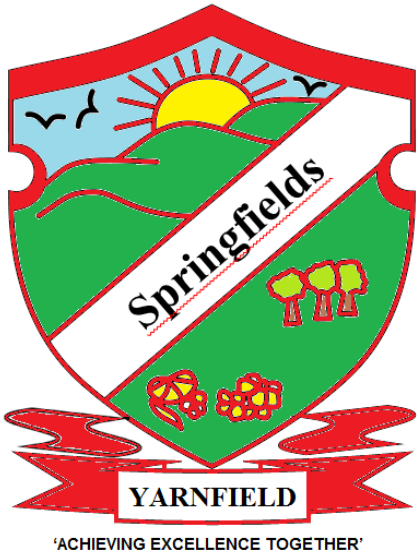


WELCOME PACK

Springfields Pre-School

Springfields First School, Yarnfield, STONE.
Telephone: 01785 337310

Acting Head Teacher/Early Years Manager: Mrs E Goodfellow

Assistant Headteacher: Mr G Rammell

Open every day during term-time from 8.45am-3.15pm

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Springfields Pre-School Admissions Policy

Children can be admitted on the day of their third birthday. There are 16 places available each morning and 16 each afternoon.

It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places and in this instance admission to Pre-school will be determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of applications for admission to the pre-school setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

1) Relevant Children in Care, including those previously determined as Children in Care. (That is, children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2) Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. *(For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners.)*

3) Children living within the defined catchment area of the school.

4) Other children will be arranged in order of priority, according to how near their home addresses are to the school determined by Google Walking Route Map.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the next criteria. If for instance, all the catchment area cannot be accommodated, children who are catchment and live closest to the school will be admitted next.

How to apply – Please contact the school for an application form.

Additional Notes

Attendance at the Pre-school will not guarantee admission to our Reception Class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority.

In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names the Pre-school will be admitted to our Pre-school setting. This may reduce the amount of places available to other applicants.

Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are in care at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be in care at the time when the child will be admitted to school. It has also recently been extended to include those previously determined as Children in Care. (That is, children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

The home address is considered to be the child's along with their parent/carers main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date they will be offered to the child at the top of the waiting list.

There is no statutory right of appeal for admission to a Pre-school setting. Any disputes over the administration of the policy will be dealt with by the Governor's complaints procedure.

Mrs E Goodfellow

GENERAL INFORMATION

Before your child starts in Springfields Pre-School please complete all the forms contained within this pack in the 'School Copy Documents' section and return them to the school office.

Admissions

We take 16 children per morning session and 16 for an afternoon session. Children are admitted from the day of their 3rd birthday.

Springfields Pre-School welcomes every family in the community. We have an admissions policy and to ensure a fair opportunity to all children we operate a waiting list system and children are added to the list once Parents have requested it. Parents can choose sessions to meet their individual family needs (depending on availability).

Children with special educational needs or health care needs

We are an inclusive setting that welcomes every child. We have lots of experience of caring for children with a wide range of needs including delayed speech and language, global delay and physical disabilities. We work in partnership with a wide range of professionals and attend relevant training so that we can offer the best possible care and support to each child, to develop to their full potential. We are proactive in seeking early support for children who are showing signs of not meeting expected levels of progress. Please feel free to contact us to discuss your child's individual needs.

School uniform

Pre-school children **do not** wear a formal school uniform. Children are encouraged to wear a red hoodie (that can be purchased from the School's In shop in Stone) with black or navy leggings/jogging trousers/ trousers/skirts with a white polo shirt. In summer, children can wear Springfields summer dresses (red/white check) with their hoodie or grey/black/blue shorts with a white polo/t shirt and hoodie. Suitable shoes should also be worn, preferably shoes with Velcro not laces.

Wherever possible please:

Send your child with ***suitable*** outdoor clothing daily, or leave on their peg, as we play out even on cold/wet days.

- **Name** children's belongings, particularly coats, shoes, hoodies & wellies;
- Leave a pair of wellies at school for use when playing on the grass;
- Provide a bag of spare clothes, which can be left on your child's peg for accidents which occur;
- Send a sun–hat and cream with your child's name on, during sunny periods & warm hat and gloves for wintery weather;
- Provide a bag of nappies (with wipes & cream if required), if your child requires them, which can be stored in the changing area of the toilets;
- Provide a packet of wipes for sticky faces and a box of tissues *each half term* please.

Drop off and Collection –

- **If dropping off at 8.45am or collecting at 3.15pm:** Please escort your child up the stairs of Pre-school where a member of staff will greet you;
- **If dropping off at 9.15am:** Please wait outside the side gate (by the bike shelter) and wait for the gate to be opened by the EY staff;

-
- **If collecting at 11.45pm or 12.15pm:** Please wait outside the side gate (by the bike shelter) and wait for the gate to be opened by the EY staff;
- Access to the school **during school hours**, is by the front entrance only for your children's safety, where anyone may only gain entrance by permission of the office staff
- Do not park within the school grounds on the school car park. Designated disabled parking spaces are provided for parental use.

Sickness

Please inform us if your child contracts an infectious illness/disease or if they have any other medical problems that we should be aware of. Springfields Pre-School is ***unable*** to accept children who are ill. Please do not send them for **48 hours** *after* sickness and/or diarrhoea.

Early Education Funding (EEF) Funding

All 3 and 4-year-olds are entitled to 15 hours of free early education or childcare per week the term after their 3rd birthday If you're a working parent, you may be able to get 30 hours of free childcare a week if your child is aged 9 months to 4 years old. You'll get these 30 hours for 38 weeks of the year. Visit GOV.uk for more details

Cut off dates are 31st August, 31st December and 31st March as agreed by the Local Education Authority (LEA).

Policies

Many of our policies are available on our school website. These include:

- Accessibility policy
- School Behaviour and anti-bullying policy
- Safeguarding policy
- First Aid Policy and procedure
- Food policy
- Online Safety policy
- Medicines in schools policy
- Mobile phone policy and procedures
- Policy for children in care
- Preventing extremism and radicalisation safeguarding policy
- Pupil illness and accident policy
- Safeguarding policy
- SEND policy

Please request copies of any policies from the School office.

Learning and Development in the Early Years Foundation Stage

Children learn and develop through playing, exploring, being active, creative and being asked questions to help their thinking.

At our pre-school children will be provided with experiences and support, which will help them to develop a positive sense of themselves and of others, respect for others, social skills, building confidence and self-esteem resulting in a positive disposition to learn.

The pre-school will support children's learning and development in communicating, speaking and listening. In the role-play area children can develop their imaginations and we have a cosy corner for children to enjoy looking at books. During story/singing time we encourage the children to actively participate by joining in. We provide a range of mark making media for the children to experiment with both inside and out.

The pre-school will support the physical development of all children by providing opportunities for them to be active and interactive and improve their skills of co-ordination, control, manipulation and movement. Children will also be encouraged to try new activities and to judge risks for themselves. We will support the children to use all of their senses to learn about the world around them and to make connections relating to what they already know and extending on this.

The Learning Environment

By having a routine with positive encouragement, we try to create a good atmosphere within a safe a stimulating environment. Where a child feels secure and happy he/she is ready to learn. For a child, playing is learning.
We are guided by The Early Years Foundation Stage (EYFS) and our setting covers the four stages of the EYFS:

A Unique Child – is constantly learning and can be resilient, capable, and confident

Positive Relationships – children learn to be strong and independent through positive relationships

Enabling Environment – in which experiences respond to their individual needs and relationship between staff, parents and carers

Learning and Development – children learn and develop in different ways. This framework covers care and education to include all children whatever their needs and development.

There are two areas of Learning and Development:

Prime areas

- Personal, Social and emotional development
- Physical Development
- Communication and language

Specific areas

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

By using the guidance of The Development Matters document, we assess all our children when they enter our settings and are then able to plan their learning and development.

Assessment

We assess how the children are learning and developing through observations and by working with the children. The information we gain, which includes photographs, is documented in the child's learning journey. This is shared with parents via e-mail. Parents are also encouraged to share information about what their child likes to do at home using wow stickers. Open evenings are held three times a year.

Springfields First School End of Year Expectations for Pre-School

Information for parents and carers on the end of year expectations for children in our school.
The staff have identified these expectations as being the minimum requirements your child must meet in order to ensure continued progress throughout the following year.
All the objectives will be worked on throughout the year and will be the focus of direct teaching.
Any extra support you can provide in helping your children to achieve these is greatly valued.
If you have any queries regarding this information or want support in knowing how best to help your child please talk to your child's teacher.

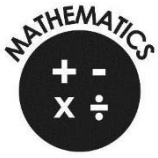
Reading

- Knows that print carries meaning and can have different purposes,
- We read English text from left to right and top to bottom.
- Know the different parts of a book – cover, author, page number
- Develop phonological awareness – spot and suggest rhymes; count and clap syllables; recognise alliteration
- Engage in extended conversations about stories, learning new vocabulary
- Joins in with repeated refrains, anticipates key events and phrases in rhymes and stories.

Writing

- Give meanings to marks they make.
- Write some letters accurately
- Write their own name independently forming most of the letters correctly

Mathematics



- Fast recognition of up to 3 objects, without having to count them (subitising)
- Recite numbers past 5, saying one number for each item in order when counting
- Know the last number reached when counting tells you how many in total (cardinal number).
- Solve problems with numbers up to 5
- Compare quantities using language – more than, fewer than.
- Talk about and explore 2D and 3D shape using informal and formal mathematical language
- Make comparisons between objects relating to size, length, weight and capacity
- Can describe their routes and locations using language such as 'behind' or 'in front of'.
- Identify pattern around them
- Describe a sequence of events, real or fictional, using words such as first, then, morning, yesterday, tomorrow, night, afternoon, late, early.

School uses a secure service ParentPay - a more convenient way to pay for school meals, trips, after school clubs and much more, making the school a cash-free environment.

