



# Partnership with Parents Pack

## 2022/23

Rodborough Tabernacle

Tabernacle Walk

Rodborough

Stroud

Glos

GL5 3UJ

01453 756141

[www.rodboroughplaygroup.co.uk](http://www.rodboroughplaygroup.co.uk)

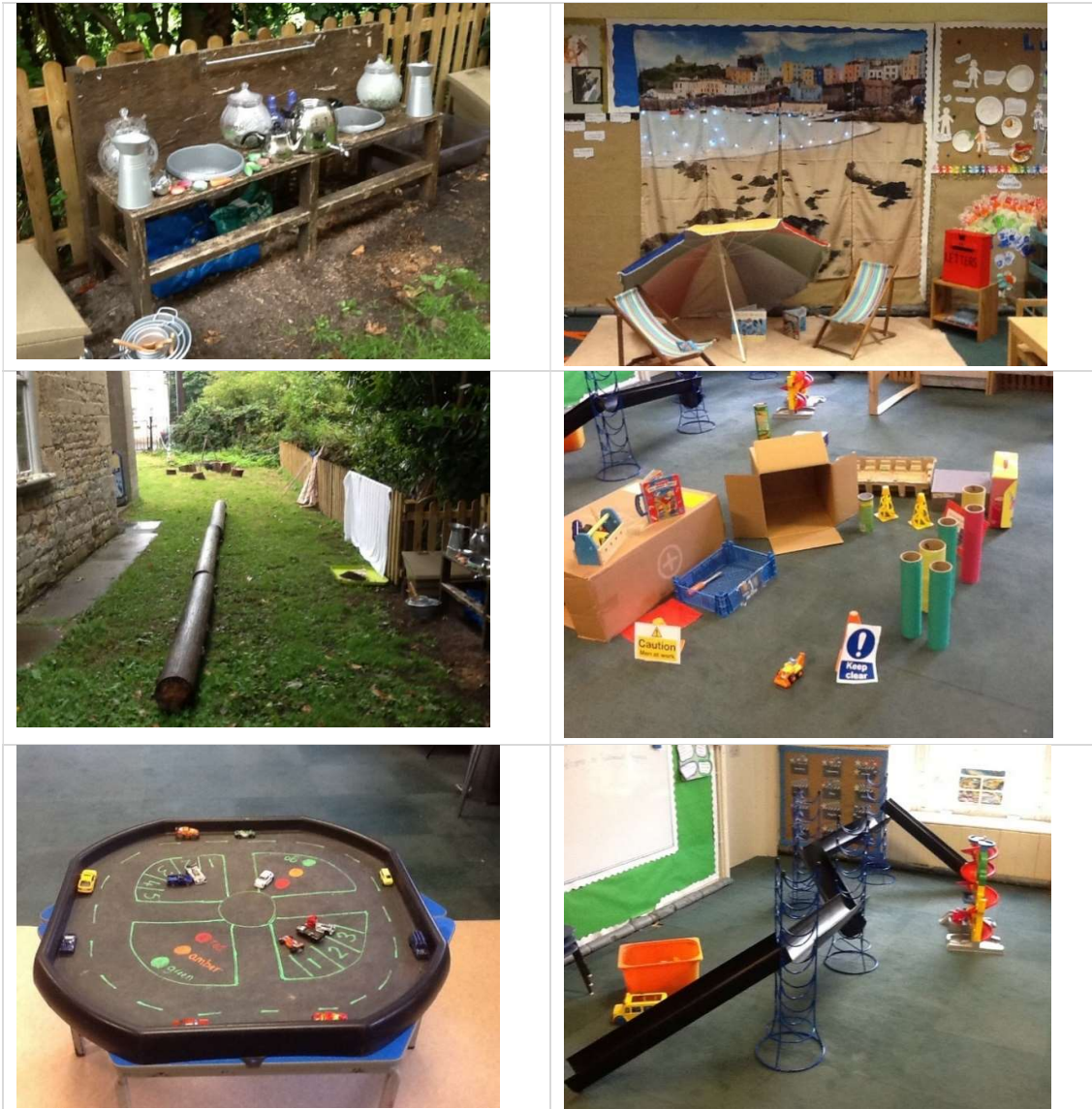
[playleader@rodboroughplaygroup.co.uk](mailto:playleader@rodboroughplaygroup.co.uk)

[chair@rodboroughplaygroup.co.uk](mailto:chair@rodboroughplaygroup.co.uk)

