



Crawshawbooth Pre-School



The Village Centre Adelaide Street Crawshawbooth Rossendale Lancashire BB4 8PW

T. **01706 830796** E. **info@crawshawboothpreschool.co.uk**

W. **www.crawshawboothpreschool.co.uk**

for children aged 2 – 5 years

Registered Charity Number 1022561

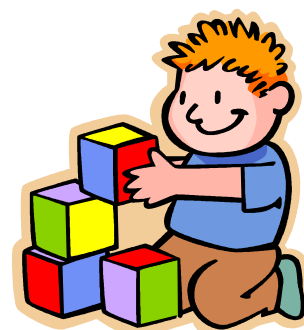


Lancashire County Council

Early Years Free

Entitlement Funding

Ofsted Inspected



Introduction to Pre-School

Your child's first day at Pre-School is a big step for both you and your child and our aim is to ease your child into the routine and security of Pre-School life with minimum worry.

You will receive a starting day, date and time for your child.

On arrival at Pre-School, our 'Greeter' will welcome you.

Your child will have their own personal named tray, which teaches them to recognise their name.

Then you may want to take your child round the Pre-School to explore the areas of play and also take the opportunity to speak to the staff. You can leave your child in our care when you feel comfortable to do so.

You are welcome to bring your child to Pre-School anytime prior to their starting day, so that you and your child can explore and familiarise yourselves with the Pre-School. You can arrange a visit by telephone or knock on the door!

Crawshawbooth Pre-School - Mission Statement

Crawshawbooth Pre-School is committed to providing quality care and education for children between the ages of 2 – 5 years.

We aim to provide a safe and stimulating environment, ensuring equality of opportunity for all.

Our high Staff ratios mean children are well supported. We will work with Parents and Carers (children's first educators) to make the children's time with us happy, informative and rewarding.

Our staff will endeavour to follow up any training opportunities to stay abreast of current educational thinking.

About Crawshawbooth Pre-School

Crawshawbooth Pre-School first opened in 1968 in its present location, later moving to St. Mary's Church, returning to the newly opened Youth and Community Centre in 1989. The Village Centre was extended and refurbished in 2009.

The Pre-School is a registered charity and is run by a voluntary management committee of parents, past and present and other interested parties.

We are an **Ofsted** Registered Pre-School, Registration Number 309281. Our latest inspection was in October 2011, when our setting was graded as Outstanding in all judgements. A full copy of the report can be downloaded from the Pre-School Website @ www.crawshawboothpreschool.co.uk or the **Ofsted** Website @ www.ofsted.gov.uk If you do not have internet access there is a copy of the report on the notice board in the Pre-School room or we will be happy to supply a printed copy.

Crawshawbooth Pre-School is also a member of the **Pre-School Learning Alliance (PLA)**. Information regarding the PLA can be found on the PLA website @ www.pre-school.org.uk there is also a link available on the Pre-School website @ www.crawshawboothpreschool.co.uk

We cater for children from the age of 2 – 5 years.

Our session times are Monday to Friday from 9.00am to 12 Noon and Wednesday, Thursday and Friday afternoons from 12.30pm to 3.00pm.

We can accommodate a maximum of 22 children at these sessions.

Our morning sessions are 3 Hours and afternoon sessions are 2½ Hours.

Policies

The Pre-School policy manual is available on request. This covers issues such as special needs, behaviour etc. A copy of the policy manual is located on the notice board in the Pre-School room. We can also supply a copy of our Policy document in pdf. format by email, a printed copy is available on request.

Complaints - If you have any queries, difficulties or cause for concern whilst your child is in the care of Pre-School, please speak to a member of Staff or the Pre-School Manager or Deputy Manager, who will advise you. Appropriate and prompt action will be taken on any concerns raised and complaints will be investigated, with complainants notified of the outcome within 28 days. A record of any complaints will be maintained with appropriate information recorded and is available for parents or an Ofsted Inspector to see upon request. As with all registered Pre-Schools parents can also contact the regional Ofsted Office, with any queries. The regional Ofsted Office for the North West is @ Piccadilly Gate, Store Street, Manchester M1 2WD. Tel. **0300 123 1231** E-mail. **enquiries@ofsted.gov.uk**

A complaint form is also available upon request.

