Top of Form



**Welcome to**

**Trythall Pre-school**

**Introduction**

This booklet outlines some important information about your child’s time at Trythall pre-school. If, after reading this booklet, you have any further questions, please do not hesitate to ask a member of the pre-school staff, the school secretary or the Headteacher.

**Settling in**

This is a very important step for you and your child and we do all that we can to make it as comfortable as possible for everyone involved. First of all we suggest you make an appointment to come and have a look around. If you like what you see, we will offer you a home visit, so that we can get to know each other. We find this really helps the settling in process as children start to see us as friends.

When your child starts at pre-school, you are very welcome to stay with them until they have made a bond with their key adult and feel that they will be safe when you go. This usually only takes a couple of sessions, but we can arrange a longer settling in period if necessary.



**Staff**

 Sue Gamble NVQ level 3

Virginia Davies Early Years Professional and Teacher

We are both paediatric first aid trained and have children of our own

**Daily routine**

 8.45 – 11.45 funded for children from the term after their 3rd birthday. Also free for younger children who are eligible for 2 year old funding.

We begin the day indoors, with construction toys, puzzles and games, sensory, roleplay and art and craft activities. For a short time, all of the children are encouraged to join together for ‘carpet time’ for adult led activities such as dancing or listening games.

At snack time the children lay the table themselves and are encouraged to pass each other a choice of fruit and vegetables, followed by something savoury such as breadsticks, cheese or crackers. There is milk and water to drink.

After snack, we make use of our fantastic outdoor area, so at least half the session is spent outdoors.

We usually finish the session with some singing and a story.

11.45 – 1.15 This lunchtime session costs £5.00 for 2 year olds and £4.00 for 3/4 year olds. Please provide a packed lunch or order a school dinner (£2.30)



**“Play is a child’s work”**

Although to an adult it may look like you child is playing all morning, even during the adult led carpet time sessions, they are actually getting down to the serious business of learning! We are guided by the Early Years Foundation Stage, which is a legal framework that the government has introduced for all pre-school and reception settings.

The staff set up an environment which provides opportunities for personal, emotional and social development (PSED), communication and language development (C&L) and physical development (PD).

Children will also be able to get involved in activities which help them develop in expressive arts (EAD), understanding the world (UW), literacy (L) and maths (M). Activities may include, for example, role modelling a turn taking scenario with puppets (PSED), talking about photos of a preschool trip to the airport (C&L), playing on the rope swing (PD), making a mud monster (EAD), fishing for tadpoles (UW), acting out the story of the three little pigs (L) or making a pattern with leaves and stones (M).



**Learning Journeys**

When your child does something significant, or shows that they have learnt something new, we record the moment in a photo or a written observation and put it into their ‘learning Journey’ scrapbook. This Learning Journey is always available for you to look at. We would love it if you contributed to it too, with things your child has done at home. You can take the book home when your child leaves the pre-school.

**Partnerships with parents/carers**

We understand how important for the children it is, for us to have effective communications and good relationships with parents and carers. We will try and keep you informed as to what your child has been doing in daily informal chats. Do tell us what your child has been doing at home too. We will also meet with you at least twice a year to update you on your child’s progress at pre-school. However, if at any point you have any queries, concerns or want more information, do not hesitate to ask a member of staff, Lucy the secretary or Mat Strevens, the headteacher.



General Organisation

**What to bring**

As you child is almost certain to get wet, muddy or covered in paint, please dress them in old clothes that allow freedom of movement. Velcro shoes or trainers are best because they allow children to run fast without tripping and they can learn to take them on and off without help from an adult.

They do not need to bring a drink as there is free access to drinking water.

**Clothing**

We do spend a significant amount of our time outside so please ensure that your child has suitable clothing to suit weather conditions and we would be grateful if you could provide a pair of Wellington boots/spare shoes. However, we do provide waterproof clothing for going out in wet weather.



We also ask that you send in a spare set of clothes including pants and socks, in a bag each day just in case they get wet or messy. We will let you know if there are wet clothes to bring home.