Parents who do not have access to the internet can still make payments by cash, using the PayPoint network at local convenience stores.

Making secure payments online using your credit or debit card
ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Using PayPoint
PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are

- Stafford South Roadchef, 2.10 miles away
- Premier, 2.10 miles away
- BP Filleybrook, 2.12 miles away
- Co-Op Stone, 2.17 miles away
- Martins, 2.18 miles away
- Bargain Booze, 2.49 miles away

Please notify the school office if you do not wish to use our online banking system and will be using the PayPoint facility only. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £10 for the first replacement and £15 for each replacement afterwards. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

We hope you will support us in achieving our goal to become a cashless school and reduce the workload on our staff. Your support in using ParentPay will help the school enormously, thank you.

You will receive your unique ParentPay Account activation details within first week of the admission.

For further information on ParentPay please see the FAQs overleaf or visit www.parentpay.com.

ParentPay FAQs

- **When can I log in to my account?**
  Once you have received your activation letter from school with your activation login details you will be able to activate your account and start making payments. This letter will be sent to you soon by your school within first week of the admission.

- **Which cards can I use?**
  ParentPay accepts MasterCard, Visa and American Express credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards. Some schools may limit the use of credit cards for some transactions; you will be informed by the school directly of any such restrictions.

- **Is it safe to make payments on the internet?**
  Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

- **How can I check that it's secure?**
  Standard website addresses begin with *http:* the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

- **What about our personal information?**
  ParentPay Limited, and its group companies, operate in full compliance with Data Protection Law; Including the Data Protection Act 1998 and the General Data Protection Regulation (EU) 2016/679.

  The ParentPay Terms and Conditions include a Data Processing Agreement (DPA), compliant with the GDPR, which details both parties' obligations relating to Data Protection.
  https://www.parentpay.com/schools/school-terms-and-conditions/

  The ParentPay Privacy Notice, which is available to end users, provides further information on the processing activities undertaken by ParentPay.
  https://www.parentpay.com/privacy-policy/

  ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 02476 994 820.

- **I do not have a home PC so how can I use ParentPay?**
  Why not visit your local library, internet café or see if you can get access to a computer at work.

For more information please visit www.parentpay.com

Friends of Springfields First School

Friends of Springfields First School is the parent, teacher and friend association (PTFA) at Springfields.

We are made up of a group of parents who come together throughout the year to organise fun activities for our children and families to enjoy and to raise money for our school. By having a child at Springfields you are automatically a member of the PTFA!

Some of the events that we usually run include:
• Christmas Fair (with a special guest visitor) • Easter Trail. • Disco's • Summer Fair • Raffles
• Valentine's Day shop • Pop up shops for Mother's Day, Father's Day and Christmas.

These events always see a good turn out and are fun for everyone! They bring the School together as a community and give parents a chance to get to know others.

Last Academic year we raised a whopping £5500. The money we raise is spent on equipment and resources to improve our children's experience at school. In the past the funds we have raised have provided the school with a new library, new laptops, outside equipment such as picnic benches and a scooter rack. Every year we cover the cost of coaches for school trips, keeping the costs down for parents. For the last few years we have donated £100 per class for the teachers to spend on something they'd like for their classroom, this varies from class to class, from additional books to sand pits. We have paid for pantomimes and children's entertainers at Christmas time and this year the PTFA have provided I pads to support the younger years curriculum learning and new chrome books for the older children. We also funded a special visitor who gave an inspirational and encouraging talk to all the children and visited every classroom to answer questions - Zactiv AKA Steel from Gladiators!

We send regular communications to parents through the school email system (which is PTFA funded) and we also have our own Facebook group "Friends of Springfields First School" so please join the group.

If you would like to get involved with the PTFA, whether it's coming along to our meetings to help plan events or volunteering at events, we would love to hear from you. Our email address is ptfa@springfieldsfirst.staffs.sch.uk. All our events are run by parent volunteers so we really can't put them on without your support.

There are some great reasons to become active members of your PTFA, including making new friends and meeting other parents. You'll also be making a real difference to your school community and helping raise money for the school. Your children will also love that you are involved in their school, I know mine do!

Our current committee are:

Chair – Kate
Treasurer - Bev
Secretary - Stacey

Easy ways you can start to support us straight away!
There are a number of ways you can start supporting Friends of Springfields First School before your child starts school.

Pre-loved uniform

We have a stock of pre-loved uniform and try to have regular uniform sales. If you need any uniform please email us at ptfa@springfields-first.staffs.sch.uk and let us know what you need. There is no set charge for uniform, but donations are welcome!

Easyfundraising – online shopping

We raise money through #easyfundraising and you can help. Over 4000 online retailers including John Lewis & Partners, Argos, Uswitch, eBay and M&S are ready to give a free donation every time you shop online. All you have to do is sign up here
https://www.easyfundraising.org.uk/causes/springfieldsfirstschool/
There are no catches or hidden charges and we would be really grateful for your donations.

School lottery

Feeling lucky? Why not join our School Lottery For £1 per week, you could join our school lottery which creates one winner per week from our school but also gives everyone a chance to win £25,000 each week. By joining this lottery, you are not only giving yourself a chance to win money, but you will also be raising money for our PTFA. Just go to: www.yourschoollottery.co.uk and search for Springfields First School. Thank you for taking the time to read about the PTFA and we hope to see you at an event soon!

Amazon Smile

If you shop off Amazon you can raise money for the PTFA, just choose Friends of Springfields as your charity at https://smile.amazon.co.uk/ and when you shop remember to visit smile.amazon.co.uk (it's exactly the same and uses the same log on details) or turn on Smile in your Amazon App. The PTFA will receive 0.5% of all your eligible purchases.

Thank you for taking the time to read about the PTFA and we hope to see you at an event soon!

Springfields Pre-School Admission Form

SURNAME……
FORENAMES……
DATE OF BIRTH……
ADDRESS……
……
HOME TELEPHONE NUMBER ……

MOTHER'S NAME ……
MOTHER'S MOBILE NUMBER ……
MOTHER'S WORK TELEPHONE NUMBER ……
MOTHER'S EMAIL ADDRESS……

FATHER'S NAME ……
FATHER'S MOBILE NUMBER ……
FATHER'S WORK TELEPHONE NUMBER ……
FATHER'S EMAIL ADDRESS ……

Doctor's name address & telephone number……
……
Health Visitor's name and telephone number……
.……
Emergency contact names & telephone numbers (if different to Mother's & Father's)
……
……
Place in family (i.e.) only child, youngest of two etc.
……
Brought & fetched by (Password if appropriate)
……
Medical details: Any history of problems with
Hearing:……
Sight:……
Asthma:……
Allergies:……
Any other medical information, including special dietary requirements:……
……

***If your child has special dietary requirements, you MUST register this with Edward and Ward prior to your child start date. Please see page 28 ***

Signature……**Date**……

FIRST AID

Should children need first aid to be administered, staff act in 'loco parentis' (as caring parents) and follow school procedures. If there is concern about an injury the child is referred to our qualified Paediatric First Aiders who in consultation with the Head Teacher decide the action that needs to be taken. All first aid applied is recorded. Parents are only informed if we consider there may be a delayed reaction, (in which case an accident form is sent home) or if we consider parents need to be contacted immediately. It is therefore essential that we have two contact telephone numbers for parents during the school day. Hopefully, these will never be needed for your child.

We aim to treat children who become ill or who have health problems with care and sympathy. If your child is taken ill at school we will try to contact you and arrange for them to be taken home. Most members of staff are qualified in Emergency First Aid.

In the case of emergencies or more serious injury, we shall try to contact you but no time will be wasted before calling an ambulance or a doctor and it may well be that we shall only be able to contact you afterwards.

We regret that we are only able to administer medicines which are prescribed by a doctor. No un-prescribed medicines (such as Calpol) should be brought into school and we regret that we are no longer able to administer these medicines unless they have been prescribed by a Doctor. Parents must ensure that medicines, particularly inhalers and eczema creams held in school have not passed their expiry date.

Requests for administration of prescribed medicine need to be made to the School Office and a parental consent form / health care plan completed. All medication must be clearly labelled with the owner's name, dosage and details of when/ how often it should be administered.

All children with long term health problems which require intervention by school staff will have a care plan completed by their parents.

A copy of our First Aid Policy is available upon request.

NAME OF CHILD: _____

Please delete as appropriate and sign and date each section.

HEALTH AND SAFETY

I give/do not give permission for staff to administer emergency first aid on my child when necessary.

I give/do not give permission for staff to use antiseptic wipes on my child.

I give/do not give permission for staff to use plasters on my child.

During summer we will only apply sun cream provided by you.
I agree to you applying/ I would prefer it if you did not apply sun-cream on my child.

We like to cook or prepare food with the children when linked to our topics.
I am/am not happy for my child to take part in food preparation or cooking activities.

Is there any food that your child cannot or you would prefer them not to eat?
……

Signed …… **Date**……..

PHOTOGRAPHS

For Early Years Foundation Stage planning purposes we observe and assess the children. The results will always be confidential, although available to you.

I agree /do not agree to my child being observed/assessed/photographed for their learning journey.

I agree/do not agree to group photographs being included in other children's learning journeys.

I agree not to share any group photographs on social media.

I understand that any data included in my child's learning journey which relates to another child is for my information only and I will not publicise or share it in any way.

Signed …… Date……..

Name of Child: _____

Name of Parent/Guardian: _____

The setting confirms that it shall *only* use photographic images of your child in line with its Code of Practice, overleaf, and in order to demonstrate or promote activities relating to the schools' curricular and extra-curricular provision.

Please tick the relevant boxes and sign below in all instances where you give your consent for photographic images of your child being used. Please also indicate whether you consent to your child's name being associated with their image.

Please tick the relevant box(es) below and return this form to school.

