



**Parent Information Pack
2025-2026**

Harcourt Pre-School – Meet The Team



Judy Burton
Lobster Key Person
Joined Harcourt Nov 2007
Qualified Teacher



Virginie Mengeaud
Lobster Key Person
Joined Harcourt Nov 2007
Qualified Teacher



Raj Lonergan
Dolphin Key Person
Joined Harcourt April 2018
Qualified Teacher (Curriculum Leader)



Lucy Ekaney
Dolphin Key Person
Joined Harcourt Sept 2006
Qualified Early Years Practitioner



Veronique Blanc
Octopus Key Person
Joined Harcourt April 2012
Qualified Teacher



Kath Butler
Pre School Assistant
Joined Harcourt January 2024



Suzanne Croucher
Administrator / SENCo
Joined Harcourt April 2017

Harcourt Pre- School



Dates for 2025-2026

Term	Days Open	No. of weeks
1	Thursday 04/09/25 to Friday 24/10/25	7.5
	<i>One week holiday</i>	
2	Monday 03/11/25 to Wednesday 17/12/25	7
	<i>Three weeks holiday</i>	
3	Monday 05/01/26 to Friday 13/02/26	6
	<i>One week holiday</i>	
4	Monday 23/02/26 to Thursday 2/04/26	6
	<i>Two weeks holiday</i>	
5	Monday 20/04/26 to Friday 22/05/26	5
	<i>One week holiday</i>	
6	Monday 01/06/26 to Wednesday 15/07/26	7



Contact and Banking Information

Postal Address

Harcourt Pre-School
The Wells Room
St Albans Church
Bayswater Avenue
Bristol
BS6 7NU

Email addresses

admin@harcourtpreschool.org.uk (for any admin queries)

staff@harcourtpreschool.org.uk (for any questions or information for the keyworkers)

management@harcourtpreschool.org.uk (for any management queries)

Phone Number

0117 3305367 – please use this number to advise us in the morning if a child is not attending that day. *Please phone rather than email.* We may not check emails first thing as we settle in the children attending.

Bank Details

Sort code: 60-17-24

Account Number: 76146596

Ofsted Registration Number

EY537240

ICO Registration Number

ZA227204

Welcome to Harcourt



Parent Information Pack

Welcome to Harcourt Pre-school.

Within this pack, you will find details about the Pre-School setting together with an introduction to our team.

For more detailed information please see our Policies and Procedures which are available for you to read in the pre-school cloakroom. This includes our Privacy Notice which covers all our obligations regarding data collection, storage and use under the GDPR rules.

In the cloakroom, you will also find various notice boards, including a parents' notice board, the 'daily activities and resources' board and other information boards.

If you have any queries or comments please feel free to talk to a member of staff, or telephone Suzanne on the pre-school number (0117 3305367).

Thank you

The Harcourt Pre-School Team

Contact Details

Website: www.harcourtpreschool.org.uk

Email addresses:

Pre-School email management@harcourtpreschool.org.uk

Suzanne's email admin@harcourtpreschool.org.uk

Pre-School telephone number: 0117 3305367



What happens next?

We hope you and your child have enjoyed the Open Afternoon at Harcourt.

You are welcome to visit again during a session. Please phone the pre-school (0117 3305367) to book a convenient time.

We hope to book the home visit appointments at the Open Afternoons. If this has not been possible you will be contacted by your child's allocated Key Person during August to arrange a visit. The home visits will usually take place during the last week of August and the first week of September.

We ask if you could make every effort to keep your home visit appointment. If you do need to change it for any unforeseen circumstances, we ask you to give us as much notice as possible. Please contact us on 0117 3305367 or via email (admin@harcourtpreschool.org.uk).



Our Day at Pre-School

0.900

Free play



Children arrive and play, choosing from a variety of experiences and resources planned to meet their interests and learning needs. They can choose to play on their own or with others, supported by adults.

Mat-time



Children join an adult on the mat. They sing songs, talk about a topic of interest and we choose the snack time helpers. Children learn to listen and take part in a large group.

