



Meadow Drive, Horringer, Suffolk, IP29 5SB  
Tel: 01284 735181  
E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)  
Charity: 1164658



Embrace - Nurture - Achieve - Thrive

## Parent Welcome Pack



**Embrace - Nurture - Achieve - Thrive**



## INTRODUCTION

Hello! Now that your child has been with us for a little while and is hopefully settling into the Horringer Preschool routine, we wanted to provide you with a bit more information about us and our committee. Much of this information is also available on our website [www.horringerpreschool.co.uk](http://www.horringerpreschool.co.uk) and Social Media pages, but we know it is sometimes easier to have it all in one place.

## WHO ARE WE?

Our Pre-School is a **registered not-for-profit charity**, run by qualified staff, current and former parent volunteers (our Committee) for the benefit of our children. Our Committee has two main roles:

- making sure the Pre-School is run effectively, complying with all relevant legislation (from health and safety, to staff management, and submitting accounts to the Charity Commission); and
- fundraising to ensure that our facilities are the best they can be.

## PUTTING FACES TO NAMES

As your child travels on their preschool journey with us, you are likely to hear lots of people's names. We know that Covid has put restrictions on a lot of the face-to-face contact you would have experienced previously, so thought it might be helpful to introduce you to some of the people who will be involved in supporting your child and/or our preschool.

More information about each person listed below is available on our website or Facebook page.

## OUR PRESCHOOL TEAM

This is our team who will be involved in supporting and caring for your child whilst at preschool on a day-to-day basis.



**Stephanie Page (Stephie)**  
Lead Practitioner



**Mel Hyde-Carr**  
Deputy Lead Practitioner and  
Safeguarding Officer



**Michelle Cook**  
Senior Early Years Practitioner  
and SEN Co-Ordinator



**Gina Donnelly**  
Early Years Practitioner



**Katie Farrance**  
Early Years Practitioner

## OUR COMMITTEE

Our Committee is dedicated to ensuring the pre-school is run effectively and is responsible for arranging fundraising events to secure the facilities for your child and future families. The group consists of parents of current preschool children, parents of former preschool children and staff members.

The Management Committee and the Fundraising Committee both meet twice a term, and meeting dates and agendas are posted outside the Pre-School and emailed to all parents.



**Ruth Walker**  
Nominated Person and  
Trustee (Administrator and  
Business Support)



**Carolynne Roberts**  
Parent Trustee (Chairperson)



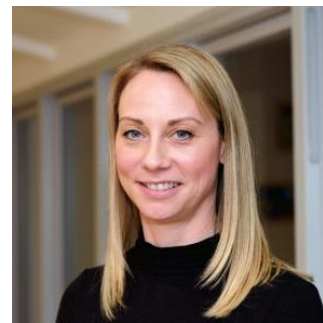
**Annabel Howell**  
Parent Trustee (Secretary  
and Fundraising)



**Laura Davies**  
Trustee (Treasurer)



**Stephie Page**  
Trustee (Setting Manager  
and Designated  
Safeguarding Lead)



**Mel Hyde-Carr**  
Trustee (Setting Deputy  
Manager and Deputy  
Designated Safeguarding  
Lead)





**Rebecca Alderton**  
Parent Trustee (Marketing  
Lead and Fundraising)



**Laura George**  
Parent Trustee (Marketing  
and Fundraising)



**Emma Jones**  
Trustee (Marketing and  
Fundraising)



**Ioanna Markou**  
Parent Trustee  
(Safeguarding Champion)



**Becky Turner**  
Parent Trustee

## OUR MISSION STATEMENT

Horringer Preschool's dedicated team of staff and trustees' welcome children from 2 years to school age. Together with parents, carers and children we are committed to providing high quality provision in a purpose-built building. Our professional and caring staff build strong positive relationships to best understand the needs of our families, creating a friendly, fun environment for all. We firmly believe that learning through play, stories and songs is crucial, play motivates children to learn and love learning.

We work within the Early Years Foundation Stage promoting the learning, development and the safety of all children. Woodland play encourages confidence, self-esteem, and exploratory play whilst at one with nature. Our herb and vegetable garden promotes life skills and the importance of healthy routines. Indoors, children can enjoy the tranquillity of our sensory relaxation room or choose from a wide variety of activities tailored to individual needs, encouraging all young minds to reach their full potential. Staff give high regard to children's wellbeing, giving them the tools, they need to recognise, understand, and express their emotions.

## OUR VISION

Horringer Preschool are proud to have reflective practitioners who believe that investing time and care in all children from the very beginning, helps lay down the strong foundations needed for growth. Being a positive influence in their lives at such a crucial early stage will help them become confident, curious individuals with bright future life paths.

