



## **Prospectus 2016-2017**

### **Northrepps Pre-School provides:**

- 2, 3 & 4 year old funding
- Fabulous indoor/outdoor facilities
- Forest School sessions
- Community outings
- Morning and afternoon snacks
- Delicious hot dinners.
- Free settling in sessions for you and your child
- Fun and innovative play opportunities enabling learning through play
- Bespoke learning opportunities according to your child's needs and stage of development

**'Good with outstanding features'**

**Ofsted March 2015**

**OFSTED URN: EY436251**

# Welcome

Welcome to Northrepps Pre-School. Our prospectus is designed to give you an insight into the workings of our Pre-School setting. We hope that you will find the following information helpful and to ensure your child will get the most out of their time with us. We welcome parents, carers and children to visit us so you can truly appreciate and experience our surroundings and the vital ingredients that create the very best childcare that we provide. You may book an appointment for a 'Show around' visit, which will enable you and your child to talk to staff members and join in with some of our activities. Please call 01263-579396 for more information or to book a visit, we look forward to hearing from you!

## Our Aims and Objectives

At Northrepps Pre-School we believe each child is an individual and will develop at their own pace and reach their full potential with the aid of varied and stimulating activities within a happy, friendly, safe and secure environment. Our activities are centred around the objectives of the Early Years Foundation Stage (EYFS) curriculum and aim to provide 'Learning through play'. We provide regular feedback regarding your child's progress and development. Individual care and attention is given through our key-person system and high ratio of adult to children.

We have a bespoke approach to transition into Pre-School and onto big school according to your child's needs ensuring that it is a positive experience for them and for you.

We are a free-flow environment enabling children to have the choice to explore learning opportunities both inside and outside.

Our Pre-School is friendly, approachable and flexible which always has the best interests for your family.

To achieve these aims and objectives we have policies and procedures in place to ensure these outcomes are met. Please ask a member of staff if you would like to have a look at the policies file, which you are more than welcome to do at any time. Policies and procedures are reviewed regularly to ensure a high quality of care.

## Equality of Opportunity

We promote positive images of people of both genders, all ethnic groups and those with disabilities. All children will be respected, taught to respect and value themselves and others within the community regardless of gender, ethnicity or disability.

## Our Staff

Pre-School staff have been checked and cleared by the appropriate authorities. All staff attend on-going training to ensure that the children are cared for by well-informed staff, who are aware of current educational thinking and can react to any demands placed upon them.

**Rebecca Millin - Pre-School Manager**

**Sarah Gilding - Deputy Manager**

**Claire Buxton - Early Years Practitioner**

**Teresa Dowding – Forest School Leader**

**Polly Batch - Apprentice Early Years Workforce Level 3**

## Staff/Child Ratios

OFSTED regulations recommend a ratio of 1 member of staff to every 8 children aged over **3** years, with 1 member of staff for every **4** children aged **2** years old. This ratio ensures we can offer individual care and attention to each child during the session. We only ever have four 2 year olds in a session.

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We operate an equal opportunities staffing policy. We promote positive images of people of both genders, all ethnic groups and those with disabilities. All children will be respected, taught to respect and value themselves and others within the community regardless of gender, ethnicity or disability.

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## Admissions and Sessions

We are part of The Blue Sky Federation affiliated with Northrepps Primary School who cater for 2-11 years. We are registered with and inspected by OFSTED (URN EY346251) for up to 18 children per session. Children are able to attend from their second birthday but applications for a space can be made prior to this.

We are open Monday to Friday term time only, offering morning, afternoon, and all-day sessions. Inclusive of a morning and afternoon snack charged at 20p per day and an optional lunch club. Sessions as follows:

### September 2016 Fees

**Registration of Interest Fee:** Our registration fee is a charge of £10.00 per child, which will be deducted from your child's first invoice.

Fees will be invoiced half termly and are payable in advance at the school office.

Fees continue to be payable if a child is unwell or absent. **4 WEEKS** written notice is required for cancellation of a child's place, and **ALL** outstanding fees must be paid in full before the child leaves.

Our sessions and fees are as follows:

Sessions	2 year olds	3 / 4 year olds
Morning: AM 8.30am-11.30pm	£9.00	£7.50
Lunch Club	£3.00	£2.50
Afternoon: PM 12.30am-3.30pm	£9.00	£7.50
All Day 8.30am-3.30pm	£21.00	£17.50
Hot Dinner		£2.20

## Funding

We are registered to receive 'Early Years' funding from the Government for all 3 /4 year olds. Funding is available from the term after a child's 3<sup>rd</sup> birthday for **15 hours per week**. Additional hours will be charged as detailed above.

Two year old funded places are for children whose parents are in receipt of specific benefits. Please ask for details.

## Snack and Lunch

Children attending lunch club and full day sessions can either bring a packed lunch or request a cooked hot dinner, **(there will be an additional charge for this)**. Pre-School children and staff join together in the dinner hall, situated within the main school building, promoting conversation, good manners and interaction with other members of the school. We encourage healthy choices and encourage parents to provide a healthy lunch box. A healthy mid-morning and afternoon snack is provided daily.

## Safeguarding

We take child protection and safeguarding issues very seriously and we actively promote an environment in which children are safe from abuse. Any suspicion of abuse would be promptly and appropriately responded to. All adults working with children must have been DBS checked. Staff are trained in safeguarding and in recognising symptoms of abuse.

## Safety

Northrepps Pre-School considers the welfare and safety of the children in our care to be of paramount importance. We make daily checks lists and deal with any risks accordingly before children arrive. Routine fire system checks are regularly carried out and termly fire drills are practiced so as not to panic children in the event of a real fire.