Snack and group time



Children get to know their key person and other members of their group at snack and group time. They learn to share food, pour drinks and tidy away. They take part in a variety of activities that suit the interests and needs of their particular group.

Garden time



Time for outdoors, whatever the weather. Children can choose from a variety of activities; to be physically active (e.g. races and ball games), or calm (e.g. chalking and gardening). Children learn to appreciate the weather and how to keep warm or cool.

End of morning story



Children come together, calming down, saying 'good-bye' to some, and getting ready for lunch time.

12.00

Lunch club



Children enjoy a sociable lunch with other children and adults. They are supported in being independent eaters, trying their food and clearing away after themselves. We discuss healthy eating.

12.45

Free play



Time for play again as we say 'hello' to the afternoon children. Children choose from a variety of experiences and resources planned to meet their interests and learning needs. They can choose to play on their own or with others, supported by adults.

Mat-time and Snack-time



Children join an adult on the mat. They sing songs, talk about a topic of interest and we choose the snack time helpers. Children spend time with their key person and other members of their group having a snack.

Garden time



Time for the garden. Children can choose from a variety of activities, being physically active or calm. They learn to enjoy being outside whatever the weather.

15.15

Story and large group time

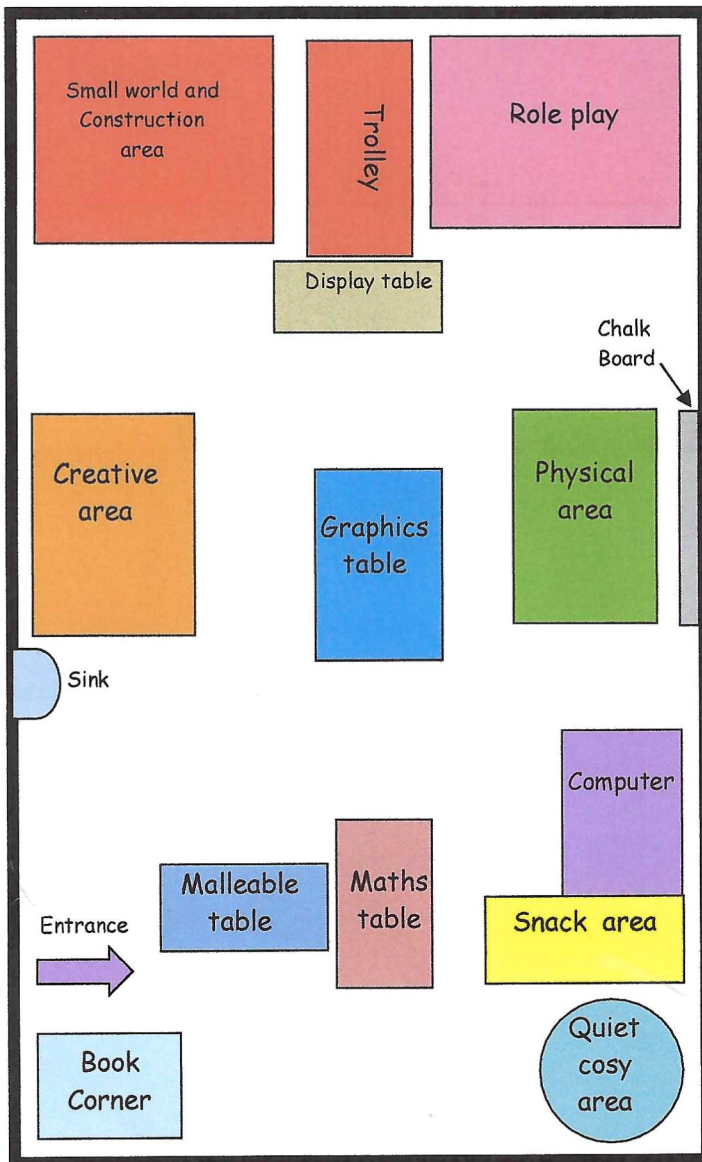


An adult leads the group with music, group games and a story. Children learn to sit and listen and to join in with singing and games. We calm down with a story ready for home time.