Pre-School Staff

We are proud of the ratio of adults to children as this ensures individual attention to the needs and development of each child. We are also a well-established team who have worked together at the Pre-School for many years.

Sheila Callan is Pre-School Manager. Sheila was a voluntary helper at the Pre-School from 1998-2000. In 2000 she gained a Diploma in Pre-School Practice and joined the Pre-School as a permanent member of Staff. Sheila has recently completed a BA Hon's Degree in Early Years and Childhood Studies and is also a qualified First Aider.

Sharon Rumsam is Deputy Pre-School Manager and has a City & Guilds Caring for Children qualification and recently completed NVQ Level III certificate in Early Years Childcare. Sharon is also a qualified First Aider.

Joanne Ackerley is Pre-School Assistant and a qualified First Aider. Joanne has worked at Pre-School since 1995.

Barbara Gallagher is a Qualified Pre-School Leader. Barbara has worked at Pre-School since September 2000 and recently qualified with an NVQ Level III certificate in Early Years Childcare. Barbara is also a qualified First Aider.

Donna Williamson is a Qualified Pre-School Leader and has an NNEB Diploma in Nursery Nursing, Level III. Donna has worked at Pre-School since September 2000. Donna is the SENCO and is also a qualified First Aider.

Karen Copple has been helping at Pre-School on a voluntary basis and joined the team as Pre-School Assistant in September 2009, working on a temporary contract. Karen also offers supply cover.

Any parents or carers who would like to help in the Pre-School are most welcome to do so. Unfortunately, children under 2 years of age are not able to attend normal sessions of Pre-School. This is due to current **Ofsted** guidelines.

In accordance with current regulations all Pre-School Staff and Volunteers who work within the Pre-School setting are CRB/DBS Cleared.

Pre-School Management Committee Members

Ian Cardy (Chair and Trustee) Ian joined the management committee in 2005 when his middle child joined Pre-School. The Chair works closely with the Pre-School Management team, Staff, Committee and Trustees, to ensure the efficient business management of the Pre-School and liaising with the Charity Commission, Lancashire County Council, Ofsted and the Pre-School Learning Alliance.

Kathryn Humphries (Vice Chair and Trustee) Kath has been an active member of the Committee for several years and as Vice Chair supports the Chair in various duties.

Clare Mahood (Secretary and Trustee) The Secretary deals with general correspondence and minutes of meetings.

Suzanne Hollings (Treasurer) Managing Pre-School finances and preparing the annual Accounts and Charity Commission return.

Pre-School Management Committee Members (Continued...)

Committee Members. Mandy Deegan, Katie Knott, Emma Rhodes, Natasha Liwinenko and Krista Humphries are all Committee Members.

The Management Committee Members are voluntary. The Committee holds three meetings per year with the Staff and Parents. Various issues such as general management, finance, fund-raising and events are discussed and these meetings can be used to air views, raise any questions and have input by Parents or Carers regarding the Pre-School.

Please remember that:

- Parental involvement is vital to ensure the ongoing growth, development and future of our Pre-School.

If you would like any further information or are interested in joining the Pre-School Management Committee, please contact any committee member or a member of Staff.

The Pre-School Rota

Research shows that children learn better when their Parents are involved. Our rota system involves any Parent or Carer who can help on a regular basis. This helps to maintain the high ratio of adults to children in our group, guaranteeing individual care and attention for each child.

It also gives Parents/Carers the opportunity to take an active part in the group, to see what happens and talk about it afterwards with their child. In addition, the rota system provides a valuable opportunity for all children to see their own Parent or Carer in a new role.

In accordance with current regulations all Pre-School Volunteers who work within the Pre-School setting are CRB/DBS Cleared.

Key Person

Our key person system gives each member of staff particular responsibility for just a few children. Each child in the group has one adult in the group to relate to, which can make settling into the group very much easier. In addition, the key person is in a position to tailor the group's curriculum to the unique needs of each individual child.

The key person maintains links with the child's home setting, working with parents through shared record keeping to ensure that all children are supported in reaching their full potential. Even though your child has been allocated a key person all staff inter-act with the children.

