

WELCOME TO



HOLY TRINITY CHURCH
BROAD CROFT, BRADLEY STOKE
BRISTOL, BS32 0BD
07706 652460

www.trinitypreschoolbradleystoke.co.uk
trinitypreschoolbstoke@gmail.com

Registered Charity 1046768

Mission Statement:

To value your child's individuality and support and encourage them in all areas of their development and learning

GENERAL OVERVIEW

Trinity Pre-school Bradley Stoke seeks to serve the community by creating a safe, happy and caring Pre-school. We value our links with the church and together we help to strengthen a child's individuality by supporting and encouraging them in all areas of their development and learning. At Trinity Pre-school your child will mix with other children and enjoy sharing new experiences with the emphasis on learning through play.

We promote self-esteem, celebrate individual success and reinforce positive attitudes and behaviour, and believe it is important for each child to know that he/she is loved for themselves. We encourage each child to develop a sense of responsibility by learning to care for others and respecting other peoples' property, therefore we encourage the child to think about his/her actions and their effect on others.

We ensure that our service is fully inclusive in meeting the needs of all children particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability.

- We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all families.
- Where a child has a first language other than English we value the contribution their culture and language offer and will develop ways to ensure their full inclusion within the Pre-school.
- We ensure our Pre-school is inclusive to all children with special educational and additional needs and will work with parents and outside agencies to ensure individual needs are met.

We hope your child will enjoy their time with us. We are keen to develop an active partnership between child, home and Pre-school, so if at any time you have any suggestions, questions or problems, please do not hesitate to speak to one of the staff or a committee member. We can only provide a successful Pre-school if we have the support of you, the parents/carers.

1. ORGANISATION AND STAFFING

Trinity Pre-school Bradley Stoke is a non-profit making organisation with charitable status and is managed by a Committee, elected annually by the parents at the AGM held in September/October.

The Committee consists of a Chairperson, Secretary, Treasurer, and at least one parent representative and fund raising representative. The Minister of Holy Trinity Church is the President and as such is ex officio to the Committee. A list of the current Committee Members is on the notice board. The Chairperson, Secretary and Treasurer are all members of Holy Trinity Church or where this is not possible, are members of another Christian Church. The committee on behalf of Trinity Pre-school employs the Pre-school staff.

We ask the staff to respect the aims and ethos of Holy Trinity Church. The Pre-school staff consists of:

Pre-school Manager:	Rachel Troth
Preschool Deputy Manager:	Helen Seviour
Pre-school Assistants:	Karen Davis
	Elzbieta Barela
	Anna Wright
	Serene Young
(Apprentice)	Elle Gapper
Pre-school Administrator:	Susan Greener

All staff working within the Pre-school rooms hold a relevant childcare qualification except for our apprentice who is due to complete this at the end of September 2017. Further details of qualifications can be found by the noticeboard in the foyer. There is always one member of staff on duty holding a current Paediatric First Aid Certificate. All staff undertake various training throughout the year to increase their skills, knowledge and understanding in order to keep up to date with best practice.

2. SESSIONS

The sessions at Pre-school are:

Monday to Friday:

Mornings 9.00am - 12.00pm, Afternoons 12.30pm - 3.00pm

All day 9.00am - 3.00pm

The format of each morning and afternoon session varies from time to time but generally consists of:

- Welcome time
- 2 hours' free play including snack time—during this time there are opportunities for adult-led activities in small groups.
- Group time
- Story time

Children staying for a full day session are required to bring a packed lunch (more information will be provided during your child's induction).

3. KEYPERSON

At Trinity Pre-school a keyperson (a member of staff who has special responsibility for a number of children) is assigned to each child. Wherever possible you will be informed of their name when you visit Pre-school with your child for settling in or on their first day with us. The keyperson will help your child to settle in and, working with other staff, make observations of your child in order to keep records of their progress and development. The keyperson will also be the main point of contact for any queries/concerns you may have about your child.

It is important to recognise that a keyperson will have a closer relationship with their key children but have as important a role to play in the care and well-being of all the children in their care.

4. PRE-SCHOOL CURRICULUM

Children are born ready, able and eager to learn. They actively reach out to interact with other people and the world around them. However, development is not an automatic process. It depends on each unique child having opportunities to interact in positive relationships.

It is a requirement of all Pre-school settings, which receive nursery grant funding, to follow the 'EARLY YEARS FOUNDATION STAGE (EYFS)' statutory framework (DfE 2014, last updated Apr 2017).

