

Hatherleigh Preschool



A Charitable Incorporated Organisation

Ofsted number EY548519
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Prospectus

Hatherleigh Preschool CIO
Hatherleigh Community Centre
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Welcome to Hatherleigh Pre-School CIO

We understand that choosing a pre-school or nursery that is right for both you and your child can be a very difficult decision which is why we try and make it as easy as possible. We offer everything you would expect from an Ofsted registered Pre-School such as:

- ❖ A special tailored curriculum that is based on your child's interests, needs and abilities that follows the framework of the Early Years Foundation Stage (EYFS)
- ❖ Individual care and attention from experienced and qualified early years staff with the additional support of a personal designated key worker for each child.
- ❖ Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.

These services are enhanced by the aims of our staff and committee to enhance the development and education of children in a parent-involving, community based group that involves and supports their families. We ensure that we support every child in fulfilling their potential, and to provide the foundation for their future learning in a safe and secure, inclusive, nurturing and stimulating environment. We do this by working within a framework that ensures equality of opportunity for all children and families with the community and surrounding areas.

At Hatherleigh Pre-School you will meet staff that see beyond the "requirements" staff who will get to know your child's individual needs such as likes and dislikes, habits and routines. In short, we provide a place that our child will be excited to come to every time whether that's once or twice a week or every day.

Our dedication stems from one single goal and that is to ensure that our child is happy enabling us to provide them with the best possible care and education.

We hope this introduction gives you some insight into our ethos here at Hatherleigh as well as providing you with the detail you need to make the choice which is right for your child. We look forward to hearing from you if you have any further questions and welcome visits to the Pre-School.

Introduction

Hatherleigh Preschool CIO is a Charitable Incorporated Organisation, a member of the Preschool Alliance and is registered with Ofsted who carry out regular inspections to ensure that we meet all the required standards of care and education as set out in the Early Years Foundation Stage (EYFS).

The Pre-School is located in a designated area within Hatherleigh Community Centre, we have been here since October 2006 when we moved from the Town Hall, our area consists of two playrooms, the den (a quiet space for small group work) access to a kitchen, toilets and a hallway at ground level enabling us to provide an inclusive service to all children in the surrounding communities regardless of their abilities. The children have access to a secure and enclosed play area. Research shows that children benefit both physically and intellectually from regular outside exercise and activity. It is an Ofsted requirement that we make use of our outdoor facilities and we endeavour to make this an extension of our learning environment as much as possible.

The Pre-school follows Hatherleigh Community Primary School's term-time opening timetables as much as possible, we are open during term time Monday – Friday, 9am – 3pm.

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Meet the Staff

Sarah Miles	Senior Play Leader/Manager SENCO Deputy Designated Safeguarding Officer Level 3
Jenny May	Senior Play Leader/Manager Designated Safeguarding Lead Level 3
Claire Dennis	Senior Play Leader Level 3
Natalie Cooper	Pre-school Assistant Level 3
Katrina McMorrin	Pre-school Assistant Level 3
Shannon Leahy	Pre-school Assistant Level 3
Hannah Croom	Pre-school Assistant
Karen Tingle	Pre-school Assistant Level 3
Hollie Fuller	Pre-school Assistant Level 2

All Pre-school staff are qualified in Paediatric First Aid and regularly participate in on-going professional development and training opportunities.

Alison Dennis Administrator

All employees undergo full DBS checks before employment begins.

Key Worker

We have a key-worker system, which means that each member of staff is given responsibility for a small group of children for whom they are responsible.

The key worker implements a record keeping system, where observations of the children in the group are made, together with information provided by parents which ensures all children reach their full potential.

Staff Ratios

The Staff to children ratios are set down by the Statutory Framework for the EYFS (Early Years Foundation Stage).

These are:

- 1:8 if the children are over 3yrs
- 1:4 for those under 3yrs

In our setting we maintain, or exceed, the ratio of adults to children as outlined above. Maintaining these staff levels helps us to give proper time and attention to each child, making sure your children experience and benefit from the activities provided. It gives us the opportunity to talk with the children about their interests and activities, and the children can explore and be adventurous safe in the knowledge that they are well cared for. We also regularly offer students work placements.

Working in Partnership

The Pre-school staff respect and view parents as partners, and encourage and value all parental involvement. We acknowledge and understand that you are your child's first and most important educator, and therefore have the most knowledge about your child, their likes, dislikes and their personality. Our Pre-school aims to support parents in the education of their children.

