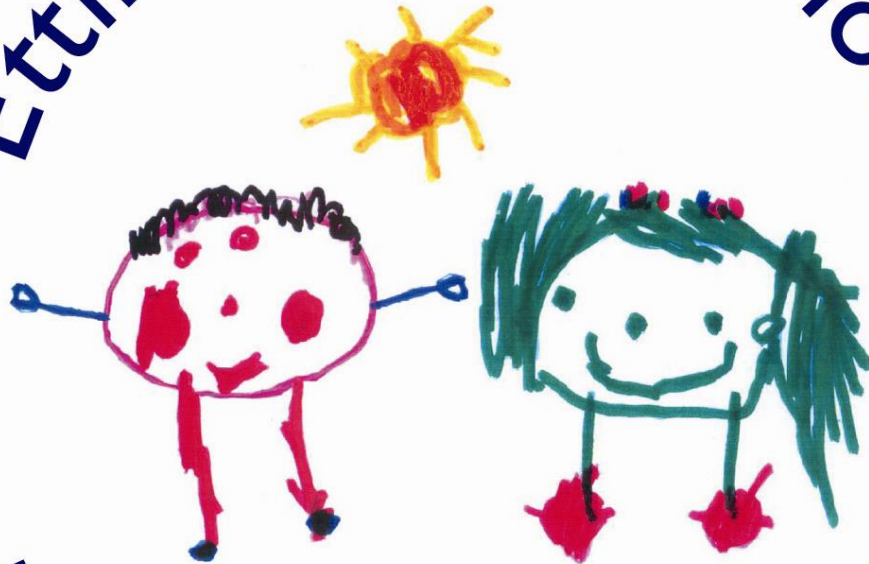


Ettington Pre-School



Learning Nurturing Inspiring

PROSPECTUS

Welcome to Ettington Pre-School

Ettington Pre-School is housed in modern, purpose built accommodation in the grounds of Ettington Primary School. There has been a playgroup in Ettington for over 25 years, the existing building was erected in 1988 and then expanded to its present size in 2005. The expansion was a direct result of the hard work and dedication by parents and members of the local community.

Ettington Pre-School is open all year round with the exception of bank holidays, one week over Christmas and the last week of August.

Our objective is to provide high quality, integrated early education and childcare service for the local community.



During the academic term, the main objective of Ettington Pre-School is to provide learning through play for children aged from 2 years up to 5 years in a safe, secure and caring environment. We aim to meet the needs of each individual child with a range of activities to stimulate positive growth and development whilst also ensuring each child receives the best educational start to their life.

Outside the academic term the objective of Ettington Preschool is to provide excellent quality and professional day-care for children aged 2 years up to 5 years inclusively.

Aims of Ettington Pre-School

At Ettington Pre-school we are committed to the principle that high quality, flexible, child-focused and reflective early years' education provides each individual child with the best start in life, meets the needs of the individual child and builds a strong foundation for life-long learning. We therefore aim to:

- Develop a positive and interactive partnership with parents and carers through effective liaison and communication.
- Provide a safe and secure learning environment.
- Work closely with other professionals to ensure the best educational opportunities for every child.
- Encourage each child to develop a sense of belonging to and responsibility towards his/her community.
- Enable children to develop the lifelong skills of positive social interaction.
- Build upon children's understanding and appreciation for the feelings, opinions, values and beliefs of others.
- Nurture a child's enthusiasm for the world around them.
- Value each child as an individual.
- Ensure equality of opportunity for all children.
- Provide positive role models through adult interaction, resources and the curriculum.
- Enable children to be active and reflective participants in their own learning.
- Give each child the opportunities to reach their true potential.
- Provide a challenging curriculum that reflects the constantly changing world in which we live.
- Prepare a child for life as a learner.



in their

Curriculum

We provide care of the highest possible standard in line with OFSTED and we are a member of the Pre-school Learning Alliance, which ensures we are in touch with up to date information in the field of education. Pre-school sessions are supervised by qualified and professional staff who ensure a happy and secure environment in which your child can access the Early Years Foundation Stage learning process.