Training

Our membership of the **Pre-School Learning Alliance (PLA)** and relationship with the Early Years Teacher Team ensures that we are constantly in touch with new thinking in the field of early year's education and childcare. We receive a monthly magazine offering practical advice and up-to-date information; we have a range of professionally produced publications and also good links with the local Primary School.

In addition, on-going training is available via Lancashire County Council, the **Pre-School Learning Alliance (PLA)** and regular cluster meetings and conferences with the Early Years Teacher Team.

At any one time at least half of the Pre-School staff are qualified First Aiders.

Curriculum

At **Crawshawbooth Pre-School** our curriculum is planned in accordance with the Early Years Foundations stage (EYFS) 2012, with activities planned around the children's own ideas and interests. The EYFS is made up of 3 Prime and 4 Specific areas of learning and development, these are:

- **Personal, Social and Emotional Development.**
- **Physical Development.**
- **Communication and Language.**

- **Literacy.**
- **Mathematics.**
- **Understanding of the World.**
- **Expressive Arts and Design.**

All areas of Learning and Development are connected to one another and are equally important. All areas of Learning and Development are underpinned by the principles of the EYFS.

- **A Unique Child**
- **Positive Relationships**
- **Enabling Environments**
- **Learning and Development**

Children's Record Book

All of these points will be recorded in your child's own personal book to show how learning progress is being made in all areas. This gives you the information about your child's progress and helps staff identify and plan what the children need to do and learn next. Your child's key worker will show these to you at appropriate times but they are always available on request. They are also yours to keep when your child leaves the Pre-School as a memento of your child's Pre-School life.

Activities

During their time at Pre-School we take our children on a journey through many different cultures and activities. For example, we may celebrate the 'Chinese New Year' or hold an Easter Bonnet Parade – where the quality and originality of home made bonnets constantly surprise us. We also learn about our Pre-school family's festivals and many more.

We make good use of our local library where we are regularly invited for group story times or we take the children in twos to choose books for their Pre-School.

Hopefully this information will give you a small insight into the Pre-School year.

Please note: Parents/Carers are asked to send their child to Pre-School with clothing appropriate for the weather, e.g. sunhat, rain coat, as outdoor play is an important part of the curriculum.

Aims of Crawshawbooth Pre-School

Our aims are:

- To enhance the development and education of children under statutory school age in a parent involving, community based group.
- To provide a safe, secure and stimulating environment.
- To work within a framework which enables quality of opportunity for all children and families.

We offer your child:

- A curriculum, which is based on the seven areas of learning.
- Individual care and attention made possible by the high numbers of adults to children.
- Fun and friendship with other children and adults.
- The support of a personal key worker
- The opportunity for you and your family to be directly involved in the activities of the group, and in your child's progress.

The Role of Parents/Carers

The **PLA and Pre-School** recognises that you, the Parents/Carers, are the first and most important educators in the lives of your children. Our Pre-School aims to support you as parents/carers and hopefully form a partnership with you, working to provide your children with the best possible care and education. Therefore, parents and carers are always welcomed into the group. Tasks or any help you can give include:

- Working in the group with the children.
- Assisting with fund-raising.
- Taking part in the Management of the Pre-School.
- Representing the Pre-School at branch and county activities of the PLA.
- Attending training courses, workshops and conferences organized by the PLA.

Payment of Fees

Please note that the Pre-School Staff do not normally handle money - this is usually done by the Pre-School Treasurer or another Member of the Pre-School Management Committee.

Fees are to be paid on a weekly basis, on the first day of the week that your child attends. Cheques, made payable to **Crawshawbooth Pre-School**, are preferred, although cash will be accepted. **However, please ensure that cash is in a sealed envelope and detailed as below.**

Crawshawbooth Pre-School session fees are currently £3.90* per Hour. (£11.70* per 3 hour or AM Session and £9.75* per 2.5 hour or PM session). (* Prices quoted are correct at time of printing, but are subject to review)

Please ensure that fees are brought into Pre-School in a sealed envelope complete with the following information:

Child's name, the days and dates being paid for and the amount enclosed.

Without this information we will be unable to allocate the fees to the correct child or the dates paid.

