



# Welcome to Cotherstone Pre-School

## ‘Little Learners’

Our class teacher is Miss Lee.

Our teaching assistant is Mrs Murtagh.

Our after-school care assistant is Mrs Jennifer Papworth

*As numbers increase, additional staff will be employed to fulfil ratios.*

### Cotherstone Pre-School Session Times

**Morning Session:** 9am – 12 noon (£12)

**Cotherstone Pre-School Lunchtime:** 12 noon – 1:00pm (£2.26 for lunch plus £4)

**Afternoon Session:** 1pm – 3:00pm (£8)



**Full Cotherstone Pre-School Day:** 9am – 3:00pm (£24 plus £2.26 for lunch)

After-school Care: 3:00pm – 5:15pm (£8)

Wraparound care for all pupils takes place in the school hall.

### The prime areas in Cotherstone Pre-School are:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

### The specific areas in Cotherstone Pre-School are:

- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design



## **Cotherstone Pre-School Places**

We take children from their third birthday.

Children can apply for a **funded** Cotherstone Pre-School place in the term following their third birthday. Please find an attached application form

There is an option for possible places for 'Rising 3-Year-Old Pupils' who are two year-olds who already receive funding. They may start as soon as they are three.

### **Frequently Asked Questions:**

Below are some frequently asked questions that you may find useful before your child starts Cotherstone Pre-School:

#### **Where do I drop off and pick up my child?**

At dropping off time please wait at the gate at the side of the building until a member of our Pre-School Team opens it to welcome your child in (*morning session 9am and afternoon session 1.00 pm*). Once you have said goodbye at the gate; Cotherstone Pre-School staff will then encourage and support your child to hang up their belongings, put their folder in the basket, put their water bottle on the shelf and find their name card.

At collection time (*morning session 12pm and afternoon session 3.00 pm*) please wait outside the gates at the side of the building and a member of our Pre-School team will send your child out to you with all their belongings. You will be given a document, whereby you can name trusted adults who are able to collect your child from Cotherstone Pre-School. Please ensure that this is completed; the safety of our children is paramount, and the completion of this form is very important. If an adult not named on the document is coming to collect your child, please inform the school of their full name beforehand.

Please note that the gates will be locked during Cotherstone Pre-School/school hours and will be opened by staff just before drop off and pick up times. If you arrive late or need to collect your child during our session times, please go to the school office.



### **How will you help my child settle in at Cotherstone Pre-School?**

We value our partnership with parents and carers and will work with you and your child to ensure that they have the best possible start to their Cotherstone Pre-School journey. We will tailor the induction process to suit your child's needs when they start Cotherstone Pre-School. Included in the pack is our '*All About Me*' booklet; please complete this in order for us to learn more about your child. Please be assured that we will provide a caring and nurturing environment for your child, we will give them lots of reassurance, support and encouragement to help them feel safe, secure and happy in their new setting. We will also ensure that your child has the opportunity to ask lots of questions and discuss their worries or concerns. We also encourage parents and carers to speak to Cotherstone Pre-School staff about any questions or queries that you may have; we have included our Cotherstone Pre-School class email address at the end of this letter.

### **How will I know what my child is learning about?**

Information about our themes and learning will be shared by the teacher. Please feel free to speak to a member of our Pre-School team if you have any questions or queries. We have a website with individual class pages which provide information about what we have been doing. We also hold stay and play events where you will have the opportunity to come into class and spend time playing with your child and finding out more about their interests when they are in Cotherstone Pre-School.

### **How do you communicate with parents and carers?**

- We will provide a 'Cotherstone Pre-School and Home Sharing Book'.
- We also issue updates via email
- Our Head Teacher Mrs Matthewman writes a weekly newsletter.
- We have a school website and Facebook Page.
- We provide an end of year report in the summer term.

### **How do I claim Cotherstone Pre-School funding for my child?**

You can find out about funded places here [Nursery and pre-school education - Durham County Council](#) You will be charged for anything in addition to your entitled 15 hours or 30 hours and you will be informed beforehand of the costs incurred. The amount will need to be paid in advance.



### **Does my child need to wear a uniform in Cotherstone Pre-School?**

Uniform is not compulsory in Cotherstone Pre-School; however if you would like your child to wear a school jumper they can be ordered from [Cotherstone Primary School - Primary Schools \(A - D\) - Schools \(motif8.co.uk\)](http://www.motif8.co.uk). You must ensure that all clothing items are clearly named.

### **What does my child need to bring to Cotherstone Pre-School?**

Please ensure that your child has:

- A named bag with at least two full changes of clothes.
- A named filled water bottle, to be brought daily.
- A pair of named wellies, to be kept at Cotherstone Pre-School.
- Footwear that they are able to take off, put on and fasten independently, e.g. velcro and buckles
- Clothing and accessories suitable for the weather, e.g. a warm coat, a sun hat, sun cream etc...
- Nappies, pull ups, wipes and nappy bags if your child requires these.

**Please ensure that all items are clearly named!**

### **What will my child eat and drink at Cotherstone Pre-School?**

You can choose for your child to have a packed lunch prepared by you or a school lunch provided by school. If you would like your child to have a school lunch, please select the main meal choice only on the menu included in the pack for the days that your child will attend Cotherstone Pre-School. If you believe you may be entitled to free school meals please complete the forms also included in the pack.

During the Cotherstone Pre-School sessions we provide fruit and vegetable snacks for your child, as well as milk and water. We do encourage children to also bring their own water bottles daily.



### **What will I do if my child is ill or they cannot attend Cotherstone Pre-School?**

Please phone the school office before 10 a.m. to inform us of any absences. We will try to reorganise sessions for part time attendees according to availability. but cannot guarantee this.

### **What will happen if my child is unwell at Cotherstone Pre-School?**

- If your child is unwell at Cotherstone Pre-School, we will contact the named parent or carers to arrange for them to be collected.

- If your child has sickness or diarrhoea, they must be sent home from Cotherstone Pre-School and cannot return within 48 hours of their last episode. This is to control the spread of illness within school.

- If your child is injured in Cotherstone Pre-School, we have trained first aiders who can treat your child. If this should happen, a first aid form will be completed and sent home with your child at the end of the day, detailing their injury and the treatment given.

- Should they bump their head, or a first aider feels they need to be treated at home, parents/carers will be informed as soon as possible.

- -If your child has medication that needs to be administered at Cotherstone Pre-School, then a form must be completed at the main office by the child's parents/carers. The medication must also be clearly labelled from the child's doctor or pharmacist, detailing the child's name, dosage and medicine expiry date. Unfortunately, we are unable to administer medication without this information.

-If your child has a long-term illness or condition, please contact the school so that we can discuss a care plan for your child and to ensure that we have the correct and appropriate measures in place for your child starting Cotherstone Pre-School.

### **How do I pay for hours and school lunches?**

Please make payment by cash or cheque (to Durham County Council) and put it in an envelope marked with your child's name, the amount contained and what it is for, and hand it to a member of staff or drop it off at the office.

Our email address for any queries or concerns is [cotherstone@durhamlearning.net](mailto:cotherstone@durhamlearning.net)