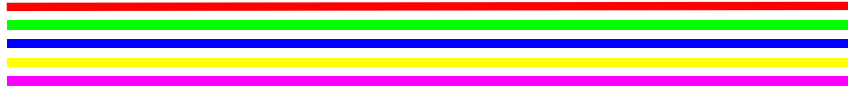




# Worplesdon Pre-School LLP



**OFSTED INSPECTED AND APPROVED**

**Worplesdon Memorial Hall  
Perry Hill  
Worplesdon  
Guildford  
Surrey GU3 3RF**

[www.worplesdonpreschool.co.uk](http://www.worplesdonpreschool.co.uk)  
E-mail at [info@worplesdonpreschool.co.uk](mailto:info@worplesdonpreschool.co.uk)

**Partners:**

Mrs Stella Mitchell  
Level 3 Diploma in Pre-school Practice

Mrs Caroline Adams  
CACHE Level 3 Diploma in Pre-school Practice

**Staff:**

Mrs Julie Greenfield  
CACHE Level 3 Diploma in Pre-school Practice

Mrs Jan Messinger  
CACHE Level 3 Diploma in Pre-school Practice

Mrs Jeanette Ireland  
CACHE Level 3 Diploma in Pre-school Practice

Mrs Helen McIntyre  
CACHE Level 3 Diploma in Pre-school Practice

Mrs Tracey Macbeth  
NVQ Level 3

Mrs Wendy Cook  
NVQ Level 3

Mrs Alison de Kock  
NVQ Level 3

Mrs Jo Woodgate  
Level 3 Diploma for the Children and  
Young People's Workforce

**Our opening hours are:**

Monday, Tuesday, Thursday and Friday

Red Room 9.15 am – 12.15 pm  
Blue Room 9.15 am – 1 pm

Wednesday - Blue room only 9.15am – 1 pm.

In March 2011 we were inspected by Ofsted and received an "Outstanding" judgment. Copies of the full report are available on the parents table or alternatively can be accessed on the Ofsted website:  
[http://www.ofsted.gov.uk/oxcare\\_providers/full/\(urn\)/120329](http://www.ofsted.gov.uk/oxcare_providers/full/(urn)/120329)



Surrey County Council  
Early Years Quality Improvement Award



**OUR AIM AND VISION IS FOR ALL THE CHILDREN IN OUR CARE TO:**

- Feel safe, secure and part of a caring community**
- Be healthy individuals with a positive sense of self**
- To become independent learners and develop curiosity about the world around them**
- Begin to understand and respect diversity**
- Express their views and opinions whilst respecting those of others**
- Begin to develop their creativity**

**RED ROOM AND BLUE ROOM**

The Pre-school operates two rooms – the Red room and the Blue room – Extended hours. Initially, children start in the Red room for 3-5 days, and depending on their birthday when they are either 3½ or two terms before they go to school, they move into the Extended Hours session in the Blue room. They normally attend for 2 days in the Blue room and the remainder in the Red room.

We follow the Early Years Foundation Stage Curriculum as described below in both Red and Blue room to support all aspects of learning and development for young children. This is achieved by providing a caring environment where children can learn to interact with other children and adults on what might be their first venture away from home. Stimulating play activities help them learn to make friends, take turns, share and negotiate, enabling them to develop their full potential. We have a wide range of equipment with which to extend your child's knowledge, experience and cultural awareness. We feel that when children are relaxed, safe, valued and having fun it builds their confidence and develops independence making them happier to learn and, of course, paving the way for their move to school.

The Blue room session is an opportunity for all the older children to be together in preparation for starting school. Activities are extended, extra curricular walks and trips are offered. The children bring a P.E kit to get them used to changing their clothes by themselves and encourage self-reliance skills. The snack bar is less supervised than the Red room so encouraging children to be more independent. The children progress to form secure relationships with their peers and enjoy the social aspect of staying to lunch. After lunch activities are planned for the children to participate in small groups.

**CURRICULUM**

The Early Years Foundation Stage is to help every child achieve the five *Every Child Matters* outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well-being.

We look carefully at the children in our care; consider their needs, their interests and stages of development and use this to plan a challenging and enjoyable experience across all six areas of Learning and Development to achieve the Early Learning Goals. We record your child's progress using the Surrey Early Years Foundation Stage Learning Journey to provide a continuous record of your child's achievement throughout the Foundation Stage. When your child leaves Pre-school, this Learning Journey is passed through to your child's reception year of their chosen primary school.

