

# Old Heath Community Pre-school



## Prospectus

**“Caring, safe and stimulating  
Valuing every child as an individual”**

# Old Heath Community Pre-school Aims to...

- Provide a happy, caring safe and stimulating environment.
- Value every child as an individual.
- Offer children rich and varied opportunities and experiences through play.
- Develop a positive partnership with parents and to reach out to the wider community.
- Liaise with the Early Years class in the School and share in developing activities and learning experiences in the Foundation Stage.

# Welcome

Welcome to Old Heath Community Pre-school.

We would like to take this opportunity to thank you for expressing an interest in our pre-school.

We feel that our pre-school is one in which children enjoy being part of and one that is stimulating to satisfy their individual needs.

We aim to establish a real partnership with you in order to work together to ensure that your child has the very best start to their early year's education.

This prospectus can only give you a brief insight into our pre-school; if you require further information please contact us at the address below.

We encourage parents/carers to visit our pre-school and you can arrange a visit by using the following contact information.

Old Heath Community Pre-school  
Old Heath Road  
Colchester  
Essex  
CO2 8DD

Website: [www.oldheath.com](http://www.oldheath.com)

Email: [oldheathpreschool@mail.com](mailto:oldheathpreschool@mail.com)

Telephone: 01206 226166

# Pre-school Staff

When coming into our pre-school you will meet many staff members, below is a list of all our staff who help to keep the pre-school a happy and safe environment.

Pre-school staff:	Kirsty Blackman	Pre-school Manager/
	Julie Lever	Pre-school Deputy Manager & Safeguarding named person/Positive Behaviour Co-ordinator
	Denise Rowe	Pre-school Assistant & Equal Opportunities Co-coordinator/ Health & Safety/SENco*/Behaviour management
	Sharon Peach	Pre-school Assistant/SENco/Food & Hygiene Co-ordinator
	Angela Newson	Pre-School Assistant/First Aid Appointed Person - co-ordinator
	Ingrid Hubbard	Pre-School Assistant/Makaton co-ordinator
	Linda Lawrence	Lunchtime cover Person
	Jo Mabbott	Pre-School Administrator

All members of staff continually attend training in order to keep up to date with current practices.

We have qualified relief staff available to cover in the classroom when ever needed. \*Special Educational Needs

## Our Pre-school History:

As there was very little local provision for three year olds the governors of Old Heath Community Primary School decided to try and set up a pre-school on the school site. Old Heath Pre-School received £13,000 in lottery funding to set up a class on the school site. A committee, consisting of school staff and parents, worked hard for six months to prepare for our opening in January 2003. The Pre-school is run as a charitable limited company. It is managed by the Trustees of the Pre-school. The Pre-School gained the Pre-School Learning Alliance Accreditation and an 'Investor in People' Award in February 2005 and was inspected by OFSTED in May 2007, inspected again in March 2012 achieving a "good" status. Copies of these reports are available, please ask a member of staff. The pre-school gained a re-accreditation in April 2010.

## Admissions:

It is our aim to provide good quality pre-school provision for all the families of Old Heath. Our admissions policy sets out the priorities for offering a place should the pre-school be full. We have 20 places available in each session.

## Visiting our Pre-school and School:

Parents are very welcome to look around the pre-school and the primary school. The Head Teacher makes himself available to parents as much as possible to view the main school, if you wish to visit the pre-school please make an appointment with Jo who will be happy to welcome you.

## Sessions:

Our pre-school opens Monday - Friday and offers two sessions each of 3 hours per day or a one 6 hour session.

Our session times are;

Am session - 9:00am-12 noon

Full day session - 9.00am-3pm

Pm session - 12:00pm-3:pm

We provide care and education for children aged 3-4 years; we usually admit children the term after their third birthday. Once your child turns 2 3/4 years old they are welcome to come to pre-school although you will be required to pay for the sessions they attend until they are eligible for funding.

## Fees:

We are government funded to provide a 3 hour pre-school session per day over 38 weeks a year for all children in receipt of the funding.

If you are not eligible to receive the funding you will be required to pay for the sessions your child attends. Further information can be obtained from the administrator.

## Snack Time/lunch time:

We ask for a donation of 50p per week towards the cost of providing a healthy snack. Snack usually consists of fresh fruit followed by a biscuit, or a cracker and cheese.