I am happy for the school to take photographs of my child.	☐	And include names	☐
I am happy for photos of my child to be used on the school website.	☐	Names not included	
I am happy for photos of my child to be used in the school prospectus.	☐	Names not included	
I am happy for photos of my child to be used in internal displays.	☐	And include names	☐
I am happy for photos of my child to be used for adverts in local papers	☐	Names not included	
I am happy for photos of my child to be used in newspaper articles and features	☐	And include names	☐
I am happy for photos of my child to be used for flyers, banners and publicity material	☐	Names not included	

I give consent to my child being videoed or photographed by other parents at a group event eg. Christmas concert ☐

If you change your mind at any time, you can let us know by emailing admin@springfields-first.staffs.sch.uk ,calling the school on 01785 337310 or just popping in to the school office.

I confirm that I have read and agree to the terms contained within this Consent Form.

Signature: _____ **Date:** _____

(Parent/Guardian)

Code of Practice

This code of practice specifies the manner in which Springfields Pre-School will utilise and make available photographic images of pupils and their names.

We will:

1. Not use photographs in any form of internal or external publication where we do not have consent or there is written objection from a parent/guardian.
2. Primarily use photographs of children as part of a group
3. Only reveal within images for the media personal details, such as child's name and age, as part of a group or whole group photograph
4. Only use side or rear views of pupils if requested by parents / guardians
5. Ensure our security procedures are reviewed regularly by the Designated and Deputy Designated Safeguarding staff (Mrs Goodfellow, Mr Rammell or Mrs Scott)
6. Ensure that consent forms are signed by parents/carers with parental responsibility when registering their child at the school as part of the induction process.

Springfields Pre-School Policy for Late/Non-collection of Children

If your child has *not* been collected *10 minutes* after the end of the morning session (11.45am), you will be charged for the lunch time session.

If your child has *not* been collected *10 minutes* after the end of the lunch time session (12.15pm), you will be charged full fee for the afternoon session.

If your child has *not* been collected *10 minutes* after the end of the afternoon session (3.15pm) they will be left in the care of the Springfields Care Club and you will be charged for the first full session until 4.15pm, including the extra ad-hoc charge.

As instructed by OFSTED & for insurance purposes, please will you sign the agreement below to allow us to leave your child in the care of Springfields Care Club if you are *more than 10 minutes* late collecting your child.

I agree to allow you to leave my child in the care of the Springfields Care Club if I am more than 10 minutes late collecting my child and I understand I will be charged for the first full session including the ad-hoc charge.

Signed…… **Date:**……

Online safety

As the parent/carer of the pupil, I give permission for my son/daughter to have access to the internet and ICT systems in school.

I understand that the school will discuss an Acceptable Use Policy (AUP) with my child and that they will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the AUP.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:……. **Date:**……..

Parental Responsibility Data Collection Sheet

Please complete this form giving details of persons who have parental responsibility (PR) and indicate if they are in the armed forces.
Please give details of anyone else you wish to be contacted in an emergency and place them in the order that you wish for them to be contacted.

PLEASE ENSURE YOU SHOW A MEMBER OF THE OFFICE STAFF YOUR CHILD'S BIRTH CERTIFICATE.

Surname:				**Legal Surname:**	
Forename:				**Middle Names:**	
Gender:	**M / F**	**Date of Birth:**	**/ /20**	**School Year:**	
Address:					
Postcode:				**Birth Certificate Seen:**	**Yes / No**

1. The following adult/s lives with the child and act as parent/s:

	Full Name	Relationship to child	Parental Responsibility	Armed Forces
			Y / N	Y / N
2.			Y / N	Y / N
3.			Y / N	Y / N

2. The following adult/s have "Parental Responsibility" but do not live with the child:

	Full Name	Relationship to child	Parental Responsibility	Armed Forces
			Y	Y / N
2.			Y	Y / N
3.			Y	Y / N

3. Are there any Court Orders which relate to the child? E.g. Custody orders/Section 8 Orders under the children Act 1989 YES/NO
If YES please state what they are:

This information will be transferred into the school's computer system. Under the Data Protection Act 1984, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

This form should be signed by someone with Parental Responsibility wherever possible.

Signed:	**Print Name:**
Relationship to child:	**Date:**

Ethnicity Data Collection Form

Pupil's Name: _____

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. ***Ethnic background is not the same as nationality or country of birth.*** *The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.*

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

White

- [ ] British
- [ ] Irish
- [ ] Traveller of Irish Heritage
- [ ] Gypsy/Roma
- [ ] Any other White background

Mixed

- [ ] White and Black Caribbean
- [ ] White and Black African
- [ ] White and Asian
- [ ] Any other mixed background

Asian or Asian British

- [ ] Indian
- [ ] Pakistani
- [ ] Bangladeshi
- [ ] Any other Asian background

Country of Birth: _____

First Language: _____

Black or Black British

- [ ] Caribbean
- [ ] African
- [ ] Any other Black background

- [ ] Chinese
- [ ] Any other ethnic background
- [ ] I do not wish an ethnic background category to be recorded

This information was provided by:	
Parent	[ ]
Pupil	[ ]

Religion: _____

Home Language: _____

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Children, Schools and Families(DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

HOME - SCHOOL AGREEMENT

Our School Aims

- To provide a happy and stimulating environment where each child's full potential socially, intellectually, physically, spiritually and morally is recognised and developed through a broad and balanced curriculum
- To continue to work in partnership with parents, governors and the wider community
- To give children opportunities to develop independence and the responsible attitudes that will enable them to become active and caring members of the community
- To create a sense of belonging to the school and the wider community, a respect for the environment and for the beliefs of others, nurturing a sense of trust, care and consideration

As a school we will:

1. Treat your child fairly, care for them and ensure their happiness and safety.

2. Encourage independence, respect and a sense of responsibility towards everyone who works in the school.

3. Provide a high quality curriculum that meets your child's needs.

4. Work with you as parents to support the school in maintaining good behaviour..

5. Offer you the opportunity to become active partners in your child's learning, through sharing reading and other homework activities.

6. Contact you about any concerns we may have or problems that might affect your child's behaviour or work.

7. Inform you about your child's progress and attainment through the Home-School Diary, regular Parent Interviews and Annual Reports.

8. Communicate information to you about the life and work of the school, including important dates and other special events, through regular Newsletters, Notices and website updates.

9. Treat any parental enquiry or concern in a manner that maintains this partnership, respond as soon as possible.

Signed: Mrs E Goodfellow Date: _____

HEADTEACHER

The Family:

1. Make sure my child arrives at school on time with the equipment they need and dressed according to school policy.

2. Ensure they attend regularly, provide an explanation if they are absent or late and endeavour to take family holidays out of school time.

3. Help my child to become independent and look after their own things.

4. Become familiar with the school's behaviour policies and support them by encouraging my child to show respect and concern for others.

5. Become a partner in my child's learning by taking an interest in their life at school and supporting them with home learning activities.

6. Attend parent evenings and other events to discuss my child's progress.

7. Inform the school of any issues which may affect their work or behaviour.

8. Treat school staff with respect.

9. Make an appointment, wherever possible, when I need to see a teacher, and respond promptly to school requests for information and permission slips etc.

Signed: _____ Date: _____
PARENTS/PERSON WITH PARENTAL RESPONSIBILITY

As a pupil I will do my best to:

1. Attend school regularly and be on time.

2. Bring all equipment I need to school, named.

3. Work hard and always give my best effort in school.

4. Follow the school rules.

5. Follow the school uniform code.

Signed: _____ Date: _____
PUPIL

Springfields Pre-school's Privacy Notice

Springfields First School
Yarnfield
Stone
Staffs
ST15 0NJ

Contact: Mrs E Goodfellow

Introduction
We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?
We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, email address, emergency contact details, and family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data
We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at [my/our] setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with
In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?
We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Storing it in a locked cupboard in the school office or on an encrypted computer or file

How long do we retain your data?
We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Automated decision-making
We do not make any decisions about your child based soley on automated decision-making.

Your rights with respect to your data
You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice
We keep this notice under regular review. You will be notified of any changes where appropriate.

Springfields Pre-school Parental Contract

Opening Times
8.45am – 3.15pm (booking required)

Sessions available:
8.45am-11.45am – 3 funded hours session available – charge does not apply / unfunded hours session £20.00
8.45am-12.15pm – 3 funded hours session available + charge of £10 incl. warm lunch / unfunded hours session £26.00, incl. lunch
11.45am-3.15pm – 3 funded hours session available + charge of £10 incl. warm lunch / unfunded hours session £26.00, incl. lunch
12.15pm-3.15pm – 3 funded hours session available – charge does not apply / unfunded hours session £20.00
8.45am-3.15pm – 6 funded hours session available + charge of £10 applies incl. warm lunch / unfunded hours session £40.00 incl. warm lunch
9.15am- 3.15pm- 6 funded hours session available + optional charge of £3.55 for warm lunch

Bookings and Cancellations
Advance booking is required for all sessions. Please fill in the relevant booking form. If you require an emergency booking on the day, please telephone our school office on 01785 337310 so we can check the availability with the Pre-school. We do not offer ad-hoc swap of the sessions. If you need to permanently cancel a session or require a permanent session change, please email admin@springfields-first.staffs.sch.uk , we will then check the availability, however we require a one month's notice for permanent cancellation or change of a permanent session. All absences must be paid for. If your child will not be attending a session for any reason, please telephone the school as soon as possible to inform us of the intended absence.

Fees
Fees are collected via the ParentPay online banking system which is overseen by the school office. Parents are provided with a login to access their account and view/settle outstanding fees. This is a "live" system and the sessions are updated on a fortnightly basis.
You are able to add credit to your ParentPay account in advance and all arrears must be settled by the 14th of the following month at the latest, apart from the month of July when a full advance payment for the month is required by the 14th of July. Please note if you pay by childcare vouchers, it can take up to 28 days to process from date of the payment to reaching our school bank account and your ParentPay account updated, therefore the account will show in arrears until then.
Message reminders are sent out by our school office staff at least one a month.