On the first week that your child attends Pre-School, we ask that you also pay for the following week. i.e. One week in advance. (This is for the first week only)

Please note that there is an administration fee of **£15** for new starters to cover administration costs. This is payable on your child's first day at Pre-School and is non-refundable. **Please note that a period of 4 weeks notice is required for any session amendment or cancellation, fees remain payable during this period.** We reserve the right to invoice Parents/Carers for any fees or costs associated with additional costs incurred including Bank Charges due to unpaid or returned cheques/payments.

Free Early Years Entitlement Funding

From the term after their third birthday onwards, your child should be entitled to the free Early Years Entitlement Funding (EYEF), from Lancashire County Council (LCC). From September 2010 the free entitlement increased to a maximum of 15 hours per week, subject to session availability.

At the start of each new term a Parental Agreement will be issued, which needs to be completed, signed and returned to Pre-School, by the Parent or Guardian with legal responsibility for the child. The Parental Agreement and termly Head-count Form enable Pre-School to claim the relevant funding from LCC. Without the signed Parental Agreement we will not be able to claim EYEF and payment of fees will be required and the legal responsibility of the child's Parent or Guardian.

Please note that once EYEF has been claimed on the Parental Agreement and Head-Count Form for a specific term it is not transferable for that complete term.

When a child has an EYEF grant-funded place, Parents/Carers may be asked to contribute towards the cost of any sessions that the child attends, over the maximum number of grant-funded sessions. This is usually at the standard rate per hour. This also covers any potential shortfall in the total number of hours that can be claimed per term as defined by the LCC Funding Formula and Parental contract.

EXCLUSION PROCEDURE FOR COMMUNICABLE ILLNESS or INFECTIOUS DISEASES

Minimum periods of exclusion from Pre-School:

Disease/illness	Minimum exclusion period
Antibiotics prescribed	First day at home
Chickenpox	7 days from the onset of rash
Conjunctivitis	Minimum of 48 hours; longer if eyes still weeping
Diarrhoea	48 hours from last episode of diarrhoea
E.coli	48 hours from last episode of diarrhoea
Gastro-enteritis, food poisoning, salmonellosis and dysentery	Minimum of 48 hours or for notifiable diseases, until advised by the relevant public health official
Hand, foot and mouth	Until rash/spots gone
Impetigo	Until lesions are crusted and healed
Infective hepatitis	7 days from onset or jaundice
Measles	7 days from onset of rash
Meningococcal infection	Until recovered
Mumps	Until the swelling has subsided and, in no case, less than 7 days from onset of illness
Pediculosis (lice)	Until appropriate treatment has been given
Pertussis (whooping cough)	21 days from the onset of illness if no antibiotic treatment
Plantar warts	No exclusion. Should be treated and covered
Poliomyelitis	Until declared free from infection by the appropriate public health official
Ringworm of body	Seldom necessary to exclude, provided treatment is being given
Ringworm of scalp	Until cured
Scabies	Child can return after first treatment
Scarlet fever and streptococcal infection of the throat	Until appropriate medical treatment has been given and, in no case, less than 3 days from the start of treatment
Temperature	48 hours, if sent home ill
Threadworm	No exclusion once appropriate treatment has been given
Tuberculosis	Until declared free from infection by the appropriate public health official. Always consult local HPU
Typhoid fever	Until declared free from infection by the appropriate public health official
Vomiting	48 hours from last episode of vomiting

Please notify the Pre-School Staff if your child is unable to attend Pre-School sessions due to illness.

Further information is available from: www.hpa.org.uk or the local Health Protection Unit.

Revision: December 2010

Welcome to Crawshawbooth Pre-School

Thank you for choosing **Crawshawbooth Pre-School**, we are pleased to confirm that a place is now available as follows:

Child's name	
Starting on	
Your child's key person will be	
Fees	£3.90 per Hour
Please come together on that day (please bring along your completed forms)	

Day	AM – 3 Hour Session	PM – 2½ Hour Session
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

We look forward to welcoming your family into our group and hope that you will enjoy sharing in Pre-School life.