# Contents

About Rodborough Playgroup.....	4
The Statutory Framework for the Early Years Foundation Stage (EYFS).....	5
Three prime areas of learning:.....	6
Specific areas of learning:.....	6
Our Staff.....	7
Parent Involvement.....	9
Committee Membership.....	9
Duty Parents.....	10
Financial Donation.....	10
Resources donations.....	10
Fundraising.....	10
Contributing to sessions.....	11
Skills to share.....	11
Fees.....	11
Funding.....	12
Useful Information.....	13
A typical session.....	13
Extra sessions.....	14
Settling your child.....	14
Dropping off and collecting your child.....	14
One-way system.....	14
Late pick-up.....	14
Illness and absence.....	15
Holidays.....	15
Feedback.....	15
Trips and outings.....	15
Nappies.....	15
Policies.....	16
Fire instructions.....	16
Additional Needs.....	16
Making a complaint.....	16
Any questions?.....	17
Further Information and Forms.....	17
Partnership with Parents Agreement.....	20
Parental Consents Form 2021-22.....	22
Rodborough Playgroup Parent Induction.....	28

Welcome to Rodborough Playgroup. We hope you and your child have a wonderful time with us learning many new things and making new friends. This is a guide to what you can expect when you start at playgroup and how we aim to work with you to give your child the best start.



We believe that children benefit most from early years education and care when parents and settings work together in partnership. This partnership is paramount to ensuring your child is happy and secure and their needs are being met. Our aim is to support parents as their children's first and most important educators by involving them in their education at Rodborough Playgroup.

## About Rodborough Playgroup

Our friendly, neighbourhood playgroup, has been run by parents for parents, for more than forty years. We are a community-based, parent-led charity. Located on the edge of Rodborough Common, where we are in easy reach of both Gastrell's and Rodborough Primary Schools. Our proximity to the Common means children have the opportunity to explore the world outdoors as part of their learning. Our outdoor sessions will enrich the children's experiences further.

Our committee of volunteer parents employs a small team of professional staff to work with the children using the Early Years Foundation Stage Curriculum (EYFS). We provide a safe and stimulating environment where children learn through a variety of play-based activities. Our large playroom is equipped with a wide range of play and art equipment and we have the use of an additional large room, where children can do additional physical activities such as dancing and playing with ride-on toys. We have a fully equipped kitchen and use of two fully enclosed outside spaces where children can play in our sand pit or mud kitchen, learn about digging and planting, or just enjoy some time outdoors in the fresh air and sunshine.

Approximately 30 to 50 families make-up playgroup at any one time. Our children, parents and staff develop strong friendships through playgroup year after year. Parents get fully involved in fundraising, helping in sessions ("duties") once or twice a term (once COVID-19 restrictions allow), and doing the varied tasks, which keep playgroup running.

Children are at present, accepted at Rodborough Playgroup from the age of 2 years 6 months. Occasionally the Playleader may advise that a child should wait a few months before joining us as not all children are ready for playgroup at this age.

We are registered with and inspected by Ofsted and received a rating of 'Good' following our last inspection in February 2018. We are also registered with PATA who provide us with training and guidance in educational matters.

- Children need to be booked into a minimum of 2 sessions per week
- There is no maximum amount of sessions
- Extra ad-hoc sessions are available on request
- We are closed during school holidays

Our opening hours are: -

- Mon 8.45-15.00
- Tues 8.45-15.00
- Wed 8.45-15.00
- Thurs 8.45-15.00
- Fri 8.45-15.00

## **The Statutory Framework for the Early Years Foundation Stage (EYFS)**

We are committed to giving each child, age and stage appropriate activities and play opportunities to support their individual learning and development.

Each child's interests are taken into consideration when planning activities and each child's interests followed to develop their natural curiosity and support them in trying new activities and experiences.

We work closely with parents, sharing information including next steps and their child's interests at home. We ask parents for ideas for their child's next steps, which are then added to their child's online learning journal.

There are two summative judgements for each child, one which is a statutory requirement to be undertaken at playgroup: The Early Years Foundation Stage Progress Check at age two. This will be carried out with parents.

The second statutory assessment for the EYFS is completed at the end of the reception year at school: The Early Years Foundation Stage Profile.

During your child's time at playgroup, we will be monitoring their development through various forms of observation. Each child will have an online learning journal (we use a system called Tapestry) which will include observations and photographs to monitor each child and make sure they are making good progress. Parents are encouraged to feedback and comment on this and also upload and share any observations or photographs from play and learning at home.

The themes and principles of the Early Years are:

- Unique child
- Positive relationships
- Enabling environments
- Learning and development

There are seven areas of learning. These fit into prime and specific areas of learning. There is now a bigger emphasis on building foundations for learning, supporting, and developing life skills and preparing for school and the future.

For children to develop in specific areas they must have firmly established learning within the prime areas of learning.

**Three prime areas of learning:**

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

**Specific areas of learning:**

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The information above has been taken from pages 8 and 9 of the Statutory Framework for the Early Years Foundation Stage. Please ask at playgroup if you would like to look through a hard copy.

Rodborough Playgroup uses the seven areas of learning to observe and plan activities, remembering that each child is unique and all learning and developmental stages will be individual to each child attending the setting.

Throughout your child's time at playgroup, we also compile ongoing summative assessments from the child's own unique tapestry-learning journal to share with parents at regular intervals.

