

Steeple Aston Pre-School

Prospectus

Steeple Aston Pre-School

Fir Lane

Steeple Aston

Bicester

Oxfordshire

OX25 4SF

01869 340863

info@steepleastonpreschool.org.uk

www.steepleastonpreschool.org.uk

Steeple Aston Pre-School

Prospectus

Steeple Aston Pre-School is situated in the quiet, rural village of Steeple Aston. The purpose-built Victorian school has been modernised and extended for the exclusive use of Pre-School children. We are the feeder Pre-School to Dr Radcliffe's Primary School, and a close working relationship has been established so ensuring continuity between Pre-School and any school reception class. Please note attending Steeple Aston Pre-School does not ensure a place at Dr Radcliffe's Primary School.

We are a voluntary Pre-School with charity status, run by a committee made up of volunteer parents and staff, encouraging parental involvement in the Pre-School. All fundraising income and profit made goes back towards the upkeep of the Pre-School.

Our major fundraising events throughout the year for which we need parental support include: Termly film nights, Rainbow raffle, Children's canvases, pub quiz, sponsor scoot, Christmas Fair at Middle Aston House, Summer and Winter Hamper and our Christmas show.

If you feel you can help support the Pre-School with any of the above or have any new fundraising ideas that you are willing to share, please either e-mail or speak to one of us. We all know time is so precious and can be difficult to spread our time accordingly, but if we can all manage to help in some way, albeit emails, phone calls, flyer distribution etc. this will benefit all of our children and your Pre-School. Our e-mail address is info@steepleastonpreschool.org.uk - we encourage you to use this to contact us. We will send bulletins, forthcoming events, individual observation sheets, reminders etc. this way. Please inform us immediately if you do not receive any correspondence from us so that we can check the contact details we have for you. It is vital that if you cannot open our e-mails or attachments that you let us know so that we can provide you with hard copies to ensure you don't miss out on important information such as cut-off dates for applying to schools, Christmas concerts etc. We have a website www.steepleastonpreschool.org.uk

We are inspected and approved by the LEA, Social Services and OFSTED. We were last inspected in May 2017 by OFSTED and the Pre-School received a 'good' rating in all areas. Copies of the report are available on request.

Policies

Equipment and resources policy

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment. We aim to provide children with resources and equipment that help to consolidate and extend their knowledge, skills, interests and aptitudes.

Food and drink policy

The Pre-School regards snack and mealtimes as an important part of the Pre-School day. Eating represents a social time for the children and adults help children to learn about healthy eating. Parents provide snack on a Rota system, a.m. session of fruit, vegetables, or store cupboard (dried) we offer a drink of either milk or water in each session and paying due attention to children's particular dietary requirements. For those children staying on for lunch club a packed lunch is required (due to the increase in allergies **no kiwis, popcorn, sesame, nuts, or products that contain nuts** are permitted at Pre-School). Packed lunches need to be provided in a suitable, named container. We encourage healthy foods for lunch and support healthy eating practices in our ongoing provision, therefore insisting that chocolate bars, sweets and high sugar/fizzy drinks are not permitted in lunch boxes.

Health and safety policy

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

We promote a healthy lifestyle and a high standard of hygiene in the day-to-day work with children and adults.

Parents are asked to keep their children at home if they have an infectious disease and to inform Pre-School as to the nature of the infection. This will allow the Pre-School to alert other parents as necessary and to make careful observation of any child who seems unwell. Parents are asked not to bring into the Pre-School any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.

Personal care policy

Steeple Aston Pre-School is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. The Pre-School recognises that there is a need to treat all children with respect when dealing with a child's personal care needs. No child will be attended to in a way that causes distress or pain or provokes embarrassment. All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Non-collection of children policy

When a child is not collected at the end of a session and no contact can be made with either a parent/carer or emergency numbers given, the Pre-school's responsibility is to inform Social Services.

Key person and Settling in Pre-School policy

We want children to feel safe, stimulated, and happy in the Pre-School and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the Pre-School. We aim to make the Pre-School a welcome

place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Supporting children with Special educational needs policy

We aim to provide equality of opportunity for all members of our group, and this includes children with special educational needs. Each child is able to progress at their own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs and we operate in accordance with the Government's Code of Practice on special educational needs. We work to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice 2000 (as amended). If you would like to discuss the group's ability to meet your own child's special needs, please talk to Ann Buswell the Manager or Karen Ewart the Special Educational Needs Co-Ordinator.

We have provided a brief summary of our policy statements. You can find full copies of each policy in our 'Parent's Guide' folder that is kept in the window sill of the back room at Pre-School. Photocopies or emailed copies of any policy are available on request. The Pre-School manager, staff, and committee work together to adopt each policy. Everyone has the opportunity to take part in the annual review of the policies. Comments and suggestions from parents are always very welcome.

