



We look forward to welcoming your child to
Stoke Goldington Pre-School



Village Hall, Stoke Goldington
Newport Pagnell, Bucks MK16 8NP

Phone: 07716-967723 to arrange a visit
(9.15am-12.15pm weekdays) or for further information
call Admissions Officer Louise Manning on: 01908-612751.

www.stokegoldington-preschool.co.uk



PROSPECTUS AUTUMN 2011

'The quality of teaching and learning is good.'
(Ofsted March 2008)



- * Fun & friendship
- * Individual care & attention
- * A safe, secure & stimulating environment
- * A parent-run, community based group

Now offering sessions for 2-year olds

Registered charity no: 1026756

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INTRODUCTION

We are a parent run Pre-School group working in close conjunction with Stoke Goldington First School. It is a happy, family-oriented group with a strong play emphasis.

We are affiliated to the Pre-School Learning Alliance and as a registered early years' provider we receive the Nursery Education Grant from our local authority for 3 & 4 year olds.

Stoke Goldington Pre-School is inspected regularly by Ofsted and our latest reports are available on request. See page 11 for further information.



OFSTED REPORT

Our most recent Ofsted (Office for Standards in Education) inspection took place in March 2008. This inspection reviewed the Pre-School against the National Standards for sessional day care. Copies of our last Ofsted report are available for parents to see.

Pre-School was rated **"good"** in its report, both in terms of **"quality and standards of care"** and **"quality and standards of nursery education."** An inspection judgement of **"good"** indicates that **"this aspect of the provision is strong."**

Comments received in the report include:

"Children are cared for in a safe and well-maintained environment"

"Staff deployment is good and guarantees children are supervised and safe at all times"

"Staff's sound understanding of the Foundation Stage curriculum enables them to provide planning of activities that cover all areas of learning"

"Children's spiritual, moral, social and cultural development is fostered"

"Children are confident, settle quickly and readily ask adults for their favourite activities. Children freely select from a wide range of resources"

"Children enjoy a range of energetic physical activities that contribute to a healthy lifestyle."

"Committed staff consistently promote the children's well-being, offering a calm and happy environment where good relationships between adults and children are evident."

"Partnership with parents and carers is good"

"Children benefit from a healthy diet"

"Staff value children's input, listen to them and respond showing interest and concern."

"Children are developing good relationships and get on well with peers and adults."

Comments taken verbatim as per copyright.

OTHER INFORMATION

FIRST DAYS

We offer settling-in sessions and parents are invited to stay on their child's first day. You are welcome to stay for as long as you feel it is necessary; this is at the discretion of the parent.

FOOD AND DRINK

At each session milk or water is offered plus fruit. If there are any allergies, dietary requirements or medical problems these should be stated on the Pre-School application forms.

CLOTHING

Please ensure that the children wear older, easily washed clothes. Aprons are provided but accidents can happen, so please provide a change of clothes for your child. Sweatshirts, t-shirts and hats are available from Pre-School. Wellies and coats are required every day for outside play. Please ensure **all items are clearly named**.

NEWS AND INFORMATION

There is a daily notice board giving information to parents about activities as well as half-termly Newsletters.

POLICIES

All of our detailed Pre-School policies are available for parents to view on site. All policies are reviewed on an annual basis.

PARENTS' HANDBOOK

A Parents Handbook giving detailed A-Z information about the Pre-School is available when your child starts.

SECURITY

Please inform staff if someone other than the person known to them is to collect your child. **AT ALL TIMES, WHEN ENTERING OR LEAVING THE HALL, THE CHAIN MUST BE PUT BACK ON THE INNER DOOR.**



OUR AIMS

1. To ensure all children feel included, secure and valued.
2. To prepare the children for compulsory education following the principles for early years education.
3. To ensure individual attention to benefit each child.
4. To develop confidence and social skills through group activities.
5. To provide an effective curriculum that makes learning exciting and fun.

SESSIONS

Monday to Friday 9.15am—12.15pm during term time.

Sessions for 2-year olds are offered on a Monday, Tuesday and Friday morning on the basis of the child attending two sessions per week, and with a maximum of four 2-year olds attending on any one morning.

Children over 2 $\frac{1}{2}$ may attend on any weekday morning, again on the basis of a minimum of two sessions per week.

