



PARENT AND TODDLERS

@ Victoria Primary School

All The Important Information



A BIG WELCOME

Dear Parent / Carer,

We are really pleased that you have joined VPS Parent and Toddler Group!

I am Chris Fulton, and I have the privilege of being the Principal of Victoria Primary School, Nursery Unit and Learning Support Classes. As a school, we will do all we can to help you feel a part of our happy school community.

For your information, we are open on a Wednesday morning, each week during term time, between 9am and 10.30am. When you arrive, we like to keep the entrance free for everyone's safety, so please leave large items, including prams and buggies to the left of the canteen as you come through the door.

We like to ensure that every group member feels relaxed, supported, safe and secure, and that they have fun while we are here. For that reason, we may need to include a maximum number of adults and children in attendance. When you arrive each week you are agreeing to follow a few simple ground rules that ensure everyone has an enjoyable time.

* Your child's safety and the way they relate to and play with other children is your responsibility. Please intervene with your child if others are at risk of being hurt.

* If another parent expresses concern about something your child has done, listen graciously. Explore each other's point of view even if you don't agree or feel you have been misunderstood. Stay friends!

* Appreciate the team members who are here to organise and facilitate the group, but who are also part of the group family.

* Take care of and encourage your children to look after the room, the equipment and each other. Please take care with drinks, buggies and belongings.



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Everyone's comments about the group are always welcomed. If you have any concerns or suggestions about how we can do things differently, please let any member of the team know. This is your group and your input is always welcome.

If you have any questions about Victoria Primary School, Nursery Unit and Learning Support Classes please approach any member of the team for more information. We would also welcome the opportunity to show you around our school. If you would like a tour at any point, please speak with any team member.

From time to time, the school offers parent training and information sessions. Members of this group are also very welcome to attend - YOU ARE NOW OFFICIALLY PART OF OUR SCHOOL COMMUNITY.

Above all, we are about having fun - so enjoy being together.

Thank you,

Mr Chris Fulton
Principal



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BOOKING YOUR VISIT

We have been blown away by the HUGE expression of interest in our Parent and Toddler Group.

THANK YOU!

In an ideal world we would love to accomodate every child and adult each week, however, with well over 100 people registering an expression of interest this is just not possible.

In order to make the booking process as fair as possible, parents and carers are asked to register to attend on a weekly basis using the **EVENTBRITE** website.

Please visit: www.eventbrite.com

Search for: 'Parent and Toddler Group' You can also add in our school postcode BT38 7EZ to help you find our event.

Booking will open 2 weeks before the planned Parent and Toddler Group Meeting.

On Eventbrite, all our Parent and Toddler Groups will have the image below displayed.



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WHAT TO EXPECT AT VPS

When you arrive for the very first time, you will be asked to complete a very short registration form for each child attending.

We will have a range of different activities taking place each week, including, but not limited to:

UNSTRUCTURED BEGINNING

A range of toys will be available for parents, carers and children to play freely with while our staff welcome everyone into our group.

CRAFT TABLE

A craft table may operate throughout the session allowing parents, carers and children to come and go. This area will provide a great space for adults to chat with each other while enjoying helping their child with the activity.

SNACK TIME

Snack Time will take place each week allowing children to have a drink and a small snack during the morning and, equally important, allow the parents and carers time to relax with a cuppa...and maybe even a bun!

STORY TIME

We would encourage all children, parents and carers to join us for story time. When parents and carers join in with story time this helps children to learn that this is not a time to talk. It might be a good idea for your child to have their snack during story time.

The Parent and Toddler Group will follow the school's policy and procedures for:

- *Data Protection and GDPR
 - *Safeguarding and Child Protection
 - *First Aid
- and any other appropriate policies.



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Parent and Toddler Vision Statement

We aim to:

Welcome everyone:

Give a warm welcome to everyone, whatever their age, relationship to the child, culture, religious background, colour, gender or disability.

Be excellent:

Show excellence in all that is done in our group, from making coffee to comforting a person in distress. At all times try to maintain our high standards.

Provide a safe and happy environment

Offer a safe and happy environment for the team to work with parents, carers and children.

Care for our team

Value, encourage and care for every member of the team.

Offer friendship

Offer true friendship to everyone who comes to our group and create an environment where friendships can be made among our group members.

Involve parents and carers

Encourage parents and carers to assist and participate fully in the group as the group is for them and their children.



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Safeguarding and Child Protection

As a group operated by Victoria Primary School, the group will use the school's procedures for safeguarding and child protection.

This policy can be found on the school's website.

If you have any concerns regarding the safety or welfare of a child or vulnerable adult, please ask a member of the team if you can speak with a Designated Safeguarding Lead.

A team member will then ask one of the following members of the school's Safeguarding Team to speak with you.



Mrs J. Orr



Mr C. Fulton



Mrs L. Kernaghan



Mr J. Clarke



Mrs P. Addis

What to do if your child is unwell.

If you or your child is unwell, within the 48 hours before our Parent and Toddler Group, please do not attend.

If you or your child present at the Parent and Toddler group unwell, please do not be offended if a member of the team asks you to leave.



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