Admissions policy

It is our intention to make our Pre-School genuinely accessible to children and families from all sections of the community.

The waiting list is arranged in birth order and in addition may take into account the following:

- the age of the child with priority being given to children eligible for the free entitlement
- length of time on the waiting list
- siblings already attending the setting
- the capacity of the setting to meet the individual needs of the child

Please be aware that depending on our intake at the start of the academic year in September there may be limited availability of spaces within the rest of that academic year. If considering a January or April start, please be aware that morning sessions are unlikely to be available and alternatives if available will be offered.

We request that each child attends for a minimum of two sessions per week. We highly recommend increased sessions for children over three.

Promoting positive Behavior policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which all children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. All adults will try to provide a positive role model for the children with regard to friendliness, care, and courtesy, and offer strategies for handling any conflict. When children behave in unacceptable ways they will be given one-to-one adult support in seeing what was wrong and how to cope more appropriately. This might be accomplished by a period of 'thinking time' with an adult. Children will never be sent out of the room by themselves. Physical punishment such as smacking or shaking will be neither used nor threatened. In any case of

misbehavior it will always be made clear to the child in question that it is the behavior and not the child that is unwelcome.

Child protection policy

We comply with the procedures approved by the Area Child Protection Committee. We intend to create in our Pre-School an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

'strong and effective links exist between staff and other professionals and they work well together to help ensure individual needs are met' [OFSTED Inspection, May 2017]

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 warm welcome to each individual child and family, and 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. Many concerns can be resolved quickly by an informal approach to the appropriate member of staff, but if this is not satisfactory we provide clear guidance on how to complain within our policies found in our 'Parents guide' .

Confidentiality policy

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they receive high quality Pre-School education and care. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of the children.

Data protection policy

In order to run safely and efficiently and to comply with various regulations (including OFSTED), the Pre-School has to keep certain records. The Pre-School keeps personal information about the staff and children, for example the children's registration forms with details of medical problems, dietary requirements, emergency contact numbers, accidents, and injuries. The Pre-School is exempt from having to register under the Data Protection Act 2018. After a child or member of staff leaves we will not retain information unless it is required under the Data Protection Act.

Valuing diversity and promoting equality policy

Our aim is to show respectful awareness and welcome the diversity of backgrounds of the children and families in our Pre-School and in the community as a whole. All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within the Pre-School will ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them. Resources will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.

'children, including those who have special educational needs and or disabilities and those who speak English as an additional language make good progress from their starting point' [OFSTED Inspection, May 2017]

Starting Pre-School

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 others and parents should not feel worried if their child takes a while to settle.

'Children benefit from the welcoming and friendly approach of the staff and team. Staff set a good example for children to follow in their calm caring manner' [OFSTED Inspection, May 2017]

'Staff provide a bright colorful and well-resourced environment indoors and outdoors' [OFSTED Inspection, May 2017]

The Pre-School's policy on settling in is in the 'Parent's Guide' folder in the windowsill in the back room (copies available on request. To enable to the children to be familiar with their surroundings on the first day, parents and children will be given the opportunity to visit Pre-School before the child starts. Visitors are very welcome, but appointments must be made to ensure our staff ratios are not affected.

Routines of the day

- The Pre-School day starts at 8.50am. The playground gate will be open at 8.30am.
- The back door will be opened at 8.50am. (The gate and door will be locked at 9.10am, if you arrive and find the gate locked please use the front door)
- Members of staff are there to meet and greet you and your child(ren) with a friendly welcoming smile.
- On entering Pre-school for a morning session, the children are encouraged to take their own name card from the table and place it in a box held by a member of staff. This enhances your child's sense of belonging to the group. Example:



- We ask that you provide a change of clothes and keep them in a bag [**not drawstring bag**] to be placed on the shelf or hung up on your child's hook in the front foyer. Named nappy bags including nappies [not pull up's], unless toilet training, wipes, and nappy snacks to be hung on the pegs in the disabled toilet and replenished regularly. No medicine in nappy bags please.
- Please ensure that if your child brings a comforter or anything special to Pre-School that they are **clearly named**. They will be encouraged to place it in their own named draw. Please note, we would strongly advise very special or fragile items should not be brought into Pre-School.
- 'Show and tell' items should be placed in the bucket in the back room. Again, please ensure they are clearly named and not fragile or of value.
- If your child brings a packed lunch, the **named** lunch box should be placed on the trolley provided. **Please name all containers, drink bottles etc.**

