



Stanbridge Pre-school



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Head Teacher: Miss R Godwin
Pre-school Leader: Mrs N Biggs

Welcome to Stanbridge Pre-school

At Stanbridge we value the individualism of every child and believe that Pre-school children learn best through play.



We aim to provide high quality care and education for all children in our school.

- work in partnership with parents/carers to help children learn and develop and believe that parents should be actively involved in their children's learning.
- value all children in our local community and welcome their experiences and culture into our school aiming to value individuality, celebrate diversity and promote equality.
- to provide interesting, fun & challenging play opportunities both indoors and outdoors offering an individual learning pathway for your child.
- Ensure your child learns basic skills in order to give them a good start to their education and build on their personal, social and emotional skills whilst also developing basic literacy, numeracy, creative, physical and knowledge and understanding skills.

We aim to ensure each child

- Is in a safe and stimulating environment
- Is given generous care and attention, because of our ratio of qualified staff to children
- Has the chance to join with other children and adults to live, play, work and learn together
- Is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do
- Has a personal key person who makes sure each child makes satisfying progress
- Is in a setting that sees parents/carers as partners in helping each child to learn and develop
- Is in a setting in which parents/carers help to shape the service it offers

Children's Development and Learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The provision for children's development and learning is guided by the EYFS (Early Years Foundation Stage) this sets the standard for learning, development and care for children from birth to five. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through seven areas of learning

The guidance divides children's learning and development into seven areas

Prime Areas: These prime areas are the most essential for your child's healthy development and future learning.

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas: The prime areas will help children develop skills in these specific areas.

- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design



For each area the guidance sets out early learning goals. These goals state what is expected that children will know and be able to do by the end of the reception year of their education

For each early learning goal, the guidance sets out development stages, which describe the stages through which children are likely to pass as they move to achievement of the goal. Our setting uses these developmental stages that lead to the early learning goals to help us trace each child's progress, and to enable us to provide the right activities to help all of the children to achieve and progress.

Communication and Language

This area of children's development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development

This area of children's development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, Social and Emotional Development

This area of children's development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy

This area of children's development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics

This area of children's development involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the World

This area of children's development involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive Arts and Design

This area of children's development involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



Working Together for your Children

In our setting we maintain the ratio of adults to children in the setting that is recommended in the EYFS guidelines. We also encourage parent helpers where possible to complement these ratios. This helps us to

- Give time and attention to each child
- Talk with the children about their interests and activities
- Help children to experience and benefit from the activities we provide
- Allow the children to explore and be adventurous in safety

The staffs in our setting is

Name	Job Title
Miss Godwin	Head Teacher
Mrs Biggs	Pre-school Leader
Mrs Thackray	Pre-school Assistant
Mrs Davies	Pre-school staff

We are open during term time from 9 - 3.30 pm, every week day and provide care and education for young children from 3 to 5 years old. The Pre-school is directly managed by the Head Teacher and Governors of Stanbridge Lower School. This enables Pre-school to make full use

of our school facilities and become involved in any activities that may benefit the Pre-school children.

Parents and Carers

Our setting recognises parents/carers as the first and most important educators of their children. All of the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parent/carers take part in making our setting a welcoming and stimulating place for children, some of which are

- Exchanging knowledge about their children's needs, activities, interest and progress with the staff
- Helping at sessions
- Sharing their own special interests with the children
- Helping to provide, make and look after the equipment and materials used in the children's play activities
- Taking part in events and informal discussions about the activities and curriculum provided by the setting
- Joining in community activities in which the setting takes part
- Building friendships with other parent/carers in the setting.

Stay and Play

We actively encourage parents/carers to join in the sessions and stay and play with their children and you can join in with this as little or as often as you like. All frequent visitors to Pre-school will be asked to take part in the CRB clearance in order to safeguard our children.



Key Persons and your Child

At Stanbridge we have a key person system. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at Stanbridge they will help your child to settle and throughout your child's time at Stanbridge they will help your child to benefit from the learning, play and activities which we offer.

Your Child's Achievements

At Stanbridge we keep a record of achievement for each child. Staff and parents/carers working together on their child's records of achievement is one of the ways in which the key person and parents/carers work in partnership. Your child's record of achievement helps us to celebrate together his/her achievements and to work together to provide what your child needs for his/her well being and to make progress.



Your child's key worker will work with you to keep this record. To do this you and the key worker will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage of their development and learning.

Structure of the Session

We organise our sessions so that the children can take part in a variety of directed, supported and independent learning activities both inside and outside. The structure of the session is designed to introduce them to new experiences and to help them gain new skills, as well as helping them to learn and work with others.

Our outdoor activities contribute to children's health, their physical development and their knowledge. Children can choose whether to learn outdoors and a variety of daily and ongoing activities will be on offer supporting the six areas of development and learning.

Short directed learning activities are provided for your children, depending on their age and stage of development. Singing times, circle times, story times, name writing, games developing letters and sounds are all included in these activities.

At Stanbridge Pre-school some examples of the topics covered throughout the year include

- Ourselves
- Colours
- Transport
- Animals
- Senses
- People who help us



Other activities include

- Visiting the school library and choosing a book to share at home
- Song time
- Show and tell sessions
- Walking around and learning in the school field/environment.