We follow the **four overarching principles** of this statutory framework, which are:

- A Unique Child - every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured
- Positive Relationships - children learn to be strong and independent through positive relationships
- Enabling Environments - children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
- Learning and Development - children develop and learn in different ways and at different rates.

We also work towards the 7 areas of Learning and Development in the EYFS framework, as it is important to remember that children develop and learn in different ways and at different rates. All areas of learning and development are equally important and inter-connected.

The **7 areas of Learning & Development** in the EYFS are:

Prime Areas

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Specific Areas

- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

5. OUR APPROACH TO LEARNING, DEVELOPMENT AND ASSESSMENT

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the Development Matters in the Early Years Foundation Stage guidance to plan and provide a range of play activities, which help children to make progress in each of the areas of learning and development. In some of these activities, children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Development Matters the Early Years Foundation Stage guidance as:

- Playing and exploring - engagement
 - Finding out and exploring
 - Playing with what they know
 - Being willing to 'have a go'
- Active learning - motivation
 - Being involved and concentrating
 - Keeping trying
 - Enjoying and achieving what they set out to do
- Creating and thinking critically - thinking
 - Having their own ideas
 - Making links
 - Choosing ways to do things

We aim to provide for the characteristics of effective learning by observing children and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

6. TAPESTRY - ON-LINE LEARNING JOURNAL

All children attending Trinity Pre-school have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us. If for any reason you do not wish to have an on-line account created we are able to provide a paper journal.

7. ACTIVITIES AT PRE-SCHOOL

On a typical day at Pre-school the children will have access to the following activities and experiences indoors and/or outdoors during their free play:

Creative Area, Mark Making, Sand, Book Corner, Construction (large & small), Water, Mathematics area, Home Corner (including role play), Small World, Sensory Corner, Snack Table, Music, ICT & Malleable Materials e.g. play dough

Wherever possible, children have free access to the outdoor environment at each session with a balance of activities to complement the indoor environment.

All children are supported in developing their potential at their own pace and staff liaise regularly to ensure that the learning environment meets all the children's needs.

Wherever possible Pre-school activity planning is directly linked to the children's interests and therefore is flexible. Some interests will change on a daily basis; others may carry on for a week or more.

We invite people from the local community to visit Pre-school to provide the children with an example of the 'working world', such as: librarians, police, vets etc. and have had animals in to visit in the past, for example a police dog visit. In addition we also plan

outings within the local community e.g. library visits and walks to the woods.

8. PARTNERSHIP WITH PARENTS

Our setting recognises parents as the first and most important educators of their children. We operate several communication methods with parents:

- When your child joins Pre-school we hold a parent liaison meeting to ensure parents are fully aware of the pre-school routine/requirements and to catch up on any information parents wish to discuss about their child.
- We keep parents regularly informed of what is happening via a termly newsletter, letters and notices on our noticeboard.
- We operate an open-door policy, for parents to approach any member of staff, at any time to speak about their child.
- As part of our partnership with home and Pre-school we are keen for parents to share information about their child's achievements or what they have been doing. We will discuss this further with you when you visit us with your child and are keen to work with you to find the most effective way to communicate with you on a daily/weekly basis - this may be by using a book, regular contact by email or through their 'tapestry' on-line journal.
- We aim to hold feedback meetings at least twice a year, between parents and their child's keyperson. This is an opportunity for the parent and key person to discuss a child's progress.
- During the term before your child moves on to primary school reception teachers from local primary schools may come in to visit and meetings are held with parents and a child's keyperson to prepare a transition document to give to the child's new school.

9. HELPING HANDS

When your child starts at Pre-school we would welcome you, and other family members to help out during a session to share in your child's learning journey and see what they do at Pre-school. Most children are very proud when an adult member from their own family helps at Pre-school; it also gives you a good opportunity to

get to know the staff better. We regret however that our insurance does not allow younger children to attend the sessions with you.

If you do not feel you can commit to helping in a session but may be able to help in another way please speak to a member of staff. In the past parents/grandparents have helped with washing up at the end of a session, DIY, sewing or sharing a skill e.g. playing an instrument.

