

Welcome to



Warbstow Pre-school
Warbstow
Launceston
PL15 8UP

01566 781388 (Press 2).

Email: ella.reeves@warbstow.org.uk

Website: www.warbstow.cornwall.sch.uk/preschool

MISSION STATEMENT

Warbstow Pre-school aims to provide a warm, secure and stimulating environment where each child is recognised as unique and is enabled to fulfil their potential.

The children are encouraged to observe, question and explore; to express themselves through a wide variety of creative work, role play and physical activities; and to develop personal and social skills facilitating their move into Primary school.

Most of all we want the children to have fun and enjoy joining in our sessions.



Dear Parents/Carers,

Welcome to Warbstow Pre-School.

Thank-you for your interest in Warbstow Pre-School. We hope that this booklet will help you to discover more about us and answer some of the questions you may have.

Warbstow Pre-School is run from the Warbstow Community Centre in the heart of the village. The Community Centre offers a wonderful bright foyer area, a superb hall, a smaller room and a secure landscaped outside area.

At Pre-school we aim to:

1. To provide a safe and caring environment for your child to learn through structured play and stimulation.
2. To foster a good working partnership between parents/carers and our staff, by actively involving the parents/carers.
3. To promote learning with a sun-filled stimulating curriculum where the children learn through play.

Here are the people your child will meet at the Pre-School:



Ella Reeves
Preschool Manager



Ami Pascoe
Preschool Deputy

Staff:

The Pre-school is run by Miss Ella Reeves and Ami Pascoe. Ella has an FdA Level 5 in childcare and Ami holds a Level 4. They all continually increase their knowledge by attending various training throughout the year.

We enjoy a very close relationship with School.



Mr Stuart Ellis
Registered Person.
Head Teacher of Warbstow Primary Academy
Warbstow, Launceston, Cornwall, PL15 8UP
Telephone: 01566 781388

Registration

Warbstow Pre-School is registered with Ofsted and is a member of the Cornwall Family Services Early Education Team. Inspections and monitoring visits from our Early Years Adviser from the Family Service Team will be carried out regularly. Any documents will be available on request. Our latest Ofsted report can be found on our Parent notice board.

Who is the Pre-School open to?

The Pre-School is open to all children aged 2 years old to 4 years old, at an hourly rate of £4 for children aged 3-4 and £4.50 for 2 year olds.

Children aged 3 and 4 are entitled to 15 hours of free nursery provision each week for 38 weeks of the year.

Some funding is also available for 2 year olds, please speak to a staff member, your health visitor or call The Family Information Service on 08005878191.

Children enter Warbstow Primary Academy the year in which they celebrate their fifth birthday.

Session Times

Our Pre-School runs from 8:50am – 3:30pm Monday, Tuesday, Wednesday and Thursday, Fridays sessions run 8:50am – 1:00pm.

If your child is staying from 11:50 – 12:50 please provide them with a healthy packed lunch or a cooked school meal is available, at a cost of £1.50 per day. Payment is made via ParentPay. We are unable to reheat any meals from home.



Arrival and Departure

On arrival you will be met by a member of staff. Your child should “sign in” (finding their own name and putting it in their picture pocket) the manager will also complete the pre-school’s register. It is important that **only** staff members lock and unlock the doors at pre-school. Your child’s safety is paramount to us.

We expect all children to be collected by their parents or carer. If for any reason this is not possible, we expect you to have filled in the appropriate form (speak to a member of staff) in advance of the departure and ensure the person collecting is aware of your ‘password’. We will be **unable** to let your child depart with anyone else unless this procedure is followed. The password system can be used in the case of an emergency but prior notice of a change of person collecting is advisable.

Settling Your Child

We understand that this can be very emotional time for both you and your child. We aim to ensure that your child thoroughly enjoys their time here and that you feel totally involved with their learning. This will be achieved with regular consultations with us. We will keep half-termly assessments on the progress of your child. You must feel able to talk to any one of us at any time.

Please feel free to come and visit before your child starts with us. We will be able to talk with you and begin a “starting points” record about your child.

If your child needs to bring anything special to the Pre-School for example, a comforter or toys, please make this known to your child’s key worker.

What to wear

At all times it is important that your child is dressed for playing. These need to be clothes that can be easily washed. Please also provide several changes of clothes per session, and a named drinks bottle.

If your child wears pull ups or nappies, we would be grateful if you would supply us with spare ones to ensure your child remains clean dry and comfortable in their preferred brand.

Education

The Pre-School provides a balanced curriculum for children to learn through play and with their interests each day. The weekly planning is displayed on the planning notice board and will include a purposeful mix of activities both adult-led and child-initiated. Staff will respond to each child’s emerging needs and interest, guiding their development through warm, positive interaction. As children grow older, and as their development allows, it is expected that the balance will gradually shift towards more activities led by adults, to help children prepare for school.

The Early Years Foundation Stage

In planning and guiding children’s activities, staff will reflect on the different ways that children learn and reflect in their practice.

