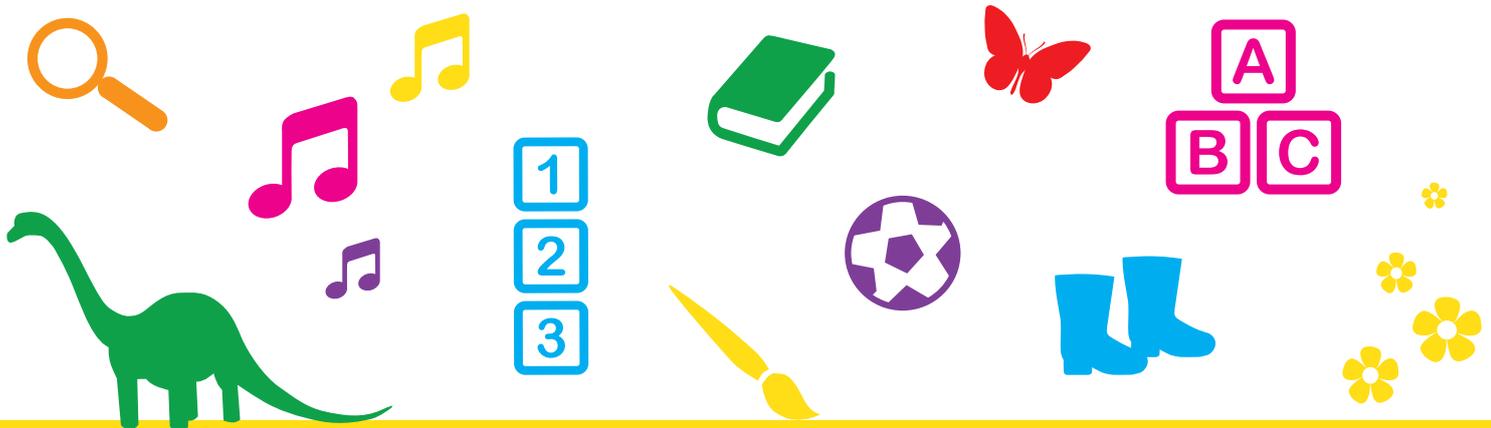




HASELBURY PLUCKNETT PRE-SCHOOL

Haselbury Plucknett Pre-School Prospectus



Haselbury Plucknett VC C of E First School,
North Street, Haselbury Plucknett,
Crewkerne TA18 7RQ



www.haselburyplucknettschool.co.uk

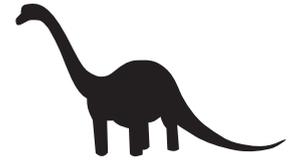
haselburyplucknettschool@educ.somerset.gov.uk

Telephone: 01460 72833

 @HPpresch



WELCOME TO HASELBURY PLUCKNETT PRE-SCHOOL



Our new pre-school is situated at Haselbury Plucknett VC Church of England First School within the rural village of Haselbury Plucknett, a short distance from Crewkerne.

We offer an exciting indoor and outdoor environment for children aged between 2 and 4 years old and follow the Early Years Foundation Stage, working supportively with parents to help their children develop to their full potential.

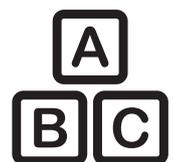
OUR AIMS

Our aims are to:

- Provide a safe, welcoming environment where all children are valued and able to flourish
- Support and encourage each family, sharing information and building relationships with them so that each child can reach their full potential
- Support and encourage children's development and learning through play, giving equal opportunity to all and treating each child as an individual
- Provide an interesting and varied curriculum each term, helping and supporting each child in all areas of development as they progress through the Early Years Foundation Stage
- Ensure all children become confident, independent learners ready to begin school.

FACILITIES

The Pre-School is part of Haselbury Plucknett First School and is housed in a separate building on site. The Pre-School building comprises of a cloakroom, a main large learning space, a separate smaller learning space, a kitchen and toileting facilities. Outside there is a spacious covered play area which the children can use all year round along with a grassed area with additional equipment. We make use of the school playing field, which has areas used for forest school activities, and the playground during specific parts of the school day.



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OPENING HOURS

All our sessions run in accordance with the term dates for Haselbury Plucknett First School. We close for the school holidays and INSET / training days. Our session times are:

- **Monday: 9am-1pm (including Lunch Club)**
- **Tuesday: 9am-12noon and 12 noon-3pm (including Lunch Club)**
- **Wednesday: 9am-1pm (including Lunch Club)**
- **Thursday: 9am-12noon and 12 noon-3pm (including Lunch Club)**
- **Friday: 9am-1pm (including Lunch Club)**

We run an optional **Lunch Club** from 12-1pm, where the children bring a packed lunch from home.

