



# PEWSHAM PRESCHOOL

**Kings Lodge School,  
Lodge Road,  
Chippenham,  
Wiltshire, SN15 3SY**

**Tel No: 01249 461017**



**[www.pewshampreschool.co.uk](http://www.pewshampreschool.co.uk)  
Registered Charity No: 1113870**

**Giving children roots to help  
them grow since 1963**



# Our Core Values

At Pewsham Preschool we understand that choosing your child's preschool or nursery can be a very daunting and difficult decision to make.

We hope that this prospectus gives you all the initial information that you may need. We would also like to invite you to contact us to arrange a visit so that you can meet our team of friendly and experienced staff and take a look around our fantastic preschool and gardens.

By working together with you from your first visit we hope to be able to provide the care that best suits you and your child's individual needs.

## Courage & Confidence

We dare to try and we  
believe in ourselves

## Curious Learners

Harnessing natural  
curiosity and wonder to  
learn and grow

## Caring Community

Sharing kindness and  
mutual respect with  
everyone

# Our Mission Statement

We provide a friendly, caring, safe and stimulating environment where each child can learn and develop, at their own pace, through play and activities which interest them. We work closely with parents and carers to enable us to treat every child as unique and ensure inclusion, for both children and parents, helping them develop into confident, independent learners. We adhere to the Early Years Foundation Stage Statutory Framework ensuring we meet all government legislation and requirements.

## Our Preschool

Pewsham Preschool is the oldest Preschool in Chippenham beginning its days in May 1963 as St Andrews Playgroup. Pewsham Preschool is a non-profit making charity that is run jointly by the Preschool Managers and parent committee, keeping us at the heart of the local community. We offer care and education for 2.5 to 5 year olds. We are fortunate to be in our own premises within the grounds of King's Lodge Primary School. The Preschool is accessible to wheelchair users. We have an enclosed spacious outdoor area which includes a playhouse, sandpit, mud kitchen and recently created sensory garden. This provides lots of opportunities for physical development, fun and explorative play.

# Learning Through Play

” It’s not what they take home in their hands,  
It’s what they take home in their heads, that counts.”

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 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.

## Activities

During each term we introduce different themes and topics such as weather, festivals and the environment. Activities are provided to link to these topics and to allow the children to play and learn in a variety of ways.



# Our Day

## Welcome

During this time the Manager or your child's keyperson will be available to talk to you about any queries you may have or for you to share any information you would like us to know before you leave your child with us for the day.

## Wake and Shake

This is a short dance and movement activity which is done to music. The children enjoy this time and it sets them up ready to engage in circle time.

## Circle Time

Children are split into small groups for an adult led focus activity covering a variety of different topics including letters and sounds, maths, colours and personal, social and emotional activities.

## Snack Time

We run a rolling snack routine, which allows children to access snack for a set period throughout the morning session.

## Tidy Up Time

All the children are expected to help tidy up both the indoor and outdoor learning environment.

## Free Flow

For much of the day we operate free flow which allows child-initiated play to flow between the indoor and outdoor space.

