



Welcome Pack

Little Oaks is a rural West Sussex pre-school situated in Northchapel Primary School. We have our own classroom and an amazing outdoor area that we share with Caterpillar Class (Reception and Year 1). At Little Oaks, we provide a high quality of care and education through planning and providing a broad curriculum. Our aim is to provide a fun environment where children learn through play. We ensure that each child:

- Is in a safe and stimulating environment;
- Is given generous care and attention, because of our ratio of staff to children;
- Has the chance to join with other children and adults to live, play, work and learn together;
- Is supported to take forward their learning and development by being helped to build on what they already know and can do;
- Has a personal key person who supports their individual needs;
- Is in a school that sees parents as partners in helping each child to learn and develop.

Little Oaks team



Miss Sharon Hill
Early Years Teacher
and SENDCo



Mrs Trish Clifford
Early years Level 3
and Key Person



Mrs Elizabeth Guy
Early Years Level 2
and Key Person



Mrs Fiona Gibbs
Pre-school Assistant



Mrs Hettie Kaighin
Pre-school Assistant

Learning and Development

At Little Oaks we use 'In the moment planning' which enables us to build good relationships with children and follow their interests to create quality learning experiences. As we are a small rural pre-school, we are able to get to know all of our children and families very well and feel that this is one of our strengths. 'In the Moment' planning helps us to ensure the children's learning and interests are at the heart of what we do. Our aim is to support your child in becoming more confident, independent and engaged in their learning. We will plan and teach, treating each child as an individual and allowing them to achieve their best.

What is 'In the Moment' planning?

- A model that allows child-initiated learning through play, based on capturing the interests of the children through personalised learning.
- Teachers take into consideration the children's interests to create meaningful educational experiences through providing an enabling environment, using quality interactions and 'teachable moments'.

What are 'teachable moments'?

Teachable moments are about recognising that young children often learn in a more informal and creative way. Within this style of teaching, we are looking for opportunities to allow learning to take place through child-initiated play alongside providing challenge and open-ended questioning when needed.

What do we do?

- We provide an environment and opportunities that stimulate curiosity and challenge thinking.
- We observe and listen closely to the children's play.
- We work alongside parents to create environments that will spark the children's interest.
- We praise and reinforce positive learning experiences.

How do we record this learning?

At Little Oaks we complete an online Learning Journal for each child using Tapestry software. Tapestry allows you to login with a secure username and password so you can view all your children's observations, photographs and videos. You can like and comment on observations that we add for your child and it's also possible for you to add your own observations. Your comments and own observations will allow us to find out about which activities your child really enjoyed and the learning they get up to at home. You will also be notified via email if there are new entries for you to view.

Staff will link observations to the Early Years Foundation Stage framework highlighting the relevant area of learning for each observation. Please note, not all observations will be assessed and you can expect more observations to be taken during your child's focus week.



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All data that is entered to Tapestry is stored securely on their servers. If you are interested in finding out more information about this, you can go to <https://tapestry.info/security>.

Once we have set you up with an account you will be able to login using any web browser from tapestryjournal.com or by downloading the Tapestry app from the Play or App store, depending on what type of device you are using. Remember, if you are going to use the App version of Tapestry to ensure auto updates are turned on for your device so you always have the most up to date version of the app.

Before your account is activated you will need to read and sign the agreement in our Enrolment Form. **Please note that out of respect for the privacy of others you will not be permitted to share any photos from Tapestry on social media.**

As soon as we receive your signed agreement form, you will receive an activation email from which you can set up your own password to login with. You will also be asked to set up a 4-digit PIN which you can use on the Tapestry app to quickly log back in once you've initially logged in. Do remember to keep an eye out on your spam/junk folders for this email. Before your child's first day at Little Oaks, please could you complete the 'About Me' section on the website. Having this background knowledge of your child will help us to settle them in during their first few sessions with us.

