



WELCOME TO AVETON GIFFORD PRE-SCHOOL

A MEMBER OF THE PRE-SCHOOL LEARNING ALLIANCE

REGISTERED CHARITY No 1035567

Web site: www.ps.aveton-gifford.co.uk

Ofsted report – see www.ofsted.gov.uk

e-mail: info@ps.aveton-gifford.co.uk

STARTING PRE-SCHOOL AT 'THE HIVE'

Aveton Gifford Pre-School is based in a brand new, purpose built, eco-friendly state of the art building. We are situated adjacent to Aveton Gifford Primary school playground and have great indoor and outdoor space. Please access the Pre-School through the school grounds, following the footpath to 'The Hive'.

We welcome any children aged 2-5 years. Places for children under 3 years are currently limited to a maximum of 4 children at each session in accordance with the higher staff ratio required. In the case of a waiting list, priority will be given to those who will be attending Aveton Gifford Primary School.

Pre-School begins at 9.00 am. Please note that the Pre-School is not insured to take children before this time. When you come to collect your child, please arrive promptly and wait outside (under the covered entrance) until a member of staff says your child can go. Parents/ carers are welcome to stay with their child if he/she is not yet settled when they first start Pre-School.

Remember to sign your child in to each session on the daily registration sheet. If someone other than the parents named on the registration sheet will be collecting your child, the Senior Practitioner must be informed at the beginning of the session. In the case of unexpected delay in fetching you child, please telephone the Pre-School.

Please inform the Senior Practitioner of any changes in circumstances, such as change of telephone number or address, but particularly if a change affects who should or should not collect your child.

PREPARING FOR PRE-SCHOOL

Please ensure that your child arrives in easy to wear clothes with long hair tied back, and that a little bit of paint or glue won't matter. We hope your child will be proud to wear an Aveton Gifford sweat shirt or polo shirt, although this is optional – an order form is available.

Children still in nappies must be provided with spare nappies and a spare set of clothes.

It is helpful if all of the child's own toys are left at home in case they get lost or broken. If, however, your child has a particular 'comforter', it may be brought to Pre-School where it can be placed in a special 'treasure chest'. This serves the dual aim of encouraging independence whilst simultaneously having their emotional support close at hand if needed.

SICKNESS

Our policy states that you must not bring your child if they have an infectious illness or have been sick or had diarrhoea in the last 48 hours. This also applies to a child with untreated headlice. We appreciate being informed of any contagious illness your child has so that we can advise other parents as necessary. If in any doubt please contact the Senior Practitioner or the Chairperson who can advise you.

KEYWORKER

Your child will be allocated a key worker, who will help to settle your child in and keep an eye out for their needs throughout their time here. The key worker will also keep a record of development and help to plan their 'Next Steps'. Your key worker will also be your first point of reference for your child and is available to talk to you about any concerns you have, although as we are a small Pre-School, all staff will have equal contact and know all the children very well.

We can also keep a learning journal for each child of special work samples and photographs, to keep as a reminder of their happy time at Pre-School and show how much they've come on. We ask for a contribution of £2.00 to set up a book to keep the information displayed attractively. Please fill out the form in the back of this booklet and return to Pre-School if you would like your child to have a learning journal.

THE ACTIVITIES

Our key structure of education is 'Learning Through Play'. You will receive a plan of our activities each half term. Please read this through carefully as there will be weeks when the children are asked to bring items in or outings where they might need suitable clothing. If you have any special items at home which could be of interest to our theme, please bring them in or talk to the staff? You might like to continue themes at home with extra activities or visits.

If you or your child has any particular interests please talk to your key worker as we like to incorporate the children's interest in our curriculum planning.

Curriculum Guidance – Principles For Early Years Education: *'There should be opportunities for children to engage in activities planned by adults and also those that they plan or initiate themselves. Children do not make a distinction between play and work. Children need time to become engrossed, work in depth and complete activities.'*

LUNCH CLUB

In order to reserve a place, please fill in the Lunch Club request form and hand to the Senior Practitioner. Fees will be invoiced each half term.

REGISTRATION

Children must be registered for the days they will be attending, at the beginning of term, to be eligible for funding. If you wish to make changes to the days your child attends please inform the Pre-School before the end of the previous term.

Children unable to attend a session for which they are government funded must supply the Pre-School with an absence note. Some suitable slips are provided at the back of this booklet.

