

# MALBOROUGH PRE-SCHOOL

## PROSPECTUS

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#### Useful contacts

#### Ofsted report

*This prospectus contains information for parents considering sending their child to our pre-school, and is a useful reference for those who have already started. It's updated regularly. We hope it gives you an idea of what it's like for a child in our care.*

*Parents may also find it useful to browse through our Operational Plan or the Policies and Procedures folder, which can both be found in the bookshelf in the entrance porch. They contain more information about how we operate and our policies for specific issues that you may be interested in.*

*We always welcome questions, comments and suggestions from parents on any aspect of our activities, policies or operation.*

## ABOUT OUR PRE-SCHOOL

Rated by Ofsted as **Outstanding** in 13 out of 14 aspects (and good for the 14<sup>th</sup>). Our last inspection was in January 2009; below are some quotes from the report. The full copy is at the end of this prospectus.

*... "The children are extremely well settled and thoroughly enjoy participating in the wide range of stimulating activities... Behaviour is exemplary at all times... Staff use positive strategies very effectively and children respond extremely well... Children make outstanding progress in their learning and development..."*

There has been a pre-school and playgroup in Malborough since 1976, providing an important service to young families in the village and nearby settlements. The overall goal for our pre-school is to continue to provide a high standard of care and education.

We aim to:

- *Create a warm, welcoming and safe environment*
- *Help and develop children's confidence and self-esteem*
- *Support and stimulate your child's development*
- *Plan a curriculum which covers early learning goals*
- *Allow children to learn through play*
- *Act as a positive role model*
- *Welcome all families, irrespective of their culture, race, religious beliefs or ability*
- *Agree to review and update our policies as and when deemed necessary or annually*

We recognise that all children are unique and have equal worth and value. Therefore we encourage children to:

- *develop lively, enquiring minds*
- *think creatively*
- *think for themselves*
- *be independent and confident*
- *set their own challenges and make their own decisions*

### Our facilities

Our pre-school, the Patch Room, is on the site of Malborough Primary School. We have our own building and garden in a quiet part of the site. In 2007 we invested £10,000 to completely refurbish our facilities, equipment and resources. It provides us with a bright, cheerful, well-equipped space. We also have a computer for the children's use.

We have a wonderful, secure outdoor play area immediately outside the room. We offer 'free-flow play' with an open door whereby children can choose to go outdoors for supervised play. Last year we spent £6,000 on a new shelter, all-weather surfaces and a wealth of play and learning resources. We also have waterproofs for every child so they can enjoy the outdoors whatever the weather.

We also have times for exclusive use of the primary school's playground, allowing further opportunities for extended and energetic outdoor play, bikes etc. Being located on the Primary School site means that we can share some of their facilities and work closely with staff, particularly the reception teachers. This ensures a smooth transition for pre-school children going on to primary school.

## SESSIONS, FEES AND APPLICATIONS

### Sessions and opening times

We offer sessions Monday to Friday as follows:

<b>Morning sessions:</b>	<b>9am to 11.55am</b>	<b>daily</b>
<b>Lunch club:</b>	<b>12 to 1pm</b>	<b>daily</b>
<b>Afternoon sessions:</b>	<b>1 to 3.30pm**</b>	<b>Monday, Tuesday, Wednesday, Thursday</b>

\*\* or collect a little earlier if you need to

Please be punctual for drop off and pick up to help us manage the sessions smoothly. If you have older children at Malborough Primary School, please collect your pre-school children first.

### Fees

The fees are reviewed annually. Please ask the manager for the current fees.

**Early Years Funding** – *Every* child is eligible for a number of free child-care hours / sessions from the term *after* they turn three (regardless of parental income) funded by the government. We claim Early Years Funding vouchers from the government on your behalf. The government is changing the arrangements in 2009-2010 and we can provide the current information. We arrange everything for you – you just need to complete the form we give you and provide identification to qualify. The vouchers don't cover lunch club. If you would like more than five sessions, these must be paid for.

We invoice parents on a half-termly basis and fees must be paid promptly and in full at the beginning of each half term. We prefer payment by cheque, although we also accept cash. We can arrange payment by instalments if you need us to.

Unfortunately we can't offer refunds for sickness or absence due to the daily running costs of our pre-school.

### Applications

We take children from the age of two.