Every two weeks, we select 'focus children' from pre-school. These children will be observed, assessed and planned for, to meet their needs and interests. Each child will be a 'focus child' for two weeks. We will let you know when your child has been chosen and would be grateful if you could share some photos and observations from home on Tapestry prior to their focus weeks, e.g. current interests, exciting news, activities at home, holidays etc. We will then aim to plan activities around your child's interests to support them to extend their learning. At the end of the focus period you will be invited to attend an informal meeting at the pre-school to discuss your child's progress. If you have any concerns about your child's development or welfare at any other time, please let us know and we will be happy to discuss it with you.

How do we include Mathematical Development and Literacy?

Maths and literacy are both key areas within the Early Years curriculum and we cover both of these through play-based activities during the pre-school session. We follow Letters and Sounds Phase 1 which includes listening walks, identifying sounds, exploration of sounds and sound games. We also use the Floppy's phonics program to help children to learn their letter sounds and familiarise with the story characters. We have regular singing and story sessions and a range of mark making activities. Learning opportunities are adapted depending on the age/stage of your child throughout their time at pre-school, in preparation for their transition to Reception Class.

Proud Clouds

As a way of celebrating children's successes and sharing information between home and school, we reward children with Proud Clouds. They are very simple to make and we encourage parents to also do this at home. At the end of each session we award children with the Clouds during circle time. Children seem to enjoy the sense of achievement and then get to take it home to share with their family. If your child receives a Proud Cloud at home, please send it in to us and we will share it with the group and display on our board in school. Here are some ideas;

What has made your child feel proud?

- Developing skills
- First time achievements
- New experiences
- Social skills such as being kind, good listening, sharing etc

What you can do to support your child's learning at home

- Regularly check your child's Tapestry account for observations of their learning experiences and give us feedback by liking or commenting on them.
- Add observations from home especially when your child has a new experience or achievement. You can do this via the Tapestry App or by going into the Tapestry website. This especially useful for your child's focus week.
- Attend termly meetings with your child's key worker to discuss your child's progress at home and in school.
- Reward your child with Proud Cloud's for new achievements and bring them into school for us to share with the class and celebrate their success.
- Keep up to date with events at school by reading the Friday Flyer, our weekly school newsletter. You will be added to our email list as soon as your child starts at pre-school.

Forest School

At Little Oaks we use the glebe area behind our school for Forest School learning and all children attending will have the opportunity to take part. The aim of Forest School is to develop the children's skills of collaboration, cooperation, team building and awareness of the natural environment, and their knowledge and understanding of the natural world. Children will make their own choices, whilst understanding the risks and challenges of the tasks that they complete. Children will improve their understanding and appreciation of the world around them and the impact of their own actions on the environment. A full risk assessment is completed and children set their own boundaries at the beginning of each session by tying yellow ribbons around the perimeter of the site. If there is a qualified Forest School leader present then we will have fire but if not, we will still practise safety around the fire circle. We always ensure there is a high ratio of adults to children and parents are welcome to come along and help.

Our Enrolment Form includes a forest school permissions section which will need to be completed prior to your child starting at Little Oaks. Your child will need to be wearing trousers and long sleeves to go out into the woods to protect them from prickles, nettle stings and ticks so please make sure they have spare ones in their bag if necessary.



Little Oaks Healthy Lunches



Learning to eat lunch independently

Little Oaks children have lunch at 12pm during the afternoon session. Children staying to lunch will need a packed lunch and a bottle of water. At Little Oaks, lunch is a sociable time and staff and children eat their lunch together. We have lots of wonderful conversations and try to teach the children about healthy eating habits. The children are encouraged to eat healthy items before sweet treats. Although we are always on hand to help, we do try to encourage the children to manage their lunch independently to prepare them for starting school.

A healthy, balanced and nutritious packed lunch should include foods from the following four food groups:



1. Potatoes, bread, rice, pasta and other starchy carbohydrates

These foods provide carbohydrate to give your child energy for the afternoon.

2. Fruit and vegetables

These foods provide vitamins and minerals to help protect against illness.