Parents are welcome:

- To assist in fundraising to purchase new and replacement equipment
- To take part in the management of the Pre-school by joining the committee
- To attend open meetings of the Pre-school and social events
- To attend training courses, workshops and conferences organised by the Pre-school Learning Alliance
- If parents have a particular skill they would like to share with the children please speak to a member of staff to discuss this.



Management Structure

The preschool is a Charitable Incorporated Organisation (CIO) managed by a group of trustees formed from parents and members of the community.



The committee is responsible for:

- managing the setting's finances
- employing and managing the staff
- making sure that the setting has policies that help to provide a high quality service and that these policies are adhered to
- making sure that the setting works in partnership with the children's parents
- day to day practice within the pre-school is governed by our policies in order to safeguard the well-being of children, parents and practitioners alike.

Officers:

Chairperson	- Verity Colbear
Treasurer	- Abby Powys-Cobb
Secretary	- Jenny Hall

Trustees:	- Patrick Kimber
	- Gemma Shepherd

All trustees have undergone full DBS disclosure & EY2 registration with Ofsted

The Trustee's role

Parents and families are fundamental to the existence of our Pre-school. By joining the Pre-School, each family becomes a member of the group and has a voice in the running of the setting. Trustees are elected at the AGM who, in turn, employ the staff and manage the legal running of the group. Without the trustees our Pre-School would not legally be able to function.

The trustees form a committee of officers - the Chair, Treasurer and Secretary, as well as ordinary members. Without these officers in place the Pre-school would not be able to open. We hold regular trustee meetings and an AGM is held annually, this is an excellent forum for all the users of the Pre-school to discuss and plan.

Being a member of the Pre-school Learning Alliance, allows us many benefits from a lot of services including expert guidance and legal help for the committee, comprehensive insurance cover, parent and staff training opportunities and professional publications.

The group is a registered charity, and like most, we often must boost the bank account by fundraising, so, your ideas, talents, contacts, help and support will always be very much appreciated!

Funding, fees & attendance

All children in Devon are now eligible for Early Years funding from the **term following** their third birthday. The early years entitlement scheme entitles eligible children to receive early years education for 15 hours per week, over a period of 38 weeks a year.

The 30-hour funding (1140 hours per year) is now also available and will be known as the extended entitlement in Devon. It will be for eligible working parents and for 3 & 4-year olds only (not 2-year olds) this will start the term after their 3rd birthday.

You can check your eligibility via HMRC by accessing the link below, if eligible you will receive an 11-digit code which must be taken to your chosen provider/s. If you are not eligible the universal entitlement of 570 hours (15 hours per week) will still apply.

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

We are registered for **two year old funding** for two year olds until the EYEF funding applies.

If your child is two years old and you are on a low income, you may be eligible for funding of 15 hours under this scheme. You may get sent a Golden Ticket or parents can apply themselves in either case parents will need to bring the Golden Ticket, confirmation letter or email in to us at the pre-school, funding cannot begin until we have the date on the letter/golden ticket number.

For further information please use the link below where you will find advice on childcare costs, tax free childcare, and tax credits as well as the extended entitlement and two-year-old funding.

<https://www.childcarechoices.gov.uk/>

When is your child entitled to their funding?

Child Born between:	Entitled from:
1 st April and 31 st August	1 st September after their 3 rd birthday until they go to school
1 st September and 31 st December	1 st January after their 3 rd birthday until they go to school
1 st January and 31 st March	1 st April after their 3 rd birthday until they go to school

Before Funding/Additional sessions

If your child starts with us before they qualify for funding, the cost per hour is £4.20 for 3 year olds and £4.40 for 2 year olds You may of course send your child for more than their funded hours, paying for any extra hours that they attend. The table below sets out the various session costs.

Morning Session 9.00-12.00	Lunch 12-12.30	Afternoon Session 12.30-3.00	Full Day 9.00-3.00	Hourly Rate
£12.60	£2.10	£10.50	£25.20	£4.20
£13.20	£2.20	£11.00	£26.40	£4.40

You will be invoiced for any unfunded hours. Fees are payable in two instalments, unless a payment plan has been arranged in advance with the administrator, to pay weekly or monthly. It is simple and straight forward to arrange a payment plan that suits your own specific circumstances. If payments are not made on the due date your child's hours in excess of the 15 hours funded by DCC will be withdrawn until the invoice is paid in full.

Tax Free Childcare

We also accept payment via the Tax Free Childcare scheme.

Attendance

If your child is unable to attend their session, it would be helpful if you could let us know, by telephone also it is useful to know in advance if you plan to take a holiday in term time, in order to comply with funding guidelines.

