

Nomansland



Pre-School

Registered Charity No: 1026436

Prospectus

April 2008



NOMANSLAND PRE-SCHOOL PROSPECTUS

Nomansland Pre-school
The Methodist Chapel Hall
Forest Road
Nomansland
Salisbury
Wiltshire
SP5 2BP
Telephone: 01794 390108

Nomansland Pre-school aims to:

- provide high quality care and education for children primarily below statutory school age;
- work in partnership with parents and carers to help children to learn and develop;
- add to the life and well-being of its local community; and
- offer children and their parents/carers a service which promotes equality and values diversity.

An OFSTED inspection in October 2007 rated the quality and standards of the nursery education provided by Nomansland Pre-school as 'good'.

As a member of Nomansland Pre-school, your child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of adults to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure your child makes satisfying progress;
- is in a pre-school which sees you as a partner in helping your child to learn and develop; and
- is in a pre-school in which parents and carers help to shape the service it offers.

The service offered by Nomansland Pre-school:

- The pre-school is open 38 weeks each year.
- We are open five days each week between 9.00am and 11.30am, plus Tuesdays and Thursdays 12.30pm to 3.00pm.
- We offer lunch clubs on Monday, Tuesday, Thursday and Fridays from 11.30am-12.30pm.
- We provide care and education for young children between the ages of 2 years 9 months and 5 years.
- We offer a separate supervised play session for children from 2 years on Wednesday afternoons from 12.30 to 2.30pm.

Admissions policy

Nomansland Pre-school is a community run pre-school accessible to children and families from all sections of the local community. We welcome all parents, relatives and carers.

Our waiting list is arranged by order of date of birth. Children qualify for a pre-school place at the beginning of the term after they are 2 years 9 months. Children may attend the play session as soon as they have reached 2 years of age.

It is the aim of the pre-school to accommodate each child from the date specified on their application form. However, we are unable to guarantee specific start dates as this is dependent on spaces available at the time. Parents or carers will normally be notified when a place is available, during the term before the child is due to start. Familiarisation visits to the pre-school will also be arranged for you and your child at this point.

Children starting at the pre-school will normally be offered two sessions per week, and this may be subsequently increased as appropriate for each individual child, subject to spaces available. Where two sessions are being offered on the same day a child may do either a morning or an afternoon session.

The pre-school provides spaces for a maximum of 17 children per session.

During the summer term priority for places will be given to older children who wish to increase their number of sessions prior to starting school in the September.

When the demand for places exceeds the spaces available the pre-school will introduce an additional session(s) to accommodate children on the waiting list and those wishing to increase their number of sessions, subject to staffing constraints and management issues.

When the introduction of a further session(s) is not possible, applications will be prioritised based on the following factors:

- date of birth;
- special needs/circumstances;
- children resident in the local communities of Nomansland, Hamptworth, Landford and Bramshaw;
- date of original application; and
- distance from the pre-school to the child's home.

Names can be added to the waiting list by contacting the Admissions Coordinator. All applications must be accompanied by a £30 non-returnable deposit, the full amount of which will be deducted from the fees for your child's first term at pre-school.

Please note that we can accept a child who is not completely 'dry' when due to start pre-school provided that s/he wears 'pull-ups'. Children attending the play session are not expected to be toilet trained.

Fees

The fees are £7.00 per session, plus £2.00 per lunch club, payable termly in advance. Bills will be sent out at the beginning of each term. We will be adaptable in the collection of fees, with prior arrangement. Extra funding is available in certain cases, such as receipt of Family Tax Credit – contact the Treasurer for further information.

Fees will be increased as required; a term's notice will be given to all families of the increase. Fees cover the running expenses and staff salaries. Equipment is normally purchased through our fund raising efforts.

Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to the Play Leader or the committee Chairperson. For your child to keep her/his place at the pre-school, you must pay the fees or we must receive nursery education funding for your child.

