



OFSTED REGISTRATION: EY321131 CHARITY NUMBER: 1044713 TEL: 07871 480680

learn to play - play to learn

# Welcome Information

Kingsland Pre-School  
The Coronation Hall  
Kingsland  
Herefordshire  
HR6 9SQ

01568 708560 / 07871 480680

Manager: Georgie Parker-Morgan

Deputy Manager: Jess Railton

Committee Chairperson: Becky Morgan

Ofsted No: EY321131

Registered Charity No: 1044713



## **Welcome**

We wish all families a very warm welcome to Kingsland Pre-School. We hope that you will feel involved and included in your child's preschool experience and very much look forward to getting to know you during their time with us.

## **About Us**

We have grown from very humble beginnings as a playgroup run in an old shed, to what is now a vibrant and thriving early years provision. We offer term time childcare for children aged between 2 and 4 years old from 9am until 3pm on Mondays, Tuesdays, Wednesdays and Fridays during school term time.

We run as a charitable incorporated organisation registered with the charity commission with a full committee of volunteer members and a dedicated fundraising team. You are always welcome to join the committee as we rely on the support of parents and family members to raise much needed funds.

We are Ofsted registered and our last inspection in June 2017 reported 'the qualities and standards of early years provision is good'.

We provide a safe and stimulating environment in which children are encouraged to 'learn to play and play to learn' both indoors and outdoors. We are very lucky to have use of the outside patio, grass area, the garden area and tennis courts, which we make very good use of. We also enjoy visits to areas of interest in our local community, such as the play area on the village green, church, post office and fire station.

## **Transition to primary**

Our Pre-School is independent and children who attend our Pre-School do not have automatic entry to the Kingsland C of E School. However the majority of our children do go on to Kingsland C of E Primary and we have extremely good links with them, often visiting school to play on the apparatus and watch their performances such as the Nativity, Sports Day and church services; the reception teacher also visits us several times during the school year so the children can get to know her and ensure a seamless transition to big school when the time comes.

## **Key person**

Every child is allocated a key person; this person will ensure that your child's care is adapted to meet their individual needs and support you in guiding your child's development at home, and to help engage with specialist support if needed (i.e. speech and language). All the staff here are passionate about every child's wellbeing and progress, but your child's key person will be responsible for making 'observations' about your child and updating their Tapestry Learning Journal with photographs and information about their development.



## Tapestry Learning Journal

We use an online learning journal to keep you up to date with your child's activities and progress called Tapestry. It is a fantastic, user friendly two way communication tool that allows us to stay in touch with you and share treasured moments that we have captured during the day as well as for your child to share special events with us at pre-school that might have taken place at home. Please log in as soon as you receive your account details and complete the 'All about me' page to help us get to know your child and family as soon as possible.

## Learning and Development Summary

Development summaries are completed twice a year, to monitor your child's progress (this is an Ofsted Requirement). We will hold an Open Morning each term giving you the opportunity to speak to your child's key person. Observations can be seen via Tapestry (secure early years website), upon completion of registration.



## Ofsted

Our last OFSTED report on 30 June 2017 was glowing with the overall quality and standards of the care reported as good.

Effectiveness of the leadership and management	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcomes for children	Good

Just a small selection of the lovely quotes we received:

- Staff provide children with interesting and stimulating activities to freely explore and investigate. Children enjoy taking part in what is offered. They remain focused and engaged in activities that support them in their development. This means that children make good progress in their learning.
- Children interact well with staff and demonstrate that they feel secure at the pre-school. They arrive happily and quickly settle to their chosen activity. Staff are kind, caring and respond well to individual children's needs. This helps to promote children's confidence, self-esteem and well-being.
- Children are well behaved, cooperate and make friendships with each other. Staff act as good role models; offering appropriate reminders for children to share, take turns and being kind to one another.
- Parents are happy with their children's time at the pre-school.

## Opening Times (term time only)

	Morning session	Afternoon session
Monday	9am to 12 noon (1pm for lunch)	12 noon to 3pm
Tuesday	9am to 12 noon (1pm for lunch)	12 noon to 3pm
Wednesday	9am to 12 noon (1pm for lunch)	12 noon to 3pm
Thursday	Closed	Closed
Friday	9am to 12 noon (1pm for lunch)	12 noon to 3pm

**Cost per hour is £4.50 for all children not claiming funding or additional hours.**

These prices and opening times are subject to change.

