



# Long Wittenham Pre-School Parent Pack

  
Ofsted  
Good  
Provider



# Welcome

Welcome to Long Wittenham Pre-School, a friendly village Pre-School for children aged 2 to 4 years offering the chance to develop and grow at their own pace in a safe, stimulating and exciting environment both indoors and out.

We are a long-established group which is very proud of our fabulous reputation that the staff have worked hard to achieve.

Please browse the pages to find out more about us and our pre-school facilities and the educational & learning opportunities we offer to children.

Don't hesitate to contact us if you have any questions

*"Staff care for children in an exceptional way. Children form excellent close relationships with staff and thrive in a warm and caring environment. Strong emotional attachments have a positive effect on the way children develop their independence."*

**-Ofsted, Sep 2017**

*"Friendly and welcoming staff that our son adores to be with. They take great care of him and we feel comfortable leaving him in their capable hands."*

**-Parent, Jan 2020**



# About us

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 Early Year Foundation Stage (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 in terms 1, 5, 6 and Indoor Adventure sessions in terms 2,3 & 4.

We are OFSTED registered (number EY489287). In the most recent OFSTED Inspection (Sep 2017) we retained our 'Good' status. Furthermore, we received an 'Outstanding' in the category of 'Personal development, behaviour and welfare'.

*"Staff make good use of their observations to plan stimulating activities to successfully support children's learning. They are quick to respond to children's interests and assess their progress well."*

To view our most recent OFSTED report please visit our website or [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

As a pack-away preschool we are constantly reflecting and reviewing the learning environment provided for the children. Every day is set up to meet children's interests as well as aiding their development and fulfilling their next steps on their learning journey. This dynamic environment allows for the children to have a say in how it is set up and where the activities will be.

## Our aims

We 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

## Education

Long Wittenham Pre-School follows a legal document called the Early Years Foundation Stage Framework. The Early Years Foundation Stage (EYFS), is how the Government and early years professionals describe the time in your child's life between birth and age 5. This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Our team draws up a plan for each term focused around a topic which aims to ensure that the EYFS goals are met in a way that the children will enjoy. We believe that the experience a child has at Pre-School is very important in their journey through the education system and so it is our goal to make learning fun!

We organise our sessions so that the children can choose from a range of activities. This helps them to build up their ability to select and work through a task to its completion. The children are encouraged to take part in adult-led small and large group activities which introduce them to new experiences and helps them to gain new skills, as well as helping them to learn to work with others.

## Our Team

### Our staff have a wealth of experience both academic and practical

As a minimum 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.

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.

# A Typical Day

## Arrival and Registration

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.

## Snack Time

The children sit around tables and have a drink and a snack. We actively promote healthy eating. Snacks include fruit, vegetables, cheese and biscuits.

## Free Play - Indoor & Out

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. We have a secure outside play area with many outdoor toys and water play equipment.

## Lunch Club

Part of afternoon sessions / optional for children attending morning sessions. It is a social time where children and staff sit down together for lunch. Your child should bring a healthy packed lunch.

## Story & Song Time

Towards the end of the session we come together as a group and either listen to or share stories or sing songs. Children will either leave or stay for lunch club / afternoon session.

## Afternoon session

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.

Story or singing before  
**home time**

# Home Pre-School Relationship

## Tapestry

We use a key person approach. This means that each member of staff has a group of children for whom she is particularly responsible. Our team use an online tool, Tapestry, to record observations, comments and photos to show progress across the EYFS.

Each week you will receive an email when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress and you can reflect upon their achievements with your child. You can add comments and photos too, so that we, as a team, find out about which activities your child really enjoyed and the learning they get up to at home. Prior to each meeting with your child's key worker you will receive a written report on your child's progress.

If your child is 2 years old we will also carry out a 2 year progress check as required by the EYFS.

## Keeping you up to date

We send regular email updates with events and any other issues or News we want to share. If you use Facebook please also join our Facebook group.

## 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. Early Morning Drop-Off 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).

## New starter's System

We follow a new starters system which gradually introduces your child to the Pre-School environment so they start their education feeling happy and settled.

A few weeks before your child's start date, we invite them 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.

Once your child is settled the number of weekly sessions they attend can be increased (space permitting).

# Admissions

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

- We have three intakes each year in September, January and April.
- A child's place will be confirmed within 2 weeks of receipt of their application.
- We have a minimum attendance of 3 sessions per week (9 hrs).

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.

## Our fees

As we are a non-profit organisation, fees must be paid even when your child does not attend for any reason (holidays or illness). Invoices are issued at the start of each term (6 times a year) and need to be paid within 14 days from the day of the invoice. The invoice will detail the fees owed or will show the hours we will be claiming Government Funding for your child. If you have any difficulty in paying fees promptly please talk to Sally or mail: [sally@longwittenhampreschool.co.uk](mailto:sally@longwittenhampreschool.co.uk) or see our Fees Policy.

## Grants for 2 year old's

If your child is 2 and you receive means-tested benefits such as income support, job seeker'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.

## 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.

## 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 Sally for further details.

# Woodland Adventure

Every Thursday morning, in terms 1, 5 & 6, 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 at our Woodland Adventure Sessions.

Our woodland site has been developed 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
- Making mud pies and mud sculptures,
- Exploring the woodland and making dens
- Learning about insects, animals, plants and trees through investigation
- Working as a team and learning problem-solving skills
- Learning about boundaries and risk assessment
- Learning about the natural environment and how their actions impact upon it
- Learning the safe use of tools, such as bow saws, whittlers and mini-drills

The children 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!

Dorothy's main duties are:

- To keep a watchful eye on the woodland area when we are not on site.
- Tell stories about her adventures.
- To give rides on her back
- Listen to what the children have to tell her



# Other Information

## 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.

## 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 Forest School
- Waterproof trousers for Forest School
- 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

We will provide your child with a drawstring bag to use at Pre-School for spare clothes and nappies etc.

## 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.

## Security

We are very strict on security. We operate a greeting system for the main entrance so only authorised persons may enter the building. We expect visitors to book an appointment prior to arriving and identification will be asked for.

# Committee

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.

Our Pre-School is a charitable incorporated organisation, registered with the Charities Commission and run for the benefit of the children, their families and the community. As such, we have a Management Committee (made up of volunteer parents or carers) that is responsible for the Pre-School and its staff. The named roles on the committee (Chair, Treasurer and Secretary) are elected at the Annual General Meeting.

The Committee is responsible for employing all paid members of staff and overseeing all matters related to the running of the Pre-School such as finances, advertising and marketing and general admin.

One of the key activities undertaken by the Committee is fundraising on behalf of the pre-school. However, it is also the intention to provide a variety of social events and activities for the children and their families to participate in. Parents, carers and family members are welcome to be as involved as they wish or simply turn up on the day and enjoy the activities presented.

Pre-School Manager: Natalie Ellis

Tel: 01865 407417

[natalie@longwittenhampreschool.co.uk](mailto:natalie@longwittenhampreschool.co.uk)

[www.longwittenhampreschool.co.uk](http://www.longwittenhampreschool.co.uk)

Registered Charity Number: 1158950

OFSTED Registration Number: EY489287

