



Widecombe Pre-School

Church House, Widecombe-in-the-Moor,

Newton Abbot, Devon. TQ13 7TB

Phone: **01364 621273** – session times only (Contact Rose Underhill (Chair) outside of this on (01647) 221202

Email: info@widecombepreschool.org.uk

www.widecombepreschool.org.uk or find us on Facebook

Information Pack

“Providing high quality care and early years education for the under 5’s in a unique rural location”

We are open 15 hours per week during term time. Our session times are:

Tuesdays - 9.15 am to 3pm

Wednesdays - 9.15 am to 12.45 pm – OUTDOOR CLASSROOM SESSION

Fridays - 9.15 am to 3pm



For further details or to arrange a visit please phone the pre-school during session times and speak to a member of staff, or contact one of the pre-school management committee with any questions: – Rose Underhill (Chair), 01647 221202;

Judy Southcombe (Treasurer), treasurer.widecombepreschool@gmail.com

www.widecombepreschool.co.uk

Ofsted No 106280

Charity no 1036370

There are two forms to complete to start at Preschool. 1. The Application form should be completed when applying for a place. 2. Should be completed after your place has been confirmed but before your child starts at Preschool. Both forms can be found on our website under 'Join Us!'.

General information about Widecombe Pre-school

Widecombe Pre-school is registered with OFSTED to deliver the Early Years Foundation Stage (EYFS), to children from 2 years to primary school age. We run five sessions a week during school term time at The Church House. Not all Children will attend every session so please discuss your requirements and find out what spaces we have by contact the Pre-School team.

Key Person - staff working together with parents and carers

Our setting uses a Key Person approach. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's Key Person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, she will help your child to settle and throughout your child's time at the setting, she will help your child to benefit from the setting's activities. The Key Person will be responsible for assessment of each child's progress. Due to the small nature of the setting all staff will be working at times with all the children and be familiar with their needs, so please do feel free to discuss any concerns with any member of staff.

What you and your child can expect from Widecombe pre-school

- Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.
- The routines and activities that make up the day help each child to feel valued and safe, and ensure they gain from the social experience of being part of a group, it provides children with opportunities to learn and encourages them to value learning.
- There must always be at least 2 members of staff on site. We aim to maintain a higher ratio of adults to children than that set, in the Safeguarding and Welfare Requirements of the EYFS, to ensure proper supervision of the children given the lay out of the building. This enables us to give time and attention to each child and to talk with the children about their interests and activities, to help them to experience and benefit from the activities we provide and allow them to explore and be adventurous in safety.
- Our sessions are run with lots of outdoor time in the gardens at Church House as well as in the Outdoor Classroom. Children have access to a wide range of different areas and items to inspire them and encourage their discovery, learning and play. There is a lot of time for movement as well as quieter spaces and time for calm. Children will be read books and encouraged to discuss books as well as discover them independently.

Here are a few things to look out for at Pre-school:

- Our Theme and Topic of the week, such as 'Colour/Letter/Number/Shape of the week'
- **The Parent notice board** by the signing in table – lots of info about pre-school, including committee meeting minutes, our Operational plan and policies + PLA magazines and health information.
- Our **Comments Book** and **'Wow' box** on the signing in table – we welcome feedback and really appreciate parents noting down for us activities that children have enjoyed & special moments or any observations on what we do.
- **Finished Work Folders** – children's work, along with letters, newsletters and information handouts, are placed in these to be taken home at the end of sessions.

Records of achievement – your child's 'Learning Journey'

The setting keeps a record of achievement for each child. Staff and parents working together on their children's records of achievement is one of the ways in which the Key Person and parents work in partnership. Your child's record of achievement helps us to celebrate together her/his achievements and to provide what your child needs for her/his well-being and help them make progress.

Your child's Key Person will work with you to keep this record. To do this information about your child's needs, activities, interests and achievements including photographs of your child will be collected (please see our policies and procedures concerning images and record keeping). This information will enable the Key Person to identify your child's stage of progress. You and the Key Person will then decide on how to help your child to move on to the next stage.

Please note that the Governments framework for early years education is changing with a new framework starting in September 2021. There will be some changes and whilst we will endeavor to amend all documentation there may be a slight time lag and differences. We are very excited about the new framework which gives the children much more opportunity to lead their learning and gives staff more time to engage with children.

Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001). Our Special Educational Needs Co-Ordinator is Penny Cartwright.

Snacks and Packed Lunches

The setting makes snacks and meals a social time at which children eat together. Packed lunches should be provided from home; we request that these should be healthy and have minimal packaging waste. We provide

healthy and nutritious snacks for the children mid-morning and in the afternoon. Do tell us about your child's dietary needs and we will make sure that these are met.