3. Beans, pulses, fish, eggs, meat and other proteins

These foods provide protein, iron and zinc to help your child grow.

4. Dairy and alternatives These foods are a good source of calcium, for strong bones and teeth.



- Please select a variety of food in child sized portions. Remember - we provide a snack during the morning and afternoon session too.
- Please provide a bottle of water
- Please try to use containers and packaging that children can manage independently
- Small food items such as grapes, cherry tomatoes, strawberries and cocktail sausages can be a choking hazard so please cut them in half
- Remember to include cutlery for foods such as yoghurts and pasta

Items to avoid

- Foods and drinks high in saturated fat, sugar (and/or salt) - Try to limit these types of food and drink. Too much salt and saturated fat can increase the risk of some illnesses in later life while too much sugar can damage children's teeth.
- Snacks such as crisps should not be included. Instead seeds, vegetables and fruits (with no added salt, sugar or fat). Savoury crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice.
- Confectionary such as chocolate bars and sweets should not be included. If you choose to give your child a sweet treat, please make sure it is a healthy option
- Meat products such as sausage rolls, individual pies, corned meat and products such as sausages/chipolatas should be included only occasionally as they can have high levels of salt and sugar.
- Nuts/Peanut Butter/Nut based products are not allowed as pupils could have nut allergies. We cannot create a completely nut free environment but we aim to keep exposure to nut products to a minimum.

Our healthy lunch guidance is in accordance with the [EYFS statutory framework for group and school-based providers](#) and Little Oaks 'Food and Nutrition Policy 2025'.

Birthday celebrations

At Little Oaks we enjoy celebrating children's birthdays with a 'Happy Birthday' song and a card. Unfortunately, due to our healthy eating and allergies guidance, we do not allow children to bring cakes in to school. If you would like to mark the occasion with a treat you are welcome to bring bubbles or stickers for children to share with their friends.

Useful Information

Drop off and Collection of Children

Access to the pre-school in the mornings is through the main school gate and will be open at 8.30 am. Please make your way down to the pre-school classroom where a member of the pre-school team will be waiting to greet you and help your child in to the setting. We aim that most children will be happy to say goodbye at the door with support from a key worker if needed. If your child is new to the pre-school or is finding it difficult to settle, then we are happy for you to come in for a while and settle them.

Collection times are as follows –

Morning session – 11:30am Afternoon session – 2:30pm Additional session 3:15pm

For collections after the morning or afternoon session, a member of pre-school team will bring children to the gate to meet you. If your child is being collected at the end of the day, the gates will once again be open for you to come down to the pre-school.

A member of the team must be informed if anyone other than you (or those authorised on your child's Registration Form), will be collecting your child. The collection book must be filled in by you and signed, or you may authorise a collection via email. Children can be collected directly from the pre-school, school office or playground gate, depending on the circumstances/time of day. Due to our insurance policy requirements parents are solely responsible for the care of children or younger siblings in/on and around the school grounds.

Absence

If your child is going to be absent from school please let us know on the morning of their absence by contacting the school office by phone or email.

Phone 01428707352 Email office@northchapelprimary.co.uk OR shill@northchapelprimary.co.uk
Please refer to our 'Absence policy'.

Please note: Our Sickness Policy at Northchapel Primary and Little Oaks Pre-school states that children must not return to school for 48 hours after a bout of sickness or diarrhoea i.e. after the last incident of illness. Even if your child appears to have recovered before this time, they could still be infectious to other children and staff members so it is important that they remain at home for this period. Please see below for NHS guidance on returning to school after illness.

When should my child return to school? **NHS**

Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
Flu Until recovered	Head Lice None*	Threadworms None*	Tonsillitis None*		

Toileting

We would prefer that children were toilet trained on entering Little Oaks as we only have limited changing facilities. However, we recognise that for some children this is not always possible, therefore we ask parents to send their child with disposable nappies, baby wipes, a nappy bag and a spare change of clothes. If your child is showing an interest in using the potty or toilet, please let us know so that we can support this in school.

