

Welcome to... Preschool

Trinity
Holy
Mathias
Springfield
the
precision
spontaneity
John
creativity
Baptist
individuality
St
collaboration
imagination
James





Contents	page
Welcome to Holy Trinity C of E Primary School How will I settle my child in? When do I meet the preschool team?	3
What does EYFS mean? How do you teach in the preschool at Holy Trinity Primary School?	4
What does a typical day look like in preschool?	5
What do I need to know about attendance? What should I do if my child is not well enough to come to preschool? What happens if my child is feeling unwell in preschool? What should I look out for as my child socialises more? What do I need to know about toilet training?	6
What should my child wear? What do I need to know about lunch?	7
What can I do to prepare my child for preschool?	8 - 9
My child has additional needs, who should I tell? How should I communicate with the preschool? How will I know how my child is getting on?	10
Equal Opportunities	11
Information on Additional Preschool Charges & Useful Links	12 - 14

To inspire a future and a world, learners at Holy Trinity are empowered and prepared through the key values of faith, compassion, endurance and respect. Our learning environments seek to foster these values; that they might be a light to shine before others; inspiring a community of learners and give glory to God. We aspire to be a confident community who can nurture individuals' gifts with respect and compassion. Where learning is delivered in a way that brings opportunity, growth, hope, new technologies and creativity whilst holding to the wisdom that endures.

"You are the light of the world. A city on a hill cannot be hid. No one after lighting a lamp puts it under a basket, but on the lamp stand, and it gives light to all. In the same way, let your light shine before others, so that they may see you good works and give glory your father in heaven."

Matthew 5:14-16*

Holy Trinity C of E Primary School
Beechwood Road
Hackney
London
E8 3DY

0207 254 1010

admin@holytrinity.hackney.sch.uk

Executive Principal
Ms S. Davies

Headteacher
Ms R. Mackenzie

Lead Practitioner for Early Years
Foundation Stage: Ms S. Lawes



Welcome to Holy Trinity C of E Primary School

We are very pleased to welcome your child into Preschool and look forward to working with you both to ensure that your child is happy and settled at Holy Trinity. This booklet is designed to answer any questions you may have about the routines and provision in Preschool. We hope it answers these but please do not hesitate to contact us if you have any questions left unanswered and we will be glad to help!

How will I settle my child in?

A child's initial need upon starting school is to feel emotionally secure. We ask you to cooperate with us in helping to make the break from home to school as gradual and as natural as possible. This is important for a variety of reasons:

- For your child to get to know and trust a new group of adults and children.
- For you to observe how the preschool functions and to be familiar with the things your child will talk about at home.
- For you to be around to tell us about your child and the activities they enjoy doing.

The first few visits will consist of shortened sessions that your child's key worker will talk you through. Then in consultation between yourself and your child's key worker, the length of the visit will increase gradually until you are able to leave them happily in preschool. We fully understand that it can be emotional leaving your child and that they may be upset as you go. Please help us by saying goodbye and leaving swiftly. Please know that if your child is distressed we will call you but children are often ok once you are out of sight and they are distracted. Please ask if you have any questions in regards to this.

WE WILL NOT ALLOW YOUR CHILD TO GO HOME WITH ANYONE OTHER THAN THE KNOWN PARENTS
UNLESS WE HAVE BEEN INFORMED IN ADVANCE.

CHILDREN UNDER THE AGE OF 16 WILL NOT BE PERMITTED TO TAKE A CHILD HOME FROM PRESCHOOL.

If you have any questions, please do contact the school on 02072541010 you can also email us on admin@holytrinity.hackney.sch.uk

When do I meet the preschool team?

