

# Michaelchurch Escley Primary and Preschool



Welcome Booklet

Welcome

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# A warm welcome to Michaelchurch Preschool!

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## Our setting aims to...

We're delighted you've chosen us and take our role in caring for your child very seriously.

Your child's well-being is our priority. We offer a warm, safe, and nurturing environment where children thrive - both indoors and out.

We understand leaving your child is a big step. Our experienced team supports a smooth settling-in process and keeps you informed from day one.

**“Because it's important to you, it's important to us.”**

We hope this pack provides key info and answers common questions - but we're always happy to talk to you in person if you have any more questions.

stimulate and encourage children's natural curiosity



provide a safe, interesting and happy environment where children can learn through a wide variety of activities



develop children's confidence and independence - encouraging children to join in discussions and planning



encourage children to develop friendships – showing kindness, tolerance and respectfulness to others



work with parents so that children can fulfil their potential in all aspects of their development.

# Meet the Team!



**Julie**  
Preschool Supervisor  
Mon - Wed



**Beth**  
Preschool Supervisor  
Mon - Thur



**Su**  
Preschool Assistant  
Thur only



**Mrs Crocker**  
Preschool  
Manager, Head  
teacher



**Mr Crocker**  
Deputy head  
teacher



**Miss Cook**  
Acorn Class  
teacher



**Mark  
Hollowood**  
School Business  
Manager



**Mrs Humberstoe**  
SENCo

# Useful Information

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## Timings

**Preschool starts at: 8:45am**

**Preschool finishes at: 3:00pm**

The preschool door will open at 8:45am when we will welcome you to bring your child in. You're welcome to wait with your child at the bottom of the preschool steps before 8:45am.

On arrival the children will:

- sign in on the tree by the door
- put coats and bags to their peg
- put their lunch box and water bottle on the low table near the sink.

(In the summer term we ask parents who's children will start Reception in the September to say goodbye to their child in the cloakroom.)

## Pick Up

All children **must be collected promptly** by an agreed adult – if another adult is going to collect your child, please let us know as we have a secure system for this.

The children will be dismissed from the main green gate. Adults, please wait in the car park.

## A 'Typical Preschool Day:

8:45 – Open door and welcome children in for free play

10:00 – Tidy up time, circle time, toileting and hand washing

10:20 – Toast for morning snack

10:30/ 10:45 – Walk

12:00 – Lunch

\*After lunch, quiet time with a book

13:00 – Teeth cleaning and free play – generally outdoors

14:15 – Tidy up time, toileting, handwashing

14: 25 – Afternoon snack ( fruit or vegetable snack from home )

14:40 – Story/ song

15:00 – Home time

\*Timings are approximate.



# Useful Information

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## Dress for Mess and Weather!



Dress for mess! Our children have lots of sensory play activities and creative activities on offer – please dress your child for mess so that they can enjoy these activities to the fullest.

We're also outdoors a lot! Dress for being Independent - We encourage children to be independent so it helps to wear clothes that which they can manage themselves.



### General Clothing

- Old clothing/clothing you don't mind getting messy
- Cloakroom space is limited so please could bags/rucksacks be small enough to fit on your child's peg.
- A spare set of clothing

### Weather appropriate clothing:

- A waterproof coat
- Wellington boots (these can stay in preschool or brought for each session)
- Warm hat in winter and a summer hat in summer
- All in one waterproof for winter (This allows children to enjoy outdoor play whatever the weather!)

**Please keep these clothes in preschool**

# Useful Information

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## Healthy Me!

We encourage all children make healthy food choices at preschool.

- **Morning Snack:** we offer toast to all children who would like it. This is provided for the children. We promote independence by encourage children to prepare it themselves.
- **Afternoon Snack:** Please provide a piece of fruit or vegetable in a named container for your child to enjoy in the afternoon.
- **Lunch:** Send your child's lunch in a named lunchbox—think wraps, fruit, veggie sticks, breadsticks etc.
- **Drinks:** We strongly encourage children to drink only water while at preschool.

**Safety first:** Please cut foods like grapes, cherry tomatoes in half to prevent choking.

**WE ARE A NUT FREE SETTING** – if we find nuts in your child's lunchbox, we will have to take this out due to severe allergies.

### Teeth Cleaning

In the afternoon we have a supervised teeth cleaning session which we will seek your consent for.

## Illness – Keeping Everyone Healthy

We don't like spreading germs so please make sure that you think of others before sending your child to pre-school.

Here's what to do:

- **Let us know:** Call or email the school if your child is off sick.
- **48-hour rule:** If your child has had sickness or diarrhoea, they must stay home for **48 hours** after the last episode.
- **Health info:** Please inform us of any medical needs—like **asthma, allergies, dietary requirements**, or a history of **convulsions**.
- **Head lice:** These can spread easily, so please **tie back long hair** securely.

Together, we can keep preschool a happy, healthy place for everyone!

## Preschool Policies

You'll find all our preschool policies and further details on our website e.g.

- Preschool Admissions
- Safeguarding
- Charging and Funding
- Nappy Changing etc



# Useful Information

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## Nappies and Potty Training

We welcome children at all stages of toileting development and support them with care, dignity, and respect.

### Nappy Changing

Children are changed regularly in private, designated areas by familiar preschool staff. Parents are asked to provide labelled nappies, wipes, and creams (with a completed consent form). Creams are only used for the child they're intended for.

