

Long Wittenham Pre-School

Parent Pack 2018-19

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Registered Charity Number: 1158950
OFSTED Registration Number:
EY489287



Welcome to Long Wittenham Pre-School

A little bit about us and our aims

Our experienced and qualified team offer a fun, creative and educational experience for children aged between 2 and 5 years old, allowing them to develop and grow at their own pace.

We follow the Early Years Foundation Stage (EYFS) Statutory Framework and provide a safe and nurturing environment for your child, giving them the opportunity to:

- Learn through play in a happy, secure and stimulating environment
- Learn to mix with and enjoy the company of other children
- Develop at their own pace
- Grow in self-confidence by participating in a wide range of activities
- Gain independence by being apart from their parents/carers for a time and meeting others from outside the family

Long Wittenham Pre-School first opened its doors in 1970 and has since become a key part of village life. Operating out of the village hall in the heart of the community, we allow a maximum of 24 children per session and each child has a key worker to ensure that they get the individual attention and support they need. We follow the EYFS guidelines of 1 adult to 4 children (under 3 years old) and 1 adult to 8 children (3-5 years old).

We run woodland adventure sessions every Thursday morning. Our nearby woodland adventure site offers a fantastic opportunity for children to explore the outdoors and to gain independence. These sessions are very popular and are thoroughly enjoyed by all.

We are OFSTED registered (number EY489287) and consistently get an overall "GOOD" rating. To view our most recent OFSTED report please visit our website or www.ofsted.gov.uk.



Long Wittenham Pre-School

What our parents say:

“Long Wittenham Pre-School is a fantastic, caring environment for young children. The staff are full of enthusiasm and ideas for different ways to make learning fun. The children are actively encouraged to look after each other and get involved with the surrounding community, and this sense of community is extended to their families. And there’s lots of mud, hot chocolate and adventure at the woodland session... LOTS!”





What our children say :
“I like playing best, I like singing and finding out new things.”



Our Team

Our staff have a wealth of experience (both academic and practical):

Karen Stevens, Senior Practitioner

Karen joined us in January 2017. She has a Foundation Degree in Early Years (equivalent to level 5), has a Level 3 Diploma in Early Years Practice and is our Health and Safety Officer. Karen has more than 15 years of experience in child care, loves cooking and generally getting messy with the children.

Kate Crofts, Deputy Manager and Special Educational Needs (SEN) Co-ordinator

Kate is NVQ Level 3 qualified in Early Years Care and Education and joined our Pre-School in February 2016. Kate is often found creating a wonderful imaginative story and is an amazing cake baker.

Chris Orpin, Senior Practitioner

Chris is NVQ Level 3 qualified and has been with us since 1994. She is a fully qualified SEN Co-ordinator (Levels 1-6). Chris loves messy activities; painting, jelly and spaghetti, the messier the better.

Charlotte Butler, Practitioner

Charlotte has both a BA and a BTECH in Early childhood studies. She has quickly become a valued member of our staff team after joining us in 2018.

Jess Watson, Assistant

Jess absolutely loves her job and has always wanted to work with children to support them in this amazing time of their development. She loves baking, messy play and the woodland adventre session.

Sally Durant, Pre-school Manager (acting)

Sally Durant is a qualified N.N.E.B. Nursery Nurse and has worked for many years in pre-schools and Nursery classes. She loves the company of small children and prefers to play with the children and the lovely resources we have at the pre-school rather than switch on her computer and keep up to date with all the admin!

All staff have been police checked (DBS), have completed safeguarding, first aid and fire safety training and hold a food hygiene and food allergens certificate, all of which are

regularly renewed. All staff undertake regular training to ensure they keep up-to-date with new developments and continue to grow their skills.

Key Worker

Each child is allocated a key worker when they start at Pre-School. The key worker scheme helps children to quickly become confident and secure in the Pre-School environment and ensures that they receive the individual attention and support that they need to help them develop. Your child's key worker will be your first point of contact when discussing your child's development and progress. We often find that children naturally develop a good relationship with a specific member of staff and there is always scope for your child's key worker to be changed if you and the Pre-School staff feel that this will benefit your child. Your child's key worker will invite you to attend a chat about your child's progress at least 3 times a year and is always on hand to talk to you and answer any questions you might have.

Parent/carer involvement

We love to have parents, carers and grandparents along to help out at Pre-School sessions. Volunteering gives you the chance to see how your child is developing outside of the home environment. The sort of tasks we ask for your help with include reading to the children, and helping with activities!. Younger brothers and sisters are welcome too. The Pre-School Committee is made up entirely of volunteers who play a key role in the management of Pre-School and arrange fundraising events.