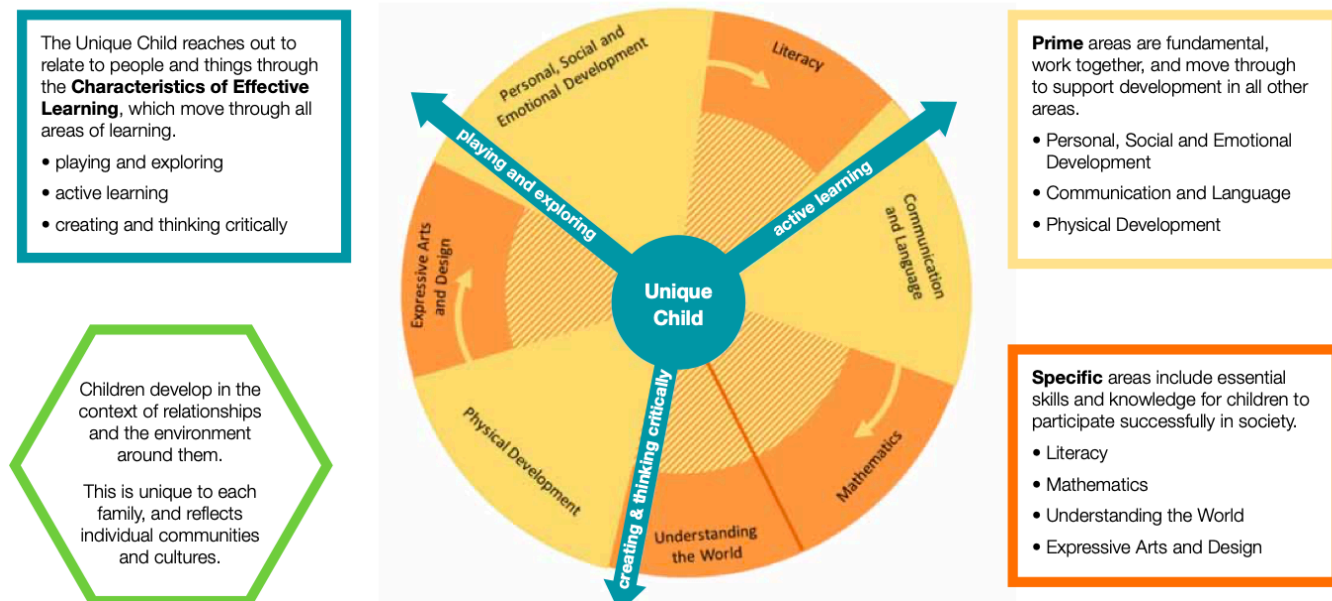
When you come for your first settling in sessions you will get to meet everyone and ask any questions that you may have. No question is too silly, we know how hard it can be to leave your child for the first time.





What does EYFS mean?

EYFS refers to the Early Years Foundation Stage. This stage of education ranges from birth to age 5 (60 months). The diagram below outlines what we teach in the EYFS (Development Matters, 2021).



How do you teach in the Preschool & EYFS at Holy Trinity?

We aim to teach a rich, broad and balanced curriculum at Holy Trinity. This means that we use exciting stimuli alongside high quality texts and resources to help your children become autonomous and passionate learners. Learning is active and engaging, with themes or topics that are brought to life by hands-on, real experiences for the children both inside and outside of the classroom. We support children in making their own choices about learning, build curiosity, awe and wonder, and we will teach a curriculum that matches their stage of development. There is time for self selected learning and play where adults are involved in supporting and enhancing language, social skills, creativity and imagination. In the preschool and EYFS we will always encourage children to be independent and lead a moral life based on our school ethos, and in line with our British values.

Quite simply, we love learning at Holy Trinity and will work with you to ensure that your child becomes a lifelong learner too!





What Does A Typical Day Look Like in Preschool?

Please note that the children can freely access toilets and drinking water all day. As we have part time children in for morning and afternoon sessions, we alternate am and pm carpet sessions to ensure all children experience the whole curriculum.

0 – 2 years

This is a large bright stimulating unit that consists of an inside and outside space separated by bifold doors. There is a separate milk kitchen, outside play space, air-conditioned sleep room and changing area.



The babies are provided with toys and activities such as stacking rings, bricks, fabric books and shape sorters to encourage the early development of hand eye coordination, fine and gross motor skills and to develop curiosity and social skills.

