



'Living life to the Full'

**Welcome to
Little Joey's Pre-school
2023-2024**



St Joseph's Little Joey's Pre-school provides education for boys and girls of three and four years of age and is situated within St Joseph's Primary School.

The children are taught in our Foundation Stage Unit with the Reception children.

Everything has been considered to give the children a pleasant environment to work and play in, giving them a sense of

belonging, whilst feeling cared for. The

wonderful learning opportunities given to them ensure Every Child Matters. We have

access to the school hall, P.E equipment, playing fields, library, soft play and outdoor area , our Forest School and many other

resources.



We have trained and dedicated staff in our setting and follow the minimum ratio of staff to children of:

- ◆ **1:13 for rising three's (children who start the term that they turn 3) and three to four year olds.**

St Joseph's Little Joey's staff work closely together with parents/guardians to

ensure a high quality of education. We also maintain close, positive links with

Statement

'Living Life to the Full' (John 10:10)

Our aims and objectives are to provide a high quality, safe and educational environment. This includes equipment and activities appropriate to the child's age and stage of development helping to create confident and happy children.



Our ethos relies heavily on the concept of independence and acquiring good social skills. We hope to develop in all children the desire to learn and the ability to apply their knowledge. At the same time we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

Your child will acquire new skills by the provision of differing experiences and encouraging natural curiosity in an atmosphere of care and respect in which known rules provide a secure framework. This is in partnership with



Session Times:

Children can attend our Pre-School on a full or part-time basis. There is an entitlement to 15 hours of free provision for 3 year olds. This must be taken over a minimum of 3 days. Further sessions are available at a current cost of £4.80 per hour. There is also an opportunity to apply for an additional 15 hours extended funding. Please see our charging policy (enclosed).

Session options:

Morning session 8.30am-11.30am - £14.40/free hours
Afternoon session 12.30pm-3.30pm - £14.40/free hours
Lunch time session 11.30 - 12.30 - £4.80 /free hours
(own packed lunch or school dinner -£2.50)



Each session begins with self-registration and play activities. The children then move on to more focused teaching time with our staff. Within each session, children are involved in a wide range of developmental activities including :

- ◆ Communication, Language and Literacy
- ◆ Mathematics
- ◆ Expressive Art and Design
- ◆ Exploring the world around them
- ◆ Forest Schools
- ◆ P.E
- ◆ Music
- ◆ Computing



Children in Pre-school and Reception are taught in line with the Early Years Foundation Stage Curriculum.

As children come in to our Pre-school they will have had a wide range of experiences both at home and possibly at other Pre-schools or Playgroups. We therefore aim to build on this start and take their learning further forward in partnership with parents and carers.

Our EYFS team will work closely together as a team to ensure progression and continuity. The Foundation Stage covers 'Prime' and 'Specific' areas of learning and each one has goals/aims which the children strive towards. These areas of learning are covered through structured and purposeful play in a range of individual, group and whole class activities.

Prime Areas of Learning:

- ◆ Personal, Social and Emotional Development
- ◆ Communication and Language
- ◆ Physical Development

Specific Areas of Learning:

Literacy

Mathematics

Understanding the World

Expressive Art and Design



Curriculum and Assessment

The learning objectives for Pre-school children are specifically designed for their needs. They break down the 'Early Learning Goals' into smaller steps. Staff plan activities with these learning objectives in mind. Each child records their achievements in their own 'Learning Journey'. This is a unique record of your child's time in Pre-school. It includes;

- ◆ Precious moments captured through photographs.

Learning Environment

The pre-school is divided into areas which each have specific focus'. Some examples of these are; Role play, Creative area, Maths area and Computing. The children access these according to their own interests and staff support them through free and structured play activities. Our staff engage with the children in small groups and individually and use every opportunity to

Outdoor Play

At St Joseph's we have excellent facilities for outdoor play. The children have access to their own playground area where they may ride bikes and play games. We also have a soft-surfaced outdoor area equipped with a climbing frame. With this in mind, please ensure that your child comes to pre-school with suitable outdoor clothes (We go outside in all weathers!).