Snack time is a social time for the children and enables them to develop their communication and independence skills.

Please tell us of any dietary requirements your child has when completing out the registration form.

The children who attend full days /PM bring their lunch in and the children all eat together.

# Parent Partnership

An important aspect of your child's time with us is the partnership formed between the child's parents/carers and the pre-school.

There are many ways in which you can take part in our pre-school to making it more welcoming and stimulating for the children, such as;

- Sharing knowledge about your child's needs, interest and progress.
- Joining us on visits/trips or for other organised events.

Each term the pre-school sends home a newsletter; this gives parents information such as our current theme for the term, important dates coming up and much more. We would value any contributions you wish to make to the newsletter such as special events coming up in the community etc.

We have a parent notice board in our room which contains information for all parents/carers as well as a copy of our plans to show what we are doing in pre-school for the day.

We aim to offer our information in other ways in order to include all parents such as those whose home language is not English or parents who may have visual impairments. Please speak to a member of staff if you require the information in other ways.



Parents and children enjoying our 'Pirate Party'.

## **Key Person Approach:**

We adopt the key person approach in our pre-school. All children will be allocated a key person which will be a member of staff. It is the key person's role to take responsibility for the child's well being within the pre-school as well as developing a relationship with the parents.

The key person will maintain the child's record of achievement (although all staff adds to this) and share the records with parents/carers.

Although we use this system we do build relationships with all children and their parents so if your child's key person is unavailable to speak to please speak to another staff member.

There is a list on the 'Parent Notice Board' stating the key person and the children who are in their group.

## **Records of Achievement:**

All children who attend our pre-school have a record of achievement, this will include observations on what they do and achieve as well as photographs.

When your child starts you will be invited to stay for a few minutes to talk to your child's key person about your child's achievements at home. You can ask to see your child's record at anytime and staff will happily discuss any areas of interest or concerns that you may have.

When your child leaves us they will take their achievement records home and we encourage you to share these with your child's new setting/school.

## **Compliments & Complaints:**

Our pre-school has a comprehensive complaints procedure and a copy is available on request.

If you have any concerns or a complaint please speak to a member of staff who will endeavour to work with you until the complaint is resolved. If we can't resolve your complaint then we will work following the guidance in our complaints policy and do our best to reach a satisfactory conclusion.

If you feel particularly pleased with an aspect of the pre-school please make your feelings known and pass on the thanks and compliments to the pre-school staff.



## **Code of Conduct for Parents and Visitors:**

We expect everyone to be courteous to our staff, children and parents.

Our site is a 'No Smoking' zone.

We ask that no animals are brought onto the pre-school/school site and nor should they be tied and left unattended in front of the school gate.

Please dispose of litter in the bins situated in the playground or the pre-school room.

The pre-school has no parking facilities and requests that parents are considerate to our neighbours when parking.

## **Policies:**

All our policies are available for parents and can be found in our setting. If you would like a copy of any of our policies please ask.

# Children's Welfare

## Collection of Children:

It is important to collect your child on time at the end of each session; if for any reason you are going to be late we ask that you call us so that we can reassure your child that you are on your way.

On occasions when parents/carers cannot collect their child we ask that you record the name, address and contact number of an authorised adult in our 'Collection Book'. We agree with parents a way for us to identify this person such as confirming a password or the child's date of birth.

If no-one has arrived to collect your child an hour after the end of the session we will contact social services to take over responsibility for your child's welfare until you can be contacted.

## Safeguarding:

All organisations working with children have responsibility for child protection. We have a comprehensive policy which clearly defines our role with regards to this subject.

Our named person(s) for child protection is the Pre-school Manager - Kirsty Blackman and Deputy Manager - Julie Lever. We work with families through difficulties but the welfare of the child is always our main responsibility.

## Health and Medication:

It is very important for you to share with us any medical conditions your child may have.

These are recorded on your child's registration form when you first join us.

If your child is unwell they should be kept at home; if they have suffered from sickness or diarrhoea they must stay home until 48 hours have passed since the last period of sickness.

If your child is unwell at pre-school we will contact you and expect arrangements to be made for the collection of your child.

