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Registered Charity No. 1164820

Prospectus

Welcome to Southgate Pre-School

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to Southgate Pre-School, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

Southgate Pre-School aims to:

- Provide high quality care and education for children primarily below statutory school age
- Work in partnership with parents to help children to learn and develop
- Add to the life and well-being of its local community
- Offer children and their parents a service that promotes equality and values diversity
- Be a safe and stimulating environment
- give generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers
- give families the chance to join in with other children and adults to live, play, work and learn together
- helps to take forward children's learning and development by being helped to build on what children already know and can do
- ensure a key person makes sure your child makes satisfying progress
- work in partnership with all parents in helping your child to learn and develop
- encourage parents to help to shape the service it offers.

The service offered by Southgate Pre-School:

- We provide care and education for young children between the ages of two and five years old
- The Pre-School is open approximately 38 weeks of the year, running during school term times. We are closed during school holidays, at weekends, PD days and bank holidays.
- We are open five days a week.
- Morning sessions run from 8.45-11.45 Monday – Friday

- Afternoon sessions run from 12.30-3.30 Monday - Friday
- We run a lunch club from 11.45-12.30 every day at a cost of £3.00 (packed lunch, provided by yourself).

The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our Pre-School reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2014):

- *A Unique Child*
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- *Positive Relationships*
Children learn to be strong and independent through positive relationships.
- *Enabling Environments*
Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
- *Learning and Development*
Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

Children's Development and Learning

Children start to learn about the world around them from the moment they are born. The care and education offered by Southgate Pre-School supports and encourages this learning by providing children with stimulating activities that are suitable for their age and stage of development.

For children between the ages of two and five, the Pre-School provides and follows the curriculum for the Early Years Foundation Stage. This curriculum is set out in a document published by the Department for Education called 'Statutory Framework for the Early Years Foundation Stage'. The guidance divides children's learning and development into seven areas. These are:

Personal, Social and Emotional Development

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

Physical Development

- Moving and handling
- Health and self-care

Communication and Language

- Listening and attention
- Understanding
- Speaking

Literacy

- Reading
- Writing

Mathematics

- Numbers
- Shape, space and measure

Understanding the World

- People and communities
- The world
- Technology

Expressive Arts and Design

- Exploring and using media and materials
- Being imaginative.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the 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.

The *Early Years Outcomes* guidance sets out the likely stages of progress a child makes along their progress towards the Early Learning Goals. Our setting has regard to these when we assess children and plan for their learning. Our programme supports children to develop the knowledge, skills and understanding they need.

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring – engagement
- active learning – motivation
- creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

Assessment

Staff will assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to

assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We make assessment summaries of children's achievement based on our on-going development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves into a different group or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Working together for your children

The Pre-School maintains a high ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers, where possible, to complement these ratios. 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
- Allow the children to explore and be adventurous during their play staying safe.

The staff who work at Southgate Pre-School are:

Sophie Wilson - Pre-school Leader, SENCo Deputy, Safeguarding Officer, Health and Safety Officer and ECAT Co-ordinator

Laura Clark - Deputy Leader, Deputy Safeguarding Officer, Deputy Health and Safety Officer and Deputy ECAT Co-ordinator

Sharon Cole - Room Leader and SENCo

Lucy Medcraft – Assistant

Kate Skinner - Assistant

Ellie Monaghan – Temporary Assistant

Jazz Mash – Apprentice

Chris Reeve – Volunteer.

Parents

As a member of the Pre-School Learning Alliance, Southgate Pre-School recognises parents as the first and most important educators of their children. All the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making the Pre-School a welcoming and stimulating place. These include:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff, through daily discussions and Learning Journals
- Helping with Pre-School sessions if desired

- contributing to the progress check at age two;
- 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 the community activities in which the Pre-School takes part
- Building friendships with other parents of Pre-School children.

You are regarded as members of our Pre-School who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved
- included at all levels.

As a voluntary managed Pre-School, we also depend on the good will of parents and their involvement to keep going. Membership of the setting carries expectations on you for your support and commitment.

Joining in

Parents are always welcome to help at the Pre-School. You can offer to take part in a session by sharing your own interests and skills with the children. In the past parents have visited the Pre-School to, amongst other things, play musical instruments for the children, talk about their professions and come in to read stories or take part in activities.

Learning events for staff and parents

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 through the Pre-School Learning Alliance's magazine "Under Five" and other publications produced by the Pre-School Learning Alliance. The current copy of "Under Five" is available for you to read in the setting, please ask a member of staff if you wish to have a look.

Courses are held locally by the Pre-School Learning Alliance or by the Children's Centre for parents to attend – please watch out for information about these on our parents notice board.

Key Person

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, helping your child learn and become ready for their next steps in life, for example, school.

Online Learning Journeys

The Pre-School keeps an 'Online Learning Journey' for each child on Tapestry. This is a secure online account which your child's record will be kept and accessible by password. Staff and parents working together on children's 'Learning

Journey's' is one of the ways in which Pre-School and parents work in partnership. Your child's 'Learning Journey' helps us to celebrate his/her achievements and work together to encourage and enable their progress.

Your child's key person will work with you to keep this record. To do this you and he/she 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 how to help your child move on to the next stage.

The Pre-School's timetable and routines

Southgate 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 session 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
- Provide children with opportunities to learn and help them to value learning.

