



WELCOME PACK

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Welcome to Winford Village Pre School

Welcome to Winford Village Pre School, we hope that your child's time in pre-school will be a happy and productive one.

We are a small rural pre-school which operates within a newly converted building, designed with our input, located in the former school hall of Winford Primary School. We have a secure garden surrounded by railings with direct access through our front door enabling children to easily access both the indoor and outdoor learning activities.

Our pre-school offers education and care for children below school age from their third birthday.

Winford Village Pre-School is a registered charity; it is run by a voluntary committee and is non-profit making. Although the pre-school has a close relationship with the Primary school it is a separate entity. Attendance at the pre-school has no influence on school placement.

The Pre School is registered with and inspected by Ofsted. The most recent inspection dated October 2015 judged the pre-school to be outstanding in all aspects of care and education for the third time. The full report can be found at www.ofsted.gov.uk or in pre-school.

Our Aims are:

- To enhance the development and education of children under statutory school age in a parent involving, community-based group.
- To provide a safe, secure and stimulating environment.
- To work within a framework which ensures equality of opportunity for all children and their families.

We offer your child:

- Experiences and opportunities unique to his/her own needs and interests, leading to the early learning goals of the Early Years Foundation Stage.
- Individual care and attention made possible by a high ratio of adults to children (one adult to six children).
- Fun and friendship with other children and adults.
- The close support of a key person.
- Opportunities for you and your family to be directly involved in the activities of the group and in your child's progress.

MANAGEMENT AND ADMINISTRATION

Decision making

The pre-school is run by an elected committee, which ensures that major decision making is in the hands of the parents who use the group.

The committee is responsible for reviewing both policy and practice, and for the employment and appraisal of members of staff.

Our Annual General Meeting, at which the committee for the following year is elected, is held in September and parents will be informed in good time so they are able to attend.

The constitution of Winford Village Pre-School is available for inspection together with the Ofsted Registration certificate.

Opening Times & Fees

We open daily: **Monday, Tuesday, Wednesday, Thursday and Friday** term times only.

Sessions run from **8.45am – 11.45am**

We run an optional daily Lunch Club from **11.45am – 12.45pm**

We also offer an afternoon session on a **Tuesday, Wednesday and Thursday** from **11.45am to 2.45pm**

Early Education Funding

Every three year old is entitled to nursery education funding for up to 15 hours per week for up to 38 weeks per year, from the term after their third birthday. For this purpose, the LEA has set commencement dates as 1st September, 1st January and 1st April.

This funding continues until the child starts primary school and is paid by North Somerset Council. Children who join the Pre-School mid-term are covered by nursery funding, if eligible.

To obtain the funding parents must complete a Children's Information Form on admission and an attendance declaration form each term. Fees will be payable where a child exceeds their 15 hours or is claiming their full nursery funding at another setting.

Two year old funding is available for children not yet eligible for three year old funding providing their families meet specific financial and circumstantial criteria. Please contact Pre-school as soon as possible if you think that you may be eligible.

Fees

For those children who will be attending the Pre-School or another setting for a total of more than the funded 15 hours per week, the Pre-School will make a charge of £5.00 per hour for each unfunded hour that your child attends. A charge of £5.00 per hour will also be made if your child is not yet eligible for nursery funding. Fees are payable termly in arrears.

Fees will be increased annually in line with the North Somerset Nursery Education Funding. Fees continue to be payable if a child is absent without notice or for a short time. In cases of prolonged absence, parents should contact the management/committee about fee payment. Each child's attendance at the group is conditional upon continued receipt of any necessary fees or Nursery Funding. Parents should give a full half-term's notice if a decrease in the number of sessions is required. An increase in sessions, or a change of day, will be subject to availability.

Starting Pre School and Settling in

A settling-in programme will be agreed with parent/carers prior to admission.

The first days

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle. See the Pre-School's policy on settling in.