We only administer medication that has been prescribed by your doctor. You will be given a copy of our policy and procedure for this together with a consent form to allow us to administer your child medicine.

We have a good relationship with the local Health Visitor and can arrange a time for parents to speak to her about any medical concerns.

## **Headlice:**

Headlice can be a problem for young children in a pre-school environment.

We ask for your co-operation by checking your child's hair on a regular basis and treat for headlice if necessary.

Our Health and Hygiene policy states that if a child at pre-school is found to have headlice the parents will be informed and the child should be kept home until their hair has been treated.

## **Behaviour:**

We have a behaviour policy that parents are welcome to view.

Behaviour management is based on a positive approach where good behaviour is rewarded. We have pre-school rules for both indoors and outdoors and these are regularly shared with the children.

In the case where a child finds it difficult to behave in an appropriate way we will work with and support the parents and the child.

Our named persons responsible for behaviour management are Julie Lever and Denise Rowe.

## **Special Educational Needs:**

Firstly it is important to state that all children are special and all children have needs. However, some children may have additional needs in which they need extra support whilst at pre-school.

Our pre-school is an inclusive one where all children and their families are welcome.

Our named persons with responsibility for special educational needs are Denise Rowe and Sharon Peach. It is their role to work with parents, children, staff and outside agencies in order to support the child's learning and development both at home and at pre-school.

We have a good relationship with Mrs Howes the Primary School SENCO; this enables your child to continue to receive support if needed when they start school.

If you have any concerns about your child's development and needs then please speak to a member of staff so that we can work together to help your child.



Mr Hallum reads us a story every week

# Community Links

## Links with the Primary School:

We have very strong links with the primary school and work closely with the Early Years class. We have the opportunity to use the school grounds such as the school hall, playing field, library and playground.

Many of our families choose to continue their child's education at the primary school and due to our strong relationships with the school the transition period into the Early Years class is usually a smooth and happy time.

It is important to remember that the children will not automatically move onto the reception class, parents have to register for a place directly with Essex County Council. ECC will allocate places at Primary schools and parents will then be notified if their choice has been successful. Information is available from the Pre-school office as well as the Primary School office. You are welcome to arrange to visit the Primary School at anytime and can do so by contacting the School office.

## Links with St Barnabas Church:

Our pre-school makes regular visits to the local church; usually during harvest and Christmas time. It is important for young children to begin to learn about other people and religions and we encourage this through celebrations and themes in the pre-school.

We understand and respect the diversity of religions that our children practice; if for any reason you wish that your child doesn't take part in church visits please speak to a member of staff.

## Visits and Outings:

Our local area is a rich teaching resource and we take the children out occasionally. Past visits have included a walk to the local shops or a trip to the park and even a bus ride to town to visit the library.

When we are arranging a local visit we ask for parent helpers as we need to maintain a ratio of 1 adult to 2 children.

If we arrange to take the children further than the local area we will ask for a contribution from parents to help cover the costs. We do our best to keep these as low as possible. Parental permission will always be sought before visits.



On an autumn walk around the school field.

# Early Years Curriculum

In order to meet the individual needs of all the children who attend our setting we follow the guidance from The Early Years Foundation Stage.


The curriculum is divided into seven areas of learning and development;

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Art and Design

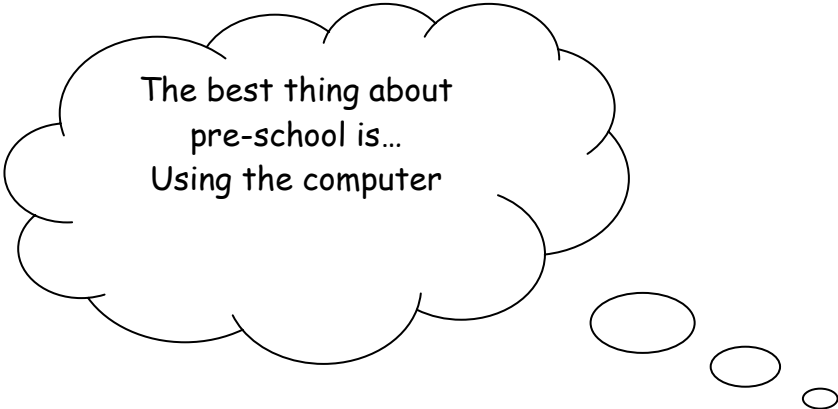
We aim to provide all children with the opportunity to explore all the above areas and will support them, with you; to make sure they develop and grow through their time with us.