Key Worker: Each child has a designated 'key worker' with whom they can build a secure relationship. This adult will become familiar with your child's interests and stage of development and will work with them to extend their learning.

Working in Partnership: At St Joseph's we believe in the importance of parental partnerships with school. We aim to keep you informed about what your child is doing and offer lots of opportunities for you to become involved.

Newsletters: We send home a newsletter each half term to keep you informed of pre-school news, curriculum, trips and events. There is also a whole school newsletter that is send out weekly. We also suggest weekly practical ideas to help your child at home which are linked to our weekly activities in pre-school using 'Busy Books'. We aim to keep parents as well informed as possible and staff are available to speak to at the beginning and end of every session.

**LITTLE JOEY'S PRE-SCHOOL ADMISSIONS POLICY 2020/2021
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, WRIGHTINGTON**

ADMISSION TO THE PRE-SCHOOL at St Joseph's Catholic Primary School will be on either a part time basis or full time basis and made by the Governing Body in accordance with the parental applications subject to the following ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the pre-school has places available. For the school year commencing September 2018 the Governing Body has set its admissions number at 26 (13 places per session).

- 1. Baptised Roman Catholic Looked After Children, Looked After Children and previously Looked After Children**
- 2. Baptised Roman Catholic children who have a sibling in the Primary School at the time of admission**
- 3. Baptised Roman Catholic children resident in the parish of St Joseph's**
- 4. Baptised Catholic children from other parishes**
- 5. Other children who have a sibling in the Primary School at the time of admission**
- 6. Other children.**

Notes:

- ♦ A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order:**

- ◆ **The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence;**
- ◆ **Where there are more requests for a session than places available, the decision regarding the allocation of a morning or afternoon session will be based on the time and date the application for admission to pre-school form was received in the school office;**
- ◆ **The Parish of St Joseph's Wrightington is as defined on the Parish Boundary Map;**
- ◆ **If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applications where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All names will be entered into a hat and the required number of names will be drawn out;**
- ◆ **Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week;**
- ◆ **Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or child of the parent/carer's**

CLASS 4 (Y5/Y6):

Mrs M Cook

(PSHEE/Geography/Mini Governors/MFL/Pupil Premium)

TA: Mrs R Todd

CLASS 3 (Y3/Y4):

Mrs R Swarbrick (Mon-Weds)

(RE/Maths/History/Student Mentor)

Miss A Grainger (Thurs-Fri)

TA: Miss N Porter

CLASS 2 (Y1/Y2):

Mr A Malley

(Computing/Science/PE/EVC/Assessment/Back-up DSL)

TA: Mrs G Liston-Smith

EARLY YEARS FOUNDATION STAGE UNIT (Reception & Little Joey's):

Mrs G Porter (Mon-Weds) – (AGT/SEND)

Mrs D Dyson (Thurs-Fri) - (Music/Art/DT)

TA: Mrs P O'Leary

BUSINESS SUPPORT OFFICER: MRS A MASSAM

LUNCHTIME SUPPORT:

Mrs G Liston-Smith, Mrs P O'Leary

Miss N Porter, Mrs R Todd

KITCHEN STAFF:

MRS C MOORE (SCHOOL COOK), MRS G WHARTON (GA)

There are 10 Governors of the school representing various bodies and interests defined in the Instrument of Government for the school as follows;-

<u>Foundation Governors appointed by the Archdiocese of Liverpool.</u>	
<u>Chair of Governors</u>	<u>Vice Chair</u>
Mr P Massam - Chair of Finance & Premises Committee	Vacant
Mr G Bowden	
Mr M Lane	
Mrs M Messham—Chair of Curriculum & Pupils Committee	
Mr A Scott	
Mr M Wormald	
Mr D Hewitt	
<u>Headteacher Governor</u>	
Miss V Gleeson	
<u>Appointed by Lancashire County Council and Elected Teacher Governors</u>	
Vacant	
<u>Elected Parent Governors</u>	
Mr E Cook	
Mrs C Laybats	