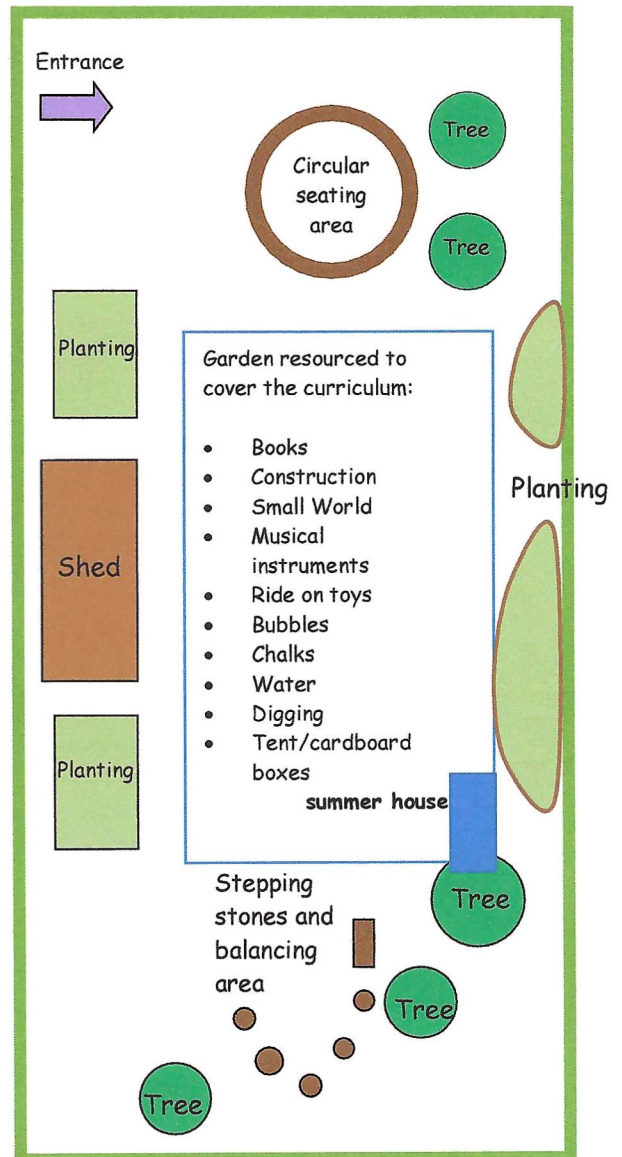


The Layout

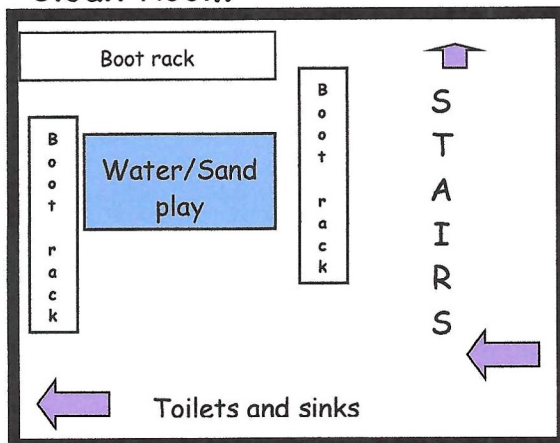
Wells Room



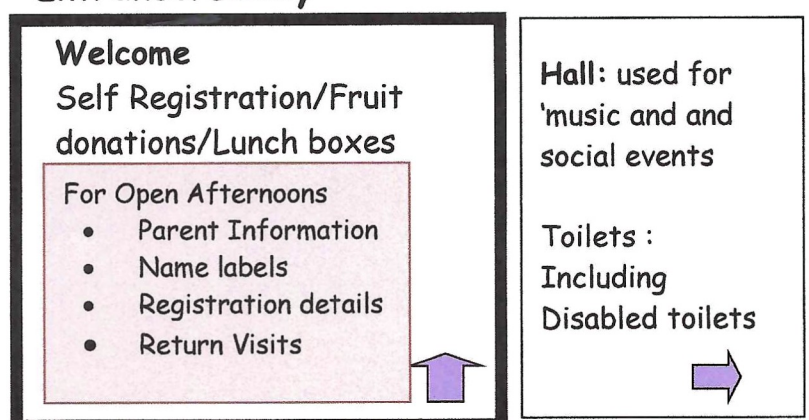
Garden



Cloak Room



Entrance/Lobby

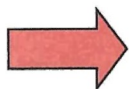




Meeting the Early Years Foundation Stage (EYFS)