The babies are encouraged to become independent with their eating and drinking when they are ready. Individual routines are followed to fit in with home and staff are always available for a cuddle. Babies have direct access to the outside area from this room and staff promote language skills through verbal games, rhymes, singing and stories as well as their normal daily conversation.

At the end of each day parents are given their child's daily record which has been completed during the day informing them of what their child has eaten and drunk, nappy happenings, activities, any development milestones, sleep times and any additional messages.

2 – 3 years

This is a large, bright room where the children will do messy creative activities such as painting, play dough, sand and water play and other activities such as story time, singing, construction, drawing and role play to name just a few.

A planned routine is provided allowing free play, focussed activities and more structured activities that are appropriate to the age and development of the children. Activities are provided that encourage the children's social and emotional development as well as their language, concentration and physical skills.

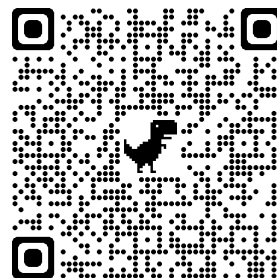
Children's independence and hygiene skills are encouraged here when the children are ready.





What do I need to know about attendance?

If your child cannot attend for any reason, you must let us know, please go to the school website and click the link under the contact tab or scan the QR code here to link to the online form. Being late and missing the day through absence can disrupt your child's routine so should be avoided where possible.

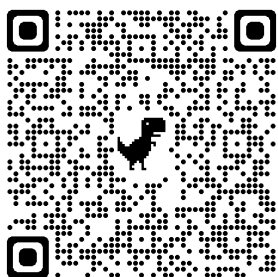


What should I do if my child is not well enough to come in?

Please keep your child at home if they are unwell. After sickness or diarrhoea there must be a clear 48 hours before returning to us. If your child should be taken ill here, or have an accident, we will need to contact a parent or carer. Please ensure we have your telephone number, plus an additional number for a friend or relative who can be contacted in an emergency. It is VERY IMPORTANT that we have up to date contact addresses and telephone numbers. Please advise us if your child is taking any medications. In order to secure your child's well being, please let us know if there are any changes in this information. Staff cannot take responsibility for administering any medicines in school unless there is a medical care plan in place.

What happens if my child is feeling unwell in preschool?

In normal circumstances your child will be checked over by a first aid trained adult for assessment. If your child has a temperature or is too unwell to return to their room then a phone call will be made for you to come and collect your child.



What should I look out for as my child socialises more?

When your child starts in a preschool setting it is likely that they will pick up colds and viruses as they are mixing more with others. There are also other common childhood illnesses that the children may experience. To help support you in deciding how best to support your child please use the link below to take you to the 'Be Care Confident' Booklet available on the school website.

https://holytrinity.hackney.sch.uk/wp-content/uploads/sites/2/2022/06/BeCareConfident_Guide_To_Common_Illnesses.pdf

What do I need to know about toilet training?

Please inform staff if you have started the process of toilet training at home and share information about the techniques that you are using at home. It is very important that both home and preschool follow the same routine as this helps children to feel comfortable and confident in the process of toileting.

A spare set of labelled clothes needs to be left at school every day in case of a toileting accident. This needs to include 2 pairs of trousers, 2 t-shirts, 2 vests, 2 jumpers, 2 pairs of underpants, 2 pairs of socks/tights and a spare set of shoes (plimsolls are suitable). Your child will need a bag with nappies or pull-ups and wipes if yet not toilet trained. If your child is in the process of being toilet trained, speak to their key worker about how many pieces of clothing they need. If your child has a specific medical need please inform school immediately.



What should my child wear?



Please dress your child in practical clothing suitable for working and playing. Although we try to protect clothes with aprons, accidents do happen. Please try to have a relaxed attitude about this because your child will become more involved in learning through play if he/she is not worried about you being upset.

When your child is beginning to dress themselves please dress your child in clothes they can manage by themselves, especially when going to the toilet. Belts, braces and tight jeans' buttons can be a real problem for small fingers, so please provide elastic-topped trousers.

