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# Hulme Hall Pre-School

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## Early Years Foundation Stage Handbook

2022/23

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# Hulme Hall Pre-School

◆Caring ◆Nurturing ◆Achieving

An independent co-educational school accredited by the Independent Schools Council

Dear Parents and Carers,

## Welcome to Hulme Hall Pre-School!

This handbook is intended as a useful guide for parents of children entering our Early Years Foundation Stage.

For many families, this will be the first time, your child is entering into education, and we hope that you find this handbook useful in answering some of the questions you may have.

At Hulme Hall Pre-School, we believe that every child, deserves the best possible start in life for them to fulfil their potential. Children develop quickly in the early years and a child's experience between birth and age 5 have a major impact on their future life chances. A safe and happy childhood is important.

We build relationships together and have a shared goal, to create a place of awe and wonder, where children are provided with endless opportunities to **explore, create and grow**.

We recognise that all children learn through good quality, open-ended flexible play, this provides opportunities for them to explore and experiment with confidence, take risks and challenge themselves.

As children commence their journey in our Pre-School, we begin to develop and nurture strong positive attitudes where children become proud and respectful of themselves, others and their environment.

By the end of their learning journey at Hulme Hall, our children are enthusiastic and confident learners who are ready for the challenges of school. I look forward to working with you and your child.

**Mrs Khinda**

**Head of Hulme Hall Pre-School**

Head of Pre-School: Mrs H Khinda B.Ed (Hons) QTS  
Hulme Hall Grammar School, Beech Avenue, Stockport, SK3 8HA  
Phone: 0161 485 3524  
Email: [secretary@hulmehallschool.org](mailto:secretary@hulmehallschool.org)  
Hulme Hall Educational Trust (Registered Charity No: 525931)



[www.hulmehallschool.org](http://www.hulmehallschool.org)



# Hulme Hall Pre-School

## Ethos

### At Hulme Hall Pre-School:

- We provide a broad and stimulating educational environment which encourages each child to fulfil their potential and become life-long learners.
- We value each child for what they can achieve academically, physically, socially and emotionally.
- We encourage independence, responsibility and consideration for others.
- We provide a stable, sensitive and welcoming atmosphere in which our children feel happy and secure.
- We develop an effective three-way partnership between children, parents and school.

In addition to these, our aim is to ensure that our EYFS provision complies with the learning and development requirements, and the welfare requirements of the statutory framework for the EYFS in the development and provision of:

- **A Unique Child**  
We recognise that every child is a competent learner from birth who can be resilient, capable, confident and self-assured. Our commitments are focused around development, inclusion, safety, health and well-being.
- **Positive Relationships**  
The Early Years Foundation Stage is committed to building positive relationships founded upon respect, partnership with parents and the support of learning. Adults develop positive relationships which enable children to learn to become strong and independent.
- **Enabling Environments**  
Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. We provide stimulating resources and space, inside and outside, relevant to all the children's interests, cultures and developmental needs.

- **Learning and Development**

Our aim is to be aware that children develop and learn in different ways and at different rates, and that all areas of learning and development are equally important and inter-connected. There is an underpinning belief in the school that all children have significant strengths that should be fostered and developed.





# Hulme Hall Pre-School Curriculum

Throughout the Early Years Foundation Stage we aim to support the child's development and progress towards the outcomes of 'Every Child Matters':

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

The Early Years Foundation Stage is made up of the Characteristics of Effective Learning and the prime and specific Areas of Learning and Development.

**The Characteristics of Effective Learning** are the ways in which children engage with their environment and other people. These underpin learning and development across all areas and support the child in being a motivated and effective learner. The 3 Characteristics are made up of:

**Playing and Exploring** – engagement

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go'

**Active Learning** – motivation

- Being involved and concentrating
- Keeping trying
- Enjoying achieving what they set out to do

**Creating and Thinking Critically** – thinking

- Having their own ideas
- Making links
- Choosing ways to do things

## The Prime Areas of Learning

<b>Communication and Language</b>	<b>Physical Development</b>	<b>Personal, Social and Emotional Development</b>
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## Specific Areas of Learning

<b>Literacy</b>	<b>Mathematics</b>	<b>Understanding the World</b>	<b>Expressive Arts and Design</b>
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The prime areas begin to develop quickly in response to relationships and experiences, and run through and support learning in all areas. The prime areas continue to be fundamental throughout the EYFS. The specific areas include essential skills and knowledge. They grow out of the prime areas and provide important contexts for learning.