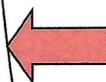
Our long term plan is to deliver the EYFS by:

- Valuing each child as an individual and supporting their growing independence and enjoyment of learning.
- Valuing the contribution of parents and other professionals in supporting children's learning and development.
- Developing a responsive learning environment which supports children's learning and social development.
- Providing a learning environment which supports children's progress towards the Early Learning Goals in all areas of the curriculum.



The Year

The Terms



Daily and Weekly



Our medium term plans:

- We focus on the personal, social and emotional needs of children through the year e.g. 'settling in' in Term 1 and 'moving on' in Term 6.
- We follow the Seasons e.g. Autumn Walk, exploration of ice in Winter and frog and butterfly life cycles in Spring.
- We celebrate festivals through the year, including those our families celebrate e.g. Divali, Eid and Christmas.
- We learn the languages of our families and use Makaton signing to support children's communication and social skills.

Our short term plans are reviewed daily and weekly. We aim:

- To be responsive to the interests and needs of our children
- To balance continuity with interest and excitement.
- To give children a sense of belonging and support their growing relationships
- To encourage children to have fun and enjoy learning.



Our Vision Statement

- Harcourt Pre-School aims to be an inclusive community where all families are welcome and children feel safe and secure.
- Children have fun, learning and playing together with supportive adults who respond to children's individual interests and needs.
- We continually evaluate and improve the service we provide.

Our values and aims:

- To provide a fun and stimulating atmosphere for all pre-school children where learning and development takes place within a caring, nurturing, safe and secure environment.
- To provide well-planned play which incorporates a variety of experiences which catch children's interests and fire their imaginations. Children can think, act out, question, model, build, create and learn.
- To work in partnership with parents; being approachable, valuing parents' input and sharing insights of their child's learning and development.
- To support children as they develop their social skills; sharing, negotiating and understanding their own and others' feelings. We support their new friendships, growing independence, confidence and belief in themselves.
- To value children's uniqueness and individuality, responding to their interests and supporting their specific learning and developmental needs.
- To develop an inclusive community where all members are heard, feel respected and valued for who they are as individuals, regardless of gender, culture, race, religion or ability.

Children's Rights

Everyone on this planet is protected by the Universal Declaration of Human Rights. Wherever we live and whoever we are, these are our rights and no one should take them away from us. Freedom, peace and justice around the world are built on these rights.

- Children have the right to tell us what they are thinking or feeling, whether they whisper, shout it, draw it, mime it or sign it.
 - Every child has the right to develop their own beliefs in a positive way.
 - All children have the right to be loved.
 - All children have the right to a good childhood.
 - All children have the right to play and rest.
 - All children have the right to be happy.
 - All children have the right to experience the freedom of natural spaces; climb trees, wallow in mud, feel the wind in their faces and the rain in their hair.
 - All children have the right to make decisions for themselves, take risks and be challenged.
 - All children have the right to an inspiring education.
 - All children have the right to be cared for when they are sick or hurt.
 - All children have the right to belong to a family and to feel safe.
 - All children have the right to feel safe from harm.
- Nobody has a right to hurt children emotionally or physically.



Early Years & Childcare Service

working in partnership for children and families

Bristol's Early Years Portage and Inclusion Team Service

Every Early Years setting in the city receives regular visits from a member of Bristol City Council's Portage and Inclusion Team.