STAFF

Our staff team are a major asset to Haselbury Plucknett Pre-School and are led by our Pre-School Supervisor. They help to create a happy, secure and stimulating environment, both educationally and socially.

Ofsted require a staff to child ratio of 1:8 for over 3 year olds and, if your child is under 3 years, a 1:4 ratio. However, whenever possible we endeavour to work with a smaller ratio.

All our staff carry out regular training in line with the Early Years Foundation Stage framework, covering all aspects of child development. Their roles and qualifications are displayed on the school website.

LEARNING AT HASELBURY PLUCKNETT PRE-SCHOOL

The Early Years Foundation Stage offers a flexible approach to care and learning. Children learn through play supported when needed by trained practitioners. The EYFS gives a clear indication of the importance of play:

“Play underpins all development and learning for young children. In their play children learn at the highest level.”

The Early Years Foundation Stage is a distinct stage with its own curriculum and is part of a recognised learning process which starts at birth. The Foundation Curriculum consists of seven areas of learning based on a child’s development. This curriculum continues until the end of the reception year. The Catkins class teacher works very closely with the Pre-School group and advises the staff on all aspects of the Early Years Foundation Stage curriculum.



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Each week, the staff will plan various activities, usually based around a specific theme. During a typical session, children will have access to a range of child-led and adult-led learning opportunities.



During both morning and afternoon sessions children have the opportunity to flow between the indoor and outdoor environment where a variety of activities will be set out for them. These will include:

- Construction on a large and small scale
- Role play
- Mark making
- Exploring the natural world
- Free movement and music
- Sand and water play
- Creative play
- Sensory play
- Quiet, rest and book areas

The start and end of sessions tend to see all the children coming together. Activities include singing, news sharing, stories and circle time activities.

During the session, we also encourage children to become more independent through helping with simple tasks, e.g. tidying away, serving fruit and biscuits, pouring milk or water and washing their cups and plates.

At break time the children enjoy fruit and/or vegetables, biscuits and a drink. **Children are encouraged to bring a piece of fruit or a vegetable to share with the group.** We offer and encourage children to drink milk or water. If your child will not drink either of these please talk to the Supervisor.

Lunch Club is from 12 to 1pm. The children eat their packed lunch and enjoy conversation with their peers and members of staff. Healthy eating is actively promoted and we would ask parents not to include foods such as sweets, chocolates or fizzy drinks in lunch boxes. **Please let us know if your child has a food allergy so that we can support their needs effectively.** We are also currently looking into the possibility of providing hot meals.

As we are part of Haselbury Plucknett First School, there will be occasions when we will join together for various activities with the rest of the school community.



STARTING WITH US AT HASELBURY PLUCKNETT PRE-SCHOOL



We accept children from the age of two.

We want all children to feel happy, safe and secure at Haselbury Plucknett Pre-School. However, every child is unique and will settle in different and unique ways. We will therefore work closely with parents/carers to tailor the settling-in period to the individual child.

Staff will liaise closely with parents/carers before their child starts at pre-school and then encourage the child to build up their sessions gradually, allowing time for:

- The child to become familiar with the environment, the staff and the other children
- Parents/carers to gain knowledge of our daily routines and the different activities we provide
- Staff and parents/carers to discuss their child's specific needs and routines
- The child and their parents/carers to build relationships with staff, especially with their keyworker.

By taking this approach, we seek to meet the individual needs of your child.

Home visits are also available.

KEYWORKERS

Young children require consistency of care and attachments. We therefore observe and monitor the progress of all the children in the group using a **Keyworker System**. All new children will be allocated a member of staff who will be their **Keyworker** (special person). The Keyworker has specific responsibilities to the children in their care. These responsibilities are:

- To build a relationship with the child to enable the child to feel safe and secure
- To know the particular interests and stage of development of their key children
- To monitor the Emotional, Intellectual and Physical development of their key children. This is carried out through observations and assessments. The outcomes are shared with the child and parents/carers and are used to support the individual planning for the child, 'what comes next?'
- To work closely in partnership with the parents/ carers.
- To support the child and family with their transition from Haselbury Plucknett Pre-school to Catkins Class at Haselbury Plucknett First School or to any other new school.

All observations are confidential to you, your child's Keyworker and the Supervisor.

Your child's 'Learning Journal' is yours to look at or talk about at any time.