If you are interested in joining our Committee please contact the chair at chair@longwittenhampreschool.co.uk, or just come along to a Committee meeting. We are a fun and friendly group and encourage new parents to join and contribute as much as they feel able. Even if you cannot spare the time to join the Committee, we are always very grateful for offers of help at our events etc.



A Typical Day

We follow the Early Years Foundation Stage (EYFS) Statutory Framework. We usually link our activities under a termly theme. Regular activities include music, dance and song, arts and crafts, cooking and cultural celebrations. Alongside our usual session activities we organise regular activities and outings (at least once a term). Recent activities and outings have included visits to lambing and pond dipping at the Earth Trust and visits from Boogie Beats Music and a local police officer.

Arrival and Registration

On arrival, the children are greeted by a member of staff. Once coats and bags are hung up and shoes are changed the children are asked to sit on the mat to wait for the register to be called. We find that this calm and structured start helps all children, particularly the more sensitive ones, to settle into the Pre-School day

Free play – indoor and out

Once registration is complete and everyone has said hello, the children have the opportunity to take part in a variety of activities such as painting, drawing, ICT, jigsaws, role-play settings, sand pit, messy play, story time etc. These regular activities are rotated so that there are always new things for the children to do. The children often play in small groups and move around the different activities as they wish. The benefit of being a pack away Pre-School is that the room looks different every morning. The children love this variety. The children are encouraged to play outside as much as possible. We have a secure outside play area with our own garden planters, sand pit, hopscotch, alphabet snail, basketball hoop and a range of outdoor toys including bikes, scooters and water play equipment. We visit Long Wittenham Primary School at least once a week (weather permitting) to use their playground equipment and often go out for walks around the village and to the local park. We will always give parents/carers as much notice as possible when planning an outdoor activity and will always get consent from you before taking children off the Pre-School premises.

What our parents say:

“Pre-School is the heart of our community and brings all the children and families together.”

Snack time

Mid-morning is snack time. The children sit around tables and have a drink (milk or water) and a snack. We actively promote healthy eating and our snack menu has been put together by a qualified food nutritionist. Snacks will typically include fruit and/or vegetables along with something like cheese and biscuits, toast, dips etc. A current snack menu is displayed on the Pre-School noticeboard. Please let us know if your child has any special dietary requirements or if you require any allergy information.

Story and song time

Towards the end of the session we come together as a group and either listen to or share stories or sing songs. This brings a calm ending to the session before home time.

Lunch club 12 noon-1 pm

Lunch club is part of afternoon sessions or optional extra for children attending morning sessions. Lunch club is a social time where children and staff sit down together for lunch. Social skills are developed as children are encouraged to talk about their day and learn table manners. This is also a good way for children to get used to eating their own packed lunch in preparation for the move to primary school. Your child should bring a packed lunch (no sweets, chocolate or fizzy drinks please).

Afternoon session 12 noon-3 pm

The afternoon session starts at 12noon in time for lunch. After lunch, the children go outside for a play whilst the hall is re-set with a range of new activities for the children to engage in. We also have key worker time, where the children enjoy one-to-one or small group time. We will often visit the park, play at the school or clear the hall and get the bikes or parachute out. We then settle down on the mat for a story or singing to wind down before home time.



Woodland adventure session

Every Thursday morning, come rain or shine, we head down to our woodland site in the corner of Acklings Playing Field in Long Wittenham. This is the most popular part of the week for many of the children and we often find that the quieter children find their confidence down in the woods.

Since starting the woodland session in 2010, we have spent lots of time developing our site into a fun and safe environment for the children to play in as well as creating a small nature area for the whole community to enjoy.

The children have the opportunity to get involved in all sorts of outside activities such as tree climbing, planting trees and flowers, digging, den building, hunting for mini beasts, making mud pies and mud sculptures, using tools, craft activities and playing in our willow structures. They also spend time with Dorothy, our resident dragon; telling her stories, sharing feelings, giving her a haircut and riding on her back. The children come back tired and dirty but happy with stories of their adventures and pockets full of the treasure they have found!

Feel free to take a walk down and have a look at the site, or better still sign up on the parent helper list and come down for a woodland adventure session.



What our children say:

“I like to play with my friends, I like going to the woods and going on the logs.”



What our parents say:

“My daughter absolutely loves Pre-School, she is always so happy to attend and tells me she wants to stay at Pre-School forever!”