A term's notice will be required if your child is leaving in the following term, or the following term's fees will be payable in full to the pre-school.

Working together for your children

Nomansland Pre-school has a high ratio of adults to children in the setting: there is a maximum of 17 children per session. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The staff who work at Nomansland Pre-school are Su Turner and Liz Perry, supported by Becky Aymes, Jane Hayward, Sue Williams and Emma Coleman:

Su Turner is the pre-school **Play Leader** and holds a Diploma in Pre-school Practice and has gained a lot of experience of working with young children over a number of years. She was the Deputy Pre-school Leader at Hale Pre-school, has worked as a childminder, run a toddler group and worked voluntarily as a helper in a reception class. Su lives locally with her children.

Liz Perry is the pre-school's **Deputy Play Leader** and holds an NVQ2 in Early Years Care and Education. Liz ran the successful Landford Methodist Toddler Group for a number of years before joining the pre-school as a Special Needs Assistant in September 2001. Liz is currently studying for her NVQ3 in Children's Care, Learning and Development.

Emma Coleman is the pre-school's **Administrative Support Officer** and joined the staff in September 2007 as the first paid Administrator. Emma has been involved with the pre-school for a number of years as **Admissions Coordinator**, something that she continues to do on a voluntary basis. A local mother of three young girls, she is also involved with running the very successful Bramshaw Bunnies and Landford Methodist Toddler Groups. Emma has a degree in Geographical Science and previously worked for an international academic publishing company.

OFSTED inspections

OFSTED have developed a new inspection framework linking the standards of care and the quality of education to the outcomes for children that local authority children's services must work to deliver, under the Children's Act 2004.

OFSTED will inspect our organisation to see how we promote the following positive outcomes for children:

- being healthy;
- staying safe;
- enjoying and achieving; and
- making a positive contribution.

As part of this process, the pre-school must complete a self-evaluation form, a copy of which can be found in the policies and procedures (operations) file in the pre-school room.

The curriculum provided by Nomansland Pre-school

Children start to learn about the world around them from the moment they are born. The care and education offered by Nomansland Pre-school helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

For children between the ages of 3 and 5 years, the pre-school provides a curriculum for the foundation stage of education. This curriculum is set out in a document, published by the Qualifications and Curriculum Authority and the Department for Education and Skills, and is called Curriculum Guidance for the Foundation Stage. The pre-school follows this guidance. The guidance divides children's learning and development into six areas:

- personal, social and emotional development;
- communication, language and literacy development;
- mathematical development;
- knowledge and understanding of the world;
- physical development; and
- creative development.

For each area, the guidance sets out early learning goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education. For each early learning goal, the guidance sets out stepping stones, which describe the stages through which children are likely to pass as they move to achievement of the goal. Nomansland Pre-school uses the early learning goals and their stepping stones to help us to trace each child's progress and to enable us to provide the right activities to help all the children move towards achievement of the early learning goals.

Personal, social and emotional development

This area of children's development covers:

- having a positive approach to learning and finding out about the world around them;

- having confidence in themselves and their ability to do things, and valuing their own achievements;
- being able to get on, work and make friendships with other people, both children and adults;
- becoming aware of - and being able to keep to - the rules which we all need to help us to look after ourselves, other people and our environment;
- being able to dress and undress themselves, and look after their personal hygiene needs; and
- being able to expect to have their ways of doing things respected and to respect other people's ways of doing things.

Communication language and literacy

This area of children's development covers:

- being able to use conversation with one other person, in small groups and in large groups to talk with and listen to others;
- adding to their vocabulary by learning the meaning of - and being able to use - new words;
- being able to use words to describe their experiences;
- getting to know the sounds and letters which make up the words we use;
- listening to - and talking about - stories;
- knowing how to handle books and that they can be a source of stories and information;
- knowing the purposes for which we use writing; and
- making their own attempts at writing.