## Story and Song Time

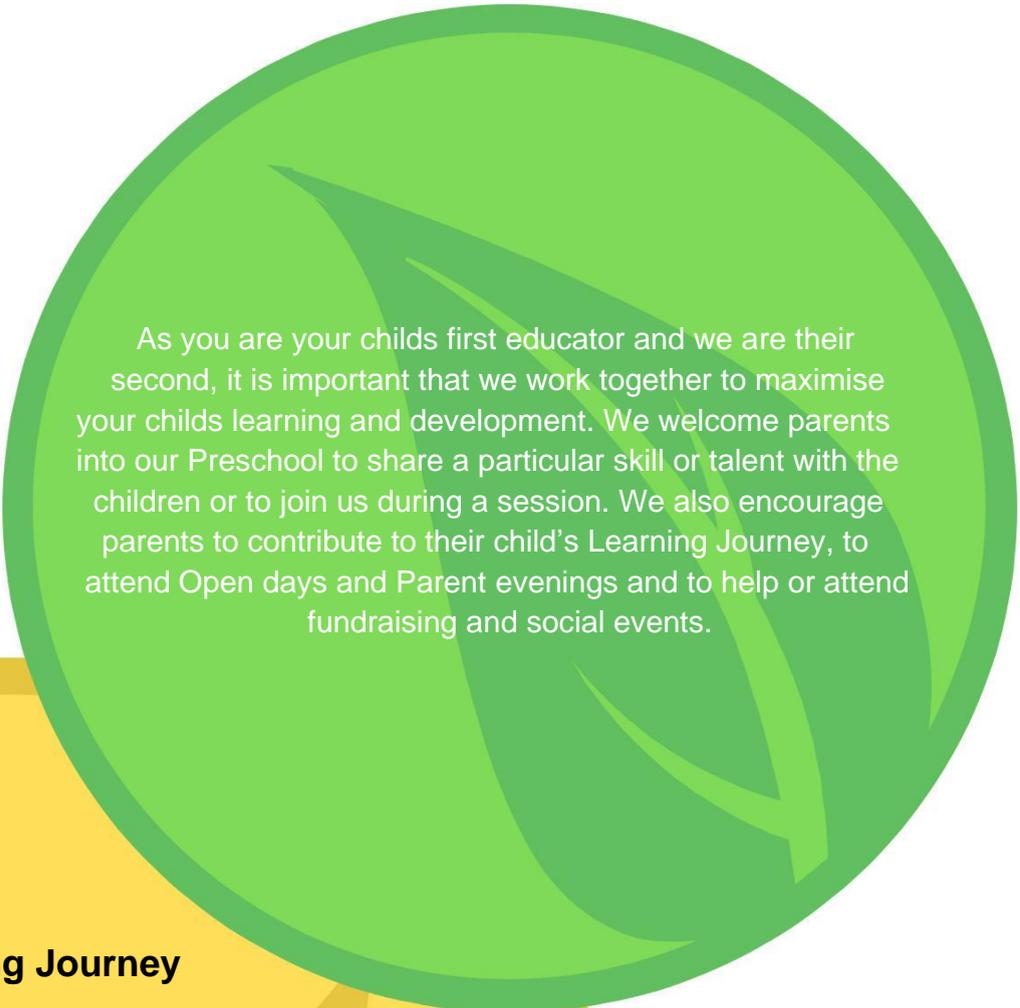
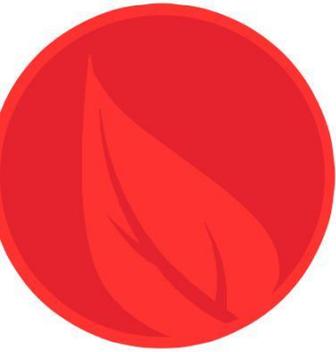
Each session ends with the children joining together for a story or song. This is also a useful time for us to share any news such as a child telling us about their time away with our travel bear or celebrating a child's birthday.

## Time to go Home

Any work that the children have completed is put into their art bag along with any correspondence we are sending home. Children wait to be collected on our carpet area and are called up by name to be handed over to their nominated adult by a staff member on the door.