THE PRE-SCHOOL CURRICULUM

Our Pre-school is registered with OFSTED to promote education as well as care to our Foundation Stage children. The Government Funding we claim for each child attending requires a comprehensive curriculum to provide opportunities for the children to develop towards the EARLY LEARNING GOALS (ELGs) set by SCAA (School Curriculum and Assessment Authority).

The ELGs cover six categories:

- Personal and social development
- Language and literacy
- Problem solving, Reasoning and Numeracy
- Knowledge and understanding of the World
- Physical development
- Creative development

The curriculum is planned each half term by the Senior Practitioner and staff. A suggested two year rolling plan of themes has been selected. Each theme is highlighted with relevant activities. The age and interests of the children attending, plus resources available, are taken into consideration.

The Learning Intension codes appear on the curriculum plan each half term and are taken from the Practice Guidance for the Early Years Foundation Stage (EYFS). A summary of each of the Learning Areas is displayed in Pre-school – please ask if you would like to know more.

The practitioners use on-going observations to assess the level of each child attending and from these can plan the 'Next Steps' needed and can link specific activities with new Learning Intentions in the next half term curriculum plan.

The learning opportunities are evaluated throughout the term, with strengths and weaknesses recorded for future reference.

Each child is given the opportunity to build on his or her knowledge and capabilities, with progress recorded in their record book.

The curriculum is planned carefully to ensure all learning objectives for Foundation Stage children are adequately covered across all the sessions, over the course of 2 years. Foundation Stage education is optional so please note that children only attending part of the educational week will only receive part of the Educational Curriculum.

RECORDING CHILDRENS PROGRESS

All children registered at Aveton Gifford Pre-school are given a Progress Record Book when they start attending. The Progress Record is divided into the six areas of learning:

- Personal and Social and Emotional Development
- Language and Literacy and Communication
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Under each heading is a list of tasks expected to be achieved by the end of the Foundation Stage. For children with Special Educational needs or disabilities these will be adapted as necessary. (The Foundation Stage is from birth until the beginning of year 1 at Primary School, e.g. September before their 6th birthday). Staff will respect the need for confidentiality regarding children's additional needs within the setting. The SENCO will communicate with the parent regarding their wishes on sharing information about the child's needs to the group.

The Progress Record Book is filled in jointly by the child's Pre-school key worker and the parent/carer. When issued with the Progress Record Book parents should read about progress made at Pre-school and record any progress or milestones they have seen the child make outside of the Pre-school environment. The parent should ensure that the Progress Record Book is kept safely whilst they have it and is returned to school on the date specified. It is imperative that these books are not lost.

To help the key worker monitor the child's progress, he/she will make regular observations which will be recorded on written observation sheets or through photographs. These will be included in their learning journal.

Using the record as a comprehensive guide to the child's strengths and weaknesses, the key worker is able to assess the next steps identified for each child and suggest appropriate activities to help further development throughout the duration of their time at Pre-school.

The records belong to the parent/carer and are respected as confidential by the key worker. The parent/carer may wish to show the records to other interested child workers such as the Health Visitor or Reception Teacher. Parents can ask to see the Progress Record at any time.

For children registered at Aveton Gifford Primary School the Reception Teacher will be requesting the records shortly before the end of the child's last term at Pre-school. The key worker will also complete the Transition Document, for Devon which gives an overview in each of the learning areas. There is a section for the parent to complete with the opportunity to express any concerns or just to describe the child's character or interests. These will be a helpful link between Pre-school and school, providing a picture of the child's developing capabilities and personality, smoothing the transition between the two provisions.

HOW YOU CAN HELP

The Pre-School is managed by a voluntary committee which is made up primarily of parents of children attending the Pre-School and Toddler Group. The committee is responsible for managing matters such as staffing, finance, fundraising and outings. New members are always welcome, please speak to Mandy or any of the committee if you would like to join us. Meetings are usually held about 6 times a year at a mutually convenient time and place. If you are unable to join you can help in many other ways, volunteers for fundraising events are always greatly appreciated!

We have an information folder which is kept at the Pre-School. Please take it home to read through when your child starts with us, and return it when you have read it. It includes our constitution and policies on special needs, equal opportunities, discipline, complaints, admissions, safety, health and staffing. There is a book to sign to say you have read and understood it. It also includes the most recent Ofsted inspection report.