The places for children of all ages are allocated on a date of birth basis. Priority will be given to siblings.

A supervised **Lunch Club** for 3-year olds and over runs each week from 12.15pm-1pm, currently on a Tuesday and a Thursday.

An Afternoon Session runs on a Thursday from 1pm-2.30pm during the Summer Term, for those children due to start First School in September. This means children can attend from 9am through to 2.30pm on Thursdays.

The Pre-School is registered for up to 24 children.

CURRICULUM

The Curriculum provision for children's development and learning is guided by **The Early Years Foundation Stage (EYFS)**.

In our setting we provide children with the opportunities, resources and support to develop within all of the six areas of learning and development. This occurs on a daily basis, both indoors and outside. All of these areas are equally important, are connected to each other and are underpinned by the principles of EYFS.

Personal, Social and Emotional Development

We encourage the children to develop a positive sense of themselves and others; and to respect others. We also help the children to be positive in their attitude to learning and help them develop good social skills. We help the children to develop and foster good relationships with both peers and adults.

Communication, Language and Literacy

We support every child's competence and learning whilst they are speaking, listening, being read to and learning to read and write. We ensure experiences and opportunities are provided so the children can use and develop their skills in a wide range of situations and we support them in doing this. Language is linked with physical movements in action songs and rhymes, role play and cooking and gardening activities. We promote phonological awareness in the children through rhyme and alliteration and their knowledge of the alphabetical code.

FEES

Prior to receiving the Nursery Education Grant (NEG) our fees are £9.00 per session. Children receive the NEG from the term after their 3rd birthday and you can claim towards five 3-hour sessions per week. NEG funding now covers 15 hours per week for 38 weeks each year. There is a 10% discount for a second child when you have two fee-paying children at Pre-School. Fees are to be paid half termly.

When a child is registered we request a £20 contribution towards administration costs for your child's admission and for administration of NEG funding once your child reaches 3. The £20 entitles your child to a hat and book bag once they start at Pre-School.

Lunch Club is charged at £2.50 per session, invoiced in advance and Afternoon Sessions on a Thursday are charged at £5/session. A commitment to each Half Term in advance is required for your child for both Lunch Club and Thursday afternoons. (*Afternoons available during Summer Term for those children starting First School in September*).

NOTICE PERIOD

A full half-term's notice is required in advance of leaving Pre-School or fees will be incurred. If there are any problems with fees please contact either the Play Leader, the Chairperson or the Treasurer.

RECORD KEEPING

Throughout your child's time at Pre-School formal and informal observations will be made of your child. An Individual Learning Plan (ILP) will be put together by your child's Key Person featuring photographic and written evidence of your child's progress.

When children leave Stoke Goldington Pre-School the ILPs are given to each parent as a lasting keepsake of your child's time at the setting. You may, of course, see your child's records at any time. Please give at least one day's notice as some staff like to write up observations at home.

We believe that the most beneficial feedback we give to parents is through informal discussions held at the end of a session or other time mutually agreed by parents and staff.

PRE-SCHOOL STAFF

The Pre-School committee employs a team of staff described below:

VICKY CARTWRIGHT: PLAYLEADER

Vicky has over 8 years' experience of working in a busy Pre-School setting with an average attendance per session of 30-40 children. She has extensive qualifications & experience of working with special needs children. Qualified to NVQ Level 3, Vicky is also trained as a First Aider and is the Pre-School's Child Protection Officer. Vicky lives locally with her husband & two children who attended Stoke Goldington Pre-School themselves some years ago & she worked actively on the Committee at that time.

LOIS HALLAM: DEPUTY/KEY PERSON

Lois has worked in local playgroups, pre-schools & schools for over 14 years. She has extensive qualifications and experience of working with children and is a designated Health and Safety Officer. Lois holds a Level 3 Diploma in Playgroup Practice and is also a qualified First Aider. Lois lives locally with her husband and two children.

TERESA POSTAWA: KEY PERSON/SENCO

Teresa lives locally and has two children who both attended the Pre-School. She holds a Level 3 Diploma in Pre-School Practice and is trained to British Sign Language Stage 1. Teresa's experience of working with special needs children makes her ideally suited to be our Special Education Needs Co-ordinator. A fully trained First Aider.

