



Grange Lane

Little Grangers



2 Year Old Provision

Handbook

“Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the Early Years and a child’s experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important on its’ own right. Good parenting and high-quality learning together provide the foundation children need to make the most of their abilities and talents as they grow up.” (Statutory Framework EYFS 2014)

Our Vision

Grange Lane Infant Academy's two-year-old provision "Little Grangers" offers a welcoming, friendly atmosphere for both children and parents/carers. We set the foundations of your child's first steps on their learning journey which provides the basis for all future learning. We pride ourselves on listening to both children and those who care for them and use this information to personalise each child's learning.

Learning should be fun, and we strongly believe in first hand learning, valuing the importance of the outdoor environment to develop children's thinking and problem-solving skills. We believe that every child is unique and should be treated as such, allowing them the opportunity to develop and learn in a safe and nurturing environment where play and learning is combined. We are committed to giving our children the best possible start to their school life, teaching the skills which ensure their well-being now and success in the future.

Welcome to Little Grangers

Little Grangers is an inclusive setting where children can feel happy and safe in a high quality, stimulating environment with skilled and caring staff. We aim to support you and your child at the beginning of their educational journey, which will form the foundations of future success.

We believe that children learn best from first hand experiences and interactions between people and their environment, through established routines and inspirational learning experiences. We value the strong relationship with our local community, and we encourage a positive partnership between children, their home, the provision, and the wider community.



Contact Details:

Little Grangers Two-Year-Old Provision
Grange Lane Infant Academy
Grange Lane
Rossington
Doncaster
DN11 0QY
TEL: 01302 651038
Email: info@gliacademy.org.uk

Admissions

Little Grangers offers sessional provision in both the morning and afternoon Monday to Friday during term time only. Morning sessions run from 8:30am to 11:30am and afternoon sessions run from 12:00pm to 3:00pm. We also offer flexible places with a whole session option. Please speak to a member of staff about your requirements. There are additional charges for any time taken beyond the free 15 hour entitlement, details are within the admission booklet.

Families who are not eligible for a funded place can arrange private childcare in accordance with the sessions detailed above. Charges are currently £20 per morning or afternoon session or £45 for the full day, which also includes a meal.

We currently provide places for up to 24 children-12 in the morning and 12 in the afternoon. These places are both funded and privately funded places. Funded places are dependent upon families meeting specific eligibility criteria.

Eligibility Criteria

The Government gives local authorities funding to provide a free part time childcare / early education place for all 3- and 4-year-olds. A free place is also available for 2-year-olds whose parent / carer is in receipt of one of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act
- Have an annual household income under £16,190 and claim Child Tax Credit and / or Working Tax Credit
- Guaranteed Element of State Pension Credit
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit

Children are also entitled to a place if:

- Your child is looked after by the local council
- Your child has a current statement of special educational needs (SEN) or an education, health and care plan
- Your family is in receipt of Disability Living Allowance for the child
- A child who has left care through special guardianship order, child arrangement order or adoption order

How do I apply for a free 2 year old place for a 'Looked After Child'?

Doncaster Council will identify eligible 'Looked After Children' and, in agreement with the child's Social Worker, will issue an eligibility letter for the child to their carer. This will usually take place in the term of the child's 2nd birthday.

If you would like to find out if a looked after child you are caring for will be eligible for a free 2 year old place please telephone: 01302 862112

How do I apply for a free 2 year old place for my child?

There are three ways you can apply:

1. Contact Doncaster Council, telephone: 01302 862111. The parent / carer will be asked for their surname, date of birth and National Insurance number or a National Asylum Support Service (NASS) reference number (if applicable). The parent/carer will be told straight away if their child is eligible.
2. Complete an application form online at www.doncasterchildrenandfamilies.info/2yr.htm . The information will be processed and the Families Information Service will telephone the parent/carer to inform them if the child is eligible.
3. Complete a paper application form which is inside an A5 leaflet and return to the address on the form. Paper application forms can be found at: schools, children's centres, childcare providers and through health visitors.

Enrolling your child

We warmly invite you to visit our provision before enrolling your child. Please telephone the academy to arrange a convenient time to meet with our two year old provision leader who will show you around and answer any questions you may have.

When your child has been allocated a place at Little Grangers you will be asked to bring:

- Original copies of your child's birth certificates
- Confirmation from Doncaster Council that you have been given a funded place. We need to take note of the 4, 5 or 6 digit reference number to allocate the funded place.
- You will also be asked to complete the Little Grangers record, which includes medical details, dietary needs and family information including addresses and contact details.



Medication

We are willing to administer prescribed medication but it is essential that you sign a consent form with full instructions on how to administer the medicine. It is the parent/carer's responsibility to ensure that the school has the appropriate prescribed medication and that they are in date and have a signed permission form. Please advise us immediately if there are any changes to your child's medical status. For our policies: "Supporting Children with Medical Conditions" and "Medical Treatment of Students" please see the academy website.