As we are outside every day it is important that during the autumn / winter months that the children have wellingtons / sturdy shoes and coats that keep them warm and dry. Please make sure that they are well labelled.

Please be sure that shoes are safe for climbing. Laces and buckle shoes cause safety issues for young children so when it's time to buy new shoes, please choose ones that are easy to fasten such as ones with velcro fasteners. It is important that you mark your child's clothes to avoid confusion, as children often have similar ones.

What do I need to know about lunch?

Full time children in the preschool will be staying for lunch. You can choose to provide your child with a packed lunch or we provide a meal for your child. Please let the office know whether your child will be eating a packed lunch or school provided lunch. Your child can have a mixture of school meals and packed lunches, but this must be on a term by term basis. For example, school meals in Autumn term, packed lunches in Spring term and school meals in Summer term. If you wish for your child to move from school lunches to a packed lunch please inform the school office.

Packed lunches should follow our healthy eating guidelines, please ensure that your child has a balanced meal for lunch. Access to water and milk is provided throughout the day and at lunchtime for all children, therefore is not needed as part of their packed lunch. If you have any questions please ask a member of the preschool team or office staff. Fruit is provided throughout the day.





What should I do to prepare my child for preschool?

We all want the best for our children and the aim of this section is to encourage you to prepare your child so that they benefit most from preschool. All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school. Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real difference to your child's confidence as a young learner.

- Sing songs and nursery rhymes together
- Read stories together and talk about the story with your child
- Take part in back-and-forth conversations, talk with them as much as possible. Ask questions about what they see around them and talk to them about their interests and wonders.
- Play together

Some Additional Ideas and Suggestions

If you're looking for new ideas for things to do then find out what is on offer at your local children's centre. Many offer 'messy play' activities which you and your child can join in with, and many of the activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages.

It will be a great help to both your own child and the adult if they are beginning to manage to do the following:

- Build your child's confidence and independence in using the toilet, including wiping themselves and washing their hands with soap and water.
- Build your child's confidence and independence in undressing and dressing themselves. Try to give your child clothes with simple fastenings and shoes with Velcro to support their independence.
- Blow their nose.
- Tidy up their own toys – Start working with your child to do this at home and explain that it is expected in school too. This helps to build independence and responsibility at a young age.
- Answer a question clearly – Some children who come to school respond only with head gestures and with little to no speech. As parents you will understand these meanings but other adults may not. Try to encourage your child to give a clear answer to a question by modelling and emphasising responding with "Yes, please" or "No thank you".
- Use a knife, fork and spoon properly.
- Encourage mark making, drawing and writing as much as possible. This may include activities that strengthen their hands and fingers. Such as:
 - random scribble patterns and making squiggles and letter-like shapes
 - using letters to represent a word
 - any drawing, tracing or dot to dot activities which will help your child learn to grip and use a pencil comfortably.
 - sensory play at home; sorting lentils and rice, pastas, seeds.
- For more information visit www.hungrylittleminds.campaign.gov.uk



Preparation for Reading

We seek your support in helping your child develop a love and interest in books by reading the books borrowed from school with them at home and return them in good condition. If they learn to love and respect books now, they will develop into confident readers as they grow older.



All research shows that children who are read to at home have less difficulty in learning to read.

To help your child, you could:

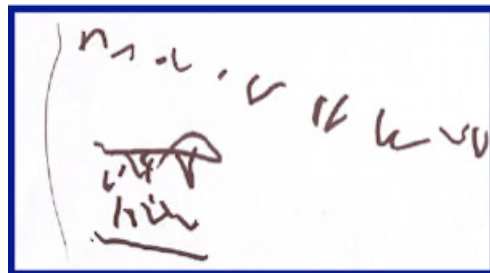
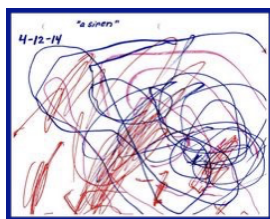
- talk about the book cover and title before starting
- discuss what your child can see and help them make connections to the world around them
- ask your child to retell the story in his/her own words
- talk about the pictures before and during reading
- from time to time ask your child what they think might happen next