10. CLOTHING

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children to Pre-school dressed in clothes which are easily washable and not too new. Also please make sure your child has appropriate clothing and sensible footwear for the outdoors, suitable for the time of year and weather. We do have optional uniform available to purchase if you wish (please ask about this on your visit to Pre-school). We would also ask that you send a small bag or rucksack to Pre-school each day which contains a change of clothes and wellington boots. If your child has pierced ears it is safer to wear studs, which will not get caught up during play.

Any clothing, which may be removed such as a cardigan, jumper or coat, must be labelled - this minimises clothes going missing and makes the process of finding coats quicker when going outside to play.

11. TOILET TRAINING

It is desirable that children are toilet trained before joining Pre-school but where a specific need is identified we will work in partnership with parents to support them. If your child does still wear nappies or pull-ups it is your responsibility to provide all nappies and wipes for your child on a daily basis

12. REFRESHMENTS

At Pre-school we are keen to adopt a Healthy Eating Policy. We supply a snack for the children during the morning and afternoon sessions, which include a variety of healthy options such as, toast,

cereal, fruit, milk and water. It is most important that we are aware if your child has any allergies.

All children under the age of five are entitled to free milk at each session they attend at Pre-school and we are keen for them to take up this option. We do appreciate however that not all children like milk or that some may have milk intolerance so water is offered as an alternative. We would ask that you bring a named water bottle (**please only fill with water**) to each session which your child attends so that they can access this throughout the day.

At the beginning of each term you will be asked to make a small contribution to cover the cost of snacks.

13. BIRTHDAYS

When it is your child's birthday we love to celebrate with them and make them feel special. As part of our Healthy Eating Policy we would ask children not to bring in sweets/chocolates to give out to the other children on this or any other occasion. A cake or small cakes are acceptable (if you wish) and will be shared out at snack time.

14. SAFEGUARDING CHILDREN

Trinity Pre-school has a duty under the law to safeguard children against suspected or actual 'significant' harm. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against members of staff.

15. SICK CHILDREN

We will not accept responsibility for sick children and have the right to turn them away if we feel that they are not well enough to attend a session. **If your child has had sickness and diarrhoea they must stay away from Pre-school until 48 hours after the symptoms have ceased. Children who have been prescribed antibiotics should also be kept at home for 48 hours before returning to Pre-school.** If a child has an infectious illness e.g. Chicken Pox, Impetigo they must be kept away from Pre-school for the period of time set out by the Health Protection Agency. If you are unsure of how long this should be please clarify with your doctor or speak to a member of staff. Please keep us informed if your child has been ill.

While it is not our policy to care for sick children who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the Pre-school. Pre-school staff are happy to discuss this with you at your first visit or during your child's time with us.

16. ACCIDENTS/INCIDENTS

It is important that we follow VERY STRICT procedures when an accident/incident occurs in order to safeguard all children and staff within the Pre-school. As part of our commitment to safeguarding all children in our care any accident/incident which happens whilst your child is at Pre-school will be recorded and you will be required to sign to acknowledge it on the collection of your child.

If your child has had an accident before arriving at Pre-school, and since their last session, please make sure that you inform a member of staff so it can be recorded. It is important that no confusion is caused over when the injury occurred.

17. BEHAVIOUR AND DISCIPLINE

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. We acknowledge good behaviour and emphasis is placed on praising good manners, kindness and consideration towards others. When a child behaves in an unacceptable manner they will be given support and guidance and together we will find an appropriate solution. It is always made clear to the child/children that their behaviour is unacceptable - not them.

Recurring problems will be dealt with by the Pre-School in partnership with the child's parents/carers and support from outside agencies where necessary. Records of significant incidents are kept and require a parent's signature.

If the unacceptable behaviour continues and cannot be resolved after all strategies have been implemented, exclusion may be necessary.

18. SAFETY ARRIVING AT AND DEPARTING FROM PRE-SCHOOL

Where possible we would like to encourage you to walk to and from Pre-school. If this is not possible and you have to use the car on occasions please consider other users of the church/school car park. In all circumstances please ensure you never leave your child unattended and **do not** walk across the car park if you do not have to.

PLEASE NOTE: Whilst waiting in the foyer at the beginning and end of sessions any children you have with you are your responsibility. Please ensure that your children understand that they must not run around, climb on chairs or play on the grille by the windows. Apart from your child's safety, the foyer is part of the church and we would ask you to respect it.

19. COLLECTION OF CHILDREN

Children **must** be picked up from Pre-school promptly at the end of sessions—it can be very distressing for them to see other children leave when they are still waiting; also the staff have limited time to prepare for the next session or tidy the room for other users.