Settling in Pre-School

For many children, starting in Pre-School is their first step towards independence and there are important lessons to be learned:

- That it is possible to feel safe and happy while parents are not present for a while
- That other adults can be a source of authority, help and friendship
- That new play and learning experiences can be enjoyed in the group and shared with parents afterwards

Give your child a chance to learn these positive lessons by working with the Pre-School staff to make the settling-in period as easy as possible. Here are 10 tips to help you:

1. Brief visits to the group before you start attending will make the place and people feel familiar
2. Avoid starting at a time when there has been a disruption of routine at home. A new baby, a spell in hospital or even a long holiday can require a settling-down period before the child tackles anything else new.
3. Children are ready to part from their parents at different ages. If your child is going through a very 'clingy' patch, it might be better to delay admission for a while unless a parent or trusted friend can stay in the group with the child.
4. Before starting at Pre-School, talk to your child cheerfully and positively about the good things that will happen there.
5. Be prepared to stay with your child in the group until he or she is ready to be left alone. All children are different and this might take anything from a few minutes to a few weeks or months. It is a good idea in any case to stay for the first session. It gives you an idea of what goes on and enables you to talk about it afterwards with your child.
6. It might be possible to arrive a little later than the others the first day. That way, you arrive to a quiet and settled group in which the children are already busy and the staff are free to introduce the people and activities.
7. When you judge that your child is ready to be left, say goodbye. Do not be tempted to creep away while the child is occupied. This might seem easier at the time but it can cause the child to feel let down and mistrustful.
8. It is easier for a child to accept a parent's departure if there is a clear explanation of what is going to happen. "I am going to the shops and I'll be back after singing time" can help the child envisage where you will be and understand the timescale involved.
9. For children who find parting hard, it might help to have a very brief separation at first – just to post a letter or go into the kitchen to mix some paints. Separation time can then be extended gradually. During this period it is particularly important to be punctual. If a parent is not there at the time he or she promised, the child's newly built confidence can be upset.
10. **Don't Worry.** Children develop very quickly at this age, and a child who seems unable to manage alone for even a second can have a very different attitude in a week or two. Just be calm and practical about it, reassuring the child that he or she will be able to manage soon, and helping him or her to make friends and get used to the activities.

When you arrive

Please make sure that your child's arrival is recorded in the register. If you are remaining in the group for any length of time, your own name should also be noted. If you will not be collecting your child yourself, please let the staff know who is authorised to collect the child. If you will not be at home or at your usual place of work during the session, please let a member of staff know where you can be reached in any emergency.

We do very much hope that you and your child will enjoy being part of our Pre-School. If you have any questions or difficulties, please be sure to let us know.

Registration Form

Please **READ** and **COMPLETE Pages 9, 10, 11 + 12**, **SIGN** as appropriate and return to Pre-School on or before your child's first day. *If you have any difficulty in filling in any part of this form, the Pre-School staff will be happy to help.*

Family Name			
Child's Name			
Sex		Date of Birth	
Name by which the child should be addressed in Pre-School			
Names of person/s with parental responsibility			
Address			
		Post Code	
Telephone No		Mobile No	
Child's first language		Other language(s) spoken at home	
Child's Doctor			
Doctor's Address			
		Doctors Telephone No	
Has your child been immunised against the following:			
Diphtheria?		Whooping Cough?	
Polio?		Measles?	
		Tetanus?	
		HIBS?	
Is your child allergic to anything?			
Has your child had any major illness/operation?			
Has your child been in hospital recently?			
Has your child any on-going health problems?			
Crawshawbooth Pre-School has a special needs policy. Does your child have any special need which you would like to discuss with the staff?			
Has your child previously attended:			
A parent and toddler group?		Another Pre-School?	
When is your child expected to start school?			
Which School (if known)?			
Name(s) of persons authorised to collect your child from Pre-School. (Please notify us of any changes. No child will be released to an unauthorised person)			
Please indicate any special requests/requirements about religious observance, food, clothing, health or other matters which we should observe in our Pre-School.			
Please indicate background information on your child which may help us to understand her or him – e.g. any special fears, any brothers or sisters, pets, any special words for (e.g.) the toilet, any recent family events which have affected the child.			
<i>This information will be kept confidential.</i>			
PLEASE LET US KNOW OF ANY CHANGES TO THIS INFORMATION DURING YOUR CHILDS ATTENDANCE AT PRE-SCHOOL.			