Mathematical development

This area of children's development covers:

- building up ideas about how many, how much, how far and how big;
- building up ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- starting to understand that numbers help us to answer questions about how many, how much, how far and how big;
- building up ideas about how to use counting to find out how many; and
- being introduced to finding the result of adding more or taking away from the amount we already have.

Knowledge and understanding of the world

This area of children's development covers:

- finding out about the natural world and how it works;
- finding out about the made world and how it works;
- learning how to choose - and use - the right tool for a task;
- learning about computers, how to use them and what they can help us to do;
- starting to put together ideas about past and present and the links between them;
- beginning to learn about their environment and its special features; and
- learning about their own and other cultures.

Physical development

This area of children's development covers:

- gaining control over the large movements which we can make with our arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- gaining control over the small movements we can make with our arms, wrists and hands, so that they can pick up and use objects, tools and materials; and
- learning about the importance of - and how to look after - their bodies.

Creative development

This area of children's development covers:

- using paint, materials, music, dance, words, stories and role-play to express their ideas and feelings; and
- becoming interested in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Nomansland Pre-school uses the early learning goals and their stepping stones to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and in others an adult takes the lead in helping the children to take part in the activity. In all activities information from the early learning goals and stepping stones has been used to decide what equipment to provide and how to provide it.

Accreditation

Nomansland Pre-school has been accredited by the Pre-school Learning Alliance for the provision of quality education and care in accordance with the standards of the Alliance. This achievement is endorsed by Investors in Children.

How parents/carers take part in the pre-school

As a member of the Pre-school Learning Alliance, Nomansland Pre-school recognises parents/carers as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents/carers take part in making the pre-school a welcoming and stimulating place for children, parents and carers, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions of the pre-school;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the pre-school;
- taking part in events and informal discussions about the activities and curriculum provided by the pre-school;

- joining in community activities in which the pre-school takes part; and
- building friendships with other parents and carers in the pre-school.

The help rota

The pre-school operates a help rota of parents/carers of all the children attending, in addition to the paid staff, which usually involves helping at two or so sessions per term. Your child has a special role as 'leader' when his/her parent/carer is helping for a session. An established parent/carer will lead you through the role before your first solo session.

Do feel free to arrange to drop into the pre-school, if you would like to see it at work or to speak with the staff.

The management of Nomansland Pre-school

A parent/carer management committee - whose members are elected by the parents/carers of the children who attend the pre-school - manages the pre-school. The elections take place at the pre-school's Annual General Meeting which is held in October each year.

The Annual General Meeting is open to the parents/carers of all of the children who attend the pre-school. It is their forum for looking back over the previous year's activities and shaping the coming year's activities.

The committee is responsible for:

- managing the pre-school's finances;
- employing and managing the staff;
- making sure that the pre-school has - and works to - policies which help it to provide a high quality service;
- making sure that the pre-school works in partnership with the children's parents/carers; and
- ensuring that the pre-school complies with OFSTED's standards for care and education.

The pre-school is run by parents and carers for parents and carers and therefore the involvement of every family is vital to the pre-school's continued existence and success. Children are only at the pre-school for a short period therefore the committee changes regularly. Your support of the pre-school from the beginning of your child's time there will be invaluable.

Key persons

The pre-school has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what the pre-school provides is right for your child's particular needs and interests. When your child first starts at the pre-school, she/he will help your child to settle and

throughout your child's time at the pre-school, she/he will help your child to benefit from the pre-school's activities.

Records of achievement

The pre-school keeps a record of achievement for each child. Staff and parents/carers working together on their children's records of achievement is one of the ways in which Nomansland Pre-school and parents and carers work in partnership. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the pre-school staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

The pre-school also keeps itself up-to-date with best practice in early years care and education through the Pre-school Learning Alliance's magazine *Under Five* and publications produced by the Pre-school Learning Alliance. The current copy of *Under Five* is available for you to read.

From time to time the pre-school holds learning events for parents. These usually look at how adults can help children to learn and develop in their early years. Courses on similar topics are held locally by the Pre-school Learning Alliance: watch out for information about these.