Four guiding principles shape practice in early years settings. These are:

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

There are seven areas of learning and development detailed in the EYFS framework that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive, these are called the prime areas:

- communication and language;
- physical development; and
- personal, social and emotional development.

The three prime areas listed above are strengthened and applied on a daily basis by the following specific areas:

- literacy
- mathematics
- understanding the world; and
- expressive arts and design

Our educational programme involves activities and experiences for children as follows:

- Communication and language 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 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 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 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 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 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 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.

The preschool was fully equipped with all new items in September 2005; these include many varied educational aids, , toys, home corner equipment, dressing up outfits and an outdoor all weather play surface, plus new Information and Communication Technology (ICT) equipment in 2010 and the introduction of IPADs in 2015. Equipment is regularly updated when necessary.



Key Person / Buddy System

A member of staff will be allocated to your child as a 'key person'. S/he will be the named carer throughout the Pre-School day and is the first point of contact for parents. S/he will note information regarding your child's home routine, as well as specific information such as medication instructions and change in circumstance. Changes in routine at home can affect your child's well being.

It is important that the key person and all Pre-School staff know about these changes so that the best possible care is provided. The key person will note a record of achievements and may ask the parents for input. This record or profile is available on request.

On the occasion that your child's 'key person' is unavailable you should approach the 'buddy' that has been allocated as advised by your child's key person at the start of the year.

All staff at Ettington Pre-School work as a team.

Transition to Primary School

Although we have close links with Ettington Primary School, attendance at the Pre-School **DOES NOT** secure your child a place at Ettington Primary School. The Primary schools reception teachers and Pre-School supervisors enjoy a close working relationship and children in the final year of Pre-School are often invited to participate in activities and lunch at Ettington Primary School (lunch is charged at normal school rate).

Use of ICT Resources in the Pre-School

The school has installed ICT equipment to help with your child's learning. The children will only engage in ICT work which is related to the curriculum and which will benefit their learning. Your child may make use of other ICT equipment such as IPADs but only with the approval of a member of staff and only under supervision. Portable storage devices (DVD's, Floppy discs etc) from home cannot be used in school due to virus and licensing implications.

Occasionally we take digital photographs of the children and their work. These photographs are used to enhance the curriculum for the children, for school development work and for some presentations e.g. new Parents Induction evening. We do not publish these photographs on the Internet. We ask your permission to use photographs upon admission to pre-school.



Special Educational Needs

It is essential to maximize opportunities for learning for all children. A whole school approach is adopted for all children, including those with Special Needs, to ensure that provision is appropriate to an individual's needs. All children share a common entitlement to a broad and balanced curriculum, and parents and staff work together to identify and assess those needs and plan for further progress.

Sometimes children start at the nursery school with identified Special Needs and these children will probably be seeing other professionals e.g. pediatrician, psychologist. Occasionally, some children are

issued with a 'Statement of Special Educational Needs', which clearly states their needs and the educational arrangements for the child concerned.

If, during your child's time at the nursery school, it is felt that your child would benefit from additional support we will discuss the issues involved with you so that we can work together effectively to ensure that your child is making significant progress.

If you have any concerns about your child please do not hesitate to speak to a member of staff. A copy of the Special Needs Policy is available at the pre-school.

Religious Education

We believe that it is important that children begin to understand the views, cultures and beliefs of themselves and others from an early age. We aim to build upon their awareness of the varied world in which they live in line with the Government QCA document Curriculum Guidance for the Early Years Foundation Stage. This document states that children should "have a developing respect for their own cultures and beliefs and those of other people"

As an integral part of our curriculum we celebrate Christian, Chinese, and Muslim etc festivals. This may involve hearing stories, trying new food and role-play to support and extend their understanding and learning.

All children will be given the opportunity to participate in these activities. However, if you feel that this would be inappropriate for your child please discuss this with a member of staff.

