

The Round House Pre-school





Welcome to The Round House Pre-school

I am delighted to welcome you to The Round House Pre-school which is part of The Diamond Learning Partnership Trust, a charitable multi-academy trust.

Here at The Round House Pre-school we will offer you and your child:

- A warm, friendly welcome. We follow the ethos of Purposeful Play.
- A dedicated Key Worker and staff with a passion for giving every child the best start
- A safe, inclusive and inspiring learning environment, tailored to meet your child's needs
- A newly developed Sensory Garden
- A rich curriculum led by children's interests and their stages of development, where children learn through play with both adult and child initiated learning opportunities
- Optional accreted Forest School sessions at Aunties Woods for children aged 3+ and who are ready
- Personalised settling in sessions
- Places for Early Learning for 2 year olds (formerly Funded 2s), Universal entitlement for all 3 and 4 years old, Working Parent entitlement and Top Up Hours
- Smooth transition for children later enrolling The Round House Primary Academy

Click here to view our [Pre-school Curriculum and Virtual Tour](https://www.roundhouseprimary.co.uk/welcome-to-our-pre-school/) or you can visit the Pre-school website at

<https://www.roundhouseprimary.co.uk/welcome-to-our-pre-school/>



I hope that your child will flourish whilst in our care and I look forward to watching them grow.

Mrs Holly Bates

Headteacher

On behalf of The Round House Pre-school

(part of TDLPT)

Pre-school Staff



Mrs Donna Alecks
Pre-School Lead



Mrs Fae Claydon
Deputy Pre-School Lead and SENCo



Miss Ashley Carle



Mrs Claire Hill



Miss Steph Mackintosh



Mrs Vicki Hewitt



Mrs Andreia Bosca



Mrs Vicky Oxley



Mrs Parm Rai
Senior Administrator

As Preschool Administrator, I help ensure the preschool runs smoothly by overseeing a range of administrative responsibilities. These include managing the preschool mailbox, admissions and funding applications, maintaining accurate children's records, processing invoices, and sharing key information with parents and carers.

I also support the preschool team with a wide range of administrative tasks and am available to assist families with any enquiries throughout their child's preschool journey.

I am based in the main school office and work Wednesday, Thursday, and Friday.

Access to the Pre-school

Entry to the Pre-school is via the gate to the side of the school near the school car park and close to the school field marked with a red x on the plan below. We encourage you to walk to Pre-School with your child, but if you must drive, please **do not** park on School Drive. You may use the school car park for dropping off and collecting your child.

Staff will greet you and your child at the side gate. The person on the gate will have a 'Gate book'. If you have information that you would like noted down please can you line up until you can speak with the staff member. They will then share with the appropriate members of staff.

If you do not arrive by the time the gate is closed we ask that you wait in Reception. Once all of our Safety Checks are completed we will open the door. This could be up to 9:30. We kindly ask that all children arrive on time as this supports a smooth start to their day.



Pre-school sessions

Pre-school sessions run from 9.00am to 12.00pm, from 12.00pm to 3.00pm and 9:00 am – 3:00 pm (child stays for both sessions) Monday to Friday, term time only (38 weeks). We do not offer wrap around care but are happy to work with Child Minders, Nannies and extended family members.

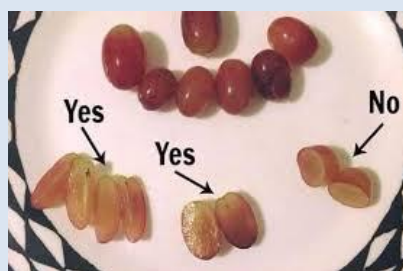
If you will be paying for some or all of your child's sessions, we will be increasing our charges from 1st September 2026 to:

£6.75 per hour (£20.25 per session) for 3 and 4 year old children from the term after their third birthday.

£7.00 per hour (£21.00 per session) for 2 year old children until the term after their third birthday.