Invoices are emailed at the end of the previous half term and are to be paid before the term starts.

We would be grateful if parents could pay online using the bank details on the invoice.

### Three and Four Year Nursery Education Funding

Your child is able to claim 15 hours nursery education funding per week, starting the new term after their third birthday. We also offer an additional 9 hours upon registration with H.M.R.C. (search 30 hour funding on the internet) subject to meeting the criteria.

### Two Year Nursery Education Funding

Some children are able to claim funding from the new term after their 2<sup>nd</sup> birthday, to see if you are eligible please speak to the Manager or you can use Herefordshire Council Website Early Years and follow the link for 2 year funding.

(<https://www.herefordshire.gov.uk/education-and-learning/early-years-and-children/childcare/free-childcare-for-two-year-olds>)



## Daily Routine

The Pre-School consists of two age groups. We have the Pre-School group (green team), and the two to three year olds (blue team) who have another year before starting school.

9am	Children and parents welcome
9am	Free flow indoor/outdoor continuous provision
10 until 11am	Snack available
11.40	Tidy-up time
11.45	Group focus (story, show and tell, singing, games, music making, yoga)
12noon	Home time for morning session or prepare for lunch
12.10	Lunch followed by looking at story/picture books independently
1pm	Free flow indoor/outdoor continuous provision
2.40	Tidy-up time
2.45	Group focus (story, show and tell, singing, games, music making, yoga)
3pm	Home time

## Snack

Fruit, milk and water is provided by us and the snack trolley is made available between 10am and 11am for the children to help themselves, we are there to support and supervise, but we encourage the children to be as self sufficient as possible by choosing their own fruit, pouring their own drinks and clearing away their own dishes.



## Drinks

Your child will need to bring their own water bottle with their name clearly displayed as again we encourage independence by letting the children access their own bottles which are displayed on a low table. Please ensure it is just water in their water bottle as this is very good practice for when they start school. Water and cups are also always available throughout the day and we can refill children's bottles with water.

## Lunch

The children sit together to eat their lunch which needs to be provided from home. Please label lunch boxes, containers, spoons and drinks clearly with your child's name. Please enclose a small ice block in the lunch box to keep food fresh during warm weather.

## Healthy Eating

We are governed by a healthy eating policy, and ask you to support us in this by ensuring that lunchboxes do not contain any chocolate (including yogurts with chocolate pieces), fizzy drinks, sweets or high sugar items. We also have ban on foods containing nuts such as peanut butter, cereal bars with nuts etc. because of the increasing threat of severe allergies in young children particularly to the nut food group.

## Clothes

We have a lot of paint and 'messy' play at Pre-School, and therefore ask you not to send your child in their best clothes in case they get stained.

We go outside a lot and ask you to send your child with weather appropriate clothing e.g. warm waterproof coat, waterproof trousers and wellies in winter and sun hat and lighter clothing in summer. We require you to apply a long lasting sun cream to your child on sunny days.

Please do not send your child in dungarees or tricky to remove trousers etc. as we promote independence in managing themselves when going to the toilet (although appropriate support will be given when needed).

Please could children wear suitable footwear which they can take off and put on easily (e.g. with Velcro fastening). Please do not send girls in high-heeled sandals or flip-flops as we often have races on the field and the climbing frame outside and these types of footwear prevent them from doing these sorts of activities.

We sell blue Kingsland Pre-School polo shirts for £9.50 and sweatshirts for £12.50 (prices subject to change). They not only look smart but take all the messy activities head on, saving the child's normal clothes. However, these are not compulsory.

Could you please bring a bag with a change of name-labelled clothes including socks for your child as sometimes their sleeves will get wet, or they might sit on wet grass or have an accident.

Please label all clothes, coats, bags and footwear with your child's name.



## **Nappies**

If your child wears nappies, please provide the following from home in a named bag:

A change of clothes

At least 4 nappies

Baby wipes

Nappy sacks

Cream if necessary

## **Potty training**

When your child is ready for potty training, we will do our utmost to work with you and help your child establish a good efficient toilet routine. If you feel your child would like to use their own potty or toilet seat you can of course bring it, but we do have several. Please bring plenty of extra changes of clothing and plastic bags to put soiled clothing in.

