

Prospectus 2021/2022



**Nadder Centre,
Weaveland Road,
Tisbury, SP3 6HJ
TEL: (01747) 871405**

Email: enquiries@tisburypreschool.co.uk

Rated as a **GOOD setting by Ofsted in 2016**
Registered Charity No. 1048226

Welcome to Tisbury Pre-school

We are a small rural community pre-school, run by a voluntary management committee and a dedicated and caring staff team. Tisbury Pre-school is a registered charity (No. 1048226), registered with OFSTED and is a member of the Early Years Alliance.

Our staff are very experienced in childcare both on the personal level of bringing up their own children and through working at our preschool and other preschools in the area.

Our Manager Amanda Burford has a Level 4 in Early years and vast experience in early years and childcare. Working with us since 2014 as deputy manager where she then took on the role of manager in 2019.

Our Deputy, Lisa Dunville joined our team in 2020, she has a degree in Early years and is First Aid trained.

Our newest member to the team is XXXXX who joined us this September as a play assistant.

We also have Anne Follis who is a Bank member of staff, providing cover when needed.

We have Anne Wilkins who is our Administrator and she joined the team in February 2020.

Tisbury pre-school provides a happy, relaxed atmosphere where children can develop socially, emotionally, intellectually, and physically through their play. We aim to provide a safe, caring and stimulating environment where learning is fun. We have an ethos of inclusion, valuing the contribution of all and enabling each child to develop to their full potential. We value parents as equal partners in their children's education. Parents are welcome at any time to come and see what we do, or to come and discuss their child's progress. If a parent wishes to discuss any aspect of the running of the pre-school, they can contact the Chairperson of the Committee.

Aims and Objectives of Tisbury Pre-school

We provide a happy, relaxed atmosphere where children aged 2 to 4 years can develop their social, emotional, intellectual and physical skills through their play. We aim to provide a safe, caring and stimulating environment where learning is fun. We have an ethos of inclusion, valuing the contribution of all and enabling each child to develop to their full potential. We value parents as equal partners in their children's education.

Additionally, we aim to create a professionally managed organisation adopting a high standard of administration in all areas.

We achieve our objectives by providing a high adult to child ratio of not less than three staff members for a maximum of 23 children. Our Manager and Deputy are experienced and professionally qualified in early years childcare whilst all employed staff have childcare qualifications.

We provide a well-balanced range of activities inside and outside that meet the developmental needs of all children.

Our Management Committee is run by parents and co-opted community members who meet regularly to discuss pre-school matters seeking guidance as necessary from the Childcare Officer assigned to us and attending relevant training courses.

We foster good relationships and dialogue with parents to ensure that they are welcomed as the child's first and most enduring educators through sending out regular newsletters, using the parent notice board to keep parents informed and holding individual parent meetings, we also have a Facebook group to which you are invited to join. Parents are personally invited to attend a coffee morning (or similar event) to meet with current committee members prior to the Annual General Meeting and are encouraged to become involved in the running of the pre-school in whatever capacity that they are able.

The Tisbury Preschool Committee

Our management committee is made up of parents, past parents and willing volunteers who act as trustees. Their main aims are;

- To employ staff and ensure their suitability
- To comply with legal and OFSTED regulations
- To support staff in their professional development
- To support and encourage the participation of parents in the education of their child
- To provide a link between staff, parents, the community and the preschool
- To manage preschool accounts and expenditure to ensure that we offer the best possible service
- To liaise with local and national organisations on issue relating to the preschool
- Fundraise through a wide range of community activities and events
- New members are always welcome, why not consider becoming a member

Our Committee

Chairperson
Secretary
Treasurer
Parent Member
Member
Member
Member

Jo Hamilton
Connie Sapsford
Rebecca Murray
Sarah Nicholls
Paula Balogun
Emma Snook
Maggie Lenaghan

Tisbury Pre-school Curriculum

Our curriculum follows the Government's Framework for the Early Years Foundation Stage (EYFS). The EYFS sets the standards that all early year's providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness and their independence'.

