

Kingsbury Episcopi Pre-School



Prospectus

*For further details please contact:
Classroom on 01460 241004 (During session time)
Email: kingsburyepiscopipreschool@gmail.com*

Kingsbury Episcopi Pre-School is located at:

Kingsbury Episcopi Primary School, Stembridge, Martock, Somerset TA12 6BP.

Telephone 01460 241004 (during session time)

Email: kingsburyepiscopipreschool@gmail.com

We aim to:

- Provide high quality care and education for young children, recognising each child as an individual;
- Work in partnership with parents to have a positive impact on children's learning and development;
- Add to the life and well-being of the local community; and offer children and their families a service which promotes equality and values diversity.

As a member of Kingsbury Episcopi Pre-school, your child:

- Is in a safe and stimulating environment;
- Is given generous care and attention, because of our experienced and qualified staff;
- Has the chance to join with other children and adults to live, play, work and learn together;
- Is helped to flourish in their learning and development by following their interests and building on what they already know and can do;
- Has a key person who works with your child to support their progression as they develop skills and knowledge and understanding;
- Is in a pre-school which sees you as a partner in helping your child to learn and develop;
- Is in a pre-school in which parents help to shape the service it offers.

The service offered by Kingsbury Episcopi Pre-school

The pre-school follows the term dates, holiday and in-service days as the primary school. We provide care and education for young children between the ages of 2 and statutory school age.

We are open as follows:

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| Morning Session | Monday - Friday | 09.00 am - 12.00 pm |
| Lunch Club | Monday - Friday | 12.00 pm - 1.00 pm |
| Afternoon sessions | Tuesday, Wednesday and Thursday | 12.00 pm - 3.15 pm |

Pre-school offers young children the opportunity to develop social skills as they play and work with other children and interact with skilled adults. The location of Kingsbury Episcopi Preschool on the site of the Primary school means the transition to school is smooth as children become familiar with the environment; we have access to the climbing equipment, field and playground as well as using the school hall for activities. All children attending preschool are encouraged to develop independence in self-care skills.

Prior to starting parents are invited to visit Pre-school with their child at a time arranged with the pre-school staff to enable them to make an informed decision on the pre-school's

suitability for their child. Having made the decision to attend Kingsbury Episcopi Pre-school, parents fill out and return a registration form with a desired starting date and the days they wish their child to attend.

While every effort is made to enrol your child for your desired date and days of attendance, admissions are arranged on birth order or receipt of application, please speak to staff to ascertain current vacancies for sessions.

Learning and Development at Kingsbury Episcopi Pre-school.

The Early Years Foundation Stage 2017 (EYFS) sets the standards the Pre-school must meet to ensure that children learn and develop well and are kept healthy and safe. The EYFS promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The four overarching principles of the EYFS that shape practice in the Pre-school;

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **positive relationships**
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers
- **Children develop and learn in different ways and at different rates** the framework covers the education and care of all children in early years provision, including children with special needs and disabilities.

There are seven areas of learning and development that shape the educational programmes in early years settings. All areas of learning and development are important and interconnected. Three prime areas are particularly crucial for igniting enthusiasm for learning and building capacity to learn and form relationships.

The **prime areas** are

- **Communication and language**
- **Physical development**
- **Personal, social and emotional development.**

There are four specific areas through which the three prime areas are strengthened and applied.

The **specific areas** are

- **Literacy**
- **Mathematics**
- **Understanding the world**
- **Expressive arts and design**

The EYFS requires early years practitioners to review children's progress and share a short-written summary with parents between the ages of 24 and 36 months called the 'Two year old progress check' in the prime areas. This progress check identifies the child's strengths and any areas where progress is less than expected. Significant emerging

concerns identifies will result in the formation of a targeted plan to support development or a referral to other professionals as appropriate in close consultation with parents. For each area of learning and development there are early learning goals that most children are expected to reach by the end of the reception year (the end of the EYFS), some children will have exceeded the goals, while others will be working towards some or all of them.

The EYFS identifies characteristics of effective teaching and learning

- **Playing and exploring** - children investigate, experience, discover and have a go
- **Active learning** - children are involved, concentrating, persisting and enjoy their achievements
- **Creating and thinking critically** - children have and develop their own ideas, make links between ideas and develop strategies for doing things.

Reflecting on these characteristics allows staff at preschool to plan activities and support children's learning.

Each area of learning and development will be implemented through planned, purposeful play and through a mix of adult-led and child-led activity. Play is essential for children's development, building their confidence as they learn to explore, to think about problems, and relate to others.

At Kingsbury Episcopi Pre-school children have opportunities to play indoors and outdoors, much play will occur spontaneously, at other times children will need some adult support for their play to be enjoyable and challenging, extending learning and development intellectually, creatively, physically, socially and emotionally.