Snack Time

- All children enjoy a healthy snack each morning. This is provided by school.
- The children are provided with milk for refreshment and water is on offer throughout the session.

Special Educational Needs

At Stanbridge we try to endeavour to provide learning that meets the needs of each individual child. We take account of any special needs a child may have and will work closely with parents/carers to ensure the needs are met. Mrs Date is the teacher with responsibility for Special Educational Needs both in our main school and in Pre-school. Please ask to speak to her if you have a concern about your child.



Policies

Copies of our school policies are available for you to look at on request. Please ask a member of staff if you would like to view a policy. A copy of our Child Protection policy is on display on the Parent's Information Board in Pre-school. Our policies help us to make sure that the service provided by our setting is a high quality one.



Starting Pre-school

- 1. Registration:** We have a special registration form for you to fill in and return to the school office with proof of date of birth. This can either be in the form of a passport or birth certificate. Included in this pack will be a permission to be photographed letter, permission to taste and permission to go on visits to the local area eg church.
- 2. Clothing and Jewellery:** No special clothing is required for Pre-school. We encourage children to wear clothes that won't get spoiled and to wear comfortable footwear. We provide protective clothing for the children when they take part in messy play. In accordance with school policy and for health and safety reasons children are only allowed to wear stud earrings to Pre-school.
- 3. Toilet Needs:** We encourage parents to ensure that their children are fully potty trained before starting Pre-school. However we recognise that this is not the same for all children and we encourage parents to work in partnership with us to develop this skill with the children as quickly as possible. Please ask to see our policy which gives further clarification about this matter.
- 4. Fees:** Parents are entitled to up to 15 hours funded child care each week. These can be used flexibly across the week. The hours can be claimed for in different settings, but extra hours must be paid for. From September 2017 you may be eligible for 30 hours of funded child care each week, but eligibility criteria applies to this. In order to staff sessions and claim funding parents will need to state what hours they would like and how they would like to use them (based on availability). These can be changed subject to prior written notice being given by either yourself or the school. Any hours or sessions that are allocated (in excess of 15 hours or 30 hours if you are eligible) must be paid for whether your child

attends the sessions or not. The only time this does not apply is if the school is closed for any reason. All fees are subject to change and parents will be notified in writing prior to the change in fees. Ad hoc sessions can be requested and these will be charged.

5. **Pre-school Fees New Starters:** All children who start at Stanbridge Pre-school in the term of their 3rd Birthday are not eligible for funding until the term after their 3rd birthday.

Session Time	Charge
9 - 12 noon	£15
12 - 3pm	£15
12 - 3.30	£17.50

Safeguarding Children

The safety of your child is of paramount importance to us. Staff will be instructed to allow only named and known person to collect your child from Pre-school. The procedure is as follows:

- Staff will only permit your child to be taken from the Pre-school by an authorised person. Authorised persons are those recorded on your registration form. They must know your password in order to collect your child. If the password is unknown or the person is not entered onto your registration form, then a member of staff will always check with parents before handing the child over.
- In certain circumstances you may find yourself unable to collect your child. In these cases, the Pre-school Leader will ask the person who you have asked to collect your child for their password and ring you to confirm this is authorised. We ask parents to always endeavour to phone school in these circumstances to authorise a person to collect your child. You should give the name of the person and a brief description of the person to the Pre-school Leader.
- If your child is not collected at the end of the session, and parents and authorised collection people are unavailable, the only solution may be to contact the Local Authority Social Services Duty Officer.

Child Protection

At Stanbridge we have a duty of care towards all children. We endeavour to keep all children safe and free from harm. If we have concerns about a child this is dealt with by our designated member of staff for child protection. Likewise if you have a concern about a child this should be passed to the designated member of staff. The designated member of staff for child protection is Miss R Godwin, Head Teacher. All concerns are dealt with professionally and parents/carers are kept informed of all situations regarding their child. Only in circumstances where we consider children to be in immediate danger or harm is a

referral made directly to Social Services. Please ask to see a copy of our Child Protection Policy. A copy is also on display on the Parents Information Board in the Pre-school.

Transferring from Pre-school to our Reception Class

All children are welcome to transfer into our Reception Class in the year of their 5th birthday. Parents should contact Central Bedfordshire Local Authority in order to register their child for a place in the Reception Class on 01234 718120 or via the website on www.centralbedfordshire.gov.uk . Parents and children are welcome to visit the Reception class and appointments should be made via the school office on 01525 210328.



Children transferring into the Reception Class are invited into school for 2 sessions during the summer term to stay and play. Parents are invited to attend the Parent's Meeting where essential school information is shared by the Head Teacher. These also take place in the Summer Term.

We hope you and your child enjoys being a member of our setting and that you both find taking part in our activities interesting and stimulating. The success of our Pre-school is based on communication between both home and school, so please do not ever hesitate to speak to a member of staff about any queries, concerns or ideas.

We look forward to you joining us as part of Stanbridge Lower School and Pre-school.

Rosemary Godwin
Head Teacher