- Various planned activities will be set out on tables and the floor accompanied by members of staff to encourage the children to settle into an activity before parents/carers leave. Members of staff will help you to settle your child if they are a little upset. If you feel it is necessary to stay a while, please feel free to do so.
- A tambourine will be shaken at 9.35 am to give the children a warning that there is five more minutes left of play before tidy up time. All the children are encouraged to help tidy and from here we will assess that we take a register or just have circle time. All children are supported and guided by the staff, especially if they are a little apprehensive.
- Snack is provided in the session, but water is available throughout the day for children to help themselves. We rely on parental contribution for the children's snack. The snack rota is e-mailed termly and displayed in Pre-School.
- After snack all the children have free play outside before we have group circle time at the end of the session.
- Children who go home at lunchtime are asked to check their drawer and collect their belongings before returning to sit quietly on the carpet. The children who are staying for lunch go and wash their hands.
- For children who are arriving or being collected at 11.50 am the **front door** will be opened. We request that you remain outside while your child is called and returned to you. If your child is coming in at this point, we will release the children that are going home first and then a member of staff will register them in, and they then go through to wash their hands with the other children.
- For children who are arriving or being collected at 12.15 pm, the **front door** will be opened. We request that you remain outside while your child is called and returned to you. If your child is coming in at this point, a member of staff will register them in once the other children have left.
- The afternoon session follows the same format as the morning session.
- At 2.50pm the **front door** is opened. Again, we request that you remain outside. Your child will be called and returned to you.
- If you wish to speak to a member of staff at this time, please feel free to do so once all children have been collected. Please do not distract the members of staff at the door as they need to focus on ensuring the children are handed over safely and securely.
- Please be on time to collect your child. We cannot stress how important this is, as the children can become distressed if they are the last one waiting to be collected.
- Late collection will incur a cost, as per our late collection policy.
- If you know in advance that you will not be collecting your child at the end of their session(s), please contact a member of staff and complete a Collection slip. You can

email, but please note that emails aren't always picked up before the end of the session so it would be best to call.

- If you are not collecting your child yourself, it is important that Pre-School is informed and the person you are authorising to collect your child **knows your password**.

What to wear

We have our own Pre-School uniform, which is a royal blue or jade green polo shirt and black fleece jacket; please see the order form for ordering and costs. All items are embroidered with our Pre-School logo and the uniform can be purchased from Pre-School throughout the year. Occasionally we have second hand uniform available.

Whilst we encourage all children to wear the uniform we understand that it is not always possible. In this case, please send your children in clothes that are easily washable and not too new. This will enable them to explore and experiment with all kinds of materials, including messy ones!

It is good for children to practice the skills that will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help.

The children are given the opportunity for outside play as much as possible. Therefore, we would be grateful if you could provide warm coats, hats and gloves during the winter and wellingtons at all times. Waterproofs should be kept at Pre-School, for wet weather play, could we please stress that waterproof trousers are perfect, they are simple for the children to manage themselves and easier to use when toilet training. We ask for the children wear secure footwear. No crocs or open toes shoes please, as it increases our accidents.

During the warmer weather we ask for children to be applied with an 8hr sun cream before arriving to Pre-School, bringing their own cream for a top up during the day. In addition to this, sun hats are essential, and lightweight, long sleeved tops and trousers are best to guard their delicate skin against the sun.

Forest school – for the Rising R children. To comply with Dr Radcliffe's, wellingtons and waterproofs must be worn and legs and arms must be covered.

PE Kit – During the summer term for Rising R children only. This just needs to be a T-shirt and shorts. No special footwear is required. This isn't required until the term after Easter.

Please can you make sure each item of clothing and footwear is clearly marked with your child's name.

For children who are currently being potty trained, please can you provide several changes of clothes. These can be kept in a small bag, marked with your child's name on their coat peg. We do have a selection of clothing at Pre-School but children are usually happier to wear their own. If you wish to discuss potty training please feel free to talk to the staff.

We have a nappy changing unit but we don't provide nappies or wipes. Please provide us with a bag of changing items for your child which will be hung in the nappy changing area in the toilet. Please provide nappies rather than pull-ups. Pull-ups are for children that are toilet training only please.

Management and administrations

Decision making

The Pre-School is a charity and is run by a voluntary elected committee and a manager. The committee in conjunction with the manager is responsible for reviewing both policy and practice, and for the employment and appraisals of staff. Our Annual General Meeting, at which the committee for the following year is elected, is held in September/October and parents will be informed in good time to enable them to attend.

Registration

Children may be registered for attendance at the Pre-School any time after they are 3 months old. Your child's registration will then be placed on our waiting list. We arrange our waiting list as per the admissions policy stated above. You must ensure that your registration fee is enclosed with the registration application, as without this we cannot process the application.

A confirmation letter of receipt of your application will be sent to you. You will be contacted nearer the commencement date to discuss what sessions we have available to offer your child. You will then receive a letter of confirmation of the days and number of sessions that have been confirmed. From this moment on you have a reservation at the Pre-School and will not be able to change the allocated sessions for that term. If after confirmation of session allocations you then decide that you do not want the place, you will be liable for a full term's payment of fees. We require one term's notice for changes of session. Sessions will be carried through to the following terms unless changes are requested and notice given. Changes may only be made if the required sessions are available.

