

**MANOR ROAD PRIMARY SCHOOL**



# **PRE-SCHOOL POLICY AND PROCEDURES**

**September 2022**





**Manor Road Primary School**

**PRE-SCHOOL POLICY AND PROCEDURES**

**Contents**

<b>Page</b>	<b>Details</b>
3	Aims
3	Sickness, Accidents, First Aid and Emergencies
4	Important Information
4	Management of Places - Attendance
4	Admission to Reception Class
5	Pre-School Open Days and Taster Sessions
5	Safeguarding and Child Protection
5	Safety and Security of Children



## **Manor Road Primary School Pre-School Policy and Procedures**

### **Aims**

Included in the following document are our key policies and procedures for Manor Road Pre-School.

The Pre-School operates in line with the Statutory Framework for the EYFS 2021 and alongside our school policies and procedures.

Further details and important information concerning the Pre-School can be found here, on the school website and in the Pre-School Registration Pack. Parents are encouraged to read and understand them upon registration Pre-School.

### **Sickness, Accidents, First Aid and Emergencies**

As with school, if your child becomes ill, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. Your child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

*Please note: the Registration Form contains an Authorisation giving school/nursery staff permission to act "in loco parentis" e.g. the parent/guardian cannot be contacted in time, the staff member will invoke that authority to take action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation, you must inform us in writing.*

At Manor Road, we appreciate that there are occasions on which a child may require prescribed medication, eg. antibiotics, or non-prescribed medication, eg. Calpol, but is otherwise well enough to attend Pre-School. In these cases, medication may be administered by staff. Parents should note that all medication must be provided in the original containers and must be clearly labelled with your child's name. An 'Application to Administer Medication' form must be completed for any short-term medication.

Please refer to our First Aid Policy and Supporting Pupils at School with Medical Conditions Policy for further details.

### **Important Information**

Manor Road Pre-School cannot accept any child to attend a session unless a completed and signed Registration Form is submitted by the parent/guardian.

Parents/guardians are responsible for ensuring that contact details provided are kept up to date.

To contact the Pre-School during a session please telephone the school office on 01772 335699.

Manor Road Pre-School and School is a no smoking site.

The school car parks MUST not be used unless you or your child has a registered Blue Badge or a school Car Park Pass.

### **Management of Places - Attendance**

Although not statutory, regular attendance is important and places at our Pre-School are highly sought after. If the child does not attend regularly without good reason, the Headteacher will contact parents after a period of two weeks to establish whether a Pre-School place is still required. If there is, no response or valid reason, the Headteacher will inform parents that their child's name will be removed from the register on a given date; this decision will then be put in writing and actioned.

### **Admission to Reception Class**

Manor Road Primary is a highly successful, oversubscribed school and there is no link between nursery and reception places – a place in a nursery school does not guarantee a place in the reception class of any school.

Manor Road Primary School admissions are under the control of the local authority and parents must apply for a place online, following the published guidelines. A summary of the criteria for admissions is below:

1. Looked after children and those who have been previously looked after, [including those legally adopted from overseas] (please see note x below), then
2. Children for whom the Local Authority accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned (see note (i) below, then
3. Children with older brothers and sisters attending the school when the younger child will start, (see note (iii) below), then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority.

Parents should note that a child's permanent address is the one where they normally live, sleep and go to school from. Proof of residence may be requested at any time throughout the admissions process, (including after a child has accessed a school place). Addresses of relatives or friends must not be used and neither should addresses of any other properties owned by applicants.

### **Pre-School Open Day- Taster Sessions**

The Pre-School class will hold two Stay and Play Sessions in the summer term of each year, usually in June. Children admitted during the year will be invited to visit the nursery for a play session before they actually start.

Parents will be invited to attend a presentation evening for Pre-School, which will state the expectations and provide an overview of provision in Pre-School. This will be during the first weeks in September.

### **Safeguarding and Child Protection**

Manor Road is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. We have a Safeguarding & Child Protection Policy and Procedures which is available on our website at <http://www.manor-road.lancsngfl.ac.uk/school/policies/> . Sometimes we need to share information in partnership with other agencies when there are concerns about a child's welfare.

All further policies and procedures are available for parents on the school website.

### **Safety and Security of Children**

The safety and security of children attending our Pre-School is an extremely important matter and everyone concerned has a part to play. This policy has two parts setting out the responsibilities of everyone involved with Pre-School: parents / carers and staff.

#### **1. Responsibilities of parents / carers**

- To make sure that the contact details they have provided to the Pre-School/School are correct and that the school office or Pre-School staff are told about any changes.
- To notify the Pre-School/School if their child/ren will be arriving late for any reason.
- To notify the Pre-School/School as soon as possible if their child/ren are not attending for a booked session for any reason. Please note that refunds cannot be given for cancelled sessions.

- Letting the Pre-School/School know during a session if they anticipate being later than planned to collect their child/ren (persistent lateness will be charged for).
- Letting School know if they have any concerns about their child/ren.
- Not to use the school car parks at drop-off or collection time unless the adult or child has a registered Blue Badge or an official school Car Park Pass. In these cases, the 5mph speed limit must be adhered to at all times and cars must be reversed into a parking space.
- Gaining access to the building to drop off/collect their child/ren ONLY via the Pre-School doors and not asking children or other parents/guardians to let them in. Keeping all doors locked behind them.
- Consumables are not included in the funded hours such as sun cream, school trips etc. Please apply sun cream to your child before they start their sessions. Staff cannot apply suncream.

## **2. Responsibilities of Pre-School Staff**

- Checking with the school office whether any messages have been left about non-attendance/checking Class Dojo.
- Ensuring any booked children from Breakfast Club arrive for the start of their nursery session, and any children booked into After School Club are escorted safely.
- Recording any incidents or accidents that may occur accurately and discussing these on the same day with the person who collects the child concerned. Completing relevant accident forms and notifying the parent on collection or if needed by a phone call.
- Only handing over a child to a responsible person named by the parent/guardian on their registration form and asking for the password.
- Be completely up to date with first aid/safeguarding training and fully understand their responsibilities around child protection.

Policy written by: Kellie Foulds

Policy written: September 2022

Policy to be reviewed: As required