These visits give opportunities to talk about:

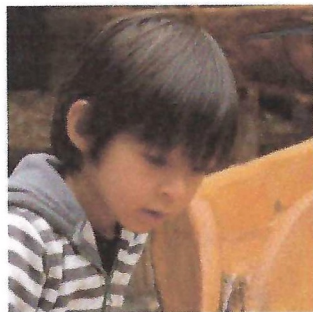
- the inclusive Early Years environment
- staff training needs
- requirements of the Special Educational Needs & Disability Code of Practice and how settings are meeting these
- progress of individual children

We support Early Years practitioners and settings to:

- understand Special Educational Needs processes and procedures
- provide appropriate interventions for childrens' needs
- develop strategies and targets for Individual Education Plans
- monitor and review a child's progress

We record all visits in order that any identified development areas for the setting are captured and can be followed up. Special Educational Needs Co-ordinators (SENCOs) are encouraged to liaise with parents where discussion about individual children takes place.

The information is stored and shared in accordance with the Privacy Notice available on Bristol City Council's website: www.bristol.gov.uk/EarlyYearsInclusionPrivacyNotice



Practicalities



What to bring to Pre-School?

Fruit donation

As part of our healthy eating policy, we ask families to donate at least one piece of fruit a week. A fruit bowl is available in the lobby by the front door for your donation. The fruit is shared out at Snack-Times during the morning and afternoon sessions. You will be notified of any fruit we cannot accept due to allergies.

Spare clothes/nappies

Children will need to bring in a bag of spare clothes in case of 'accidents' or if they become wet or dirty. This bag can be left on their coat peg in the cloakroom during the session. If your child is still in nappies, please remember to bring in spare nappies, wipes and nappy sacks.

Wellington boots and coats

We go out every day, whatever the weather. To ensure that this is an enjoyable experience for your child, please provide them with a warm waterproof coat and hat and gloves for when it gets cold. Wellies can be left permanently at Pre-School in the boot racks in the cloakroom.

Labelling clothes and wellies

We would be grateful if you could put your child's name in their clothing, especially their coat and wellington boots. We have a lost property box in the cloakroom on the shelf by the stairs.

Sun Cream and Sun Hats

We tend to stay outside for longer on sunny days. Please ensure that on warmer days your child is wearing sun cream on arrival and has a suitable hat to wear. We will request permission to reapply sun cream for children staying for the full day.

Birthdays

We celebrate children's birthdays at Pre-School. If you wish to bring in a treat for all the children to celebrate your child's birthday, please check with staff beforehand as some of the children will have allergies to certain foods. Bringing in cakes to share at snack-time is a great way to celebrate your child's birthday.

Toys for 'show and tell' and comfort items

Toys from home are welcome at Pre-School and we have yellow trays to keep them safe during the session. Children will have an opportunity to show them at group times. They can have access to, or keep hold of, their comfort items during the session. Could you please put your child's name on their comfort items.

Unfortunately, due to the shortage of space, we are unable to store buggies, scooters or bikes. If you are unable to take them home, please leave by the recycling bins outside at your own risk.

Departure and arrival of children

Arrivals and departures can be busy times and parents must take responsibility for their child, and any siblings that may be with them, until their child is settled and they leave the building.

Dropping off

The front door is opened at 08.55, 12.00 and 12.45 when you and your child will be welcomed into the setting. Please stay until your child is settled. Members of staff will be on hand to support your child, so let one of them know when you are ready to leave. Some children may feel more comfortable starting the session downstairs where children can play with the water or sand. If your child is very anxious, your child's



key person will help you develop a separation plan.

The front door is locked at 09.10, 12.10 and 12.55. Please use the bell to notify the staff if you arrive when the door is locked.



Collecting

Please endeavour to collect your child/children on time. The front door remains locked during the session and is unlocked and monitored during collection times. Please ring the bell to gain access at other times.

It is essential you telephone the pre-school (0117 3305367) to let us know if you are delayed. If we have not heard from you within 10 minutes of collection time we will endeavour to contact you using the telephone numbers supplied on your Registration Forms. If after thirty minutes we have had no response from any of the telephone numbers we will be obliged by law to contact Social Services who will take responsibility for your child.

