

# Prospectus 2018/19

[www.stlawrenceprimaryschool.co.uk](http://www.stlawrenceprimaryschool.co.uk)



Little Lawrence's was judged to  
be **Outstanding** by Ofsted  
inspectors in March 2016

## **Little Lawrences - Napton** **with St. Lawrence CE Primary School.**

Welcome to Little Lawrence's: preschool provision governed by St. Lawrence CE Primary School.

The aim of this prospectus is to help you find out about our Early Years Provision, the people in it and what happens here.

**Little Lawrence's was formed in 2009 after an amalgamation with Napton Pre-School. The learning space has in the past year been substantially expanded.**

**Little Lawrence's is thriving and has been created to ensure excellent local education and care for those of pre school age.** Ofsted rated provision and outcomes as outstanding in March 2016. **It is registered for the 30 hours Free Child Care Provision.**

It is a happy, colourful place where both children and adults can flourish in an atmosphere which is rewarding, supportive, enriching and fun. Its Christian ethos and integral links with the school ensure that it is a wonderful place for children to grow.

Little Lawrence's was borne out of partnership and is Ofsted registered through the school. Partnership is something that we see as vital if every child is to blossom and grow.

**This partnership extends to our before and after school provision known affectionately as Larks 'n' Owls that is also registered for the 30 hours of Free Child Care.**

Your support, your knowledge and skills and your enthusiasm are valued.

So please read on and get involved with your child.

## **The Aims of Little Lawrence's - Napton.**

We aim to provide excellent education and care to children who are rising 3 to 5 in age (early years). The children learn so much through play. Through our provision and facilities, we allow the children to grow in a high quality environment under the expert supervision of well-qualified staff within the context of a strong Christian ethos.

Our provision is designed to be flexible to allow parents to choose sessions that suit the needs of the family.

Our aims are:

- To provide a welcoming and safe atmosphere, where staff are approachable so as to promote mutual trust between the staff, children and their parents/carers.
- To create a pleasant, caring and secure family environment that enables good emotional, social and intellectual development for the children.
- To create a learning environment so that the children are able to confidently develop their skills and knowledge with growing independence and yet with an awareness of others.
- To ensure that children are professionally supported regardless of their individual needs and that all are given the opportunities to reach both their academic and social potential.
- To serve its community by providing care and education of the highest quality within the context of Christian belief and practice.
- To promote wider community links in order for the children to begin to develop an understanding of their role in society.

You as parents are essential in helping us to deliver these aims.

For this reason (amongst many others), a weekly newsletter or journal is sent out to all parents each week via email. The newsletter is also posted on the school's website [www.stlawrenceprimaryschool.co.uk](http://www.stlawrenceprimaryschool.co.uk)

News and reminders are also posted on Facebook and emailed directly to parents though most still prefer (as we do) those opportunities to chat face to face.

### **How is Little Lawrence's organised?**

The day to day running of Little Lawrence's is run by **Mrs Maria White** and her lovely team of educators including:

**Mrs Joanne Isley** and **Mrs Jill Hickenbotham**.

They are all overseen by **Mrs Marion Neville** (Senior Early Years Educator) who also works with the children on a daily basis. **Mrs Helen George** (the brilliant Reception Teacher) works alongside the team and **Miss Sorrel Foster**, the school senior teacher, takes responsibility for standards across the early years here in Napton.

The Head Teacher, **Mr John Brine**, regularly joins in both to get to know the children and monitor provision. The school governors are also passionate about Little Lawrence's and also like to get involved.

Our youngest children are taught and cared for by our Early Years Educators who act as key workers at a maximum ratio of 1:8. Other DBS checked adults (including parents) will often work with these children as and when it is appropriate.

Our older children (of Reception age) are taught directly by Mrs Helen George, the class teacher. They are taught separately for phonics, literacy and numeracy. However for some activities all children will have opportunities to work together – usually in small groups.

### **What facilities do we offer at Little Lawrence's?**

Our unit includes a large outdoor area (some of which is covered) its own toilets and changing room, its own kitchen, a water exploration area (large play sinks), plenty of computers and an interactive white board. It has designated areas for the learning of phonics, literacy and numeracy, plenty of large and small equipment to enable great learning and lots of fun, and a fine range of books to enjoy. Look out for the role-play area that might feature a forest, a cave or perhaps even a place to go shopping. (It could be anything with the team that we've got!)

In keeping with the rest of the school, we also have a digging plot for planting and flower/herb beds – how could we not have one of those?