We are aware that children progress in these areas at different speeds, depending on their age and stage of development. Staff are mindful of this and take this into account when planning activities and learning experiences.

Through play and more formal activities, children can explore, develop and use their imagination to help them make sense of the world, within a safe, secure environment. They practice skills, build up ideas and concepts, think creatively and imaginatively and communicate with others as they investigate and solve problems.

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

Personal, social and emotional development underpins all aspects of school life and provides a foundation for successful learning. We aim for each child to feel secure and valued, and to settle happily in our Pre-School. The staff act as positive role models that encourage sharing, taking turns, being polite, being kind and showing respect for everyone equally. Children are encouraged to form good relationships with adults and peers and develop skills of independence. We endeavour to promote self-esteem and with this a positive attitude towards learning and new experiences.

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## **Communication, Language and Literacy**

Our aim is to ensure that during their time at Hulme Hall, our children will have had the opportunity to use and experience language in a variety of contexts. Our children are encouraged to develop their communication skills by interacting with their peers; talking with adults individually; working in groups and expressing themselves and their ideas during play and role-play. Activities are provided in order to extend vocabulary and develop the use of more complex sentence structures as well as promoting self-confidence. They will begin to develop concentration and listening skills by listening to stories and favourite rhymes with increasing attention, understanding and recall.

## **Physical Development**

Physical activity is vital in children's all-round development, enabling them to pursue happy, healthy and active lives. Gross and fine motor experiences develop incrementally throughout early childhood, starting with sensory explorations and the development of a child's strength, co-ordination and positional awareness through tummy time, crawling and play movement with both objects and adults. By creating games and providing opportunities for play both indoors and outdoors, adults can support children to develop their core strength, stability, balance, spatial awareness, co-ordination and agility. Gross motor skills provide the foundation for developing healthy bodies and social and emotional well-being. Fine motor control and precision helps with hand-eye co-ordination, which is later linked to early literacy. Repeated and varied opportunities to explore and play with small world activities, puzzles, arts and crafts and the practice of using small tools, with feedback and support from adults, allow children to develop proficiency, control and confidence

## **Literacy**

Children are introduced to letter sounds by using Jolly Phonics, a scheme which teaches letters and sounds in an enjoyable, multi-sensory way.



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It is crucial for children to develop a life-long love of reading. Children are introduced to a good selection of books and encouraged to develop an enthusiasm for books as well as correct and careful handling of them.

Adults talk with children about the world around them and the books they read with them, and enjoy rhymes, poems and songs together.

Children are introduced to a range of writing materials in Early Years and Kindergarten. They are encouraged to make marks, form letters, write their own name and depending upon individual maturity begin to use recognisable letters in their writing.



## **Mathematics**

The children will develop a number of Mathematical skills during their time at Hulme Hall. They take part in various counting, sorting, matching, ordering, classifying and pattern-making activities which are specifically designed to help young children gain confidence and understanding of number and other mathematical concepts.

## **Understanding of the World**

In this area of learning, children will develop the crucial knowledge, skills and understanding that help them to make sense of the world. This forms the foundation for later work in Science, Design and Technology, History, Geography, Religious Education and ICT.

Opportunities will be provided that will encourage exploration and observation at first-hand, to stimulate curiosity and interest in both the indoors and outdoors.

Children have access to smart boards and computers on a daily basis and relevant programmes are introduced to stimulate an interest in information technology.

## **Expressive Arts and Design**

The development of children's artistic and cultural awareness supports their imagination and creativity. It is important that children have regular opportunities to engage with the arts, enabling them to explore and play with a wide range of media and materials. The quality and variety of what children see, hear and participate in is crucial for developing their understanding, self-expression, vocabulary and ability to communicate through the arts. The frequency, repetition and depth of their experiences are fundamental to their progress in interpreting and appreciating what they hear, respond to and observe

Music plays an important part in Pre-School and each child is encouraged to join in and enjoy musical activities.

