

Bishop's Tachbrook



Pre-School

**Bishop's Tachbrook C of E Primary School,
Kingsley Road,
Bishop's Tachbrook,
Leamington Spa.
CV33 9RY
01926 313508**



We hope this prospectus gives you an outline of what we offer. We would be very happy for you to arrange a visit to our preschool, so you and your child can meet the staff, have a look around and ask any questions you might have.

Overview

Situated on the grounds of Bishop's Tachbrook Primary School, the preschool relocated there in 1996. The facility includes a classroom, an outdoor play area, a messy play area, and bathroom facilities that are appropriately sized for preschoolers. We maintain close ties with the Primary School and use its outdoor learning spaces. The pre-school is registered with Ofsted and is a member of the Pre School Learning Alliance. It is also a Charitable Incorporated Organisation.

Our Aims

- to build a secure partnership between each child's home environment and their future school careers by:
 - provide a safe, secure, happy and stimulating environment, where your child can thrive. their confidence, independence and self-esteem and learn alongside their peers through play.
 - enhancing the development and education of children by providing a sound basis on which your child can build their future learning.
 - Working within the EYFS framework to provide equality of opportunity for all children and their families.
 - Foster a love of learning with diverse opportunities, resources, and nurturing staff.
 - Opportunities at drop-off and collection to talk to staff (and the option to call or email staff), regarding any information, changes or concerns you may have, to keep the lines of communication open in the best interests of the children.



We offer your child:

- A well-planned and resourced curriculum to keep them engaged, happy and motivated.
- Individual care and attention, made possible by a high ratio of adults to children ensuring that each child is able to develop at their own pace and realise their full potential within the group.
- The opportunity for fun and friendships with children of their own age, with whom they may go to school with.
- A nurturing environment in which to develop and secure key life skills, such as using the toilet.
- The support of a highly trained key person, experienced in giving your child the best start in their learning journey.
- Opportunities for you and your family to be directly involved in your own child's progress and a learning journal; detailing key memories, growth and achievements throughout their time with us.
- Use of the school's facilities, including the playground and hall for weekly Physical development sessions.
- Continuity of Pre-school education over two years, leading into the child's reception year at Primary school.

Outline of provision

- ❖ We welcome children from 2yrs 9mths -4yrs
- ❖ We are open from 8.30 to 3.30p.m. Monday to Friday (term time only).
- ❖ Children can attend morning sessions, afternoon sessions or all day (subject to age/availability)
- ❖ Each session is 3 hours long plus an optional 1-hour chargeable wrap around care (lunch club) and 1-hour afternoon wrap around.
- ❖ Registered care for up to 24 children per session
- ❖ Minimum staff ratio 1:4 for 2 year olds/1:8 for 3 and 4 year olds.

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 of our community have access to the setting through open, fair and clearly communicated procedures.

Registration process

Once parents have decided to send their children to the pre-school, the parent will be required to complete and sign a Registration form a consent form and to provide Preschool with unique password which will be used to maintain your child safety during collection periods.

A letter will be sent confirming that your child has been registered with us.

Parents/carers will be informed of availability during the term before their child is due to start and settling in visits will be arranged.

Whilst we are flexible about attendance patterns to accommodate the needs of individual children and families, we do ask that children attend for a minimum of two sessions per week to ensure that children benefit from continuity and stability in their learning environment.



Settling in and the role of the key person

- We allocate a key person when the child has been in the setting for two weeks. This is usually the person with whom the child has bonded with most.
- All key persons are responsible for the induction of the family and for settling the child into our setting.
- The key individual provides unconditional support for the child and maintains a caring, non-judgemental approach.

- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a child-minder, and co-ordinates the sharing of appropriate information about the child's development with those carers.



- A key person is responsible for keeping developmental records and sharing information on a regular basis with the child's parents, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them within the group each day and working on their next steps.
- We provide a secondary key person, so the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

Settling-in

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting and our folder of weekly newsletters so parents can get a feel for what we do and an induction meeting with parents. During this meeting, parents complete the child's registration records, talk to staff about their child and get further information about the preschool.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.



- We allocate a key person to each child and his/her family when the child has been in the setting for approx. 2 weeks; this gives the child a chance to form a friendship with a key person of their choosing. All staff welcome and look after the child at the child's first session and during the settling-in process.
- Parents are encouraged to take advantage of **two free morning settling-in visits (8:30am-11:30am)**, as experience has shown that children settle more quickly when they know parents return for them.