We only hand children over to a parent, or to a person authorised by a parent. We must therefore have written confirmation if parents have arranged for someone else to collect their child. Please see your key person and sign the 'release form'. If the collecting adult is not known to pre-school staff, they will be asked to show photo identification. In emergencies (for instance, if the parent is delayed) we will release a child if we have had confirmation by telephone. In this instance passwords may be used and photo identification will be required.



Absence Policy – what to do if your child is ill or is to miss any sessions?

***Please advise Harcourt Pre-School in the morning if your child is to miss a session.
Call 0117 3305367 to speak to a member of staff or leave a message.***

Parents are notified that children may not attend Harcourt Pre-School if they are ill or are infectious.

The guidelines are:

- Vomiting or diarrhoea - return after 48 hours has elapsed since the last bout.
- High temperature – return once the child's temperature returns to normal or when the child's doctor confirms the child is well enough to attend.
- Chicken pox – return once all the spots have crusted over.

Parents are requested to inform staff of any infections the child may have, including threadworm, head lice, chicken pox, measles and slap-cheek.



Existing injury

If your child has had an accident outside pre-school please let a member of staff know and we will make a note of it. We are then able to ensure the injury is not made worse and to make plans to include the child if it is an ongoing condition, for instance, a broken leg.

How Parents can be Involved?

We value parents' and families' contribution to the pre-school community.

Home and Pre-School Links

Children's self-esteem grows if they feel comfortable enough to talk about themselves, their interests and their home life. We therefore aim to build a bridge between home and pre-school by; encouraging children to bring in toys and objects for 'show and tell'; asking children to bring in objects that begin with the 'letter of the week'; and sending home a cuddly toy and a 'Busy Book' for families to write and draw in. We may also have special requests or activities that can be completed at home.

Keeping Informed

We enjoy talking with you about your child and we are on hand for informal chats at drop off and pick up times. We also hold more formal sessions, for instance, parent social evenings in October and July and individual parent meetings during the Spring. An e-newsletter is sent via email each week covering future events and plans for the coming week. We use Tapestry, an online journal, to keep you informed of your child's learning at pre-school and welcome your comments. The Daily Activities board lets you know what your child has been involved in each day.

Helping at Harcourt

We welcome parent helpers. There is a diary for you to sign up to help. You can help for an hour or the whole session, on a regular basis or as a one off. Parents may like to come in and read the children a story (this is particularly popular with Dads). The children always enjoy having parents come in to talk to them; it may be about a festival the family celebrate, a language they speak at home, the arrival of a baby or about their work.

We have a 'Helping at Harcourt' leaflet which will give you further details.



Events and Socials

We hold various events through the year these include; outings, children's performances, fund-raising events and walks to local shops and the library. Details will be noted in the newsletter and notices. We hope you will find these events enjoyable.

The Parent Reps will also arrange for a Harcourt Pre-School WhatsApp group – speak to a member of staff to help arrange being included in the group.



Have your Say

Parent Views

We continually evaluate our practice and look at ways we can improve what we offer the children and families that attend the setting. Your viewpoint is very important in this process and we canvas your opinions through questionnaires, feedback in the Learning Dairies and informal discussions. There is also a Suggestion Box in the cloakroom if you wish to make a suggestion anonymously.

Parent Reps

Each year we invite parents from each of the groups to be representatives to help organise socials and fundraising events. The parents reps will contact you to check that you are willing to be included in a general parent contact list to be circulated amongst the parents only.

Complaints Procedure

It is important that parents/carers and Pre-school staff respect each other's roles and responsibilities. The Setting works in accordance with the requirements of Ofsted, putting the needs of the children in its care as the main priority. However, should there be any concerns or disagreements regarding the care of a child, it is vital that the parent/carer address the problem with the pre-school as soon as it arises.