You will have been offered a chance to visit the Pre-School with your child prior to them starting. You will also be invited to a 'Taster session' which is held at Pre-School during a session to give your child and the parents the opportunity to meet members of staff, have a look round and discuss any questions or concerns you may have.

Please note: If you wish to visit Pre-School prior to this you must contact Ann Buswell (Manager) to arrange a visit.

If you require any more information or have specific needs, please talk to Ann or Katie (Administrator).

The sessions

We organise our 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 small and large group activities, which introduce them to new experiences, helping them to gain new skills as well as learning to work with others.

Outdoor activities contribute to children's health, 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-initiated activities, as well as those provided in the indoor playroom.

Our Pre-School offers education and care for children between 2 and 5 years old. A typical session will generally follow a pattern of a simple registration, free-flow play (indoors and outdoors), snack time, outdoor play, story time, lunch/home time.

Our Pre-School operates to the term dates of Dr Radcliffe's Pre-School. The sessions are as follows:

	AM		Lunch club	PM	
	From	To		From	To
Monday	8.50	11.50	11.50 - 12.15	12.15*	2.50*
Tuesday	8.50	11.50	11.50 - 12.15	12.15	2.50
Wednesday	8.50	11.50	11.50 - 12.15	12.15*	2.50*
Thursday	8.50	11.50	11.50 - 12.15	12.15	2.50
Friday	8.50	11.50	11.50 - 12.15	12.15	2.50

***Rising R sessions only**

Please note: The late collection of a child causes inconvenience and more importantly distress to the child. As we are required to have two members of staff stay with any child there will be a charge to cover the cost.

Fees

Fees are payable calendar monthly in advance and can be paid by BACS, cheque, OR childcare vouchers. Fees must be paid if children are absent without notice. No refund or reduction will be given for holidays or short-term sickness.

If paying by BACS our bank details are : A/C 78734665 Sort code: 51-70-15 Natwest, Bicester

Cheque payments are payable to Steeple Aston Pre-School. Please put your child's name on the back

For your child to keep their place at Pre-School you must pay all the fees owed in advance. Once sessions have been allocated for a term, you are responsible for payment of all allocated sessions for that term. The invoices are sent out each month and payable in advance. Late payment will be subject to a late payment charge of £25 and sessions will not be available to attend or additional sessions for grant funded children until payment is received.

If you would like to reserve a place for your child when they turn 2 mid-term, fees will be payable for that whole term as a place will have to be reserved. If Pre-School is not full in that term, this may be reviewed and fees may be payable from the child's start date. Any returned / bounced cheques will automatically have an additional charge of £15.00 added to your child's fees.

We accept Nursery Education Funding (see below for more detail) for all eligible children who are aged 3 and 4. If your child is eligible for Nursery Education Funding you will be given a Parent Declaration Form to complete. Children are only eligible for funding in the term after they turn 3. The funded amount is taken off the termly invoice and you are required to pay the outstanding amount.

NURSERY EDUCATION FUNDING

We are able to offer Nursery Education Grant funding in its most flexible form.

Some parents will be entitled to 30 hour funding and all children the term after their 3rd birthday are entitled to 15hrs Grant Funding.

This means that if your child is three between

1st April and 31st August you will have 15 hours of free funding per week from the following September

1st September and 31st December you will have 15 hours of free funding from the following January

1st January and 31st March you will have 15 hours of free funding from the following April.

IF YOUR CHILD IS ELIGIBLE you can have your 15 FREE hours in any combination of the following. To check if your eligible for additional funding please go to www.childcarechoices.com

Session	Times	Lunch Club included	Hours
Full day [2 sessions]	8.50am-2.50pm	Yes Lunch Club is included, you will need to provide packed lunch and drink	6
Morning session	8.50am-11.50am	No - Lunch Club is not included and there is an additional cost if required.	3
Afternoon session	11.50am-2.50pm	Yes Lunch Club is included, you will need to provide packed lunch and drink	3

Example of how to use the 15 hours could be

- 2 full days and one afternoon session
- 5 afternoon sessions
- 1 full day, 1 afternoon and 2 morning sessions.

Important to note

This offer is for 15 hours for 38 weeks, at present we operate to the school calendar and are therefore open slightly longer than that. This will obviously incur slight additional costs if you wish your child to stay until the end of each term.

Obviously, children can have additional sessions and be charged as normal.

Additional sessions to this will be charged as follows:

£14.90 per session £2.50 Lunch club

When your child is eligible for funding we will give you all the documents to fill in and return. We strongly advise completing and returning them on the day you receive them to avoid missing the

deadline. If your child is claiming part or full grant from another provider, please speak to Ann prior to filling out the form to clarify.

