

WELCOME

**PACK**

“Valuing Individuality

Nurturing Creativity”

SCHOOL YEAR SEPTEMBER 2022-2023

Punch & Judy Playgroup. Registered Charity No. 1034104

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**Our Contact Details**

**Address:**

**Phone:** 07527111584

**Website:** [www.punch-and-judy.org.uk](http://www.punch-and-judy.org.uk)

**Email:** [info@punch-and-judy.org.uk](mailto:info@punch-and-judy.org.uk)

Lympne Village Hall

Aldington Road

Lympne

Kent

CT21 4LE

**Opening Hours:** We are open during school term time.

Monday: 08:30 -15:00

Tuesday: 08:30 -15:00

Wednesday: 08:30 - 13:00

Thursday: 08:30 – 15:00

Friday: 08:30 – 15:00

**Our Team Structure**

Diane Latter Early Years Manager

& Safeguard Support & SENCO Support

Becs Dwyer Early Years Teacher

& Deputy Manager & SENCO

Diane Parsons Finance Manager

Alanna Noonan Early Years Educator

& Designated Safeguard Lead

Sharon Cross Early Years Educator & SENCO Support

Colleen Reuther Early Years Educator

Kirsty Holden-Unwin Early Years Educator

Tanya Lawton Administrator

Elected Parents Management Committee (see below)

Lynsey Kernan Volunteer & Staff Relief

2022/2023 Committee Members

|  |  |
| --- | --- |
| **Role** | **Name** |
| Chair | Erica Huggins |
| Secretary | Sarah Donkin |
| Treasurer & Marketing Officer | Lucy Fisher |
|  | Amy Hall |
|  | Isobel Lau |
| Staff Representative | Diane Latter |

**Term Dates 2022-2023**

**Term One** (Autumn Term)

Monday 5th September - Friday 21st October 2022

**Term Two** (Autumn Term)

Monday 31st October - Friday 16th December 2022

**Term Three** (Spring Term)

Monday 9th January - Friday 10th February 2023

**Term Four** (Spring Term)

Monday 20th February - Friday 31st March 2023

**Term Five** (Summer Term)

Monday 17th April - Friday 26th May 2023

Monday 1st May (bank holiday)

Punch and Judy will be closed

**Term Six** (Summer Term)

Monday 5th June - Monday 24th July 2023

**Pricing Policy and Terms of Business and Fees**

Fees

Our fees are currently set at £5.60 per hour and work out as follows:

|  |  |  |
| --- | --- | --- |
| Session | Time & Days of Sessions | Fee |
| Session 1 Early Starter | 0830 – 0900 (Mon/Tues/Wed/Thu/Fri) | £2.80 |
| Session 2 AM session | 0900 – 1200 (Mon/Tues/Wed/Thu/Fri) | £16.80 |
| Session 3 AM + Lunch Club | 0900 – 1300 (Mon/Tues/Wed/Thu/Fri) | £22.40 |
| Session 4 All day | 0900 – 1500 (Mon/Tues/Thu/Fri) | £33.60 |
| Session 5 Early start + All Day | 0900 – 1500 (Mon/Tues/Thu/Fri) | £36.40 |
| Session 6 PM session | 1200 – 1500 (Mon/Tues/Thu/Fri) | £16.80 |

Punch & Judy Playgroup fees are reviewed annually.

**Invoices and Payments**

Invoices are issued during the first 2 weeks of each term, or within the first two weeks of your child starting with Punch and Judy Playgroup. Invoices will clearly state the terms fees and the Free Education hours claimed.

Fees are payable in advance, they can be paid weekly or monthly or at the beginning of each term. We accept cash, cheque (made payable to Punch & Judy Playgroup) we also accept BACS payments and various voucher payments. We do not accept credit cards.

Fees must still be paid if children are absent for a short period of time. Free Early Education hours will still be debited during any absence. Please note that fees must be paid in accordance with the terms of your invoice in order to maintain your child’s place at the playgroup. If your child has been absent over a long period of time, talk to the Chairperson of the Committee or Playgroup Manager. Please note that payment of fees is the responsibility of the signatory on the registration form.

A voluntary consumables contribution is included on invoices for funded hours. This is £1 per funded day.

Unplanned closure

In the event of an unplanned closure the Committee will review the fees payable and a revised invoice will be issued. Free Early Education hours will also be reviewed in accordance with Government guidelines.

Late pick-up

Punch & Judy Playgroup reserves the rights to charge additional fees at 15-minute intervals, for late pick-ups based on our hourly rate.

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**Lunch Box Guidance**

At Punch & Judy Playgroup we view meal times as opportunities to foster positive attitudes towards food and eating. We set high standards for good manners through our practices and routines; we want our children to enjoy the social experience of eating.

Please be sure to send your child’s lunch in a sealable, easy clean plastic lunch box. We will actively discourage fabric lunch boxes.

We ask that you do not over fill your child’s lunch box, if you wish to give choices, then these should be made at home, the expectation should be that your child will eat all that is in their lunch box, avoiding waste and encouraging good eating habits for the future.

* Please do not include carton drinks
* Please do not include squeezy yoghurts
* Please do not include sweets/chocolates or confectionary.

**Due to high risk of allergic reaction please do not include any nut or peanut products.**

Inside the lunch box all food should be easily accessed by your child.

For example :-

* Putting everything into the lunch box without additional wrapping
* Putting items into a paper bag / pot that your child can easily access independently.