Starting Pre-School

New starters - come along for a visit

The best way for you to see the Pre-School in action is to come along for a visit. Please contact us to arrange a suitable time. We suggest that you come along with your child at about 9.30am (when the other children have arrived and are registered) and stay with us for about an hour or longer if you would like. We will show you around the Pre-School and if your child feels comfortable they can join the other children in play time. You will get the chance to meet the staff and ask any questions you may have.

Starting Pre-school

Starting Pre-School can be quite an experience for young children. Some take to it like a duck to water, whilst others need help and time to get settled in.

We want your child to look forward, and enjoy coming, to Pre-School so we follow a new starters system that gradually introduces your child to the Pre-School environment so they start their education feeling happy and settled:

- A few weeks before their start date, children are invited to come and visit us along with their parent/carer for a session. You will stay with your child during this session.
- Once your child turns 2 they can begin at Pre-School. There follows a settling in process where parents/carers are invited to stay with your child until both you and the Pre-School staff are happy that your child is ready to be left. This can take anything from one session to a few weeks. Our main objective is to ensure that your child is happy and contented.
- Once your child is settled in, the number of weekly sessions they attend can be increased (*space permitting*).

Start dates can be flexible and do not necessarily have to be at the beginning of a term.

Your child's learning journal

Our team use an online tool, Tapestry, to record observations, comments and photos to show progress across the Early Years Foundation Stage. You will receive a login and be able to access your child's journal as you wish. Each week you will receive an email summary of their activity on Tapestry, and prior to each meeting with your child's key worker (child progress chat) you will receive a written report on your child's progress. If your child is 2 we will also carry out a 2 year progress check as required by the EYFS. Confidential records are filed at Pre-School and only Pre-School Staff and Committee Officers (Chair, Secretary and Treasurer) have access to them.

Keeping you up to date

We send weekly e-mail updates with what the children have been doing, plans for the following week, events and any other issues or news we want to share. If you use Facebook please also join our Facebook group. Please ensure we have your correct email address on file.

Links with Long Wittenham Primary School

We have close links with Long Wittenham Primary School, aiding a smooth transition into 'big' school. Towards the end of Term 5, Pre-School staff take children due to start at the school in September for regular visits to meet their new teacher and spend time in the reception classroom. The Pre-School staff leave the children at the school for short periods, building up to a full morning in the final weeks before the summer holidays. We find that when the children start in September, the classroom and the routine have already become a familiar and comforting environment for them, and they usually settle into school life very quickly. If your child is due to attend another primary school we will work hard to help make the transition as smooth as we can by linking with the school as much as possible in advance.

Links with other pre-schools / nurseries

If your child is joining us from (or moving on to) another nursery or pre-school, we will work with them to ensure the transition to or from Long Wittenham Pre-School is as easy as possible for you and your child.



Opening times

Sessions

	Mon	Tue	Wed	Thu	Fri
Early drop-off	8:45am	8:45am	8:45am	8:45am	8:45am
Morning session	9am - 12pm	9am - 12pm	9am - 12pm	9am - 12pm Woodland session	9am - 12pm
Lunch club	12pm - 1pm	12pm - 1pm	12pm - 1pm		12pm - 1pm
Afternoon session	12pm - 3pm		12pm - 3pm		12pm - 3pm

Our term dates match the term dates for Long Wittenham Primary School. We close two days earlier than School at Christmas. We also close on the School's inset days if they fall at the beginning or end of a term. Please see our website for current term dates.

What our children say:

"I like going to Pre-School because I play with my friends."



Our fees

Our rate is just £3.75 per hour

- Morning / afternoon sessions are 3 hours long = £11.25
- Lunch club is 1 hour = £3.75
- Early morning drop-off is 15 minutes = 75p if booked in advance, £1 on the day

Our fees aim to cover staff wages, hire of the hall, materials, insurance and everyday running costs. We also supplement our income with fundraising. As we are a non-profit organisation, fees must be paid even when your child does not attend for any reason (holidays or illness).

When you register your child at Long Wittenham Pre-School, we require a non-refundable £50 deposit. This £50 will be deducted from your first invoice or, if your child's place is fully funded, will be returned to you once funding has been approved. Fees are charged per hour (except early morning drop-off). Fees are payable in advance at the start of each term (6 times a year). We will issue an invoice detailing fees owed. A late fee of £10 will be added if invoices are not paid on time. If you have any difficulty in paying fees promptly please talk to our treasurer: treasurer@longwittenhampreschool.co.uk. For full details please see our Fees Policy.

