THE *sir*
DONALD BAILEY ACADEMY

Pre-School

2-3 Years Old

Information Booklet

2025 -2026

Contact Details

Principal: Mrs Knapp

EYFS leader: Mr Starr

Attendance: Mrs Hawley

Admissions: Mrs Stevens

Name of School: The Sir Donald Bailey Academy

Address: The Sir Donald Bailey Academy, Bailey Road, Newark, Nottinghamshire, NG24 4EP

Email: office@sirdonaldbailey.co.uk

Telephone: 01636 680142

Website: https://sirdonaldbailey.co.uk

X: @sirdonaldbailey

Welcome to Pre-School

Our Pre-School classroom is where children can learn through purposeful play in a relaxed, caring environment.

The Pre-School Team

Mrs Hopper
Assistant Principal & Early Years Foundation Stage Leader

Mrs Dawn Sellers

Preschool Manager/Lead

Mrs Tansley

Pre-School Childcare Practitioner

Mrs Taggart

Pre-School Childcare Practitioner

Miss Smith
Pre-School Childcare Practitioner

We hope that this following leaflet can provide some answers to questions you may have.

If you do have any additional questions, please feel free to contact the school office.

Email: office@sirdonaldbailey.co.uk

Our Session Times

Monday-Friday Term Time Only

If your child is due to attend the morning session the times run as follows:
Drop off 8.30am Pick up 11.15-11.30 am

If your child is due to attend the afternoon session the times run as follows:
Drop off 12.20pm Pick up 3.05-3.20pm

If your child is due to attend the full day, the times run as follows:
Drop off 8.30am Pick up 3.05-3.20pm

If your child is staying for lunch we invite you to either bring a pack up from home or to order a school lunch on SchoolGrid. If you are entitled to free school meals please speak to the school office for help with applying for this.

Please note:
If you are entitled to 15-hour funded childcare, you can use the funding over the working week. Additionally, we offer paid sessions. Our Pre-School welcomes children over school term time.

Frequently Asked Questions

How long should I stay with my child at the beginning of the session?

We recommend trying to leave your child as early as possible as prolonged 'goodbyes' can be distressing for the children. All staff will be at hand to comfort and distract your child when you leave and will always contact you if your child does not settle after a short period of time.

What do I do if...

...my child is late for the session?

If on the rare occasion that you may be late, please ensure that you register your child at the office before walking to Pre-School.

...my child was sick/had diarrhoea in the night?

Sickness and diarrhoea are extremely infectious. The 48 hour rule applies. The advice of the Health Protection Agency is that your child should be kept away from school for 48 hours after the last bout of vomiting or diarrhoea. Remind your child about the importance of hand washing and show them how to do it properly.

...my child is not well enough to come to school?

Please ring the school office if your child is unwell. All children in school have an attendance target of 97%. Please see the attendance leaflet for more information.

...I've been unavoidably delayed and may be late picking my child up from school?

Don't panic! If you have not arrived by the end of the session, your child will be supervised until you arrive. If you are running late please try to inform the school office so that we can reassure your child. Please note we do have a late-fee policy in place. You will be charged if this is a regular occurrence to cover the cost of staffing.

...I have a particular concern about my child?

All the Pre-School staff are approachable and want the best for your child. Try to see your child's key worker at the end of the session, after the children have been dismissed. The beginning of the day is very busy as learning begins straight away. Alternatively, an appointment can be made with at an agreeable time, if you would like a more in depth chat.

...I need to take my child out of school?

Please speak to our school attendance officer, Mrs Hawley, who will advise you. Please be aware that we discourage any holidays taken during school time.

Communication and Language

It is really important that children learn to talk and listen so they can communicate with people around them, learn, make friends and have fun. Parents are the best people to help their children learn – they know them best, they care about them most and want to give them the best start in life.

Helping your child learn to talk can be as easy as you talking, listening and playing with them whenever you can. Lots of children struggle to develop their communication skills – if you know what to expect, you can make sure your child is on the right track.

At 3 years your child will be starting to…

* Use about 500 to 700 words
* Enjoy make-believe play, e.g. dressing-up
* Follow longer instructions with three key words e.g., 'find the cup and put it in Kim's bag'
* Use sentences of around 4 or more words
* Use little grammar words like 'I, me, a, the,' and putting 'ed' endings on doing words e.g. 'We walked' but will use immature grammar sometimes e.g. 'shutted'
* Talk about things that happened in the past and what might happen in the future
* Ask lots of 'what', 'where' and 'why' questions

Helpful hints from a child's perspective…

* I love make-believe games and really enjoy it when you play these with me.
* Say the words to me how you would say them. I can copy when I am ready but don't get me to say them back to you now. If I say 'I buyed the book', say back to me 'yes you bought the book'.
* Because my language is developing so much, I might start to stumble on some words. This is ok, just give me lots of time to talk and try not to draw attention to the stumbles.
* I feel really good when you look at me when I am talking. It lets me know that what I am saying is important.
* Read my favourite book to me over and over again.
* Encourage me to join in and say some of the words to 'pretend read'.

Our Timetable

Having a set routine in known to support children's emotional development.

Registration:
At the start of the session the children are invited to register themselves using their picture cards. During this time we are encouraged to say or sign 'hello' to our friends.

Provision Time:
In the free-flow time, children are invited to access the continuous provision, which has been set up to continue to support children's next steps through their interests and the weekly theme.

Snack Time:
Within our timetable we offer fruit and milk to the children. Water is available at all times. Additionally, if you would like to bring in your child's water bottle from home you are more than welcome to. We just ask for you to not bring in juice or flavoured water, thank you.

Early Years Foundation Stage:
We have activities that are freely accessible to the children. The resources and tasks have been set up with the child's interest and development stages in mind.

Reading:
It is very important that children look at books at home and we ask you to share a story with your child every night. When sharing a story together, encourage your child to create their own storyline by looking carefully at the pictures and sequence of events. Research has found that children who share stories and nursery rhymes with adults find it easier to learn to read in later years.

Foundation Stage Curriculum

In early years there are three prime areas:

1. Communication and Language
2. Physical Development
3. Personal, Social and Emotional Development

These prime areas are most essential for your child's healthy development and future learning. As children progress, the prime areas will help them to develop skills in the four specific areas of:

1. Literacy
2. Mathematics
3. Understanding the World
4. Expressive Arts and Design

We have a very practical, hands on approach to learning. Please see our school website for curriculum themes and learning we will be focusing on in Foundation 1 over the academic year.

Clothing

School uniform is not compulsory in Preschool, however we ask that children come in clothes that are suited for them to be able to comfortably play and explore.

ALL CLOTHING SHOULD BE CLEARY LABELLED WITH YOUR CHILD'S NAME.

We have a strict no jewelry policy. Small stud earrings and a watch are the only items permitted.

Your child will have their own peg where their coat and a bag of spare clothes may be kept throughout the session. The children will be encouraged to find their coat for outdoor play.

* No nail varnish, make-up or jewelry.
* Long hair should be tied back.
* Shoes need to be sensible to protect children's growing feet and prevent back problems.

Clothing for All Weathers

In Preschool we spend time learning outdoors. Your child should have suitable clothing for the changing weather.

* A hooded coat, scarf, mittens and hat on cold days!
* A sun hat and long lasting sun cream on hot days!