The EYFS learning and development requirements comprise:

- the seven areas of learning - of these seven areas there are 3 prime areas identified as being particularly crucial these are communication and language, physical development and personal, social and emotional development. The other areas are Literacy, Mathematics, Knowledge of the world and Expressive Art and Design.
- the early learning goals - abilities that the children are expected to have obtained by the age of 5 years (usually the end of reception year in school)
- the assessment requirements – carried out between the ages of 2 and 3 and at 5 years old. If your child commences pre-school between their second and third birthday Pre-school are obliged to write a progress report and will require your input into this document.

(Please ask if you would like more information about the EYFS)

Our Education Programme takes account of the children's interests, we work 'In the moment' with the children as they explore and learn.

The seven areas of learning are provided on a daily basis and although described separately, activities often cover more than one area and sometimes several at a time.

The Three Prime Areas of Learning and Development

Communication and Language

Children are encouraged to communicate with adults and each other through a wide variety of activities. Talking and listening are an everyday part of 'Circle time' and other activities. Children are also encouraged to use their language to express how they think. We encourage following and giving instructions, asking questions such as "How did you make that" and in responding to questions such as "Why did you choose that...". We introduce new vocabulary through stories and planned activities, and we encourage a love of books with daily opportunities to look at a wide variety of books



Physical Development

All children are given opportunities to develop their fine motor skills through a wide variety of activities such as construction toys, pegboards, jigsaw puzzles and finger rhymes. They develop their gross motor skills through use of our outside area with bikes, climbing equipment and natural balances. We also plan music and movement sessions, activities with the Sports Centre, walks around Tisbury and to the local playground. Through these activities, discussing snacks and simple health and hygiene routines, children learn how their bodies work and how to keep healthy.

Personal, Social and Emotional Development

Children are made to feel welcome and valued to encourage a strong self-image and develop self-esteem. They are encouraged to be motivated and excited to learn. They learn how to co-operate with each other through play and small group activities. Children learn to listen, share and take turns through planned activities and play. They learn how to behave in acceptable ways and to have respect for one another through having rules and group activities. They are encouraged to concentrate and persevere in a given task, to work independently and to take responsibility for themselves and others. Children learn to develop their own self-care for example through learning to independently access the toilets, changing their shoes for outside play and pouring their own drinks.

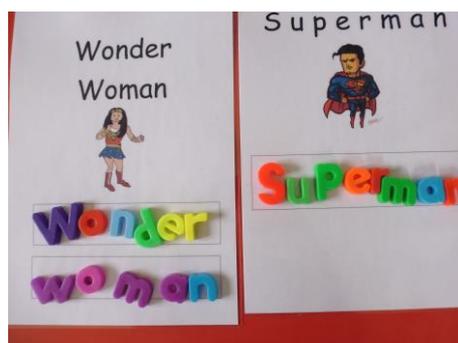
The Four Specific Areas of Learning and Development

Literacy

In order to develop literacy skills children are introduced to their name in written form, on their coat pegs, for use on the registration board and at snack time. When they are ready, they are shown how to hold a pencil and to form letters, however emergent writing and mark making is a part of the daily activities provided, from 'note taking' in the role play area to 'naming' their artwork.

Phonics (the sound letters make) are introduced to children through fun activities both in groups and individually when they are ready.

Rhyming activities are again a part of the daily routine with the going home song along with a planned song and rhyme time.



Mathematics

Children learn to match, sort and sequence in a variety of ways. We have a wide range of mathematical resources and also use 'real' objects such as shells and leaves. Mathematical language is emphasised on a daily basis, such as size and measurement, positional language, pattern and shape. Counting is also a part of everyday life from counting how many children are in pre-school to counting how many beads a child has threaded on a string. We use number songs and rhymes to re-enforce this learning in a fun way. Practical problems are introduced such as 'Do we have enough cups for everybody?' Children see written numerals around the room and in books. When they are ready, they are shown how to form them correctly.