Please note that there may be occasions where it is not possible to accommodate the full 15 hours if the Pre-School is fully subscribed.

Once sessions have been allocated for a term you are responsible for payment of all allocated sessions for that term, and for the payment of all fees in advance.

Sessions cannot be swapped for different days. If your child is unable to attend one of his/her normal sessions, but attends an extra session during the term, the extra session will still be charged.

In the occasional event of a term being longer than the Government funding available, the difference must be paid e.g. a 13 week term may only be grant funded for 12 weeks. (You will be advised if this is the case when your invoice is issued, or as soon as the Government releases the term's grant information.)

A full term's notice must be given before removing your child from Pre-School, or, in lieu of notice, a full term's fees must be paid.

Fees are reviewed annually at Easter. Current information can be found on our website www.steepleastonpreschool.org.uk or you can contact Ann Buswell, the Pre-School manager for current fees, grant funding allowance and individual cases.

Adult resources

We have a high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. As well as gaining qualifications in early years education, all staff take part in further training to help keep them up to date.

'the manager encourages staff to develop their skills and knowledge well by attending relevant training and sharing information gained with their colleagues'

' [OFSTED Inspection, May 2017]

The regular staff in the group are:

Name	Title	Relevant qualifications and experience
Ann Buswell	Manager	Diploma in Pre-School Practice [Level 3] Diploma in Managing Children's behavior [Level 3] Twenty years Pre-School experience Safeguarding Children child protection course Child Protection and Behavior Coordinator First Aider and EpiPen trained Admissions Coordinator EYS Send Coordinator Prevent duty and FGM Signing to support language development Safer recruitment Early help assessment
Liz Hite	Supervisor	Diploma Level 3 NVQ Level 2 GNVQ Health & Social Care

Karen Ewart	Assistant	<p>Food hygiene Safeguarding Children child protection course First Aider and Epi-pen trained 11 years Pre-School experience Prevent duty and FGM Signing Autism Tier 1 Understanding behavior in the early years</p>
		<p>NVQ level 2 NVQ level 3 SEND Coordinator First Aider and Epi-pen trained Safeguarding Children child protection course 8 years as voluntary Primary school assistant 10 years Pre-School experience Autism Tier 1 & 2 Understanding behavior in the early years</p>
Sarah Stewart	Assistant	<p>NVQ Level 2 NVQ level 3 First Aider and Epi pen trained Safeguarding Children child protection 2 years' experience as a nanny 10 years Pre-School experience Prevent duty and FGM</p>
Faye Rose	Assistant	<p>CACHE level 3 NVQ children's care and learning development Level 2 teaching assistant course First aider and Epi pen trained Prevent duty and FGM</p>
Katie Betteridge	Assistant	<p>NVQ level 2 First aider and Epi pen trained Safeguarding and child protection course Child minding experience Prevent Duty and FGM</p>
Cayleigh Oliver		

Children's Learning and Development

'children are motivated, independent and sociable' [OFSTED Inspection May 2017]

Early Years Foundation Stage

The Early Years Foundation Stage curriculum (EYFS) is compulsory for all OFSTED registered settings and schools caring for children from birth to the end of Reception class at Primary school. The EYFS is for all children in settings outside their home. It emphasises the right of children and their families to be included and welcomed in all settings and requires practitioners to promote positive attitudes to diversity and difference and to meet the individual needs of all children whatever their background, needs or abilities. This is reflected in the four principles that sit at the heart of EYFS:

- **A unique child** – every child is a competent learner from birth, who can be resilient, capable, confident, and self-assured.
- **Positive relations** – children learn to be strong and independent from a base of loving and secure relationships with parents and key persons.
- **Enabling environments** – the environment plays a key role in supporting and extending children’s development and learning.
- **Learning and development** – children develop and learn in different ways and at different rates. All areas of learning and development are equally important and inter-connected.

We are very aware that young children learn best through play, and as experienced Early Years Practitioners, we provide your child with appropriate play and learning experiences for their stage of development and help them develop new skills. The activities we provide for young children underpin the skills they need to work towards the Early Learning goals in the following areas at the end of their reception year at school.

‘Staff have high expectations of children and plan interesting activities’ [OFSTED Inspection May 2017]

All areas are of equal importance and many activities will cover many of the areas. Each area is divided up into stages of development, and we are able to identify resources and learning opportunities for individual children dependent on their developmental needs. These learning areas are:

- Communication, language and literacy
- Personal, social and emotional development
- Physical development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

The EYFS also encourages us and parents & carers to work together to help children develop to their full potential. As a setting we use Tapestry to assess and record children’s progress. For you, this provides the opportunity to input information, at any point in time, about your child’s development, on Tapestry. In this setting we will be using various types of observations including specific child focused observation, photo observations, and learning area observations (spontaneous) which will be uploaded onto Tapestry to build their learning journey.