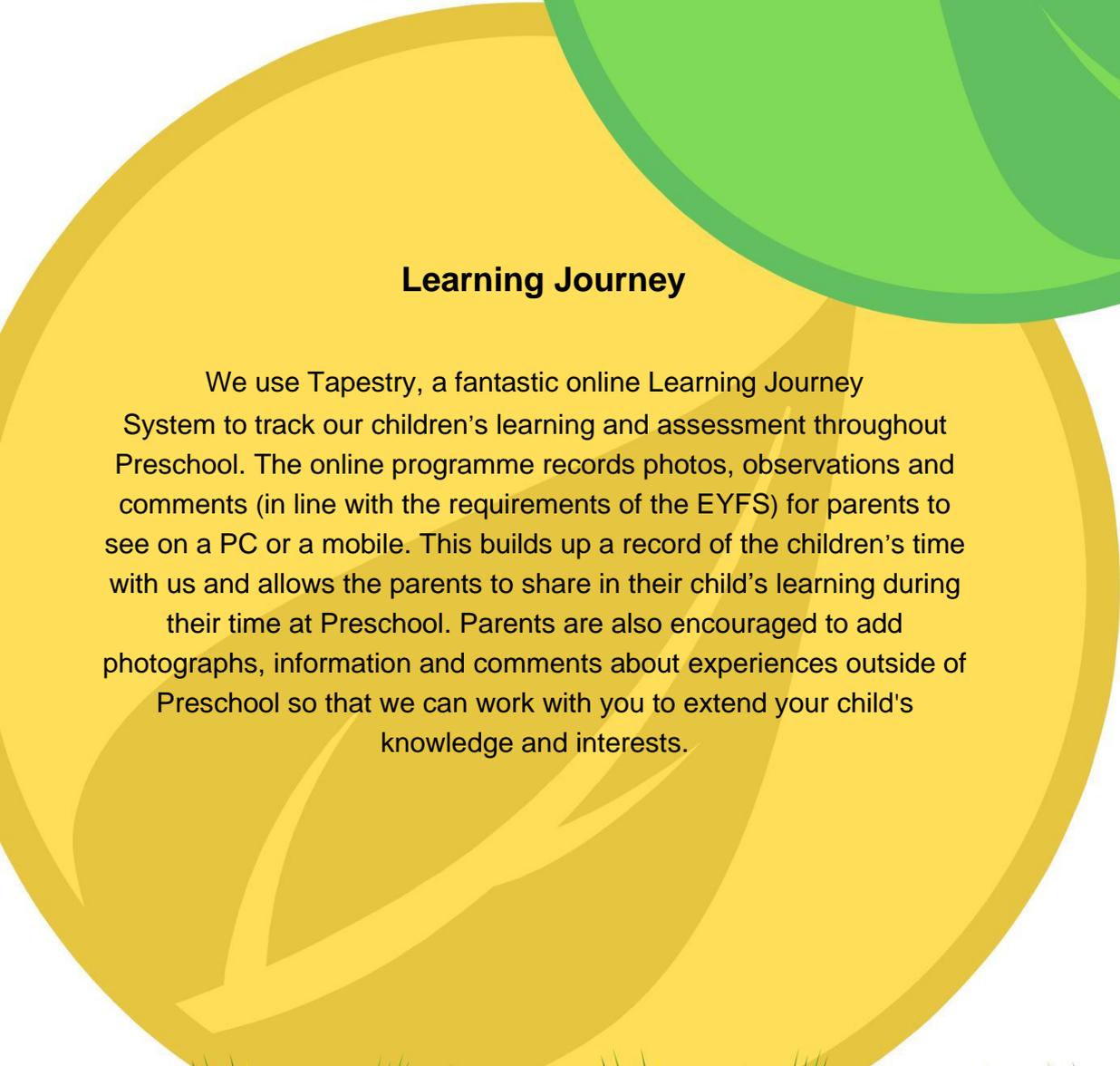


# Working in Partnership with Parents



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. We welcome parents into our Preschool to share a particular skill or talent with the children or to join us during a session. We also encourage parents to contribute to their child's Learning Journey, to attend Open days and Parent evenings and to help or attend fundraising and social events.

## Learning Journey



We use Tapestry, a fantastic online Learning Journey System to track our children's learning and assessment throughout Preschool. The online programme records photos, observations and comments (in line with the requirements of the EYFS) for parents to see on a PC or a mobile. This builds up a record of the children's time with us and allows the parents to share in their child's learning during their time at Preschool. Parents are also encouraged to add photographs, information and comments about experiences outside of Preschool so that we can work with you to extend your child's knowledge and interests.



# Preschool Management Committee

As a registered charity we are managed by a parent committee. Parental involvement is informal and voluntary but it is the lifeblood of our Preschool and critical to its future – without a committee the Preschool could not exist.

## What Does The Committee Do?

We meet with the Managers at the Preschool approximately once a month to discuss fundraising or issues that need our attention. It is a really relaxed meeting usually lasting no more than a couple of hours. We all get as involved as we can with fundraising and helping at events. We also have social events throughout the year including the Christmas meal with staff and bingo evenings. It is a lovely way to make new friends and be part of something really special.

## What Is Undertaken?

It is a legal requirement for the Preschool to have a management committee. As a committee member you would be voted on by the current committee, a DBS check would be undertaken and you would become a director of Pewsham Preschool Ltd and registered as such with Companies House. Although we are a charity we are also registered as a limited company which protects us as committee members from financial liability which is limited to just £1.