Understanding the world

This area of learning covers a wide range of learning experiences. Children are encouraged to recognise that they have similarities and differences that connect them and distinguish them one from another through talking about themselves and their families.

They are introduced to different occupations through themes and role-play.

They learn about change through the seasons and by growing plants. Children are able to explore a range of activities to give them experience of information and communication technology, such as electronic toys, cameras and the computer. Children develop a sense of place through opportunities to play with small world models, making children aware of

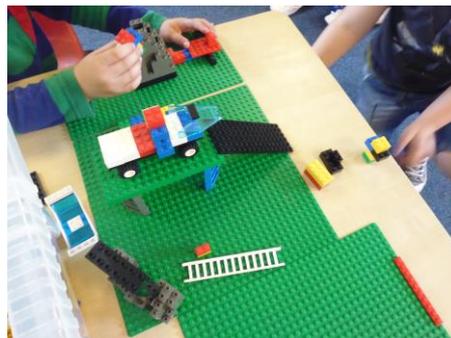
their environment when on walks and in the garden and through stories and images of other environments.



Expressive Arts and Design

Children learn to explore and share their thoughts, ideas and feelings through a variety of art, design and technology, music and movement and imaginative and role-play activities. They learn a wide range of creative and design techniques, and have opportunities to experiment with paint, craft and recycled materials.

Regular singing takes place within the course of the session along with planned musical activities. Imaginative play activities are available on a daily basis through small world play and through creating different opportunities in the role-play area, such as a surgery, library or home corner.



More information on the Early Years Foundation Stage can be obtained from the Pre-school staff or via the Department of Education website.

Record Keeping

Assessment plays an important part in recognising children's progress through the foundation stage. It involves staff observing children to understand their level of achievement and interests. It also helps to identify any difficulties children may be experiencing in any of the areas of learning in order that these difficulties may be addressed early on. In order to chart your child's progress, the Pre-school is signed up to an on-line 'Learning Journey' record keeping system. This record comprises of observations, photographs and assessments which record your child's progress during their time in pre-school. From their observations staff plan activities and identify children's 'next steps'. The record is available to parents on-line once they receive their unique log-in details. We actively encourage parents to have an input in to their child's learning, to contribute to their child's records and to share information about their child with us.

Key Person

Each child on joining the pre-school will be assigned to a staff member who will be their key person. The role of the key person is to help ensure that each child's individual needs are met, to help the child become familiar with the setting. The key person builds a relationship with the child and with their parent.

Parents are welcome to discuss their child's progress or any concerns with their child's key person at the beginning or end of the session, or they may make an appointment if they feel they need longer to discuss something. We aim to provide an informal meeting for parents to attend each term that their child is with us, when general progress, transition to school and next steps can be discussed.

Policies

Child Protection*

Tisbury preschool consider it the duty of management committee members, staff and volunteers to protect the children who they come into contact with from abuse.

Key principles of this document are;

The child's welfare is paramount.

All children without exception have the right to protection from abuse.

All suspicious and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The setting will have appropriate documentation to implement this policy.

To ensure that adults working with the children are also provided with protection and are aware of best practise so they can be protected against wrongful allegations.

To work in partnership with children's parent/carer is essential for the protection of the children.

To work in partnership with Wiltshire Police through Operation ENCOMPASS.

Staff are responsible for their own actions and behaviour and required to avoid conduct which would lead to any reasonable person questioning their motivation.

Promoting inclusion, Equality and Diversity Policy

Tisbury pre-school is committed to providing equality of opportunity for all children, families and staff in accordance with all relevant legislation.

We do not discriminate against a child with additional needs or refuse a child entry to our Pre-school because of any additional needs and we develop an action plan to ensure that children with additional needs can participate successfully in the services offered by the Pre-school.