We recognise that choosing a pre-school is an important decision. We therefore welcome visits by prospective parents wanting to have a look around during a session. Just call us to arrange a convenient time.

If you are interested, just ask and we'll talk you through what you need to do. Our contact details are at the end of this prospectus. Please let us know in advance so that we can manage our waiting list fairly and effectively. You'll need to complete an Application Form.

### Malborough Munchkins Playgroup for 0-fives on Fridays 2 to 3.30pm

We hold our playgroup on Friday afternoons in term time. It's run by our manager Jayne and a mum, Esther who offer different activities each week. Playgroup is open to all babies, toddlers and children under 5, and we warmly welcome newcomers.

It's also an ideal 'introduction' for anyone considering sending their child to pre-school because they can gradually become familiar with Jayne and the setting.

## **OUR ACTIVITIES AND YOUR CHILD'S DEVELOPMENT**

### **Our activities**

The emphasis is on learning through play with direction and support from skilled staff. Our sessions are carefully managed to develop children's skills and learning, plus meet educational and development standards in a fun way.

We run topics / themes to provide a structure for learning and also set up a range of activities each session so children can choose what they want to do, with the support of skilled adult childcare practitioners. With a large pool of equipment and resources, we are able to offer a great variety of activities.

We offer 'free-flow play' with an open door whereby children can choose to go outdoors into the garden for supervised play. We also have times for exclusive use of the primary school's playground, allowing further opportunities for extended and energetic outdoor play, bikes etc.

The children's welfare needs are woven into the daily routine with time for snacks, drinks and a quiet rest period.

The routine of a typical morning session is included in our Operational Plan, along with examples of curriculum topic plans. There is also a good photo gallery on our website for you to see what we get up to.

### **Outings**

We regularly take the children on short local outings to explore the village area and extend their knowledge of their surroundings.

Recent special outings include a trip to the Fish Shop by bus where we cooked and tasted some fish back at pre-school, a 'nature treasure trail' along a footpath to North Sands Beach, a visit to learn about the Lifeboat at Hope Cove, and a walk to see and feed some local donkeys.

### **Your child's development**

We regularly monitor and review your child's development, record their special achievements along the way and set targets on which we focus their learning. We focus on each individual child's development.

Children are given an 'I Can Do' book which remains with them through pre-school and is a record of their progress. We encourage you to review your child's book at any time –look in your child's drawer and make time to go through it with them; we also like you to take it home and add your own records of your child's milestones so we can jointly see how they are progressing and what they have achieved.

### **Development reviews with parents**

Feel free to discuss your child's development and any concerns you have with their key worker - our staff have a wealth of experience. Do please remember that children develop at different rates.

Usually once a term, we hold a parents' morning / afternoon which gives you a chance to see what the group have been up to, look at your child's work, and have a review session with your child's key worker, to jointly discuss their development. Please try and make time for this important occasion. If you can't, we can make a special appointment when it's convenient for you.

### **Special needs**

Jayne is our qualified Special Needs Coordinator (SENCO). We aim to identify and respond early to any difficulties that emerge, and discuss them fully with the parents. From time to time, we liaise with outside agencies in full consultation with parents.

## OUR STAFF

- **Jayne Brodie, manager**
- **Liz Turner, assistant and deputy to Jayne**
- **Claire Hurrell, assistant**
- **Alison Lees, supply assistant**

The committee employs the staff. The chairman and manager have regular reviews (at least termly) about the management of pre-school and issues that arise. Jayne holds weekly staff meetings where the team evaluate and plan our activities and service. We conduct staff appraisals annually. We have a strong belief in continually improving what we do and genuinely welcome any feedback (good and bad) from parents.

### Roles

Jayne is the manager and usually works every day. Since we have a small team, Jayne has overall responsibility for the day-to-day management and has the key responsibilities in the setting including Special Educational Needs and Child Protection.

Liz is a pre-school assistant, Jayne's deputy and also our Health and Safety officer. She also has professional experience of food safety with her catering business.

Claire is a pre-school assistant. She is our newest member of staff and has been a regular volunteer and previous treasurer on the committee.

Alison provides cover for staff absences as required. She was also previously the chairman for pre-school.

Liz, Claire and Alison are all qualified to supervisor level.