We have excellent links with local primary schools. Children are visited by their Reception Class teachers in the Summer Term prior to their move to Primary School.

The six areas of learning are:

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

Within a nurturing environment children are individually supported in developing confidence, independence and self respect. They are encouraged to work and concentrate independently and also take part in group activities, sharing and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

### ***Communication, Language and Literacy***

Children are encouraged to extend their vocabulary and fluency by talking and listening in group activities and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purpose of writing and, when they are ready, use drawn and written symbols for themselves. Mark making activities include white boards and pens, using brushes and water outdoors, as well as making patterns in foam, sand, paint. Early circular marks and broad zig zags will often give way to individual shapes and letters by the age of 4 plus. For your child to develop strong handwriting, they will need plenty of sensory play activities, such as playing with dough, sand and water.

A well stocked and comfortable book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and aware of their use as a source of reference, as well as stories and pictures. In the Blue room session we operate a library system and this is popular among the children who really enjoy the responsibility of choosing and looking after a special book to take home and read.

### ***Problem Solving, Reasoning and Numeracy***

By means of adult supported practical experience, children become familiar with sorting, matching, ordering, sequencing and counting activities, which form the basis of early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics and identify objects by shape, position, size, volume and number. Songs, games and picture books all combine to help the children become aware of number sequences and use simple mathematical operations, e.g. addition.

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

A safe and stimulating environment allows children to develop their knowledge, skills and understanding to help them make sense of the world. They learn to observe the features of objects and substances, such as recognising differences and similarities and to share and report their findings. Children are assisted in exploring and understanding their environment. A range of safe and well maintained equipment enables the children to extend their technological understanding. We are able to provide children with an experience of other cultures, traditions and religion and we draw on a wide range of resources, including parental and visitor contributions.

### ***Physical Development***

A range of indoor and outdoor play equipment allows children to develop confidence and develop their motor skills. A high level of adult supervision enables children to safely create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time children are supported in the development of the fine motor skills needed to manipulate pens and pencils and to handle small objects with increasing skill and precision.

### ***Creative Development***

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their own individual response to experience in two and three dimensions. Art equipment including paint, glue, crayons and pencils as well as natural and discarded resources provides for an open ended exploration of colour, shape and texture and the development of painting, drawing and collage skills. Children join in with and respond to music and stories, and there are many opportunities for imaginative role play, both individually and as part of the group. Mrs Uwins visits us every two weeks to play the piano and sing with the children.

## **SURREY COUNTY COUNCIL EARLY YEARS QUALITY ASSURANCE AWARD**

In December 2010 we successfully completed the Surrey County Council Early Years Quality Assurance scheme. This scheme has assessed and evaluated our daily working practices and we believe our participation has benefitted the service we provide to children and parents. In a letter of congratulations received from Mr Phil Osborne, Head of Service to Early Years & Childcare; he quoted from Ofsted Annual Report 2009/10 that “providers who are part of a quality assurance scheme are more likely to be judged good or outstanding. There is a strong correlation between participation in a quality assurance scheme and the extent to which providers embed ambition and drive improvement”. We continue to evaluate our procedures and practices and welcome the children and parents feedback at any time.

### **KEYPERSON**

We operate a keyperson system whereby one member of staff is responsible for a specific number of children. Therefore each child and its parent will have one designated member of staff as an initial point of contact which helps settling your child into the group and keeps parents informed as to their child's progress and foster positive relationship with the family to ensure each child is supported to reach their full potential. The keyperson is responsible for observing your child and recording their development and progress. By tapping into your child's interests they will plan activities in the weekly curriculum to target specific areas of learning by planning activities.

The Learning Journey is available for your inspection at any time and they go home each term for you to contribute too. You will be notified of your keyperson when your child starts Pre-school.

### **WAITING LISTS / ADMISSIONS**

Your child will be placed on the waiting list for the term in which they are three. Our waiting list is compiled by date of birth with siblings taking first priority and special needs taken into consideration. We usually have a large waiting list and we do our best to offer places at the right time for your child. When you have accepted a place at Pre-school, you will be asked to pay a £50 retainer fee. This is not refundable, but will be deducted from your child's last half terms fees when they leave. In the event that the child leaves after only one term of starting at Pre-school, the £50 retainer fee will not be returned due the administrative expenditure incurred by Pre-school. In the event that a parent accepts a place at Pre-school and then does not take up the place, the retainer fee will not be returned due to the administrative expenditure incurred by Pre-school.