We also complete a "**transition document**" at the end of your child's time with us whether this be going to primary school or to a new setting. This is not statutory but is necessary for us to be able to accept the Gloucestershire Local Authority 15-hour funding for your child. This helps to give their new teachers an idea of the child's interests and achievements. Parents will be fully involved with the writing of these.

## Our Staff

### **Jane Burrow, Playleader Manager**

Jane is our Playleader Manager and started at Rodborough Playgroup in 2010. She is Level 6 qualified and acts as the settings Special Educational Needs Co-ordinator (SENCo) and Designated Safeguarding Lead.

Additionally, Jane is a qualified Forest School Leader and is helping us move towards in the moment planning.



### **Vikki Wood, Deputy Playleader**

Vikki started at Rodborough Playgroup in 2023. She has 13 years of early years experience and is Level 3 qualified. She is also trained in first aid and child protection.



### **Kate Knight, Assistant Playworker**

Kate has been with us since 2013 and is studying for her Level 3 Childcare Diploma alongside working at Playgroup.

Prior to joining the team Kate, worked for seven years at Cotswold Chine School with children with behavioural needs and as a childminder for five years.





**Jo Duggan, Assistant Playworker**

Jo was a bank worker at Playgroup for a number of years after her children attended. She is now an Assistant Playworker and has recently completed her Level 3 Diploma in Early Years Education alongside working at Playgroup.



**Julie Coates, Assistant Playworker**

Julie joined the team in May 2023 and has worked in childcare for much of the last 30 years. During this time she has fulfilled a number of different roles and training qualifications. She has a level 4 qualification in childcare.



**Tammy Kerr, Administrator**

Tammy joined Playgroup in 2016 as a part-time Administrator. She manages admissions, payroll, invoicing and other crucial jobs in Playgroups busy office. Tammy also works part time at another local early years provider so has useful experience she can take to both settings.





## Parent Involvement

Rodborough Playgroup is a committee-run community playgroup, operating as a charity. We have an agreed constitution. Whilst we employ qualified staff to look after our children and to deliver their education Playgroup unlike a private nursery as it is run by volunteer parents. We all choose to volunteer for a variety of reasons. For some it offers the chance to give something back to the community, for others it provides an opportunity to develop new skills or build on existing experience and knowledge. It can also be used as a great stepping stone to getting back to work after having children.

Whatever your reason for getting involved, playgroup wouldn't exist without your help. There are several ways, in which parents are able to get involved in keeping playgroup running and if you have expertise to offer that isn't listed here please get in touch!:

### Committee Membership

Much of the business management of playgroup is done by parents on the committee, and each committee member is a trustee of the charity. There are three 'officer' roles, namely Chair, Treasurer and Secretary. We also aim to have a Vice-chair. The Chair is our Playleader's line manager, whilst the Playleader line manages the staff team.

Joining the committee can be a rewarding and worthwhile experience, and you will have the opportunity to learn new skills, whilst making new friends and contributing to the development of playgroup. Some parents use it as a stepping-stone for returning to work after time at home with their children. Committee meetings are held 6 times a year and are open to everyone. Parents are welcome to attend committee meetings without joining as a committee member. We occasionally have time for a social drink at the pub afterwards.

Our committee for 2022/23 is:

- Sarah B **Chair**
- Kirsty Taylor **Treasurer**
- Helen Evans **Secretary**
- Jay Swindell **Safeguarding Champion**
- Hayley Turner
- Ben Carter
- Rhiannon Milsom
- Verity Pearce
- Sarah Burley

## **Duty Parents**

We encourage parents to volunteer to be put on a rota to help during playgroup sessions - typically one or two per term. This person helps the staff by doing a range of jobs that would otherwise take the staff away from the children. So typically, you will prepare the fruit for snack time and wash up/fill the dishwasher afterwards and make the kitchen tidy. We also must ensure we leave everything clean and tidy at the end of each session, so you may help with that.

The rota will be published in advance and we welcome parents to put their names down. Once booked in, it is your responsibility to find someone else to do your duty if you are unable to. Duties can be a great opportunity for parents to observe how their child is getting on and getting to know the staff. You will not be required to do a duty during the first term whilst your child settles.

## **Financial Donation**

We recognise that not everyone is able to do duties, because they are working or are looking after younger siblings. With this in mind, parents will be able to opt out of being a 'duty parent' and we would ask instead that you consider making a voluntary financial donation (e.g. £1 per session your child attends). Therefore, if your child attends for 4 sessions a week you may consider making a financial donation of £4 a week. (A morning or an afternoon counts as one session).

At playgroup, we try to keep our hourly rates as low as possible so that playgroup is accessible for everyone, but we do rely on parents contributing either their time (through parent duties) or their money (through financial donations) in order for us to continue to thrive.