## Assessment in the Early Years Foundation Stage

Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support.

Ongoing assessment is an integral part of our learning and development process. It involves practitioners knowing children's level of achievement and interests, and then shaping teaching and learning experiences for each child reflecting that knowledge. In their interactions with children, practitioners should respond to their own day-to-day observations about children's progress and observations that parents and carers share

This information is then effectively used to plan a challenging and enjoyable experience for each child in all of the areas of learning and development.

Each child has an online learning journey, My Learningbook. With LearningBook you can:

- View and comment on observations taken at school through the MyLearningBook portal.
- See how each observation is linked to the EYFS curriculum and what the link means.
- Give extended or overseas family access to view your child's learning journey.
- View your child's overall progress throughout the early years curriculum.
- Upload your own photos from home activities to enhance your child's learning record.
- Get more involved with your child's education - wherever you are, whenever it suits you.

We are willing to discuss your child's progress at any time throughout the year and to share further information about our assessment and record keeping procedures. If at any time during the year, you wish to speak to your child's Key Person about your child's progress, please make an appointment with the Key Person.



# Hulme Hall Pre-School

## Staff

Mrs Khinda	B.Ed(Hons) QTS	Head of Pre-School/DSL
Miss Chalaris	QTS	Kindergarten Room leader/named Deputy
Mrs Rehman	BA(Hons)Childhood Studies	Early Years Room leader
Miss Thomson	Level 3 Diploma	Pre-School Practitioner
Miss Ankers	BA(Hons)Childhood Studies	Pre-School practitioner
Miss Bailey	Level 3 Diploma	Pre-School Practitioner





# Hulme Hall Pre-School

## Admissions

Your child can start Hulme Hall Pre-School at the age of 2.

You are invited to make an appointment with the Head of Pre-School for a tour of our Pre-School.

You would complete all the relevant admission forms to reserve a place. When reserving a place a deposit of £100 is required. This deposit is refunded when your child leaves Pre-School.

There are no reductions or refunds for general absence, illness or holidays.

We accept a variety of childcare vouchers and government funding is available for all children over the age of three years.

Please contact the Head of Pre-School on 0161523 1288 to arrange this appointment.

## Settling In

As parents, you will have a very clear idea of what you want for your child. We see ourselves as an extension of the network that you put in place to nurture your child's development.

We want our children to feel safe and happy in the absence of their parents, and to be able to share with their parents the new learning experiences enjoyed at school.

In order to do this we will:

- Encourage parents to visit our Pre-School with their children, during the weeks before admission is planned.
- Introduce flexible admission procedures to meet the needs of individual families.
- Introduce new families into the group on a staggered basis.
- Children in Early Years are provided with free settling in sessions.

Children cannot play and learn successfully if they are anxious or unhappy. Our settling in procedures aim to help children and parents feel comfortable and to benefit from what we have to offer.

## **Key Person**

The EYFS framework requires that every child in the EYFS is assigned a Key Person.

Whilst every staff member has responsibility for all pupils in their care, the Key Person has a special role for working with a small group of children giving them the reassurance to feel safe and cared for and building relationships with their parents. A Key Person will help the child to become familiar with the school and to feel confident and safe within it. They will also liaise with parents to make sure that the needs of the child are being met appropriately.

They will carry out routine observations of the child and will ensure that records of development and progress are kept up-to date to be shared with parents and other professionals as necessary.

### **The Key Person will:**

- Observe and plan for children's likes, interests and individual needs.
- Meet the needs of each child and respond sensitively to their feelings, behaviour and ideas.
- Ensure that children's physical needs are met - Develop a secure and trusting relationship by learning key words in a child's first language or acknowledge their sounds and gestures.
- Update and share the child's learning journey with parents. Actively seek and value their written or verbal contribution.
- Support a child through transition periods when changing rooms or moving onto school.
- Be a point of contact for the family if they have any concerns or complaints.

