

WELCOME TO



**REGISTERED CHARITY
1089161**

SMALL STEPS, SCHOOL FOR PARENTS (SfP) INFORMATION FOR NEW PARENTS



Hello! Welcome to 'School for Parents'. Starting something new can be daunting, so with this in mind we have created this booklet to give you some information, which you may find useful. If it leaves you with any questions unanswered please do not hesitate to ask one of the team...

Who's who?

Staff

Head of Service (Teacher) full time	Anita Coppola
Assistant Head (Physiotherapist) full time	Kate Brumfield
Team Leader (Conductor-Teacher) full time	Eszter Boross
Senior Team Member (Physiotherapist) part time	Anthea Pell
Team Member (Conductor-Teacher) full time	I lona Vago (Cilu)
Administrator (part time)	Ruth Evans
Finance Officer (part time)	Nicola Thackeray

Trustees

Chair of Small Steps Management Committee	Sally Wilson
Treasurer	Sue Burke
Secretary	Andrea Samuelson
Parent Representatives	Susana Collier
	Mike Fitzpatrick
	David Ellis
Management Committee Members	Ann Sherwood
	Joanna Brotherstone
	Gil Wyman
	Penny Morley
	Heather Mathew

The Sessions

Class sessions last approximately two hours each. If you can please try and come to a session a few minutes early to enable your child to settle down and take coats off. We do try to start sessions on time so if you are late please just join in with your child as appropriate. There are hooks for coats & bags outside the classroom door.



As we do not have any crèche facilities, we prefer that siblings do not accompany children to the sessions. Under certain circumstances, allowances can sometimes be made, if agreed with the Session Leader in advance.

We have tea, coffee and juice available at the end of each session, providing you with the opportunity to have a chat. It is helpful to keep chatting during the sessions to a minimum, as it can be very distracting for the children, staff and other parents. But we like to encourage chatting over a cup of tea after the sessions! There is no charge for refreshments but if you would like to make a donation please feel free to do so.



Drinks and Snacks



A drink and snack is offered to your child free of charge during each session. If you would like to make a donation please feel free to do so.

Birthdays

When it is your child's birthday we like to have a party. If you are not able to or do not wish to provide a cake please tell the Team Leader (who will rustle one up!).



Holidays

Small Steps operates during term time only. Dates of the terms will be confirmed with you in advance.



Targets



Once your child has been coming to Small Steps for a few weeks, the team will put together a few targets for your child to aim for each session. This helps us to focus on some of the specific individual needs your child has, within the session. Targets are also helpful as a way of recording and celebrating the progress your child is making.

You will be given a copy of these targets to take home and a copy will be put on your child's clipboard on the counter in the classroom. At the end of each session staff record each child's achievements on their file. We are keen to encourage parents to write their observations on this file too.

Due to the number of children attending Small Steps sessions, it may be necessary to cancel a session each term to enable staff to update the targets. Every session is planned around a termly theme (e.g Favourite characters, Transport, Weather) and in accordance with Government Curriculum guidance; the Early Years Foundation Stage.

Visitors

Small Steps often has visitors watching sessions.

These may be potential families, interested

Professionals such as Portage workers or Community Physiotherapists, or fundraisers.



A high number of visitors can be disruptive and on occasion it may be necessary to interrupt sessions to interact with visitors but usually the team will try to continue with sessions. If you do have an issue relating to visitors or if you wish to bring a visitor to a session, please inform one of the Team. All visitors are asked to write their comment in the visitors' book.

Health and Safety

Small Steps maintains a Health and Safety Policy available for you to see on request. Below is some information detailing key 'Health and Safety' advice for your information:

Positioning/ Movement



Be aware of your back. Work in front of your child to minimise twisting. Bend knees, keep back straight, get close to your child when lifting. Kneel on the floor or use a wheely stool when wheelbarrowing. Sit astride wheely stools.

Toilets



Potties/ changing mats available.