Preparation for Writing

Young children's first writing is scribbling. They scribble up and down and around with pencils, markers, chalk, paint brushes, and even their fingers. Most adults tend to disregard this early stage of writing, saying: "Oh, it's only scribbling." But scribbling is to writing what babbling is to speaking: an early stage of children's development that should be encouraged. As they continue to scribble, children begin to notice what they are doing. As their hands and fingers become stronger and they are better able to control their scribbling implement, their scribbles begin to evolve into shapes: circles, ovals, squares, and crosses, among others, one on top of the other.

Here are some examples of early stage of writing:



Young children develop as writers as they come to understand that writing is a powerful tool for communication. Ask your child what he/she has written and encourage mark making whenever possible.

Many parents like to show their child how to write their name before starting school. Always write the name beginning with a capital letter but please use lower case letters for the rest.

Always encourage your child's early attempts at writing. These may include:

- Random scribble patterns and making squiggles and letter-like shapes.
- Using letters and symbols to represent a word.
- Any drawing, tracing or dot-to-dot activities, which will help your child, learn to grip and use a pencil comfortably.
- Sensory play at home; sorting lentils and rice, pastas, seeds.
- Sensory writing activities; write in flour, sand, couscous.



Preparation for Maths

Children can develop, practice and learn a range of numeracy skills from an early age. You can help them to establish some of the basic skills at home. To help your child you could:

- sing counting songs, e.g. 1,2,3,4,5, once I caught a fish alive....
- counting objects to 10, e.g. fingers
- observing numbers in the environment, e.g. door numbers, car registration plates, prices in shops
- helping to sort socks into pairs, counting plates and cutlery or tidy toys into sets



My child has additional needs, who shall I tell?

Additional needs can be medical, dietary, educational or a combination of them. Please make sure that this has been recorded on your registration forms. If your child takes regular medication please inform us when you register your child. The medication you are handing over for the school to hold should be clearly labelled with your child's name and should be with a copy of their medical care plan if they already have one. If you are concerned that your child has any educational needs, please contact the school SENDCo, Mr Gorner-Patel, on 0207 254 1010 or via email, senco@holytrinity.hackney.sch.uk

How should I communicate with the preschool?

We encourage you to make contact with your child's key person. Whether it is communicating details about your child and how they are feeling, voicing concerns, seeking advice on how to best support your child at home or a great idea you would like to share; we welcome all input. If you require more than a few minutes in the morning then please make an appointment.

The parent notice board contains information about what the children will be focusing on each term. If you have any further questions please feel free to ask.

How will I know how my child is getting on?

You will know how your child is getting on in their year group through feedback from adults. This may be in the form of an informal chat, a phone call, a note home, stickers or a meeting. You will also receive updates via Tapestry, our online communication portal that shares images and/or videos of your child to your child's individual page. There are also regular updates on what is going on at Holy Trinity through the newsletter. The link for which is here: <https://holytrinity.hackney.sch.uk/news-and-events/newsletters/>

Covid dependant we will run 'Come Learn with Us' sessions where you are invited into the room to spend time with your child, this is a lovely opportunity for your child to show you how they are getting on and for you to meet the adults and other parents.



Equal Opportunities

We are committed to achieving quality in education. We wish to enable every child to develop a good self image and, through education and experience, to reach their full potential. We encourage a positive acceptance and respect for all differences.

We also believe it important that both boys and girls feel free to involve themselves in all activities available. They should not feel inhibited from taking part in those activities which traditionally may have not been considered appropriate for their gender, e.g. we encourage girls to play with footballs, do woodwork and build with the variety of construction materials available. Current research reveals a strong link between early experience with construction toys and achievement later on in mathematics and science. Similarly, we include the boys equally in cooking activities, and encourage them to dress up in the Home Corner and play with dolls. This provides an excellent opportunity for them to develop and practice their caring and nurturing instincts.

