



## *Prospectus*

*September 2010/11*

Ramsbury Pre-School  
Methodist Hall, Oxford Street, Ramsbury  
SN8 2PG

01672 520901

[www.ramsburypreschool.org](http://www.ramsburypreschool.org)

Registered Charity 1055350

# **An Introduction to Ramsbury Pre-School**

Our aims are to:

Enhance the development and education of children aged three  
years to statutory school age

in a parent-involving, friendly group.

Provide a safe, secure and stimulating Pre-School  
environment.

Work within a framework that ensures equal  
opportunities for all children and families.

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We believe that  
Children Learn Through Play

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Registered Charity Number 1055350

## **Introduction**

Welcome to the Ramsbury Pre-School. We are a friendly village Pre-School that aims to offer an enjoyable and interesting education to children aged between three, and four-plus years.

We meet at the Methodist Hall that is situated on the Oxford Street in the centre of the village.

Pre-School is open every morning from 9.00am to 12.00 pm during normal school term-times, and we also run afternoon sessions on Mondays and Thursdays. The Monday sessions are for those children who are nearer primary school entry.

Our term times are determined by Wiltshire County Council and we mirror Ramsbury Primary School with TD days. Parents and carers are informed of these dates in their welcome pack and this information is available on our website: [www.ramsburypreschool.org/dates.html](http://www.ramsburypreschool.org/dates.html).

I hope this guide provides all the information you need, but if you have any queries please ask any member of staff. Full details of all our policies are available from Pre-School.

## **Admissions**

Starting at Pre-School is obviously a big step in a child's life and the way in which a child responds will vary. Some will feel at home immediately, whereas for others it may take some time until they feel comfortable. We therefore encourage parents and carers to arrange accompanied visits prior to their official start. This allows the children to gain confidence in the new surroundings while having the comfort of a familiar face. The visits also provide the opportunity for parents and carers to see how Pre-School operates and have time to discuss the activities and get to know our staff.

Children are admitted in the term of their third birthday and may continue at Pre-School until they commence their first term at school. In their first term children are restricted to two sessions per week. From experience, we have found this gives the children time to settle and adjust.

Due to the demand for places at Pre-School we operate a waiting list. A registration form must be completed and a registration fee of £10.00 paid before your child's name can be added to the list. We endeavour to accommodate all children in the term requested, however we may not be able to offer all sessions. Pre-School will keep you fully informed as to which sessions we will be able to offer.

## **Curriculum**

In recent years more importance has been placed on the quality and content of provision for Pre-School children. To qualify to accept funding for qualifying children, Pre-Schools must pass OFSTED Inspections. In our recent Ofsted report (March 2009) we were thrilled to receive a "Good" grade. This was the best Ofsted report Ramsbury Pre-school has ever received. The Inspector said, "Children play happily in a caring environment. Enjoying activities offered by experienced staff that fully support their learning and development". The full report can be viewed at [www.ramsburypreschool.org/downloads/ofsted.pdf](http://www.ramsburypreschool.org/downloads/ofsted.pdf).

OFSTED has provided guidelines that divide the curriculum into the following six areas of learning:

### **1) Personal, Social and Emotional Development**

We hope that by the time children leave us to go to school they:

- will have formed effective relationships with their peers and with adults
- can work individually or as part of a group
- are able to concentrate and seek help where needed
- can initiate ideas and solve practical problems
- can take turns and behave and express their opinions in an appropriate way.

This area also involves encouraging independence in dressing and personal hygiene.

### **2) Communication, Language and Literacy**

Children's first verbal and non-verbal communication skills are learnt at home. Pre-School aims to build on these so that children can express themselves, listen attentively and respond appropriately.

Through a variety of activities, children learn that words and pictures carry meaning and begin to associate sounds with symbols. We work towards children learning and writing letters of the alphabet, recognising and writing their name and perhaps reading other relevant words such as 'mum' and 'dad.'

### **3) Mathematics**

We develop the use of mathematical language such as 'circle,' 'in front of,' 'bigger than' and 'more' in everyday speech and teach the skills of comparing, sorting, matching, ordering and sequencing. We aim for recognition of numbers 1 to 10 and familiarity with larger numbers. Number rhymes, songs, stories and counting games are vital to the development of maths skills.

### **4) Knowledge and Understanding of the World**

Children are encouraged to develop a knowledge and understanding of their environment; to use their senses to make observations and use technology to support their learning. We particularly try to teach an understanding and respect of other cultures.

### **5) Physical Development**

Each activity provides an opportunity for the development of physical skills, co-ordination and body awareness. Table top toys, puzzles, drawing and cutting develop fine motor skills; whereas the climbing-frame, bikes, the slide, hoops and

activities such as 'music and movement' develop gross motor skills.

## **6) Creative Development**

Children have plenty of opportunity for imaginative and creative play through art, 'music and movement' and role-play games. Creative development involves the exploration of sound, texture, colour, shape and space with children responding in a variety of ways to understand what they see, hear, smell, touch and feel.