The session

The Pre-School organises its sessions so that children can choose from, and work at, a range of activities. In doing so, children build up their ability to select and work through a task/activity to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities. This introduces them to new experiences and helps 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 during which children and adults eat together. The snack bar is open for a period of one hour during each session. This allows children to choose when to access their snack.

We plan the menus for snack so that they provide the children with healthy and nutritious food. A range and variety of fruits and vegetables are on offer. Do tell us about your child's dietary needs and we will make sure that these are met.

Policies

Copies of the Pre-School policies are stored at the Pre-School. Anyone with an interest in the Pre-School is welcome to view them, please see a member of staff who will direct you to the file.

The Pre-School's policies help us to make sure that the service provided by the Pre-School is of a high quality. They also ensure that being a member of the Pre-School is an enjoyable and beneficial experience for each child and his/her parents. The staff and parents of the Pre-School work together to adopt the policies and everyone has the opportunity to take part in the annual review of the policies. (Please talk to a member of staff if this is something that you would like to take part in). This review helps us to make sure that the policies are enabling pre-school to provide a quality service for its members and the local community.

Fees

The fees are £15 Per Session & £3 Per Lunch Club payable monthly in advance. 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 Donna Evans who is the Finance & Administration Officer, our Pre-School Leader or Chair Person.

For your child to keep her/his place at our setting, you must pay the fees. We are in receipt of nursery education funding for two, three and four year olds; where funding is not received, then fees apply.

Special Needs

As part of the Pre-School's policy to ensure its provision meets the needs of each individual child, we take account of any special needs that a child may have. The Pre-School works to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

The Pre-School's Special Educational Needs Co-ordinator (SENCo) is Sharon Cole, the deputy SENCo is Sophie Wilson.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information data 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 data subject you and your family.
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 data subjects you and your family 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 with regard to your data.

Safeguarding children

The Pre-School has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Free places for 2, 3 and 4 year olds

Pre-school is open for five morning sessions and five afternoon sessions per week. We will endeavour to allocate a maximum of 5 free sessions to those eligible children, however, if there is excess demand this may not always be possible. A "first come first serve" basis will operate. A new child waiting to start pre-school will be given equal priority

to any existing child who may request extra sessions. All 3 year olds are entitled to free pre-school places, **in the term after they are 3**, due to the Government Grant.

Please ask a member of staff if you think you might be entitled to 2 year funding.

The Management of the Pre-School

Southgate Pre-School is a charity and is managed by a volunteer management committee, made up of Pre-School parents. Members are elected by the parents of the children who attend the Pre-School. The elections take place at the Annual General Meeting, which is held in September each year. The committee is responsible for:

- Managing the Pre-School's finances
- Employing and managing staff
- Making sure that the Pre-School has, and works to, policies that ensure a high quality service
- Making sure that the Pre-School works in partnership with the children's parents.

The Annual General Meeting is open to:

- The Parents of all the children who attend the Pre-School
- Any parents of children who are due to start the Pre-School within the following academic year.
- Any professional who has a healthy interest in the Pre-School, for example: Childminder, Local Health Visitor.

It is their forum for looking back over the previous year's activities and shaping those for the coming year.

Equal Opportunities

The Pre-School Learning Alliance is committed to helping pre-school provide equality of opportunity for all children and families. As a member of the Pre-School Learning Alliance, Southgate pre-school believes that no child, individual or family, should be excluded from the pre-school activities on the grounds of age, sexuality, class, family status, means, disability, colour, ethnic origin, religion or belief. We aim to ensure that all who wish to work in, or volunteer to help with our pre-school, have an equal chance to do so.

Admission

The pre-school is open to every family in the community. The waiting list is operated on a "first come, first served" basis (with regard to age). We are usually able to accommodate people who are new to the area, or who have recently applied.

There is an initial registration fee of £15.00, which covers the administration and your initial visit. The registration fee is automatically payable once your Child is enrolled to cover administration costs.

Your child can start from the date they reach two years old, if staff feel your child is mature enough to be left in a pre-school environment. Parents/carers are obliged to stay for the first session. Your child may need you to stay with him/her for longer than this, or to leave him/her for shorter periods of time initially. Please discuss with the Pre-School Leader if you have any worries. We are quite happy for you to stay with your child for as long as it takes them to settle in.

Starting At Southgate 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. 'Settling in books' and 'Routine books' are available for new children to borrow, if needed, to look at while they are settling in. The Pre-School has a policy about helping children to settle into the Pre-School, please ask a staff member if you would like a copy.

Can all parents ensure their child comes into Pre-school with their own bag, providing nappies and wipes (if needed), spare clothes and a drink bottle each day. **We ask that all your child's belongings are named.**

Clothing

The Pre-School provides protective clothing for children when they play at messy activities.

Southgate Pre-School T-shirts, sweatshirts and book bags can be bought from staff, prices are:

T-shirt - £8.00

Jumper - £9.75

Book bag - £4

The polo shirts and jumpers come in three different sizes, aged 3-4 years, 5-6 years or 7-8 years.

The Pre-School encourages children to gain the skills that 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.

Southgate Pre-School hopes that you and your child enjoy being a member of the Pre-School and that you all 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. Do feel free to arrange to drop into the Pre-School if you would like to see it at work, or speak with the staff.