‘The manager places a high priority establishing meaningful relationships with children and their families from the outset’
‘partnership with parents are good’ [OFSTED Inspection May 2017]

Rising R’s

The Rising R’s sessions are held on a Monday and Wednesday afternoon and are only available for the children who are going to Primary school in the coming academic year. During these sessions we focus on developing the skills required for Reception class. We pay particular attention to each child’s literacy and numeracy skills, helping them to develop to their full potential in these areas. We also work on developing their concentration skills and social skills, and help build up their self-confidence by offering each child the opportunity to stand up and talk to the whole group of children through specifically designed activities.

We must emphasise that children will learn at their own pace. We will not, and do not, push any child to complete the activities – we are just working with the child to give them the opportunity to have basic grounding if they are keen and ready for it. To ensure that your child has the

opportunity to experience all these additional activities, eligible children are encouraged to attend both sessions. During the Rising R's sessions, we provide the children with a range of additional activities that will help support them for their transition to primary school.

Dr Radcliffe's Reception Class

The children in Rising R's sessions are taken on a Rota basis to Dr Radcliffe's reception class to spend time there and gain experience of a primary school reception class.

Read Write Inc (RWI)

At Pre-School we use a system of synthetic phonics to teach reading (Read, Write, Inc). This program consists of teaching the children pure sounds and a correct pronunciation guide for these sounds can be found on the oxford owl website (oxfordowl.co.uk). This is a fantastic site and provides lots of information regarding supporting your child in the early phases of learning to read, and also provides access to some early reading books. The Read, Write, Inc program also includes writing and so the children are taught how to write the letter as they learn the sound. We use all lower case letters apart from names and do not teach letter names at this early phase of reading.

Physical Education

The children have the opportunity to take part in P.E sessions during the summer term. This enables them to be familiar and confident in changing and organizing themselves ready for P.E sessions at primary school.

'Aston Lamb and Rocco Bear'

During the Summer Term each Rising R child is given the opportunity to take a Bear home for 2 nights and draw or write about what he has been doing whilst on holiday with you. Your child will then be able to talk to the whole group about what Bear did. This has always been popular with parents and children alike, and you can find all the diaries on display in Pre-School.

'Show and Tell'

Is a whole group activity, where children are allowed to bring something from home, talk about it to their peers, and then answer questions from the other children. This is a fantastic opportunity for children to develop their confidence, communication and language, self-esteem and social interactions.

'Sound of the week'

Each week we look at a different sound from the alphabet, children are encouraged to bring in an item from home beginning with the sound of the week. They place this into the sound bag and during key group time. The children explore the sound bag, removing one item at a time and discussing them with their peers. This activity provides contextual understanding for the children which they find much easier to consolidate and store in their long-term memory.

Healthy Packed Lunch

How healthy would you define the packed lunch to be that you give to your child?

Parents may define the packed lunch they are giving their child to be healthy, but new research commissioned by the Food Standards Agency, found that if the nutritional standards set for school meals were applied to packed lunches, only one percent of those brought in by children would comply!

The study found that packed lunches are filled with crisps, sweets and sugary drinks, instead of the recommended vegetables, fruit and milk. In Britain, around four million pre-school/school children eat a packed lunch - the equivalent of more than 5.5 billion lunches per year.

What constitutes a healthy packed lunch for under five year olds?

If your child/ren are bored of eating the same thing day in day out, or you're not sure what makes up a healthy well balanced lunch box, this will hopefully give you the inspiration you need for spicing up their lunches with a good mix of healthy ideas.

Simply pick one item from each of the five categories below, to make up a well-balanced packed lunch. You can vary the portion sizes depending on the age and appetite of your child.

Tummy fillers

Growing children need plenty of starchy foods to fill them up and give them energy. Nutritious meals packed with fibre, protein, carbohydrate and vitamins will also help your child's growing bones and give them a healthy dose of brain power for the afternoon ahead.

These along with fruit and/or vegetables should form the main part of your child's lunch.

Try some of these ideas:-

Sandwiches and wraps

- Sliced or [homemade](#) bread - vary between wholemeal, granary, multi-grain and white.
- Bread roll, pitta bread, naan, chapatti, bagel, tortilla/wrap, oatcakes, [crepe/pancake](#), potato cake, malt loaf, hot cross bun, scone.

Fillings/toppings

- **Meat** - wafer thin cooked meats, cubed chicken/turkey breast with tomato and lettuce, ham and cheese, roast chicken & hummus, leftover cold meats (chicken, turkey, sausages etc) with salad, chicken and mashed avocado, cold BLT.
- **Fish** - tuna mayo & sweetcorn, tuna salad, fish paste and cucumber.
- **Veggie** - grated cheese, cheese spread, cream cheese, Quorn slices and salad, cottage cheese with pineapple, cheese and grated carrot with a little mayo, veggie sausages, vegetarian pate with cucumber, cheese and coleslaw, egg salad/egg mayo, cheese and pickle, Marmite.
- **Sweet** - High-fruit jam/fruit spread, honey, treacle, lemon curd.

