



Great Bardfield Pre-school



Braintree Road, Great Bardfield,

Braintree, Essex

CM7 4EG

01371 811580

Members of Pre-School Learning Alliance No: 16500

Registered Charity Number: 1000159

www.greatbardfieldpreschool.com

Great Bardfield Pre-school

Our mission statement

We treat all children as individuals and respond accordingly to all their needs, in a friendly, safe environment.

Our aim is to broaden all the children's horizons by learning through play and to help them in their journey through the early development goals.

Great Bardfield Pre-School was established in 1970 by a group of parents who wanted pre-school education for their children. We are a registered charity and in 1997 succeeded in our bid for Lottery funding for a new building situated in the grounds of Great Bardfield Primary School. We maintain close links and have an excellent relationship with the school. For those Pre-School children moving on to Great Bardfield Primary School the transition to "big school" is even easier.

Registered under the Children's Act 1989 and validated by OFSTED as approved providers of sessional day care and pre-school learning for children aged 2 to 5 years old, we offer well-considered, creative play opportunities, with the involvement of sympathetic and understanding adults in a safe and nurturing environment.

Our main aim is for children to learn through play. We hope to give all our children a good foundation to be able to start their learning journey into primary school by learning how to:

- share and play with other children
- trust new adults and accept new situations
- experiment with all sorts of different materials and activities
- express themselves in many different ways
- develop their language skills
- work things out, do things for themselves and work on building their confidence.

Since the introduction of Government Funding in 1997 we are accountable to OFSTED. As a registered pre-school we work within the government statutory framework of The Early Years Foundation Stage (May 2008). This framework starts from Birth to Five years and sets the standards of learning, development and care for all children.

The principle of the EYFS (early years foundation stage) is broken down into four themes. These four themes express the principles underpinning of effective practice in care, development and learning of young children. Each principle is supported by four commitments which describe how the principles can be put into practice.

- **A Unique Child:** Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationships:** children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- **Enabling Environments:** The environment plays a key role in supporting and extending children's development and learning.
- **Learning and Development:** Children develop and learn at different rates and all areas of learning and development are equally important and interconnected.

Within these four principles are the six core elements of the early learning goals and educational programmes.

- Problem Solving, Reasoning and Numeracy
- Communication, Language and Literacy
- Personal, Social and Emotional Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development.

Welfare Requirements.

Safeguarding Children: We are obliged to inform Social Services Department of any serious concern regarding a child's welfare. A copy of our current Child Protection Policy is included in this pack. Please do not hesitate to contact us for any further information.

Insurance: We have appropriate cover for Public Liability, Employer's Liability and Personal Accident.

Premises Security: All entrances into pre-school are securely locked. Gates on our outside area are all padlocked and the front door is locked by a key held inside the pre-school. We also run a password system. On admission all parents will be asked to provide a password for their child and this will be used if the child is being picked up by any person other than parents.

Health: We keep a first aid kit at pre-school at all times and all our staff are first aid trained. In the event of a more serious accident, it is important that we have two contact names, up to date mobile numbers and details of your child's GP as requested on the Registration form.

If your child has a medical problem, (such as asthma, nut allergy, epilepsy, diabetes etc.) please tell us. Before we can give your child any medication the Supervisor needs full information and written permission from you. (In exceptional cases, our position will be clarified by reference to the Pre-School's insurance policy.) If specialist knowledge is required, staff involved in administering medication may need to receive training from a qualified health professional.

If your child is ill, please follow the exclusion times recommended by your doctor particularly if they have a contagious disease. If your child has had diarrhoea or vomiting within the past 24 hours please keep them away from pre-school for 48 hours. Head lice have become a more frequent problem so please check your children's hair and treat any infestation before bringing them to Pre-School. Leaflets about the detection and treatment of head lice are available from the Supervisor.

Complaints and Procedures: If something doesn't meet your satisfaction we need to know as soon as possible so that action can be taken. Please feel free to make your concern known to the Supervisor, staff member or to any member of the committee. A copy of our Complaints Procedure policy is available and we are always happy to talk through any issues on an informal basis first. We abide strictly by the guidelines contained within our Confidentiality policy.

Behaviour Management: Our intention is to help children develop self-discipline and respect for others. Clear guidance about what is acceptable behaviour from children is explained and applied consistently. If we have any concerns about your child's behaviour our staff will talk these through with you. Our Behaviour Management policy forms the basis of our approach to issues of anti-social behaviour and this discusses in depth the appropriate methods our staff has of dealing with it. Our staff have regular meetings in which, amongst many other things, they review discipline and develop strategies to maintain a happy and safe environment for the children.