It must be stressed that the most important element to any child's development is PLAY. All children learn at different rates so work is structured to meet each individual's needs.

### **A Typical Day**

Children arrive from 9.00am

Craft activity related to current theme. Topics run termly with a different aspect of the current topic addressed each week. Topics included might be animals, shapes, colours, seasons of the year, religious festivals etc.

Free play. A typical choice of activities would include: table top toys; jigsaws; drawing and colouring; painting; home corner; sand and water play; climbing-frame and slide; play-dough; train-track or cars; dressing up and books.

Tidy away – everyone helps.

Group carpet/circle time – this is an important time where every child has the chance to talk and show something from home. This teaches the children about taking turns, being polite and builds confidence.

Snack time with water or milk, and a healthy snack.

Outside Play if weather permits, alternatively we use an indoor climbing frame.

Story time.

Either: Group activity such as singing and musical instruments; music and movement; P.E. and co-ordination games, circle games.

Or: Small group activity such as worksheets or board games.

Children are collected from 12.00 noon.

Children in their final year at Pre-School have the opportunity to work separately from the main group for short periods to receive more concentrated attention. This will help to prepare them for school.

## **Parent help**

As parents are the most influential people in a young child's life, Pre-School is keen to tap this resource and value the contribution parents can make.

There is a parent helper rota. All parents are requested to help during morning sessions. Parents are allocated the number of sessions based on the number of sessions their child attends.

This would typically be two or three mornings for the parent over the course of a term. Parents are encouraged to join in with activities and provide the morning snack. Not only does this help the staff in a practical way, it allows a familiarity with Pre-School, with the other children and with the facilities, Pre-School then becomes a shared experience, encouraging a sense of belonging and a community atmosphere.

## **Key Person/Assessment**

When each child begins Pre-School, they will be allocated a key person. This simply means that each member of staff has special responsibility for five or six children. This is to ensure that in a large group each individual child's needs are met. This does not mean, however, that staff shadow their children or fail to deal with the needs of children who are not 'theirs.'

The Key People are responsible for the ongoing assessment and record keeping for the Foundation Stage which was introduced in September 2002.

Learning and development files are kept for each individual child between the age of 3 until the end of reception year at primary school.

This file enables a more formative record to be built and, with a selection of photographs, a child's developmental progress can be more easily monitored.

Parents can ask a member of staff for more information.

## **Arrival of Children**

All children must be supervised by parents or carers before 9.00 am as our insurance does not cover us to have children in our care before that time.

## **Collection of Children**

If anyone other than parents or carer is picking your child up from Pre-School, we must be informed. There is a section on the registration form to complete on which you can list any adults that might *regularly* collect your child. There is also a daily board in Pre-School for one-off arrangements. If there is not written permission at Pre-School the staff cannot legally release the child to anyone. This may seem a bit bureaucratic but these are the guidelines we must follow to ensure your child's safety. Parents should collect their children from the back entrance. Children will be called from the main hall ONLY when a parent or authorised person has arrived.

## **Fees**

The fees are payable for each regular session your child attends and you will normally be billed termly. If termly billing presents a problem for you, please contact our treasurer to discuss alternative arrangements. There can be no reductions or refunds if your child is sick or on holiday; this is to keep your child's place at Pre-School secure.

Ramsbury Pre-School is registered to receive central funding and all parents with qualifying children are able to benefit. Funding covers 15 hours per week for up to thirty eight weeks of the year: that is, 5 sessions of 3 hours each per week.

Eligibility for funding is available for the term after the child's third birthday. However, this is reliant on budgets being available within the Wiltshire district. To confirm individual circumstances please contact our treasurer or the Pre-School Play Leader.

Children are welcome to attend more sessions per week at an additional charge of £11.00 per session. This session charge is based on the amount we receive for NEG funding.

Our term dates are determined by Wiltshire County Council and we mirror Ramsbury Primary School with TD days. Up to date information is available on our website: [www.ramsburypreschool.org](http://www.ramsburypreschool.org).

## **Health**

In cases of sickness, diarrhoea or infection please do not return children to Pre-School until at least 24 hours after the end of the illness.

Should your child become unwell while at Pre-School the staff will contact the nominated person to collect the child. We do request that you advise us should the daily contact information on the registration form change.

In the event of a medical emergency Pre-School staff may take immediate action. This may involve getting a child to a doctor or hospital *before* the parent or carer has arrived.

## **Clothing**

Children are asked to wear aprons for messy activities but accidents do occur, so please do not send children in their best clothes. Pre-School sweatshirts and t-shirts are available at a very reasonable price!

It is important to provide a coat in cold weather and wellingtons in wet weather, as we like to play outside if possible. During the summer months a sun hat is essential and sun-cream should be applied before the session begins.

Children attending the Monday Plus 4 session will require a PE kit and plimsolls.

## **Links with School**

Pre-School has an important role to play in preparing children for school. Therefore strong links have been forged with Ramsbury Primary School; this school serves the villages of Ramsbury and Axford, together with some children from other localities.