Depending on circumstances we reserve the right to charge £1 a minute for the additional time worked by our staff. We appreciate occasionally you may be unavoidably delayed and in this instance please inform us immediately on 07706 652460. If we do not hear from you we will endeavour to make contact with the people listed on your information sheet.

If your child is going to be picked up by someone unknown to staff or different than usual, please inform the member of staff on duty at the beginning of the session who will ask you to sign a form. Please make sure that the person picking your child up knows the password which you have given us on your information sheet. We will not release your child to another adult unless we have your permission to do so.

20. FUNDRAISING

We have a fundraising team made up of parents of the Pre-school, which raise funds to help towards the provision of toys and equipment for the Pre-school. Throughout the year we also encourage the children to think of others less fortunate than themselves through other fundraising activities. For several years we have supported a child in Kenya called Mary through the charity 'Compassion UK' and are keen to fulfil our commitment to her until she leaves school.

If Pre-school Fundraising is something you may be interested in helping with, please speak to a member of staff or one of the members of the Committee. This can be a great way of meeting new people and helping the Pre-school at the same time.

21. FEES

The current fees for Pre-school are set out in our Fee Policy which you should have received when your child's place was confirmed at Pre-school or is available on request.

At present children are entitled to Nursery Education Funding the term following their third birthday (Autumn Term - 1st September to 31st December; Spring Term - 1st January to 31st March and Summer Term - 1st April to 31st August). This funding covers up to 15 hours per week for 38 weeks of the year. In addition to the 15

hours entitlement this may be extended to up to 30 hours for working parents. Some children may be entitled to the grant before their third birthday (2 year old funding). More information about funding entitlement can be found on the Childcare Choices website <https://www.childcarechoices.gov.uk> or please feel free to speak to Susan in the office regarding this.

Any fees not covered by the Nursery Education Funding are payable termly in advance by bank transfer, cash or cheque and within 7 days of an invoice being issued. Cheques should be made payable to: TRINITY PRE-SCHOOL BRADLEY STOKE. Due to overheads such as rent and wages we regret that there can be no refund of fees for absences due to holiday or sickness. However we are still able to claim the Nursery Funding under these circumstances as long as you can provide us with a written explanation for any absence between 5 and 20 consecutive days. If your child is absent for more than 20 days due to holiday, sessions will be charged at the normal hourly rate or they will no longer be available. In the case of sickness this will be considered on an individual basis.

If you no longer require sessions at Pre-school a notice period of 4 weeks is required. Any fees must be paid in full and we are entitled to keep any nursery education funding relating to this period. If you have any difficulties with the fees please speak to a member of staff, the Chairperson or Treasurer to discuss the matter in confidence.

22. POLICIES AND PROCEDURES

All policies and procedures relating to the daily running of the Pre-school are available for you to read.

23. CONTACTING PRE-SCHOOL DURING A SESSION

To contact the Pre-school during a session please telephone: 07706 652460. We are happy for you to send a short text including your child's full name if you are informing us that they will not be attending Pre-school that day.

24. KEEPING CHILDREN'S INFORMATION/CONTACT DETAILS UP TO DATE

It is vital that you keep the Pre-school informed of any changes in circumstances or contact details so that we can provide the best care for your child. All information will be treated in strictest confidence.

'We look forward to welcoming you and your child into our Pre-school'

TERM DATES FOR ACADEMIC YEAR 2017-18

AUTUMN TERM (14 weeks)

Term 1:

Monday 4th September - Friday 20th October 2017

7 weeks

Term 2:

Monday 30th October - Friday 15th December 2017

7 weeks

SPRING TERM (11 weeks)

Term 3:

Tuesday 2nd January - Friday 9th February 2018

6 weeks

(closed Monday 1st January 2018 - Bank Holiday)

Term 4:

Monday 19th February - Friday 23rd March 2018

5 weeks

SUMMER TERM (11 weeks)

Term 5:

Monday 9th April - Friday 25th May 2018

7 weeks

(closed Monday 7th May - Bank Holiday)

Term 6:

Monday 11th June - Friday 20th July 2018

6 weeks

**Please note Pre-school will be closed for two weeks between
Terms 5 and 6**

Trinity Pre-school is committed to safeguarding
and promoting the welfare of all children and staff

Last updated September 2017