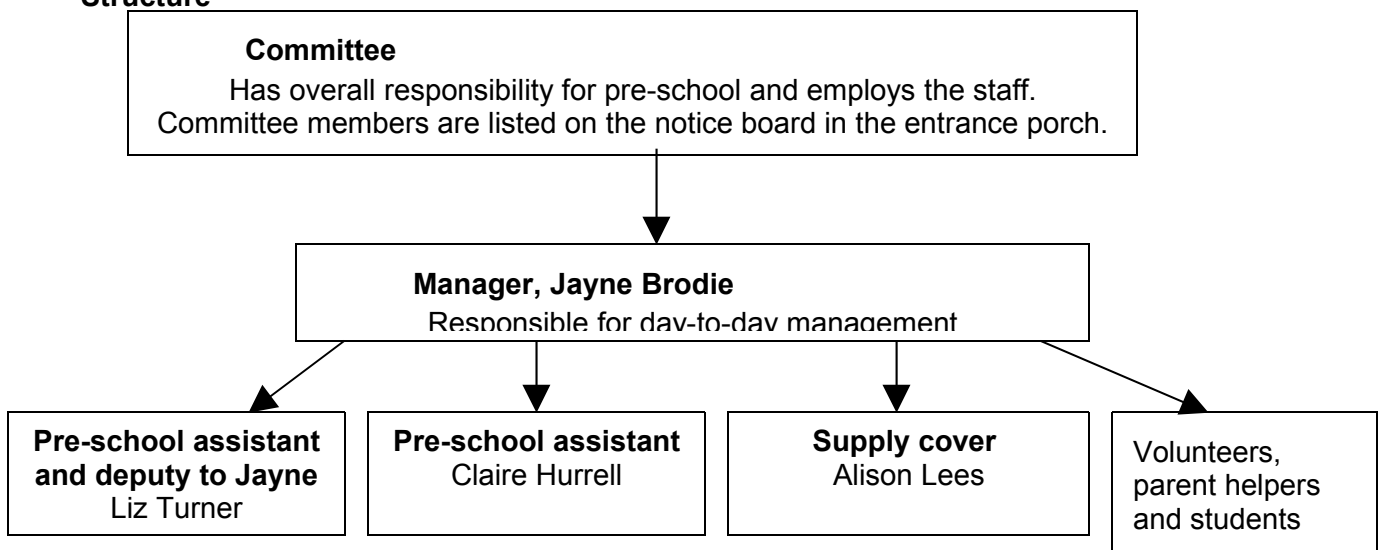
### Qualifications

Details of qualifications and training are in the back of this prospectus. Our staff also regularly attend courses and updates to ensure they keep up with standards and expand their skills.

### Criminal Records Bureau (CRB) checks

All staff, and the chairman, hold an enhanced Criminal Records Bureau (CRB) certificate. Every committee member also has to have a CRB check.

### Structure





## WHAT YOUR CHILD SHOULD WEAR AND BRING

### What your child should wear

In order for your child to feel free to explore and experiment with all kinds of materials, including messy ones, please *don't* dress them in their best clothes – comfy, washable clothes are best. Simple clothing that's easy to handle will develop their independence and make toileting easier.

We go outside whatever the weather, so please dress your child in suitable clothes on the day.

In winter, a warm waterproof coat and suitable footwear are essential. On really wet days, wellies for outdoors *plus* shoes or slippers for indoors are needed. To keep the floor, rugs and soft play clean and dry, we encourage children to remove outdoor shoes. You may wish to provide slippers or slipper socks in a bag on their peg, although some children are happy in their socks.

In summer a sunhat is essential, along with suitable footwear. Flip-flops are not safe for running around. Please apply sun cream before they arrive and consider cool clothes that cover up their skin because we can't always keep them in the shade.

We have a selection of spare clothes for changing your child if necessary (please donate any outgrown clothes). If you wish, you can keep a change of clothes in a bag on their peg.

#### **Checklist – things to consider for a bag on their peg**

- *Slippers or slipper socks*
- *Small blanket or comforter for quiet time (mainly for children staying all day)*
- *Change of clothes and underwear (especially if they are toilet training)*
- *Nappies, wipes and disposal bags*
- *Sun hat*

### Packed lunches

Please put your child's packed lunch in an insulated bag or box to help keep it cool. Please put food for the fridge in *small* containers or bags, clearly labelled, plus names on yoghurt pots etc. Do ask us for advice and ideas for healthy eating and packed lunch ideas. We send home any uneaten food so you can monitor how much your child is eating and what they like.