Staff



Principal: Mrs Louise Chappell (Designated Safeguarding Lead)



Early Years Leader: Mrs Ashley Gillies



Early Years Leader: Mrs Katie Delaney



Pastoral Manager: Mrs Kay Shaw (Deputy Safeguarding Lead)



2 Year Provision Lead: Mrs Victoria Pearce



Early Years Teaching Assistant: Miss Louise Winwood



Early Years Teaching Assistant: Mrs Jackie Fromont



Early Years Teaching Assistant: Miss R Bedford



Early Years Teaching Assistant: Miss Sharna Clark

All our staff within the two year old provision are fully qualified with either degrees or qualifications in early year's education, level 3 or above. We maintain the legal adult:child ratio of 1:4 at all times. There is always one member of Paediatric First Aid qualified staff on the premises.

Settling in

Your child will be assigned a key person. Their role is to help ensure that your child's care is tailored to meet their individual needs; to help them become familiar with the setting, offer a settled relationship for the child, and build a relationship with their parents or carers.

The settling in process is intended to provide a small amount of supported time for you and your child to become acquainted with the provision. This is also an opportunity for you and your child to begin forming a relationship with your child's key person.

Settling in will take a minimum of two sessions but we are aware that some children may need more support than others throughout this process

The following sessions are compulsory:

Settling in session 1:

Up to half a day for you and your child to spend time in Little Grangers. You will both be supported by your child's key person who will discuss your child's needs and routines so we can care for them in the best possible way.

Settling in session 2:

As above but at some point you will be encouraged to leave your child for a short period of time. We invite you over to the main school building for a tour and a drink whilst this happens.

If your child is confident with the environment after these two sessions then you are able to drop off and collect your child at their allotted session times. If it is felt that your child needs longer to settle in then this will be negotiated with yourself, your child's key person and the two year old provision leader.



Drop off and Collection

Please bring your child to the provision in time for the start of their session to the building on the right of the school. Our entrance is around the back for safeguarding reasons. You are welcome to stay with your child for a short period of time to settle them in either by sharing a book or playing alongside them at an activity of their choice.

Please ensure that you are on time to collect your child from the provision. On collection you will receive any important information about your child's day from the key person. Please be patient if they are speaking to another family as our key priority at this time is to ensure the safe handing over of children. Once your child has been handed over to you, you are responsible for your child's wellbeing.

Your child is expected to attend daily or for the sessions booked. If your child is ill please ring the office to let us know.

Buggy Park

You can leave your buggy near the entrance to Little Grangers folded up. It is not acceptable for prams to block the access to or from the provision. The provision does not accept any responsibility for loss or breakages of buggies or personal belongings left in the buggy.



Routines

We believe in offering children an independent, safe, and predictable environment. Children are free to control their own learning throughout the day with minimal interruptions to set routines. We believe in offering the children key points such as snack times throughout the day.

Daily Routine

AM - 8:30-11:30

8:30-9:00	Settling in time and breakfast
9:00-9:10	Key Person group time
9:10-10:00	Free flow/ choosing time
10:00-10:10	Snack time
10:10-11:10	Free flow/ choosing time
11:10-11:20	Story and Rhyme time
11:20-11:30	Getting ready for home time

PM - 12:00-3:00

12:00-12:30	Children enter the provision /settling down time
1:00-1:10	Key Person group time
1:10-2:05	Free flow/ choosing time
2:05-2:15	Snack time
2:15-2:40	Free flow/ choosing time
2:40- 2:50	Story and Rhyme Time
2:50-3:00	Getting ready for home time

Essential Items

Please provide the items listed below for your child on a daily basis. It is important that your child's clothing and other property are clearly labelled with their name.

Please dress your child in easy to manage clothing as this helps us develop independence in toilet training and taking off/putting on shoes

Please do not send your child in their "best clothes" as their play may result in them becoming messy. We do have "Little Grangers" sweatshirts that we encourage your child to wear in the setting-they are not compulsory but are very hard wearing and create a sense of belonging in the setting.

Please provide:

A labelled bag with 2 sets of spare clothing (not a plastic bag)

Any comforters (dummy/toy etc)

Nappies/wipes/creams.

If your child has medication, please ensure this is handed over to a member of staff and not left in the child's bag.

Seasonal items

Sun hats (please ensure sun cream is applied before you come to nursery)

Wellington Boots

ALWAYS bring a coat due to the changes in English weather!!



Food

Snacks

Fresh water and fruit will be available every day. We also encourage food tasting for special events such as Chinese New Year and Pancake Day.

Lunch

Parents who decide to use our flexible provision can choose to purchase a school meal for their child. Our school meals are delicious with a wide choice of hot, cold vegetarian and sandwiches choices each day. Unfortunately, children in nursery and the 2-year-old provision are not included in the Government's Universal Free School Meal scheme so the cost of the meal would be at the parent's expense, unless they are eligible for a free school meal. Currently a 2-course school meal would cost £1.80 per day. Parents also have the option of providing their own packed lunch, we do ask that they are healthy and do not contain fizzy drinks or sweets. If your child has any dietary requirements please let us know and we will discuss how best to accommodate these needs.