Trips and activities are planned in advance and assessed to check for any risks which are therefore managed appropriately. We do take children to the village field/ park and to visit the allotment so to vary their educational experiences. Statutory staff/ child ratios are maintained at all times.

## Inclusion

Northrepps Pre-School does at times share information with other settings. This is done in order to support your child within the setting with any special educational needs and requirements they may have. It is fundamental to our policy of inclusion. All records and information shared are completely confidential.

Northrepps Pre-School works very hard in partnership with parents to ensure that children's medical, cultural and dietary needs are met. We aim to offer support to all children and families at various levels.

## Behaviour Management Policy

Northrepps Pre-School believes that children flourish in an ordered environment in which everyone knows what is expected of them. Children work together on a set of Golden Rules at the beginning of the academic year that are referred to when needed. We have a really restorative approach to behaviour ensuring that children's voices are heard. We work together with them to discuss how they feel, to find a solution or work out what they might do differently next time. Children should be able to develop their play and learning without fear of being hurt or hindered by anyone else. If there are any sudden changes or persistent types of behaviour continue we will then inform you of the situation and work in partnership to find a solution.

## Illness

There are always two members of staff present per session who have completed a two day Paediatric First Aid course. If your child becomes ill while at Pre-School we will contact you so that they can be collected as soon as possible. If we cannot contact you then we will proceed to contact the next person on the admission form. As part of the Starter Pack that you will initially receive there is a set of illnesses/diseases that are listed, some with excludable periods stated. If your child is poorly or has an infectious disease it is essential to keep them away especially in the early stages.

**Children must not attend the setting for 48/72 hours from the last episode of any vomiting and or diarrhoea.**

## Accidents/Incidents

Every precaution is taken to avoid accidents but if one does occur we do have qualified paediatric First Aiders to attend. We are rigorous in our recording processes and ensure that any accident or incident is logged. You will also receive a copy of the form and asked to sign pre-schools record.

## Learning and Development

The staff and children follow the **Early Years Foundation Stage (EYFS)** curriculum as defined by the government. These cover the following areas of learning and development.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Mathematical Development
- Literacy
- Understanding of the World
- Expressive Arts and Design

## Logging your Child's Progress and Development

We use Tapestry to log your child's learning experiences and 'wow' moments. Tapestry is a fabulous online tool that both Keyworkers and parents can access.

Between the age of 24-36months we complete a Two Year Old Assessment which summarises your child's development in the three prime areas of development.

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

At the end of the assessment it gives a next step for each of those areas and gives advice as to how we can support and provide opportunities for your child to reach those steps.

A Transition Report is completed at the end of your child's pre-school journey, this is a report summarising their development in all seven areas of learning. Enabling your child's new school to gain an understanding of where your child is at and make informed decisions of how they can extend and further enhance their learning and development.

It is really important that children have ownership of their experiences and learning. We often reflect on their Tapestry entries together and children are given their own scrapbook they can decide what work they would like to put in it.

You are invited to discuss their child's progress on a regular basis together with their allocated lead/co key person. Any problems or concerns that you may have can then be discussed. In addition parents/carers are also encouraged to contribute to their child's online learning journey with any special events or 'wow' moments they may have completed at home.

## Areas of Learning and Development Summary

### Communication and Language

Children are able to share their ideas and preferences through circle time activities, one to one time with keyworkers, keygroup time alongside peers, pupil planning, role play and drawing. Children are encouraged to listen which promotes them to expand on their listening and attention skills through focused adult led activities or independent activities. They begin to gain the ability to follow instructions and become competent in their routines. Children continually expand their vocabulary gaining skills in speaking or use verbal cues to express themselves.



## Physical Development

We provide opportunities for children to be active and interactive which promotes development in their co-ordination, control and movement. Children gain understanding in the importance of being healthy and safe. By practicing skills and following a routine they become independent in managing their own personal hygiene, growing confident in handling different tools and carrying out physical tasks.



## Personal, Social and Emotional Development

We aim to help children to develop a positive sense of themselves and others. They learn about different emotions and how to manage their own feelings. They are able to work on their own or as part of a team. Children form special friendships helping them to feel secure and safe.



## Understanding of the World

Children are guided through a wide range of activities to make sense of their physical world and their community to explore, observe and find out about people and their environment. We explore different cultures and look at similarities and differences. They make observations of animals, plants and talk about changes. Children become familiar with different types of ICT and their particular purposes.

## Literacy

At Northrepps Pre-School we aim to ignite children's interest in literacy skills by offering a wide range of independent choices. Children enjoy listening to stories and have an inviting book corner which invites them to look at books independently and freely.

We provide writing opportunities by providing the children with mark making tools in each area of development. This can be accessed independently by children, they can also explore with letters and sounds on a daily basis, both inside and out. This encourages fine motor skills in order to make marks and give meaning to what they draw.



## Numeracy

Children begin to count and order numbers in different ways. They will explore shapes, colour, size, capacity and problem solve more and more. Children will begin to spontaneously use mathematical language.



## Expressive Arts and Design

Children explore safely with a wide range of materials, tools and techniques. They freely have the opportunity to express themselves and learn about different things. They represent their own ideas, thoughts and feelings through art, music, dance and role-play.



## Forest School

Forest School uses the natural outdoor space to help promote holistic, individual learning and development. It's a chance for children to discover, build and be free while taking responsibility for their own learning. Instilling a deep respect and awareness for the natural world and gaining risk awareness. Forest School encourages emotional growth, self esteem, confidence and independence.



If you would like even more of an insight into the day to day experience of Northrepps Pre-School then please have a look at our blog.

[northreppreschool.blogspot.co.uk](http://northreppreschool.blogspot.co.uk)