### Hot lunches

These are brought across from the primary school who use the Fresh Start Menu, (healthy nutritionally balanced meals) which is on the parents' notice board in the porch. Remind us of any allergies and strong dislikes. We provide water or milk, or you can leave a drink for your child.

### Snack time

Please provide a healthy snack such as a piece of fruit daily, dried fruit or packet of crackers for the week. We usually prepare a range of food for the children to try. Do try and vary it from time to time. We offer either milk or water for the drink. Keep us updated of any dislikes and allergies.

#### **Daily checklist – food and drink**

- *Piece of fruit for snack time or something to last the week e.g. packet of crackers*
- *Packed lunch with fridge items clearly labelled and a drink*

### Birthdays

We celebrate each child's birthday in a small way and usually give them a little present such as a book. Many parents bring a birthday cake, cup cakes or treat for all the children. You may want to leave something with us or come along at snack time. (Please go easy on the chocolate!) We advise against party bags because some items may be unsuitable for our two year olds and some parents don't want their children to have sweets or chocolate.

## **LOOKING AFTER YOUR CHILD IN PRESCHOOL**

### **Settling in**

We recognise that, initially, leaving your child with us may be daunting and stressful for them and you. Our settling-in policy ensures that we provide support, comfort and familiarity, using a key-person. We like a parent to stay for some of the early sessions, reducing the time, until your child can cope. Attending playgroup on Friday afternoons will also help your child's familiarity with us.

Please be reassured that all staff do their utmost to comfort and support the child whilst integrating them with the group. You're welcome to phone us during the day to see how they're getting on.

### **Toilet training**

We are happy to take your child if they are still wearing nappies. Please provide a regular supply of nappies, wipes and disposal bags. We encourage positive potty training and will work with you to ensure your child has a positive experience. Let us know what phrases you use.

### **Behaviour management**

Our approach is to recognise and reinforce good behaviour. We have a positive discussion and reason with a child who displays bad behaviour, and provide positive examples.

### **If your child becomes ill**

We call you if your child becomes unwell, so keep your contact details up to date. We *don't* administer any drugs, such as Calpol. We keep them comfortable and comforted until you arrive. We always have a qualified paediatric first-aider on the staff rota.

### **Sickness and absences**

Once your child is enrolled, attendance is *not* optional. We can't offer refunds for sickness or absence due to the daily running costs of our pre-school. If you receive vouchers, you may have to reimburse us / the government for a prolonged or high absence rate. You must notify us in writing and in advance of any planned absences (e.g. doctor's appointment).

Please phone on the day your child is ill – you can leave a message on the answer phone. Please keep your child away for 48 hours if they are sick to avoid passing it on to other children and staff. Sickness passed on to staff can affect our ability to stay open so please be considerate.

### **Collecting your child**

If you have children at Malborough Primary School, please collect your pre-school children *first*. When you register, you can nominate others to collect them (e.g. relative, other parent). If a nominated person will be collecting your child any time, you must tell us and write it in the Collection Book for that day. Keep phone numbers updated.

Do phone us if you're running late. Two staff stay with an uncollected child and reassure them. If we haven't heard from you, we'll try to contact you, and if that fails, we'll contact your nominated people. If, after one hour, no-one can be contacted to collect the child, we apply our procedure for uncollected children, which includes contacting social services.

### **Transition to primary school**

We liaise closely with your chosen primary school and provide them with your child's development record from pre-school, usually with a discussion and assessment of their needs.

For children going on to Malborough Primary School, they attend the reception class on some Thursday afternoons in the half term before they join to get used to it. Most children wear school uniform on these days. You'll find that most other primary schools also do something similar.

During our preschool's parents' morning/afternoon we also aim to show parents around Malborough primary school and meet the reception class teacher. You can of course arrange a visit independently at any time by contacting the school office on 01548 561444.

## POLICIES, PROCEDURES AND STANDARDS

Our pre-school is a charity run by an elected committee of parents and carers which ensures that major decisions are in the hands of the parents. The committee is responsible for the setting, the education and welfare of the children, reviewing policy and practice, and for the employment and appraisal of the staff.

We have a range of policies, developed by staff and parents to follow best practice and offer children and their parents the best possible experience at our pre-school. They are in place to ensure that staff and parents know our agreed practises.