Our preschool day:

Whilst we have a daily routine, we like to remain flexible and regularly adapt a session to suit the needs of the children, the weather and to make the most of unplanned opportunities. A typical day, however, will be based on the timetable which you can find on our website.



Early Years Foundation Stage.

The activities at Bishop's Tachbrook preschool are planned to give attention to the seven areas of learning outlined in 'The Early Years Foundation Stage' (EYFS) the EYFS is a mandatory framework for all Ofsted registered childcare providers. It was developed to ensure that all childcare services provide a safe and secure environment for children and support children's learning through carefully planned play activities that are fun and appropriate to their needs. The seven key areas of learning are:

- * Personal Social and Emotional Development
- * Physical Development
- * Communication and Language
- * Literacy
- * Understanding the World
- * Expressive Art and Design
- * Mathematics

Parents are informed of topics in the Preschool every half term. A copy of the weekly planning is displayed in the Preschool and parents will receive a weekly newsletter in their emails to ensure parents stay informed of what we have been doing and know of any key dates and information. For more information on the Early Years Foundation stage visit: www.earlyyearsfoundation.org.

Phonics



At Bishop's Tachbrook pre-school, we feel phonics is an important part of developing your child's early literacy skills. We follow the jolly phonics scheme as this is what Warwickshire's speech and language team use. Have a look on YouTube for videos on how to say the letter sounds correctly.

Every week, we have Laura from Phonics Stars, join us for an afternoon of fun. Laura brings in engaging activities, stories and games which the children really enjoy and get a lot out of it.

Alongside these sessions, we focus on the same sound each. The children have access to a phonics table, which has a new activity and a mark making or muscle strengthening activity each week. This can include scissor skills, writing the letter of the week in paint or sand etc., or using tweezers to pick up pom-poms. Muscle strengthening is vital for children to develop to ensure they are able to hold their pencil. Laura calls it our "pinchy powers". On our phonics table, you will also find a look book, which has photographs of all our phonics fun. We read phonics books to the children to help them identify words that start with the letter sound of

the week. The children also participate in an activity with our phonics mystery bag, where they try to guess what items inside the bag begin with the sound of the week.

Physical education

We are lucky to not only have a fantastic outdoor space of our own, but we also have access to the school playground and fields and a weekly session in the school hall for our PE sessions so you can be confident that your child will get plenty of opportunities to be active and develop their gross motor skills and confidence in physical education. Every two weeks, our PE sessions are led by Simon from Fit4Kids, who teaches skills such as balancing, movement techniques, and coordination in an engaging manner. This enables your child to build the foundations they need to prepare the for primary school PE lessons.



Protecting and Safeguarding Children

The Preschool acknowledges its responsibility for safeguarding children and applies this policy to all staff and volunteers working within the Preschool.



- ❖ We will collaborate by clearly outlining the expectations from both the Preschool and parents/carers, including the sharing of information, maintaining records, and addressing concerns.
- ❖ Ensure we provide a safe environment for the children attending Preschool through robust recruitment and ongoing training of staff and volunteers.
- ❖ Monitoring the ongoing wellbeing of children in our care.
- ❖ Promoting the importance of a healthy diet, wellbeing, exercise and good hygiene.
- ❖ Implementing local area safeguarding procedures to identify and report cases of, or suspected cases of abuse, including staff whistleblowing.
- ❖ Supporting any vulnerable children by working with outside agencies to plan for the protection of such children.
- ❖ Establishing a safe environment in which children can learn and develop.

Funding and costing of the preschool

For information about preschool costing and funded hours, please contact our Treasurer, Charlotte Mann at charlottemann@welearn365.com. She will be happy to answer any queries you may have.



All of the staff will be happy to answer any questions you may have. Please contact us via phone or email.

There is always a member of staff on site who is a Designated Child Protection Person (DSL) & all staff are Paediatric First Aid Trained. All training is updated regularly.

Protecting & safeguarding our staff

Bishop's Tachbrook Pre School Preschool operates a zero-tolerance policy towards violence and aggression against any members of staff. All staff should be treated with dignity and respect. Any forms of abuse could result in the service provided being withdrawn.

Bishop's Tachbrook pre-school is a No Smoking site, and we do not permit the use of Mobile Telephones on the premises to safeguard children and staff.