Packed Lunches

Children attending all day or just the afternoon session will need to bring a packed lunch with them. Please note that **NO NUTS** or anything containing nuts (peanut butter, Nutella etc.) are to be brought into school at any time. Please ensure any items which could be a choking hazard such as grapes, tomatoes and berries are cut in half. Popcorn is not encouraged as it is a choking hazard. Please ensure that everything is clearly labelled. We are happy to provide cutlery. Hot food can be accepted in thermos, please do ensure food is not too hot. We are happy to decanter but unable to reheat or take the temperature.



General Information

Mrs Bates currently provides all snacks and this is inclusive of the total charge. We pride ourselves at Pre-School with a wide variety of snacks.

At Pre-school we have achieved The My Smile Tooth Brushing Award which is an optional supervised toothbrushing programme for children aged from three years old. The My Smile Award is a NHS supervised toothbrushing programme which aims to promote good oral care. At Pre-school we promote children's care, learning and development as part of our school readiness and well-being.

If it is your child's birthday, please do not bring in any sweets. We will make their day special. If you would like to bring in a fruit platter or watermelon we are happy to decanter.

No comfort objects are permitted in Pre-School. This includes toys from home, dressing up clothes, toy jewellery, comfort blankets, dummies etc. This is to prevent anything being lost or broken. To encourage Communication and Language we do not have dummies in the setting. Please do reduce using these objects before your child begins at the setting to support a smooth transition.

Key Things you will need to keep in Pre-School:

Please ensure **all items are clearly labelled with your child's name.**

Daily Essentials

- Backpack or nursery bag
- Water bottle – Only water. Please no flavoured water or juice.
- Lunchbox if attending 12:00-3:00 Session

Clothing

- 2–3 full changes of clothes – reflecting the current weather conditions. Please send your child in clothes that you do mind getting VERY messy.
 - Tops
 - Trousers/leggings
 - Underwear/pants
 - Socks
- Weather-appropriate outerwear
 - Coat
 - Hat/gloves
 - Sun hat
- Spare shoes
- Wellies

Toileting & Nappy Supplies

- **Traditional Nappies.** We only use pull ups to support toilet training where needed. We do not encourage these for general nappy changing as it prevents progression to support toilet training.
- Baby wipes
- Nappy sacks/disposal bags
- Nappy cream/barrier cream
- Spare underwear for toilet training accidents

- Sunscreen labelled - During the warmer months we ask that sunscreen is applied before the child enters the setting. We will top up in the afternoon for the children who are here all day.

Health & Safety

- Any prescribed medication must go through the General Office.

Helpful Extras

- Family photo for settling in

Please ensure that **ALL** items are clearly labelled (including containers in lunch boxes) with your child's name.

Children do not have to wear a school uniform, but the older children (3 years and above) may purchase a sweatshirt with the school logo on it if they wish. A logoed drawstring bag can also be purchased if required. Please see our website for details of our uniform supplier.

Funding Information

Eligibility for funded childcare places depends on:

- The age of your child
- Your working status or income

Our website [Funding & Billing Information | The Round House Primary School](#) has more detailed information on funding and links to the appropriate websites where you can apply for funding codes if applicable.

Early Learning for 2 years old (Formerly Funded 2s)

Some two year olds are entitled to funded places if the family is in receipt of certain benefits or the child is looked after by the Local Authority (see our website for details of how to apply). The eligibility starts the school term after the child's second birthday. Although not all two year olds are entitled to a funded place, all children become eligible for 15 hours per week from the school term after their third birthday.

3 and 4 year old Funding

All 3 and 4 year old children are entitled to 15 hours per week funded childcare during term time (38 weeks) per year, subject to completing a funding form and producing their child's original birth certificate or passport. The 3 and 4 year funding eligibility starts from the beginning of the funding period after your child turns 3, i.e. 1st April, 1st September or 1st January. For example, if your child turns 3 on 10th April, you will be able to claim from 1st September. Funding will stop when your child reaches compulsory school age – the term after their 5th birthday, or once a child has accepted and taken up a Reception place.

Eligible Working Families

Families have to meet certain income requirements to be eligible for a 30 hour extended funding code for 2, 3 and 4 year old children. Applications for this funding should be made via the Best Start in Life website and you will be given an eligibility code if your child qualifies. This needs to be provided on your child's funding form and needs to be re-confirmed every 3 months.