***Please note if a space is no longer required, we require a half term's notice, in writing, likewise any changes of days/sessions that you require must be put in writing.
Please ask for a new booking form to request any changes***

Admissions & settling in

Our Pre-school is extremely flexible when admitting new children. There is no fixed intake and children may start as early as two years when it suits families depending on availability.

Applications are welcomed from everyone; however, if the number of applicants exceeds the available spaces, places will be allocated by applying the priorities and considerations which are laid out in our Admissions & Charging Policies.

Settling In

This is an exciting time for your child, and settling into Pre-school can sometimes take time. It is important not to rush this transitional period and so we welcome parents and carers to stay until your child is happy and settled. We understand that sometimes this may be the first time your child has been left with someone other than family, so please do not worry if it appears that your child takes longer to settle than others, you are more than welcome to stay for as long as it takes. Maybe they have a special toy which they could bring for comfort and reassurance, which may encourage them to join in with activities.

Some parents feel more comfortable by gradually increasing the amount of time that their child is left for, or by phoning to check that their child has settled after they left – either option is fine, we understand that it can be as hard for the parents sometimes as it is for the children!

Please remember that we want you to feel comfortable and for your child to be settled and happy.

Sessions and Curriculum

The Session

Hatherleigh Pre-school CIO is registered with Ofsted to provide care and Early Years education for up to 29 children at each session. As already mentioned we hold morning and afternoon sessions, Monday to Friday during term-time.

Morning sessions run from 9.00 to 12pm, with afternoon sessions from 12.30 to 3pm.

A lunch club runs each day from 12 to 12.30pm, providing the opportunity to access full day-care 9am – 3pm.

The lunch club is entirely optional but extremely popular with the children, a packed lunch must be provided from home.

On arrival we ask that you sign your child in on the register by the door, along with the name of the person collecting, **this is very important.**

It is important to collect your child on time as late pick ups can affect staff/child ratio if the next session has started, if you are unavoidably delayed please telephone to inform us.

We are passionate about your child learning through their own individual interests and curiosity. A variety of equipment and activities are available at each session to enable the children to develop physical, social and cognitive skills. We operate a 'learning through play' philosophy, but this also includes structured, planned activities designed to engage your child. The staff are always on hand to support, and encourage the children in their learning.

The Curriculum

The Pre-school's curriculum is based on the Early Years Foundation Stage (EYFS) and its Early Learning Goals. Children progress and develop towards these goals, by the end of the foundation stage (the end of reception year of compulsory schooling). Of course children do learn at their own pace, led by their own interests and experiences.

The EYFS links with the five 'Every Child Matters' outcomes, these are:

- Staying Safe
- Being Healthy
- Enjoying and Achieving
- Making a positive Contribution
- Achieving Economic Well-Being

The EYFS features these four main principles and guiding themes:

- A unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

And recognises the different ways children learn:

- Through Playing and Exploring
- Active Learning
- Creating and Thinking Critically

There are seven areas of learning and development in the EYFS, this shapes our Pre-school Curriculum with each area delivered and guided by the principles above.

Although it must be understood that all seven areas are important and interconnected, there are three *PRIME AREAS* that are particularly crucial for igniting children's curiosity and for building their capacity to learn from relationships, these are:

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

A further four specific areas which are strengthened and applied through are:

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

Communication, language and literacy:



In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and aware of their uses, both for reference and as a source of stories and pictures.

Personal, social and emotional development:



Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

Problem solving, reasoning and numeracy:

$$2+2=4$$

By means of adult-supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding.

Knowledge and understanding of the world:



A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. A range of safe and well-maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

Physical development:



A range of equipment and opportunities, both indoors and out of doors, allows children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are supported in the development of the fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.

Creative development:



Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experience in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources, provides for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories, and there are many opportunities for imaginative role-play, both individually and as part of a group.

Our Pre-school staff are experienced and skilled in supporting learning; they offer encouragement to develop independence and self-confidence while promoting cooperation, communication and creativity.

All our children are supported and encouraged to participate in small and large group activities. Games, resources and play opportunities and experiences which promote discovery, exploration, decision making and the practicing of new skills.

Outdoor activities contribute to children's health and well-being by aiding physical development and by giving them space and freedom. Every part of the curriculum can in fact be delivered outdoors, which is why the preschool offers free access to outdoors; providing your child with a waterproof coat is encouraged.

The standard of teaching and care is assessed at regular intervals by the Office for Standards in Education (OFSTED). Our most recent inspection report can be seen on our website, or you can request a copy at the Preschool.