## **Daytime naps**

If your child normally has a daytime nap but you would like your child to stay for a full day, please talk to us about how we can best accommodate their usual nap routine whilst they are with us at Pre-School. We have found children settle very well when they have their own buggy and blankets from home.



## **Illness**

If your child is taken ill whilst at Pre-School, we will contact you and ask for you to collect them for the following reasons

- A sick child would usually prefer to be at home and
- To reduce the risk of infection
- Sickness and/or diarrhoea must have a 48 hour exclusion from Pre-School

## **Weather alert**

If Kingsland Primary School is closed, then Pre-School will be closed.

Please check our facebook page for information if bad weather is forecast.

Information can also be found on the Herefordshire Council Website:

[www.herefordshire.gov.uk/allschoolsclosurealerts.aspx](http://www.herefordshire.gov.uk/allschoolsclosurealerts.aspx)

Listen to BBC Hereford & Worcester Radio 94.7 FM or go to their Website

## **Policies and Procedures**

Kingsland Pre-School's staff and committee members want to work in partnership with parents and carer's. At Pre-School we work to a comprehensive set of policies, many of which are OFSTED registration requirements. All policies can be found in the foyer (near the signing in book) for you to read. Copies can be made for you to take away if necessary. If you need help reading them, please do not hesitate to ask.

It is most important that parents/carers are aware of these policies and understand that parents/carers play an important part in ensuring their effectiveness.

We therefore ask parents/carers to sign a written contract saying they understand and agree to abide by our policies. This will remain in your child's folder.

## **Communication**

To ensure you and your family feel involved with your child's experience of pre-school, we have a 'stay and play' session once every half term, this is not only for your child to show you what they enjoy doing whilst they are with us, but also for you to have a chance to get to know staff and other parents too.

We email a Pre-School newsletter every half term and regularly update our facebook page to keep you up to date with latest information.

We carry out an annual questionnaire to help us to continually improve, but if you ever have any feedback or suggestions about pre-school at any time, please speak to us as we are always very open to ideas.

## **What to do if there is a problem while your child is at Pre-School**

If you encounter any problems, please do not hesitate to speak to the manager so that we can resolve the issue as soon as possible. We have a private area where we can discuss sensitive matters. You are also completely entitled to contact OFSTED directly if you are uncomfortable discussing the problem with the manager or if it is a particularly serious issue.

There is a comments book in the foyer for the parents to write any minor complaints or comments, which may be anonymously written if required.

If we should have any major complaints (OFSTED involvement) we will write a brief but accurate account of the complaint (excluding names-keeping it confidential) in the comments book so you are kept updated of any problems experienced. This is now an OFSTED requirement. So please look at the comments book often to keep you aware of any happenings.

If staff are the problem, or the problem still exists, please provide your name and contact details in a sealed letter, requesting a meeting with our Committee Chairperson. The Pre-School will ensure the Chairperson receives the letter.

If you find that the problem has not been resolved as you would like, the Chairperson will then ask The Lead Improvement Advisor (Early Years) from Herefordshire Council for their help to resolve the problem and mediate/work with both parents and Pre-School.

Their address and telephone number is:

The Lead Improvement Advisor (Early Years)  
Children's Wellbeing Directorate  
Herefordshire District Council  
Plough Lane Offices  
Plough Lane, Hereford HR4 0LE  
Telephone number: (main switch board) 01432 260844, or visit the website for  
Herefordshire Council and search for Early Years Education.

If you still feel you have a legitimate complaint that has not been dealt with you can get in touch with OFSTED at:

OFSTED Early Years  
National Business Unit  
Piccadilly Gate  
Manchester  
M1 2WD  
Telephone number: 0300 123 1231

## Registration

Please complete, sign and return a registration form and we will be in touch to discuss a taster session and start date for your child.

Please speak to us if you have any questions or concerns whatsoever - there is no such thing as a silly question. Our priority is to help your child settle in and enjoy their time with us here at Pre-School therefore it is important that you feel well informed and know what to expect from the very first day.

We look forward to welcoming you.

