stated by the parent / guardian and / or child (in the case of a child without a parent / guardian). Pupil nationality would be expected to appear on – or be derived from – the passport or European economic area (EEA) identity card. However, there is no requirement for the school to see a copy of the passport or identity card. For pupils with

'Multiple Nationality' (also known as 'Dual Nationality') more than one nationality may be recorded.

Ethnicity
Any other Asian background
Any other Black background
Any other ethnic group
Any other mixed background
Any other white background
Bangladeshi
Black African
Black Caribbean
Chinese
Gypsy
Gypsy / Roma
Indian
Pakistani
Refused
Roma
Traveller of Irish Heritage
White British
White Irish
White and Asian
White and Black African
White and Black Caribbean