## Parents as Partners

We aim to form a good relationship with parents so information regarding their child's development (be it developmental, social or health related) can be exchanged easily by staff and parents.

Communication takes several forms and includes:

- Provide parents with information about our Pre-School before their child starts.
- Provide parents with opportunities to discuss their child's progress.
- Talk to the parents of new children and explain our Key Person system. Any special needs, health or dietary requirements etc. will be confirmed at this time.
- Make staff available to talk to parents informally at the start and end of each day, and at other times by appointment.
- Hold Parents' Evenings twice each year to give parents an opportunity to discuss their child's progress with staff.
- Provide parents with regular information and offer guidance, advice and suggested activities to support home learning.
- Provide parents with access to information regarding the curriculum policies, activities and events through regular letters and the school website, and also written information placed on the parent's notice boards.
- A daily description of activities will be placed on the notice boards.
- Newsletters will be sent out each month.
- Digital Learning Journeys are shared with parents.





# Hulme Hall Pre-School

## Pre-School Fees 2022/23

### Per Session

Morning	8.00am – 12.00pm	£30.00
Afternoon	12.00pm – 4.00pm	£30.00
Full Day	8.00am – 4.00pm	£45.00

### Lunches

2 to 3 years	£3.35 per day
3 to 5 years	£3.85 per day

Please Note: Any hours, between 8am and 4pm, beyond those funded by the Council are charged at £7 per hour.

### Wrap Around Care

Before School	7.30am – 8.00am	£4.00
After School	4.00pm – 5.00pm	£9.20 (includes a snack)
	5.00pm – 6.00pm	£7.00
Total	4.00pm – 6.00pm	£16.20

Children eligible for the 2, 3 and 4 year old Nursery Education Grant will be entitled to up to 30 hours of free sessions per week for a maximum of 38 weeks per year. For further information, please contact the School Bursar.



# Hulme Hall Pre-School

## Pre-School Uniform

School uniform can be purchased from our official supplier;

Monkhouse Schoolwear, Shopping Centre, Cheadle Hulme, SK8 5BE

Opening Hours: 9.00am – 5.30pm (Mon-Fri) and 9.00am – 5.00pm (Sat)

Tel: 0161 488 3410/11

Website: [www.monkhouse.com](http://www.monkhouse.com)

### Girls

Maroon Pinafore

White EYFS Polo

Grey Maroon Trim Cardigan

Grey Tights

Black Coat with School Crest

Black Fleece Gloves

Black Fleece Scarf with School Crest

Black Fleece Hat with School Crest

### Summer

Yellow Dress

White Socks

Maroon sunhat

Maroon Kitbag with School Crest

Maroon Book Bag with School Crest

Kindergarten PE Kit

Yellow Polo Shirt

Navy Shorts

Black Pumps

Please note: All clothing should be clearly marked with your child's name.

### Boys

Grey Shorts

Grey Trousers

White EYFS Polo

Grey Socks Maroon Trim (Shorts)

Black Coat with School Crest

Black Fleece Gloves

Black Fleece Scarf with School Crest

Black Fleece Hat with School Crest



# Hulme Hall Pre-School Items Required on a Daily Basis

## Early Years

Change of Uniform (in case of accident)

Drink Bottle

Nappies/ Wipes

Sun cream (during summer)

## Kindergarten

Change of Uniform (in case of accident)

Drink Bottle

PE Kit

Sun cream (during summer)

Please note: All clothing should be clearly marked with your child's name.



## School Meals

School lunches are provided by CH&Co, they offer the highest standard of fresh, quality food to pupils across all school ages. CH&Co epitomises a fresh food company. They carefully source fresh, sustainable produce, sourced locally wherever possible and cook all dishes onsite.

We are very diligent with regard to any special diets, allergies and any particular cultural or religious requirements.

Whilst mealtimes are primarily a social part of the day, we offer the opportunity for your child to develop their table manners and social skills.

Please refer to Food and Drink Policy.





# Hulme Hall Pre-School

## Outings and Visits

All outings are undertaken in accordance with the Off Site Activities and Educational Visits Policy. However, additional information relevant to Pre-School is laid out here.