Our policies are revised on a regular basis, and comments and suggestions are always welcome from parents. You can refer to them at any time in the policy file, located in the entrance porch. They include:

<p>Admissions</p> <p>Equality and diversity</p> <p>Settling-in</p> <p>Child protection</p> <p>Behaviour management</p> <p>Complaints</p> <p>Confidentiality</p> <p>Special educational needs/disability</p> <p>Parental involvement</p> <p>Payment terms</p> <p>Equipment and resources</p>	<p>Health and Safety, includes</p> <p>Missing child procedure</p> <p>Accidents and incidents</p> <p>Administration of medicine</p> <p>Sickness</p> <p>No smoking</p> <p>Non-collection of children</p> <p>Outings policy and procedure</p> <p>Food and drink</p>	<p>Admitting visitors procedure</p> <p>Volunteer and parent-helper induction</p> <p>Toileting procedure</p> <p>Playground procedure</p> <p>Staffing and employment</p> <p>Student placement</p> <p>Staff Rules and Policies</p> <p>Staff Disciplinary Procedure</p> <p>Staff Grievance Procedure</p>
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### Meeting standards

Our service has to meet national standards for education, development and welfare. New standards came into force in September 2008 (Early Years Foundation Standards - EYFS). A copy of these are in the entrance porch.

We also have regular reviews with Devon County Council to ensure the management of our setting meets good practice, and attend Ofsted update meetings plus discussion forums with other local pre-schools.

### Ofsted

We are regularly inspected by Ofsted, usually every 2-3 years, to check how well we are meeting the EYFS standards and managing our responsibility for the children's welfare. Our last inspection was in January 2009; we were rated as Outstanding in 13 out of 14 aspects (and good for the 14<sup>th</sup>). A copy of the report is at the back of this prospectus, in the entrance porch and can be viewed on our website.

We believe we made exceptional progress since our previous 2006 Ofsted inspection and have listed the main improvements to our facilities, service and management in our Operational Plan. There is always more to improve upon, and we continually review what we do and welcome parental feedback and suggestions.

## **HEALTH AND SAFETY**

### **Safety**

The safety of children and staff is of the utmost importance to us. We have a Health and Safety policy and undertake a full risk assessment of the premises and activities each year, plus we carry out regular checks throughout the year, some daily. A copy of our annual risk assessment is included in the Operational Plan along with our daily risk assessment checklist and outing risk assessment templates.

We also have policies and procedures for certain activities and situations to ensure that staff always know exactly what to do and follow current guidance. These are in the policy folder in the porch. We regularly practise the fire drill (without alarming the children).

We have a clear procedure for special outings and conduct a specific risk assessment for each one.

We are required to keep details of hazardous substances that we use, although the only ones are cleaning materials that are, of course, kept out of children's access, in the cupboard.

We are occasionally inspected by Environmental Health.

### **Criminal Records Bureau (CRB) checks**

All staff, and the chairman, hold an enhanced Criminal Records Bureau (CRB) certificate. Every committee member also has to have a CRB check.

### **First Aid**

We always have at least one member of staff with a current first aid certificate on duty. Any accidents and incidents are recorded and dealt with appropriately. If your child has a minor accident or injury, we treat them as required and tell you when you collect them. We'll call you immediately if it's anything more serious, or if they remain upset. When you register, you give consent for emergency medical treatment to your child.

### **Administering medication**

If your child requires medication (e.g. inhalers for asthma, regular medication) then we can administer this when they are in pre-school, subject to our policy which ensures that you give the necessary training to staff.

### **Visitors**

We rarely have an unknown or unannounced visitor but nevertheless we have a clear procedure for admitting all visitors (other than parents) which is in the entrance porch. They must report to the primary school office first. We then check the identity of every visitor (and we usually also contact their own office to validate their ID) before admitting them. We record details of all visitors in our visitors' book in the porch. They obviously never have unsupervised access to the children. CCTV cameras are in operation by primary school across the playground and its entrances.

## **THE ROLE OF PARENTS**

We recognise parents and carers as the first and most important educators of your young children. Do talk to us regularly about your child's development, changing behaviour, any issues affecting them or any concerns you have.

You have free access to their developmental records, so just ask, and do review their work and activity books in their drawer any time.