Please note that **we do not permit sesame, nuts and nut products of any sorts to be brought in lunchboxes (due to children with severe nut allergies)*

Other ideas

- Carbohydrate based salads such as [pasta salad](#), rice salad, cous cous, [potato salad](#) etc.
- Egg based foods such as [quiche](#), [mini quiche](#) or [frittata](#).
- Baked items such as [savoury muffin](#) [cheesy corn triangles](#), [pizza slice](#), pasty, cheese, croissant, samosa etc*.

**These items can be high in saturated fat, so just opt for them occasionally.*

Five-a-day options

- Any combination of the following, in a small pot or bag: raisins, sultanas, pumpkin/sunflower seeds, ready to eat dried apricots, dates or prunes.
- Whole fruits - Satsuma, apple, banana, pear, peach, plum, grapes, strawberries (whatever is in season)
- [Fruit salad](#) pot - any combination of prepared fruit: strawberries, orange, melon, mango, pineapple, etc.
- Homemade fruit puree, smoothie or apple sauce (you can add strawberry, peach, etc to it)
- Fruit jelly made with fruit pieces and pure fruit juice.
- Tinned fruit pot (useful in the winter if you can't find ripe fresh fruit) - mandarins, pineapple, peaches, fruit salad, pears.
- Salad pot - any combination of prepared raw vegetables: cucumber, lettuce, pepper, celery, cherry tomatoes, carrot sticks, mange tout, slices of avocado sprinkled with a little lemon juice etc. or [coleslaw](#).

Good for growing bones

- Fruit yogurt, fromage frais or dairy-free alternative.
- Cold rice pudding or custard.
- Greek/plain yogurt.
- Cubes of cheese or pre-packed lunchbox sized cheese portion, cottage cheese with pineapple.
- Dips: tzatziki, raita, cream cheese and plain yogurt.

Snacks

If you have energetic children, you may like to add a snack to their lunchboxes to re-fuel their energy levels!

Here are some suggestions:-

- Savoury options - mini sausages, [falafel](#) etc.
- Small bag of lower salt (preferably baked or reduced fat) crisps, or a handful of crisps in a pot. Crackers, crisp bread, rice cakes, cheesy biscuits, [savory flapjack](#), savory scone, bread sticks, unsalted popcorn.
- Sweet options -Muffin, cupcake, [small piece of cake](#), [biscuit or cookie](#), [flapjack](#), [shortbread](#), jam tart, cereal bar*

** Check cereal/flapjack bars for sugar content , as some can contain as much sugar as a bar of chocolate!*

Thirst-quenchers

Steer clear of sugary, fizzy drinks and go for one of these healthy options:-

- Water
- Milk (whole, semi-skimmed, goats or soya)

- Milkshake
- Pure fruit juice or [smoothie](#) - preferably diluted.
- Occasional well diluted high-juice squash

Sugar free options- *Sugar can be hard to spot in children's food, as it's called many different things. All the following are forms of sugar, which is only needed in small amounts and offers your child little, just 'empty' calories: sucrose, glucose, fructose, maltose, dextrose, fruit syrup, molasses. Look for 'no added sugar' on the packet. If you can't see that on a label then read the Nutritional Information panel and look under 'Carbohydrates - of which Sugar'. But do be aware that products stating 'no added sugar' normally use chemical sweeteners.*

How parents get involved with Pre-School

The Pre-School recognises parents as the first and most important educators of children. All of the staff see themselves as partners with you in providing care and education for your child. It is fundamental for parental engagement, research has shown that parental involvement facilitates children's acquirement of better academic success, enjoyment for richer learning experiences and a higher quality of care.

Becoming more involved in Pre-School benefits you too. You will have a chance to observe and discover how your child plays and relates to other children in a different environment away from your home. You may also get some new ideas about the kinds of activities they enjoy, and all of us who work with your child will be happy to suggest fun activities to help him/her learn and develop outside the setting.

Spending more time at Pre-School is also a great opportunity to meet informally with the staff, build relationships and make friends with other parents. Volunteering gives you the opportunity to develop new skills and knowledge and gain valuable experiences. We would encourage you to come into Pre-School to share with the children any skills you may have to offer. The children love to have parents, grandparents, and carers etc. come in and read stories, do activities and share their knowledge / experience with them.

We currently have an ex-staff member come into school and play songs to sing along to on the guitar. We would welcome any offers from parents/carers to come and play an instrument for us. If you are interested in volunteering to be on our contingency staff list, please speak to Ann.