Toilet Facilities: Well-equipped toilet and washing facilities are provided and our staff take great care in the instruction of personal hygiene during toilet training. We have facilities for changing nappies and would ask for all children who are in nappies to bring a changing bag with them. If your child is being toilet trained we will carry on the training at pre-school so that the child can have continuity in their toilet training programme.

A Typical Day at Great Bardfield Pre-school.

- 8.50 Children and Parents/Carers welcomed by members of Pre-School staff, hats and coats hung up and name cards posted. Group registration is followed by a short discussion on the current theme (e.g. Insects/telling time) or show and tell time.
- 9.05 Structured and free play — activity tables such as play dough, paints, water play and sand play. Library books changed.
- 10.30 Milk /squash and snacks handed round. (Water is available at all times).
- 10.45 Tidy up time/ singing.
- 11.00 Outside play time — weather permitting.
- 11.35 Story time.
- 11.50 Home time — for those children not staying for entire extended session.
- 12.10 Lunch time
- 12.40 Free play (outside if possible) or craft activities.
- 01.20 Home time.

This is only a sample of a day as our children lead the play and activities, the day is open to changes.

Refreshments: We provide milk or squash and fruit or biscuits as a snack each session. Fresh water is always available. If for any dietary reason this is not suitable, parents can of course provide an appropriate drink and snack to be served to their child. Please tell us before your child begins at Pre-School if your child has, or develops any allergies. We need to know as soon as possible so arrangements can be made to protect your child from accidental exposure to allergens. We are **A Nut Free** pre-school.

Extended Lunchtime Session: All extended lunchtime sessions are open to all children. If you decided to let your child attend a lunch session we ask all parents to provide a packed lunch and drink. As we are getting children ready for primary school we try to encourage children to eat their lunch in a set order e.g. sandwiches, fruit, yogurts, crisps and then their treats. If you wish to discuss this further please speak to the supervisor or a member of staff.

We help children to develop the skills they will need in primary school such as drawing, manipulating objects, following instructions and making choices, being able to manage their own clothing.

Activities are geared to each child's requirements and abilities and although we do not formally 'teach' the younger children, we will respond to the inquisitive child who wants

to know the name of a letter and how to sound it, here are some of the activities that your child may experience at pre-school.

Painting and Drawing, Water play, Sand Play, Books, Music, PE session, play dough, Junk and collage modelling, home corner and many other activities.



Reading Area.



Drawing Table



Creative Area

Other Activities: Your child will also have the chance to try out clay, construction toys, table toys, woodwork, modelling and cookery. They will see Nature and Interest Tables that will help them form ideas about the world around them. Often children bring in items from home for a short "show and tell" session that is greatly enjoyed by all. Children gain in skill and understanding through their play especially when they are able to share their enjoyment with an adult and talk about their discoveries.

Book Library: Pre-School runs its own lending library. Children are encouraged to select a book at each session and take it home in a plastic book folder provided by Pre-School. We help children choose a new book when they return the old one. Our Library is reviewed and regularly topped up with new books. From time to time we send out information from various commercial book clubs from which parents can choose books.

Children 'at Work': Our children are encouraged to explore and learn from lots of different materials, such as water, paint, glue and clay. Although the children are provided with aprons, they may still get messy! Please dress your child in easily washable play clothes. Advice on washing out paint and glue is available if necessary.

Confidence comes from children being able to do things on their own. If you can try to make sure your child's fastenings are simple, for example, Velcro rather than shoelaces, or pull up trousers rather than buttons, children will quickly learn independence through putting on their own shoes or going to the toilet on their own. That said, we do appreciate that zips and buttons are often unavoidable and can be a fiddle for young children and will always assist where necessary in helping them fasten or unfasten their shoes and clothes. We ask that all children's clothes and belongings are labelled with their name.

It is important that children learn at their own pace, so we can support and encourage but resist the temptation to be over helpful.

Activities and Outings: Throughout the year we hope to provide different outings safely accompanied by staff and volunteer parents and/or helpers. Previous outings have included trips to the zoo, local petting farms, the fire station, the Primary School's Christmas play, and our local church's harvest festival. We must have written permission from parents/carers to allow their children to take part and welcome parents/carers to join us. You are free to take your child out of any trip for whatever reason (for example, from visiting a place of worship other than your own).