The reception teacher at Ramsbury Primary School visits Pre-School from time to time so that she is familiar to the children. The reception class of Ramsbury Primary School also come back for specific activities such as our Christmas Play.

Whilst we accept that not all children will leave us to go to Ramsbury Primary School, we believe these links are important for the children who do.

## **Staff**

Pre-School is run by a team of professional, qualified staff led by a Play Leader. All staff are qualified to OFSTED's first aid requirements. We also comply with OFSTED's requirement for NVQ qualified staff. All staff are kept up-to-date with legislations changes, new innovative play ideas, health & safety and Pre-School policies.

Ramsbury Pre-School has a policy of encouraging and funding any members of staff who wish to further their knowledge and experience in child development and education. Appropriate courses are identified by the Play Leader or the staff themselves.

We have a dedicated Special Education Needs Co-ordinator (SENCO) who is responsible for implementing and maintaining our special needs policy.

## **Committee**

The Pre-School is managed by a committee of parents. They are responsible for the business and financial management of Pre-School. The committee and staff work jointly on fund raising efforts and special activities e.g. Christmas, school outings.

The committee is made up of a chairperson, a treasurer, a secretary and a number of support members. We are continually looking for new people to join, so if you think you could help please contact Pre-School.

## **Special Educational Needs**

Children with special educational needs are welcomed in Pre-School. The group has regard to the SEN code of practice. This lays down the procedures for identifying problems, informing parents, implementing support and calling in outside agencies if required.

When a child is identified as having special educational needs his/her parents or carers will be informed and will work with the staff to help the child and implement what ever actions are necessary.

Full details can be found in our Special Educational Needs Policy available from

Pre-School.

## **Behaviour Management Policy**

We believe that children (and adults!) flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the Pre-School and explained to all newcomers, both children and adults.
- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy.
- Adults in the Pre-School will praise and endorse desirable behaviour such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

When children behave in unacceptable ways:

- Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- Children will never be sent out of the room by themselves.
- Techniques intended to single out and humiliate children (such as the "naughty chair") will not be used.
- Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern. Where appropriate this might be achieved by a period of "time out" with an adult.

In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame, and parents will be informed.

In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.

Adults will not shout, or raise their voices in a threatening way.

Adults in the Pre-School will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.

Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.

Recurring problems will be tackled by the Play Leader/Supervisor in partnership

with the child's parents, using objective observation records to establish an understanding of the cause.

Adults will be aware that some kinds of behaviour may arise from a child's special needs.

## Complaints

Any parent who is uneasy about an aspect of the Pre-School provision should

- firstly discuss their worries or anxieties with the Pre-School Play Leader.
- If this does not have a satisfactory outcome, or if the problem recurs, the parent should put their concerns or complaint in writing to the Play Leader and the Chair of the Committee. All parties should then discuss and attempt to resolve the concerns or complaint.
- If the parent and Pre-School cannot reach an agreement, an external mediator is invited to help settle the complaint. The mediator should be acceptable to both parties, listen to both sides and offer advice.
- The mediator keeps all discussions confidential and will maintain a written record of all discussions and meetings. He/she can hold separate meetings with the Pre-School personnel, Chair and the parent if this is decided to be helpful.
- When the mediator has concluded all investigations a final meeting between all parties is held. The purpose of the meeting is to reach a decision on the action to be taken.

Parents may approach OFSTED at any stage of the complaints procedure. In addition where there appears to be a breach of registration requirements, it is essential to involve OFSTED as the registering and inspection body.

The address and contact details are

Early Years  
OFSTED  
1 Temple Square  
Temple Quay  
Bristol  
BS1 6HB

Tele 0117 948 6816

OFSTED registration number for Ramsbury Pre-School 146036

## **Sessions**

We run all sessions with at least the OFSTED recommended ratio of 1 adult to 8 children (1 to 4 if child under 3). Our weekly current sessions for the Autumn Term 2010 are

Monday 9.00 am to 12.00pm  
Tuesday 9.00 am to 12.00  
Wednesday 9.00 am to 12.00  
Thursday 9.00 am to 12.00 and 12.00 to 2.45pm  
Friday 9.00 am to 12.00

Our sessions increase in the Spring and Summer Terms to:

Monday 9.00 am to 2.45pm  
Tuesday 9.00 am to 12.00  
Wednesday 9.00 am to 12.00  
Thursday 9.00 am to 12.00 and 12.00 to 2.45pm  
Friday 9.00 am to 12.00

Sessions may change throughout the year due to increase session requirements, with afternoon sessions added if need be.

The maximum number of children attending session is max 24. Those children who attend a full day are required to bring a packed lunch.

## **General**

Full detailed policies for every aspect of Pre-School are available on the notice board. All policies are reviewed annually or when changes to legislation dictate.

We hope our prospectus has provided you with an insight to who we are, what we do and how we do it. However if there are any areas we have not covered please feel free to talk to any of our staff members who will be happy to assist.

The staff and committee look forward to welcoming you to Ramsbury Pre-School.