## Can I Help Without Being On The Committee?

Of course, we welcome parent helpers at events such as the September fair when its all hands on deck.

We are always looking for new committee members, so if you are interested please speak to Janet or Barbara for more information and they would be happy to introduce you to an existing committee member.

# Early Years Foundation Stage – 7 areas of learning

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 our staff 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 regard 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.



# Our Staff

## The Team

Our staff are undoubtedly our biggest asset and have a wealth of experience. We currently employ two Managers and five Early Years Practitioners, an administrator and 1:1 support staff when required. Our staff hold OFSTED approved qualifications, current First Aid certificates and Safeguarding Children certificates. They attend continuous training courses and new knowledge gained from these training courses is then brought back to Preschool and shared with all colleagues. 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 and four year olds. All staff and committee members are OFSTED approved and DBS checked .



## Keyperson

Our Preschool has a keyperson system which gives each member of staff particular responsibility for just a few children in each session. Your child's keyperson will be the person who works with you to help your child to settle and throughout your child's time at the setting they will help them to benefit from the Preschool's activities. They will maintain your child's learning Journey and monitor their progress to ensure they reach their full potential.



# Policies and procedures

As a member of the Preschool Learning Alliance we have adopted many of their policies. A copy of our OFSTED registration and Insurance certificates can be found on the noticeboard and a folder containing all our policies and procedures can be requested at the Preschool. You can also view some of our Policies on our website: [www.pewshampreschool.co.uk](http://www.pewshampreschool.co.uk)

## Confidentiality

In our setting staff and managers can be said to have a 'confidential relationship with families'. We respect the privacy of children and their parents and carers, while ensuring that they access high quality Early Years Care and Education. We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with the new general data protection regulations of May 2018.

## Safeguarding Children

As a provider of day care registered with OFSTED we are required to follow the Safeguarding Children Procedures as set out by Wiltshire Safeguarding Children's Board. 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. Full details can be found in our Safeguarding Children Policy which can be accessed through our website.

# Admissions and Starting Preschool

We are open to every family in the community and our waiting list is managed by Diane Head who can be contacted on 01249 461017. We welcome prospective parents in to our setting so if you wish to arrange a time to come and visit us, we would be delighted to see you.

If you would like to send your child to our Preschool you will need to complete our application form which you can find on our website and on receipt of this, we will add your child to our register. The term before they are due to start we will invite you in to the setting for an Induction Visit . At this visit the Manager will go through your registration forms with you and you will be able to ask any questions you may have. You will then be invited in with your child for a playdate where you will both be able to meet your keyperson. This will help your child feel familiar with the Preschool and their keyperson will be able to find out more about what they enjoy and where they may need a little support when they first start. We can only take children in the school term after they turn two and a half and new children can only start during the first week of term.

## Opening Hours

We open for 38 weeks during school term time for morning and afternoon sessions.

Monday to Friday

8.50 am to 11.50 am

11.50 am to 14.50 pm

Our afternoon session includes lunch and we ask that you send your child with a packed lunch to eat at a group meal break.

## Joining Fee

We request a joining fee (currently £20) which is payable when you come for your induction visit. For this your child will receive their red art bag and a choice of a T-shirt or Sweatshirt bearing the Preschool logo.

## Session Fees

Our fees are currently £13.50 per session and are reviewed each year. You will be invoiced at the start of each term and payment should be made during the first two weeks however other arrangements can be made by speaking to either of the Managers. Children may attend as many or as few sessions as you wish (where available) however we do recommend a minimum of two sessions per week. There is no reduction of fees for holidays or absences.

## Funding

All 3 and 4 year olds and some two year olds are entitled to a free early education place for up to 15 hours per week. Each term you will be asked to complete a parent declaration form confirming the hours you are claiming with Pewsham Preschool. The grant is then paid directly to the Preschool.

If your child's 2nd or 3rd birthday falls between 1st September to 31 December, your child will become entitled to a free place from Spring term (January)

If your child's 2nd or 3rd birthday falls between 1st January to 31st March, your child will become entitled to a free place from Summer Term (after Easter)

If your child's 2nd or 3rd birthday falls between 1st April to 31st August, your child will become entitled to a free place from Autumn Term (September)

We are also able to offer the extended funding (where available) .