## **Resources donations**

Some parents have preferred to provide an actual physical donation of items which we need and will use with the children instead of a financial contribution. We really welcome this as it is so helpful in keeping our stocks up. It also saves a lot of time in staff having to go and get the resources themselves. Often parents/carers are buying these types of resources for their own children at home and products are either on offer, or "buy one get one free". Or parents have points stored up on loyalty cards with which to buy an extra one or two items. These odd items really add up and are of huge benefit to playgroup and means we can spend our fundraising money on bigger items elsewhere such as a new rug or a trip out. The staff compile a list and put this on the notice board for parents/carers to see and tick off once items are donated such as: paint, glitter, stickers, clay, paper, card, books, or house-keeping items such as washing up liquid, dishwasher tablets etc.

## **Fundraising**

The fundraising team are vital to the success of playgroup. The income we receive from grants and fees do not cover our running costs, and each year we need to raise approximately £3000 to maintain and improve the children's experience. We

fundraise through a variety of different events and in the past, we have held quiz nights, sponsored bike rides, comedy nights, Halloween and Christmas parties, family fun days and run various stalls at the Rodborough fete. Not only do these events raise much-needed funds they are also a great way of getting to know the other families at playgroup. We also apply for grants, claim gift aid on donations wherever possible and encourage parents to shop through easy fundraising.

### **Contributing to sessions**

It may be that you have an interesting job that you would like to share with the children, have ideas for crafts or gardening activities, play a sport or play an instrument. Whatever your interest or talents, playgroup welcomes input from parents, either as part of your parent duty or as a separate activity. Please speak to Jane, our Playleader, or Carole, our Deputy if you have ideas to share.

### **Skills to share**

Do you have a particular skill that you would be willing to share with playgroup? e.g. Early Years' experience, gardening, decorating, DIY etc.... Please speak to Jane or Carole if you would like to help in this way.

Please complete the form at the back of this pack to let us know what involvement you would like with your playgroup.

### **Fees**

Children are accepted at Rodborough Playgroup from the age of 2 years 6 months.

We accept the Government's Nursery Education funding which means that from the start of the term after your child turns 3, you can receive 15 hours of sessions free of charge. (Funding is for the total number of hours your child uses, so if he/she attends more than one setting, this would need to be considered). Playgroup arranges this funding directly with **Gloucestershire County Council** and parents will be asked to sign a form in terms 1, 3 and 5 to claim the funding.

We charge £4.80/hr for children aged 3 or 4 and £5.30/hr for 2 year old's.

We will give parents a minimum of one month's notice if we intend to raise our fees.

Parents can also claim an additional 15 hours of funding if they meet certain criteria. More information can be found at:

<https://www.childcarechoices.gov.uk/>

Invoices will be sent out at the beginning of each term for any fees that are not covered by funding. Payment can be made via BACS, cheque, or childcare vouchers. Payments can be made by installments.

## **Funding**

Most of our income comes from the funding we receive from the Government's Nursery Education scheme and the fees we charge (as above).

## Useful Information

### A typical session

Each session at playgroup is different but each follows a familiar pattern and routine. This helps children feel secure as well as stimulated. Details of daily activities and the week's notices are posted on the notice board on the landing, outside the kitchen.

#### Morning:

The morning drop off is between **8.45a.m. and 9.15. a.m.** A member of staff will ask you (or your nominated adult) to sign your child in. You will then take them upstairs, hang their coat and bag up in the cloakroom area and take them to the main playroom upstairs, depositing your child's lunch box (if staying for lunch) in the box by the parent notice board on the way. The door will remain closed and locked once all children are in, so please ensure you arrive on time.

Sessions begin in a relaxed manner, allowing every child to arrive, settle and play with whatever they choose. Weather permitting, we also use the outdoor play area. Tidy up time is around 10.15 a.m. After the toys are tidied, the children sit on the carpet for a story session and chat about the day's activities. After tidy up time at around 10.30 a.m. and a visit to the toilet, we wash our hands and have snack time. We ask all parents to bring a piece of fruit or vegetable (apples, bananas, carrots etc.) which is put in a bowl on arrival. The staff or parent on duty prepares this, and milk or water is offered as a drink, plus a carbohydrate snack such as crackers, bread sticks or popcorn. Once snack time is over there is time for physical activity e.g. play with musical instruments, balls, ride-on toys or climb into tents and tunnels. At the end of the session all the children gather together for circle time e.g. story or song time or today's news. Parents are then allowed in to collect the children.

A few times every term we have visitors from outside playgroup such as Croc 'n' Roll and Kick-a-bout football. Once a year we aim to have a visit to Slimbridge and special show from Magic Marie. There is no extra charge for these activities.

#### Lunch:

Children staying for lunch are asked to bring their own lunch in a named lunch box. We ask that they contain **no nuts or nut butter, no fizzy drinks and no sweets.** We ask that parents chop all foods that may be choking hazards; grapes, blueberries, cherry tomatoes, sausages appropriately. We provide fresh drinking water. We encourage children to eat everything in their lunch box and will send any uneaten food and wrappers home in their lunch box.