Parents are required to complete a consent form for each individual outing. This will be circulated in advance, along with specific details of the outing including date, time, cost and mode of transport.

A full risk assessment including an assessment of Adult: Child ratios is carried out in advance and at least one member of staff, appropriately qualified in paediatric first aid, will accompany the children. Essential data - including emergency contact numbers - and equipment will be taken on every trip.

Pupils in Kindergarten will go on outings and educational visits during the academic year.

- Adult: Pupil ratios are dependent upon the age of the children and the nature of the excursion. Ratios will be at least the same as they are for activities in school and often more generous.
- Coaches and minibuses with seat belts appropriate for the age and height of the children are used.
- Pre-visit risk assessments forms are completed. One copy is left in school and one is taken on the trip.
- Class lists, medication, first aid kits, sick buckets, spare cleaning clothes, tissues and nappies, cold drinks and a means of communicating with school are taken.
- Photographs will only be taken on school cameras and will be stored only on school computers.





# Hulme Hall Pre-School Managing Behaviour Policy

## Our Aims

At Hulme Hall Pre-School:

We aim to enable all children to develop confidence, self-esteem and a positive attitude towards their own learning and towards others.

We aim to ensure that all staff work in an environment where there is mutual respect, and where there is a good understanding of the developmental needs of the children.

We believe in working closely with parents/carers, which enables a consistent approach to behaviour management.

## Our Beliefs About Children's Behaviour

We believe that behaviour is learnt, we can therefore teach children to be kind through staff acting as positive role models. The way this is encouraged is through planning, resources and play.

We want our children to have an understanding of why behaviour rules are in place and recognise the impact that their behaviour has on others.

## Our Environment

In order to achieve our aims we will:

- Create a positive environment by greeting children warmly every day, speaking in a calm tone, providing choice and interest, and developing warm relationships with every child.
- Provide an age-appropriate environment with stimulating activities, using observations in our planning. Include activities for children that focus on their interests and their next steps.
- Encourage good communication between staff to ensure the smooth running of sessions.

## Adults

- All adults will ensure that this policy is implemented consistently, so that children know what to expect.
- All adults will provide a positive role model with regard to care and courtesy.
- Adults will praise desirable behaviour such as kindness and willingness to share.
- Alongside parents/carers we will have a consistent, calm and friendly approach when dealing with undesirable behaviour.

## Parents and Carers

We offer an open door policy to all parents/carers in which they can discuss any issue or concern in confidence or private with the key person or Head of Pre-School.

To enable us to have clear consistent communication with parents/carers notice boards, daily reports, newsletters, parent/carer evenings and events days are also provided.

We will also take into consideration the strategies used at home to deal with undesirable behaviour in line with our Pre-School policy.

## Managing Inappropriate Behaviour

- Staff should never use any form of physical punishment, restraint, or humiliation when dealing with undesirable behaviour.
- Physical intervention will only be used to manage a child's behaviour if it is necessary in order to prevent personal injury to the child or adult, to prevent serious damage to property, or in exceptional circumstances. Any cases of physical intervention will be recorded, and parents will be informed on the same day.
- The following ways of dealing with inappropriate behaviour will **NOT** be used or threatened under any circumstances:



- Physical punishment such as smacking or shaking
- Deprivation of needs
- Humiliation or ridicule
- Leaving a child alone in a room
- Staff have to ensure that the children are aware that hurting their friends or making unkind comments towards them is not acceptable.
- Whilst in the Pre-School, staff should use a gentle, calm tone, and child friendly and age appropriate language when dealing with undesirable behaviour.
- Always keep calm; never show that undesirable behaviour has had any impact on you.
- Always make sure that when discussing undesirable behaviour that you go down to the child's level. An explanation of why the behaviour was inappropriate should always be given in clear, age appropriate manner. Please be discreet and if other children are trying to listen to the conversation, gently encourage them to do something else or ask a member of staff to distract them.
- Ensure that you remember that the behaviour is to blame and not the child.
- Our approach is to give praise to the children in order to promote positive behaviour rather than blaming the other child whose behaviour was deemed to be unacceptable.
- In situations where the children are causing each other distress i.e. over a particular toy, they may be encouraged to use a sand timer to share and take turns or be distracted with another activity or toy.
- No child in the room should be forced to say "sorry", if they wish to on their own accord that is acceptable. It may be suggested that they give the other child a hug to comfort them or to draw them a picture. , or ask the other child 'what could.....do to cheer you up?'
- No child/children should be sent to the book corner or a particular area in the room to be used as punishment. Staff must refrain from suggesting that a child will be sent to another playroom, if their negative behaviour continues.
- Rewards or other treats must not be withheld or exchanged for something else, in order to make a child behave.