Children make use of the main school hall on a regular basis.

Our children love to visit Church Ley Farm that is on the top of the hill: a magical experience every time no matter how many times they visit each year!

## **The Early Years Foundation Stage Curriculum – What will your child actually do when they are with us?**

Little Lawrences operates a creative curriculum that is very much project based. Projects such as 'Dinosaurs', 'Growing Things', 'the Seasons', 'Festivals', 'Rabbits' and 'Ourselves' inspire the children to make great progress. Mini visits, visitors and trips are planned to add additional memorable learning experiences. Church Ley (Bob's) Farm is a favourite!

Parents are encouraged to get involved and contribute hugely – don't be surprised to see a pony coming to visit or see eggs hatching – or see children looking after the fluffy chickens as they grow.

Progress is constantly monitored and assessed – it helps us to ensure that your child is doing well. The learning journals are a great way of recording this and again we encourage parents to actively participate. Our aim is, as always, to prepare children for their start into Year 1.

### **The Early Years Curriculum – in more detail.**

**The curriculum is organised into 7 key areas of learning.**

**The 3 Prime Areas are:**

#### **1. Personal, Social and Emotional Development.**

This means that:

- We provide an environment in which children are able to create positive relationships with both adults and their peers.
- We encourage children to develop their self confidence and their self-awareness – a child who sees themselves as a valued member of the class will always be in a good position to learn the full range of other skills.
- We share our high expectations of behaviour through helping the children manage their feelings. I'm sure that you'll agree that these are vital skills in life and this is the time to get them right!

#### **2. Physical Development.**

The full range of activities and opportunities that we provide for children are aimed at developing both the children's gross and fine motor skills. Having a sense of coordination both with class based activities and as potential sports stars of the future are also considered to be key. This area also aims to enable your child to know how to know how to become more safety aware. Teaching children how to manage risks and stay safe is such an important part of growing up.

#### **3. Communication and Language**

This key area of learning essentially has 3 components: The ability to listen and be attentive over an increasing longer period, the ability to understand learning and instructions and the ability to speak. Each one has an equal rating as these are the building blocks for future learning. I can barely think of any setting that your child will be involved with that does not rely heavily on this key area of learning!

There are 4 other specific areas that will be the focus of learning:

**1. Literacy**

There are 2 important aspects to this area which include reading and writing. Please note that phonics is an essential element within our provision. Phase 1 is specifically referenced in Little Lawrences and up to Phase 4 is taught by the end of Reception year although we take children to the maximum phase that they are capable of. Every opportunity is taken to develop the children's reading and writing skills both in their indoor and outdoor learning.

**2. Mathematics**

This aspect is also split into two areas: that of number and that of shape, space and measure. The children's fascination with numbers and ordering is met with continual exposure to a mathematical environment so that they see it as a natural part of their learning. So expect your children to get very practically involved with work regarding shape, space and measures ... a change of clothes might be needed following some activities!

**3. Understanding the world**

The aim is not for our children to be a walking globe or encyclopaedia but to be aware of the wider world and their place in it. The 3 aspects of this area are:

- People and their communities – An opportunity for children to begin to appreciate the importance of communities and develop an interest in the diversity of people within them. Within a Christian identity, the importance of belief and religions are a focus in this area.
- The world – This might be the world that they are already familiar with or a whole new area that the children can begin to appreciate and develop, such as fascination with historical moments or awe at the natural wonders of the world.
- Technology – We live in a modern world and so this area is a relatively new focus but don't think that it is all about computers. We aim for the children to see technology as a useful tool for getting jobs done, for helping communication and for finding out.

**4. Expressive art and design**

To develop the children's ability to be expressive and imaginative is a privilege and is so important for the wholeness of each child in their future learning. Again this area is split into two areas.

- Exploring and using media and materials - being able to be expressive through art, sculpture and music.
- Being Imaginative – This is that magical ingredient that brings children's learning alive now and in future years. We create an environment that expects children to think for themselves and allow themselves to let their imaginations wander and yet give opportunities for them to let these ideas be crystallised.

Throughout these seven areas of learning and the key aspects (often known as Early Learning Goals), we aim to:

- Engage your child through opportunities to explore and learn through play.
- Motivate your child through active learning so as to ensure that they are achieving, that they keep on trying and that they are able to develop their concentration skills.
- Create an ethos that helps your child to think critically by encouraging him/her to have their own ideas, make links with a range of other ideas by getting them to ask 'why' and to help them choose how to develop a strategy.

