

# Bishops Tawton Pre-School



Prospectus 2010/11

## **BISHOPS TAWTON PRE-SCHOOL**

Methodist Church, Exeter Road, Bishops Tawton,  
Barnstaple, North Devon. EX32 0AL

Mobile 'Phone No: 07795478988 during session times.

Pre-School website: [www.bishopstawtonpreschool.co.uk](http://www.bishopstawtonpreschool.co.uk)

Chair Person: Julie Tramine Tel. 01271 343999

Pre-School Manager: Christine Palfrey

Pre-School Learning Alliance No: 24757; Reg'd. Charity No: 1086819

OFSTED Ref: 411753 & 403710

## **WELCOME TO OUR VILLAGE PRE-SCHOOL**

We are a small friendly Pre-School run by an elected committee. We have a very experienced, friendly team of staff qualified at NVQ Level 3 Children's Care Learning & Development, or equivalent, and who are all CRB checked. Our aim is to provide a safe, secure and stimulating environment for children to fulfil their potential in all aspects of development.

We work within a frame work that ensures quality of opportunity for all the children, their families and individual needs; promoting learning and fun through play and creating positive friendships.

We have close links with Bishops Tawton Primary school. On Monday and Wednesday afternoons the Pre-School visit the Primary School working alongside the children in the reception class or in the school hall; thus promoting positive relationships and a sound foundation towards the transition to school.

We create plenty of opportunities for children to learn through play. We try to spend as much time as possible outside, bringing the inside out.

In line with the Early Years Foundation Stages, our objectives are to transform and extend our outside area, we have a very exciting on-going garden project, it is child led and the children are involved with the designing and planting of the garden.

## PRE-SCHOOL OPENING TIMES

We currently meet at Bishops Tawton Methodist Church on Monday, Tuesday, Wednesday, Thursday and Friday. We also have a lunch club every day and afternoon sessions on Mondays, Wednesdays, Thursdays and Fridays. Morning sessions begin at 9.00 am and finish at 11.30 am. Lunch club begins at 11.30 am and finishes at 12.30 pm. Please bring a packed lunch. Our afternoon sessions begin at 12.30 pm and finish at 3.00 pm. On Monday and Wednesday afternoons we visit Bishops Tawton Primary School from 1.00 pm to 3.00 pm.

## DAILY ROUTINES

At morning sessions children are requested to be at Pre-School by 9.00 am in time for registration. Unless previously arranged, your child is your responsibility until 9.00 am. It is a requirement that you inform the Pre-School if your child will be absent as soon as possible on the mobile telephone number 07795478988. Any unauthorised absences will result in the Pre-School having to refund any grant money.

At 9.00 am you will be invited into Pre School by a member of staff, they will be available at the beginning and end of each session for informal or formal discussion. Comments and suggestions from parents are always welcome. If you have any concerns regarding your child please do not hesitate to discuss them with a member of staff. If someone else is collecting your child please inform a member of staff and, if necessary, complete our collections book.

During the session a range of healthy food and snacks are provided at snack time and fresh drinking water is provided at all times in named water bottles. Food and drinks are prepared by a member of staff who holds a Food Hygiene Certificate. Parents/Carers are asked for dietary information concerning their child on the registration form. Where dietary needs are highlighted all staff are made aware and a written note is attached to the food cupboard.

Pre-School morning sessions finish at 11.30 am and Pre-School afternoon sessions finish at 3.00 pm. Please ring the bell outside and you will be attended

as soon as is possible, you will be invited in at the end of the session. If you are going to be late please try and telephone Pre-School on the mobile telephone number 07795478988

Your child's work and any correspondence will be waiting for you on the table.

Children attending Monday and Wednesday afternoon sessions will need to be collected from Bishops Tawton Primary School Hall at 3.00 pm.

We also run a Library Club where your child may choose a Pre-School book to read at home with you. Please sign to say which book you have taken and when you return it. Pre-School book bags can be obtained from Daws of Cross Street, Barnstaple, tel. 01271 342139.

Alongside our daily activities we also offer:

- Sports Day
- Summer Trip
- Parties
- Educational Outings
- Open Days
- Visits from local outside attractions and organisations
- Christmas Performance

## **VOLUNTEER HELPERS**

There is a calendar for parents to volunteer to help at Pre-School sessions if they wish. There is no obligation to do this but if you would like to see what your child gets up to at Pre-School this is a great opportunity to find out.

## PRE-SCHOOL STRUCTURE

Ratio requirements are one adult to eight children for 3 and 4 year olds and one adult to four children for 2 year olds. At present we have two fully trained staff attending each session and our Administrator attends a minimum of 3 hours per week (normally on a Thursday) to lessen the paperwork who is also fully qualified to NVQ level 3.

Our current staff are as follows:-

Pre-School Manager	Christine Palfrey
Pre-School Assistant	Lindsey Delve
Administrator	Kim Allchorn

**Christine Palfrey** is our Manager she has her diploma in pre school practice NVQ 3 equivalent, she also has her Paediatric First Aid certificate, language. literacy and communication, safeguarding children certificate, Early talk-supporting communication, observation assessment and planning, EYFS, disability discrimination act , special educational needs and disability act.