- Staff must be discreet when communicating incidents of challenging behaviour to other staff, staff should never use the two-way radio to communicate the incident. Speak to them in a quiet area away from the children/parents/carers.
- When relaying to a parent a behaviour incident remember this should be done discreetly away from others. Where possible we allow the children to sort out disagreements themselves and reach a solution by talking and compromising.
- On occasion it may be necessary to separate children from one another or if there is a situation where there is a risk of them causing the other/each other harm. If your child displays undesirable physical behaviour it will be noted on an incident form. This is used to record any form of undesirable physical behaviour that occurs during the day and may show a pattern or trigger which provokes the child negative behaviour, helping the staff to put strategies into place. The parent/carer will be asked to read an account of the incident and sign the form when collecting their child. The content of the form is kept confidential and will not be available to other parents/carers to read, due to the sensitive information it contains and our Data Protection Policy.

## **Pre-School Rewards**

- Children are rewarded for good behaviour and work in a variety of ways including stickers, stamps, certificates etc.
- Use non-verbal behaviours such as high fives, thumbs up and smiles
- Each week children are selected by the staff to receive a Wow certificate.
- In Kindergarten we have a star of the day to reinforce and manage good behaviour.
- In Early Years we celebrate good behaviour by displaying 'proud clouds'.
- Parents are encouraged to share wow moments that have occurred at home.

## **Pre-School Rules/Values**

- Are drawn up with children and explained regularly
- Are few in number
- Are worded positively and shared with parents/carers

## Pre-School Activities

- The use of specific stories which raise moral issues
- The use of stories pictures or equipment to highlight the differences of race, culture or physical disability as starting points for individuals or groups of children
- Art and craft activities where the children are given the opportunity to work cooperatively on a project as well as individually
- Imaginative play situations which promote an awareness of the needs of others and develop a caring attitude – hairdressers, vets, hospital, baby care
- Opportunities to help each other – dressing up, putting on aprons, sharing milk and food, serving
- Caring for pets, animals and wildlife

**The named person** for managing behaviour is **Mrs Khinda** and she will:

- Advise and support other staff on behaviour issues
- Along with each room leader will keep up to date with legislation and research relating to behaviour
- Support changes to policies and procedures in the Pre-School
- Access relevant sources of expertise where required and act as a central information source for all involved

## Special Educational Needs

If a child has a special educational need and if there are issues with their behaviour, we will work closely with parents/carers, the SENCO and outside agencies to come up with strategies to help with the situation.

## Bullying

Our approach to bullying is the same as the approach to any other unacceptable behaviour in that we will give the child a clear explanation of why we feel what he/she is doing is wrong.

Discussion will take place with all children involved and this will also include parent/carers.



# Hulme Hall Pre-School Safeguarding

It is important to us that all children in our Pre-School are 'safe'. We aim to educate children on boundaries, rules and limits and to help them understand why they exist. We provide children with choices to help them develop this important life skill. Children should be allowed to take risks, but need to be taught how to recognise and avoid hazards. We aim to protect the physical and psychological well-being of all children.

(See Whole School Safeguarding Children Policy)

**Named Safeguarding Lead in Pre-School is: Mrs H Khinda, Head of Pre-School**

**Named Deputy Safeguarding Leads are: Miss Chalaris Named Deputy/Mrs Rehman  
Early Years Room Leader**

This policy has been presented to and agreed by the school governors and all teaching and support staff. It is available to new parents in the school guide and on request. The policy will be reviewed annually or in the light of new procedures. The policy of Hulme Hall Grammar School has been developed with help from the Stockport Local Safeguarding Board and Stockport Social Services. Every member of staff understands that they have a duty to be aware of safeguarding issues and to follow the safeguarding procedures.