We are requesting this to avoid too many hands touching different children’s lunch boxes over the lunch time period.

We always have your child’s best interest at heart and thank you in anticipation of your support.

**Further Information**

We ask for your support in our promotion of active learning through messy and exploratory play – please send your child in suitable clothing and kindly supply a change of clothing in case of soiling, we do have some spare clothing but this is limited, we also find that children are happier to change into their own clothing particularly in their early days at Punch and Judy.

We supply protective clothing for messy activities e.g. painting and water play aprons.

Please be sure that your child’s belongings are clearly named e.g. bags, coats, lunch box, drinks bottle etc.

Playgroup policies are situated on the administration table by the main door. Staff and the Management Committee regularly review policies. Please feel free to take a look and we welcome any comments you may have.

Information regarding Free Education at Punch and Judy is constantly changing. You will find the most up to date details in our prospectus found on the administration table by the main door. Please feel free to ask any questions you may have.

Punch and Judy provide a choice of milk or water to drink throughout the day, please provide a water bottle for your child, clearly marked with his or her name.

We encourage children to gain skills that help them to become independent and look after themselves. These include managing their own clothing and personal hygiene. Dressing your child in easy to manage clothing, without belts will help them to do this.

Parental Responsibilities

Punch & Judy Playgroup need to know who has ‘Parental Responsibility’ (PR) for each child in our care. This is to ensure that proper authority is given when the playgroup needs parental permission. It will also make sure that anyone with parental responsibility regardless of whether they live with their child can be provided with any reports and given an opportunity to be involved in the child’s care and education.

Persons who have responsibility automatically are:

* Mothers always have parental responsibility.
* Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child’s birth. This continues after any divorce / separation / remarriage even if the child lives apart from them.
* For children born after 1st December 2003, unmarried fathers have parental responsibility where the mother and father register the birth of the child together i.e. if the name of the father is on the birth certificate.

There may be situations when other people also have Parental Responsibility for your child. For example, where the court orders that the child shall reside with a named person, that person gains parental responsibility. This could apply to grandparents or aunts and uncles. Adoptive parents of an adopted child also have responsibility for them. In these circumstances there will be an order from the court specifying who has Parental Responsibility.

If your child is in the care of the Local Authority under an order from the court, then the Local Authority will also have PR for them. Because of this we will need to know the name of your child’s social worker.

Punch and Judy Playgroup is required to keep on the admission register details of each child of every parent, or person with parental responsibility details of the person(s) with whom the child lives, and at least one telephone number where one of those persons can be contacted in the case of an emergency.

**Privacy Notice for Punch and Judy Playgroup**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Punch and Judy Playgroup collect, uses and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us:

In the course of providing education and care we collect the following personal information when you provide it to us:

* Personal information (such as name, date of birth, gender, home address and postcode)
* Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
* Parents/Carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
* Financial eligibility information (such as 30 hours codes)
* Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

* KCC Management Information and Finance (to provide Government Funding)
* Other local authorities, or other early years settings, to resolve duplicate claims and funding queries.
* Local multi-agency forums which provide SEND advice, support and guidance such as Early Years Local Inclusion Forum Team (EY LIFT)
* Kent Community Health NHS Foundation Trust.

How we use your personal information:

We use your personal information to:

* Check and calculate free entitlement
* Provide appropriate pastoral care and support services to children
* Provide funding
* Provide advice, support and guidance to the setting
* Enable financial and policy compliance checks of the setting
* Assess and improve the quality of our services
* Comply with the law regarding data sharing
* Safeguard children

How long your personal data will be kept:  
We will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed. We will hold your personal information securely and retain it from the child /young person’s date of birth until they reach the age of 25, after which the information is archived or securely destroyed.  
  
Reasons we can collect and use your personal information:  
We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Who we share your personal information with:

* Department for Education (DfE) (statutory for early years funding and policy monitoring)
* Kent County Council Management Information & Finance (to provide funding)
* Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
* Kent County Council teams working to improve outcomes for children and young people
* Commissioned providers of local authority services (such as education services)
* Local multi-agency forums which provide SEND advice, support and guidance (such as EY Local Inclusion Forum Team (EY LIFT))
* Schools that you attend after leaving us
* Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust
* Contracted providers of services (such as external photographers and catering providers) where consent has been given
* We will share personal information with law enforcement or other authorities if required by applicable law.

The National Pupil Database (NPD):

Law requires us, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years’ census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well being of children in England by:

* Conducting research or analysis
* Producing statistics
* Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

* Who is requesting the data
* The purpose for which it is required
* The level and sensitivity of data requested: and
* The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Your Rights:

Under the GDPR you have rights which you can exercise free of charge which allow you to:

* Know what we are doing with your information and why we are doing it
* Ask to see what information we hold about you (Subject Access Request)
* Ask us to correct any mistakes in the information we hold about you
* Object to direct marketing
* Make a complaint to the Information Commissioners Office
* Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

* Ask us to delete information we hold about you
* Have your information transferred electronically to yourself or to another organisation
* Object to decisions being made that significantly affect you
* Object to how we are using your information
* Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals’ rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Diane Latter at Punch and Judy Playgroup.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information:

Please contact Diane Latter at Punch and Judy Playgroup to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk).

For more information about services for young children, please go to: <http://www.kent.gov.uk/education-and-children/childcare-and-pre-school> or the KCC website at [www.kent.gov.uk](http://www.kent.gov.uk)

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at https://ico.org.uk/concerns or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE’s data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>