ELLY SAPWELL: KEY PERSON

Elly has had two children of her own go through the Pre-School in recent years and has been extensively involved on the Committee during that time. She has achieved her NVQ Level 3 in Childcare, Learning and Development and is a trained First Aider. Acting as our Equality and Diversity Officer, Elly lives with her young family in Stoke Goldington.

ANGELA CLARKE: PLAY ASSISTANT

Angela lives in Stoke Goldington with her family and has worked with the Pre-School for many years. She is trained to British Sign Language stage 1 and enjoys the cookery sessions with the children.

ANNE O'DONOGHUE: PLAY ASSISTANT

Anne is currently studying her NVQ Level 2 in Early Years Childcare at Milton Keynes College. She has four young children who all attended the Pre-School over the years.

Problem Solving, Reasoning and Numeracy

We help the children develop their mathematical understanding during many activities including songs, imaginative play, stories and a variety of games. Mathematical terms and numeracy are used daily in our routines i.e. carpet time, snack time and outdoor play.

Knowledge & Understanding of the World

We plan activities based on the children's first hand experiences to encourage them to explore, experiment, observe, discuss, solve problems and make decisions. Opportunities are provided for the children to operate ICT items such as cameras, CD players, lap tops, food mixers and programmable toys.

Physical Development

We offer physical challenges and opportunities for physical play every day. Our free flow policy allows children the time they need to persist in practising new and existing skills and we help them learn from their mistakes. They are encouraged and supported to assess risks involved in their play. We also promote healthy eating.

Creative Development

Our creative activities encourage the children to use as many of their senses as possible. We support the children as they express their ideas using a wide range of resources and materials linked to art, craft and role play. They are allowed time to develop and work through their ideas.

PARENTAL INVOLVEMENT

ROLE OF PARENTS

Stoke Goldington Pre-School is a registered charity that is run by the parents who form the management committee.



The committee is elected annually at an AGM in Autumn and we rely on all parents to help in some way. The committee is responsible for the management of the Pre-School and its finances along with the employment & appraisal of our five members of staff. The day-to-day running of the Pre-School, activity and curriculum planning are the responsibility of the Playleader & her team. **Pre-School cannot run without a committee and new members, with or without children attending Pre-School, are always welcome.**

We actively encourage all parents to become involved with our village Pre-School. You may well find you develop new friendships and skills yourself through helping out & getting to know other families with children of a similar age. The success and long-term future of Pre-School depends on **YOUR** support - so get involved with your child's best interests at heart!

FUNDRAISING

Fundraising is an essential part of the running of our Pre-School and **we rely entirely on parents for this important task.** Funds raised are used to keep toys and equipment up-to-date, buy new items & pay for staff training.

ROTAS

Our rota system requires all parents to be involved in helping with the group on a regular basis. This system helps to maintain our high adult to child ratio and allows the parent to join the staff & see their child taking an active part in the group. **Help is required 1 morning per Half Term** and is great fun for both you & your child.



WHAT WE OFFER

We offer a varied selection of play opportunities with certain activities available throughout the week for children to take part in.

SAND & WATER: Enables co-operative play, co-ordination, manipulative skills, and early maths and science concepts. Children find water fascinating and fun.

OUTDOOR PLAY/GARDEN AREA: Permanently accessible outdoor area with a variety of play items available every session. Vegetable & flower garden area where children can help with planting & picking vegetables to enjoy at snack time.

MALLEABLE MATERIALS: Examples include: clay, play-dough, cornflour, etc. Can encourage imaginative play, language development and co-ordination.

PAINTING AND DRAWING: Children can paint and draw freely; this encourages imagination, creativity and helps hand control.

HOME CORNER: Promotes imaginative play, role play, sharing and language development.

CLIMBING FRAME, BALANCE BEAMS & BLOCKS: Promotes co-ordination, muscle control and self-confidence.

LIBRARY: We have a quiet area where the children have access to plenty of books.

DAILY ACTIVITIES: Outdoor play; singing and story time; 'Show & Tell' sessions.

WEEKLY ACTIVITIES: Cookery sessions, music, PE and crafts.

OTHER ACTIVITIES: Walks around the village; celebrating festivals; visitors; simple science.