If you would like to know more about the 'Early Years Foundation Stage' please ask a member of staff as we have lots of information available for parents.

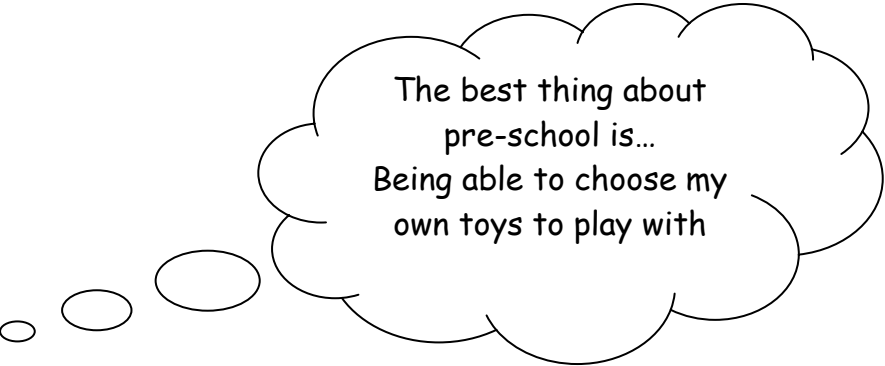
# The children's thoughts ...



The best thing about  
pre-school is...  
Seeing my friends



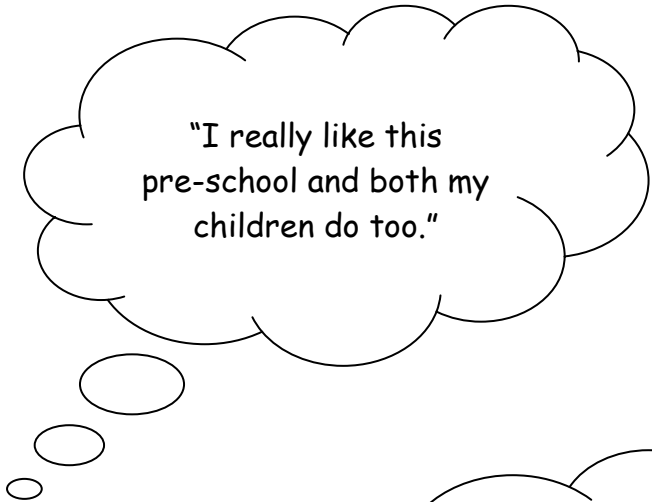
The best thing about  
pre-school is...  
Using the computer



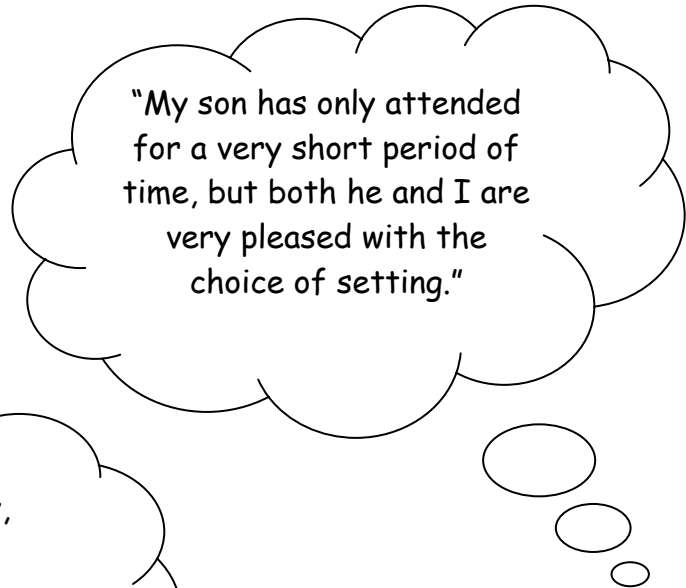
The best thing about  
pre-school is...  
Being able to choose my  
own toys to play with



