



Shrivenham

Church of England Primary School

All things are possible for one who believes

Pre-School Handbook 2026

Contents

Head of School Welcome	3
Early Years Lead Welcome.....	3
Our Vision and Values.....	3
Curriculum Planning – our approach	4
Our Pre-School Rooms.....	5
Dropping Off and Picking Up	5
Pre-School Staff Team.....	6
Transitions.....	6
Key Person.....	7
Communication.....	7
Snacks and curriculum contributions.....	7
Free Milk and Access to Water	7
Packed Lunches	8
Free School Meals	8
Uniform	8
Clothing – Messy Play.....	9
Sun and Sun cream.....	9
Earrings.....	9
Small named bag.....	9
Health Information.....	10
Special Educational Needs	10
Safeguarding and Well Being	11
Policies	11
Attendance	11
Our Governors	12
Website	12
Facebook and Social Media.....	12
Worries and Concerns.....	13

Head of School Welcome

It gives me great pleasure to welcome you to Shrivenham Primary School and Pre- School where we are proud to embrace our vision 'All things are possible for one who believes'.

Our school is a happy, friendly, safe and encouraging place where everyone feels welcomed and valued. It is a place where everyone is kind and caring. We take pride in our learning and celebrate our successes.

We are delighted you have chosen Shrivenham for your child to start their school journey. Starting school is an exciting time and through excellent parent and school partnerships we will work together to make it a positive experience.

We have extremely dedicated and supportive staff who provide best opportunities for all our pupils, helping them realise their potential and recognising their talents. We pride ourselves on our strong relationships with everyone connected to the school and strive to make a positive contribution to the local community.

This welcome pack is designed to answer many of your questions and give you key information. However, if you have further questions please don't hesitate to contact the school.



Early Years Lead Welcome



Mrs Kearns is our EYFS lead.

Our key priority is to ensure the children have a wonderful pre-school experience, building positive relationships and learning through an exciting and enriching provision. We aim for the children's transition into school to be smooth and enjoyable as they get to know all the staff across the whole Early Years department and not just in their pre-school room.

If you have any questions or queries about our pre-school, please don't hesitate to get in touch and we look forward to welcoming your child.

Our Vision and Values

Shrivenham School gives everyone the opportunity to believe in themselves, others, and God. Through our values of love, hope and courage, everyone at our school will flourish, fulfil their unique potential and positively contribute to the community.

'All things are possible for one who believes' (Mark 9:23)

We ensure our children learn in a nurturing environment where we value everyone as individuals, care for one another and foster positive emotional growth and well-being. Through our broad and balanced curriculum, we inspire, motivate and challenge our children to become independent and confident learners, maximising intellectual, social, physical and spiritual development. We put Shrivenham School at the heart of village life, actively encouraging partnership with parents, the Church and the wider community.

Core Values

LOVE

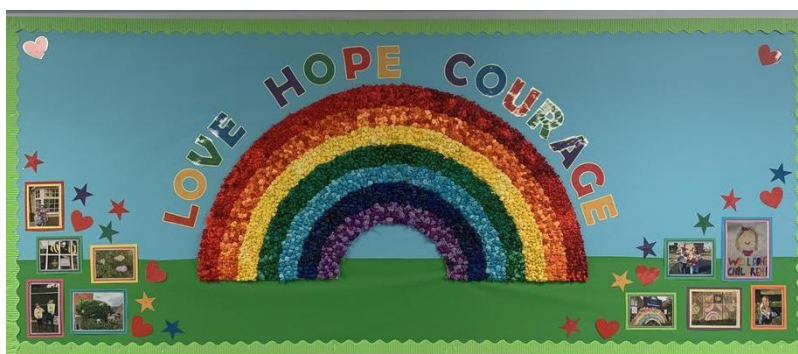
We show love to everyone by putting others before ourselves. By working together as part of a strong and supportive family, we can all achieve more - socially, emotionally and academically.

HOPE

In our school this helps is to keep going even when things get hard and when we face new challenges. Together we can turn hope into reality.

COURAGE

We have courage to stand by our beliefs and are committed to what is right and true



Curriculum Planning – our approach

At Shrivenham Pre-School, we believe children are the centre of their learning and so we engage with children through the activities they have chosen and teach the children through these moments, allowing the children to decide where their learning takes place. Through a thematic approach, including high quality texts, we plan meaningful activities for the children to engage in which will further their progress and development.

The role of our pre-school practitioners is to observe the children, have an understanding of what they need to do/know/learn next and support in the moment. Next steps for the children are being supported every day and not at a future point.

Practitioners will always be ready to respond to each child's needs by using appropriate strategies at the right moment to support their learning. Our environment will be full of meaningful spaces that can be used in multiple ways with no pre-designed outcome.