### Toileting

We encourage independence while offering support when needed. Staff wear protective gear and supervise hand washing. Only regular staff assist in toileting, and any concerns are handled in line with our Safeguarding Policy.

### Outdoor Toileting

If needed during outdoor activities, children may be supported to use a private area for a "wild wee" or "wild poo," following safe and hygienic procedures.

## Sleeping

While most children are too busy playing to nap, we understand that some may need a little rest during the day. We have appropriate equipment and facilities available for children who need to sleep or relax.

## Fees

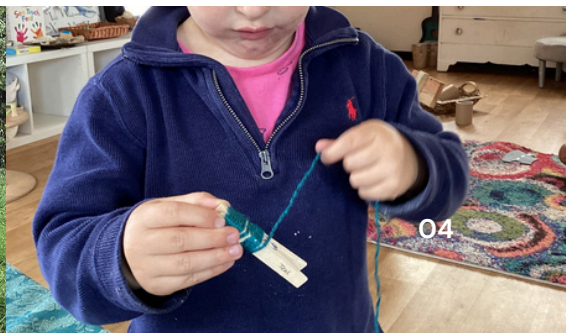
We are able to take children from the term after they turn two. We charge £5.50 per hour. Sessions are invoiced every term.

**Fees will still be payable if your child is absent or sick.**

Nursery Education Funding (NEF) can be used for eligible families. For more information on funding please visit Herefordshire Council's website [www.herefordshire.gov.uk/education](http://www.herefordshire.gov.uk/education) or [Childcare Choices](#).

### Parentpay

We use an online system called Parentpay for all money transactions and booking school lunches. You will receive an activation letter from us to use your account.



# Fun and Learning!

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Preschool sessions are based around the Curiosity Approach. They include indoor and outdoor play; painting, drawing, playdough, sand, water play, bricks and construction toys and puzzles.

- We have developed our outdoor area to include raised planting beds, which enable the children to observe the whole process of planting, growth and harvest of crops
- There is a book corner for quiet times and a cosy sofa to snuggle up on

## Visitors to Preschool

If you have a special skill to offer, please contact the pre-school leader to arrange a suitable time.

Michaelchurch Preschool takes inspiration from the Curiosity Approach, creating a calm, homely environment filled with many natural materials and open-ended resources. Our setting is child-led, meaning children are free to explore, investigate, and learn at their own pace, guided by their interests. We believe this approach nurtures independence, creativity, and a lifelong love of learning.

Our sessions seek to develop preschool language, literacy and problem-solving numerical skills. We help prepare them for continued progress within the Early Years Foundation Stage (EYFS), with a strong focus on the three Prime Areas:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development

We also nurture learning across the four Specific Areas:

4. Understanding the World
5. Literacy
6. Mathematics
7. Expressive Arts and Design

Please see the website for more information.



# Communication

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We believe children thrive when families are involved in their learning journey. That's why we use Tapestry, a secure online learning journal, to share your child's progress and special moments at preschool.

- Once your child starts, you'll receive a secure login to access their profile.
- You can view photos, videos, and updates about what they're learning and exploring.
- We love hearing from you too! You can upload your own observations from home to help us build a fuller picture of your child's development.

To get started, simply follow the instructions in your welcome email and log in at <https://tapestryjournal.com>.

## Key Person Meetings

Your child's key worker will meet with you at least once a year, usually in the Spring Term. When your child leaves pre-school you will receive a written progress report covering all areas of learning.



We're always happy to hear from you. Here's how to get in touch, depending on the nature of your message:

- Everyday updates (e.g. "extra drink in the bag"): Just mention it to a staff member at drop-off.
- Something a bit more involved (e.g. your child was upset): Let a staff member know you'd like a quick chat. We can arrange a time to talk after preschool—or sooner if it's urgent.
- Preschool-related concerns: Please email Mark, who will pass your message to the relevant staff member.
- Matters beyond preschool staff (e.g. wider school issues): Contact Louise or Gary Crocker (Head/Deputy Head).
- Governor-level concerns (e.g. formal complaints or strategic matters): Speak to Louise or Gary, who can raise it with the governing body if needed.
- Tapestry: Feel free to comment on photos, but please use other channels for messages or concerns.
- Emails: You're welcome to email Mark, who can forward your message to the appropriate person.



# Safeguarding

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At Michaelchurch Escley Preschool, safeguarding means doing everything we can to keep children safe from harm. This includes protecting them from abuse, neglect, and unsafe situations, both inside and outside of our setting. It's our legal and moral duty to ensure every child feels secure, supported, and listened to.

All staff are trained in safeguarding procedures and know how to spot signs that a child may be at risk. We follow clear policies for reporting concerns and work closely with families, our Designated Safeguarding Lead (DSL) - Mrs Louise Crocker and our deputy DSL - Miss Rebecca Cook - Acorn Class teacher, and external agencies when needed.

**Safeguarding is everyone's responsibility—and by working together, we can create a safe, happy environment where children can thrive.**

## Additional Needs

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At Michaelchurch Escley Preschool, we are committed to providing an inclusive environment where every child can thrive. We recognise that some children may need extra support, and we work closely with families to understand each child's unique needs. Whether it's speech and language support, help with routines, or sensory adjustments, our experienced team tailors care and learning to suit the individual.

We also work in partnership with our Special Educational Needs Coordinator - Mrs Kate Humberstone - and external professionals when needed, ensuring every child receives the right support at the right time.



# Contact Us

Any questions, please  
contact Mark Hollowood  
(School Business  
Manager)

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