



# Hanborough Pre-School Prospectus

Hanborough Pre-School is a voluntary playgroup with close links to Hanborough Manor School. It has been running for over fifty years at the Pavilion in Long Hanborough. It is managed by a committee of parents and carers, who work closely with our five dedicated and enthusiastic teaching staff to provide a fun and friendly setting.

## **Our space**

We are based in the Greenway room at the pavilion, giving us the use of a flexible area with plenty of room for the children to enjoy free play and group activities. During the sessions the hall is divided into zones where activities appropriate to the children's development are available. Our indoor space means that a cosy corner, book corner and quiet room are always accessible.

We firmly believe that outdoor education is vital to developing happy, healthy and physically able children. We have a small, secure area at the rear of the setting which is always available for free play, but also have a mud kitchen and allotment. We pride ourselves in using the playing fields, adjoining 'pit' area and discovering how things grow in our allotment. During our Forest School sessions, we spend many a happy hour in Pinsley Wood looking at and exploring nature.

## **Our staff**

Jackie ( Manager) Charlotte (Assistant Manager), Lynda & Emma are all qualified to at least level 3 and have many years of experience as practitioners with a passion for Early Years child development. Elly is also a member of our staff helping with our popular Forest Schools session. The staff have a great rapport with the children and parents; this is frequently commented on during visits and in our Ofsted inspection.

Wendy Bayliss is our Administrator and for any fee queries can be contacted on 01993 883120 or via our email [pre-school@gmx.com](mailto:pre-school@gmx.com)

## **Our responsibilities to safe guard your child's wellbeing and development**

The safety and well-being of our children is paramount to us and influences all of our practices at Hanborough Pre-School. In order to ensure that we comply with our responsibilities, a number of procedures and practices are in place. These include our policies are always available on the parent/carers

information table and can be emailed to you. They are regularly reviewed to ensure they are up to date and comply with statutory guidelines.

Hanborough Pre-School is registered as an Early Years Provider with Ofsted. Our settings reference number is **134440**. You can contact them regarding our latest Ofsted report, to make an enquiry or raise any concerns regarding our care:

By email - [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) **0300 123 1231**  
general helpline & complaints  
about education or adult skills **0300 123 4234**  
prefix for Type talk **18001**  
for text phone/Minicom users **0161 618 8524**

We follow the Safe Guarding Children guidelines provided by Oxfordshire County Council. Our designated Safe Guarding Specialist Jackie Moss – Manager (tel:01993 881378 –during session times).

### **The Key person system**

Each member of staff has a small group of children for whom she is particularly responsible. The key person system offers you and your child a number of benefits:

- Settling in becomes easier because there is a special adult to take care of them.
- The key person will take time to learn the personalities, strengths, interests and needs of each child in their care enabling activities to be planned that are appropriate to your child's development.
- Your family has a specific contact point with the pre-school.

### **Record keeping - Tapestry**

Each child has an individual record recording their learning achievements. The record consists of written observations and photographs stored electronically on a specifically written Early Years system called Tapestry. Parents can safely view this using their password. This helps us to build up a picture of your child, their learning style and the activities, which will extend their development. There is an annual parent's evening and regular meetings.

## **Personal data:**

Please refer to Hanborough Pre-School Privacy Policy for full details on what information is kept, where stored and for how long.

## **Policies and Procedures:**

Please find these on our webpage :

<https://www.hanboroughpreschool.co.uk/fees---policies> or a hard copy is available at the setting.

# **Parents as partners**

## **Parent management committee**

We have a parent management committee which is a vital part of the running of Pre-School. Each year at the AGM parents volunteer to join the committee. There are several roles that need to be filled each year including: Chair, (Secretary and Treasurer roles currently undertaken by Administrator Wendy Bayliss), Promotion, these roles are elected by the parents of the pre-school children at our AGM.

The committee is responsible for:

- Managing the finances
- Employing and managing the staff
- Ensuring that the pre-school has policies that enable it to provide a high quality of service
- Ensuring that the pre-school works together with parents and carers.
- Fundraising
- Ofsted

All parents are welcome to come along to a meeting and have a say in the running of your child's pre-school.

## **Parents**

Parents are a vital part of our team helping to ensure a high adult to child ratio. All parents are encouraged to take part in a few sessions each term in support our staff. In our experience children really enjoy parental/carer participation.

## **Healthy Eating**

We have a policy of healthy eating at Hanborough Pre-School which we request all parents and carers help us to maintain. Children can bring in a piece of fruit, vegetables, cheese crackers, breadsticks, rice cakes, yoghurts or hummus. We request that any sugar snacks, crisps, cereal bars or sugary drinks are not sent in to help us keep snack time healthy. To ensure the well-

being of all the children at Pre-School we also request that no nuts or products which may contain nuts are sent in and inform parents of any other food allergies as they become apparent.

## **Fees**

Fees are reviewed annually by the management committee. With effect from September 2021 our charge is £18.00 per 3-hour session and £3 per ½ hour lunchtime session. Funding is available for 2, 3 and 4-year olds.

## **Session Information**

Each session lasts for three hours, five mornings and four afternoons a week , plus four ½ lunchtime sessions. Within these sessions we always try to offer an afternoon session per week for the children going to school in the following September. Please see appendix 1 for further information.