Illness

Please inform staff of any planned absences and if your child is unable to attend due to illness.

If staff feel your child is too ill to attend, our policy is to ring parents to collect their child. It is our responsibility to protect every child from contagious diseases/ infections that can spread rapidly in young children. Please ensure that we have up to date contact details.

Any minor injuries/accidents will be dealt with by staff (trained Paediatric First aiders) and recorded in the accident book and parents will be notified. In the event of an emergency we will accompany your child to hospital and ring parent/carers immediately.

Communication

We fill in a daily account of your child's experiences including nappy changing/toilet training. Staff assess your child's learning via observational assessment and complete learning journeys complete with photographs-this is recorded electronically and is available for you to access at any time. Staff only use school iPads to do this in accordance with our E Safety policy (see website). We ask that you fill in a permission slip (in the Little Grangers record) for photographs in school so that we can adhere to your wishes.

Tapestry

We use an online tool called Tapestry to record your child's achievements. All staff who work with your child are able to contribute to your child's learning journal. Parents are also able to contribute to their child's learning journal at home and we ask parents to contribute to this regularly . The information you provide for us about your child on Tapestry is extremely important to us.

Keeping you Informed

You will receive a half termly newsletter informing you about the learning taking place and how you can support your child at home. There is also a parent's notice board in the provision and weekly notices will be displayed there. Please ensure that you read and respond to letters/consultations as it helps us to help you.

Reviews and Progress Consultations

At some point after your child turns 2 the professionals working with your child must give you a written summary of how your child is progressing against the 3 prime areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development

This is called the "*Progress check at age 2*". This will highlight areas where your child is progressing well and anywhere they might need some extra care or support and how parents/carers can work with the key person to help.

Within the first 6 weeks of starting our provision, you will be invited in to a meeting to discuss how your child has settled in. Thereafter progress meetings are held twice yearly, but staff are always available to chat on an informal basis.

Children's Learning

We know that children learn best through play, when fully engaged with ideas and activities that interest them. We plan weekly and activities are based upon the children's interests both individuals and small groups; we also plan seasonal and thematic activities. Children can choose what they want to do and the adults interact with them in their play. This draws on the guidance from the Early Years Foundation Stage issued by the government.

Provision is broad and varied with a balance of adult and child led activities. Practitioners intervene sensitively to extend the child's development without distracting them from their play.

All children are engaged in establishing the characteristics of learning and reaching the Early Learning Goals as outlined in the EYFS. There are 7 areas of learning and weekly planning ensures that activities are arranged to develop children in all these areas in both the indoors and outdoors environment.



Managing Feelings and Behaviour

The role of the key person is fundamental in supporting the management of feelings and behaviour. Children who have a strong relationship with their key person are more likely to be emotionally stable; although they will show the usual age related behaviours such as rapid changes of mood. Our staff are highly trained to recognise, respond and manage typical age- related behaviours such as biting and tantrums.

Routines

We know that hunger and tiredness will affect children's potential for managing their feelings and behaviour. Routines have been developed with this in mind and flexibility built in dependent on individual needs.

We have also created a stimulating, enabling environment to remove potential sources of frustration with resources that are easily accessible and access to the outdoors area, in all weathers!

Therefore, to get it right we will:

- Check that the key person relationship is strong
- Talk to parents about routines-especially eating and sleeping
- Make the outdoors intrinsic to our practice
- Encourage independence and develop positive attitudes to learning
- Avoid over-reacting to age relate behaviours
- Work together with parents/carers and offer support as necessary

Nappy Changing/Toilet Training

We aim to work with parents/ carers to mirror and support routines at home in both nappy changing and toilet training. We ask that you provide all nappies, wipes and creams as well as two changes of clothes, but we do have spares in the setting for emergencies. All our staff have up to date clear DBS clearance and have regular Safeguarding training. Moreover, they follow the academy's Intimate Care policy. If you want a copy of this documentation or wish to talk about any aspect of your child's care, please do not hesitate to contact any member of the team.

Special Educational Needs

All staff are trained in the early identification of special educational needs and the ways children can be supported. All children will have a SEND support plan which will be updated termly and input from the Inclusion Manager and the assistant SENCo. Staff will work with parents and if appropriate other professionals/agencies to ensure that we are providing the best possible care and experiences for children.

Safeguarding

All staff working on these premises are subject to enhanced disclosure checks upon appointment. All staff have regular safeguarding training and updates are a regular part of staff training.

It is our aim to work in partnership with parents /carers for the wellbeing of all children. If staff have concerns, they will pass these concerns on to the Designated Safeguarding Lead who will follow the procedures described in the Safeguarding policy. If parents have any issues about their own children or other children, they again need to pass these on to the DSL.



**Mrs L.A. Chappell – Principal and Designated
Safeguarding and Child Protection Lead. 01302 651038**



**Mrs K Shaw – Pastoral Manager & Deputy Safeguarding
Lead
01302 651038 Mobile: 07535 091409**

Policies

We have all statutory policies on our website. Please ask if you would like copies of any policy.