We aim to keep you informed through regular newsletters (usually monthly) and day-to-day contact. The staff are usually freely available to parents before and after sessions. You can also discuss anything with the chairman, Esther the secretary who also co-runs playgroup, or any other committee member.

We try to update you on the latest suggested activities for supporting children's learning at home and generally support parents of young children by providing useful information. The notice board in the entrance porch is aimed at parents so do look at it! We can usually point you in the right direction for most queries e.g. health visitors, primary school applications... Just ask us.

### **Comments and suggestions**

We really encourage feedback from parents and always want to improve the service we provide. We're always interested in new ideas and want parents to participate any way they can. If you have *any* ideas please tell us. Sometimes it's not easy to come forward with suggestions, especially if you don't know many of us, so choose the way that's most comfortable to you –

- Talk to the staff
- Talk to / phone the chairman or the secretary (contact details at the end)
- Talk to one of the other parents who is a committee member
- Write a note to any of the above
- Drop a note in the comment / suggestion box (in the entrance porch)

### **Complaints**

If you're unhappy about something, or have any issues *please* tell us. We will give prompt and serious attention to any concerns. We hope that issues could normally be resolved quickly and amicably by an informal approach to Jayne, the manager, or to the chairman. See the end of this prospectus for contact details.

If this doesn't achieve the desired result, we have a formal complaint procedure (in the policy book in the entrance porch) and deal with complaints objectively and thoroughly.

Alternatively you can call Ofsted directly on 08456 404040.

### **How you can help us**

Like most preschools, we are a charity run by elected volunteers – mainly parents. We encourage you to get actively involved in our pre-school in any way you can, for example:

- offer any ideas, skills or contacts you have to help us improve pre-school (this adds to our bank of skills that we can draw upon) e.g. ideas for outings, music, building upkeep...
- help at sessions (this greatly improves your understanding of how we work and can be very rewarding)
- volunteer to help with some of the many small jobs needed to run smoothly (e.g. spring cleaning, gardening, putting up posters)
- donate any unwanted useful items e.g. spare clothes, good quality toys, garden plants, etc. and supermarket schools vouchers
- assist with fund-raising (precious funds raised are usually spent on new resources and equipment for the children, such as bikes and books)
- take part in the management of pre-school (by joining the committee)

## STAFF QUALIFICATIONS AND TRAINING

Staff member	Qualifications and training	
Jayne Brodie manager	NVQ 3 Early years care and education NVQ 4 Children's care learning and development Qualified assessor of pre-school childcare trainees	EYFS Practitioners training EYFS Child development Observation, assessment and planning SENCO (Special Needs) code of practice training; inclusion Child protection First Aid Signs supporting speech level 2
Liz Turner assistant	NVQ 3 Early years care and education	Child protection First Aid Food Hygiene
Claire Hurrell assistant	NVQ 3 Early years care and education	First Aid Child Protection
Alison Lees supply cover	NVQ 3 Early years care and education	Child protection First Aid Food Hygiene Signs supporting speech level 2 Play work

## USEFUL CONTACTS

Jayne Brodie, manager (mobile 07967 604619)

Malborough with South Huish Preschool

Higher Town

Malborough

Devon TQ7 3RN

**01548 562301**

### Website

We have a dedicated section on Malborough Primary School's website, with news and photos:

[www.malborough-primary.co.uk](http://www.malborough-primary.co.uk) and then click on *Pre-school*

### Other useful contacts

Management Committee	Esther Surmon, secretary, 07971 456084
Malborough Primary School	561444 <a href="http://www.malborough-primary.co.uk">www.malborough-primary.co.uk</a>
Ofsted	08456 404040 <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
Devon Children and Young People's Services Directory	<a href="http://devon.childrensservicedirectory.org.uk/">http://devon.childrensservicedirectory.org.uk/</a> lists loads of useful organisations 0800 056 36 66
DISC	0845 155 10 13 Devon information service for families (includes childcare providers, holiday clubs etc) <a href="http://www.devon.gov.uk/disc">www.devon.gov.uk/disc</a>
Family Tax Credits help-line	0845 300 3900 <a href="http://www.workingfamilies.org.uk">www.workingfamilies.org.uk</a>
NHS Direct	0845 46 47 24hr medical advice line <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
Wellchild	0808 801 0330 10am – 4pm Mon-Fri advice on children's health