## **Extra sessions**

If you would like to book your child into a one-off extra session, please speak to the Playleader. Extra sessions can be booked either in advance or on the day and are subject to availability. All extra sessions will be invoiced for monthly, as the '15 hours' grant does not cover one-off sessions.

## **Settling your child**

In our experience, a recommended settling-in period for a child who is new to playgroup is a week or two (depending on how often s/he attends each week). We suggest that your child attend at least two sessions per week to enable them to settle more easily into the playgroup's routine.

Staff are keen to work in partnership with you on this issue so please speak to them if you need advice. You are welcome to stay with your child for the first few sessions if you wish.

## **Dropping off and collecting your child**

At the end of the session (either at 13:00 and no later than 15:00 if staying for an afternoon session) the door will be opened ten minutes before and you'll be asked to sign your child out. You can then collect their coat/bag and go upstairs to collect your child. If someone other than a parent/carer is collecting your child, please let staff know when you drop them off, and tell your child so they know who to expect. We will only allow children to leave with nominated collectors (the ones you named on your application form) so please let us know if you need to add anyone to this list.

## **One-way system**

We try to operate a voluntary one-way system in Tabernacle Walk as it is a single-track road. If arriving by car please come down Tabernacle Walk (from the Rodborough Hill end) to playgroup, then when leaving please go around the back of playgroup where you can either go up the hill to re-join Rodborough Hill, or down the hill to Kingscourt Lane.

## **Late pick-up**

Please ensure your child is collected on time, as it is very important that children and staff are not kept waiting at the end of a session. We operate a scheme of late charges which will come into effect from 5 minutes after the session end time. We will charge a rate of £5 for every 5 minutes (or part thereof) of delay in collection thereafter.

## **Illness and absence**

If your child is not going to come to playgroup on a given day, please let us know by phone by 9:30am. If your child is ill, please do not bring them to playgroup, and keep them away for 48 hours after any fever/sickness/diarrhoea etc. has passed. If staff consider that your child is unwell, they will call you and ask you to collect them. This is for the well-being of all the children and staff at playgroup. If there are symptoms of COVID-19 in the household please follow the government guidance. Our Coronavirus Policy is on our website.

## **Holidays**

Please let a member of staff know if your child will be absent because of a holiday.

## **Feedback**

We welcome all feedback from parents and carers, either good or bad. If you have any concerns, please feel free to discuss them with a member of staff or a committee member. Please do not think that any concern is too trivial. If you prefer, you can raise any issue by dropping a note into the parent's box - this is only opened by our Administrator or a member of the committee. We undertake feedback surveys throughout the year to gather feedback from all parents.

## **Trips and outings**

We organise walks on the common and trips out and occasionally will ask parents to help with this so that we have more adults accompanying children.

There is usually a trip during the summer term which is open to all children. Parents must accompany their child and siblings are often able to come too.

## **Nappies**

If your child is in nappies please supply Playgroup with new ones, wipes and nappy sacks in a named bag and staff will change your child's nappy when required.

Unfortunately, we will have to return the soiled nappies to you, as we do not have a nappy disposal system. If you would like the soiled nappies to go home in a separate bag to your child's clothing bag, then please supply the bag and let the staff know to do this.

If your child needs a nappy change and you have forgotten to leave their bag, we will telephone you and ask you to bring in a new nappy. We are unable to use any nappies other than the ones supplied by you for your child due to possible allergies.



## **Policies**

All our policies can be found on our website:

<https://www.rodboroughplaygroup.co.uk/key-policies> and we have a hard copy in the playroom that you can see by asking any staff member.

## **Fire instructions**

It is important that every parent is aware of the fire exits in the case of an emergency or fire drill.

Upstairs room: Side door onto the church balcony and then downstairs to the church's front entrance. Or down the main staircase depending on which exit route is determined safest.

Downstairs room: Fire exits are at each corner of the room.

Upstairs children's Cloak room: Fire exit through the back door into the court yard, through the vicar's garden to the wooden bench meeting point.

Please make yourself aware of the exits and ask if in doubt. A horn is sounded to alert children and adults. This will be blown long and hard in the event of a fire or drill. In either case, please help to supervise the children to leave the building by the nearest clear exit and assemble outside the little chapel/scout hut railings. All fire exits must be kept clear at all times.

We have regular fire drill practices so that the children know what to do and how to behave in the unlikely event of a fire.

## **Additional Needs**

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any additional needs a child may have. The setting works to the requirements of the Children and Families Act (2014), which reforms legislation relating to children and young people with special educational needs and disabilities (SEND) and the Special Educational Needs and Disability code of practice: 0 to 25 years (January 2015).

## **Making a complaint**

In the unlikely event that you need to make a complaint, please contact our playleader or a committee member in the first instance - we hope to be able to resolve any complaint as quickly as possible and within 28 days. If we are not able to resolve a complaint to your satisfaction then you are able to raise a complaint with Ofsted, by whom we are inspected and overseen. Details of our complaints

procedure are contained within our Policies and Procedures file which is kept in the main room at playgroup and on the policies page of our website.