We aim for all of our children to be curious, confident and self-motivated learners who are given a multitude of opportunities such as creativity, critical thinking, problem solving and much much more!

In our preschool room, we provide group phonics sessions based on our whole school scheme 'Little Wandle'. We strive for our children to develop a love a love of books which we hope will last a lifetime.



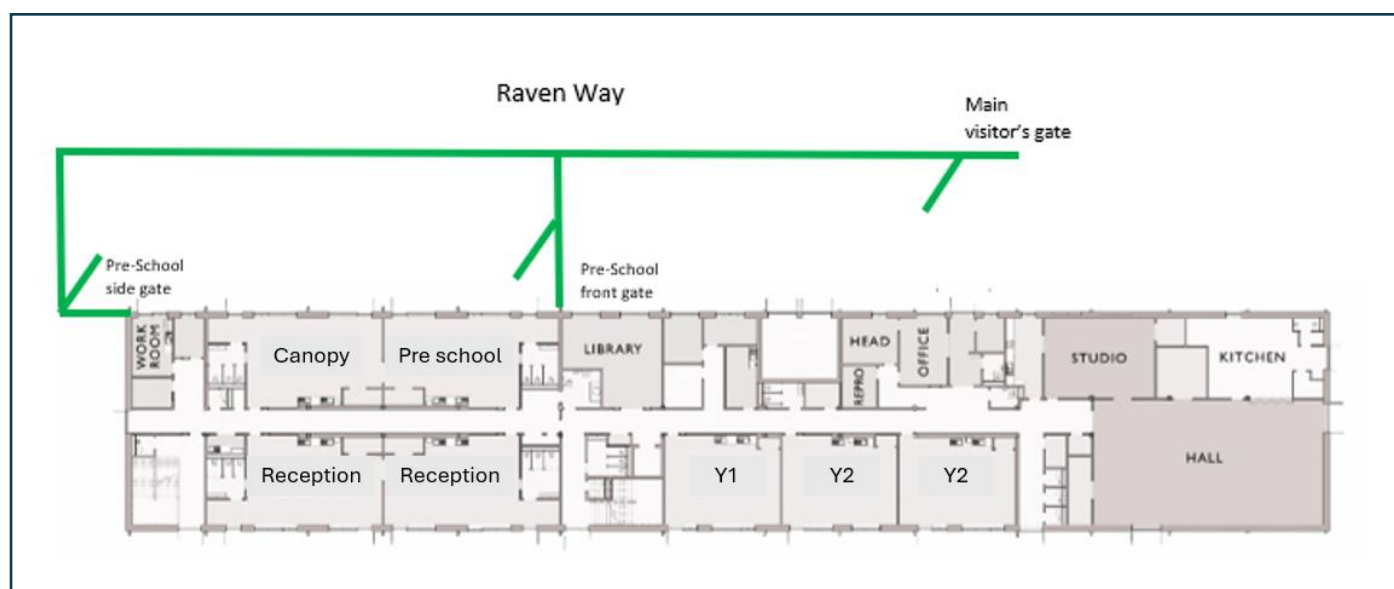
3-4yr-old Provision

Our pre-school room is called '**Acorns Class**'. The class will have up to 24 spaces for 3-4yr old children.

Staff ratios for our 3 – 4-year-olds is set at a minimum of **1 member of staff to 8 children including the room leader**.

Dropping Off and Picking Up

Access to Shrivenham Pre-School varies depending on the time of day you are dropping off / picking up.



Morning sessions 9.05am-11.30am – Please drop your child off at the Pre-School side gate which can be accessed from the main playground (access through children's gate) and collect your child from the Pre-School front gate which can be accessed from the front of the school (via the visitor's gate).

An early start (8.30am) is available at £4 per day

Afternoon sessions 12.05-3.05pm – Please drop your child off at the Pre-School front gate which can be accessed from the front of the school (via the visitor's gate) and collect your child from the Pre-School side gate which can be accessed from the main playground.

When collecting your child, please wait in the playground area and a member of staff will release children one at a time.

Only the named adults on the admission form will be allowed to collect your child. If you anticipate that you will need a different adult to collect, then please contact the school office before pick-up time to inform us. The adult collecting your child must know your password to pick up from our pre-school.

Pre-School Staff Team

We have an experienced and enthusiastic team of staff working as part of the Pre-School Team. In addition to our Head of School, Mrs Williams and Early Years Lead, Mrs Kearns, we also have:

Pre-school room Leader



My name is Mrs Miller, and I am the pre-school room leader. I have over 10 years' experience working in early years, with children aged from 3mths to 5yrs. I feel strongly about creating a happy, inclusive environment for all children to thrive. I enjoy helping children to build key skills such as independence and self confidence that will underpin their future success. We have a fantastic team dedicated to meeting the children's individual needs. If you have any questions or would like to come and visit, please get in touch, I would love to show you around Shrivenham pre-school!

