

Be happy Be kind
Be responsible



Information for parents of
children starting our
preschool, Acorns
September 2023



Our application and transition process

- Your application has been accepted and your child has been allocated their sessions. These have been communicated via acornsadmissions@charlton.vale-academy.org
- End of May/beginning of June: admissions forms including those about medical information, Tapestry will be sent to you via email, for you to complete
- If your child is new to Acorns, there is a 'Drop in and Play' session on Wednesday 19th July. Lorraine Brew will contact you to arrange a time to visit with your child and to let you know who your child's key person is.
- You will also be given a start date for your child in September.
- If you are entitled to 30 hours funding, please send the code and NI number to acornsfinance@charlton.vale.academy.org
- A form will be sent out at the beginning of September for 15 hour funded places.
- We will need to see your child's passport, birth certificate or Red book, when you make your child's first funding application. We will photocopy this for our records.



We are now part of Charlton Primary School



We merged with the main school in January 2022.



Whilst the pre-school is now part of the main school, you **MUST** still apply for a school place via Oxfordshire County Admissions

The Senior Leadership Team

SENIOR LEADERSHIP TEAM



Mr Steven Rose
Executive Headteacher - DSL



Mrs Samantha Campbell
Head of School - DSL



Mrs Katie Wolton (Monday & Tuesday)
Interim Assistant Head - DSL



Mrs Heidi Thorne
Assistant Head & SENCo - DSL



Becki Edwards
Early Years Lead Teacher
V.A.T Early Years Lead
BEd (Hons)
Language and Linguistics



Lorraine Brew
Senior Practitioner
Manager ABASC
Level 3
Children's Learning and
Development



Carli Lillies
Senior Practitioner
Level 3
Children's Care, Learning
and Development
Working towards Level 5



Nicola McDowall
Early Years Practitioner
Level 3
Children's and Young
People's Workforce



Lily Brew
Early Years Practitioner
Working towards Level 3



Grace Dixon
Early Years Practitioner
Level 3
Children's and Young
People's Workforce



Lisa Tredwell
Early Years Practitioner
Working towards Level 3

Acorns Staff

Key Person approach and Parent partnerships

- Within the Early Years Foundation Stage Framework, it is specified that each child must be assigned a key person.
- The role of the key person, is to get to know you and your child. They will focus on your child's individual needs and ensure that this is reflected in the daily session planning
- Your child's key person will be your first point of contact and whilst there will be specific times when you will get to speak to them i.e. parents' meetings, we encourage you to contact them via Tapestry, or in person, on a regular basis

Communication



- Even though your child has a key person, you are encouraged to talk to any of our staff, should you need to. Any 'need to know' information will be passed to other staff members, should you so wish.
- Please remember, that even the smallest of things can unsettle a young child (a parent being away, a bad night's sleep....) so please let us know.
- If you wish to speak to a member of SLT about anything, then please visit the main school office, telephone or email, to make an appointment.

How do we communicate with you?

- Emails are sent centrally from the main school office. These may include information about whole school events, our termly newsletters etc.
- 'Tapestry' memos are sent to remind you of upcoming or weekly events.
- We recommend downloading the free School Jotter app which we use regularly to communicate whole school events and information.
- Your child's key person or another member of staff may ring you to discuss something.
- For more information visit our school website:
www.charltonprimary.com





What is Tapestry?

- We use Tapestry to send information and observations of your child learning through their play.
- We also take snapshots of larger group activities or experience, i.e. if we have had a visitor during the session, or have had a forest fun session
- We use Tapestry 'memos' to remind you about upcoming events or information.
- You are also able to upload observations about things your child may have done at home, time spent on holiday or with family etc.

Getting to Know My Family and Me

My age on starting at Charlton Acorns Pre-School is
I like to be called
My first language at home is
Other languages in my family are
Who lives in my house?
My experience of being away from my family
My experience of playing with other children
Special people in my life
My family and I celebrate
Important events in my life

Interests & Preferences

Things that excite me and make me happy
My favourite books, rhymes, activities, toys and places to go
Things I like doing outside
My weekly routines
Things I can sometimes get angry or upset about



We will ask you to fill out the 'About Me' section on Tapestry, to help inform our planning for your child. We will ask you to update this to reflect your child's current interests so we can incorporate this into our provision planning.