As children become more independent in toileting and are preparing to start school we would encourage them to learn to wipe their own bottoms with support from an adult if needed.

What will my child need?

We do provide protective clothing for the children when they play with messy activities but it is not advisable to send them to pre-school in their 'best' clothes. We encourage children to gain the skills that help them to be independent and to look after themselves. These include taking themselves to the toilet and taking off-and putting on-outdoor clothes. Clothing that is easy for them to manage will help them to do this. Please do not send children to school in dungarees, jumpsuits or shoes with laces as they do not help to promote independence!

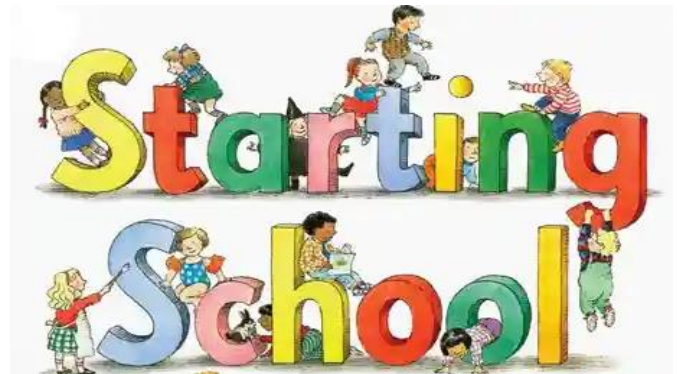
We spend time in the outdoor environment all year round so it is essential for your child to have a coat, warm clothing and wellies (as well as shoes) during the winter months and hats and sun cream in summer.

Please ensure that you child has a full change of clothes in their bag at all times including socks and pants in case of toileting accidents or becoming wet through play.

Please do not send children in wearing jewellery as it can get caught on play equipment and pulled by other children.

Transition into Reception Class

Children at Little Oaks benefit from being able to mix with their peers from reception class on a daily basis whilst playing outside. The school provide extra transition sessions for those children who will be transferring to Northchapel Primary School in the following September. These sessions take place in the second half of the summer term. We spend an hour with the reception class in the morning during free flow play time and are invited to have lunch in the school hall. The children are assigned a buddy from Year 5 who will support them during the lunch break and the session is extended until 1pm.



In addition to our transition sessions, we hold open days throughout the school year and new parents and carers are very welcome to come and have a look round. Tours of the school with the Head Teacher can also be arranged via the school office.

Transition to other schools or early years settings will be managed and supported on an individual basis, in partnership with parents.

Elm Club



Breakfast and after school clubs -wraparound care



At Little Oaks Pre School and Northchapel Primary School, we run a Breakfast and After School Club called Elm Club. The club is open from Monday to Friday, during term time (excluding inset days), and is available to children from 3 years old.

Before School - Elm Breakfast Club

- Children can arrive anytime after 7:30am
- A range of healthy breakfast options are available for children to select from including cereals, toast, fruit and natural yoghurt.
- Children eat breakfast together and then have time to play together before going out to the playground at 8:30am to join the rest of the school. Pre-school children remain in the Little Oaks room to start their session
- Children from age 3 up are able to attend Breakfast Club
- Parents can book in for sessions up to midnight the night before the session and pay online using School Money.

After School - Assure Coaching

Sessions begin straight after school until 6pm.

There are various options for how long your child stays and sessions can also fit around other clubs on offer in school to support families.

You can book and pay via assurecoaching.co.uk by registering and setting up an account.



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Little Oaks Fees and Sessions Policy

September 2025

Opening Times

Session times at Little Oaks pre-school are as follows from Monday to Friday

Session	Times	Funded sessions	Fee paying cost
Morning	8:30-11:30	Yes	£20.00
Afternoon	11:30-2:30	Yes	£20.00
Additional 45 minutes to extend to a full school day	2:30-3:15	No	£5.00

Food

Children will be provided with a snack during the morning session for a voluntary half-termly donation. Healthy snacks will be provided and will vary between fruit, toast, crackers, raisins, houmous and other items which may also be linked to a particular learning theme e.g. food tasting activities. Donations for snacks will also go towards ingredients for cooking activities.