We also ask for a voluntary contribution towards the cost of snacks. We suggest £7 per term (6 terms) or as much as you can afford. This contribution enables us to provide a wide range of food at snack time.

Grants for 2 year olds — 2 year old entitlement

If your child is 2 and you receive means-tested benefits such as income support, jobseeker's allowance or child tax credit (see 2 year old entitlement application form for full list) you may be entitled to claim funding of up to 15 hours per week. If you are awarded funding, you will continue to receive it up to your child's 3rd birthday even if your circumstances change. Please speak to the manager or treasurer for details of full criteria and an application form.

Grants for over 3s

Every child is entitled to an Early Years Grant from Oxfordshire County Council the term after their 3rd birthday. Three times a year you will be asked to complete a form in order for Pre-School to receive the grant. Your child is entitled to claim up to 15 hours per week.

You will not be billed for sessions your child receives a grant for. You can share grants between different providers. If you wish to change your child's grant allocation at any time you must inform the Treasurer in writing. Failure to do this could result in duplicate grants being claimed and Pre-School reserves the right to reclaim any monies from the parents/carers should we be informed of any grant duplications.

Early years pupil premium

Pre-School can claim extra funding through the Early Years Pupil Premium for children whose parents are in receipt of certain benefits or who have been in care or adopted from care. This enables us to have specific staff training or purchase additional equipment or resources. Please contact the Treasurer for further details.

What our parents say:

“The staff are great and really love the children. I know my child is going to have a great day and I enjoy reading about her day on the notice board and seeing pictures on Tapestry.”



Other things

Change of details / requirements

Please inform Pre-School if any of your contact details change, particularly mobile numbers.

If you wish to increase your child's sessions please talk to the manager and, providing there is space available, your child may start immediately. Please put this in writing (an email is fine). If there are no spaces we will add your child to a waiting list and offer them the first available space.

Lunch Club - providing there are spaces you may put your child into Lunch Club at short notice whether as a permanent arrangement or just a one-off. Please speak to the manager to arrange.

Early Morning Drop-Off - providing there is space you may use Early Morning Drop-Off at short notice.

If you wish to withdraw your child from Pre-School or reduce the sessions they attend, please give us a term's notice and put it in writing (an email is fine).

Clothing and equipment

We try to provide as much as possible to ensure your child is correctly dressed for the activities they are involved in. However, we ask parents/carers to provide (clearly labelled with your child's name):

- Indoor shoes e.g. slippers, plimsolls
- Wellies - essential for the woodland session
- Waterproof trousers for the woodland session, Pre-School have a few pairs available to borrow
- Sun hat and sun cream
- Outdoor coat, hat and gloves - suitable for the time of year
- Spare nappies/pull-ups if required (please keep staff informed of toilet training progress so we can assist as necessary)
- A set of spare clothes - for any accidents that may occur
- A water bottle

As some activities can get messy we suggest not sending your child to Pre-School in their best clothes. We will provide your child with a drawstring bag to use at Pre-School for spare clothes and nappies etc. as we really do not have room for large rucksacks on pegs. Please also label all clothes and items.

Pre-School will provide hi-vis vests for outdoor activities that require them. We also have special Pre-School sweatshirts and t-shirts for sale. We do not insist that children wear them but many children enjoy wearing them and they can be worn to save other clothes. Please ask the manager for details.

Good behaviour

We encourage all children to treat each other with respect and be kind and helpful to each other. We handle any inconsiderate behaviour by helping children to find a solution in a way that is appropriate for the children's ages and stages of development. A staff member will always talk to parents if there has been any sort of incident at Pre-School and will keep you fully informed. Copies of our discipline policy and all our policies and procedures are available to read at Pre-School or on our website.

Monitoring and inspections

Long Wittenham Pre-School is a member of the Pre-School Learning Alliance (PLA), a charitable national voluntary organisation that promotes the development and education of children under school age.

We are a community group, with charitable incorporated organisation (CIO) status and a voluntary committee of trustees made up of parents who manage the Pre-School. The Trustees' Committee is elected at the Annual General Meeting (AGM), and is responsible for employing all paid members of staff and overseeing all matters related to the running of the Pre-School. Long Wittenham Pre-School complies with the Children's Act 1991.

Children's Records:

We have record keeping systems in place that meet legal requirements as set out within the framework of the General Data Protection Regulations (2018) and a Privacy Notice which is available for you to read alongside our Policies and Procedures.





Long Wittenham Pre-School

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