Link with Great Bardfield Primary School: The Pre-School benefits from a close and mutually supportive relationship with Great Bardfield Primary School. As a result those children who are registered with the Primary School attend "taster" sessions during the term before they start full time. A Pre-School staff member accompanies them on the first sessions to provide an element of continuity and reassurance for the children. These "taster" sessions have proved very successful in ensuring a smooth transition to "big school". The School's Foundation Class teacher also visits us from time to time to get to know the children and share a story with them. Please note that children registered to attend other Primary or Pre-Preparatory Schools remain within Pre-School for their usual sessions during "taster" visits. We will also offer the same service to those attending different school with the primary schools permission. Dates for "taster" sessions are organised between the Pre-School and the Primary School, and parents will be notified by the primary school.

Please note that it is the responsibility of parents to return all registration forms for their child to Essex County School Admissions Department. Information regarding this is available from the Great Bardfield Primary School Office (01371 810252).

Bringing and Collecting Children: Please will parents and carers be prompt in arriving both at the beginning and the end of each session. Staff find that latecomers, especially those arriving while Registration is taking place, disrupt the start of the session and can unsettle the younger children. We would prefer (but not insist) that children that regularly needing settling-in, be handed over to the Pre-School staff as quickly as possible rather than delaying the start of the session too much. Of course, in the early stages of settling-in, parents are welcome to stay with them.

If you can, please telephone if you think you might be late in collecting your child since this can be a very upsetting experience for them. If you require a nominated person to collect your child on your behalf, please ensure that they know your child's password and are named on your Registration form. You should also advise staff by using the signing out book provided or by a signed note handed in at the beginning of the session if someone else is collecting your child. If, in an emergency, you have to arrange for your child to be collected by someone totally unknown to Pre-School staff we will use

our password system to ensure that your child is handed to the correct person. For more information about this please talk to the Supervisor or Chair.

Please note: When exiting the school please move through the playground of the school as quickly as possible and the play equipment is not for pre-school children to play on, thank you.

All about the Pre-school

Admissions Policy: We accept all children aged between 2 and 5 years old. Places at any of our sessions are usually provided on a first come first served basis regardless of the age of the child or whether already at Pre-School. There are occasionally exceptions to this rule, which are explained more fully in our Admissions Policy. If you wish to increase sessions or change them please talk to the Supervisor. We try to be as accommodating as possible but sometimes waiting lists can be long and so limit our flexibility. We encourage parents/carers to reserve places in advance to avoid disappointment. If you change your mind after registering your child please let us know as soon as possible as fees may well be charged and payable if your place is not taken up. Having prompt notification allows us to refill the space quickly.

Equal Opportunities: We are subject to the terms of the Disability Discrimination Act and it is not our intention to exclude any child on the basis of a disability. In all cases we would hope to accommodate the child with suitable extra carers being made available if necessary. We have disabled access and a disabled toilet.

Pre-School Policies: We have written policies in all the areas recommended by the Pre-school Learning Alliance and these are freely available to all parents/carers should they wish to read them or comment on them. Please ask a member of staff for the policies file.

Staff and Volunteers: The Children's Act 1989 specifies that we have a fully qualified Supervisor and approved helpers, as well as trained first-aiders. We are proud to say that all our senior members of staff are highly trained and experienced. Our members of staff regularly attend training courses to develop new skills or refresher courses to bolster existing skills and keep abreast of current educational thinking. Staff numbers usually ensure cover for staff holidays or sickness.

The minimum staff-to-pupil ratio required by the government is 1 member of staff for every 8 children aged 3 -4 years. We are proud to be able to provide an improved ratio: 1 member of staff for every 5 children.

Although our staffing levels do not generally necessitate this, parents are most welcome to act as volunteer helpers at Pre-School sessions. All our members of staff are vetted by the Criminal Records Bureau and OFSTED as are all regular volunteers.

From time to time such as on Pre-School outings we seek the offer of assistance from volunteers to ensure the safety of our children off-site.

The staff and committee members enjoy the support and advice of experienced child-care officers through our membership of the Pre School Learning Alliance. We are kept aware of changes in legislation, good practice, new training opportunities and generally kept informed of all issues relevant to the management of Pre-School.

Parental Involvement: A voluntary committee made up of parents and supporters runs Pre-School. If you are interested in joining the committee or becoming one of the "Friends" of the committee, please tell the Supervisor or a committee member. Every year there is a formal AGM when committee members are voted in, policies formally adopted and any changes to the way we operate discussed and voted on. All new parents/carers are encouraged to attend and become involved in the ongoing management of Pre-School.

Sessions: We run five sessions per week at the following times:

Monday to Friday.