**Toys.**

We respectfully ask that your child does not bring their own toys into preschool. It can be upsetting for your child if other children try to play with it. However, if your child has something special to show and share with us, please bring it in and give it to one of the staff to look after until such a time where your child can tell us about it (for example, a momento from holiday).

**Collecting Your Child/Absence.**

**Please could the person who picks up the child always report to the office on arrival.**

Please contact the school (01736 362021) if you are going to be late picking your child up. Could you also inform Lucy in the office **and** one of the pre-school staff if someone other than you is collecting your child. We would be grateful if you could contact the school if your child is going to be absent. As a general rule , if your child has had a sickness/diarrhoea bug we would advise that they remain at home for 48 hours after they have stopped being sick, ( if the sickness is a reaction, for example, to eating too much party food and they are otherwise well then they can come straight back) .

**Personal Information Forms.**

When your child first comes to pre-school, you will be given a set of forms detailing your child's personal information. Please could you make sure that these are kept up to date and that we are informed if there are any changes.

We feel sure that you and your child will always hold dear your memories of your time at Trythall.



**Concerns, Questions and Complaints.**

Please ask any member of staff here if you have any further concerns or questions. We will do our best to answer them and if we don't know the answer we will endeavour to find out. All of the pre-schools' policies and procedures are available for inspection from the office and the complaints procedure is also on the school website.

We feel confident that, after your preschool experience, you may wish to secure a place in Trythall’s reception year. While we would love to see the pre-schoolers continue at Trythall, parents should be aware that enrolment at the preschool does not constitute an automatic place in Reception Class. Details of the Reception year application process are available from Lucy in the office or from the Local Authority.

More information is also available on the school website at:

[www.trythall.cornwall.sch.uk](http://www.trythall.cornwall.sch.uk/)

* Tel: 01736 362021
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* New Mill, Penzance, Cornwall, TR20 8X



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Privacy and cookies policy

Part 1: Personal information and privacy

1. Introduction
   1. We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information on the domain or a sub-domain of eschools.co.uk
   2. We will ask you to consent to our use of cookies in accordance with the terms of this policy when you first visit the domain or sub-domain of eschools.co.uk. By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.
2. Collecting personal information
   1. We may collect, store and use the following kinds of personal information:
      1. information about your computer and about your visits to and use of this website (including, your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths)
      2. information that you provide to us when registering with our website
      3. information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters (including, your name and email address)
      4. information that you post to our website for publication on the internet (including, your username and the content of your posts)
      5. information contained in or relating to any communications that you send to us or send through our website (including, the communication content and meta data associated with the communication)
      6. any other personal information that you choose to send to us
   2. Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with the terms of this policy.
3. Using your personal information
   1. Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.
   2. We may use your personal information to:
      1. administer our website
      2. personalise our website for you
      3. enable your use of the services available on our website
      4. send you non-marketing commercial communications
      5. send you email notifications that you have specifically requested
      6. send you our email newsletter, if you have requested it (you can inform us at any time if you no longer require the newsletter)
      7. send you marketing communications relating to our business which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications)
      8. provide third parties with statistical information about our users (but those third parties will not be able to identify any individual user from that information)
      9. deal with enquiries and complaints made by or about you relating to our website
      10. keep our website secure and prevent fraud
   3. If you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.
   4. Your privacy settings can be used to limit the publication of your information on our website, and can be adjusted using privacy controls on the website.
   5. We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.
4. Disclosing personal information
   1. We may disclose your personal information to, any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this policy.
   2. We may disclose your personal information to any member of our group of companies (this means our subsidiaries, our ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes set out in this policy.
   3. We may disclose your personal information:
      1. to the extent that we are required to do so by law;
      2. in connection with any ongoing or prospective legal proceedings;
      3. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
      4. to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.
   4. Except as provided in this policy, we will not provide your personal information to third parties.
5. International data transfers
   1. Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this policy.
   2. Personal information that you publish on our website or submit for publication on our website may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.
6. Retaining personal information
   1. This Section 6 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.
   2. Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
   3. Notwithstanding the other provisions of this Section 6, we will retain documents (including electronic documents) containing personal data:
      1. to the extent that we are required to do so by law;
      2. if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
      3. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).
7. Security of your personal information
   1. We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
   2. We will store all the personal information you provide on our secure (password- and firewall-protected) servers.
   3. You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.
8. Amendments
   1. We may update this policy from time to time by publishing a new version on our website.
   2. You should check this page occasionally to ensure you are happy with any changes to this policy.
9. Your rights
   1. You may instruct us to provide you with any personal information we hold about you.
   2. We may withhold personal information that you request to the extent permitted by law.
   3. You may instruct us at any time not to process your personal information for marketing purposes.
   4. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.
10. Third party websites
    1. Our website includes hyperlinks to, and details of, third party websites.
    2. We have no control over, and are not responsible for, the privacy policies and practices of third parties.
11. Updating information
    1. Please let us know if the personal information that we hold about you needs to be corrected or updated.