Every child has their own personal tray. Their personal journey containing samples of their work, observations and photographs are kept in here. The staff carefully monitor your child's development throughout their time with us, and we value any and all contributions from home. (We will seek consent for us to take photographs of your child).

Please note that these records are kept strictly confidential, but are available to you at any time, regular meetings will be held with your child's key worker to discuss progress and any concerns.

Other Information

Special educational needs

We understand that every child is unique with individual needs; therefore, every child is able to progress at his/her own rate in all the areas of development, and the number of adults present in our setting enables us to provide this individual attention for each child. All our staff are experienced in working closely with professionals from outside agencies, such as Speech and Language therapists, supporting a range of special needs. If you would like to discuss the group's ability to meet your child's needs, please talk to one of the group Leaders or the Special Educational Needs Co-ordinator (SENCO).

Keeping healthy and safe

Children at the group are encouraged to be active, to understand the benefits of exercise and to develop an awareness of health, safety and taking risks. The importance of hygiene is also introduced and reinforced by activities, posters and stories.

Food and drink

Each Pre-School session offers a break for food and drink. We plan a weekly menu for snacks that provides children with a variety of healthy, nutritious food, for example, one day we may offer grapes and cheese, another banana and breadsticks, or apple and bread and low-fat spread. To drink, children are offered milk, which is fresh daily, and water. **Please inform us of any allergies your child may have.** If your child is attending lunch club a packed lunch will need to be provided, please send the lunch in a named, chilled lunch bag, the food will be stored on a designated lunch box trolley. We promote healthy eating and ask that your child is supplied with a healthy lunch box with no fizzy drinks, sweets, nuts and limited chocolate products. At the start of lunch club, all children will wash their hands, then eat their packed lunch around the tables with staff, the children will be encouraged to eat their food in a particular order e.g. sandwiches, dairy, fruit, cereal bar/chocolate biscuit. We have also introduced a bring and share fruit bowl (or vegetable) and ask when possible to send your child with a contribution to the bowl, this is prepared by staff and shared at snack time.

Sickness, medication and accidents

In order to maintain the health and well-being of the children and staff, please do not send your child to Pre-school when he/she is suffering from any contagious disease or condition, this includes Impetigo, Threadworms, Conjunctivitis or sickness and diarrhoea, thank you.

If your child is suffering from Diarrhoea/vomiting or both please do not bring your child into preschool until a full 48hrs after the last bout of vomiting or diarrhoea has passed.

If your child becomes ill whilst at Pre-school, the staff will inform you by phoning the number left on the daily register. Please notify us about head lice and take remedial action. We are willing to administer any medication/ inhaler etc. that your child requires, however authorisation and instructions must be put in writing and a medication record form completed stating medicine, dose, time required and staff member responsible. We will administer the medicine and sign the form each time. On collection of your child you will be asked to counter sign the record. This can be found in your child's care plan which should be completed on registration. Please speak to the Pre-school leader if you have any questions and see our Health and Hygiene Policy for further details.

All accidents and incidents will be recorded on individual pages in the care plan. Staff will note the nature of the accident, location, time, injury and treatment, the staff concerned will sign the form and will ensure that you, as your child's parent/carer, are informed and you must sign the form to acknowledge the information.

On registration, you will be required to notify the group of any allergies/medical needs/ regular medication etc. that your child has or needs.

Behaviour

We believe that adults can be extremely powerful role models for children, the adults in the group will model considerate, consistent, caring and respectful behaviour at all times. Children will be fully supported when settling in and will be helped to become familiar with the group's rules and routines; using symbols, pictures and a visual timetable will assist this. Any strategies employed to handle conflicts will be discussed with parents/carers, physical punishment will never be used or threatened. Praise will be used to endorse desirable behaviour.

Hatherleigh Community Primary school

Many of our children go onto Hatherleigh Primary School. The Preschool has good links and has a close working relationship with the school, and the Pre-School leaders ensure a smooth transition into formal schooling.

***Please note that joining the Pre-school does not guarantee a place at Hatherleigh Community Primary school.**

Policies and Procedures

Our Policies are always under review and we change them when new legislation is passed, with recommendations for best practice and in accordance with the guidance laid down by Ofsted and Devon County Council. There is a requirement that you read and understand all our policies as they form part of your agreement with us once you register your child at Hatherleigh Pre-School. The policies are available for viewing and downloading on our website www.hatherleighpreschool.org.uk

There is also a hard copy available in the preschool for you to read on site. If, however you would like a full set of our policies then please don't hesitate to contact our Administrator who will post a copy to you.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the child
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of the child for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations regarding your data.