Parents and children are offered up to three introductory sessions, free of charge, before the child starts pre-school, usually just before their third birthday. If a child settles in one session, further sessions are not usually encouraged, as this is often counter-productive as the child gets too used to his/her parent being there. Additional visits in cases of special needs will be at the discretion of the Manager and Key Person after discussion with the parent. The introductory visit is also a chance for the parent to be introduced to staff and to ask any questions they may have about the setting. Parents must remain with children under three.

Registration

Parents/carers are required to sign their child in and out at the start and end of every session. The registration sheet will be with a member of staff on the door at the beginning and end of every session.

If you collect your child early please remember to sign them out. Should anyone different be collecting your child please ensure you write this in the diary.

If your child is going to be absent from preschool due to an illness we would ask that you either email or ring the preschool to let us know. We follow Public Health England's guidance on infection control.

What to wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to dress children in clothes that are easily washable and not too new. It is good for children to practice the skills which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet independently and put on and take off their outdoor clothing without being dependent on help from other people. We also ask that children bring suitable outdoor clothing and footwear so that we can use our outdoor play space as much as possible. Please also ensure that children are adequately protected during the summer months. Items of clothing including sweatshirts and polo shirts bearing our logo are available to purchase.

Healthy eating

We run a daily snack bar, in order to encourage children to eat healthily we ask each child to bring a piece of fruit or vegetable (e.g. carrot, cherry tomatoes) to be shared at snack-time. Children will be offered milk or water at snack-time.

Water is freely available throughout each session however we encourage children to bring their own named water bottle to each session.

We also encourage parents to provide 'Healthy Lunchboxes' when their child attends Pre-school Lunch Club.

Staff & Qualifications

We have a committed and experienced staff team. We are proud of the high ratio of adults to children in our group (1:6 minimum). This ensures a good understanding of needs and development of each child. All staff undergo full checks by the Disclosure and Barring Service.

The regular staff in the group are:

<u>Name</u>	<u>Title</u>
Vicki Payne	Pre- School Manager & Safeguarding Designated Person
Natalie McLellan	Deputy Leader & Behaviour Management Leader.
Dawn Jefferies	Pre-School Assistant - Level 3 & Inclusion Coordinator (INCCO)
Carole Finch	Pre-School Assistant - Level 3
Colette Blackmore	Pre-School Assistant – Level 3
Gail Vowles	Pre-School Assistant (Wednesday afternoon session)

Qualifications and training records are available in Pre-school.

Vicki Payne is the staff member responsible for safeguarding children. The Safeguarding Children and Child Protection Policy is held in the Operational Plan Box and is on the Pre-school website.

Natalie McLellan has overall responsibility for behaviour management.

All regular staff have current Paediatric First Aid Certificates.

Key Persons, Record Keeping & Role of the Parents

Keypersons

Our key worker system gives each member of staff particular responsibility for a small group of children. Each child in the group has one special adult to relate to, which can make settling into the group very much easier. The pre-school Manager is the shared key person for all children. In addition, the key person is in a position to tailor the planning to the unique needs of each child. The key person maintains links with the child's home setting, working with parents through shared record keeping to ensure that all children are supported in their learning. Your child's key person will arrange progress meetings with you at least twice a year; you can of course discuss your child's progress with staff or look at his/her learning diaries at any time

Record-keeping

A Learning Diary will be kept on your child, which will be available for you to look at any time. We operate an excellent record keeping system in which observations of the children in the group and at home are used as a basis for planning learning opportunities for each child. These learning diaries are available for you to look at any time, and will be passed to you when your child transfers to primary school. A small sample of your child's work is collated as additional evidence of progress made. We encourage parent/carer input in the diaries.

The role of parents

The Pre-School Learning Alliance recognises parents as the first and most important educators of their young children. Our Pre-School aims to support parents.

Parents are welcomed:

- to work in the group with the children
- to take part in the management of the Pre-School
- to assist in fundraising
- to attend training courses, workshops and conferences organised by the Pre-School Learning Alliance and the EYDCP.
- to represent the Pre-School at branch and county activities of the Pre-School Learning Alliance
- to attend open meetings of the Pre-School Learning Alliance
- to participate in organised outings

The Early Years Foundation Stage

The Early Years Foundation Stage is a curriculum which follows the child from birth to five years old and also forms the basis of their Reception Year in Primary School.