### **Any questions?**

If you have any questions please speak to a member of staff either face to face, over the phone on 01453 756141 or email [administrator@rodboroughplaygroup.co.uk](mailto:administrator@rodboroughplaygroup.co.uk)

### **Further Information and Forms**

The following pages provide information on various subjects that relate to how we operate playgroup and activities/procedures that need you to decide whether or not you consent to your child being involved in them. Please read all the declarations carefully and amend as appropriate. There are three other forms to also fill in.

Please read, sign where appropriate and date and return all the pages from page 19 onwards to: [administrator@rodboroughplaygroup.co.uk](mailto:administrator@rodboroughplaygroup.co.uk)



Easyfundraising.co.uk is so easy to use and we can all maximise the potential for Rodborough Playgroup with every purchase we make online, including your weekly food shop, travel, insurance, utilities and much more.....

### **HOW DOES IT WORK?**

Most retailers are now contributors to Easyfundraising.co.uk and any purchases made on these retailer sites will give you a % contribution of your payment back to 'Rodborough Playgroup' as a charitable donation.

### **GETTING STARTED...**

- Go onto [www.easyfundraising.co.uk](http://www.easyfundraising.co.uk) and search for our cause 'Rodborough Playgroup'. Then create an account using either your Facebook or an email account.
- Enter your details and create a password.
- If you have an iPad, iPhone or an Android device (not including Amazon Kindle), then you can download the Easyfundraising app for free.

### **START SHOPPING...**

- Once you have the app downloaded then you can go onto the Easyfundraising app and search for the retailer, utility supplier etc. that you are looking for and when you make your purchase a contribution will be made back to 'Rodborough Playgroup' on your behalf. It's as simple as that...
- If you are using a PC or Amazon Kindle then just access the website in the normal way and log on to make your purchases.

### **REMINDER APP...**

To make it even easier then set up the 'donation reminder' and this will remove all the hard work of remembering to visit [easyfundraising.co.uk](http://easyfundraising.co.uk) before you shop online. Instead, it will ask you if you wish to contribute once you make a purchase on a site that is linked.

### **INVOLVE YOUR FRIENDS AND FAMILIES...**

Once you have got yourself set up and running, please pass this information onto your family members and friends and ask them to set up an account as well to maximise contributions. It is so simple, the more people who use it the more money is raised for 'Rodborough Playgroup'.

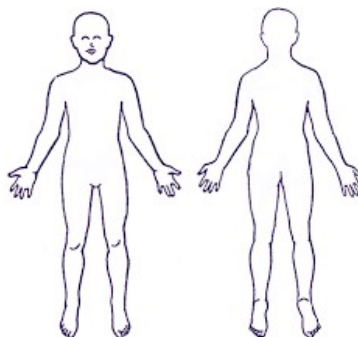
This form should be used by parents if your child has had an injury at home and is still showing or painful, so that we can be made aware of it and take care of it. Please fill it in and bring to the next session as appropriate.



## RECORD OF INJURY – HOME TO PLAYGROUP

Child's Name	
Date of Birth	
Injury reported by	
Date and time of injury	
Please give a brief description of the nature of injury and explanation of the cause	
Details of first aid given	
Was the child taken to hospital	
Staff signature	
Date	
Parent/Carer signature	
Date	

### Body Diagram



## Partnership with Parents Agreement

At Rodborough Playgroup we believe that children benefit most from early years education and care when parents and settings work together in partnership. This partnership is paramount to ensuring your child is happy and secure and their needs are being met. Two-way sharing of information is key to this. Throughout our day to day work we continuously monitor and evaluate the effectiveness of our partnership and understand its importance.

This agreement details the key elements of this partnership. Playgroup will:

- Encourage parents to see they have a role as prime educators.
- Respect parent views and listen sympathetically to their opinions.
- Generate confidence and encourage parents/carers to trust their own instincts and judgement regarding their own child.
- Provide a service that is open and accessible to parents to add their own suggestions, idea and comments.
- Offer advice that helps parents understand how children learn, through formal and informal discussions and meetings.
- Include parents in the long term, medium term and short term planning.
- Welcome parental expertise and knowledge and invite them into the playgroup to share them with the children.
- Offer parents peace of mind and reassurance by providing reliable, factual feedback regarding their child's day at playgroup.
- Offer a warm, welcoming and secure atmosphere for all parents, where they feel supported and valued.
- Offer flexibility for parents with different lifestyles and commitments in order for them to feel as included as every parent. This may include re-arranging meeting times to suit the parents needs.
- Keep notice boards updated regularly.
- Allocate a member of staff as your child's key person, offering you a point of contact.
- Hold annual events that provide opportunities for staff and parents to meet up socially and encourage positive relationships.
- Seek ongoing feedback with parents to improve our knowledge of the needs of their children and to support their families.
- Inform parents of the settling in procedures through written communication prior to their child starting.
- Parents/carers are also provided with Wow Vouchers providing the opportunity to share their child's achievements and contribute further to their child's development records. Full guidance is given on completing the Wow Vouchers and parents/carers are encouraged to take part.
- Ensure all parents are aware of where the policies and procedures are kept
- Be available to talk to you should you have any queries regarding any part of our practice, the wellbeing of the children, or if you require additional advice or support in your role as a parent.