8.50am – 11.50am (short session)

8.50am – 13.20pm (please provide a packed lunch)

From your child's first day with us through to when they leave, the Pre-School Supervisor and staff will be happy to help suggest when your child is ready to take on extra sessions at Pre-School as they develop. All our morning sessions begin at 8.50am. We are not insured to have children on the premises before this time.

Our Fees: All sessions are run on a hourly cost of £3.20 per hour. (Important note: parents are under no obligation to take up long sessions, but may choose to collect their child at 11.50am which counts as a short session).

Our fees are billed half termly in advance for your child's sessions.

We try to ensure that fees are kept at a reasonable level as we intend Pre-School education to be available to all. Since fees and government funding do not generally meet all our annual running costs, we rely from time to time on the support of parents to help raise funds for equipment and play items.

Once your child is registered for a term we expect fees to be paid whether all agreed sessions are attended or not. This rule applies as we are committed to providing continuity of service and cannot subsidise short-term absences. However, if a child is expected to be absent for a long period due to sickness, fees will be reduced or waived provided we are notified in advance.

Parents who experience long-term difficulty in paying fees are urged to contact us as soon as possible so that a fair plan for making any outstanding payments can be arranged. Such matters will be treated in the strictest confidence.

Help may also be available to those who find it hard to meet the cost of their child attending Pre-School via the Great Bardfield Charities. Applications should be made to the Charities Secretary, Mrs Brenda Poston Tel no 01371 810519.

The Supervisor or Chair of Pre-School will be pleased to help draft an application if that would help. All such requests will be treated with the strictest confidence.

Government Funding: The government currently funds all eligible Pre-School children starting from the term **after** the child's third birthday until the date they enter full time primary school. Most children typically benefit from between four to six terms of funding in all.

The Supervisor informs parents/carers as soon as their child becomes eligible for funding and the appropriate forms are issued for parents to complete at the start of the relevant term. Government funding pays for 15 hours per week, this can be used flexible providing that your child attends more than two sessions a week in any registered pre-school/nursery. Parents are at liberty to apply for funding for sessions at other pre-schools

Key person: All Children are allocated a key person from their very first day at pre-school. The key person will be the member of staff responsible for recording all of your child's development records and updating your child's individual Learning Diary, if you wish to talk to your child's key person please make an appointment with the supervisor. If you wish to know more about the groups approach to the key person system please speak to the supervisor.

OFSTED: We are regularly inspected by OFSTED, you will find our recent report in this pack.

Frequently asked Questions

- Q. May I visit the Pre-School with my child prior to his/her starting date?
- A. Please do. You are very welcome to visit the Pre-School any time you wish. Please call the Pre-School before coming just in case a day out or other activity has been planned.
- Q. Where do I take my child on the first day?
- A. The Pre-School is reached through the main school gates of Great Bardfield Primary School. You then go through the front playground and round to the back playground bearing right. The Pre-School building is to the right of the playing field.
- Q. Do I take my child into the Pre-School?
- A. Yes, but we ask all parents and children to wait together outside the building until a member of staff opens the door at the start of a session. This is for the safety of the children whilst the staff is busy preparing for the day.
- Q. What happens if my child is not potty trained by their start date?
- A. This is not a problem. The staff are happy to change nappies and even assist in potty training when the time comes. Unfortunately, the Pre-School is not able to provide nappies etc., so please bring any changing equipment with your child.
- Q. My child has recently been potty trained, though he/she still has the occasional accident. Is this a problem?
- A. No. If your child does have an accident, we have ample spare clothes, underwear on the school premises for such events.
- Q. Where do I go when I come to pick my child up?
- A. Again, we ask parents to wait outside the Pre-School building until the session has finished,
- Q. When do I pay the fees?
- A. The fees are paid half termly in advance. Please put monies/cheques in original envelope (or another, marked "fees") and give to a member of staff.

Great Bardfield Pre-School Staff and Committee

Supervisor: Kathy King 01371 851055/07971 429386

Deputy Supervisor Janice Hutchinson, Maria Locke

Senior Assistants:

June Flynn

Sarah Tyrell

Katherine Diss

Pre-School Building 01371 811580

Committee Officers

Chair: Mark Aston

Treasurer: Jo Leach

Secretary: Kelly Tomlin

Committee Members:

Tamsin Cleeve

Julie Wood

Adele Clifford

Laura Mcgreggor

Tim Hayward-Smith

Other Useful Numbers

Great Bardfield Primary School 01371 810252

OFSTED 0300 123 4666

Braintree Social Services 01376 555400

National Child Protection Helpline 0800 8005000



Thank you for coming to visit us at pre-school