*The full policy can be seen by request at the preschool

Behaviour Management Policy

We believe that children and adults flourish best in an environment in which everyone knows what is expected of them and children are free to play and learn without fear of being hurt or hindered by others. We aim to develop each child's self-esteem in an atmosphere of mutual respect and positive encouragement. Our Rules are agreed by the staff and children and referred to regularly. Parents are always informed promptly if there are any concerns regarding behaviour and we work together to find a solution. Parents should always inform us if their child is unhappy in any way so that we can monitor the situation and agree next steps.

Medicine Handling and Administration Policy

Medicines are only administered by pre-school staff if they have been prescribed for the child by a doctor, dentist, nurse or pharmacist. Where medication is prescribed, we will ask the parents to complete our one-off administration of medication permission form to enable staff to administer the medicine correctly.

Staff will never give non-prescribed medicine to children in pre-school. If a child becomes ill during the pre-school session their parent/carer will be contacted as soon as possible.

ALL POLICIES ARE AVAILABLE IN FULL IN THE PRE-SCHOOL POLICIES FILE. Please ask a member of staff if you would like to see this.

Complaints procedure

If you have a complaint to make please speak to the Manager, or the Deputy Play Leader in her absence. If you feel the matter has not been resolved, you can make an appointment to discuss your complaint with the Chair of the Committee. Any written complaints will be recorded and logged in accordance with legal requirements. You may contact Ofsted direct regarding any complaints that you may have with the pre-school. The address is:

**Early Years Ofsted
Complaints
Piccadilly Gate,
Store Street,
MANCHESTER,
M1 2WD.
Tel: 0300 1234666**

Session Times
(TERM TIME ONLY)

Monday – Friday

Morning sessions 9 am – 12 noon

Lunch – 12 noon – 12.30 pm

Afternoon sessions 12.30 – 3 pm

All day sessions 9am – 3 pm

Tisbury Pre-school has 24 spaces for children who are 2 to 5 years old. Fees are £5.20 per hour for 2-year olds or £4.40 per hour for 3/4 year olds.

The Government's Free Entitlement to childcare allows your child to access early years education for up to 15 hours per week for 38 weeks a year *from the term following* their 3rd birthday until the term following their 5th birthday (compulsory school age). The free entitlement will be paid for by hours rather than sessions and the 15 hours must be spread over a minimum of 3 days. Parents can claim a minimum of 2.5 hours and a maximum of 10 hours in one day; this may include a mealtime (although not the meal). We also offer 30 hours funding if eligible. The availability of hours is subject to the normal pre-school opening hours. As a requirement of the funding arrangements parents will be asked to complete and sign a binding parent contract and complete and sign a 'Parent Declaration' form for each term that their child is in pre-school. Sight of your child's Birth Certificate is also required in order to confirm your child's eligibility.

Parents can apply for this additional funding, if they believe they are eligible, through the Childcare Choices website.

(www.childcarechoices.gov.uk)

Please ask for more information if you need.

Contact Numbers

If you need to contact the preschool urgently during session hours,
please telephone

(01747) 871405

**A message can be left on this number if we are unable to answer immediately,
we regularly check the answer phone.**

Terms and Conditions

Only a parent/guardian with parental responsibility for a child can register their child for a childcare space with Tisbury Pre-school.

Our admissions policy clearly states the way in which we allocate places.

Pre-school fees and any additional non-funded fees are payable half-termly in advance. You will be billed at the beginning of each half-term and we request that payment is made in full. If this arrangement is a cause of financial difficulty, please speak to our Administrator to arrange an alternative payment plan. Please note fees cannot be re-funded in the case of non-attendance.

As part of our safeguarding duty we monitor each Child's attendance at pre-school and we must question non-attendance. We expect that if your child will not be attending for any reason then you telephone/email us as soon as possible on the first day of absence.

The pre-school requires one half terms' notice of children wishing to drop days which they attend. Failure to do so may result in a charge.

Tisbury Pre-school is a non-profit making charity (No.1048226). The fees are decided by the Committee and they reserve the right to adjust these fees, after due notice, to cover the running costs of the Pre-school.