Late Payments
If you are unable to pay your fees due to personal difficulties you need to speak to the school Bursar immediately. At this point a method of repayment can be agreed. If the fees are not paid by the 14th of the following month or in advance in month of July, and there has been no notification of reasons, the school Bursar will follow this up and a late payment charge of £25 on the 15th of the month will be incurred. After this stage, the place in the Springfields Pre-school will not be available for your child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. Please note if Springfields Pre-school discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary.
As a final course of action, the debt recovery will be passed to the local authority.

Discipline

The Springfields Pre-school falls under the Springfields First School discipline policy, which has been formulated in the ethos of the school and adopted by the Governors. In case of persistent breach of discipline, we reserve the right to withdraw your child's place without notice.

Sickness and Accidents

It is important for you to make sure that your child's enrolment form is updated as necessary with contact details and health information. We need to be fully informed of any changes in your child's health, such as the onset of allergies or any illness your child may be suffering from. Should a child become ill or incur an injury whilst in our care, every effort will be made to contact the parent/carer. Emergency medication may be given with your written consent. Forms are available in from the school office or from the Springfields Pre-school staff. We ask that if your child develops a doubtful rash, sore throat, discharge from eyes, diarrhoea or anything else that could be passed on to other children you keep him/her at home and inform your GP.

Collection

Please ensure we are informed if anyone other than the regular person will be collecting your child. We will require details of their name and contact number. If, in an emergency, you are going to be late collecting your child, please us immediately.

Personal Property

We discourage personal items being brought to the Pre-school. The Springfields Pre-school cannot be held responsible for any loss or damage to a child's personal property.

The main aim of the care we offer is the safe and happy well being of your child. If for any reason your child is not happy or has a particular problem, please do not hesitate to speak to the manager who will do her utmost to resolve the matter.

I have read, understand and agree to abide by the policies and procedures pertaining to Springfields Pre-school.

Parent Name in block capitals …… **Signed** ……..…..

Childs Name …….. **Date** ……..

Session commitment form

CONFIDENTIAL

Session	Time	Fee (daily)	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	8.45am – 11.45am	3 funded hrs or £20					
Morning session incl. lunch	8.45am-12.15pm	3 funded hrs + £10 or £26 (incl. warm lunch)					
Afternoon session	12.15pm – 3.15pm	3 funded hrs or £20					
Afternoon session incl. lunch	11.45am – 3.15pm	3 funded hrs + £10 or £26 (incl. warm lunch)					
Day Session	9.15am- 3.15pm	6 funded hrs, £3.55 optional for school lunch					
Full school day session	8.45am – 3.15pm	6 funded hrs + £10 or £40 (incl. warm lunch)					

I confirm my child will attend all sessions as per booking sheet above. I understand this is a firm fully chargeable session commitment.
(please relate to enclosed contract regarding cancellations, booking changes etc.)

_____	_____	_____	_____
Child's name	Parent's name (print)	Parent's signature	Date

FUNDED HOURS:

When do I need to apply?

We recommend you contact your chosen provider as early as possible to secure your place.

You will be able to take up your hours from the term after you meet all the eligibility criteria for the entitlement you are applying for. These terms begin on 1 January, 1 April and 1 September.

You can apply for your code up to 16 weeks before. You need to **apply online** before the deadline to receive a code to give to your childcare provider. The deadline is the day before the new term begins, but we encourage you to apply earlier, and recommend applying at least 6 weeks before the deadline. The deadlines are:

When you would like to use your entitlements from	The deadline to apply for a code
1 January	31 December
1 April	31 March
1 September	31 August

If you do not apply on or before the deadline, you will not be able to take up your entitlements in that term.

Staffordshire County Council

Parent Declaration for Early Education Funding (EEF)

All sections should be completed to claim Early Education Funding (EEF) for this child.

This form is to be retained by the early years provider ("provider") and it should NOT be returned to Staffordshire County Council unless advised to do so.

1. Provider details

Name of provider: Springfields First School Pre-school
Address of provider: Yarnfield, nr Stone, Staffordshire, ST15 0NJ (incl postcode)

2.Childs details

Childs legal name*: *I have seen evidence of the childs legal name and DOB (i.e Birth Certificate, Passport or other evidence)	**DOB*:**
Address (include postcode)**:**	**Gender:**

Ethnicity - tick one option – this information is **mandatory**

WBRI-White British		WEUR-White European		WOTH-Any other white backgr'nd	
WEEU-White Eastern European		BCRB-Black Caribbean		MWBC-White & Black Caribbean	
CHNE-Chinese		WROM-Gypsy / Roma		BOTH-Any other Black backgr'nd	
BAFR-Black African		MWBA-White & Black African		BAOF-Other Black African	
MWAS-White & Asian		AOTA-Other Asian		AOTH-Any other Asian backgr'nd	
AIND-Indian		MWAI-White & Indian		OOTH-Any other ethnic group	
APKN-Pakistani		MWAP-White & Pakistani		MOTH-Any other mixed backgr'nd	
BOTB-Other black		REFU-Refused			

Eligibility code for 15 funded hrs for 2 year olds (Think2) (if applicable)	
11 digit eligibility code for working parents (if applicable - from Best Start in Life)	

3.Parent/Carer details

Parent/Carer 1	**Parent/Carer 2** (if applicable)
Full name	**Full name**
National Insurance Number or Asylum Support Reference Number (previously NASS):	**National Insurance Number or Asylum Support Reference Number (previously NASS):**
DOB	**DOB**
Address (if different to child)	**Address** (if different to parent 1)
Tel no:	**Tel no:**

Entitlement Guidelines

- EEF hours can be claimed between 6am and 8pm up to a maximum of 10 hours.
- Parents can access the funded entitlement at a maximum of 2 sites in any one day.
- If applicable, parents must reconfirm their eligibility with HMRC every 3 months to access the working parent entitlement.
- The Local Authority reserves the right to suspend funding if the provision does not meet the required quality as rated by Ofsted.
- Depending on how many funded hours have been claimed in the previous two terms, the annual entitlement could be reached before the end of the third term in the year; check with your childcare provider.

Additional Supplements

Some children are entitled to extra funding based on Government criterion. This funding is paid directly to the child's provider but can only be accessed if information required to check eligibility is shared.

Disability Access Fund (DAF)	
Children in receipt of Disability Living Allowance (DLA) and in receipt of EEF are eligible for DAF. **Is this child in receipt of DLA?** If 'Yes' the provider will need to apply for DAF online via the Early Years Portal and a copy of the child's most recent DLA award letter will need to accompany the application. If the child attends 2 or more providers the parent will nominate the provider that will receive the funding, as it can only be paid to one provider.	**Y/N**
Early Years Pupil Premium (EYPP)	
Some children are entitled to a premium which the provider can use to support their learning and development (please discuss criterion with provider.) Parent/carer details are required to conduct an eligibility check. **Does the parent/carer consent to share information?** If yes, ensure the parent/carer details are entered in full in the box above. (Please note-if details are already on record this check may already have been undertaken). EYPP is only payable on the first 15 hours.	**Y/N**

Signatures

This form must be signed by the parent/carer to give consent to share personal information in line with GDPR compliance and for the purpose of claiming EEF and other additional supplements.

This parent declaration is for the purpose of claiming early education funding and does not replace the contract you may have with your early years provider. By completing this form it is confirmed:

I have read the Privacy Notice below and understand that any information shared with Staffordshire County Council will be stored in accordance with Data Protection Legislation.
I certify that the information given on this form is accurate to the best of my knowledge.
I understand that if I give false information or fail to declare my full circumstances, Staffordshire County Council may withdraw the funding for my child and take criminal proceedings against me.
I understand that if my child does not consistently attend for the agreed amount of funded hours, the funding could be reduced or removed in full, meaning that I could incur childcare costs with my provider.
Sections for hours and weeks must be completed once parent and childcare provider have agreed the funded hours that will be claimed.

AUTUMN TERM FUNDING PERIOD (1st September-31st December) 14 weeks or Stretch 16 weeks					
Parent/carer name		**Signature**			
Date					
Provider staff name		**Signature**			
No. of funded hours per week to be claimed this term		**Total number of weeks claimed per term**			
Is the child claiming EEF hours at another provider? Y/N		**If Y give name of provider**			

SPRING TERM FUNDING PERIOD (1st January-31st March) 11 weeks or Stretch 12 weeks					
Parent/carer name		**Signature**			
Date					
Provider staff name		**Signature**			
No. of funded hours per week to be claimed this term		**Total number of weeks claimed per term**			
Is the child claiming EEF hours at another provider? Y/N		**If Y give name of provider**			

SUMMER TERM FUNDING PERIOD (1st April-31st August) 13 weeks or Stretch 20 weeks					
Parent/carer name		**Signature**			
Date					
Provider staff name		**Signature**			
No. of funded hours per week to be claimed this term		**Total number of weeks claimed per term**			
Is the child claiming EEF hours at another provider? Y/N		**If Y give name of provider**			

Privacy Notice

Information that you supply to your childcare provider will be shared with other organisations including Staffordshire County Council. The Local Authority will use the information you provide in order to:-

- Deliver our services and understand your needs
- Maintain and update your customer records or contact details
- Contact you where necessary in relation to the provision of this service
- Obtain your opinion and feedback about the services we provide
- Ensure that we fulfil our legal obligations

Your information may also be shared with other Local Authorities, Childcare Providers and the Department for Education for audit funding requirements or where there is a legal basis to do so.*

*If your child stops attending and your provider cannot make contact with you, your information may be shared with the Health Visiting Service to ensure the wellbeing of your family.

Information on how Staffordshire County Council process your information can be found here:-
https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Overview.aspx

Your rights

Under the Data Protection legislation, you have a right to make a request for a copy of some or all of your personal information we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to rectify or remove information. Please help us to make sure that we have identified you correctly by letting us know when you change address or name.