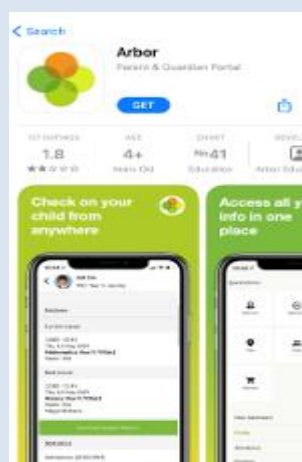
Tax Free Childcare Scheme

The Tax-Free Childcare Scheme aims to make childcare more affordable for working parents. Parents set up an online account to pay for childcare with a registered provider.

Payment of Non-Funded Fees

Fees for sessions that are not covered by funding are payable monthly and failure to pay could lead to your child's place at Pre-school being withdrawn.

We will record sessions and charges incurred on our Management information System, Arbor Education. Please note that we do not post/email invoices to parents and carers. The easiest way to access Arbor is via an app which is available for both Apple and Android devices or via the Arbor Parent Portal online. You will need to look for The Round House Primary Academy and will need to use the same email address that we hold for you.



Please speak to the school office if you need any assistance with this.

Curriculum

During your child's time at the Pre-school, they will be accessing a wide range of provision both in the indoor and outdoor environment. These activities are designed to support your child's development based on the **Early Years Foundation Stage** (you will hear it referred to as the EYFS).

The EYFS is broken down into seven areas of learning. There are three prime areas of learning and four specific areas of learning. We follow the Little Wandle Scheme, Foundation to Phonics which leads directly into Round House Reception. If your child is two years old and interested they will be offered the stretch and challenge opportunity. We also have Rhyme Time, Out Door Learning and our Sensory Garden to promote the children's Purposeful Play and learning.

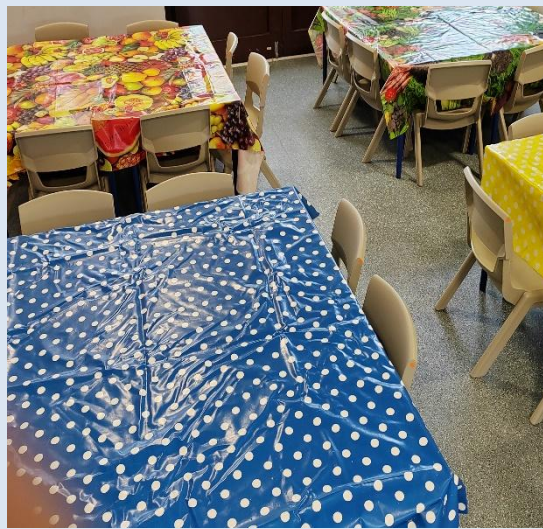
PRIME AREAS

1. Personal, Social and Emotional Development (PSED)
2. Communication and Language (C&L)
3. Physical Development (PD)

SPECIFIC AREAS

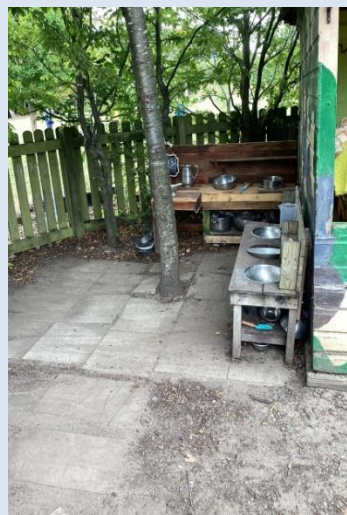
4. Literacy (L)
5. Mathematics (M)
6. Understanding the World (UW)
7. Expressive Arts and Design (EAD)

It is important that we start with the prime areas of learning as these help your child develop the fundamental skills required to go on to be enthusiastic, confident, inquisitive learners.



To support the children's learning each half term we explore different themes with accompanying books to support our planning. This could be anything from construction to all about me or the natural world. This allows your child to experience a range of vocabulary and broaden their interests. We also have an amazing Sensory Garden, Outdoor Learning and Accredited Forest School Opportunities where children aged 3+ are invited to attend when they are ready.

