Cambois Primary School

Two year old provision

Welcome to the CamboisTwo Year Old Provision

The Cambois Two Year Old provision is a special place full of high quality learning and friendship, where all children are happy; feel safe and are valued. We provide the best educational provision in a stimulating and creative environment, in which children can explore and discover the world.

 Under the Early Years Foundation Stage (EYFS) there are 7 areas of learning that shape the educational programmes for early years settings.

 All the areas are important and interconnected but 3 of the areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building on their capacity to learn and thrive.

***The 3 Prime areas are:***

Communication and Language

Physical development Personal,

Social and Emotional development

 There are also a further 4 Specific areas through which the prime areas are strengthened and applied:

 Literacy

 Mathematics

Understanding the world

 Expressive arts and design

**Our Vision**

The Cambois Two Year Old Provision offers a welcoming friendly atmosphere for both child and parent/carer where children can create, explore, imagine and learn. We set the foundations of your child’s first steps on their Learning Journey which provides the basis for all future learning. We pride ourselves on listening to children and those who care for them and using this information to personalise each child’s learning. Learning should be fun and we strongly believe in first hand learning, valuing the importance of the outdoor environment to develop children’s thinking and problem solving skills. We believe that every child is unique and should be treated so allowing them the opportunity to develop and learn in a safe and nurturing environment where play and learning is combined. We are committed to giving our children the best possible start to their school life, teaching them skills which ensure their well-being now and success in the future.

**Admissions**

 Cambois Two Year Old Provision offers part time places in the afternoon, Monday to Friday, during term time only. Afternoon sessions from 12:15pm-3.15pm.

We currently provide places for up to 8 children. These places are funded places for 2 year olds, dependent on families meeting specific eligibility criteria and we offer the opportunity to other families to pay for a session (must be booked and secured and paid in advance) for £8 per afternoon session.

 Settling In Your child will be assigned a key person. Their role is to help ensure that your child’s care is tailored to meet their individual needs; to help them become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents or carers. The settling in process is intended to provide a small amount of supported time for you and your child to become acquainted with the provision. This is also an opportunity for you and your child to begin forming a relationship with your child’s key person. Settling in will take three sessions but we are aware that some children may need more support than others throughout this process. We greatly encourage careful transition and settling in.

 Settling in Session One: Up to half a day for you and your child to spend time within your child’s new provision. You will both be supported by your child’s key person who will give you both a tour of the room and introduce you to staff. You will spend some time during this session discussing you child’s needs and routines with their key person to ensure that we able to care for them in the best possible way.

Settling in Session Two Up to half a day in your child’s provision, you will begin this session with your child in their room. At some point during the session you will be encouraged to leave your child for a short period of time.

Settling in Session Three If it is felt that your child is confident in the environment after these two sessions then you are able to drop off and collect you child at their allotted session times. If it is felt that your child needs longer to settle in, this will be negotiated with yourselves, your child’s key person and the Two Year Old Provision Leader.

**Drop off and Collection**

Please bring your child to the provision in time for the start of their session, through the gates next to where Nursery leave at the end of the morning session. A member of staff will open the gates at 3.00 again for your to collect your child.

**Routines**

 In terms of day-to-day routines, we believe in offering the children an independent, safe and nurturing environment. Children are free to control their own learning throughout the afternoon with minimal interruptions to set routines. We believe in offering the children key points such as Welcome Time, Snack Time and Story Time as sign posts throughout the day.

 A Typical Session

12.00 Welcome children, handover with parents, child self-registration

 12.15 Child initiated play

1.00 Small group time – snack time

1.20 Child initiated play indoors and outdoors

 2.00 Adult led opportunity

 2.15 Learning play time indoor and outdoors

2.45 Story and song time

 3.05 Put on coats

 3.10 Open gates for parents

3.15 End of session

**Activities and Resources**

 We know that children learn best through play, when fully engaged with ideas and activities that interest them. There is a weekly plan of what will be arranged in the Two Year Old Provision. It is play based and includes scope for children to self-select within a particular area as well as choosing activities to get involved with overall. Below are some of the resources and experience that will be regularly offered to the children.