Further information on your rights can be found at:
https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Your-information-rights.aspx

Request further information or making a complaint

Our Information Governance Unit is responsible for handling requests in relation to your information and rights. Send your request in writing to:
accessinformation@staffordshire.gov.uk or by telephone: 0300 111 8000

Raising a complaint or concern about the handling of your information, contact the Data Protection Officer: DPO@staffordshire.gov.uk

Further information on raising concern or complaints is available from the Information Commissioner's Office: https://ico.org.uk/for-the-public/

V ed5 01/2024

entrust
Inspiring Futures
In partnership with
edwards and ward
a recipe for success

EDWARDS AND WARD

Who we are....

Let us take you through our journey

entrust
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Welcome

to Edwards and Ward

Thank you for considering Edwards and Ward when selecting a partner to feed your children.
Locally sourced fresh food has always been at the very heart of our food service and when combined with one of the most experienced and innovative teams in the industry, and our strong advocacy for 'Food for Life, we can deliver a truly outstanding food experience to your pupils.
We are committed to producing healthy and nutritionally balanced menus. All our delicious dishes are supported by recipes and our teams are fully trained so that our dishes look great, smell great and taste great, that way our customers want to eat them, and come back for more.
Our friendly and knowledgeable operations team love getting to know our clients and customers and providing fresh tasty and safe food for them.
Our operations team are supported by a food development team which includes a registered nutritionist, allergen and special diets experts and a company chef with an infectious drive for innovation and improving food standards.

Our Food

Our commitment to the highest quality of the following items on our menus includes:

- All fresh meat is Red Tractor certified and from the UK, supplied by authorised butchers and fully traceable to source
- All our fish is sourced from sustainable sources in line with guidelines set by the Marine Stewardship Council
- Leaf (Linking Environment And Farming)
- RSPCA Freedom Food
- 90% of our Fruit and Vegetables is grown and sourced locally where possible (although some items such as bananas and kiwis will never be available in this country)
- All our egg supply is accredited as Lion Brand or Laid in Britain
- We use Fair-Trade products wherever possible (tea bags, coffee, drinking chocolate, sugar, orange juice, confectionery, and snacks)
- We use organic produce where appropriate and cost effective

We take great pride in ensuring our food is locally produced and ethically sourced. Our fish is MSC labelled and certified as sustainably sourced, MSC – non-profit organisation is independently reviewed and work with scientists, fisheries and seafood companies to help protect our oceans and safeguard seafood supplies. All our meat is Red Tractor assured – meaning your meat is ethically produced to the highest standards, totally traceable from farm to fork.

Edwards and Ward will provide for your catering requirements through a flexible approach to menu planning.

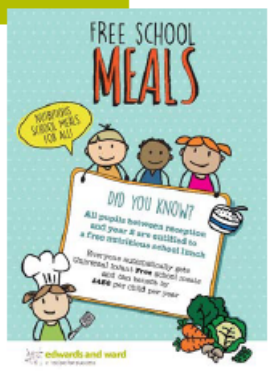
The needs of your school will continue to be considered during menu compilation including aspects such as regional specialties, ethnic requirements, religious restrictions, and the current nutritional and dietetic guidelines.

Our menus can provide for vegetarian, vegan, and halal diets where required. In addition to medical conditions there are many factors influencing the food choices of the pupils that eat with us, ethical reasons, and lifestyle choices. it is our duty to provide inclusive menus that enable pupils to eat together and enjoy their meals, whatever their dietary needs.

Our menu offers a Meat free Monday, Roast Thursday and a lighter option that includes a packed lunch for Tuesday and Thursday.

All meals are accompanied with freshly made bread and a wide variety of salad choices and a choice of desserts which will include fresh fruit platter, yoghurt and a homemade hot or cold option.

Free School Meals and Increasing Uptake



We want as many pupils as possible to take their entitled free school meal, in primary schools this includes a packed lunch instead of a hot meal for school trips and we will work with the school to promote free school meals to parents.

At an agreed time with the school we will launch our "Pack up to Back up" campaign which is aimed at all children who are eligible to have a free meal. The message is to "book it and try it," but should they not eat the meal for whatever reason, Mum/Dad will have sent them a packed lunch for that day as per normal – as a backup. This encourages them to have a meal with us but takes away the fear that if they do not like it they will go hungry.

Nutritional Food and School Food Regulations

We are committed to healthy/nutritionally balanced menus within our schools. All our delicious dishes are supported by recipes and our teams are trained so that the dishes are appetising, cooked well, taste great and smell good, so pupils and staff alike want to eat them. At the root of all that we do is our love for satisfying our customers with great tasting, healthy food, adjusting our food offering as guided by the feedback we receive from our customers.

We follow all relevant and up to date guidelines regarding healthy foods and nutrition, as well as working closely with our registered in-house Nutritionist Clare Rose MSc RNutr on every aspect of menu planning. Our future prosperity depends on ensuring that the next generation is better fed which is why all our menus are food for life menus. We work hard to promote higher standards of food in schools, and we are proud to be at the forefront of using sustainable local suppliers wherever possible.

In our opinion, the use of freshly produced food is always preferable to pre-prepared. Wherever possible, fresh food will be sourced locally and delivered daily. If we start with the right quality of food, then the cooking is made simpler and great flavours shine through.

FRESH, HEALTHY, TASTY FOOD IS OUR BUSINESS

Special Diets

When developing a Special Diet for a child who cannot eat certain foods, Clare Rose (Company Nutritionist) and David Belsey (Company Chef) work towards ensuring the meals on the special diet menu reflect as closely as possible those on the three week menu cycle, meaning a child who has to have a special diet meal will happily sit eating their meal next to their friends … for example a Macaroni Cheese dish can be adapted to be Gluten Free, so the meal looks the same, it just might taste a little different!

Placing huge emphasis on menu choice for schools we have a unique approach to special diets which embraces not only the key allergens but just as importantly another 80 or so defined intolerances.

This helps us to maximise uptake and ensure that every child is given the ability to eat a fresh and nutritious meal on a daily basis

We currently prepare over 200 individual dietary safeguarding menus for 1,000 primary aged children within our schools.

Claire heads up our special diets team working to ensure that medically prescribed special diets can be catered for.

All special diets referral forms must be accompanied by a letter from a medical doctor or registered dietician or nutritionist when uploaded to our website. This prevents any confusion between the parent and Clare on what is needed to satisfy the requirements. This procedure is designed to protect both children with medical conditions and our catering teams involved in the preparation and service of these meals.

We will have a special menu returned to the parents as soon as possible after receiving the completed Special Diet and Photo Request Form usually within one week, with a maximum of no more than three weeks.

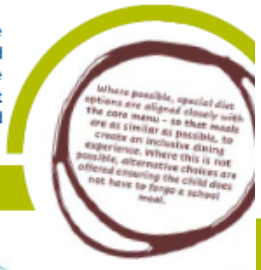
07

Clare, then provides a fully adapted menu for each special diet alongside an allergen matrix which illustrates the allergens that can be found in each dish. Only then will these be sent to the kitchens. A copy of this information will also be held at all service points and is available to be shared with the parent and pupil. The process is not complete until the kitchen has received the special diets photo records sheet and the adapted menu.

Kitchen teams are not permitted to adapt any menu themselves; every change must go through the dedicated Special Diets team and process to safeguard everybody. During mobilisation copies of our special diets process will be communicated to the schools, kitchen teams, and parents.

To ensure that children always receive the correct meal we check them against photo ID, using our special diets photo record sheet which is displayed in the kitchen along with GDPR regulations.

Special menu meals are kept in a clearly defined place so we know which child to issue with which meal and we work with each individual school to ensure the child can be identified easily and given the correct meal without them feeling like they are being singled out.



Special Diets Process

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Primary

We run three-weekly menu cycles in our primary schools, changing twice a year, in keeping with the seasons, resulting in a Spring/Summer menu which runs from the February half term until the end of the summer term and an Autumn/Winter menu that runs from the new school year in September until the February half term.

David, our Chef has an infectious passion for developing recipes that children are going to love! Our menus are made up of exciting dishes, some have a twist, such as Lime and Coriander Cake, or Chicken Curry (with Banana – it sounds a little odd but my goodness it works so well!) to ensure pupils, especially the fussy eaters' are having some of their '5 a day' without really realising it!

09

From May 2026 we will require school dinners to be ordered online via Prentpay. We will send out the new menu for the Autumn term before we break up for the summer break. For the first 2 weeks after your Reception child starts, we will assume they will have the main option each day for their dinner, any issues with this, please contact the office on admin@springfields-first.staffs.sch.uk or 01785 337310. Parentpay log ins will be sent home in childrens bags in their first week. Dinners for the week, are to be ordered by 12pm the Wednesday before. The next page shows our menu for the last term of academic year 2025-2026.

DID YOU KNOW?

We're proud to share that our new menu has been awarded the Silver School Plates Award by ProVeg UK.
At Edwards & Ward, we believe great school food should taste good and do good too. That's why our delicious plant-rich dishes now take pride of place on our menus – bringing great flavour, variety, and choices that are better for the planet.

FREE SCHOOL MEALS

All pupils between reception and year 2 are entitled to a free nutritious school lunch.

Everyone automatically gets Universal Infant FREE school meals and can benefit by over £480 per child per year. If your child is in year 3 or above, find out if they could still qualify for a free school meal by contacting the school office.

SPECIAL DIETS

If your child requires a special diet for medical reasons, please check out our website www.edwardsandward.co.uk for a full list of FAQs and to complete our online form.