For more information to visit this national website regarding the Early Years Curriculum: [www.foundationyears.org.uk](http://www.foundationyears.org.uk)

### **Assemblies and Worship**

All children will have a moment or two each day to participate in a collective act of worship – to say thank you to God for all that he gives us and perhaps to ask Him to help someone who we are thinking of.

An achievement assembly (initially with Reception Children) is held every Friday. It will be held in the unit at 9.05am and lead by the Senior EY teacher and EY staff.

Little Lawrence children will join with our Reception children for special services to mark key Christian festivals that are held with the involvement of members of our local church.

The Reception aged children will begin to integrate with the rest of the school in preparation for joining KS1 (the Infants) in the next year. This starts with joining the KS1 children in the hall and later, the rest of the school. This gives additional quiet time for our Little Lawrence children.

Little Lawrence children have the opportunity to perform each year for other children and their parents. This happens in the run up to Christmas. They also love to join the main school for the termly productions that the rest of the school perform.

## **Who can attend Little Lawrence's?**

**We welcome children who are not yet of school age and are either 3 or 4, or about to turn 3.**

3-year-olds are entitled to claim a free nursery place in the September, January or April following their third birthday, subject to availability.

### **If your child's 3rd birthday falls between:**

- **1<sup>st</sup> January – 31 March**, they will be eligible for 15/30 hours per week of free nursery education from the beginning of term on or after 1<sup>st</sup> April (Summer Term)
- **1<sup>st</sup> April – 31 August**, they will be eligible for 15/30 hours per week of free nursery education from the beginning of term on or after 1<sup>st</sup> September (Autumn Term)
- **1<sup>st</sup> September – 31st December**, they will be eligible for 15/30 hours per week of free nursery education from the beginning of term on or after 1<sup>st</sup> January (Spring Term)

## **Am I entitled to 15 or 30 hours of free child care?**

**All 3 and 4 year olds are entitled to 15 hours of free childcare.**

**To be eligible for the 30 hours free childcare initiative, you must meet the following criteria:**

- Your child will be aged 3 or 4 when the scheme starts in your area
- Both parents must be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000

**If you are not eligible for the 30 hrs of free care then there are still 15 hrs on offer and additional charged hours can be requested subject to availability.**

Each session is 3 ¼ hours long – (8:45am-noon &/or noon- 3:15pm).

**In addition, we accept children in the term in which they turn three** (also known as rising 3's).

- Charges will apply in this instance.

We do not accept government funding for 2 year olds.

Children are offered a free settling in session prior to starting so that they are able to join with confidence in a more familiar environment.



### **Session Timings and Fees at Little Lawrences**

Little Lawrence's is open on weekdays in term time. The term dates are in line with the rest of the school, except in September when Little Lawrence's children start a week later.

Little Lawrence's is open between 8:45am and 3.15pm, and additional care outside of school hours is provided by the 'St. Lawrence Out of School Club' (Larks 'n' Owls). Larks 'n' Owls is available from 7:30am and after school up until 6:00pm.

The session times and fees from January 2018 are as follows:

Session	Times	Additional Information	Fee
Morning Session	8:45am-12:00		The equivalent of 1 Government funded Nursery session or £15:00
Afternoon Session	12:00-3:15pm	This session includes the lunchtime session.	The equivalent of 1 Government funded Nursery session or £15:00
For those just using the morning session: Lunch Session – can be added	12:00-1:15pm	Children are expected to either bring their own lunch or enjoy hot lunches that are available at an extra charge of £2:65.	£8:00
Full day session	8.55am – 3.15pm	Children are invited to either bring their own lunch or enjoy hot lunches that are available at an extra charge of £2:65.	2 x 3 hour Government funded Nursery sessions or £30
Full day session with wraparound care	7.45am – 5.45pm	Children are invited to either bring their own lunch or enjoy hot lunches that are available at an extra charge of £2:65.	2 x 3 hour Government funded Nursery sessions or £30, plus wrap around care at £14.50.

### **Please note**

- Out of school provision fees (Larks & Owls) are paid separately as the club is run separately from the school.
- We CAN use part of the 30 hours entitlement for Larks n Owls fees.
- Little Lawrence fees are reviewed annually: a terms notice is given of changes.
- Fees are payable within 7 days and in full upon receipt of an invoice. Failure to pay may result in your child losing their place.

