

## Foundation Stage Partnership Agreement

An agreement between Lydeard St Lawrence CP School and Ladybirds Pre-School.

- 1. Overall:** The pre-school and school will follow Early Years good practice. The pre-school supervisor will liaise with the foundation stage team and attend meetings where appropriate. The link Governor will attend pre-school Committee meetings when necessary and vice versa with a member of staff joining the school's Governing body if and when appropriate.
- 2. Code of Practice:** The pre-school will abide by Somerset's Code of Practice for the delivery of Nursery Education Funded places and share with Head Teacher and Foundation Stage Link Governor.
- 3. Opening Times:** From Monday to Thursday, the pre-school will operate between 9.00am and 12.00 midday. The pre-school will run in line with the 38 week school term, including in-service days.
- 4. Review of Agreement:** All aspects of this agreement will be subject to review by the school and the pre-school annually or as and when necessary. Each review will be due at the end of the Spring Term. The review will be the responsibility of the school Governing body and the pre-school Committee (or their representatives).
- 5. Period of notice:** There will be a notice period of 6 months in the event of either party wishing to terminate this agreement. Refer to lease agreement and termination clause.
- 6. Insurance (1):** The pre-school is responsible for securing full insurance to cover the following: public liability, employers liability, equipment, money, personal clothing, personal accident and legal expenses. A copy of the insurance policy will be kept at the school and the pre-school to display the certificate where appropriate.
- 7. Insurance (2):** The Local Authority is responsible for effecting buildings and fire insurance through the County Council Scheme on behalf of the pre-school, as part of the lease agreement.
- 8. Health and Safety:** The pre-school are responsible for Health and Safety in their room and any part of the playground used by them at all times when in session and when the pre-school is setting up and clearing away. A copy of the pre-school's Health and Safety Policy will be kept at the school and will take account of school's health and safety policy. The school will include the pre-school in its site Health and Safety Policy and Risk Assessment.
- 9. Arrivals and Departures:** The pre-school will be responsible for opening the pre-school doors and locking them at night. The pre-school staff can access the room out of school hours by negotiation.
- 10. Parents Access:** Parents can access the pre-school from either gate, and will wait for the beginning/end of session on the playground.
- 11. Security:** The pre-school is responsible for the children registered with the pre-school at all times when they are in session. The pre-school Committee must notify the school in writing of security procedures, particularly those for collection of children at the end of the afternoon session. See pre-school policies.

- 12. Emergency and Fire Procedures:** The pre-school will ensure that they are aware of the schools fire and evacuation procedures and write their fire policy in line with the schools. This will be displayed. There will be a minimum of two shared fire drills per year between the two parties as well as individual drill as and when necessary.
- 13. Contact with Parents:** Registration of a child with the pre-school will be a contract between the pre-school and that parents/guardian of each child. The school will not be involved in any way in registering children, collecting money, cancellations or dealing with complaints against the pre-school. No pre-school child can be guaranteed a place at the school. The allocation of School places must be through the admission policy and procedures endorsed by SCC.
- 14. Policies:** The pre-school will ensure that their policies are in line with the school's principles. A set of policies will always be available within the school.  
Policies should accompany this document.
- 15. Prospectus:** These need to reflect and support each of the provisions and have the same ethos and principles.
- 16. Child Protection:** Both settings will operate clear policies which link together and follow the County policy and safeguarding children board's guidelines in respect of good practice and sharing of information.
- 17. Quality:** Action plans re Ofsted Outcomes will be shared if relevant.
- 18. Inclusion:** Both settings will have equal opportunities and diversity policies, which are compatible and follow current legislation and good practice.
- 19. Children's Activities:** The teaching methods and activities that are used in the pre-school and school should be in line with the Foundation Stage Curriculum guidance, Birth to Three Matters and Early Years good practice. Shared planning can be used for Foundation Stage. Playgroup supervisor and Foundation Stage teacher/s will identify where, when and how this is to be developed through their regular meetings. These take place at least termly. Good practice will be shared and the meetings minuted and held on record.
- 20. School Rules:** The pre-school will follow the school rules, such as those found in their mission statement, Home School agreement and playground rules. These need to be appropriate to the age and stage of development of the children. These can be found in the playgroup file in the office, with copies being held by Playgroup supervisor.
- 21. Information for Parents:** Both the school and the pre-school will share information before any letters regarding transition/liason etc go out to their parents.
- 22. Sharing Resources:** Playgroup use outside areas in school grounds, and school hall with agreement from the Headteacher. Playgroup Leader will report any breakages or repairs to the Headteacher or school secretary and responsibility for replacement or repair will be by mutual agreement of Supervisor and Headteacher, or failing agreement Playgroup chair and Link Governor.
- 23. Pre-School Visitors:** Visitors or contractors to the pre-school will report to the school office first and sign the Visitors Book. A sign will be displayed near the main office, to maintain security.

- 24. School Visits:** Visits from the pre-school to the school will happen via previous arrangement.
- 25. Office equipment:** The pre-school will provide their own means of making telephone calls and paying for postage. Use of the photocopier is charged half-termly at agreed rates.
- 26. Complaints:** School and Playgroup have their own complaints policies, which are available to parents. Both parties should agree how they deal with complaints from other party. For example general complaints from pre-school to school would go direct to Reception teacher and then if not solved through the Head and then the Governing body, then SCC/Diocese. General complaints from School to pre-school would go to supervisor, then to Chair, then committee, then EYDCP and Ofsted.
- 27. Cleaning Arrangements:** School cleaner does one hour a week to maintain basic cleanliness, which is reimbursed through termly payments. (see lease)
- 28. Fuel:** LPG provides the heat in Playgroup and is ordered through School office. LPG is reimbursed through termly payment, calculated annually based on actual usage. Electricity is costed using LA formula and reimbursed through termly inclusive payment. (see lease)
- 29. Repairs:** Repairs under BMiS are reported by School secretary, but funded from SCC, not school BmiS fund. Playgroup is responsible for alterations or other repairs, but with the approval of the Headteacher, representing the governing body. (see lease)

**Date of Agreement May 2007**

**Signed on behalf of School**

**Name..... Position.....**  
**Signature.....**

**Name..... Position.....**  
**Signature.....**

**Signed on behalf of pre-school**

**Name..... Position.....**  
**Signature.....**

**Name..... Position.....**  
**Signature.....**

**Date of review May 2008**

**(A copy of this agreement to be sent to LA officer, Lorraine Davey, who should also be notified if it is amended on review.)**