MENU

Autumn/Winter 2026-27

edwards and ward
a recipe for success

	WEEK ONE	WEEK TWO	WEEK THREE
MONDAY	**Fajita Pizza with Purple Slaw** (V) or **Fiesta Beany Burrito with Rice** (Ve) **Veg of the Day** Banoffee Mousse (V)	**Margherita Pizza with Jacket Wedges** (V) or **Rainbow Vegetable Chow Mein** (Ve) **Veg of the Day** Cinnamon Swirl (Ve)	**Superhero Pizza with Paprika & Garlic Potatoes** (V) or **Sunshine Sweet Potato Curry with Rice** (Ve) **Veg of the Day** Cinnamon Apple Whirl (Ve)
TUESDAY	**Creamy Cauli & Chickpea Curry with Rice** (Ve) or **Penne with Beef Bolognese** **Veg of the Day** Vanilla Shortbread (Ve)	**Garden Sausage with Mash & Gravy** (Ve) or **Creamy Herby Chicken Pasta** **Veg of the Day** Pinwheel Biscuits (Ve)	**Penne with Garden Bolognese** (Ve) or **Homestyle Sausage Roll with Mash & Gravy** **Veg of the Day** Chocolate Snap (Ve)
WEDNESDAY	**Twisted Toad in the Hole with Roasties & Gravy** (V) or **Classic Toad in the Hole with Roasties & Gravy** **Veg of the Day** Apple Flapjack (Ve)	**Sage & Onion Whirl with Roasties & Gravy** (Ve) or **Roast Chicken with Stuffing, Roasties & Gravy** **Veg of the Day** Flapjack (Ve)	**Loaded Yorkshire with Roasties** (V) or **Beef Mince Loaded Yorkshire with Roasties** **Veg of the Day** Soft Baked Cookies (V)
THURSDAY	**Mighty Hero Mac & Cheese** (V) or **BBQ Chicken Melt with Sunshine Rice** **Veg of the Day** Rich Pear & Chocolate Sponge (V)	**BBQ Mac & Cheese** (V) or **Texas Beef Chilli Burrito with Crunchy Slaw** **Veg of the Day** Golden Apple Cake (V)	**Classic Mac & Cheese** (V) or **Golden Chicken Curry with Lemon Rice** **Veg of the Day** Topsy-Turvy Pineapple Cake (V)
FRIDAY	**Cheesy Bean Whirl with Chips** (V) or **Crispy Battered Fish with Chips** **Veg of the Day** Fruity Jelly (Ve)	**Crispy Quorn Nuggets with Chips** (Ve) or **Chicken Nuggets with Chips** **Veg of the Day** Fruity Jelly (Ve)	**Crispy Garden Fingers with Chips** (Ve) or **Fish Fingers with Chips** **Veg of the Day** Fruity Jelly (Ve)
	31/8/26, 21/9/26, 12/10/26, 2/11/26, 23/11/26, 14/12/26, 4/1/27, 25/1/27	7/9/26, 28/9/26, 19/10/26, 9/11/26, 30/11/26, 21/12/26, 11/1/27, 1/2/27	14/9/26, 5/10/26, 26/10/26, 16/11/26, 7/12/26, 28/12/26, 18/1/27, 8/2/27

V - Vegetarian Ve - Vegan - More Sustainable

Homemade Hero Pasta (Ve), **Filled Jacket Potatoes** and **Sandwiches** (including V/Ve options) are also available daily along with freshly baked bread (Ve), salad, fresh fruit, jelly (Ve), yoghurts (V) and drinking water.

Special Diets Registration

At Edwards and Ward, we take great pride in our special diets process and continually strive to make it as simple and inclusive as possible to help us ensure that all children can be fed safely and effectively.

If your child is at primary school and requires a special diet due to a diagnosed allergy, intolerance or medical condition, you will need to register with us.

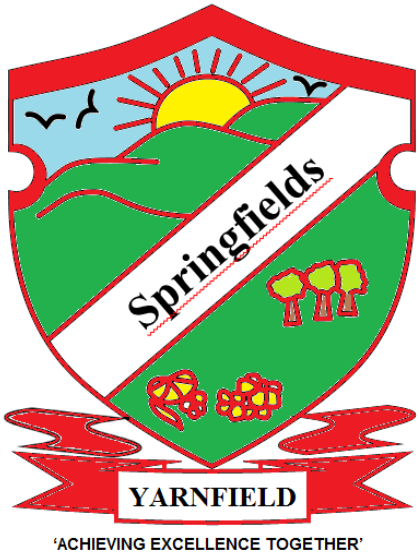
Even if you have already registered with the school or a previous catering provider, you still need to register with us as your details cannot be shared.

Our special diets registration form can be found on our website along with a full list of FAQs.
edwardsandward.co.uk/special-diets/

If your child has medical dietary requirements and is not registered with us, we may be unable to provide them a school lunch.

If there are any concerns about this, please contact our Special Diets Team for advice.

specialdiets@edwardsandward.co.uk @EdwardsandWard



WELCOME PACK

Springfields Pre-School

SCHOOL COPY DOCUMENTS

PLEASE RETURN THIS SECTION TO THE SCHOOL OFFICE

Springfields Pre-School Admission Form

SURNAME……

FORENAMES……

DATE OF BIRTH……

ADDRESS……

……

HOME TELEPHONE NUMBER ……

MOTHER'S NAME ……

MOTHER'S MOBILE NUMBER ……

MOTHER'S WORK TELEPHONE NUMBER ……

MOTHER'S EMAIL ADDRESS……

FATHER'S NAME ……

FATHER'S MOBILE NUMBER ……

FATHER'S WORK TELEPHONE NUMBER ……

FATHER'S EMAIL ADDRESS ……

Doctor's name address & telephone number……

……

Health Visitor's name and telephone number……

.……

Emergency contact names & telephone numbers (if different to Mother's & Father's)

……

……

Place in family (i.e.) only child, youngest of two etc.

……

Brought & fetched by (Password if appropriate)

……

Medical details: Any history of problems with

Hearing:……

Sight:……

Asthma:……

Allergies:……

Any other medical information, including special dietary requirements:……

……

***If your child has special dietary requirements, you MUST register this with Edward and Ward prior to your child start date. Please see page 28 ***

Signature……**Date**……

CONFIDENTIAL

FIRST AID

Should children need first aid to be administered, staff act in 'loco parentis' (as caring parents) and follow school procedures. If there is concern about an injury the child is referred to our qualified Paediatric First Aiders who in consultation with the Head Teacher decide the action that needs to be taken. All first aid applied is recorded. Parents are only informed if we consider there may be a delayed reaction, (in which case an accident form is sent home) or if we consider parents need to be contacted immediately. It is therefore essential that we have two contact telephone numbers for parents during the school day. Hopefully, these will never be needed for your child.

We aim to treat children who become ill or who have health problems with care and sympathy. If your child is taken ill at school we will try to contact you and arrange for them to be taken home. Most members of staff are qualified in Emergency First Aid.

In the case of emergencies or more serious injury, we shall try to contact you but no time will be wasted before calling an ambulance or a doctor and it may well be that we shall only be able to contact you afterwards.

We regret that we are only able to administer medicines which are prescribed by a doctor. No un-prescribed medicines (such as Calpol) should be brought into school and we regret that we are no longer able to administer these medicines unless they have been prescribed by a Doctor. Parents must ensure that medicines, particularly inhalers and eczema creams held in school have not passed their expiry date.

Requests for administration of prescribed medicine need to be made to the School Office and a parental consent form / health care plan completed. All medication must be clearly labelled with the owner's name, dosage and details of when/ how often it should be administered.

All children with long term health problems which require intervention by school staff will have a care plan completed by their parents.

A copy of our First Aid Policy is available upon request.

CONFIDENTIAL

NAME OF CHILD:……

Please delete as appropriate and sign and date each section.

HEALTH AND SAFETY

I give/do not give permission for staff to administer emergency first aid, including an Adrenaline Auto-Injector(EpiPen) on my child when necessary.

I give/do not give permission for staff to use antiseptic wipes on my child.

I give/do not give permission for staff to use plasters on my child.

During summer we will only apply sun cream provided by you.
I agree to you applying/ I would prefer it if you did not apply sun-cream on my child.

We like to cook or prepare food with the children when linked to our topics.
I am/am not happy for my child to take part in food preparation or cooking activities.

Is there any food that your child cannot or you would prefer them not to eat?
……

Signed …… **Date**……..

PHOTOGRAPHS

For Early Years Foundation Stage planning purposes we observe and assess the children. The results will always be confidential, although available to you.

I agree /do not agree to my child being observed/assessed/photographed for their learning journey.

I agree/do not agree to group photographs being included in other children's learning journeys.

I agree not to share any group photographs on social media.

I understand that any data included in my child's learning journey which relates to another child is for my information only and I will not publicise or share it in any way.

Signed …… Date……..

CONFIDENTIAL

Use of Images and Pupil Information Consent Form

Name of Child: _____

Name of Parent/Guardian: _____

The setting confirms that it shall *only* use photographic images of your child in line with its Code of Practice, overleaf, and in order to demonstrate or promote activities relating to the schools' curricular and extra-curricular provision.

Please tick the relevant boxes and sign below in all instances where you give your consent for photographic images of your child being used. Please also indicate whether you consent to your child's name being associated with their image.

Please tick the relevant box(es) below and return this form to school.

I am happy for the school to take photographs of my child.	☐	And include names	☐
I am happy for photos of my child to be used on the school website.	☐	Names not included	
I am happy for photos of my child to be used in the school prospectus.	☐	Names not included	
I am happy for photos of my child to be used in internal displays.	☐	And include names	☐
I am happy for photos of my child to be used for adverts in local papers	☐	Names not included	
I am happy for photos of my child to be used in newspaper articles and features	☐	And include names	☐
I am happy for photos of my child to be used for flyers, banners and publicity material	☐	Names not included	
I give consent to my child being videoed or photographed by other parents at a group event eg. Christmas concert			☐

If you change your mind at any time, you can let us know by emailing admin@springfields-first.staffs.sch.uk calling the school on 01785 337310 or just popping in to the school office.

I confirm that I have read and agree to the terms contained within this Consent Form.