In the event of the school being closed due to snow or other exceptional circumstances, sessions will still be charged. We will do our best to offer alternative sessions. However, we are not able to guarantee them (especially if sessions are already fully booked).

## **Holidays and Leave.**

Little Lawrence's is closed for all holidays and teacher training days in line with the main school. Dates are available on the school's website: [www.stlawrenceprimaryschool.co.uk](http://www.stlawrenceprimaryschool.co.uk) Parents are also informed in the weekly newsletters.

If you wish to take your child on holidays in term time, we request notification in advance. **You will still be charged for the sessions that you would normally have taken.**

*(For children who are of Reception age there are different arrangements in line with the Local Authority expectations – holidays can only be authorised in very exceptional circumstances.*

## **Clothing, Footwear and Valuables**

The preferred dress code is to wear the 'Little Lawrences - Napton' sweatshirt over their own clothes. This is available from the main school office. We strongly advise that the clothes the children wear are suitable for messy play so, do choose ones that are easy to wash! **Please make sure your child's name is easy to find.**

If your child comes to school in wellies or outdoor boots, please bring a pair of shoes for use indoors. Shoes with a good grip are advisable. In the interest of health and safety: – no flip-flops, clogs or heels please. For the same reason no jewellery either please.

**Little Lawrences don't need book bags** though you will see Reception children with one in which to keep any books etc.!

**Neither do they need a pencil case** – all equipment will be provided by the school.

**We also request that the children do not bring toys or valuable items to Little Lawrence's unless we specifically ask**, as we will not take responsibility for any loss or damage. Thank you.

## **Security**

We want to keep your child safe. Little Lawrences is fenced off with access only being granted through an electronic gate or through the main school entrance. All visitors need to sign in through the main school entrance and if they are working on site, will need to be DBS checked.

Fire drills are carried out regularly and are recorded in line with requirements of the Local Authority and Ofsted.

The premises are inspected regularly with regard to health and safety. This includes not only all aspects of the building but also our electrical appliances, large play equipment and our fire extinguishers.

After 9am, the electronic gate is locked and only opened after authorisation from a member of staff.

**A password for collection of your child will be agreed as the children start.**

**If your child appears ill before they start (e.g. rashes, sore throats, diarrhoea etc.) then please keep them at home but let us know by telephoning or emailing the**

**school office.** If your child has head lice, then please treat them and also inform the teachers and/or key workers.

If they are ill when in our care then we will contact you (or those other emergency contacts that you have told us about). In an emergency we would call for an ambulance and also inform you. The adults within Little Lawrence's do not administer medicines unless it is prescribed by a doctor and they have signed parental consent.

All significant accidents are recorded and you will be informed. The children will also get a sticker for being so brave!

*\* Please note that full fees are still applicable during absence due to illnesses or accidents.*

### **How can we get involved as parents?**

We very much value the contribution of parents in helping us give your child the best possible start in their schooling.

To start with, we urge you to attend any meetings, see them when they are competing or performing or being given some sort of award. Do offer to assist with walks and trips if you possibly can.

By taking a keen interest in what the children are learning, you are already helping them see the importance of doing their best.

You might feel that you'd like to help in the classroom itself. Please talk to the teachers or the head teacher to see how best you can assist. All adults will be expected to be DBS checked.

Most of all, **do tell us about your child's achievements at home** – by filling in 'Lily Pads' that we can share on Fridays and by adding to your child's Learning Journal: the more we know about your child, the more we can tailor their provision.

### **Assessment and Record Keeping**

The progress of your child is constantly being monitored and informally assessed so that we can help them reach their potential. We record the progress that is made more formally using the Early Years Foundation Stage Profiles (Learning Journals). The Learning Journals are highly valued by parents and a beautiful keepsake for the future.

Little Lawrence's is required by law, to keep confidential records relating to the children and personnel. These will need to be made available to the appropriate bodies including Ofsted.

A permanent daily register of all children and staff is kept and will also be made available to the appropriate inspecting teams.

### **Policies**

Copies of all policies are held within school, some are available on our website, but all are certainly available at the request of parents and carers.

**What if extra sessions are required?**

If you require extra (ad hoc) sessions then please talk to Jo or Lotte in the school office. We will advise you of any availability.

**Further Information**

Should you have any further enquiries or wish to discuss anything with us, please speak to us. The school governors and staff are always willing to help.

This prospectus is also available electronically.

We look forward to  
welcoming your child to  
Little Lawrence's.