British Values in the Early Years

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with difference faiths and beliefs are implicitly embedded in the EYFS. At preschool the children are encouraged to share their views learning that these are heard and valued, allowing children to make decisions in their activities as they collaborate and share. Children are encouraged to understand their own and others behaviour through discussion, consistency and fairness of response. Activities that allow children to explore their feelings develop confidence in abilities and self-esteem is recognised to support children as they develop a positive sense of themselves. Tolerance and respect for other faiths, beliefs and cultures is promoted through inclusive and challenging activities that allow children to learn about their similarities and differences.

The staff who work at Kingsbury Episcopi Pre-school are:

Supervisor - Lis Black

Early Years Teacher Status, BA Hons. in Early Years Care and Education, Diploma in Pre-school Practice, Registered Mental Nurse 10 years and First Aider. Lis joined preschool in 2005.

Deputy Supervisor - Sue Male

Diploma in Preschool Practise, NVQ level 3 early years care and education, First Aider, over 20 years experience in early years education.

Deputy Supervisor – Kirstie Lloyds

Diploma in Pre-school Practice, BSc Hons. Building Engineering & Management, SENCO and First Aider. Kirstie joined preschool in 2006.

Pre-school Assistant – Charlotte Plunkett

BSc Geography, first aider, Commenced summer 2018.

Pre-school Assistant – Michelle Wyatt

First aider and school lunchtime supervisor, undertaking early years educator level 3 study. Commenced summer 2018.

Pre-school Assistant – Barbara Wright

First Aider and school lunchtime supervisor with over 20 years experience.

Staff on duty are organised to meet the needs of all the children and ensure their safety to achieve this children are always within sight and hearing of staff.

The staff: child ratios are governed by the EYFS; they are 1:4 for 2-year olds and 1:8 for 3 and 4 year olds we always adhere to these ratios; however we try to work to a higher staff ratio wherever possible. This allows us to give time and attention to each child; talk with the children about their interests and activities; help the children to experience and benefit from the activities we provide; and allow the children to explore and be adventurous in safety.

Key Person

Each child will be assigned a key person, a member of staff who will form a close relationship with you and your child to support their learning and development and general well-being whilst at pre-school. The key person is the point of contact between home and preschool to encourage communication about your child's achievements at home as well as at preschool.

When your child first starts at the pre-school, the key person will help your child to settle and throughout your child's time at the pre-school.

Child's record of achievement folder – 'Learning Journey'

The pre-school keeps a record of achievement for each child. This folder is shared with parents regularly during the child's time at preschool and when they leave the folder is given to the family.

Parents joining in

We welcome parents to drop into preschool to see it during a session or to speak with a member of staff. Parents can take part in a session by helping or sharing their own interests and skills with the children. This can be an excellent way of understanding how the preschool promotes learning and supports children to get the best out of activities

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the pre-school staff take part in continued professional development to help them to keep up-to-date with early years care and education. We recognise that the continuing development of staff can have a direct influence on the quality of our provision for the children and families

attending the setting and ensure that staff continue to develop through supervision and appraisal and attending training.

The pre-school's timetable and routines

The routines and activities that make up the pre-school's session/day are provided in ways that:

- Help each child to feel that she/he is a valued and respected member of the pre-school;
- Ensure the safety of each child;
- Help children to gain from the social experience of being part of a group; and
- Provide children with opportunities to learn and help them to value learning.

The Session

The pre-school organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor classroom.

Break

The pre-school regards snack and mealtimes as an important part of the pre-school's session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and mealtimes, we aim to provide nutritious food, which meets the children's individual dietary needs. Please inform Preschool of any specific dietary requirements or food allergies for your child to enable us to promote their health and welfare.

The break may take the form of a 'Snack Café' where we organise the snack time for a small group of children at a time, at other times the break is organised as a whole group activity. Children get the chance to chop their fruit, pour their own drinks, make their own sandwiches and socialise with the other children.

Lunch Club

The lunch club runs from 12pm to 1pm daily at the end of each morning session please provide your child with a packed lunch. The lunch club promotes independence, children are encouraged to eat their lunch, but staff will not make an issue of this if the child is not interested in eating. Children are offered activities to participate in after lunch until collection time. Children are welcome to stay for lunch club as parents wish, just let staff know either that day or you can book the lunch club session in advance.

Pre-School Session Schedule - this is just a guide, sessions are flexible and responsive to children's interests, weather or other events

Morning Session

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|---------------|---|
| 8.45 - 9.00 | Staff arrive and set up for morning session |
| 9.00 - 9.15 | Pre-school opens |
| 9.15 - 9.30 | Registration & Story Time or discussion time |
| 9.30 - 11.30 | Free Choice including Adult Led Activities, and free flow outside for various activities |
| 10.00 - 11.00 | Snack café open - small groups of children take turns to have snack cafe whilst rest of group continue play and activities. |
| 11.30 - 11.45 | tidy up time |
| 11.45 - 12.00 | Show and tell discussion time |
| 12.00 | Morning Session Ends, children not attending lunch club are collected |
| 12.00 - 1.00 | <u>Lunch Club</u> |
| 1.00 | Children are collected |
| 1.15 | Staff Leave |