The pre-school's timetable and routines

Nomansland Pre-school believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the pre-school's session/day are provided in ways that:

- help each child to feel that she/he is a valued member of the pre-school;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

The session

The pre-school organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and

encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

Snacks

The pre-school makes snacks a social time. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please provide an item of fruit each time your child attends to share at snack time. Do tell us about your child's dietary needs and we will make sure that these are met.

Lunch clubs

The pre-school runs a lunch club between 11.30am and 12.30pm on Mondays, Tuesdays, Thursdays and Fridays during term time for a small additional cost. Children bring a packed lunch and a drink and eat together after the morning session. This is a social occasion which provides a useful introduction to school lunchtimes. We encourage parents to provide a healthy lunch for their children and request that crisps and sweets are not included.

Health and hygiene

The pre-school believes that the health and safety of children is of paramount importance and we make our pre-school a safe and healthy place through good practices.

For the safety and well-being of each child all medical history, including allergies, should be recorded on the admission form, which will be kept confidential. This will ensure that appropriate care is taken according to each child's needs. Parents/carers are asked to keep their child(ren) at home if they have any infection and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents/carers and make careful observations of any child who seems to be unwell.

If your child is unwell and will not be attending that day, please telephone the pre-school at the start of the session to advise the staff.

Parents/carers are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Child protection

Nomansland Pre-school wants to work with children, parents, carers and the community to ensure the safety of children and to give them the very best start in life.

The pre-school aims to;

- create an environment that encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- help children to establish and sustain satisfying relationships within their families, with peers and with other adults;
- encourage children to develop a sense of autonomy and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- work with parents and carers to build their understanding of and commitment to the welfare of all our children.

References and CRB checks are obtained for staff to ensure that no disqualified person or unfit person works at the pre-school or has access to the children. In addition all committee members undergo suitability and CRB checks by OFSTED. Only staff and parents who have been police checked and registered 'approved' may take children to the toilet areas.

Confidentiality

The Pre-school's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- parents/carers will have ready access to the files and records of their own child but will not have access to information about any other child;
- staff and volunteers will not discuss individual children with people other than the parents/carers of that child. An exception may be made for a special needs child who may need special curriculum planning and group management;
- staff and volunteers will not discuss personal information given by parents or carers with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key worker;
- any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis;
- personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible;
- issues to do with employment of staff/volunteers, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions; and
- students on Pre-school Learning Alliance or other recognised courses observing in the Pre-school, will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and well-being of the child.

This section is detailed in the full policies and procedures document available in the pre-school.

Policies

Copies of the pre-school's policies and procedures are available in the pre-school or from the Administrative Support Officer.

The pre-school's policies help us to make sure that the service provided by the pre-school is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents/carers.

The staff and parents/carers of the pre-school work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its members and the local community.

Special needs

As part of the pre-school's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have.

The pre-school works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000). The pre-school's Special Educational Needs Co-ordinator is Su Turner.

Starting at Nomansland Pre-school

The first days

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school. A copy of the pre-school's policy on helping children to settle into the pre-school is available in the full policies and procedures document.

Clothing

The pre-school provides protective clothing for the children when they play with messy activities, however, we recommend that old clothes are worn to pre-school sessions as we cannot prevent accidental splashes and spills which may spoil clothes.

Pre-school sweatshirts and t-shirts are available to purchase. Please speak to a member of staff.

The pre-school encourages children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing which is easy for them to manage will help them to do this.

Nomansland Pre-school hopes that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

Nomansland Pre-school Committee

The current committee is as follows:

Chairperson	Jayne Roberts
Treasurers	Emily Davidson Sue Sutherland
Secretary	Emma Herbert
Health and Safety Coordinator	Helen Curry
Rota Coordinator	Lucy Thompson
General Members	Kerri Brock Mary Fry Julie Gray Tom Pender