## **Forest School**

We are proud to be able to offer Forest School sessions led by our Forest School leader, Jackie. Each week the children visit a special piece of local woodland. These child-initiated sessions provide a wealth of opportunities for the children to grow in confidence and self-esteem. They learn about the world around them and have a fantastic time exploring their outdoor environment during the changing seasons.

## **Curriculum**

Hanborough Pre-school provides a well-planned curriculum, which follows the Early Years Foundation Stage Framework; this provides excellent support to children's progress towards the early learning goals in all seven areas of learning.

## **Revised Early Years Foundation Stage - Every Child Matters**

The Revised Early Years Foundation Stage (EYFS) covers children's development from birth to the end of their first year in school. It describes how early years practitioners work with children and their families to support development and learning. The EYFS is built around four main principles:

**A unique child:** Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive relationships:** Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

**Enabling environments:** The environment plays a key role in supporting and extending children's development and learning.

**Learning and development:** Children develop and learn in different ways and at different rates. All areas of learning and development are equally important and interconnected.

These four principles underpin how Hanborough Pre-school operates. We provide a loving and secure environment for children to learn through play at their own pace.

The EYFS is made up of seven areas of learning and development, which Hanborough pre-school uses as the basis of its curriculum –

**Prime areas of development:**

**Personal, Social and Emotional Development:** We nurture children so that they grow in confidence and self-assurance. We lead by example and guide children, so they can develop an understanding of what is right and wrong.

**Physical development:** We offer daily activities for energetic play both indoors and outdoors. We promote good health by developing the children's understanding of hygiene and a balanced diet.

**Communication and Language:** Children are encouraged to develop their communication skills throughout the session and staff take time to support and their language skills through conversation and listening games.

**Specific areas of development:**

**Literacy:** We give daily opportunities for the children to read and share books, make marks and experiment with writing

**Maths:** We give opportunities for the children to learn about numbers, shapes and mathematical language through our daily routines and innovative activities.

**Understanding of the World:** The children explore their local community and learn about other cultures. We investigate and observe the natural world and conduct experiments. We provide the children with access to a computer, digital cameras and tape recorders to develop their ICT skills.

**Expressive Arts and Design:** the children express themselves using a wide range of media and materials during both adult-led and free-play session. We offer daily opportunities for imaginative play and creating music.

# Settling In

We want your child to feel happy and secure with us, we know that each child takes a different length of time to feel settled and we will adapt our approach to your child. In our experience it is useful for the child to come for a couple of short visits with their parent/carer before attending whole sessions with their parent/carer.

## What to bring

- A spare set of clothes
- A healthy snack (fruit, cheese etc.) and a drink of water
- Nappies, wipes, nappy bags (if required)
- Wellies and waterproofs or a sunhat and sun cream depending on the weather.

## What to wear

We enjoy messy play, particularly in the mud kitchen; therefore, please make sure your child is in washable and preferably old clothes. Hanborough Pre-School T-shirts and sweatshirts are available to buy.

## What next?

Please contact us to arrange a visit and discuss the availability of sessions or get in touch if you have any queries – we will be happy to help you.

The pavilion – during session time only – 07425557127 or 01993 883178 or [pre-school@gmx.com](mailto:pre-school@gmx.com)

Jackie Moss - Manager

Charlotte Church – Assistant Manager

Wendy Bayliss – Administrator – 01993 883120 or [pre-school@gmx.com](mailto:pre-school@gmx.com)

## Hanborough Pre-School fees – from Sept 2021:

Sessions cost £18.00 (three-hour session) if your child is not funded.

Lunchtime sessions £3.00 – Monday to Thursday 11.45am to 12.15pm (can be included in funding if within child's hours)

If your child is three years of age they may be entitled to grant funding, each child is entitled to five x three-hour sessions per week, you can use these across more than one setting.

Some 2 years are also eligible for up to 15 hours funded care. Please speak to a member of staff for more information, pick up a leaflet at Pre-School or refer to the Oxfordshire County Council website for more information:

[www.oxfordshire.gov.uk/cms/content/15-hours-free-childcare-two-year-olds](http://www.oxfordshire.gov.uk/cms/content/15-hours-free-childcare-two-year-olds)

When available we offer 29 1/2 hours funding to those children who are entitled – subject to available space.

Please visit the following website to obtain further information:

[www.gov.uk/government/publications/30-hours-free-childcare-eligibility](http://www.gov.uk/government/publications/30-hours-free-childcare-eligibility)

## Our sessions times

These may change to reflect the requirements made or needs of the group

<b>Monday</b>  8.45- 11.45am	<b>Tuesday</b>  8.45- 11.45am	<b>Wednesday</b>  8.45-11.45am	<b>Thursday</b>  8.45- 11.45am	<b>Friday</b>  8.45- 11.45am	<b>Friday Forest School</b>  8.45- 11.45am
<b>Lunchtime</b>  11.45am to 12.15pm	<b>Lunchtime</b>  11.45am to 12.15pm	<b>Lunchtime</b>  11.45am to 12.15pm	<b>Lunchtime</b>  11.45am to 12.15pm	<b>There is no Lunch time session on a Friday</b>	
<b>Monday</b>  12.15- 3.15pm	<b>Tuesday</b>  12.15- 3.15pm	<b>Wednesday</b>  12.15-3.15pm  For children going to school in September	<b>Thursday</b>  12.15- 3.15pm	<b>Friday</b>  There is no pm session on a Friday from September 2018	