All teaching and support staff have received Disclosure and Barring Service (DBS).

From time to time, we may wish to photograph pupils to record a successful achievement for in-house publicity or newspapers. Please note that a child's image may not be captured without prior written consent from parents/carers. Your child's Key person will request such permission at the start of the academic year. Only pupils whose parents have given permission will be included in such photographs.

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## **SEND Support**

Mrs Khinda is the named Pre-School SENCO, she liaises with the staff to ensure there is a consistent approach to learning support and its provision. Pupils requiring learning support are integrated fully into the school and are valued members of the community.

## **Equal Opportunities**

All children at Hulme Hall Pre-School are represented as individuals, regardless of language, culture, religion, sex age or disability. We aim to offer them an environment where they can experience a wide range of activities with suitable resources to reflect our society.

We show positive images of male and female roles, people with disabilities from all races and cultures. We also acknowledge that not all children live in the stereotypical family unit. Books, activities and learning experiences are carefully planned to give an accurate reflection on our world.

Staff are recruited on the basis of merit, vocation and what they can offer to children. The diverse backgrounds of our staff are seen as a positive influence in the school.

We actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

## **Festivals**

By learning about festivals, children will have the opportunities to promote and value diversity and differences.

Our aim is to show respectful awareness of all the major events in the lives of our children, and in society as a whole, and to welcome their diversity of backgrounds.

Without indoctrination in any specific faith, children will be made aware of a whole range of festivals. Families will be encouraged to share their festival if they wish to do so. Children will meet with a range of stories, celebrations and special food and clothing which a diversity of festivals brings to school life.

We actively promote and teach our children the fundamental British values:

- Democracy
- Rule of law
- Individual liberty
- Mutual respect and tolerance for those with different faiths





# Hulme Hall Pre-School

## Medication & Illness

### Medication

The Whole school policy regarding the effective storage and administration of medicines is strictly adhered to at all times. This includes the effective management of systems to support individual children with medical needs.

If a child is on prescribed medication, and the parent cannot administer it then the following measures will apply:

- Parents /carers must personally hand over the medication to the staff.
- Medication will only be administered by staff or another suitably competent adult and where possible two members of staff will be present.
- Medication must be clearly labelled with child's name, dosage, etc.
- Written instructions will be obtained from the parent, with signed permission allowing staff to administer the medication.
- All medicines to be kept out of the reach of the children.
- A medication sheet will log the child's name, the time at which the dose is to be given, the date and time actually given with the signature of the staff giving the dose.

### Illnesses and Injuries

- Parents are asked to keep their child at home if they have any infection, and to inform the school so that other parents may be alerted.
- Parents are asked not to bring any child into school, who has been vomiting or had diarrhoea, until at least 48 hours after symptoms have ceased.
- Cuts or open sores, on children, will be appropriately dressed.

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## Accidents and First Aid

The school encourages all staff to pursue Paediatric First Aid Training and funds this as appropriate. Staff know the location of the First Aid Boxes and the designated Pre-School first aiders ensure that they are maintained at the required level. There is always a trained first aider on duty. All accidents are recorded at the time and staff must record:

- Full name of the injured person.
- Date and time of accident.
- Details of injury.
- Action taken.
- Sign the entry and have it countersigned by the carer.

Contact numbers for parents, and an emergency local contact for each child are kept on record, and every effort is made to make contact. In the event of a serious injury/illness a doctor or ambulance will be summoned.





# Hulme Hall Pre-School Complaints

We hope that you will not feel the need to complain and that any difficulty can be sensitively and efficiently handled by the team.

If there are any matters about which you feel strongly, please contact Mrs Khinda and advise her of your concerns. (Please refer to whole school complaints policy.)

It is important that any worries are dealt with as quickly as possible.

**We look forward to working with you and your child.**



**Headteacher: Mrs H Khinda** B.Ed (Hons) QTS  
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[www.hulmehallschool.org](http://www.hulmehallschool.org)