Children attending during the afternoon session (11:30-2:30) will need to bring a packed lunch with them.

Payment

Invoices will be emailed through Tapestry and payment can be made on School Money or through the Government Tax-Free childcare scheme. Payment is due within two weeks and a reminder will be sent for any unpaid fees.

Fees are payable regardless of whether your child is able to attend or not, i.e. family holiday or illness.

If fees are still outstanding at the end of a half term your child's place may not be kept open.

Free Entitlement Funding

- All 3 and 4 year old children are entitled to 15 funded hours per week, commencing from the term after their third birthday. This funding is available during term time, over a period of 38 weeks.
- Families of 2 year old children who are receiving additional forms of support may also be eligible for 15 hours of funding per week, commencing from the term after their second birthday. This funding is available during term time, over a period of 38 weeks
- Working families of 2, 3 and 4 year old children may be eligible for up to 30 hours per week of free childcare. This funding is available during term time, over a period of 38 weeks.

To find out further information and check your eligibility please go to www.childcarechoices.gov.uk

Please note: Funding can be split between two different early years providers (including childminders).

Funding will commence in the term after your child is two for the Working Families Free Entitlement funding and in the term after your child is three for the Universal Free Entitlement funding.

Please note

Little Oaks is a pre-school setting, therefore we only have one classroom to accommodate 2, 3 and 4-year-old children together. Unfortunately, we are unable to provide sleep facilities for children who may need an afternoon nap. For this reason, we recommend that 2-year-old children start off by attending only morning sessions during the first term, to enable them to settle in gradually.

Leaving/ Changing Sessions

We require 4 weeks' notice for children leaving the setting (funded or non-funded).

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If you wish to change, reduce or add sessions, please discuss with us during the half term before, so that we can plan our staffing accordingly.

Forced Temporary Closure

In situations where we are forced to close temporarily due to factors beyond our control (e.g. Covid-19 lockdown) we will provide a credit or refund of 50% of the total amount of paid fees during the closure period. Funded sessions are non-refundable.

Flexi Sessions

Flexi sessions are available on the days/terms when there are spaces in Little Oaks. They can be booked in addition to your child's fixed pre-school sessions. Bookings can be made online through the School Money system up to midnight the night before. There will be options to choose a morning, afternoon session (subject to availability) and normal session costs apply.

- Children must be registered with Little Oaks and enrolled for at least one fixed session per week to access Flexi Sessions.
- Flexi Sessions can be booked and paid for on our online School Money system. We will also accept payment with childcare vouchers but bookings must be made via School Money.
- We are unable to use government Free Entitlement funding to pay for Flexi Sessions.
- Flexi Sessions are subject to availability, based on the adult to child ratio within each session.
- We are unable to swap fixed weekly sessions for a Flexi Session.
- Cancellations can be made up until midnight on the day before and a refund will be automatically credited to your account, if the place has been paid for. If the place is not cancelled within the time limit or your child does not attend the session, a refund will not be made.
- All payments will need to be settled by the end of each half term. If payments are still outstanding on the last day of each half term, your child may no longer be eligible to access these sessions.

School Money On-line Payment System

Northchapel Primary School and Little Oaks Pre-school use an on-line booking and payment system for the following:-

- Pre-school Fees
- Flexi Sessions
- Breakfast club



When your child starts at Little Oaks, you will receive an email via School Money to enable you to activate your account. You will then be able to access all services that are available to your child. If you have any questions about this system, please do not hesitate to contact the school office or Miss Hill.



Sun Protection Policy

Statement of intent

Children are encouraged to access outdoor play as much as possible, but during the summer months we are aware of the need to protect them from the harmful rays of the sun. We have therefore developed this policy.