The Chairman can be contacted at:

St. Joseph's Catholic Primary School

Mossy Lea Road

Wrightington

WIGAN

(Tel. 01257 423092)

The Clerk to the Governors:

Tracey Baldwin

Governor Services

Area South Education Office,

East Cliff,

Preston PR1 3JT

Personalised knitwear and polo shirts, embroidered with the Pre-school name and badge, can be purchased from Impressions Uniforms.

They have a shop at: 31-33 High Street, Standish, Lancashire, WN6 0HL .

Telephone 01257 400010. Email: info@impressionsuniform.co.uk

Website: <https://impressionsuniform.co.uk/about/>

There is also a link for this on our website:

<https://www.st-josephs-wrightington.lancs.sch.uk/school-uniform/>

Red Round Neck sweatshirt or cardigan with pre-school logo on and red Polo Shirt with pre-school logo on it.

or

Navy V-Neck Sweatshirt or cardigan worn with pale blue shirt and elasticated school tie

SCHOOL BAGS

Hardwearing school book bags, priced at £7.50 are available from the school office.

JEWELLERY

In the interests of security and safety **NO** jewellery is allowed. Children should not attend pre-school or school wearing ear-rings, necklaces, rings, bracelets or other jewellery on **ANY OCCASION**.

MEDICINES

If your child needs to take medicine please try to arrange for this to take place out of pre-school hours if possible. In line with our Medicines Policy (which is on the school website) pre-school and school can only administer medicines that have been prescribed by a doctor, dentist, nurse prescriber and pharmacist prescriber.



Medicines are administered by the Head teacher who can only accept medication in a secure and labelled container as originally dispensed.

Parents/Carers must complete the form from the website containing written instructions for administering the medication as follows:

Name of child/ name of medicine/dose/method of administration/ time/ frequency of administration/expiry date and date of dispensing.

In the case of asthma, parents should ensure that an inhaler is available in pre-school for use by their child. Please label this with your child's name.

It is imperative that school is informed of the severity of any allergies which your child may have. In some cases a 'Care Plan' may need to be established with the help of the School Nurse.

SICKNESS AND INJURIES

If your child is sick or has had an accident, we will need to contact you. To enable us to keep our contact details up to date, please notify school of any change of address or telephone number in writing. If your child is ill during the night or before setting off for school, it would be advisable to keep them at home for the day to allow them to recover. We do not have a medical room and school can be an uncomfortable place for children who are not

feeling well. If your child has had a non-serious injury at playtime you will be informed by an accident note sent home with your child. Your child will also be

TEL: 01257 423092

HOLIDAY LIST ACADEMIC YEAR 2023-2024

Please note that, in line with Government policy, there is the expectation that holidays and appointments will be taken outside of school.

Please check our school website for online holiday dates.

AUTUMN TERM 2023 (74 days):

School opens on Tuesday 5th September 2023

School closes on Friday 22nd December 2023

HALF TERM -

School closes at 3.30pm on Friday 20th October 2023

School opens on Monday 30th October 2023

SPRING TERM 2024 (53 days):

School opens on Tuesday 9th January 2024

School closes on Thursday 28th March 2024

HALF TERM -

School closes at 3.30pm on Friday 16th February 2024

School opens on Monday 26th February 2024

SUMMER TERM 2024 (63 days):

School opens on Monday 15th April 2024

School closes on Friday 19th July 2024

HALF TERM -

School closes at 3.30pm on Thursday 23rd May 2024

School opens on Monday 3rd June 2024

BANK HOLIDAY -

School will be closed on Monday 6th May 2024

INSET DAYS FOR STAFF (Pupils do not attend on these days):