



Welcome to Pre-School!



Ormiston South Parade Academy

South Parade

Grimsby

North East Lincolnshire

DN31 1TX

Tel: 01472 231659



This booklet is intended to help you and your child when they start at our Pre-School, we hope that it is useful. If you have any questions, please do not hesitate to ask.

Staff in the Early Years — Pre School

Vice Principal (maternity)

Pre-School Lead



Mrs E. Fitzsimmons



Mrs S. Mussell

Early Years Practitioners



Mrs J. McKenzie



Miss S Wilson



Mrs S. Thompson



Mrs S Staebler-Burke

How can I help my child to settle in at Pre-School?

- Share books and play games together at home, encouraging your child to tidy up afterwards
- Label clothes and shoes clearly with your child's name
- Be positive with your child, reassure them that Pre-School will be a good experience
- Do not be late collecting your child, being last can be distressing
- If you become aware of changes in your child's behaviour, talk to a member of staff
- Ensure that your child eats a good, healthy diet and gets plenty of sleep
- Allow enough time for your child to have a nutritious meal before arriving at Pre-School



Photographs and Videos



We frequently photograph our children for use in their learning as well as on visual displays around the academy. On occasion we put photographs of the children on our website (www.osparade.co.uk) or in the media to showcase some of very special things we have done. If you do not wish for your child to be photographed please ensure that this is reflected in the consent section of the New Pupil Information booklet.

Parental Involvement

At OSPA, we use an online learning journal to record your child's progress and achievements. When your child starts at OSPA, you will be asked to set up a Tapestry account using your email address. You can use Tapestry to see what your child has been doing at school and to feedback to Pre-School staff on your child's learning.

OSPA Pounds

OSPA Pounds is our behaviour reward system. Children will earn coins for: good behaviour, completing homework, coming to school every day and trying hard. When the children have earned enough coins, they are then able to buy items from the OSPA shop.



Pre-School Organisation

Ormiston South Parade Academy Pre-School is a 40 place Pre-School for children aged two. Young children join our Pre-School on a full or part time basis.

If you are entitled to two-year funding, your child will be eligible to join Pre-School the term after their second birthday. They will be entitled to 15 hours per week and will be allocated either a morning or afternoon session. Some children may be entitled to 30 hours funding based on parent/carer circumstances.

Upon starting Pre-School, children are assigned a key person. However, all staff members are responsible for the care and wellbeing of all of our pupils.

Pre-School Times

Monday to Friday Full Time Session—Sharks

Start 8.50am

Finish 3.10pm



Monday to Friday Morning Session—Dolphins

Start 8.30am

Finish 11.30am

Monday to Friday Afternoon Session –Starfish

Start 12.15pm

Finish 3.15pm

We open the gates at 3pm to allow time for parents to collect their child from Pre-School and still be on time to collect children from the main school.

Children must be dropped off and collected from the Fildes Street entrance by a responsible adult. If someone different is to collect your child please can you let a member of staff know. We will not let a child go home with another adult unless they can give a member of staff the security password for your child. This is to ensure your child's safety and wellbeing.

Clothing

You can purchase the academy uniform from : -

Uniform Direct

54 Victoria St, Freshney Place, Grimsby, DN31 1BL

Please ensure that all clothing is clearly labelled

Please dress your child in sensible footwear so they are comfortable and safe. In addition to this, please ensure your child has a coat as we spend a lot of time learning outside.

The children wear aprons for messy play which includes, painting, gluing, baking and playing with water, sand, mud etc. However, accidents can happen so please ensure that your child has a change of clothes with them.

In hot weather children need to bring a sun hat and wear sun cream which should be applied at home.

It is school policy that children should not wear jewellery for school.

Toilets

At Pre-School the children can go to the toilet whenever they need it. They also go to the toilet and wash their hands as part of our routine before snack. We encourage the children to be as independent as possible when toileting and clothes that are easy to manage make it so much easier for them. We understand that some children will be starting Pre-School having just turned 2 years old and may not have completed their toilet training routine. We will support you during this period.



Attendance and Illness

Regular, good attendance is important in Pre-School. If your child is ill, please contact the office on **01472 231659** by **9.15am** (morning children) and by **12pm** (afternoon children). You can also text your child's absence in to the school using the '**My Ed**' app. If you are unsure about whether your child can attend/return to Pre-School, please call the office who can advise.

Children who have had an episode of sickness or diarrhoea must wait 48 hours before returning to Pre-School. For further advice on attendance for other illnesses (e.g. chickenpox, conjunctivitis, hand, foot and mouth) please contact the office.

Holidays during the school term are discouraged. However, on occasion there may be an exceptional circumstance which requires a period of absence. Please see the office for an absence request form.

Head Lice

On occasion young children catch head lice, to limit outbreaks, we request that parents regularly check all their family. If your child does have head lice please let us know. If 'live' head lice are seen on your child we will inform you at the end of their session and ask that you treat them before they attend their next session. Head lice can not be prevented but are easily treated.

First Aid

First aid is always given to children who have had an accident.

Please ensure that we have up to date contact details in case your child gets ill or has an accident. Please inform the office immediately if any of the details change for emergency contacts.