Three characteristics of effective teaching and learning are:

- **Playing and exploring** – children investigate and experience things, and ‘have a go’;
- **Active learning** – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and
- **Creating and thinking critically** – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

The Areas of Learning and Development are organised into seven areas which shape the educational activities within Pre-school. All areas of learning and development are important and inter-connected. Three areas are particularly important to build children’s curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are;

- Personal, Social and Emotional Development
- Communication and Language; and
- Physical Development

We will also support the four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy;
- Mathematics;
- Understanding the World; and
- Expressive Art and Design.

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and inter-active; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

Understanding the World involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



Snack Time

Midway through the morning your child will be offered a choice of either milk or water and a variety of healthy snacks, such as a range of fruits and vegetables. If your child is allergic to any fruits, vegetables or other food then please let us know.

We use this time to develop counting skills and number problems. It is also a social time where the children can sit and chat with one another.

Promoting Positive Behaviour in the Pre-School

Coming to the Pre-School may well be the first time children have been in a setting away from their parents. They will be learning how to express themselves and learning what is acceptable behaviour

If a child is behaving in an unacceptable way then they might be removed from the situation and placed on a chair and allowed to calm down and talk through with an adult about what happened and how they are feeling and will always be treated fairly and in a friendly manner. A member of staff will explain to them why they were removed and what we can do to help and to stop it from happening again. We would encourage them to apologise.

If a child is hurt while at the Pre-School they will be comforted. The child will be encouraged to talk about why they are upset and to explain to the other child what is wrong.

Our aims are:

- To provide a warm, secure and stimulating environment where each child fulfils their true potential.
- To encourage all children to take part fully in each activity.
- To encourage children to observe, question and explore.
- To help children express themselves through a wide variety of creative work, role play and physical activities
- To develop personal and social skills to enable them to move into the Primary School with ease.

Illness

To ensure the Pre-School maintains a healthy and safe environment, parents are asked to keep children with infectious conditions at home.

Children are welcome back once they have made a complete recovery and with the agreement of the manager.

It is important to consider the well-being of all the children and staff at the Pre-School in order for us to continue to run smoothly throughout the sessions.

If your child develops a temperature of 37.5 degrees or over whilst at the Pre-School, we will let you know. The Pre-School may ask you, or you may wish, to take your child home depending on the degree of the temperature and any other symptoms.

All staff have undergone Paediatric First Aid training.

Medication

Medicines will **NOT** be administered unless prescribed for the child by a doctor, dentist, nurse or pharmacist and with written consent from the parent/carer.

1. Prescribed Medication: Staff will administer if your Doctor has prescribed it and the parents have signed a consent form.

2. Medicines for known medical conditions: e.g. Ventolin for Asthma. In these circumstances the Pre-School will need:

- a) A letter from you as a parent giving permission for the administration of the medicine.
- b) A spare inhaler.
- c) Signed consent form

3. In the event of an emergency it may be necessary for a doctor to administer medicine without having time to check with you. The Pre-School therefore ask parents/carers to inform staff of any medicine given prior to him/her being brought to the Pre-School. Parents/carers will be asked to complete a form informing us of what was given. This will

allow the Doctor to assess for overdose or dangerous combination risks. Please make sure Pre-school staff are fully informed if your child is receiving medication.

Bumps and Bruises

Accidents do occur from time to time, despite a safe environment, but you will always be informed if anything happens to your child.

If your child arrives at Pre-School with a bump or bruise or cut we ask that you inform a member of staff. A record will be kept which you will be asked to countersign. In the event of your child becoming unwell it could be helpful to know whether a bump or knock has happened. It will also offer protection for the Pre-School.



Equal opportunities

All children are welcome to attend our Pre-School. We value each individual for what he or she can bring to our Pre-School be it different talents, religion or cultural background. A copy of our Equal opportunities policy is displayed on our notice board or in the policy file. (Please see a member of staff for more information)

Special Needs

Our Pre-School is able to provide for Children with Special Educational Needs and we are totally committed to their involvement in all of our activities. Ella Reeves is our SEN Co-ordinator.

Our SEN policy can be found on our notice board or in the policy file. (Please see a member of staff)





Fire Drill

Fire drills are carried out once every half term within the Pre-School using the School's fire alarm system. All staff and visitors will be advised about fire drills and procedures on arrival, either verbally or through prominent notices.

Policies

A copy of the Pre-School's policies are available at any time from the manager. The SEN, Equal opportunities and Child Protection policies are also displayed on the notice board. We will inform you of any new Policies adapted and may occasionally send Policies home for you to make yourself aware of.

No Smoking Policy

Smoking is not permitted in the building or grounds of Warbstow Community Centre. We expect all staff, parents and visitors to adhere to this policy.

How you can help us

If any of you have special skills (i.e. music, art, additional languages etc.) we would really appreciate you letting us know. We may call upon you for help! You are more than welcome to attend a Pre-School session at any time.

**We hope this has answered the questions you may have.
Please feel free to come and see us at any time.**