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CLOTHING



Parents/carers are required to provide their children with at least one set of spare clothes daily, which should be clearly named. In the winter months a named coat will be required as well as named wellington boots. Throughout the summer children must bring a named sun hat as well as sun cream. Please apply sun cream before the start of any session, staff will then re-apply cream as and when it is needed. **Could you please ensure that your child arrives at each session with the appropriate clothing for outside play all year round.**

MEDICATION AND ILLNESS

Registration forms require you to declare all existing medical conditions and allergies.

Please let the Supervisor know about any medication (temporary or permanent) your child is taking. Please refer to our Supporting Medical Needs Policy for more details about how we can support your child and their medical needs including administering medicines on your behalf.

Please telephone us to let us know if your child is ill and when you expect them to return to Pre-School.

If your child has been sick or had an upset tummy then **48 hours must have passed** since the last bout of illness or sickness before your child can return to pre-school. In severe cases of sickness this period of time may be extended, according to government guidelines.

KEEPING YOUR CHILD SAFE

If there is a change to usual collection arrangements for your child, we ask you to fill out the yellow form to give permission for the change. Supplies of these forms are available in the school office and in the reception area of the pre-school.

Dropping off and collection procedures are in place to ensure all children, including pre-schoolers, are safe during sessions. Please ensure you read these procedures on our school website and follow them accordingly.

We hold regular Fire Drills so the children and staff are fully aware of the correct actions to take in the unlikely event of a fire.

For health and safety reasons no sweets, chewing gum, coins or very small toys should be brought into Pre-School without the consent of the Supervisor.

All members of staff and volunteers are checked before we employ them so that no unauthorised person may have access to the children. All visitors are required to provide suitable identification and sign in and out of the visitor book, found in the main office of the School.



Policies and procedures are in place to ensure the safeguarding of all children in Pre-School care. Many of our policies and procedures cover safeguarding issues, such as our 'Missing Child Policy', 'Non-Collection of Children Policy' as well as our 'Social Media, Internet and Email Policy'. Please read all these policies very carefully.



POLICIES AND PROCEDURES

The Pre-School adheres to a number of policies that set the guidelines to our practices. Copies of all these policies are available in the school office or on the school website.

The Governors have adopted a rolling programme to review and update these policies and procedures. If a policy or procedure is altered or amended, the document will be posted on the Pre-School notice board in the entrance lobby.

We encourage all parents and carers to read these policies and procedures.

PARENTAL INVOLVEMENT

Haselbury Plucknett Pre-School recognises parents and carers as the first and most important educators of their children. All our staff see themselves as co-workers with you in providing a high quality of care and education for your child.

There are many ways in which parents/carers can take part in making the Pre-School a welcoming and stimulating place for children and adults:

- Exchanging information about their child's particular needs, activities, interests and progress with the staff. Each child has a Home-School Book, where information can be shared
- Helping to provide, make and look after the equipment and materials used in the children's play activities
- Supporting the community activities in which the Pre-School takes part
- Building friendships with other parents/carers in the Pre-School
- Parents/carers who have a particular interest or skill they feel they can share with the children are encouraged to do so by offering to take part in the sessions.



FUNDRAISING

The Staff, Headteacher and Governors are constantly thinking of ways to raise funds for the Pre-School which will directly benefit the children through the purchase of new equipment or perhaps to fund a trip.

We ask parents and carers to help with various fundraising activities throughout the year.

FEES

As a registered provider under the government's Early Years Funding Scheme we receive funding for eligible 3 and 4 year olds, which is organised by the Pre-School. Funding is available, up to a maximum number of 15 hours per week, from the term after a child is three. Top up fees will be charged for any hours over this entitlement or if funding is used up at another Early Years setting. There is also funding available for some 2 year old children whose families receive financial support.

Fees are charged at £4.50 per hour. Parents are invoiced at the beginning of each half term when payment is due for the upcoming half term. Payment can be made by cheque, cash or childcare vouchers. Sometimes we are open for more days in a term than funding covers and you will need to pay top up fees for these at the current hourly rate.

We do endeavour to keep fees at a reasonable amount. However, any concerns about fees should be directed to the Pre-School Supervisor or to the Headteacher.

CONTACT US

We look forward to working in partnership with you to make you and your child's time with us happy, successful and memorable.

However, if you do have any questions or concerns then please feel free to ask.

You are warmly invited to come and look around the school. We look forward to meeting you.

Please contact Mrs Lesley Jay (School Administrator) for more information or to arrange a visit.

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