The EYFS Framework and Our Curriculum

Statutory framework for the early years foundation stage

Setting the standards for learning,
development and care for children from
birth to five

Published: 31 March 2021

Effective: 1 September 2021



Prime Areas of Learning:

- Communication & Language – Listening and Understanding, Speaking
- Personal, Social and Emotional Development- Self-Regulation, Managing Self, Building Relationships
- Physical Development- Gross motor, Fine Motor

Specific Areas of Learning

- Literacy, Maths, Understanding the World, Expressive Arts and Design

Characteristics of Effective Learning

Playing and Exploring

Engagement

Finding Out and Exploring

Showing curiosity about objects, events and people
Using senses to explore the world around them
Engage in open-ended activity
Showing particular interests



Playing and Exploring

Engagement

Playing With What They Know

Pretending objects are things from their experience
Representing their experiences in play
Taking on a role in their play
Acting out experiences with other people



Playing and Exploring

Engagement

Being Willing to Have a Go

Initiating activities
Seeking challenge
Showing a 'can do' attitude
Taking a risk, engaging in new experiences and learning by trial and error



Our curriculum helps your child to develop a variety of skills....

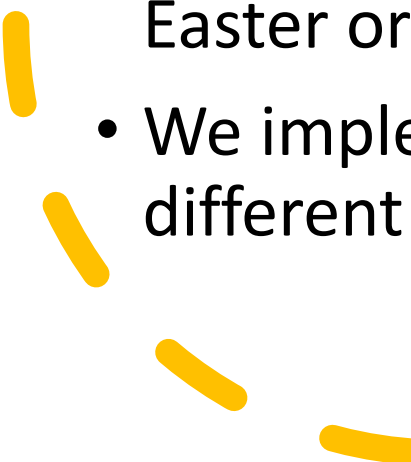


Our provision in action





How we plan for your child's learning

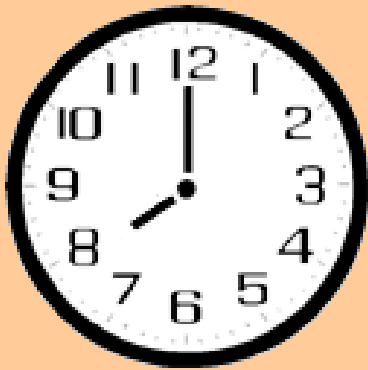
- We plan activities based on your child's developmental needs and personal interests.
 - Sometimes, we may use a theme as a 'hook' to engage children's fascinations.
 - We may use special times through the year, i.e. Christmas, birthdays, Easter or the Seasons, to support children's learning.
 - We implement activities to support your child's 'next steps' in the different areas of the curriculum.
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Session Times

Morning 9.00am - 12.00pm







Afternoon 12.00pm-3.00pm







All day 9.00am-3.00pm



A typical day in Acorns...

Our day at Acorns

Time	Activity
9.00am	Arrive and Register 
9.00-11.30am	Child initiated play and learning- inside and outside 
9.00-10.45	Snack 
11.20am	Tidy up time 
11.30am	Carpet time - Activities such as stories, rhymes, listening activities, 'show and tell', number songs
End of session 12.00pm	 

12.00pm	Lunch 
After lunch to 2.20pm	Child initiated play and learning- inside and outside 
1.00pm	Snack 
2.20pm	Tidy up time 
2.30pm	Carpet time- Activities such as stories, rhymes, listening activities, 'show and tell', number songs 
2.50-3.00pm	Home time 



<https://www.pmgschoolwear.co.uk/>

What should my child bring to pre-school?

A water bottle (just water please) and a packed lunch if attending all day or for the afternoon session.

A named book bag- for artwork/letters home

A complete set of spare clothing in a small backpack

Appropriate outdoor clothing for the weather- NAMED PLEASE!

Nappies, wipes and creams if required

No toys from home please. Children can become very distressed if these are brought in and lost or broken.

We may ask your child to bring something in for a 'show and tell' session. We will let you know this via Tapestry. This is placed in a box at the beginning of the session and returned at the end.



All weather clothing
Clothing suitable for messy,
adventurous play
Easy for them to manage
NAMED
A spare change of clothes in a bag!





Snack times

- We offer a snack of a piece of fruit and a choice of milk or water, during both the morning and afternoon sessions. You do not need to send in snack from home.

Packed Lunches

- Only those children who are staying all day, or are joining us for the afternoon session, will need to bring a packed lunch.
- We encourage you to provide a healthy lunch. Please send only the quantity that you expect them to finish and stick to foods that you know your child will enjoy.
- Due to allergies which affect some children across the school, we are a nut free school.
- We ask you to follow food safety guidelines, when preparing your child's lunch, to reduce the risk of choking. Any foods that are not prepared in this way will be taken and returned to you uneaten at the end of the session.
- A 'Healthy Lunch Box' leaflet is included in your welcome pack.



What should I do if my child cannot come in for a session or if we are going on holiday?

- If you are going on holiday or have a planned absence, please let us know in advance.
- If your child is too unwell to attend pre-school, please let us know by contacting the main school office, either by telephone (01235 762861) or by emailing the school office
- Officech@charlton.vale-academy.org
- Please do not send your child in if they are not well enough to be actively involved in the session or if you have had to give them medicine such as paracetamol or ibuprofen.
- If your child has had sickness or diarrhoea, please keep them at home for at least 48 hours from the last episode and ensure that they are fully recovered before they return.