At Little Oaks, outside activities are freely available to the children. By taking what measures we can to protect the children in our care from the harmful effects of the sun we can help reduce the risk of skin cancer in later life caused by UV radiation.

Practice

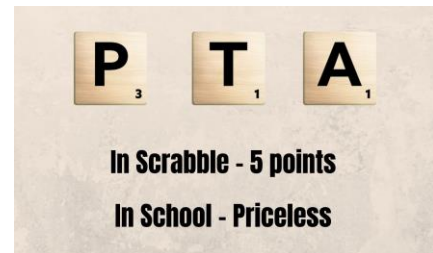
- Include sun-safety in our summer term activities.
- It is our policy that all children must wear sunscreen that is appropriate for their skin, during the summer months
- Parents will be asked to provide a named sun hat for their child. Spare hats are available for children who have forgotten their own.
- **It is requested that all children arrive already wearing sun-screen during the summer months.**
- **Children who attend pre-school all day will also need to bring named sun cream to be kept in school unless they are wearing sun protection that lasts all day.**
- Parental permission will be requested in writing to apply this sun-screen to the child before afternoon outdoor activities, to provide continual protection throughout the day.
- Parents will therefore be asked to sign a permission form, stating that they will supply sunscreen for their child, and that a member of staff can help children apply their own sunscreen correctly before afternoon outdoor activities.
- In the event that children do not have their own sunscreen in school, SPF 50+, broad spectrum, water resistant sunscreen will be applied with permission from the parent/carer.
- Parents / carers of children who have a medical reason which prevents them from wearing sun screen, will be asked to provide a suitable alternative.
Water is always readily available to the children throughout the year, but in the warmer months we place greater emphasis on the children having a regular fluid intake, as small children can dehydrate very quickly.
- During periods of exceptionally hot weather we will ensure that children access the outdoor area at cooler times of the day ie before 11am. Where possible, play outdoors will take place in shaded areas.

If you have any concerns regarding this policy please speak to a member of staff.

fundraising

A message from Northchapel Primary & Little Oaks Pre-school PTA

Hello, Welcome to our lovely school. The PTA Committee is a group of enthusiastic parents, who work with the school to help enhance the children's school experience and foster the community spirit that surrounds our amazing school. We run a number of events and sales throughout the year, ranging from cake sales to 5k's, fetes, and even our own Gin!!



The money raised from all our fundraising activities is spent in ways which directly benefit the children, such as buying equipment and IT devices and paying for 'little extras' to support the children's learning.

We rely on help from parents to make all this possible, whether that's by supporting our events, baking cakes for our cake sales or joining our committee. We hold an Annual General Meeting in the Autumn Term, to elect a committee for the coming year, but everyone is welcome at all our meetings. Please do come along if you're interested in getting involved. We're a very friendly bunch and there's never any pressure to do more than you feel comfortable with.



And finally

Ten tips for starting pre-school

- Please supply wellies to be kept in pre-school as we do lots of outdoor play.
- Please make sure your child has shoes with them (even if they walk to school in wellies).
- **No shoelaces** please! Shoes need to have Velcro or zip fastenings as we try to teach children to put them on independently
- Children need to wear practical clothing that is suitable and comfortable to play in. Pre-school can be messy so please do not send children in their best clothes.
- **No dungarees or all-in-one outfits** please! - Clothing should be easy for children to manage independently
- If your child is still wearing nappies then please send them to school with plenty of spare nappies or pull-ups and wipes.
- All children need to bring a full change of clothes each day including socks/tights and pants. This is in case of toilet accidents or getting wet or messy during play. Please make sure your child also has trousers and long sleeves on or with them for Forest School.
- Please provide a fresh bottle of water each day for your child
- If your child is staying for the afternoon session, they will need a packed lunch with a drink – please remember to provide cutlery if they have yoghurts, pasta etc.
- Finally, and most important of all, please bring a big SMILE with you and have lots of fun!