**Lindsey Delve** is our Pre School Assistant she has her NVQ level 3, disability discrimination act, special educational needs and disability act, emergency first aid appointed person with children, NSPCC creating a culture of safety, Senco training and food and hygiene certificate.

**Kim Allchorn**, our Administrator, joined us in May 2005 and is qualified to NVQ Level 3 in Children's Care Learning & Development.

The Pre-School is run by an elected committee which ensures that major decision-making is in the hands of the parents who use the group. The committee is responsible for reviewing both policy and practice and for the employment and appraisal of members of staff. Our AGM, at which the committee for the year is elected, is normally held in mid September.

The Present Committee is as follows: -

Chairperson	Julie Tramine
Secretary	Hayley Martin
Treasurer	Karen Gammon
Staff member	Kim Allchorn
Other members	Melanie Smallwood, Claire Ridyard, Louise Smale, Mike Southon, Anna Campbell, Lisa Raymond, Julie Wilkinson and Alison Lewis.

## **PRE-SCHOOL POLICIES**

All our policies are designed to offer the best possible experience for the children and families in our Pre-School. Our policies are reviewed on a regular basis. New committee members and staff all read and agree to conform to all Pre-School policies. Copies are located in a file on the window sill at the Pre-School.

We do insist that you sign to say that you have read all our policies as soon as possible. If you have any comments, or if you are unsure of anything, please do not hesitate to speak to our Administrator.

## **UNIFORM**

To bring a sense of pride and unity amongst our children we have a non-compulsory uniform being a burgundy sweatshirt with the Pre-School's logo on it. This uniform is the same colour and designed from the same logo as Bishops

Tawton Primary School. Sweatshirts can be obtained from Daws of Cross Street, Barnstaple, tel. 01271 342139.

## **WHEN YOUR CHILD IS ILL**

If your child misses Pre-School you will still be charged for those sessions. The only exceptions are hospitalisation or infectious diseases, such as chicken pox. Parents are asked to keep their children at home if they have an infection and to inform the Pre-School as to the nature of the infection. This will allow the Pre-School to alert other parents as necessary and to make careful observations of any child who seems unwell. Parents are asked not to bring into the Pre-School any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode. Please refer to the 'Spotty Book' for other infectious illnesses.

If a child becomes ill during session time the Parent/Carer will be contacted and asked to collect their child. The child will be kept calm by a member of staff until the Parent/Carer arrives to collect them. There is First Aid cover at all times. All staff hold up to date Certificates. We keep an Accident Book, which must be shown to and signed by the parent of the child who has had any accident. In the event of any serious incident the Parents/Carers will be notified immediately. As per our Registration Form it is implied that you give your consent for our First Aid trained staff to sign any written consent required by the hospital authorities if the delay in obtaining your own signature is considered by the Doctor to endanger your child's health and safety. The wellbeing of your child is priority and will be dealt with accordingly.

If your child has had an injury outside of Pre-School hours (resulting in a bump to the head or bruising etc.) please inform a member of staff on arriving as such incidents have to be logged too.

## TODDLER GROUP

We also hold a parent and toddler session (from birth upwards) on Tuesday mornings from 9.30 am to 11.30 am. It costs £2.00 per parent and child which includes tea/coffee and biscuits for the parent and a drink and a snack for the child. Additional children are charged 50p each.

## GRANTS AND FEES

We are registered with Ofsted and The Devon Early Years Development & Childcare Partnership to provide, at present, up to 15 hours of education per week and up to 38 weeks funding per year, as required by the Department of Education & Skills, in exchange for Early Years Entitlement Funding.

The term after your child turns three years of age a Children's Information Form has to be completed and returned if you want to claim all or some sessions at Bishops Tawton Pre-School. The forms are handed out for completion well in advance of the Devon Early Years 'headcount' dates. It is a requirement for a photocopy of your child's Birth Certificate to be attached to the copy of this form and is held for a period of three years.

Parent/Carers must not knowingly register their child for a session they will not be regularly attending. If a child regularly `misses` a session that they have been registered for (and we are claiming Nursery Funding for) the Parent/Carer must provide in writing a reason for the child's absence. Failure by us to receive this evidence could be considered as being party to gaining funds by fraud and possibly losing our registration with Ofsted. Therefore if your child does not attend any session registered for please notify us of the reason for absence in writing or by completing a Pre-School Absence Form obtained from the Administrator or a member of staff.

The administration for this is dealt with entirely by our Administrator, Kim Allchorn. The fees can be paid either weekly in advance or monthly in advance. Please make cheques payable to Bishops Tawton Pre-School. Any child, who has used their entitlement of 15 hours per week Grant Funding, will be charged a fee of £3.20 per hour for the hours over and above their entitlement. From 1<sup>st</sup> January 2010 sessions will be charged at an hourly rate of £3.20 for 2, 3 and 4 year olds. It is imperative that any monies due are paid on time to continue the smooth running of our Pre-School. If you have difficulties, please let us know so that amounts payable do not accumulate needlessly.

We also are registered with various other voucher/child care schemes; please ask to see if we can help you with your fees.