Pre-School Contract (Please sign and return)

Our Pre-School offers supporting services as outlined in our prospectus. However, parents are the first and most important educators of their young children. The work of the group cannot be fully effective unless Pre-School and Parents work together in the child's interests.

Parents are asked to read and sign the statement below as an expression of this shared commitment.

Policies	I/we have read the Pre-School's policies and accept that the group will run in accordance with these.		
Parents participation	I/we will join in the life of the Pre-School for as long as our child attends. I/we would be particularly interest in: (Please tick)		
• Helping during the session		• Working on the committee	
• Making/mending equipment		• Taking part in outings	
• Helping with fundraising		• Other (please specify)	
Shared record-keeping	I/we will contribute to the record of the child's development created jointly by parents and group, working with the staff to identify and meet the child's educational, personal and social needs and to implement decisions taken in the interest of the child.		
Fees	I/we will pay fees on a weekly basis and understand that if no fees have been paid for a 2 week period then the child may forfeit his/her place, unless a prior agreement has been made. I/we also understand that payment of fees is still required if the child misses sessions due to illness, holiday etc.		
Punctuality	I/we will try not to be late in collecting the child at the end of the day/session and will warn both the group and the child on any occasion when this might happen.		
Outings	I am/am not willing (please delete) for my child to go on brief local outings from Pre-School. I understand that specific consent will be sought for major excursions.		
Signed (Parent)			
Signed (Parent)			
Signed (Pre-School Manager)			

Evidence of Birth Date

Pre-School require evidence of your child's date of birth when you register. Please bring your child's Birth Certificate along with your registration forms in order for a member of the Pre-School Staff to complete the form below.

Child's Name	
Date of Birth	
Certificate Issue Number	
Parent Signature	
Checked By	
Date	

Emergency Contact Details

Please read and complete all sections of this form, sign as appropriate and return to Pre-School on or before your child's first day.

Child's Name			
Address			
		Post Code	

Parents Information			
Full Name		Full Name	
Address (if different from above)		Address (if different from above)	
Daytime Tel. No		Daytime Tel. No	
Mobile No		Mobile No	

Should an emergency occur at Pre-school it is sometimes necessary to contact someone about your child. If the nature of your occupation makes daytime contact difficult, please give the details of at least two emergency contacts who maybe reached in such an event.

Full Name		Full Name	
Address		Address	
Daytime Tel. No		Daytime Tel. No	
Relation to Child		Relation to Child	

Full Name		Full Name	
Address		Address	
Daytime Tel. No		Daytime Tel. No	
Relation to Child		Relation to Child	

Consent Form

Please read and complete all sections of this form, sign as appropriate and return to Pre-School on or before your child's first day.

Child's name	
Date	

In the event of accidents:

I consent to my child receiving treatment at an appropriate hospital, if necessary.

Signature of Parent/Carer	
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Video recordings:

I consent to my child being video recorded for educational purposes.

Signature of Parent/Carer	
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Publication of photographs:

I consent to my child's photograph being taken and used for Pre-School display or for publication.

Signature of Parent/Carer	
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Educational outings:

I consent to my child being taken out of Pre-School on educational outings, etc.

Signature of Parent/Carer	
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Administration of Piriton or Antihistamine:

In the event of a wasp/insect sting, I consent to my child being given Piriton where necessary to avoid an adverse reaction to the sting.

Signature of Parent/Carer	
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Sun cream:

I consent to my child having sun cream applied when necessary.

Signature of Parent/Carer	
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Observations:

I consent to my child being observed during Pre-School sessions for assessment purposes as part of the Foundation Stage Curriculum. (Observations and assessments are required by OFSTED and LCC)

Signature of Parent/Carer	
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Exclusion Policy and Procedure:

We as Parents confirm that we have read and will adhere to the Pre-School Exclusion Policy for Communicable Illness / Infectious Diseases (as detailed on Page 7 of the Welcome Pack)

Signature of Parent/Carer	
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Pre-School Holiday List

