



Kings Lodge School  
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**Tel No: 01249 461017**

**[www.pewshampreschool.co.uk](http://www.pewshampreschool.co.uk)**

# **Prospectus**

**Registered Charity No: 1113870**



## CHILD'S PLAY

Oh, what a busy morning! I've been playing with the dough  
And, with a little help, upon a card I learned to sew.  
I helped my friend perform an operation,  
Then fixed the track together for my train and built the station,  
I popped inside the Home Corner to make a cup of tea  
And stood beside the cooker making lunch for twenty-three!  
I completed three whole jigsaws and played a new board game  
And had a turn on all the bikes, the slide and climbing-frame.  
I handed round the biscuits at 'milk and biscuit' time,  
Then listened to the story and sang a nursery rhyme.  
But now the mornings over and the parents are all waiting.  
I hope my parent doesn't say:  
"I wish you'd done a painting!!"

(From Pre-School Learning Alliance Contact Magazine)



## Curriculum

At Pewsham PreSchool we work within the Statutory Framework for the Early Years Foundation stage which sets out the standards for learning, development and care from birth to five.

The EYFS curriculum is split into seven areas of learning which are listed below and keypersons work alongside children and families to help every child progress towards the early learning goals.

### Prime areas

- Communication and language development gives 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 provides opportunities for children to be active and interactive; to develop their co-ordination, control and movement and to help them make healthy choices with regards to activity and food.
- Personal, social and emotional development which includes helping children to develop a positive sense of themselves and others, make relationships and develop social skills; learn how to manage their feelings and to understand appropriate behaviour in groups and to have confidence in their own abilities.

### Specific areas

- Literacy development helps children to link sounds and letters and to begin to read and write.

- Mathematics provides opportunities for children to 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 to help children make sense of their physical world and their community through opportunities to explore and observe and find out about people, places, technology and the environment.
- Expressive arts and design enables children to explore and play with a wide range of media and materials and sharing their thoughts, ideas and feelings through activities such as art, music, dance and role-play.

## **Adult Resources**

### **Staff**

We currently employ two PreSchool Managers and six PreSchool Assistants. We also employ an administrator and 1:1 support staff when required. All our staff are experienced and hold OFSTED approved qualifications and current First Aid certificates. All staff take part in regular professional development.

At certain times we may also employ trainee assistants who will be working towards their early years qualifications.

Our adult to child ratios are excellent with a minimum ratio of one adult to four under-threes and one adult to six three-year-olds and over.

All our staff and committee members are OFSTED approved and DBS checked.

## Learning Through Play

The curriculum guidance highlights the importance of play and learning so children can develop positive learning dispositions. Our practitioners support and extend children's learning through planned and spontaneous play activities.

### What is Play?

The method by which children gain all the knowledge, skills and understanding they need to fulfil their potential. Play is fun, exciting and productive.

### What is Learning?

The process of absorbing information, experiences, opportunities and concepts to develop emotionally, physically, intellectually, linguistically, socially and creatively.

"It's not what they take home in their hands, it's what they take home in their heads, that counts."

## Activities

Each term's learning revolves around a theme, eg transport, weather, summer and holidays, growing and environment. The activities provided during a session are linked to the theme and to each of the curriculum learning areas.

Activities are arranged daily to allow the children to play and learn in a variety of ways, including one to one with a practitioner, in pairs and small groups and as a whole group.

A range of adult led and child initiate activities are available during every session.

## **Keyperson**

Each child has a designated keyperson, one special person to relate to. Our keyperson system gives each member of staff particular responsibility for just a few children in each session. The keyperson is in a position to tailor the Early Years Foundation Stage framework to the needs of each child and monitor their progress. This staff member is available to discuss children with parents and through sharing information ensure each child reaches their full potential. Parents will periodically be asked to contribute in the 'Learning Journey' diary. A summary is then passed onto their next setting (i.e. school) with the parent's permission, when the child leaves our PreSchool. Parents are free to see these records at any time, and will have the opportunity to attend Parent Consultation evenings which are held 3 times a year.

## **Committee**

As we are a registered charity, we are managed by a parent committee. Every parent is entitled to be on the committee and an AGM is held in October each year, when the committee for the following year is elected. Having a committee ensures major decision making is in the hands of the parents who use the Preschool.

## **Working in Partnership with Parents**

As you are your child's first educator and we are their second, it is important that we work together to maximise your child's learning and development. Our parent helper rota system allows all parents to be involved in helping in the PreSchool on a regular basis. This helps to maintain the high ratio of adults to children. It also gives parents the opportunity to take an active part in the PreSchool, to see what happens there and to talk about it afterwards with their child.

Ways in which we involve the parents in the setting:

- By regular newsletters and information provided on our noticeboard.

- By displaying photos and samples of the children's work/activities.
- By staying to play and help on the parent rota system.
- By contributing to the Learning Journey Diary.
- By attending PreSchool trips.
- By helping to organise and/or attending fundraising and social events.
- By joining the committee.
- By attending open days/evenings.

## **Refreshments**

Fresh milk, water and fruit/vegetables and a carbohydrate snack are provided during the morning session. In addition to the child's packed lunch water is provided during the afternoon session. On occasion other food items may be provided for the children to taste. You will be advised of this on the noticeboard.