Meet the rest of the team!



Mrs Machin

Pre-School Teaching
Assistant



Miss Cook

Pre-School Teaching
Assistant



Miss Schofield

Pre-School Teaching
Assistant

All staff will attend regular training courses, in addition they complete Paediatric First Aid, Safeguarding and take part in further training to help them to keep up to date for the best early year outcomes for the children.

Transitions

We believe in settling all of our children in, so they feel safe and nurtured to support their learning and development. We will do a transition week at the start of each term for all new children where parents/carers will attend a short session to meet their key worker and complete some paperwork.

The following week, the children will begin their sessions, and the room leader will advise on any further transition / settling in sessions required.



Key Person

We believe that children thrive from loving, secure and safe attachments to adults. Therefore, every child attending the pre-school will be allocated a 'key person'.

The role of the key person is to help ensure every child's learning and care is tailored to meet their individual needs and well-being. Your child's key person will work with your child each day, forming a secure and loving attachment to ensure they are happy, safe, and settled. The key person will work closely alongside the room leader.

Parents and carers can contact both the staff at any point to discuss their progress and to share any queries or concerns you may have.

Communication



We strive to have excellent communication with all our families. This includes termly curriculum information and updates on forthcoming events. We use Class Dojo and share weekly photos and updates.

Additionally, we also invite parents/carers in at key times for an opportunity to discuss your child's progress. These meetings will be varied and may include craft mornings or summer picnics.

Our staff are here to support your child, and so if you have any questions or concerns then please speak to your child's teacher to arrange a meeting.

Snacks and curriculum contributions

We understand the importance of children sitting down to eat their snacks and we ensure they are always supervised. This encourages those important skills such as good eating behaviours and develops their social skills that are so important during mealtimes.

The types of snacks we offer will vary day-to-day but may include items such as fruit, crackers, breadsticks, crumpets, croissants etc.

In order to be able to provide good-quality snacks, we ask all parents/carers to make a voluntary contribution of £5 per small term (6 times per year), which is payable through ParentPay. If your child is eligible for Early Years Pupil Premium, you will not be charged for this.



There will be a snack time in the morning and afternoon sessions. **Reminder: please advise Pre-School of any dietary requirements or *allergens* for your child.**

Free Milk and Access to Water

To help children start to be more independent, we are asking for **each child to bring in a NAMED water bottle.** There will be a place in their class to put the bottle for easy access during the day. We will encourage them to listen to their bodies, but the staff team will also remind them during the session.

All children in Pre-School are offered milk and water at both morning and afternoon snack.

Packed Lunches

Lunchtime at Shrivenham Pre-School is a very important part of the day. It is hugely beneficial to children to be able to get a break and sit together with their friends and enjoy a healthy meal.

We ask all children to bring their own packed lunch to school which is balanced and healthy.

A balanced range of foods to include fruit, a drink, dairy produce and carbohydrate.

Try to avoid putting in the same foods each day and vary the contents of the lunchbox.

Fizzy drinks are not acceptable, and children will have access to water and milk during lunch.



Please DO NOT put any nuts of any kind in your child's lunchbox. These are not allowed in school as some children have a severe allergy to them. This includes products containing nuts such as some chocolate spreads and cereal bars for example. We also ask you not to send in sweets and also cut up any grapes or berries length ways, so they are not a choking hazard.



Free School Meals

Pupils who attend for the full day and who are eligible for Free School Meals (FMS) are entitled to a hot lunch.

Uniform

We believe in having a school uniform as it supports positive behaviour; it can encourage identity with, and support the ethos of the school, and helps nurture cohesion between different groups of pupils. We encourage parents of children in pre-school to follow the school colours when choosing what to dress their child in each day.

Items embroidered with the school logo can be purchased from PMG School wear via their website but plain items can also be purchased from local supermarkets.

Pre-School Uniform is:

- Royal blue sweatshirt/cardigan with or without the school logo
- Royal blue polo shirt with or without the school logo
- Grey trousers or shorts – jogging bottoms or leggings are also acceptable
- Grey skirt / pinafore dress / culottes (knee or below) / shorts
- Blue and white gingham dress for (late spring/summer)
- Plain white / Grey socks
- Practical shoes/closed-toe sandals – black trainers are acceptable
- Wellies and puddle suit

As the children have access to outdoor play for most of the session they may be putting coats, hats etc on and off a number of times. It is not possible for staff to keep track of every item of clothing of each child. **Please ensure all clothing is labelled - clear labelling will ensure that your child comes home wearing their own coats etc.**

Clothing – Messy Play

Play can be a messy business - Children often throw themselves wholeheartedly into the business of exploring the world around them, with little concern for grass stains on their clothes and paint in their hair and clothes and at Shrivenham Pre-School we feel that is exactly how it should be! We will have a mud kitchen, an outdoor sand pit (which is generally a bit sludgy thanks to the lovely British weather), we dig in the dirt, we paint, we use felt tips and help ourselves to paint, we roll around on the grass and we play in the water.