2014 - 2015

Holiday Dates	Close after the session on	Re-open on the morning of
2014		
EASTER 2014	Friday 4 th April	Tuesday 22nd April
MAY DAY 2014	Pre-School Closed Monday 5th May 2014	
SPRING BANK 2014	Friday 23rd May	Monday 2nd June
SUMMER 2014	Tuesday 22nd July	
AUTUMN TERM 2014		Monday 8th September
HALF TERM 2014	Friday 24 th October	Monday 3rd November
CHRISTMAS 2014	Friday 19th December	
2015		
CHRISTMAS		Monday 5 th January 2015
HALF TERM 2015	Friday 13 th February	Monday 23rd February
EASTER 2015	Friday 27 th March	Monday 13th April
MAY DAY 2015	Pre-School Closed Monday 4 th May 2015	
SPRING BANK 2015	Wednesday 20th May	Monday 1 st June
SUMMER 2015	Wednesday 22 nd July	

Crawshawbooth Pre-School Holidays are generally worked in conjunction with Crawshawbooth Primary School.

Fair Processing Notice

DATA PROTECTION ACT 1998

Early Years Settings, Schools, Local Authorities (LAs), the Secretary of State for Children, Schools and Families and the Department for Children, Schools and Families (DCSF) (the government department which deals with education and children's services), the Qualifications and Curriculum Authority (QCA), Her Majesty's Chief Inspector of Education, Children's Services and Skills (Ofsted), and the National Assessment Agency (NAA) all process information on children and pupils in order to help administer education and children's services and in doing so have to comply with the Data Protection Act 1998. This means, among other things that the data held about children must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **Early Years Setting** holds information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the Setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time Early Years Settings are required to pass on some of this data to LAs, the DCSF and to agencies that are prescribed by law, such as QCA and Ofsted. In particular, at age five an assessment is made of all children (the Foundation Stage Profile) and this **information is passed to the Local Authority and receiving maintained school.**

The **Local Authority** (LA) uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

The **Qualifications and Curriculum Authority** (QCA) uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DCSF are used to compile statistics on trends and patterns in levels of development. The QCA can use the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Her Majesty's Chief Inspector of Education, Children's Services and Skills and **Ofsted** do not routinely process any information about individual children. However, whilst Ofsted holds no records of individual children's progress, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Settings.

The **National Assessment Agency** (NAA) uses information for those, relatively few, Settings undertaking the Foundation Stage Profile. The resulting data is passed on to the NAA which also uses information in working with schools, the QCA, and Awarding Bodies, for ensuring an efficient and effective assessment system covering all age ranges is delivered nationally.

The **Secretary of State for Children, Schools and Families and the Department for Children, Schools and Families (DCSF)** use information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DCSF will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in self-evaluation analyses.

Information about children may be held to provide comprehensive information back to LAs to support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

The DCSF may also disclose individual child and pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

The Children Act 2004 permits the disclosure of information from registered childcare providers for inclusion on Contact Point. The purposes of Contact Point are to:-

- Help practitioners working with children quickly identify a child with whom they have contact;
- determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled;
- enable earlier identification of needs and earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child; and
- encourage better communication and closer working between practitioners.

Contact Point will hold for each child or young person in England (up to their 18th birthday):

- Basic identifying information: name, address, gender, date of birth and an identifying number;
- Name and contact details for a child's parent or carer;
- Contact details for services involved with a child: as a minimum educational setting (e.g. school) and primary medical practitioner (e.g. GP Practice) but also other services where appropriate; and
- the facility to indicate if a practitioner is a lead professional for a child and/or if an assessment under the Common Assessment Framework has been completed.

Contact Point will NOT contain any case information (such as case notes, assessments, attendance, exam results, medical records or subjective observations).

Access will be strictly limited to those who need it to do their job. All authorised users must have undergone relevant mandatory training, have security clearance and have a user name, a password, a PIN and a security token to access Contact Point. To ensure high standards of accuracy, information on Contact Point will be drawn from a number of existing systems, including the termly School Census from which pupils' home address will be collected.

For further information go to <www.everychildmatters.gov.uk/contactpoint>

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the Early Years Setting at:
Crawshawbooth Pre-School The Village Centre Adelaide Street Crawshawbooth BB4 8PW
- the Local Authority at:
Lancashire County Council, Sure Start Early Years and Childcare Service, PO BOX 61, Preston, PR1 8RJ;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;
- the NAA Data Protection Officer at NAA, 29 Bolton Street, London W1J 8BT;
- the DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, LONDON, SW1H 9NA.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.