If you wish to bring your child's own drink please ensure it is clearly labelled with their name.

## **Clothing**

You can purchase extra PreSchool polo shirts and sweatshirts. Otherwise, please ensure your child wears sensible, washable clothes. Your child should wear clothes they can manage themselves when using the toilet.

Please ensure your child brings a coat and wellies for outdoor play and a hat in summer to protect their head from the sun. We also ask that during sunny weather parents apply sunscreen to their children before they attend sessions.

## Health and Safety

At least one qualified first aider is present each session. The PreSchool reserves the right to administer basic first aid treatment where necessary. Parents will be informed of all accidents and incidents and asked to sign the appropriate book.

## Sickness/Medical Conditions

Please do not bring your child to the PreSchool if they are unwell, or if you have had to given them Calpol (or similar medication). If an infection or illness has been diagnosed please note the minimum length of time your child must remain away from the Pre-School.

Vomiting/Diarrhoea	-	48 hours after clear of sickness/diarrhoea
Chickenpox	-	7 days from onset of rash or spots dried
German Measles	-	4 days from onset of rash
Measles	-	7 days from onset of rash
Mumps	-	until swelling has gone
Head Lice	-	until the child is treated/clear of lice

## Emergency Procedures

There is an emergency evacuation drill for the children at least once every term.

In the event of the PreSchool being evacuated by the emergency services, the staff will take the children to a designated area in King's Lodge Primary School. A notice will be placed upon the door of the PreSchool.

If parents have an emergency situation the staff can be contacted at the PreSchool on telephone number 01249 461017.

## **Day Carers and Child Protection**

As a provider of day care registered with OFSTED we are required to follow the Child Protection Procedures agreed through the Area Child Protection Committee in Wiltshire.

As a provider involved with the care of your child, we will try at all times to share with you any concerns we may have. However, we do have a duty to refer to Social Services if we suspect that child abuse may be an issue. Our first concern will always be the welfare of your child. We have a copy of the Child Protection in Wiltshire Procedures and Guidance for you to see if you wish. You may also see the Pewsham PreSchool Child Protection Policy and Procedures.

## **PreSchool Policies**

As a member of the PreSchool Learning Alliance we have adopted many of their policies. A copy of all our policies, OFSTED registration and report and insurance certificates can be found on the noticeboard. Please make yourselves familiar with them, they include:

- Health and Safety Policy
- Behaviour Management Policy and Procedures
- Special Needs Policy and Procedures
- Admissions Policy and Procedures
- Equal Opportunities Policy
- Safeguarding Children Policy and Procedures
- ICT Learning Policy

## **Other Important Information**

### **Start Dates**

Children can only be accepted in the school term after they are 2  $\frac{1}{2}$  years old. New children can only start during the first week of each term.

### **Nappies**

We have nappy changing facilities, if your child is wearing nappies or pull ups, please provide a named bag containing spare nappies and cream if required.

### **Collection of Child**

Parents/carers must sign all children in and out of the PreSchool. The adult bringing the child must advise staff if someone different will be collecting the child. This must be signed and agreed to in the appropriate book. The person collecting must also sign accordingly.

If a child has not been collected and emergency contacts cannot be reached the local police station will be informed half an hour after the session has ended.

### **Complaints Procedure**

Should you have any concerns please discuss these with either of the PreSchool Managers. The Committee Chairperson, Tom Barnes, can be contacted by leaving your name and telephone number with a member of staff.

## **OFSTED**

The under-eight's helpline for OFSTED is: 0300 123 1231.

OFSTED contact address:

OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

## **Fees**

### Joining Fee

We request a joining fee of currently £20 which is payable when you come for your visit. This payment covers the cost of your child's Art Bag with a name card holder and a choice of a T-shirt or Sweatshirt bearing the Preschool name and logo.

### Session Fees

Fees are currently £4.35 per hour and are reviewed in July each year.

Fees are payable termly in advance and should be paid during the first two weeks of every term.

### Government Grants

A child is eligible to receive funding from the start of the funding period following their third birthday and they are entitled to receive 5 X 3 hour sessions free per week. The Government grant is paid directly to the PreSchool on parents' completion of forms.

From September 2014 the law has changed to allow more two year olds to benefit from free childcare, which may mean that your two year old is now entitled to free early years education. For further information please visit [www.wiltshire.gov](http://www.wiltshire.gov).

## **Feedback From Parents**

We are a reflective, self-evaluating setting committed to improving on our previous best and each year we send out a Parents Questionnaire asking for feedback.

Below are some of the comments we have received.

*"I am so happy with the progress that he has made here at Preschool, it is beyond my expectations"*

*M keles*

*"We are delighted with the care Belle has received and the progress she has made"*

*E Cheeseman*

*"Rosie has loved coming to Preschool and we are pleased to see how much she has progressed. Thank you for taking such good care of her"*

*K Rostron*

*"So pleased that Alvi has done so well. Thank you to all the staff for the wonderful job they do"*

*E Forward*

*"Leo has grown since starting Preschool in his knowledge, confidence and ability to socialise. He has really enjoyed his time at Preschool and we thank everyone for their kindness and support"*

*L Wilkinson*