Part 2: Cookies

1. About cookies
   1. A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
   2. Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
   3. Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.
   4. Cookies can be used by web servers to identity and track users as they navigate different pages on a website and identify users returning to a website.
2. Our cookies
   1. We use both session and persistent cookies on our website.
   2. The names of the cookies that we use on our website, and the purposes for which they are used, are set out below:
      1. we use performance cookies on our website. These cookies enable the collection of information about how visitors use our website, including which pages visitors go to most often and if they receive error messages from certain pages. These cookies do not collect information that individually identifies a visitor. All information these cookies collect is aggregated and anonymous. It is only used to improve how eSchools functions and performs.
      2. we use functional cookies on our website to allow www.itslearing.eu to remember information you have entered or choices you make and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customize.
      3. We use third-party service providers to serve advertisements on our behalf across the Internet. These service providers may collect your IP address and non-personally identifiable information about your visits to our site in order to serve eSchools ads while you are visiting other websites. Such non-personally identifiable information is anonymous and does not include your name, address, email address or other personal information, however your IP address may be collected. The anonymous information is collected through the use of a pixel tag (also known as cookies and action tags), which is industry-standard technology used by most major websites.
3. Analytics cookies
   1. We use Google Analytics to analyse the use of our website.
   2. Our analytics service provider generates statistical and other information about website use by means of cookies.
   3. The information generated relating to our website is used to create reports about the use of our website.
   4. Our analytics service provider's privacy policy is available at: http://www.google.com/policies/privacy.
4. Third party cookies
   1. Our Site may contain links to other websites, share buttons (e.g. Twitter) or Facebook “Like” buttons. These other websites, services and applications may set their own cookies on users’ computers, collect data or solicit personal information. You should refer to any privacy policies found on such websites, services and applications to understand how your information may be collected and used.
5. Blocking cookies
   1. Most browsers allow you to refuse to accept cookies; for example:
      1. in Internet Explorer (version 10) you can block cookies using the cookie handling override settings available by clicking "Tools", "Internet Options", "Privacy" and then "Advanced";
      2. in Firefox (version 24) you can block all cookies by clicking "Tools", "Options", "Privacy", selecting "Use custom settings for history" from the drop-down menu, and unticking "Accept cookies from sites"; and
      3. in Chrome (version 29), you can block all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Content settings", and then selecting "Block sites from setting any data" under the "Cookies" heading.
   2. Blocking all cookies will have a negative impact upon the usability of many websites.
   3. If you block cookies, you will not be able to use all the features on our website.
6. Deleting cookies
   1. You can delete cookies already stored on your computer; for example:
      1. in Internet Explorer (version 10), you must manually delete cookie files (you can find instructions for doing so at http://support.microsoft.com/kb/278835);
      2. in Firefox (version 24), you can delete cookies by clicking "Tools", "Options" and "Privacy", then selecting "Use custom settings for history", clicking "Show Cookies", and then clicking "Remove All Cookies"; and
      3. in Chrome (version 29), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Delete cookies and other site and plug-in data" before clicking "Clear browsing data".
   2. Deleting cookies will have a negative impact on the usability of many websites.

Close