Afternoon Session

| | |
|--------------|--|
| 12.00 - 1.00 | Lunch Club |
| 1.00 - 1.15 | Children may arrive at 12.00 for lunch club or now, registration and discuss plans for session |
| 1.15 - 2.30 | free choice play inside or outside including adult led activities. |
| 2.15 - 2.45 | Snack time - whole group or snack café. |
| 2.45 - 3.00 | Finish activities and tidy up time |
| 3.00 - 3.15 | Story time or discussion time. |
| 3.15 | Children are collected |

Policies

The staff and committee of the pre-school work together to develop and review the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its families and the local community. Copies of all Policies, Procedures and Practise are available for parents to view at Pre-school or via the website. Risk assessments for operation are carried out and reviewed annually along with a six-monthly review of accidents recorded in the accident book. This ensures the activities offered to the children are challenging enough to extend skills and learning without being of significant risk. The accident reviews are available to view upon request.

The designated lead for safeguarding is the supervisor Lis Black; the deputy designated lead for safeguarding is Kirstie Lloyds.

The safeguarding lead on the parent committee is the Chairperson, Sarah Weiss (2019-20).

Special educational needs

As part of the pre-school's policy to make sure that its provision meets the needs of each individual child, we take account of any special educational needs which a child may have. The pre-school works to the requirements of The Special Educational Needs and Disability Code of Practice (2014). We work closely with parents and health care professionals to ensure the needs of children are met to enable them to reach their potential. Inclusive practice ensures availability for children with SEN/disability and values and respects diversity. We have a Special Educational Needs Co-ordinator (SENCO) whose

responsibilities include ensuring liaison with parents and other professionals in respect of children with special educational needs and advising and supporting other practitioners in the setting. A document describing how preschool meets the needs of children with special educational, medical or health needs is available via the website or upon request.

The pre-school's Special Educational Needs Co-ordinator is Kirstie Lloyds.

The pre-school's ENCO is Kirstie Lloyds.

Child Behaviour

The children are encouraged to develop self-discipline and respect for the needs of others. Where children are unsympathetic or unkind to one another, care will be taken to explain why such behaviour is unacceptable and comfort will be given to the affected child. Parents will be informed of any persistent inappropriate or disruptive behaviour so we can look at the best method of supporting the child and family.

Absences

We ask all parents to keep children at home if they have any infection and not to bring into Pre-school any child who has been vomiting or has had diarrhoea until 48 hours have elapsed since the attack. The Pre-school regret that refunds for absences such as holidays or illness cannot be given.

Fees

The fees are £4.05 an hour including the lunch club session. The fees are reviewed annually and will increase in line with the rate of Early Years Entitlement.

| Session | Cost | Session | Cost |
|---|--------|--|--------|
| 9am - 12pm (3 hours) | £12.15 | 9am - 1pm (4 hours) session and lunch club | £16.20 |
| 9am-3.15pm (6 $\frac{1}{4}$ hours) Tuesday, Wednesday and Thursday | £25.31 | | |

Each half term, a bill for sessions will be issued to each parent/family. Payment options i.e. online and monthly will be indicated on the invoice. Prompt payment is essential to ensure the continued running of preschool.

New equipment costs are generally met through fundraising, grants or donations, money raised through fundraising will be used to supplement fees and pay operational costs should this become necessary.

Early years entitlement - universal and extended entitlement

Children are eligible for Early Years Entitlement (EYE) funding from Somerset County Council the term **after** their 3rd birthday. This universal entitlement enables children to receive up to 15 hours funded by the local authority. The extended Entitlement for Eligible Three- and Four-year olds of eligible working families covers an additional 570 funded hours - up to 30 hours per week. Parents must apply through the government

Childcare Service via www.childcarechoices.gov.uk for the extended entitlement. Parents need to inform preschool that they are eligible by providing their eligibility code and renewing every three months as reminded by HMRC. Any hours attended by the child over this allowance will be charged at the usual rate.

Please speak to staff to receive more up-to-date information on this issue.

The notice period for cancellation of a child's place is 4 weeks; this is the notice period for which the EYE will cover. Alternatively, fees are paid for time in lieu of notice.

The management of Pre-school

Kingsbury Episcopi Pre-school is a registered charity and is registered with the Early Years Alliance.

A parent management committee - whose members are elected by the parents of the children who attend the pre-school - manages the pre-school. The elections take place at the pre-school's Annual General Meeting which is held in late September early October each year. The committee is responsible for:

- Managing the pre-school's finances;
- Employing and managing the staff;
- Making sure that the pre-school has - and works to - policies which help it to provide a high-quality service; and
- Making sure that the pre-school works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend the pre-school. It is the forum for looking back over the previous year's activities and shaping the coming year's activities.

Kingsbury Episcopi Pre-school hopes that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating. The staff and committee are always ready and willing to talk with you about your ideas, views or questions.

Updated: Autumn 2019.