All children are working towards Early Learning Goals covering seven areas of development, using both indoor and outdoor learning environments. The 7 areas of development are listed below:-

Personal, social and emotional development

Within a secure, nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to be independent and also to share and co-operate with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

Communication and language

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes.

Physical development

A range of equipment and opportunities both indoors and out of doors, allows children to develop confidence and enjoyment in the use and development of their own physical skills. A high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are supported in the development of the fine motor skills required to use tools, including pens and pencils and to handle small objects with increasing control and precision. The children are also introduced to aspects of keeping healthy.

Literacy

Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. A well stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and aware of their uses, both for reference and as a source of stories and pictures.

Mathematics

Through practical activities, children become familiar with the sorting, matching, ordering, sequencing and counting skills which form the basis for early mathematics. As they use their developing mathematical understanding to solve problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and

number. Songs, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding.

Understanding the world

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe and investigate objects and substances, recognising differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. We are also able to regularly plan activities within the school woodland area. A range of safe and well-maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems. Children also have the opportunity to become familiar with computers using simple programs and learning to operate programmable toys.

Expressive Arts and Design

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experience in two and three dimensions. Art equipment, including paint, glue, crayons and chalks as well as natural and discarded resources, provides for open exploration of colour, shape and texture and the development of skills. Children join in with and respond to music and stories, and there are many opportunities for imaginative role-play, both individually and as part of a group.

Special Educational Needs

The Pre-School staff ensure that each child is able to progress at his/her own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. Activities are adapted to enable all children to join in. We are experienced in working closely with professionals across the range of special needs. If you would like to discuss the group's ability to meet your child's needs, please talk to the pre-school Manager, INCCO or your child's key person. Our full special needs policy can be seen in the Operational Plan in Pre-school. The Inclusion Co-ordinator is Dawn Jefferies.

English as an Additional Language

We work closely with other professionals to support children and families who use English as an Additional Language.

Managing Behaviour

To promote positive behaviour the Pre-school has a behaviour policy and procedure which has been agreed by staff and parents and which is reviewed regularly. We have a clear, consistent approach and expect behaviour appropriate to each child's stage of development. Any issues or concerns are discussed fully with parents/carers and strategies agreed together.

The staff member responsible for Behaviour Management is Natalie McLellan.

The emphasis is always on learning through play! Further information about the Early Years

Foundation Stage can be provided by Pre-School staff or from the North Somerset Children and Young People's Services (Early Years), tel: 01934 888888 or from The Department of Education.

For further information about the Pre-School Learning Alliance, to which we belong, send a SAE for a free publication catalogue to:

Pre-school Learning Alliance
The Fitzpatrick Building
188 York Way
London
N7 9AD

T. 020 7697 2500

F. 020 7700 0319

E. info@pre-school.org.uk

Policies

The Pre-school has a number of policies and procedures which are all available in the Operational Plan Folder at pre-school for you to look at. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed annually and comments and suggestions from parents are always welcome. The main policies can also be viewed on the pre-school website (www.winfordpreschool.org.uk).

Complaints Procedure

As a member of the Pre-School Learning Alliance we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play. We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time.

We have a procedure to address complaints, and the full procedure is available for all parents to read in our Operational Plan. All complainants will receive a written account of the investigation and actions taken as a result of their complaint within 28 days. This account is available on request to all parents of children at our Pre-School and Ofsted. All complaints and the action taken are recorded in our Complaints Summary Record.

Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of the setting's registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the Early Years Foundation Stage is adhered to.

The address and telephone number for Ofsted is: **Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. Telephone Ofsted on 0300 123 1231.** This address is displayed on our notice board.

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E-mail: winfordpreschool@btconnect.com

If you have any queries, or if we can be of any help, please contact Vicki Payne on the above number or via the email address.