Safe guarding children

All members of staff at the pre-school are obliged to report any concerns they may have about a child's protection to the Safe guarding children Co-ordinator. The Co-ordinator will then take the appropriate action in accordance with the Safe guarding children Policy. A copy of this is available at the Pre-school.

Please inform us of any changes to your childcare arrangements, as we never allow any child to leave the nursery school with someone we do not know. Please inform us as you arrive with your child or phone us with last minute arrangements.

If you have any concerns regarding your child's safety and wellbeing, please discuss the situation with the Manager as soon as possible.

Behaviour Management Policy

The staff at Ettington Pre-School work to create an environment where children, parents and staff all value, respect and care for each other. We accept the importance of adopting a positive attitude which emphasises and recognises good behaviour rather than identifying only that which is unacceptable. We aim, therefore, to comment on and praise examples of good behaviour; In order to achieve this, the rules governing conduct and behaviour within the Pre-School are explained to all children and staff.

The Pre-School Staff will ensure consistency in applying rules whilst ensuring all the children feel valued, by allowing opportunities to talk about concerns and feelings. All Pre-School staff provide positive role models by being friendly, caring and polite.

In any case of misbehaviour, staff will only reject the behaviour, not the child, we never label a child as bad or naughty and physical punishment will never be used or threatened.

In cases of serious behaviour the unacceptability of the behaviour will be made clear immediately, with subsequent parental involvement.

Parents will be informed if their child is persistently unkind to others or if their child has been upset. Parents may be asked to meet with staff to discuss their child's behaviour, so that any difficulties can be worked through together to ensure consistency between home and Pre-School. In some cases, we may request additional advice and support from other childcare professionals.

Health and Safety

The Pre-school operates an accident book reporting system to inform you of any minor bumps or scrapes your child may have sustained at the Pre-school. More serious injuries will be dealt with promptly following the action plans we have in place; this includes contacting parents as soon as possible. All members of staff have been trained and hold the required First Aid Certificate.

From time to time it might be necessary for your child to have a change of clothes at the pre-school. Only the pre-school staff are permitted to change children. On such occasions your child will bring home their own clothes in a bag and we ask that you wash the pre-school clothes your child will be wearing and return them as soon as possible.

Please inform the pre-school if your child is ill. This enables us to ensure that your child's absence is not marked as 'unauthorised' and we can inform other parents of particular illnesses. This is particularly important for illnesses such as German measles and the associated risk to pregnant mums. (see illnesses sheet further advice)

If your child has suffered from sickness or diarrhoea, we ask that he/she does not return to pre-school for 48 hours from the last bout of illness.

Head lice are a constant issue at all schools. Again, please let us know if your child has had head lice so that if we have a few cases at the same time we can ask parents to be extra vigilant and help to avoid children becoming re-infected.

In the interests of your child's safety, please ensure you close and latch both the outside gates as you enter and leave.

If your child will be absent due to a family holiday please inform the pre-school.

Visits

From time to time visits are arranged for the children. We often have visitors from outside, i.e. police-officers; guide dog trainers etc and we regularly arrange outings by coach or just a walk around the surrounding area. All these activities need support from parents as all the children are invited. If the trip takes place on a day your child does not usually attend Pre-School, there is no extra charge. You will be kept informed of such activities via, letter, the monthly newsletter or the notice board, which is situated in the entrance hall.

Snacks

We provide snack for all children every day during the Nursery school session. We aim for this snack to be as healthy as possible. The children are offered milk or water to drink.

Snack-time is a social time and all children are encouraged to participate. Children can come for snack with friends and can choose if they wish to eat snack.

Please let us know if there is any food your child cannot eat. Please ensure you write this down on your child's Admission Form before your child starts attending and talk to the Pre-school Manager.

Hours of Opening:

The Preschool provides flexible childcare to cater for a variety of different situations, these include term time only & full time places.

