



Prospectus



**Millbrook Primary School
Elmfield
Shevington Wigan
WN6 8DL**

**Main school office tel: 01257 404552
Play Along direct line: 01257 401030**

Welcome

Choosing the right early years setting for your child is an important decision for parents/carers to make.

The details in this prospectus are intended to provide information that will support you to make decisions about your child's education. Our preschool is part of a living community and week by week things change! Only by paying us a visit will show you everything we provide!

You must be confident that the setting will meet your child's needs.



Here at Play Along children have fun learning through play, socialising and completing activities with qualified staff. The Early Years Foundation Stage Curriculum (EYFS) is followed. All children practice and consolidate skills in the seven areas of learning.

Play Along is very much part of the school. Children are given opportunities to meet other members of staff and pupils, take part in activities in different areas of the school and join in special events such as assemblies and inspiration days. We hope this will enable them to become familiar within the school environment and ease the transition into the Reception Class. -not all children go on to attend Millbrook Primary School - applications are welcome from all . (please note there is no guarantee of a place in Reception if they attend Play Along . LEA admissions criteria applies to primary school places.)

Aims

Play Along will:

- Provide high quality care and education for children primarily below statutory school age;
- Work in partnership with parents to help children to learn and develop.
- Provide a safe, secure supportive environment, giving the children a sense of belonging, enabling them to develop confidence, self-esteem and independence.
- Allow children to become familiar with routine and develop their social skills.
- Allow children to learn through play following our engaging curriculum.



Ratios

We follow the ratios as advised by Ofsted;

- 8 children to 1 adult

During out of school trips;

-4 children to 1 adult

Admissions

Children become eligible for admission to Play Along from the term after their third birthday. Application forms can be requested by email, or from the front office at school.

ellie.kay@millbrook.wigan.sch.uk / j.harrison@millbrook.wigan.sch.uk

In event of places being limited, applications will be added to a waiting list, places will become available in accordance with the setting Admission Policy.

As part of our Admission Policy we require a copy of your child's birth certificate.

Funding



We provide funded sessions for children aged 3 & 4 years this can be taken over two options.

- Universal 15 Hours Funding – This Government funding is available for all 3 & 4 year olds.
- 30 hours Funding – Government funded if eligible.

For more information on eligibility please follow the link below:

<https://www.gov.uk/30-hours-free-childcare>

Fees

For children requiring extra sessions additional to what they are eligible for, these will be charged on a hourly basis at £5.25. Payment requests for these sessions will be sent out using the school system of Parent mail on a weekly basis. Parents that are able to use tax free childcare can do so and use for payments.

Fees must still be paid for children that are absent!

Our partnership with you

At Play Along we welcome visits from Parents/Carers anytime. Staff are willing to answer any questions you may have. Our aim is to work in partnership with you to support your children through their pre-school time. We invite you to share any information that you think would be relevant to their social and educational development. We send their learning journey books home for you to add photos of exciting things you have been upto!



Staff in Play Along

Children are supervised at all times by our highly qualified and experienced staff! All staff are paediatric first aid trained !

Manager: Miss E Kay

Deputy Manager : Mrs J Harrison

Early Years practitioner: L Halliwell

Early Years practitioner: Mr A Stone

Early Years practitioner: Mrs Kotts

Support cover : Miss Winnard

Bank Staff

Miss L Dunne

Mrs S Ceylan



Sessions

Monday to Friday Term time only.

Session one - 9:00 - 12:00 (3 hours)

Session two 12:00 - 15:00 (3 hours)

If entitled to 30 hours full days are usually attended.

Breakfast and after school club is available to access and can be used with or alongside the funded sessions if parent's require this.

Breakfast club runs 7:45- 9:00

After school club 15:00- 17:15



The Pre-School organises its sessions so that the children can choose from – and work at – a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity – and are encouraged – to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor classroom.

Lunches

Children attending over our lunch time 11:30, are able to either bring a packed lunch from home or purchase a nutritious school dinner from our current provider Local Kitchen. School dinners are ordered from home via their website Evolve4. You will receive an email to access this before starting preschool.

If having a packed lunch you should send your child with a named packed lunch. We encourage healthy eating and ask that you do not send fizzy drinks, chocolate or sweets. We also have a 'No Nut Policy' due to potential allergies within the setting.

Children eat their lunches in the school hall.

Snacks



The Pre-School makes snacks a social time at which children drink and eat together. Children are included in the preparation of their snack and sometimes even bake too!

Children are offered milk or water and a healthy snack, usually fruit.

Please make staff aware on your application form of any possible allergies.

Uniform

We have a uniform we prefer children to wear this being Jade Green jumper or cardigan, which can be embroidered with the Play Along Badge this is available at Slaters of Wigan and Impressions. Supermarkets also stock Jade Green school jumpers if preferred. Polo tops of any colour can be worn along with any bottoms or even school dresses! Any suitable footwear is welcome!

<https://impressionsuniform.co.uk/collections/play-along-pre-school>

<https://www.slaters-schoolwear.co.uk/product-category/playalongnursery/>

Their first day

It is parental responsibility to supervise their child when they drop off and pick up. Staff will be at the front of school for 9:00 & 12:00 to meet and greet your child, and will meet you there again at the end of your child's session. If someone else is picking your child up please let staff know in advance and provide a password where necessary. Failure to do so may result in us having to phone you to confirm the adult had your permission to take your child home.



What to bring to Play Along

Please ensure any item your child brings into Play Along is clearly labelled with their name. This includes lunch box, jumper, cardigan, shoes, etc

We ask parent's to provide a spare set of clothes in a clearly named bag. We also kindly ask for your child to be provided with wellies and waterproofs - we love accessing outside whatever the weather! Also when needed please provide a labelled sun hat and sun cream!

We try to discourage bringing toys into Play Along and provide a treasure basket for any toys from home to be put into to keep them safe!

Emergency contacts

In the case of an accident, illness, and emergency we must have at least two up to date emergency contact details including phone numbers. If you change your address at any point please let us know as soon as possible. If your likely to be at work please provide us with the most convenient number to contact you on during the day!

Health care plans

If your child has any medical conditions we need to know about that may have an impact on their time in Play Along please let us know so that the team can write a health care plan and make adjustments where necessary. Also if your child has any allergies, please let us know so we can update our records.

More information

For further information or to request an application form, please contact Us
on : 01257 401030

email: manager- Ellie.kay@millbrook.wigan.sch.uk
deputy manager- J.harrison@millbrook.wigan.sch.uk
or pop into school to come and see us!