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Medical Matters

Accident Forms- If your child has a minor accident at school, we will send home an accident form and/or notify you by phone.

Bumps to the head.

If your child has a bump to the head, we will contact you by phone.



If your child has an allergy, please inform us



Sunscreen- Please apply a 12-hour cream, before the session. If you feel your child needs it reapplying, you must provide a named bottle of cream and fill in a form



Collection from School and Personal Care form





Please fill out the 'Need to know' form

- This includes information about someone other than you, who may collect your child from school.
- If someone is collecting, who is not on that list, you will need to contact school directly. We will not let your child leave, without a known contact.

Personal Care

- If your child requires regular personal care, you will need to let us know and provide nappies, wipes, cream and nappy sacks.
- Many young children have the occasional toileting accident. Please let us know whether you are happy for us to change them if this happens, or if you would prefer a call.

Additional snacks

- Sometimes we will have an extra snack such as toast or something the children have made. Please let us know if you are happy for your child to join in with this.
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Special Educational Needs



& Disability



Mrs Heidi Thorne
Assistant Head & SENCo

FUNDING for 2 year olds

<https://myparentportal.oxfordshire.gov.uk/web/portal/pages/parents/freechildcare>



[Home](#) [Your account](#)

Funded Early Education for 2 Year Olds

Welcome to Oxfordshire County Council's Early Education Funding page for 2 Year Olds, use this site to check whether your child is eligible for up to 15 hours per week of funding.

You will be able to select and apply for the funding for a child who is two years old, or turns two this school term here. Eligible children are able to start the term after their second birthday. Further Information on start dates and the criteria for funding can be found [here](#).
If you would like to contact someone before you complete your application, please contact the [Family Information Service](#) at the Oxfordshire County Council on 01865 323332.

How to apply

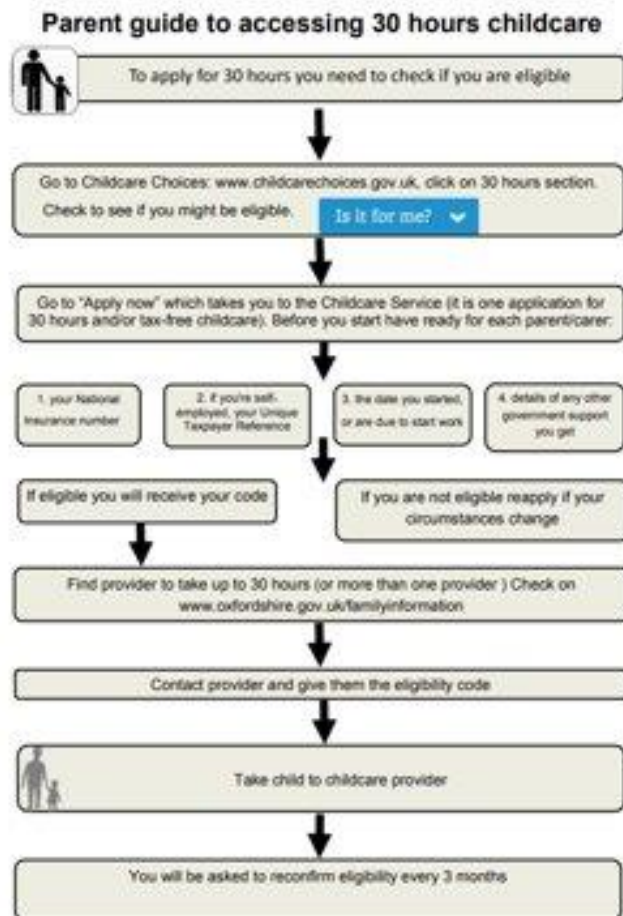
To find out if you could receive up to 15 hours per week for 38 weeks of the year please press apply for funded early education and childcare below.
For **economic criteria** you will need your National insurance number / NASS number
For **non-economic criteria** you will need to supply supporting evidence that supports your application

[Apply for funded early education and childcare](#)

Our Office Manager, Maggie Davies, will deal with all financial questions and invoices. Please contact her by email acornsfinance@charlton.vale-academy.org

Funding for 3-4 year olds

- <https://www.oxfordshire.gov.uk/residents/children-education-and-families/early-years-education/free-education-3-4-year>



Free early education for 3 - 4 year olds

Early Education Fund for 3 and 4 year olds - universal entitlement (15 hours) and (30 hours).

All **3 to 4-year-olds** in Oxfordshire are eligible for the universal 570 hours free early education. **(Universal)** There is no need to apply for a code.

Working parents may also be eligible for the extended 570 hours for **3 and 4-year-old** children. **(Extended or '30 hours')** Information, eligibility criteria and links to apply can be found at [Childcare Choices](#).