Place wet/soiled nappies in nappy bucket.

Discard waste in main toilets.

Dettox potties/mats after use. Wash hands.



Refreshments

Only drink water from the filter.

Keep hot drinks away from the children.

Fire

If you hear the fire alarm:

Don't panic...

Carry your child and leave your belongings

Follow staff instructions

Walk through the Fire Exit up to the playground.



Complaints Procedure

Of course we hope that you will have no need to make a complaint during your time at Small Steps. We do however maintain a Complaints Procedure Policy, which is available for you to see on request. If you do have a complaint, grievance or other issue, please bring it to the attention of the Head of Service. Alternatively, if you prefer, you can bring your issue to the attention of the Parent Representatives who can direct it if necessary to the Management Committee.



Child Protection and Safeguarding



Small Steps does also maintain a Child Protection and Safeguarding Policy, which is available for you to see on request. We are required to follow national guidance in respect of safeguarding procedures and any concerns will be reported to the appropriate services. The well being of the children is at the heart of 'Small Steps, School for Parents' philosophy and practice and the Small Steps team will take every care for the emotional and physical health of the children. We operate a no smacking policy and you are requested to refrain from using smacking when working in the groups with the children. We are on hand to discuss possible strategies for handling 'difficult moments'. If you do have any concerns relating to child protection and any child, please bring them to the attention of the Team Leader.

An accident book is maintained. All accidents involving children, parents/carers, staff or visitors are recorded.

Newsletter



We produce a regular newsletter 'News for parents' which contains information about current events, fundraising, term dates and other helpful tips. If you have anything you would like to include in the newsletter, do let us know.

Data Protection

Small Steps maintains a Data Protection Policy, which is available for you to see on request. Enclosed with this booklet is a Permission form that we would like you to sign to acknowledge that some information relating to you / your child will be held on file and to give your permission (or not) to allow your contact details to be circulated amongst other Small Steps families. We also ask your permission to use your child's photograph for publicity purposes for Small Steps.

Attendance / Absences



Small Steps maintains a register of attendance, which is helpful when compiling reports. If for any reason you are not able to attend a session, please do let us know on 020 8704 5935 as soon as you can.



Reports / Statements / Outreach Provision

If you require a report on your child's progress to contribute to Parent Network meetings or Review, please ask the Team Leader to provide one. At least two weeks notice is helpful. We may also be available to attend such meetings if you request it. The Small Steps team is also happy to provide a report towards your child's Statementing process. If you are considering requesting a Statement for your child or would like more information, please do ask the Head of Service or Team Leader.

We are also available on occasion to make visits to children in other settings (nursery, playgroup etc). If you think your child and their other provision would benefit from this service, please speak to the Head of Service.

Charity Status

'Small Steps, School for Parents, Greenmead' is a registered charity, number 1089161, of which all parents are members. In accordance with the Small Steps Constitution, the year runs from August to August with the Annual General Meeting occurring in July of each year, combined with the end of year party. During this meeting the Small Steps Management Committee is elected for the following year. The Management Committee meets a minimum of once per term. Current members are indicated at the beginning of this booklet. A copy of the Constitution is available on request.

Fundraising



Small Steps is a charity funded. Having no permanent funding source makes us very vulnerable and we are totally reliant on charitable funding, grants and donations to continue operating.

In the past, parents have organised, cake sales, Christmas fundraisers, done sponsored runs, car boot sales all to raise money for Small Steps. Any amount raised, however big or small is invaluable to us. If you have any ideas or would like to get involved in the fundraising, please speak to the Head of Service.

Some parents, families and friends have also decided to make a regular donation to the Charity each year. To make this process easier we have made a Standing Order form and one is enclosed with this booklet. Even if you are not able to make a donation yourself, maybe you have relatives who might?

However, we would like to emphasise that Small Steps is a free service and there is no obligation to make a donation. So please feel no pressure.