If the issue cannot be resolved and you would like to make a formal complaint, it is a mandatory requirement for the Setting to investigate the complaint and to take any necessary action and tell you, the parent/carer, of the outcome of our findings. If you would like to make a formal complaint you should follow this procedure: -

- Discuss the problem with the Setting and/or write a letter setting out your complaint
- A written record of the complaint will be made by the Setting in the complaints book
- The setting will investigate the complaint against the requirements of the Early Years Foundation Stage.
- Action will be taken to rectify any deviation from the Early Years Foundation Stage. Also a judgement will be made as to whether the actions remedy our service.
- The parent/carer will be provided with a written account of any findings and action taken within 28 days of the date the complaint was made.
- If no satisfactory outcome can be reached the parent/carer should make a formal written complaint to the Setting and Ofsted.

OFSTED

☎ 0300 123 1231

www.ofsted.gov.uk/parents

For impartial advice contact :

The Pre School Learning Alliance

54 - 56 Park Street

Bristol BS1 5JN

☎ 0117 9077073



Healthy Eating Policy

Healthy eating at Harcourt

We aim to encourage children's understanding of healthy eating through snack times, cooking activities and growing our own fruit and vegetables.

We also aim to encourage sensible eating of 'treat' food which we provide in moderation when we celebrate various festivals, birthdays and events through the year.

We explain the importance of hygiene and children always wash their hands before eating.

Children have access to drinking water both inside and in the garden. During free play, children have access to fruit or vegetables, rice cakes and raisins if they need to refuel.

At snack time, we share pieces of fruit and vegetables, children can choose milk or water and have a rich tea biscuit.

We celebrate different festival through the year and, as food is often central to social gatherings, we introduce children to different foods at these times.

We are aware of children's dietary needs and may have to restrict or adapt activities to ensure everyone is safe and included.



Lunch Club

We encourage parents to pack healthy lunch boxes. Lunch Club is often a child's first experience of independent eating and they may not have expectations of what goes into their lunch box. Please see the Lunch Club leaflet for ideas of what to include. Remember to include a drink (water is, however, always available) and fruit/vegetables. We request you keep crisps and sweets for home.

Please try to send your child with a lunch bag the can carry themselves and open up and close independently. We are, of course, available to provide assistance when needed but promoting independence is a valuable skill for your child. A simple bag with a handle is ideal:





Payment Options for Harcourt Pre-School

We accept the following payment types:

1. The 15 Universal Hours and 15 Working Families Entitlement funding from Bristol City Council
 2. Childcare Vouchers from all the main childcare voucher schemes
 3. The Government Tax-Free Childcare Scheme
 4. Direct payments through our bank account
-
1. a) 15 Universal Hours (all 3 and 4 year old children)
b) 15 hours of Working Families Entitlement (for eligible 3 and 4 year olds - totals 30 hours a week when added to the Universal Hours)
c) 30 hours of Working Families Entitlement (for eligible 2 year olds)

The funding covers 38 weeks across the year and is Term-Time only funding. *If you wish to split your hours between 2 or more settings, please contact Harcourt Pre-School as a priority to ensure we know what you would like to claim with us.* There is a deadline for council claims, and those more complex claims may take a while to work out how the funding should be allocated.

Please note that the parents (NOT the setting) must claim the funding and therefore it is imperative you complete the EYR1 form in plenty of time for the council deadline. If you fail to complete the form in time, Harcourt will be forced to enter a zero-hours claim for your child. Harcourt will give you any assistance you require in completing the form. If you have any queries regarding the Council Funding, please contact Suzanne on 0117 3305367.

2. Childcare Vouchers

Harcourt Pre-School have an account with all the main Childcare Voucher providers. However, if you are with a different scheme we can simply set up a new account. If you have any queries regarding which Voucher Schemes we are currently registered with, please contact Suzanne on 0117 3305367.

3. The Government Tax-Free Childcare Scheme.

We have a childcare provider account with the Government's Tax-Free Childcare Scheme. We strongly recommend you use this scheme which sees the Government pay £2 into the scheme for every £8 from the parent to a maximum of £2000 a year.

4. Self -Funded Hours

Payments can be made directly to us into our NatWest bank account, details as below:

HARCOURT PRE-SCHOOL CO-OP: ACCOUNT NO: 76146596 sort code: 60-17-24