Signature: _____ **Date:** _____

(Parent/Guardian)

Code of Practice

This code of practice specifies the manner in which Springfields Pre-School will utilise and make available photographic images of pupils and their names.

We will:

1. Not use photographs in any form of internal or external publication where we do not have consent or there is written objection from a parent/guardian.
2. Primarily use photographs of children as part of a group
3. Only reveal within images for the media personal details, such as child's name and age, as part of a group or whole group photograph
4. Only use side or rear views of pupils if requested by parents / guardians
5. Ensure our security procedures are reviewed regularly by the Designated and Deputy Designated Safeguarding staff (Mrs Goodfellow, Mr Rammell or Mrs Scott)
6. Ensure that consent forms are signed by parents/carers with parental responsibility when registering their child at the school as part of the induction process.

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Springfields Pre-School Policy for Late/Non-collection of Children

If your child has *not* been collected *10 minutes* after the end of the morning session (11.45am), you will be charged for the lunch time session.

If your child has *not* been collected *10 minutes* after the end of the lunch time session (12.15pm), you will be charged full fee for the afternoon session.

If your child has *not* been collected *10 minutes* after the end of the afternoon session (3.15pm) they will be left in the care of Progressive and you will be charged in line with their policy.

As instructed by OFSTED & for insurance purposes, please will you sign the agreement below to allow us to leave your child in the care of Progressice if you are *more than 10 minutes* late collecting your child.

I agree to allow you to leave my child in the care of Progressive if I am more than 10 minutes late collecting my child and I understand I will be charged in line with their policy.

Signed…… **Date**……

Online safety

As the parent/carer of the pupil, I give permission for my son/daughter to have access to the internet and ICT systems in school.

I understand that the school will discuss an Acceptable Use Policy (AUP) with my child and that they will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the AUP.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:……. **Date:**……..

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Parental Responsibility Data Collection Sheet

Please complete this form giving details of persons who have parental responsibility (PR) and indicate if they are in the armed forces.
Please give details of anyone else you wish to be contacted in an emergency and place them in the order that you wish for them to be contacted.

PLEASE ENSURE YOU SHOW A MEMBER OF THE OFFICE STAFF YOUR CHILD'S BIRTH CERTIFICATE.

Surname:			**Legal Surname:**		
Forename:			**Middle Names:**		
Gender:	**M / F**	**Date of Birth:** / /20	**School Year:**		
Address:					
Postcode:			**Birth Certificate Seen:**	**Yes / No**	

1. The following adult/s lives with the child and act as parent/s:

	Full Name	Relationship to child	Parental Responsibility	Armed Forces
			Y / N	Y / N
2.			Y / N	Y / N
3.			Y / N	Y / N

2. The following adult/s have "Parental Responsibility" but do not live with the child:

	Full Name	Relationship to child	Parental Responsibility	Armed Forces
			Y	Y / N
2.			Y	Y / N
3.			Y	Y / N

3. Are there any Court Orders which relate to the child? E.g. Custody orders/Section 8 Orders under the children Act 1989 YES/NO

If YES please state what they are:

This information will be transferred into the school's computer system. Under the Data Protection Act 1984, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

This form should be signed by someone with Parental Responsibility wherever possible.

Signed:	**Print Name:**
Relationship to child:	**Date:**

CONFIDENTIAL

Ethnicity Data Collection Form

Pupil's Name: _____

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. ***Ethnic background is not the same as nationality or country of birth.*** *The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.*

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

White

- [ ] British
- [ ] Irish
- [ ] Traveller of Irish Heritage
- [ ] Gypsy/Roma
- [ ] Any other White background

Mixed

- [ ] White and Black Caribbean
- [ ] White and Black African
- [ ] White and Asian
- [ ] Any other mixed background

Asian or Asian British

- [ ] Indian
- [ ] Pakistani
- [ ] Bangladeshi
- [ ] Any other Asian background

Country of Birth: _____

First Language: _____

Black or Black British

- [ ] Caribbean
- [ ] African
- [ ] Any other Black background

- [ ] Chinese
- [ ] Any other ethnic background
- [ ] I do not wish an ethnic background category to be recorded

This information was provided by:	
Parent	[ ]
Pupil	[ ]

Religion: _____

Home Language: _____

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Children, Schools and Families(DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

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HOME - SCHOOL AGREEMENT

Our School Aims

- To provide a happy and stimulating environment where each child's full potential socially, intellectually, physically, spiritually and morally is recognised and developed through a broad and balanced curriculum
- To continue to work in partnership with parents, governors and the wider community
- To give children opportunities to develop independence and the responsible attitudes that will enable them to become active and caring members of the community
- To create a sense of belonging to the school and the wider community, a respect for the environment and for the beliefs of others, nurturing a sense of trust, care and consideration

As a school we will:

10. Treat your child fairly, care for them and ensure their happiness and safety.

11. Encourage independence, respect and a sense of responsibility towards everyone who works in the school.

12. Provide a high quality curriculum that meets your child's needs.

13. Work with you as parents to support the school in maintaining good behaviour.

14. Offer you the opportunity to become active partners in your child's learning, through sharing reading and other homework activities.

15. Contact you about any concerns we may have or problems that might affect your child's behaviour or work.

16. Inform you about your child's progress and attainment through the Home-School Diary, regular Parent Interviews and Annual Reports.

17. Communicate information to you about the life and work of the school, including important dates and other special events, through regular Newsletters, Notices and website updates.

18. Treat any parental enquiry or concern in a manner that maintains this partnership, respond as soon as possible.

Signed: *Mrs E Goodfellow* Date: _____

HEADTEACHER

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The Family:

10. Make sure my child arrives at school on time with the equipment they need and dressed according to school policy.

11. Ensure they attend regularly, provide an explanation if they are absent or late and endeavour to take family holidays out of school time.

12. Help my child to become independent and look after their own things.

13. Become familiar with the school's behaviour policies and support them by encouraging my child to show respect and concern for others.

14. Become a partner in my child's learning by taking an interest in their life at school and supporting them with home learning activities.

15. Attend parent evenings and other events to discuss my child's progress.

16. Inform the school of any issues which may affect their work or behaviour.

17. Treat school staff with respect.

18. Make an appointment, wherever possible, when I need to see a teacher, and respond promptly to school requests for information and permission slips etc.

Signed: _____ Date: _____
PARENTS/PERSON WITH PARENTAL RESPONSIBILITY

As a pupil I will do my best to:

6. Attend school regularly and be on time.

7. Bring all equipment I need to school, named.

8. Work hard and always give my best effort in school.

9. Follow the school rules.

10. Follow the school uniform code.

Signed: _____ Date: _____
PUPIL

CONFIDENTIAL

Springfields Pre- School's Privacy Notice

Springfields First School
Yarnfield
Stone
Staffs
ST15 0NJ

Contact: Mrs E Goodfellow

Introduction
We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?
We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, email address, emergency contact details, and family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

CONFIDENTIAL

Why we collect this information and the legal basis for handling your data
We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at [my/our] setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with
In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?
We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Storing it in a locked cupboard in the school office or on an encrypted computer or file

CONFIDENTIAL

How long do we retain your data?
We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Automated decision-making
We do not make any decisions about your child based soley on automated decision-making.

Your rights with respect to your data
You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice
We keep this notice under regular review. You will be notified of any changes where appropriate.

CONFIDENTIAL

Springfields Pre-school Parental Contract

Opening Times
8.45am – 3.15pm (booking required)

Sessions available:
8.45am-11.45am – 3 funded hours session available – charge does not apply / unfunded hours session £20.00
8.45am-12.15pm – 3 funded hours session available + charge of £10 incl. warm lunch / unfunded hours session £26.00, incl. lunch
11.45am-3.15pm – 3 funded hours session available + charge of £10 incl. warm lunch / unfunded hours session £26.00, incl. lunch
12.15pm-3.15pm – 3 funded hours session available – charge does not apply / unfunded hours session £20.00
8.45am-3.15pm – 6 funded hours session available + charge of £10 applies incl. warm lunch / unfunded hours session £40.00 incl. warm lunch
9.15am-3.15pm- 6 funded hours session available + optional charge of £ 3.55 for warm lunch

Bookings and Cancellations
Advance booking is required for all sessions. Please fill in the relevant booking form. If you require an emergency booking on the day, please telephone our school office on 01785 337310 so we can check the availability with the Pre-school. We do not offer ad-hoc swap of the sessions. If you need to permanently cancel a session or require a permanent session change, please email admin@springfields-first.staffs.sch.uk, we will then check the availability, however we require a one month's notice for permanent cancellation or change of a permanent session. All absences must be paid for. If your child will not be attending a session for any reason, please telephone the school as soon as possible to inform us of the intended absence.

Fees
Fees are collected via the ParentPay online banking system which is overseen by the school office. Parents are provided with a login to access their account and view/settle outstanding fees. This is a "live" system and the sessions are updated on a fortnightly basis.
You are able to add credit to your ParentPay account in advance and all arrears must be settled by the 14th of the following month at the latest, apart from the month of July when a full advance payment for the month is required by the 14th of July. Please note if you pay by childcare vouchers, it can take up to 28 days to process from date of the payment to reaching our school bank account and your ParentPay account updated, therefore the account will show in arrears until then.
Message reminders are sent out by our school office staff at least one a month.

Late Payments
If you are unable to pay your fees due to personal difficulties you need to speak to the school Bursar immediately. At this point a method of repayment can be agreed. If the fees are not paid by the 14th of the following month or in advance in month of July, and there has been no notification of reasons, the school Bursar will follow this up and a late payment charge of £25 on the 15th of the month will be incurred. After this stage, the place in the Springfields Pre-school will not be available for your child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. Please note if Springfields Pre-school discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary.
As a final course of action, the debt recovery will be passed to the local authority.