### **EARLY YEARS FREE ENTITLEMENT**

Under the Government's scheme for free part time nursery education in Surrey, we are an acceptable provider having been successfully inspected by Ofsted. Therefore, the term after your child is three years old; your child will receive up to 5 morning sessions of 3 hours a week for 38 weeks of the year. At the moment, Worplesdon Pre-school operates 37 weeks\* in an academic year; the implication of attending a setting that offers less than 38 weeks per year is that you will not be able to claim the balance of the week at another setting.

Your child's free part time Early Years Free Entitlement is claimed directly by Pre-school from Surrey County Council. Initially, you will be asked to fill out a Parental Registration form and provide a copy of your child's birth certificate or passport to verify identity and eligibility. The beginning of each subsequent term, you will be asked to complete and sign a Parent Declaration of Attendance. More detailed information will be given to you when your child is eligible.

**\*NB: Worplesdon Pre-school offers sessions for 37 weeks of the full Early Years Entitlement of 38 weeks a year. We cannot guarantee every child five 3-hour sessions a week.**

## **FEES**

The half-termly fee during each school term is payable in advance and is non-refundable. Please note that once your child starts Pre-school all sessions must be paid for including sessions missed through illness, holidays or other such reason. If your child is likely to be absent for more than 2 weeks you must notify us as extended periods of absence may affect the Early Years Free Entitlement.

For a child who begins Pre-school before they are eligible for the Early Years Free Entitlement the fees from September 2011 are £14.50 for a three hour session 9.15am – 12.15 pm in the Red room.

For those children eligible for the Early Years Free Entitlement only, you will not receive an invoice.

For those children accessing the Blue room session which runs until 1pm and operates a lunch club with after lunch activities for an additional 45 minutes. You will be charged an additional charge of £4.75 per session for this arrangement and you will be provided with an invoice each half term for this amount. The half term fees are payable in full by the end of first week of each half term. Your invoice will show the Early Years free entitlement as zero cost. Please note that the Blue room lunch club with after lunch activities is not a condition of access and you do have the option of your child just attending the 3 hour session only.

There may be unforeseen circumstances when you may ask for your child to stay for the lunch club on a day they do not normally attend; in this instance you will be charged the additional charge of £4.75.

We also take Childcare Vouchers; please speak to Stella.

Due to administrative costs, half a term's notice is required if you wish to take your child out of the Pre-school. If this notice is not given, you will be required to pay 50% of the following half- term's fees or additional services. .

Voluntary contributions There may be occasions where we ask for voluntary contributions towards the cost of particular activities or resources.

Unpaid cheque fees In the event of a cheque being returned to the Pre-school account marked unpaid, we will contact the parents or guardian of the child concerned and ask for an alternative payment to be made. Any charges that have been passed onto us by our bank will be included in next half term invoice.

Fee reviews Fees are reviewed and are subject to change.

## **ATTENDANCE**

We have an expectation that each child will regularly attend their Pre-school sessions and we will take a daily register of children and will monitor any child who is regularly absent. Whilst cases of children being at risk from harm when they are absent from Pre-school without explanation are very infrequent, it is essential that we take all necessary precautions to ensure the safety of all the children.

Parents must inform the Pre-school of change of contact details (mobiles, emails and emergency contacts), absence from Pre-school due to sickness, pre-arranged absences (such as religious observance, medical appointments and appointments with outside agencies) and absence due to holidays.

## **PARENTS**

You are welcome to visit the Pre-school at any time as observers or contributors. We acknowledge the invaluable contribution parents can make. There is a parent helper rota, so please sign up to lend a hand if you have a morning free. 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, so that Pre-school becomes a shared experience, encouraging a sense of belonging and a community atmosphere.

The parents have formed the "Friends of Worplesdon Pre-school group" who hold coffee mornings and help us with fund raising. We always welcome any help in fundraising and new ideas from you.

## **PARENTMAIL**

To improve our communication with parents we have registered with Parentmail. This is internet based school-home communication system which will reduce our administration costs. Our termly newsletters, details of forthcoming events, dates for your diary will be sent to you by email. In the event of an emergency (eg the closure of the Pre-school) we will also communicate with you by text message. When registering your child with Pre-school, you will be asked for your email address and mobile numbers. If you do not have access to email, we will provide paper form of newsletter for you, but all newsletters are displayed on our notice boards.

