

# WELCOME TO SEEDLINGS



Information Leaflet for Prospective Parents

Updated June 2019

## A very warm welcome to our Preschool!

Seedlings is Preschool which opened its doors for the first time in September 2016. It is part of, and is run by, Forest & Sandridge CE Primary School. Seedlings is already a highly successful preschool and we have seen our numbers grow very quickly. We are proud of the high quality of care and education we are providing for children in our local community.

We hope that this leaflet will give you all the key information you need if considering Seedlings for your child. You are more than welcome to come and have a look around. Please contact our school office on 01225 703394 in order to make an appointment.

If in the meantime you have any enquiries, please do not hesitate to contact us using the contact details overleaf.

We hope you enjoy finding out about what Seedlings has to offer your child!

Please note that the information in this leaflet is subject to change. We will keep the information in it as up to date as possible.

### *See inside for information about the following:*

- *All about Seedlings*
- *How to apply for a place*
- *Costs*
- *Times of Seedling's day*
- *Term dates*
- *Key dates*
- *Information about wrap around 8-5.30 care*



Forest & Sandridge CE Primary School & Preschool

“I know the plans I have for you,” says the Lord...“plans to give you hope and a future.”  
Jeremiah 29:11



Some of our Seedlings, with Miss Dibben and Mrs Willcox, having fun in their mud kitchen

## All About Us

Forest & Sandridge CE Primary School was established in 1874 and used to be located on Sandridge Common on the hill out of Melksham towards Calne. Over the years the school expanded, so much so, that our old site was no longer fit for purpose.

We are very lucky to have moved into our brand new, purpose built 21st century school in September 2015 after many years of waiting. Not only has this given us the much needed space we needed but also the opportunity to open a preschool. We spent the first year in our new building planning for our preschool and were delighted to open the doors to our new preschool for the first time in September 2016.

The preschool comprises of its own secure entrance with buzzer access, a cloakroom, a gated kitchen with a low wall for added supervision, a snug which is used for role play and reading area, its own preschool-sized toilets, a large main activity room and a generous outdoor learning area (part tarmac, part rubber-crumbs and part grass) with an outdoor classroom area. The outdoor area is surrounded by a high fence and gates. These gates will be locked during the school day and unlocked and carefully monitored during drop off and pick up times.

Seedlings children and staff work closely with our Foundation Stage 2 children (4-5 year olds) so that that very much feel part of our school community. Should they move on to secure a school place with us, they will enjoy additional transition activities which will ensure that starting school is smooth and as easy as possible for them.

If you have any further questions about the preschool or school you may find the answer on our school website. Otherwise, please do not hesitate to contact Anna Willcox (Headteacher) or Liz Wakeley (Senior Pupil Services Officer) at school who will be happy to answer your questions.

## How to Apply

*If you would like to apply for a place for your child for Seedlings the first step is to complete an application form. These can be obtained from the school office or downloaded from our website (Class Pages, Seedlings).*

*Please complete the form in full. Any incomplete forms will be returned to the applicant.*

*Please return your completed application form to the school office as soon as possible. A member of staff from the office will acknowledge receipt of your application within two weeks.*

*Applications will be considered after the closing date for each term of admission. This will be **2nd Friday in May for September admissions, 1st Friday in November for January admissions and 1st Friday in February for April admissions.***

*You will receive a letter soon after the closing date to inform you of the places allocated to your child.*

*Please contact Liz Wakeley in our school office if you require further information about how to apply for a place for your child.*

## Staffing

*Mrs Ginny Roberts is the teacher for Seedlings. She is a fully qualified teacher and has specific Early Years expertise and also leads the Early Years at our school.*

*There are several qualified teaching assistants in Seedlings who support the teacher to ensure that the children in Seedlings have the best possible learning experiences in preparation for starting school.*

*Each child will be allocated a Key Worker who will work closely with you and your child and keep you well informed of their progress and development.*

## Costs

All 3 and 4 year old children are eligible for Free Early Education (free entitlement) from the government. This entitles children to 15 hours of preschool sessions per week. Some children are eligible for 30 hours free entitlement funding. Please see [www.gov.uk](http://www.gov.uk) for more details.

Free entitlement funding can be used to pay for your places at Seedlings. If you require more hours than your funding covers, you will be required to pay for these.

From September 2019, additional hours will be charged at a rate of **£4.80 per hour** (**£14.40 per 3 hour session: 9-12 & 12-3**).

**Fee's are payable monthly in advance. Invoices will be sent out each month with a breakdown of hours and charges**

## Happy children at Forest & Sandridge!



Seedlings Graduation Ceremony



Learning together at Seedlings with Miss Dibben

## Key Dates

- Application forms can be obtained from the school office or downloaded from our school website at any time.
- Applications can be submitted at any time. Your application will be considered in the term before your child is eligible to start (see dates below). Early applications will not guarantee your child a place as all applications will be considered together.
- The deadline for applications for September admissions is the 2nd Friday in May, for January admissions the 1st Friday in November and for April admissions, the 1st Friday in April.
- You will be notified, in writing, about whether a place has been offered to your child within 2 weeks of the above deadlines.
- Late applications will be considered, if there are places available, until the penultimate week of the previous term. Applications received after this date will be considered with following term's admissions.

## Hot Meals

Lunch time at Seedlings will be from 12:00noon until 1:00pm. If your child is only at preschool for the morning session they will not have lunch here.

Hot meals are available to purchase from school at a cost of **£2.20** per day.

Further information will be provided with your welcome pack when you secure your child's place.



# Seedlings Term Dates

Seedlings is open for business

9:00am-3:00pm

during term times only.

***There will be 5 teacher development days each year when Seedlings will be closed. You will be informed of these dates with plenty of notice.***

***Term dates can be found on our school website on the Parent's Page.***

## Do you need childcare outside of school hours?

These are the details of child-minders known to the school who we can recommend to you for additional childcare if you need it outside of Seedlings hours.

Mrs J Messenger  
01225 350723  
07792 564829

Laura's Little Muffins  
01225 438848  
07841 611814

## School Admissions

Please note that securing a place at Seedlings Preschool does not in any way guarantee you a place at Forest & Sandridge School, nor does it give you priority over other children who do not attend Seedlings.

School places must be applied for in the normal way through Wiltshire Local Authority. Seedlings staff will remind parents to complete the application form and can provide support in doing so if required.



At Forest & Sandridge School we...



## Contact Details

**Headteacher:** Mrs Anna Willcox

**Deputy Headteacher:** Mrs Helen Biles-Wood

**Assistant Headteacher:** Mr James Mead

**Senco:** Mrs Helen Chappell

**Senior Pupil Services Officer:** Mrs Liz Wakeley

**Tel:** 01225 703394

**Email:** [office@forestsandridge.wilts.sch.uk](mailto:office@forestsandridge.wilts.sch.uk)

**Website:** [www.forestsandridge.co.uk](http://www.forestsandridge.co.uk)

**Twitter:** @ForestSandridge