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Discipline

The Springfields Pre-school falls under the Springfields First School discipline policy, which has been formulated in the ethos of the school and adopted by the Governors. In case of persistent breach of discipline, we reserve the right to withdraw your child's place without notice.

Sickness and Accidents

It is important for you to make sure that your child's enrolment form is updated as necessary with contact details and health information. We need to be fully informed of any changes in your child's health, such as the onset of allergies or any illness your child may be suffering from. Should a child become ill or incur an injury whilst in our care, every effort will be made to contact the parent/carer. Emergency medication may be given with your written consent. Forms are available in from the school office or from the Springfields Pre-school staff. We ask that if your child develops a doubtful rash, sore throat, discharge from eyes, diarrhoea or anything else that could be passed on to other children you keep him/her at home and inform your GP.

Collection

Please ensure we are informed if anyone other than the regular person will be collecting your child. We will require details of their name and contact number. If, in an emergency, you are going to be late collecting your child, please us immediately.

Personal Property

We discourage personal items being brought to the Pre-school. The Springfields Pre-school cannot be held responsible for any loss or damage to a child's personal property.

The main aim of the care we offer is the safe and happy well being of your child. If for any reason your child is not happy or has a particular problem, please do not hesitate to speak to the manager who will do her utmost to resolve the matter.

I have read, understand and agree to abide by the policies and procedures pertaining to Springfields Pre-school.

Parent Name in block capitals …… **Signed** ……..…..

Childs Name …….. **Date** ……..

Please return this signed copy to the school office.

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Session commitment form

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Session	Time	Fee (daily)	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	8.45am – 11.45am	3 funded hrs or £20					
Morning session incl. lunch	8.45am-12.15pm	3 funded hrs + £10 or £26 (incl. warm lunch)					
Afternoon session	12.15pm – 3.15pm	3 funded hrs or £20					
Afternoon session incl. lunch	11.45am – 3.15pm	3 funded hrs + £10 or £26 (incl. warm lunch)					
Day session	9.15am- 3.15pm	6 funded hrs, £3.55 optional for school lunch					
Full school day session	8.45am – 3.15pm	6 funded hrs + £10 or £40 (incl. warm lunch)					

I confirm my child will attend all sessions as per booking sheet above. I understand this is a firm fully chargeable session commitment.
(please relate to enclosed contract regarding cancellations, booking changes etc.)

_____ _____ _____ _____

Child's name Parent's name (print) Parent's signature Date

FUNDED HOURS:

When do I need to apply?

We recommend you contact your chosen provider as early as possible to secure your place.

You will be able to take up your hours from the term after you meet all the eligibility criteria for the entitlement you are applying for. These terms begin on 1 January, 1 April and 1 September.

You can apply for your code up to 16 weeks before. You need to **apply online** before the deadline to receive a code to give to your childcare provider. The deadline is the day before the new term begins, but we encourage you to apply earlier, and recommend applying at least 6 weeks before the deadline. The deadlines are:

When you would like to use your entitlements from	The deadline to apply for a code
1 January	31 December
1 April	31 March
1 September	31 August

If you do not apply on or before the deadline, you will not be able to take up your entitlements in that term.

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Parent Declaration for Early Education Funding (EEF)

All sections should be completed to claim Early Education Funding (EEF) for this child.
All fields are mandatory.

This form is to be retained by the provider and should NOT be returned to Staffordshire County Council.

Provider details
Name of provider: Springfields First School Pre-school
Address of provider (incl postcode)**: Yarnfield, nr Stone, Staffordshire, ST15 0NJ**

Childs details	
Childs legal name*: *I have seen evidence of the childs legal name and DOB (i.e Birth Certificate, Passport or other evidence)	**DOB*:**
Address (incl postcode)**:**	**Gender:**

Ethnicity-tick one option (This is **mandatory** to generate information for the Early Years Census)

WBRI-White British		WEUR-White European		WOTH-Any other white backgr'nd	
WEEU-White Eastern European		BCRB-Black Caribbean		MWBC-White & Black Caribbean	
CHNE-Chinese		WROM-Gypsy / Roma		BOTH-Any other Black backgr'nd	
BAFR-Black African		MWBA-White & Black African		BAOF-Other Black African	
MWAS-White & Asian		AOTA-Other Asian		AOTH-Any other Asian backgr'nd	
AIND-Indian		MWAI-White & Indian		OOTH-Any other ethnic group	
APKN-Pakistani		MWAP-White & Pakistani		MOTH-Any other mixed backgr'nd	
BOTB-Other black		REFU-Refused			

Eligibility code for 15 funded hrs for 2 year olds (Think2) (if applicable)	
11 digit reference code for working parents (if applicable - from Childcare Choices)	
For 3 & 4 yr olds splitting their funding at more than one provider: if I fall out of eligibility for the extended 15 hours, I wish to keep the universal (first) 15 hours of funding at: (name provider)	

Parent/Carer details	
Parent/Carer 1	**Parent/Carer 2** (if applicable)
Full name	**Full name**
NINo (or NASS)	**NINo** (or NASS)
DOB	**DOB**
Address (if different to child)	**Address** (if different to parent 1)
Tel no:	**Tel no:**

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Entitlement Guidelines

- EEF hours can be claimed between 6am and 8pm up to a maximum of 10 hours.
- Parents can access the funded entitlement at a maximum of 2 sites in any one day.
- If applicable, parents must reconfirm their eligibility with HMRC every 3 months to access the working parent entitlement.
- The Local Authority reserves the right to suspend funding if the provision does not meet the required quality as rated by Ofsted.
- Depending on how many funded hours have been claimed in the previous two terms, the annual entitlement could be reached before the end of the third term in the year; check with your childcare provider.

Additional Supplements

Some children are entitled to extra funding based on Government criterion. This funding is paid directly to the child's provider but can only be accessed if information required to check eligibility is shared.

Disability Access Fund (DAF)	
Children in receipt of Disability Living Allowance (DLA) and in receipt of EEF are eligible for DAF. **Is this child in receipt of DLA?** If 'Yes' the provider will need to apply for DAF online via the Early Years Portal and a copy of the child's most recent DLA award letter will need to accompany the application. If the child attends 2 or more providers the parent will nominate the provider that will receive the funding, as it can only be paid to one provider.	**Y/N**
Early Years Pupil Premium (EYPP)	
Some children are entitled to a premium which the provider can use to support their learning and development (please discuss criterion with provider.) Parent/carer details are required to conduct an eligibility check. **Does the parent/carer consent to share information?** If yes, ensure the parent/carer details are entered in full in the box above. (Please note-if details are already on record this check may already have been undertaken). EYPP is only payable on the first 15 hours.	**Y/N**

Signatures

This form must be signed by the parent/carer to give consent to share personal information in line with GDPR compliance and for the purpose of claiming EEF and other additional supplements.

This parent declaration is for the purpose of claiming early education funding and does not replace the contract you may have with your early years provider. By completing this form it is confirmed:

I have read the Privacy Notice below and understand that any information shared with Staffordshire County Council will be stored in accordance with Data Protection Legislation.
I certify that the information given on this form is accurate to the best of my knowledge.
I understand that if I give false information or fail to declare my full circumstances, Staffordshire County Council may withdraw the funding for my child and take criminal proceedings against me.
I understand that if my child does not consistently attend for the agreed amount of funded hours, the funding could be reduced or removed in full, meaning that I could incur childcare costs with my provider.
Sections for hours and weeks must be completed once parent and childcare provider have agreed the funded hours that will be claimed.

AUTUMN TERM FUNDING PERIOD (1st September-31st December) 14 weeks or Stretch 16 weeks			
Parent/carer name		**Signature**	
Date			
Provider staff name		**Signature**	
No. of funded hours per week to be claimed this term		**Total number of weeks claimed per term**	
Is the child claiming EEF hours at another provider? Y/N		**If Y give name of provider**	

SPRING TERM FUNDING PERIOD (1st January-31st March) 11 weeks or Stretch 12 weeks			
Parent/carer name		**Signature**	
Date			
Provider staff name		**Signature**	
No. of funded hours per week to be claimed this term		**Total number of weeks claimed per term**	
Is the child claiming EEF hours at another provider? Y/N		**If Y give name of provider**	

SUMMER TERM FUNDING PERIOD (1st April-31st August) 13 weeks or Stretch 20 weeks			
Parent/carer name		**Signature**	
Date			
Provider staff name		**Signature**	
No. of funded hours per week to be claimed this term		**Total number of weeks claimed per term**	
Is the child claiming EEF hours at another provider? Y/N		**If Y give name of provider**	

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Privacy Notice

Information that you supply to your childcare provider will be shared with other organisations including Staffordshire County Council. The Local Authority will use the information you provide in order to:-

- Deliver our services and understand your needs
- Maintain and update your customer records or contact details
- Contact you where necessary in relation to the provision of this service
- Obtain your opinion and feedback about the services we provide
- Ensure that we fulfil our legal obligations

Your information may also be shared with other Local Authorities, Childcare Providers and the Department for Education for audit funding requirements or where there is a legal basis to do so.*

*If your child stops attending and your provider cannot make contact with you, your information may be shared with the Health Visiting Service to ensure the wellbeing of your family.

Information on how Staffordshire County Council process your information can be found here:-
https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Overview.aspx

Your rights

Under the Data Protection legislation, you have a right to make a request for a copy of some or all of your personal information we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to rectify or remove information. Please help us to make sure that we have identified you correctly by letting us know when you change address or name.

Further information on your rights can be found at:
https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Your-information-rights.aspx

Request further information or making a complaint

Our Information Governance Unit is responsible for handling requests in relation to your information and rights. Send your request in writing to: accessinformation@staffordshire.gov.uk or by telephone: 0300 111 8000

Raising a complaint or concern about the handling of your information, contact the Data Protection Officer: DPO@staffordshire.gov.uk

Further information on raising concern or complaints is available from the Information Commissioner's Office: https://ico.org.uk/for-the-public/