## **POLICIES**

Worplesdon Pre-school's Policies are available for you to read in full on the parents table. Before your child starts you will be asked to read and acknowledge that you have read through our Policies on Equal Opportunities, Child Protection, Behaviour Management, Health & Hygiene and Fees.

Worplesdon Pre-school has to inform you that if we suspect a case of abuse or non accidental injury, we have to notify Surrey Children's Services Assessment. All Child Protection information is completely confidential. Caroline Adams is the Child Protection Liaison Officer. Stella Mitchell is the Pre-school's Special Educational Needs Coordinator (SENCO) who works/co-ordinates with the keyperson of the children who have special needs and with outside agencies, if necessary.

## **TRAINING**

The staff has a wealth and breadth of experience, which is backed by a variety of qualifications in the childcare field; you may view a full list of staff qualifications on the parents table. There is always a first aider present in each session. We regularly review and assess the need to update the staff's skills and attend training sessions as appropriate.

## **BEHAVIOUR MANAGEMENT**

Children's understanding of right and wrong are developed as they respond to gentle reminders to care for their environment, resources and each other. Staff provide good role models for children by being calm and polite. Praise is given freely to children, ensuring that they develop confidence and self-esteem and understand that they have done well.

**WE DO NOT USE CORPORAL PUNISHMENT OR ANY OTHER SANCTIONS.**

## **SENSORY GARDEN**

We are very fortunate to have a Sensory Garden which was designed and created in 2005 by the staff and parents. By allowing the children a "hands on" gardening experience to plant, water and nurture; this area gives all children an opportunity to explore the outside environment. We grow a variety of flowers, plants and vegetables and often reap the reward by enjoying strawberries, tomatoes and mange tout on the milk bar. The garden also gives us opportunity for quiet, reflective times.

Over the past three years we have won several Guildford in Bloom Schools Awards including Best Hanging Basket, Best Photographic Competition and Best Allotment; in 2010 we were the overall winner of Best In Competition.

### **COMPLAINTS**

In the event of a problem or worry please do not hesitate to contact your keyperson, Stella or Caroline, we will do our very best to help you. There is also a complaints and suggestions box on the parents table. In some circumstances, you may feel it is necessary to contact OFSTED, please see our complaints procedure policy filed on the parents/carer table. OFSTED's telephone number is displayed on the notice board.

### **MILK AND FRUIT**

We promote healthy eating and operate a milk bar system whereby milk and fruit is available. The children choose when they would like a drink. Fresh drinking water is available throughout the session. We ask that each child brings in one or two pieces of fruit, vegetable or healthy snack each week to share, (no nuts or products with trace of nuts due to allergies). If your child does not drink milk or water, please bring a drink in a named flask.

### **IT IS IMPORTANT TO LET STAFF KNOW IF YOUR CHILD HAS ANY ALLERGIES.**

We hope you have found this prospectus informative. If you would like any more information or have any concerns, please speak to Stella Mitchell or Caroline Adams.

**We very much look forward to welcoming you and your child to Worplesdon Pre-school.**

## LISTENING TO PARENTS

"My son has thoroughly enjoyed his time at Pre-school and I have been delighted with his progress while he has been with you. As a family we are going to miss our links with Worplesdon Pre-school, it is a wonderful place run by fantastic people. I would like to thank you for all your hard work, kindness, attention and support which has no doubt helped to make my two children into the special little people that they have become."

"My daughter has really enjoyed Pre-school and has made some really good friends with the teachers as well as her peers. I am so impressed with the school. The teachers are fully committed, inspirational and never miss an opportunity. You are all approachable and always ask for feedback and therefore just improve and improve."

"My son has had a great year at Worplesdon Pre-school. We are so grateful to all the staff for their support, particularly in welcoming and settling him into Pre-school on many occasions when he has been anxious on arrival. The activities on offer to him have been so varied and exciting. I have found the summary on the chalk-boards at the end of the session really useful as he doesn't tell me anything! Above all, Worplesdon has given him much needed confidence on his next step to Primary school."

"Have been very happy with this half term. Lots of interesting and stimulating things for them to do. Was nice to come in and observe in the Play and Learn session and have the opportunity to chat to my child's keyworker."

# LISTENING TO CHILDREN

"I like the sand and the sandpit".

"The best thing is the computer".

"I like everything".

"I like going for walks".

"I like the dollies".

"I like playing outside on the big bikes"

"I like playing with playdough."

"Me too - I love the bikes"

"I like making biscuits. I like mixing. "