Pre-school is open from 8.00am until 5.30pm Monday to Friday, excluding Bank holidays, one week over Christmas & the last week of August.

During Term-Time the children are grouped by appropriate age range within their academic year group.

2-3 year Olds

Morning sessions run from 9am-12noon
(or 1pm to include lunch hour, lunchbox needed)

Afternoon sessions from 1pm-4pm

3-5 Year olds

From the term after a child's third birthday, morning sessions run from 9am-1pm which includes a lunch hour from 12.00 to 1pm (lunchbox needed).

Afternoon sessions run from 1pm-4pm

Extended hours 8.00am – 9am and 4pm – 5.30pm



Child's Attendance Age

We are registered with OFSTED to accommodate children from the age of 2 years. Usually children start the Pre-School at the age of 2 years provided that their birthday is in line with the academic year group in our youngest class (ie. will have their third birthday between 1st September and 31st August of that year).

Settling In

We want your child to feel happy and safe at Pre-School. To ensure this is the case, the staff are happy to work with you to decide on the most effective method of helping your child to settle in.

We appreciate that some children take longer to settle than others and therefore we try to make this time as easy as possible for you both. Often the best way is for your child's carer to take the initiative and occupy your child in a suitable activity whilst you leave, knowing that in a short time they will be playing happily.

Working Together

You will have the opportunity to formally discuss your child's progress with a member of staff at least once during each academic year. However, if you have any concerns, please do not hesitate to speak with a member of staff at any time during the year.

The pre-school has various 'Family' activities and days throughout the year. Obviously, Christmas is a fairly major event in the pre-school calendar and we will try to inform you of the dates of plays, concerts, visits by Father Christmas etc as soon as we can.



Please send your child to pre-school in suitable clothing and footwear. We have paint and glue available most days and whilst we do insist on aprons, accidents do happen. Please do not send your child into pre-school in their best clothes. The outdoor area is focused towards children developing their physical skills and agility with large play equipment, bikes etc and clothes and shoes that restrict your child's movements can be a problem e.g. very long skirts can get in the way when a child is climbing, and present safety issues.

Complaints and Compliments Procedure

The elected trustees of Ettington Pre-school, manager and staff of the Pre-School want to work with you to establish a good Parent/ Pre-School relationship. We will keep you informed about the school's policies and your child's progress. However, there may be times when you, as a parent, carer or guardian, will have comments, suggestions, compliments or complaints to make.

Whatever the issue, the important thing is to talk to the Pre-School Manager or your child's key worker as soon as possible and they will do their best to resolve the issue. If you are still unhappy you can take your issue further by contacting either OFSTED or the Pre-School Learning Alliance. The contact details for these agencies are given at the end of this prospectus.

Ettington Pre-School Charity Status

Ettington Pre-School is a charity and in order to keep our fees lower than average and to cover the costs of outings and other extra curricular activities, we rely on the surrounding community for voluntary support and donations. This is mainly achieved through fundraising and social events and we encourage all parents to take responsibility for helping organize such events. Ettington Pre-school cannot run successfully without the support of its parents.

Social gatherings are held to organize fundraising events. All parents are invited to attend and we aim to make these meetings as social as possible. They give you a great opportunity to meet new friends and be involved.

Details of how you can get involved are posted on the Pre-School notice board situated in the main entrance.

Here at Ettington Pre-School Our objective is to provide high quality, integrated early education and childcare service for your child. Any constructive criticism or comments you may wish to make are always welcomed.

All policies and procedures are available to view in the pre-school foyer and are also available to view on our website.

Important Contact Information

Ettington Pre-School:

Churchill Close
Ettington
CV37 7SP
01789 740919
www.ettingtonpreschool.co.uk
Lynne Bartels, Preschool Manager

OFSTED:

Reg N^o EY342741
0300 123 1231

Pre-School Learning Alliance:

Rugby Main Office
01788 546466
PLA Representative
01789 263438

Ettington Primary School:

Churchill Close
Ettington
CV37 7SP
01789 740919