Signed on behalf of the Playgroup Team .....Jane Burrow, Playleader

Parents/Carers will:

- Assist with the smooth running of Playgroup by attending their allocated Parent Rota duties (COVID-19 permitting).
- Ensure children arrive at a session ready to play in appropriate clothing, and that Playgroup are informed of any instances that may affect their child's general wellbeing that day.

- Familiarise themselves with the content of our Policies and Procedures and follow them as necessary; In particular: Fire Drill Procedure, Behaviour Management, Confidentiality and Complaints/Compliments Procedure.
- Support Playgroup by attending fundraising events or by joining the management committee.
- Notify Playgroup in writing of any changes to their child's registration and contact details as soon as possible
- Provide four weeks' notice if removing their child from Playgroup

Signed.....

Parent Name:

Children will:

- Strive to be creative, independent learners as they move through their pre-school journey.
- Follow our rules for playing and learning together safely and happily!

Signed.....

Child's name:

# Parental Consents Form 2022-23

For: please insert child's name: \_\_\_\_\_

Please delete or cross through as appropriate: -

1. **Walks & outings in local area** - I do/do not give permission for my child to be taken to the local library, park, and playgrounds, and for regular walks along the lane and on to Rodborough Common and similar outings during the session.
2. **Emergency Medical Treatment** - I do/do not consent to any emergency medical advice or treatment that is sought, and to call an ambulance or to allow staff to take my child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that every effort has been made to inform the parent/s. I therefore authorise staff to sign on my behalf, any written form of consent required by the hospital authorities should medical treatment be deemed necessary, provided that a delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health and safety.
3. **Photographs of your child whilst at Playgroup** - I do/do not give permission for photographs to be taken of my child for in house displays or for publicity (such as our website). The name of the project may be given but not the name of any young people in the photograph. We use photographs on Tapestry our online journal for your child's observations and your child's photo will be on other children's online journal also.
4. **Accessing the internet (acceptable use)** - I do/do not consent, as part of your child's learning development of ICT skills, we will provide supervised access to the internet and will be age appropriate. At no time will your child be left unattended whilst using the internet. All child iPads have parental controls and is password protected.
5. **Sleeping/napping at Playgroup** - I would like/would not like my child to sleep whilst attending playgroup. The maximum time to sleep is \_\_\_\_\_
6. **Tapestry online journal observations** - I do/do not consent for my child to have observations assessments in the Tapestry online learning journal. Playgroup staff routinely observe children in order to assess their level of development, this then allows staff to plan to the appropriate level. I understand that I may request to see any information held on my child at any time. As a parent/carer I will keep the login details within my trusted family and will not publish any observations or photographs. As a parent/carer I will not publish any of my child's Tapestry observations, photographs, or videos on any social media site.
7. **Sun Cream Application at Playgroup** - I do/do not give permission, for playgroup staff to reapply sun lotion. We asked that parents apply sunscreen before your child's session. We ask you to provide your child with a bottle of sunscreen, that we can label with your child's name and keep at playgroup, as it is our priority is to keep your child safe in the sun.
8. **Playgroup Policies** - I have read and understand all the Policies, including the fire evacuation policy. Copies of all Rodborough Playgroup's policies can be found on the website at [www.rodboroughplaygroup.co.uk](http://www.rodboroughplaygroup.co.uk). A paper copy of the policies is available in the main playroom.



9. **Changes in child's health** - I understand that it is my responsibility as the parent/carer to ensure Rodborough Playgroup is updated with any changes in the health of my child or any contact details provided.
10. **Notice period to remove child(ren) from Rodborough Playgroup** - I understand that I am required to give 4 weeks' notice if I decide to withdraw my child from Rodborough Playgroup during the course of the academic year.
11. **Parent Involvement** - It is assumed that all parents will be part of the duty rota unless they choose to opt out. Please indicate below if there are any days that you cannot be on the duty rota (for example days you work):  
 If you would like to opt out of the duty rota, please tick one/both of the boxes below:  
 I would like to opt out of the duty rota  
 I would like to make a voluntary financial donation instead of being on the duty rota  
 I would also like/am able to help out in the following ways (please tick all that apply):  
 Committee membership either now or in the future  
 Fundraising  
 Contributing to sessions
12. **Contact via web and email:** In our efforts to reduce paper, ink, and postage costs, we will use our website and email wherever possible to keep in touch with parents. We also use your email address for Tapestry our online journal. Both Mother and Father are able to access your child's online journal. It is essential therefore that you provide an email address for both via which you can be contacted. By signing this form, you agree to receive emails from us.  
 E-mail Address: -  
 Mother \_\_\_\_\_ Father \_\_\_\_\_
13. **Recording of personal data:** We will store personal data about you, your child and any other persons named on this form. We will store this information on paper and electronically on computer in accordance with the UK Data Protection Act 2018. By signing this form, you agree for us to hold data in these ways.