## KEEPING UP TO DATE

You can keep up to date with our latest news through both our **public** and **private** Facebook pages. We also have an Instagram page, just search [horringerpreschool](#).



We will also routinely email you with updates and newsletters (please check your “Spam” or “Junk” folder if you haven’t received anything from us yet).

We will use Tapestry to provide you with updates specifically relating to your child. We love receiving updates from parents on this platform too, so don’t be shy about adding home updates of your child here too.

## **GET INVOLVED!**

As mentioned above, our Preschool is a **registered not-for-profit charity**, meaning we rely on the money we make through our fees and fundraising to cover our running costs, with any surplus being reinvested into the preschool. This year (2022) we were able to invest in new woodland play equipment for the children.

The Pre-School would not exist without the support of current and former parents, and the local community. So, how can you get involved?

## **COMMITTEE**

We always welcome new members to our committee. We are a fun, friendly and proactive team who are dedicated to keeping the Preschool running.

As a parent, you are welcome to join to help with the fundraising, or join the Management Committee, or just help out at events – we are grateful for all support.

If you are interested in joining the Committee, or helping out with events, please talk to any of the friendly Committee members you see above or get in touch at [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)

## **FUNDRAISING**

Throughout the year we hold various fundraising events, such as quizzes, raffles and sponsored events. We recently held an 80’s disco (neon outfits and glow sticks included) which raised £320 for the Preschool and a previous sponsored cycle event raised an impressive £400.

We would love you to join us! You can find information about our events on our social media pages, newsletters, emails and posters on the Preschool gates.

In addition to our fundraising events, we also have fundraising accounts registered with two providers. These providers allow brands to donate a percentage of what you spend with them to your selected charity. Horringer Preschool is registered with Amazon Smile and Easy Fundraising. More information about this is available at the following links:

Easy Fundraising: <https://www.easyfundraising.org.uk/>

Amazon Smile: <https://www.aboutamazon.com/news/community/how-to-sign-up-for-amazonsmile>

## **SOMETHING FOR THE CHILDREN**

*Can you bake? Do you enjoy crafts? Are you any good at DIY?*

For the Queen’s Jubilee we held a little party for the children. To support this, some parents very kindly brought in cakes and other treats for the children to enjoy. We also received some beautiful hand-sewn bunting to decorate the room.



Last term, one of the parents brought in their keyboard and the children enjoyed a singing and dancing activity morning!

We also sometimes have little tasks that need doing around the Preschool, such as putting up a noticeboard, or putting together some new equipment.

We always appreciate anything anybody can do to help us around the Preschool and would value whatever you can offer. Please let us know what you can offer by completing the Help Bank form at the back of this pack.

## **HELP SPREAD THE WORD**

Many of our parents use social media on a daily basis and we find it is a powerful tool to gain support for fundraising events.

If you haven't already, please join our **public** and **private** Facebook groups to keep up to date with our various events and help spread the word by sharing these with your networks.

## **CONTACT**

If you ever have any questions or queries about our Preschool or your child, please do not hesitate to get in touch.

You can phone us: 01284 735181

Email us: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)

Or chat with us at the Preschool door.

We also have a new parents frequently asked questions (FAQ) section on our website: <https://www.horringerpreschool.co.uk/sessions/new-parents-faq/>

We are always happy for you to come in to meet with us if you would like a face-to-face discussion. Just let us know a time and date that suits you and we will try and accommodate this.

Finally, please look out for our parent satisfaction surveys, which will be circulated in the Spring along with a children's feedback form. We will also be holding parent consultations and an open morning around the same time.

We value all of the feedback we receive from our families as this helps us to understand what we're doing well and how we can improve.



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Do you love helping?

## HELP BANK November 2022

Horringer Preschool is a registered charity run by a committee. Whilst we encourage parents to join the committee, we understand that not everybody can do so, but that you may still like to offer help on a more casual basis.

We have a Help Bank which you can sign up for below, you can let us know what and when you could help out with, and we can get in touch when we have something suitable. We really appreciate any help you are able to offer.

Thank you in advance

**Stephie Page**

Horringer Pre-School Leader

Do you enjoy reading stories with your child?

Please complete the form below and return to Pre-School for the attention of Stephie

**Name**

**Telephone**

**Email**

Please circle any of the following that you may be able to help with ...

<b>Cake Baking</b>	<b>Craft activities</b>	<b>Reading to children</b>	<b>Cooking activities</b>
<b>Running Stalls at events</b>	<b>Administration tasks</b>	<b>Property maintenance</b>	<b>Gardening</b>
<b>Other:</b>			

Do you have any ideas for our herb and veg area?

Please let us know your availability:

Term time only		Holidays only		Anytime		Evenings	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	

I am interested in joining the committee

Does homemade cakes and a chat with other parents sound good!?