If you have any queries or concerns, please make contact with us to arrange an appointment to talk to you.



We have 3 simple rules here at Holy Trinity.

We are Ready

We are Respectful

We are Safe



Charges from September 2025

From September 2025, the Government will be extending their working families child care initiative to increase eligible hours from 15 to 30 hours per week for working families with children of 6 months+. As a result, there will be a new charging model across our Early Years provisions, including preschool and 2 Year Olds.

Parents are required to apply for a free childcare code and provide this to the school along with their Full Name, National Insurance Number and Date of Birth to ensure that the school is able to verify your claims on our funding portal. Where parents are eligible for free childcare but fail to provide the relevant information to the school, full charges (shown below as without government funding) will apply for the period which covers the relevant term as funding claims are only valid on a term by term basis. It is the parents responsibility to check their eligibility and to provide their details to the school.

To find out more information about free childcare or to apply for your code, please visit <https://www.gov.uk/apply-free-childcare-if-youre-working>

The new preschool costs from September 2025 are shown in the table below:

Babies room 6 months -2yrs		With GOV Funding (30 hrs)	Without GOV funding 48 weeks
2 days per week	8.00 to 6.00pm, Monday to Friday. We are open all year round with the exception of Bank Holidays and five compulsory weeks of closure which fall as follows: <ul style="list-style-type: none"> 2 weeks over the Christmas Break 1 week during the Easter Break 1 week during the Summer Break 	£50.00 per week	£180.00 per week
3 days per week		£75.00 per week	£270.00 per week
4 days per week		£165.00 per week	£360.00 per week
5 days per week		£255.00 per week	£450.00 per week

2 Year Olds Based on 30 hour funding & fully private provision		With GOV Funding (30 hrs)	Without GOV funding 48 weeks
2 days	8.00-6.00 2 days per week	£30.00	£170.00
3 days	8.00-6.00 3 days per week	£45.00	£255.00
4 days	8.00-6.00 4 days per week	£120.00	£340.00
5 days	8.00-6.00 5 days per week	£205.00	£425.00



Pre-school room: 2 Year Olds Based on 15 hour funding & private top up provision		Breakfast Club (AM session)/ Lunch (PM session) Top Up 8:00-11:45	Full School Day Top Up 8:45-3.30	Extended Day Top Up 8.00-6.00
<i>First 15 hours</i>	Monday to Friday AM/PM only session Term Time Only	£25.00 per week	£160.00 per week	£300.00 per week

The AM session would be 8:45 - 11:45 AM

The PM session would be 12:30 - 3:30 PM

Basis for Charges

Babies sundries charge = £25.00 per day (up to 3 days) - included in the full day rate charged at £90.00

2YO sundries charge = £15.00 per day (up to 3 days) - included in the full day rate charged at £85.00

Funded Hours

Charged for 38 term time weeks.

Anyone attending beyond term-time only is then charged the full (without funding) rates for their additional weeks (up to 10 weeks per year).

Invoices will continue to be issued on a monthly basis and must be paid by the date stated each month.

Help with the costs of Childcare:

www.childcarechoices.gov.uk

www.hmrc.gov.uk/childbenefit

www.hmrc.gov.uk/taxcredits

"Tax Credits – extra money for you family" booklet

Booklets are available from the Family Information Service at Hackney Learning Trust. 020 8820 7590 or email fis@learningtrust.co.uk



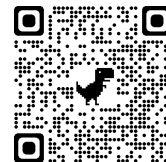
Holy Trinity C of E Primary School

<https://holytrinity.hackney.sch.uk/>



Local Education Authority

The Local Education Authority makes education provision for all the children in its area. Our Local Education Authority is:



Hackney Education Authority

Hackney Education

T.L.C. Building

Reading Lane

E8

Telephone: 0208 820 7000

OfSTED Parent Portal

<https://parentview.ofsted.gov.uk/>