Sometimes we can come home looking like we have done all these things in one day – try to remember it will all wash out. The most important thing to remember is - messy play is important and key skills are developed as children engage in these experiences.

We would ask that the children also bring a pair of Welly Boots, these will stay in Pre-School, they will be sent home if we feel that they no longer fit.

Sun and Sun cream

We ask for sun cream to always be applied before a child comes to pre-school. Please refer to our Sun Safety Policy.

Children should please have their shoulders covered and wear closed toe shoes.

Earrings

We ask that your child wears one pair of studs rather than hoops. Pre-School cannot be held responsible if an earring is mislaid or causes an accident. No other jewellery should be worn.

Small named bag

All children need to have a bag labelled with their name which stays on their peg at pre-school to put spare clothes, nappies etc in. Please ensure this comes into pre-school on their first day. It will be sent home at the end of each small term (or before if needed).



If your child is asthmatic and requires the use of an inhaler, please discuss this with your child's teacher. We will need an inhaler to be kept in school which should have a prescription label with your child's name and full instructions on its use and dosage. A form should be completed and signed by parents giving us all the necessary information.

If your child has any other medical conditions, please inform the school immediately as a care plan may be required.

Please inform the staff if your child has any allergies or needs a special diet for medical reasons.

Staff will be happy to administer prescribed medication, once a medication form has been signed by parents. We cannot administer over the counter medication ie. Calpol

Special Educational Needs

We welcome all children to our pre-school regardless of their physical or educational needs. We have a designated Special Educational Needs Co-Ordinator (SENCo) who works with the EYFS team to ensure each child is supported.

Initial concerns should be shared with your child's room leader who will listen and talk through a few strategies for support.

Your child could be supported in several ways such as through family meetings, groups with our pastoral team, support from external professionals and for the most complex of cases through the Statutory Assessment process.

For more information about SEN in Oxfordshire, please see our school website or the Oxfordshire Local offer websites which outlines all support available in Oxfordshire.

Safeguarding and Well Being

At Shrivenham CE Primary School we have a strong commitment to safeguard all of our children, ensuring their health, safety and well-being in all areas of our practice.

To this end we aim to:

- Ensure all our staff have a clear understanding of, and commitment to, their responsibilities towards children's safeguarding.
- The school has clear procedures and key personnel in place to ensure safeguarding in all aspects of school life.
- The school specifically incorporates the teaching of health and keeping safe within the wider curriculum.
- The school audits its safeguarding practices on an annual basis to ensure we meet all statutory requirements and remain vigilant around all aspects of safeguarding.

Safeguarding is what we do to keep all children safe from any kind of harm:

- Protecting them from abuse and maltreatment
- Preventing harm to their health and/or development
- Ensuring they grow up with the provision of safe and effective care
- Taking action to enable every child and young person has the best outcomes.

Child Protection is the support and protection put in place for the children most at risk of **significant** harm.



If you have a concern about a child being at risk of significant harm, please either contact the school Designated Safeguarding Lead on 01793 782406 for support or Oxfordshire MASH (Multi Agency Safeguarding Hub) on 0345 050 7666

Policies

All of our policies and procedures are in line with Shrivenham Primary School policies and are available on our website. If you require these in paper form, then please speak to a member of staff.

Attendance

Pre-school children are expected to attend school for each of their timetabled sessions, in the same way as the rest of the school. Please see link to the school's attendance policy [Policies | Shrivenham Church of England Primary School](#). Any absence must be reported to the school office at the earliest opportunity on the day of absence by emailing absenceshr@shr.cambrianlt.org.

Our Governors

Governors have a statutory role in promoting high standards of educational achievement. They share a common vision that the children in our community should receive the best possible education in all areas of their development. They ensure the continued development of the school for current and future pupils. The governing body is made up of: school staff, parents of pupils and other members of the community from all walks of life.

Website

The school website is www.shrivenhamschool.co.uk

Please ensure you familiarise yourself with the website as it is full of information to support your child's journey at Shrivenham Primary School.

Copies of the school's newsletter, letters to parents are posted on here as well as any forthcoming school events.

Facebook and Social Media

Please follow us on Instagram, Facebook and X and look out for updates.

Shrivenham CE Primary School aims to provide the highest quality care and education for all children attending the pre-school. We will endeavor to ensure all children are happy during their time with us and that parents/carers are pleased and satisfied with the quality of the nursery.

We aim to listen to and take seriously any concerns or issues raised by parent/carers and take appropriate steps to resolve any problems.

We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff.

Please follow the flowchart below and if unresolved, please contact the next contact.