Clothing

- We provide protective clothing for the children when they play with messy activities, but ask that they attend sessions dressed appropriately; outdoor clothing for wet weather, particularly for Outdoor Classroom Sessions, or sun-cream and a sun hat as necessary.
- We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

What is an Outdoor Classroom?

Our Outdoor Classroom is a secure space in a local field, within easy walking distance of the Church House. Each week, activities take place in the Outdoor Classroom to tie in with the Pre-school topics. We encourage the children to learn about risk in a controlled environment, giving them the tools they need for later on in life. Spending time in the outdoors can also have fantastic health and developmental benefits for your child. A suggested kit list and more information can be found on our website.

Fees

- We receive up to 15 hours per week of Early Years Entitlement funding for 3 and 4 year olds (this begins from the start of the term after that in which the child turns three).
- Where funding is not received for a child, then fees apply.
- A fee of £3.90 per hour is charged for non-funded children; however, 2 year old Funding may be available for Under3's to support families meeting certain financial criteria (details available on request).
- Fees are calculated based on the number of sessions booked (charges are made for provision not attendance). The fees are invoiced half-termly in advance, for contracted hours, with extra hours being billed separately.
- NB for a fee-paying child to keep her/his place at the setting, you must pay the fees. To secure the child's place at the setting fees must still be paid if children are going to be absent for any period of time. Fees are generally non-refundable; however please speak to the committee who will make an individual assessment.
- Please note: if your child is uncollected from a morning session, by registration at start of afternoon session, that full additional session will be charged. If a child is not collected on time at the end of an afternoon session and costs, such as additional staff wages, are incurred by the pre-school a late collection charge will be made, charged at £5 per ¼ hour.
- The pre-school makes an administration charge of £1 per week per funded child to cover costs, but this is a voluntary payment.
- Toddlers pay £3 per session (free for under 6months), with siblings charged at £1 at Widdy tots. Sessions may vary each term so please check the website for Widdy tot session times. Summer term '21 is run on Mondays, in Church House between 9:30am and 11:30am but you are welcome to drop in as you wish.

Dropping off and collecting children

- When dropping off children at the beginning of a session please sign in on the sheet on the table outside and indicate who will be collecting the child. If this person is not listed on the registration form as being permitted to collect the child already, please fill in a slip indicating their name and contact details and hand this to a member of staff and make them aware.
- Children will not be permitted to leave with anyone without prior arrangement and notification; a password system can be used to ensure security. If there are any problems and you are not able to pick up your child, please arrange for a named person to collect him/her for you. In any event, please phone the Pre-school on 01364 621273 (during session hours).
- We have a policy and procedure in place re uncollected children, which will be followed if we are unable to contact late parents, and a late collection fee may have to be charged to cover additional staff costs.
- NB Parking - To preserve goodwill please do not block access to Church House, Church Gate or the Shop whilst dropping off or collecting children from pre-school. Please park considerately elsewhere in the village observing the summertime parking restrictions; there is a small car park for Church House users which staff will be happy to show you).

Further information

The role of parents in the pre-school

- Our setting recognises parents as the first and most important educators of their children. The staff and committee see themselves as partners with parents in providing care and education for their child and we aim to make the setting a welcoming and stimulating place for children and parents.
- Parents are encouraged to exchange knowledge about their children's needs, activities, interests and progress with the staff, contribute to the progress check at age two, share their own special interests with the children and to take part in trips and fund-raising events,
- We hope that parents will join in community activities and build friendships with other parents in the setting.
- As a small community based, voluntary managed setting, we depend on the good will of parents and their involvement to keep going. The committee's on-going management, marketing and fundraising in support of the pre-school is critically dependent upon the support & input of parents. We welcome feedback on our management of the setting and encourage parents to familiarise themselves with our policies and procedures. Under the Pre-school's Constitution parents are regarded as members of the setting who have full participatory rights including attendance and a vote at general meetings and our AGM. Open committee meetings are held once a month, everyone is welcome to attend and have a say on the running of the pre-school. Previous minutes are available to parents. We send out termly newsletters with information on fund raising etc.
- Our Operational Plan, Policies and Procedures file, which sets out rules for the running of the preschool, is available to all parents and we welcome feedback on these documents.

Widcombe Pre-school is run by a volunteer management committee of parents. The committee is responsible for

managing the setting's finances, supporting & managing the staff, making sure that the setting has, and works to, policies that help it to provide a high quality service and making sure that the setting works in partnership with the children's parents. As a small setting, we hope that all parents will be involved with fund- raising which is essential for our continued viability.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to you and your family
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

For further information please refer to the Widecombe Pre-school website or talk
to a member of staff or committee

We look forward to welcoming you and your child at Widecombe Pre-school!