In the case of financial hardship, it may be possible to source funding to help a child attend pre-school. Please speak to our Administrator, in confidence, or contact your Health Visitor.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information about you and your child that is compliant Data Protection laws and with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is: -

1. Processed fairly, lawfully and in a transparent manner in relation to 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 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 unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational 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.

For office Use Only
Birth Cert/Passport
N.P.P Given
T.V arranged
TYO Funded (letter seen)
T & Cs sent



CHILD REGISTRATION FORM

FULL NAME OF CHILD.....

PREFERRED NAME.....

DATE OF BIRTH.....
 (Please provide sight of your child's Birth certificate)

PARENTS NAMES.....

Please circle who has Legal Parental Responsibility for your child

BOTH MOTHER FATHER

Please indicate if there is anyone who legally should not have contact with your child (we may ask for documents to support this)

.....

ADDRESS (at which child normally resides).....

POSTCODE.....

TELEPHONE.....

E-MAIL ADDRESS.....

ADDRESS OF SECOND PARENT IF NOT AS ABOVE.....

NAME AND ADDRESS OF ANY CARER.....

CHILDS BROTHERS & SISTERS

Dates of Birth

.....
.....
.....

CHILDS FIRST LANGUAGE.....

Other languages spoken at home.....

ETHNIC ORIGIN (please circle)

British, Irish, Traveller of Irish Heritage, Gypsy/Roma, Another white background
Mixed – White and Black Caribbean, White and Black African, White and Asian,
Another mixed background.

Asian or Asian British – Indian, Pakistani, Bangladeshi, another Asian background

Black or Black British – Caribbean, African, another Black background

Chinese Another ethnic background.

Does your child have any learning difficulties or disabilities (please tick)

No Special Educational Need

Yes, my child has difficulties with.....

Possibly, I am concerned about.....

Which sessions do you wish your child to attend (Please Circle). Please note that it may not be possible to offer these days due to your child’s age or the number of children already attending although we make every effort to accommodate your requirements.

Monday am

Monday pm

Tuesday am

Tuesday pm

Wednesday am

Wednesday pm

Thursday am

Thursday pm

Friday am

Friday pm

I am looking to claim the extended entitlement up to 30 hours yes/no
(available to 3 & 4 year olds only)

I would like my child to start at the Pre-school on
(date).....

**Please could you provide details of someone to contact if you are not at home,
in cases of illness or emergency**

Name.....

Address.....

.....Telephone.....

Relationship.....

Name of Doctor.....

Address.....Telephone.....

Tisbury Pre School policy for a child not collected.

IF FOR ANY REASON SOMEONE ELSE IS TO COLLECT YOUR CHILD PLEASE NOTIFY THE PRE-SCHOOL IN WRITING. THIS REQUIREMENT IS IN ORDER TO PROTECT YOUR CHILD

This must be signed by the parent with copies for home and Pre-School.

If a child has not been collected 15 minutes after session ends and there has been no contact with the parent/carer informing us of any difficulties the following procedure will come into action;

1. Try to contact the parent/guardian of the child, on the telephone number given on the registration form or updated number retained in the child's file.
2. Try to contact given emergency contact person on number given on the registration form or updated number retained in the child's file.
3. If after a further 30 minutes the Pre School has not made contact or had no contact with either the parent/carer, or the emergency contact person the Pre School will inform the police.
5. During the 45 minute period the child will remain on the Pre School premises, there must be two members of staff with the child at all times.

Parent/Carer.....

Play Leader.....

I wish to apply for the admission of the above named child to Tisbury Pre-school. I have received and read a copy of the pre-school prospectus.

I understand that in order to secure a place for my child, I must sign up to the Terms and Conditions and complete the documentation within the New Parent Pack.

I hereby give permission for Tisbury Pre-school to seek immediate medical treatment or to administer first aid to my child if required. The pre-school is unable to provide an escort to accompany the child in an ambulance if hospital treatment is necessary.

Signed parent/ legal guardian.....