PARENT/ CARER DUTY TIMETABLE

We pride ourselves on our close partnership with parents who are welcome to help out at the sessions. This gives you the opportunity to see what goes on during sessions and to have a chat to your keyworker about your child's progress. Younger siblings are welcome to come along. Please speak to Mandy if you are interested.

Please respect the need for confidentiality of anything you may learn about individual children during the session. If you have any concerns, please report them to a member of staff and leave the matter in their capable hands. Do not approach the parents yourself as this can cause a lot of upset (there may be other circumstances you are not aware of).

Under our Safeguarding Children Policy parents and carers volunteering on rota duty must not take children unaccompanied to the toilet. It is also forbidden to take any photographs whilst visiting sessions, on your own photographic equipment.

IN CONCLUSION

We want all children to have a happy time while at Pre-school. If you have any concerns big or small, then speak to Mandy or your child's keyworker at the beginning of a session. If the worry is something you wish to speak about in private then this can be arranged – if not straight away, then as soon as possible. We are here to help. If you have any concern about another child please speak to Mandy or the Chairperson without speaking to anyone else.

FEEDBACK FROM PARENTS/CARERS

We endeavour to foster a two-way flow of communication between staff and parents or carers of the children. This is greatly helped by many parents and carers taking on a voluntary role on the committee or by helping voluntarily at the sessions.

As an organisation we encourage both positive and negative feedback. We monitor the quality of our provision by regularly filling in a self-evaluation assessment and drawing up an action plan for improvements.

If you have any suggestions or a complaint please either speak to the Chairperson or a member of staff or you may put your points in writing. Whilst we would prefer to try to rectify any shortcomings ourselves and to be aware of anything you are unhappy with, you may complain directly to OFSTED if you wish by telephoning 08456 404040.

When a complaint is made, however large or small, it is taken seriously and used to help us with ways to improve. In accordance with OFSTED regulations all complaints we receive will be entered into our complaints file anonymously, by recording the nature of the complaint, how it will be addressed, when and by whom. The response will be fed back to the source within 28 days. The complaints file is available to be read at each session and is situated by the Velcro name board near the front entrance. Please also see our Complaints Policy in the Policy and Procedures file which is available for parents and carers to read or borrow.

A parent satisfaction questionnaire is sent out yearly which gives parents and carers the opportunity to express their views anonymously.

Aveton Gifford Pre-school & Toddler Groups



SESSIONS OFFERED and FUNDING

From the term following their third birthday, a child can claim up to 15 hours of government funding per week for childcare and education

The funding can be spread across Pre-school sessions, Breakfast and Lunch clubs

Aveton Gifford Preschool currently offers the following session:

Breakfast club	8-9am (open to all children from AG preschool and primary school, currently Tues and Thursdays, but can offer more if demand)
Morning session	9-12midday (Monday to Friday)
Lunch Club	12-1pm (Monday to Friday)
Afternoon	1-3.30pm (currently everyday except Thurs)

If you wish to discuss how your children can take advantage of this funding or any other financial implications, please don't hesitate to speak to any of the Pre-school staff.

Aveton Gifford Pre-school & Toddler Groups



COMMITTEE MEMBERS 2010-11

Chair: Rachel Townsend
01548 550524 (Home)

Treasurer: Karenza Cross

Secretary: Sue May

Other Committee Members: Steve Friend, Jo Hext, Michaela Winzer, Charlie Hopper and Kelly Pocock.

PRE-SCHOOL STAFF

Mandy Tucker Senior Pre-school Practitioner and Special Educational Needs Co-ordinator (SENCO), Designated Child Protection Officer, Fire Marshall
01548 550541 (home)

Wendy Wood Pre-school Practitioner and Additional Needs support worker.

Lizzie Hutchings Pre-school Practitioner.

Kay Burnett Administrator.

TODDLER GROUP REP

Michaela Winzer

Aveton Gifford Pre-school & Toddler Groups



TERM DATES 2011-2012

Summer Term 2011	
Term starts	26 April 2011
Half term	30 May-3 June 2011
Term ends	26 July 2011

Autumn Term	
Term starts	1 September 2011
Half term	24-28 October 2011
Term ends	16 December 2011

Spring Term	
Term starts	3 January 2012
Half term	13-17 February 2012
Term ends	30 March 2012

Summer Term	
Term starts	16 April 2012
Half term	4-8 June 2012
Term ends	23 July 2012