Parents should check their individual qualification criteria by visiting the website:  
[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

If you have any questions regarding the funding or fees please do not hesitate to speak to us.

## Transition To School

We work closely with Kings Lodge Primary School and children who are moving on there will be invited to attend a number of visits. Children attending Pewsham Preschool are not automatically eligible for a place at Kings Lodge Primary school.

# Useful Information

## What To Wear

Due to the nature of the activities which take place at Preschool your child may get messy so please make sure they wear comfortable easily washable clothes. We encourage children to gain the skills to help them become independent and look after themselves. These include taking themselves to the toilet and dressing to go outdoors. Clothing that is easy for them to manage will help them to do this. Please ensure that your child brings a coat during the winter and a sunhat for the summer. Please, Please, Please ensure that jumpers, coats, hats and wellingtons are clearly labelled as this saves a lot of confusion.

## Nappies

We do not require children to be toilet trained to attend Pewsham Preschool and have nappy changing facilities available. If your child is in nappies or you are toilet training please provide changing equipment i.e. Nappies, wipes and extra clothing in a named bag. This bag can be left on your child's peg when you drop off.

## Snack Time

During all sessions the children have access to their drink bottles so they are able to help themselves. Please ensure your child's drink bottle is clearly named. During the morning session we offer fresh milk, water, fruit and a carbohydrate snack. Occasionally other food items may be provided for the children to taste. You will be advised of this on the noticeboard in the cloakroom.

## Lunch

If they are attending for the afternoon session children need to bring a healthy balanced packed lunch and a drink which they will eat at a group meal time. Please ensure that your child's lunch box and drink are clearly labelled.

## Dropping Off and Collecting Your Children

Parents/carers must sign all children in to Preschool and the adult dropping the child off must advise staff if someone different will be collecting the child. If a different person is collecting they will be asked to sign the child out and will also be asked the password. If a child has not been collected within 30 minutes of their expected collection time and emergency contacts cannot be reached we will contact the local authority childrens social care team in the first instance.

# Sickness and Emergency

## Sickness

Please do not bring your child to Preschool if they are unwell, or if you have 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 at home.

Vomiting / Diarrhoea:	48 hours after clear of sickness / diarrhoea
Chickenpox:	7 days from onset of rash or spots have dried up
German Measles:	4 days from onset of rash
Measles:	7 days from onset of rash
Mumps:	Until swelling has gone

For any other queries please check with your surgery or you can ring the Preschool as we hold a more comprehensive list.

The Preschool reserves the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and incidents and will be asked to sign the appropriate paperwork on collection of their child.

## Emergencies

We have an emergency evacuation drill for all the children every term. In the event of the Preschool being evacuated the staff will take the children to a designated area within Kings Lodge Primary School. A notice will be placed on the door of the Preschool. If parents have an emergency situation the staff can be contacted on 01249 461 017.

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

The OFSTED helpline is 0300 123 1231. Their contact address is Picadilly Gate, Store street, Mancheseter, M1 2WD.

# Keeping in Touch

## Newsletters

Newsletters are sent out to parents regularly (at least once a term) giving information about the Preschool and upcoming events. There is a whiteboard in the cloakroom for notices of events happening within the Preschool on a weekly basis and for any reminders.

# Fun and Events

## Annual Fair

Our annual September fair is held on a Saturday morning and we have lots of fun games and stalls for the children to enjoy. It is a good opportunity for you to join us, have a look round and meet staff and committee.

## Photography Session

We have an annual visit from a professional photographer (usually around September) for you to have photos taken of your child and siblings.

## Christmas Concert

We usually have a small carol concert where parents are invited to join us for songs around our Christmas tree.

## Christmas Party

During the last week of term we have a Christmas party for all the children which includes an entertainer and a visit from Santa.

## Summer Trip

During the summer term we have our annual trip with all children and parents invited.

## Leavers Party

On the last day of the summer term we have a party for the leavers only. We have games and refreshments before the children receive a farewell gift from the Preschool.