 • Cosy book corner

 • Home corner

• Art activities

• Sand and water

 • Malleable Play

• Construction toys

• Dressing up

 • Small world toys

• Bikes and trikes

 • Sensory play

**Essential Items**

 Please provide the items listed below for your child on a daily basis. It is important that your child’s clothing and other property are clearly labelled with their name.

 Please dress your child in easy to manage clothing as this helps us develop independence in toilet training and taking off/putting on shoes. Please do not send you child in their best clothes as they may get messy as they play and learn.

 • A labelled bag with 2 sets of spare clothing

• Any comforters your child may have (dummy/teddy). The children will be encouraged to place dummies in a tray as they settle into their new environment.

• A large pack of labelled nappies/wipes and any creams. We do not have the facilities to put used nappies in our waste so you will be given any wet/soiled nappies to take home at the end of every session. Please provide nappy sacks for this.

 • Any medication i.e. asthma inhalers/pump to be given to designated first aider.

• Wellington boots labelled.

 • Sun hat and sun block, clearly labelled.

**Snacks**

 Fresh water will be available to your child throughout their session and fresh fruit will be served with milk as a snack midway through the session. Your child will be encouraged to drink from a cup. If your child has any specific dietary requirement, please let us know.

**Attendance**

It is important that your child attends the provision on a regular basis. This will help your child to settle more easily and learn routines. When children are ill Please inform the school of any planned absences and if your child is unable to attend due to sickness. If the staff feel that your child is too ill to remain in the provision, our policy is to ring parents/ carers and request that the child is taken home. You will be asked to come to the main school entrance to collect you child. It is our responsibility to protect every child from contagious diseases and from infections that can spread rapidly in young children. E.g. persistent high temperature, eye and skin infections, sickness and diarrhoea, heavy coughs and colds that make breathing difficult.

**Medication**

We are able to administer prescribed medication, but it is essential that you sign a consent form with full instructions on how to administer the medicine. If your child requires regular medication, it is the parent or carer’s responsibility to make sure the school has the appropriate medication, which must be in date, accompanied by a signed permission form. Please advise us immediately of any changes to your child’s medical status.

**Accidents/Incidents**

 If your child has an accident whilst at the provision, a member of staff will complete an accident form which will give a brief summary of the incident and the action taken by a first aider.

**Keeping you informed - Tapestry**

 We use Tapestry to record observations, photos, assessments and notes of your child’s learning and development. These will relate to the Early Years Foundation Stage Framework. In accordance with our Safeguarding policy, Staff are not permitted to take photos or recordings of a child on their own mobile devices and must use a school iPad provided by the provision. Staff will invite parents and carers into the provision, throughout the term to view their child’s learning journal with their key worker. Parent and carers can see the observations which have been carried out, the outcomes their child has achieved and discuss any next steps they are currently working towards. We invite you to add your thoughts and responses to your child’s learning journal on Tapestry. We want to work in partnership with you and welcome any contributions you are able to provide for your child’s learning journal.

**Sleep and Nappy changing**

The key workers will keep a record in your child’s diary of sleep times (if any) and record times when your child went to sleep and woke up. They will check your child while they are sleeping at regular intervals. You will also be informed of nappy changes and developments with toilet training.

**Communication**

Parents are encouraged to follow us on Facebook for regular updates in school and we also use text to parents to keep in touch so it is important you keep you contact details up to date.

**Two year old Progress Check**

The Two Year Old Provision will also complete your child’s Two Year Old check and report, using evidence from your child’s learning journal on Tapestry.

**Policies**

 We have a full range of policies and procedures in place. Please ask the provision if you would like a copy of any of these policies and these are all available online on the Cambois Primary School website.

 **No Smoking Policy**

 Cambois Primary School is a non-smoking environment. Smoking is not permitted anywhere on the premises.

**Staff**

 Headteacher : Mrs Marianne Allan

 Assistant Headteacher/ Early years lead/ SENDCO: Mrs Laura Brown (maternity leave)

Two Year Old Provision Manager: Neill Allan (lead teacher) Mrs Campbell I(lead teaching assistant)

Early Years Teaching Assistant: Jayne Ireland

First Aider Early Years Teaching Assistant: Gillian Campbell