We differentiate our small group activities for the children based on age. These smaller group activities include group time, rhyme time, outdoor learning and phonics. Please note phonics is only for the children moving up to school that year.



Special Educational Needs and Disabilities (SEND)

Special educational needs are described by the Special Education Needs Code of Practice as falling into four areas.

These are:

Communication and Interaction

Cognition and Learning

Behaviour, Social and Emotional

Sensory and/or Physical

In our Pre-school, we make provision for pupils who have a variety of different needs. We know that some pupils will have difficulties in more than one of these areas and we will always do our best to meet their needs. The actual support will be based on the specific needs of each pupil. This can include a variety of adaptations including changes to the physical environment, changes to teaching styles as well as levels of adult support.

Mrs Claydon is our SENDCo and you can contact her by ringing the school office on 01480 479890 or emailing pre-school@roundhouse.cambs.sch.uk.

As well as specific support for identified children, we offer generalised support within Pre-school. Every child in our Pre-school is valued as an individual, whatever their needs might be.

The local offer is a good website to visit if you want to know what is available in the county and it provides more details on some of the things mentioned above.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-early-years-and-childcare-0-5>



A Typical Day at Pre-school

9:00 to 9:20 – Registration/Small circle time

9:20 to 11:30 – continuous provision in and out (Forest School, Out Door Learning, Sensory Garden options throughout the week).

10:00 – 11:00 – rolling snack and nappy changing

10:00 – 11:30 – small group interventions including music and movement, phonics and outdoor learning

11:30 – 11.45 – tidy up time

11:45 – 12:00 – small circle time (children staying for lunch to wash hands and get ready. Children going home to get their things ready)

12:00 – 12:30 – lunch time

12:30-1:00 – quiet time/continuous provision in and out

1.00 – 2.30 – continuous provision in and out and small group interventions including music and movement, phonics and outdoor learning

1:30 – 2.30 – rolling snack and nappy changing

2.30-2.45 – tidy up time

2.45-3.00 – small circle time/home time

Illness/Medication

If your child requires medication whilst in Pre-school you will need to complete our Administration of Medication forms (available from the school office). Please note that this is only for mid to long term medical needs such as antibiotics, inhalers for asthma. Your child should not attend Pre-school if they are unwell.

Should your child suffer from vomiting or diarrhoea they must not attend Pre-school for 24 hours following their last episode of illness to reduce the risk of infection.

If your child has an infectious illness (such as Chickenpox or Impetigo), please let us know as soon as possible so that, where appropriate, we can anonymously inform staff and parents/carers. We will also advise whether a period of exclusion from Pre-School is required.

If your child is not attending Pre-school for any reason, please either email the school office on pre-school@roundhouse.cambs.sch.uk or leave a message on the school answerphone, 01480 479890 Option 1, to let us know the reason for their absence.



Communication

Communication with our parents and carers is very important to us. We will send out a termly curriculum newsletter so that you will know what the children will be learning. We will also send out regular newsletters and information. These communications will be sent by email.

We will also offer a session where parents will be able to come and discuss their child/children's progress.

We have a dedicated email address for the Pre-school:

pre-school@roundhouse.cambs.sch.uk

or you can email the school office: office@roundhouse.cambs.sch.uk

The telephone number for the Pre-school is the same as the school number: 01480 479890.

There is a dedicated Pre-school section on our website:

<https://www.roundhouseprimary.co.uk/topic/pre-school>

Tapestry

Whilst at The Round House Pre-school, your child's learning journey will be documented through Tapestry. Tapestry is a secure online Learning Journal which is used to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. This system allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom.

Once you have provided us with an email address (forms will be given with initial paper work), then you are able to log on and view your child's learning journal. It is a collaborative document and we love to see what the children have been doing at home also. You are able to share photos, write comments or reply to observations and we would encourage you to do this. When an observation has been completed of your child, you will get a notification and can log on to view this.

You are able to access Tapestry through tapestryjournal.com or there is an app that you can download on Android or IOS.