There are many ways in which parents are welcomed and encouraged to take part in making the setting a welcoming and stimulating place for children and other parents such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with staff
- Being actively involved in sessions by helping with arts and crafts activities, cooking reading, books, teaching or playing musical instruments, singing, dancing.... the list is endless
- Helping to provide, make, and look after the equipment and materials used in the children's play activities

- Being part of the committee or fundraising committee of the Pre-School, and taking part in fundraising events
- Joining in community activities in which the setting takes part, and building friendships with other Pre-School parents

As part of our charity status we have a voluntary elected committee, which takes a supportive role in the running of the Pre-School. We hold our AGM in September/October and we will be looking for parents/carers to give a little of their time as an elected part of the committee. We do not need experience, just enthusiasm and commitment. More details will follow, but in the meantime please see any of us for more information.

We carry out criminal record checks (DBS checks) on all adults volunteering with children other than their own. These policies are for the wellbeing and safety of all children, and you will be required to support these extra security measures.

Regular events

- Trips out and nature walks
- Attending events and activities at Dr Radcliffe's Primary School, including sport's day, concerts and plays
- Singing accompanied by guitar playing parents
- Church visits which includes the children participating in a short service or activities. Please advise the staff, if you do not wish your child to attend these services.

Our setting aims to:

- Enhance the development and education of children under statutory school age in a parent involving, community-based group.
- Provide a happy, safe, secure, and stimulating environment, where the children are encouraged to develop their own learning potential through structured play and social activities. This provides them with the foundation skills necessary to enable them to enter any Primary school, ready and eager to learn.
- Work within a framework that ensures equality of opportunity for all children and families.
- Provide opportunities for you and your family to be directly involved in the activities of the group and in your child's progress.

We aim to ensure each child:

- Is in a safe and stimulating environment
- Is given individual care and attention, made possible by our high ratio of adults to children
- Is helped to take forward their learning and development by being helped to build on what they already know and can do
- Has the support of experienced and committed staff
- Has fun and builds friendships with children and adults

And Finally

We look forward to welcoming your child into our Pre-School.

If you have any queries or if we can be of any help, please contact me, a member of staff or a committee member at any time.

**Ann Buswell,
Pre-School Manager**



'Happy Day' Sheet for

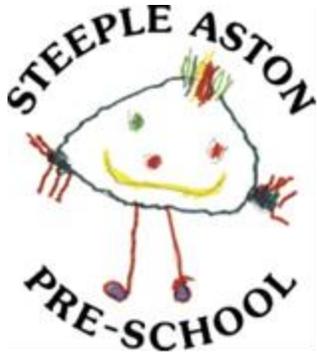
We recognise that there is no one who knows your child better than you do, and as such, we aim to forge close relationships with you as parents and work in partnership to meet your child's individual needs. To help us recognise your child's unique characteristics and abilities please take a few minutes to fill in the following questions and return them to us. This information will help us to plan interesting and stimulating activities for your child to enjoy.

My favourite toys I like playing with are:	My favourite games I like to play are:	My favourite stories I like to read are:	My favourite songs and rhymes are?
At the moment, I am really interested in.....		The programmes I currently like to watch on either the TV or computer are.....	
The places I enjoy visiting are.....		During the holidays I have been to.....	
Family or special news to share.....		These are the things I really don't like.....	

Family Tree/Special People?	Do they have any particular fears eg loud noises?
Do they still nap?	Were they prematurely born or any difficulties during pregnancy/labour?
Do they attend another setting or childminder? If so where and what hours and days they attend?	Any additional languages?
Do they know anyone who attends Pre-School or are familiar with?	What food do they like, snacks etc, would they prefer milk or water at snack time?
Who lives with me?	Who is special to me?
Does your child have a specific comforter?	Does your child use nappies, the potty or toilet. If your child is potty or toilet trained, do they have specific actions or words to indicate they need the toilet. If so what words or actions do they use?

Tell us a little about your child's skills and abilities.	
---	--

If you feel that there is any information that would help us to get to know your child better, please feel free to add comments on the reverse side of this page. If you have any questions, please do not hesitate to speak to any of us.



UNIFORM ORDER SHEET STEEPLE ASTON PRE-SCHOOL

Child's name

	SIZE	PRICE	QUANTITY	TOTAL
Polo Shirt Jade	2 yrs	£8.00		
	3-4yrs	£8.00		
Polo Shirt Dark Royal	2 yrs	£8.00		
	3-4yrs	£8.00		
Polo Shirt Light Pink	18-24 months	£7.00		
Polo Shirt Dark Pink	5-6 yrs	£7.00		
Fleece	3-4 yrs	£15.00		
TOTAL				£

Please make payment via BACS to The Pre School account
Sort 51-70-15 Account 78734665