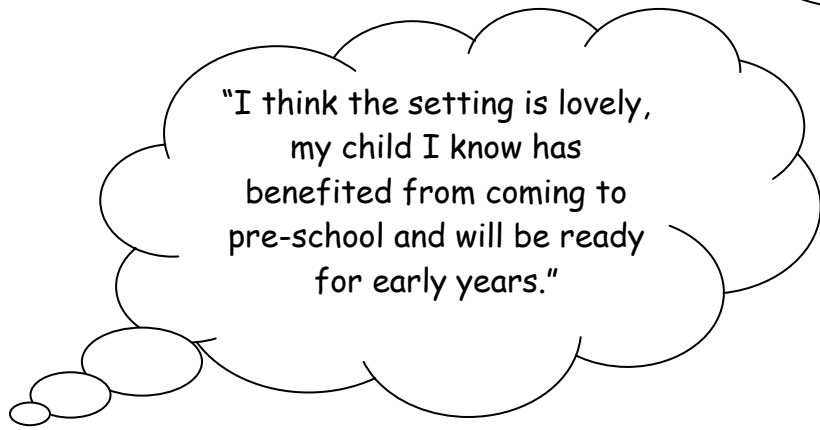
# Parent Comments ...



"I really like this pre-school and both my children do too."




"My son has only attended for a very short period of time, but both he and I are very pleased with the choice of setting."

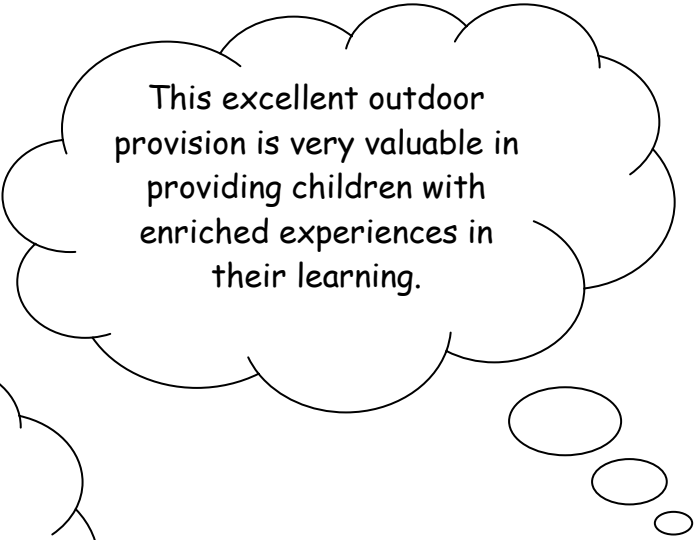


"I think the setting is lovely, my child I know has benefited from coming to pre-school and will be ready for early years."

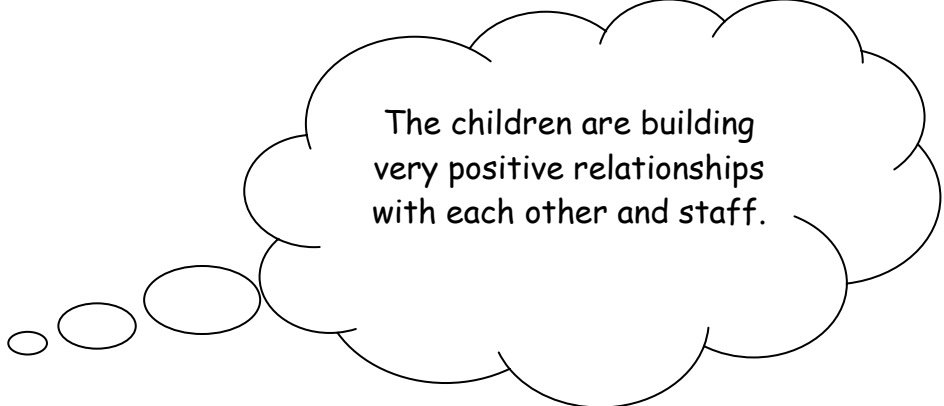
# What Ofsted said...



All children thoroughly enjoy their time in the pre-school and this activity promotes their good levels of achievement.



This excellent outdoor provision is very valuable in providing children with enriched experiences in their learning.



The children are building very positive relationships with each other and staff.