



**Welcome to  
Barn-a-b's Pre-School  
at Our Lady's School**

Barn-a-b's Pre-School

Our Lady's School, Chanters Hill, Barnstaple, EX32 8DN

01271 345164

[adminbarn@olcs.uk](mailto:adminbarn@olcs.uk)

## Welcome to Barn-a-b's Pre-School at Our Lady's School.

Barn-a-b's Pre-School is the Early Years provision at Our Lady's School. We are situated next to the Robins (reception) class and together take your child through the Early Years Foundation Stage.

We have direct access to an outdoor learning area as well as being able to use all the school resources and facilities.



We are open 8.30 - 5.15 from Monday to Friday throughout the term time. Please check the Our Lady's School website for up to date term dates, this includes all our non pupil days.

### What will I see at Barn-a-b's?

- \* A welcoming smile from all members of staff who are keen to meet you and your child. Your child's key worker is called their Barn-a-buddy and they will work alongside them every day.
- \* Our welcoming area with pegs to hang up your coat. Each child has their own named tray with a photo inside to self-register.
- \* A 'parent board' with current letters, policies and important information about the school.
- \* An inviting classroom with engaging and exciting activities for your child.

You are welcome to stay and play for as long as you and your child needs you, but we work together to ensure the smooth settling in.

### Family

At Our Lady's we believe that we can meet the needs of the individual child. We work very closely with parents and carers to develop strong relationships and keep the lines of communication open. This is based on mutual trust, respect and sharing information and knowledge about the children in our care.

We use the Tapestry website as a two way communication method. This is a fantastic way for you see your child's day and progress while they are at pre-school and is a useful way for you to quickly communicate with staff.





### Snack

We provide the children with a healthy fruit or vegetable snack each morning or afternoon. We ask that you send them in with a labelled bottle of water which they will have access to throughout the day.

The children are encouraged to wash their hand independently ready for snack time. Milk is also available for those who want it.

### Lunch

- \* We have access to the full hot meal menu provided in the school hall. This is a delicious, varied and nutritious menu and for Barn-a-b's children costs £1.50. Please ask for a menu or take a look on our website <http://www.ourlady.devon.sch.uk>
- \* Your child can choose to have a packed lunch which they eat in the classroom with their friends. Please provide them with a healthy lunch box - no chocolate or nuts.
- \* Lunchtimes are an extension to our children's learning. Qualified staff will be present to engage with the children and support them.

After lunch the children all join in with brushing their teeth.

### What to wear

- \* Old and comfortable clothes please! Nothing new or special as we use lots of materials including sand, paint, water and mud!
- \* Closed toe shoes only please.
- \* We have plenty of wellington boots at Barn-a-b's for children to use in the garden and the wooded area.
- \* Sun cream and sun hats are provided by us for all children and we all apply together as part of their routine. We would ask that on hot days you put some cream on before they arrive.



### Illness

**Please do not send your child to school if they have had vomiting or diarrhoea in the previous 48 hours.** Please telephone the school if your child is going to be absent or on holiday. We have forms for you to fill in if they require medication and this will be kept locked away. Please be aware that if they are requiring medication throughout the day he/she may be too unwell to attend the setting.

## Getting Started....

- \* We'll start you off with a tour of the setting so you can decide if Barn-a-b's is right for you and your child.
- \* We will book you in for a Stay and Play session where you can come along and play with your child in the classroom. This is a chance to familiarise them with the routine and the set up and get to know the staff.
- \* During the first few weeks we work together to support your child to settle in and feel comfortable with their new surroundings. We will use the Tapestry online learning journey communication method to keep you updated with your child's progress and development. Your child will be allocated a Barn-a-buddy who will be your point of contact, as well as being responsible for recognising those new steps in learning and recording them.

All staff will be part of co-ordinating the information we receive from parents and carers as well as making assessments in the areas of learning.



Our Lady's is a Catholic School and therefore we will be sharing Bible stories, singing songs and praying daily. Our aim is to promote our friendship rules and encourage kindness.



## What do I need to do now?

- \* Fill in your registration forms.
- \* Speak to Jen in the office about booking in hours.

Telephone number - 01271 345164

Email address - [adminbarn@olcs.uk](mailto:adminbarn@olcs.uk)

Website - <http://www.ourladys.devon.sch.uk>

# Meet the Staff:



**Cathy Jeffery**

Early Years Teacher, SENCO,  
Learning and Development Manager,  
Safeguarding Officer



**Jane Yeo**

Deputy Manager



**Lisa Hutchings**

Early Years Practitioner



**Jessica Lancey**

Early Years Practitioner



**Liia Teivans**

Early Years Practitioner



**Tracey Deakin**

Early Years Practitioner



**Alison James**

Early Years Practitioner



**Hannah Blackmore**

Early Years Apprentice



**Iwona Gradalska**

Early Years Practitioner



**Jen Wells**

Office Administrator

## **Booking Information**

Barn-a-b's Pre-School is open from 8.30am until 5.15pm during term time. We follow the same academic year as Our Lady's School, including non pupil days.

We work alongside the national framework in regards to the Early Years Entitlement.

### **Private Payments:**

- You can book sessions throughout the times of 8.30 - 5.15pm.
- You are charged an hourly rate (£4 ph for a 3/4 year old and £4.12 ph for a 2 year old)
- We have a minimum booking of 3 hours in the morning and a minimum of 3 hours in the afternoon.
- Between the hours of 9am and 3pm you will be able to access the pre-school for dropping off and collecting children at 9am, 12 noon and 3pm only.
- Booked hours at the pre-school (either funded, private or a combination of funded and private) are set by ratio so that temporary swapping hours within the setting cannot be accepted. We shall however do our best to accommodate extra hours at an additional charge.
- Late fees will be charged per hour.
- Your child will be issued with a SCOPAY account in which all school money transactions can take place. This gives us a cash free environment and all booking and invoicing can be done accurately and effectively.

### **Early Years Entitlement:**

- For early years entitlement only; you can access up to 15 hours of childcare per week, this can be shared between 2 settings.
- You are able to book with us a minimum of 3 hours in 1 day.
- Maximum of 10 hours in 1 day.

- If you need to temporarily swap your booked hours, please see Jen in the office. If we have space and legal staff ratio we can do the temporary swap without charge (as long as the hours are in line with the EYE claimed)
- Please go to HMRC to get a 30 hour code if you are eligible for 30 hours funding. We need your National Insurance number, 30 hour code and this needs to be processed the term before you need to claim it.

### **Two Year Old Funding**

- You may have received a Golden Ticket in the post which entitles you to 15 hours funding for your 2 year old.
- This needs to be booked in exactly the same way as the Early Year Entitlement and all the same guidelines apply.
- If you want to check your eligibility please go to the Devon Citizen Portal and complete the registration process.



Please complete all the enclosed forms and return them to the school office as soon as you can and we'll get your child booked in.

We look forward to welcoming you to our school!