Parent signature: \_\_\_\_\_ Print name \_\_\_\_\_



## Gloucestershire Children's Partnership Consent to Share Information

(COMPLETE WHERE APPLICABLE)

(PLEASE PRINT)

Child/Young Person's name(s):		DOB: / / DOB: / / DOB: / / DOB: / / DOB: / /
Parent/Guardian/Carer's name:		
Parent/Guardian/Carer's name:		

I have been informed about the need to share information about me/my child so those working with me/my family can work together.

I have been given the opportunity to discuss what sharing and not sharing information will mean to me and my family.

I have received a leaflet about sharing information.

I understand that my information will be held securely in accordance with the Data Protection Act.

I agree that my/my child's/children's personal information may be shared with those involved with me/my child(ren)

I do not agree that my/my child's/children's personal information may be shared with those involved with me/my child(ren)

I agree that my/my child's/children's personal information may be shared with those involved with me/my child(ren) **with the exception of:**

---

---

Signature of Parent/Carer:		Date: / /
Signature of Parent/Carer:		Date: / /

Single Sharing Information Consent form v1

January 2017



## Gloucestershire Children's Partnership Consent to Share Information

Signature of Young Person:		DOB: / /
		DOB: / /
		DOB: / /
		DOB: / /
		DOB: / /
	(MUST BE AGED 12 OR OVER AND ABLE TO UNDERSTAND THE PROCESS OF CONSENT)	

I have fully explained to the Young Person/Parent/Carer about information sharing and the involvement of other (external) services.

Signature of Worker:		Date: / /
Agency/Service:		

Single Sharing Information Consent form v2 September 2022

# MY PROFILE



Name: \_\_\_\_\_

Age: \_\_\_\_\_

## WHAT IS IMPORTANT TO ME...

People:

Places:

Things:

## MY ASPIRATIONS AND GOALS...

Things I like/things I don't like:

Things I'm learning to do:

## WHAT PEOPLE LIKE/ADMIRE ABOUT ME...

## WHAT HELPS ME/DOESN'T HELP ME...

What to do when I: (cry, get hungry, won't settle, don't want to do something etc.)

## Charity Gift Aid Declaration – multiple donation

As a charity we rely on donations to help us cover our running costs and each year we need to raise a minimum of £3,000 maintain and improve the children's experiences at Playgroup. We have included a gift aid declaration on the last page of this pack which, if you are eligible to sign will mean that we can claim an additional 25p for every £1 that you donate to Rodborough Playgroup. Please complete and return the gift aid form if you are able to [administrator@rodboroughplaygroup.co.uk](mailto:administrator@rodboroughplaygroup.co.uk)

### Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**In order to Gift Aid your donation you must tick the box below:**

I want to Gift Aid my donation of £..... and any donations I make in the future or have made in the past 4 years to:

**Name of Charity: Rodborough Playgroup**

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

### My Details

Title
First name or initial (s)
Surname
Full home address
Postcode
Date
Signature

## Rodborough Playgroup Parent Induction

Child's Name:

Date of birth:

Does your child have any dietary requirements, preferences or food allergies?

Has your child been left with other people to look after them before?

Do they enjoy mixing with/talking to adults? And other children?

Can they make their needs known to you?

Is your child potty trained yet? Will they need reminding/asking to go to the toilet? (It doesn't matter if they are still using nappies or pull ups- we will change them).

Does your child need help with buttons and fastenings? Do they need help with removing outdoor clothing?

What helps to settle your child when they are upset?

Approximately what age did your child start to say first words and take first steps?

Are you aware of the Early Years Foundation Stage (EYFS)? The **EYFS** sets standards for the learning, development and care of your child from birth to 5 years. All schools and Ofsted-registered *early years* providers must follow the *EYFS*, including childminders, preschools, nurseries and school reception classes.

Would you like more information about the EYFS?

What are your expectations for your child's time at playgroup? Do you have any hopes or worries you would like to share?

Is there anything else you want to tell us about your child?

Signed by:

# Child's Allergy and Intolerance Information and Medical Treatment Form

Parents Name:

Date:

Child's Name:

Allergy or intolerance	Warning signs or effects	Date reported to staff members	Parents/carer's signature

I give permission for Playgroup to administer the following medicines or treatments to my child when there is a medical need. This is on the advice of a doctor and the script or label must be seen and signed off by a member of staff.

Name of medicine or treatment	Reason for use	Dose to be given and frequency	Parent/carer's signature and staff signature

I give permission for any emergency medical advice or treatment as considered necessary by medical authorities present.

Parent/Carer's signature .....

Date .....