



# WELCOME PACK



## Freeland Pre-school

Freeland Partnership Foundation Stage Unit, Freeland CE Primary School, Parklands, Freeland, Oxon, OX29 8HX

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**Web site:** [www.freelandpreschool.org](http://www.freelandpreschool.org)

Charity No. 1015592

# Freeland Pre-school's Prospectus for Parents

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Facebook: <http://www.facebook.com/freelandpreschool>

Freeland Pre-school is a Registered Charity [No: 1015592]



## Welcome to Freeland Pre-school!

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to Freeland Pre-school, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Terms and Conditions for a full description of our services.

## Freeland Pre-school aims to:

- provide high quality care and education for children aged 2 – 5 years;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

## Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

As a committee managed setting, we also depend on the good will of parents and their involvement to keep going. Membership of the setting carries expectations on you for your support and commitment.

## Children's development and learning

Freeland Pre-school aims to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children;
- has the chance to join in with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

## The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our pre-school reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2017):

- ***A Unique Child***  
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- ***Positive Relationships***  
Children learn to be strong and independent through positive relationships.
- ***Enabling Environments***  
Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
- ***Learning and Development***  
Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

## How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by Freeland Pre-school helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

*The Areas of Development and Learning comprise:*

- **Prime Areas**
  - Personal, social and emotional development.
  - Physical development.
  - Communication and language.
  
- **Specific Areas**
  - Literacy.
  - Mathematics.
  - Understanding the world.
  - Expressive arts and design.

## Our approach to learning and development and assessment

*Learning through play*

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

*Characteristics of effective learning*

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement;
- active learning - motivation; and
- creating and thinking critically - thinking.

Freeland Pre-school aims to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

### *Assessment*

Freeland Pre-school assesses how young children are learning and developing by observing them frequently. We use information that is gained from observations to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

At Freeland Pre-school we will record, track and share your child's learning using an online learning journal called '**Tapestry**'. This system enables staff to take photographs, videos and make written observations of the activities your child does at pre-school. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/carers can also add their own photos and comments to the journal.

Tapestry is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our pre-school account and can only be viewed by the staff and yourself, using your own log in details via an app. Tapestry admin staff will only access these accounts with prior permission from the pre-school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

You will only have access to your child's journal, and this cannot be seen by other parents. However, children in the pre-school will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's learning journals. Once the learning journal is set up, it is crucial that you do not share photos or videos from your child's journal on social media or through other online platforms.

The photographs/ videos taken and uploaded to Tapestry by the pre-school are the property of Freeland Pre-school and you do not have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn. More information, including videos, can be found on Tapestry's website: <http://eyfs.info/tapestry-info/introduction>

### *The progress check at age two*

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check.

## **Opening times**

- We are open for 38 weeks each year during term-time. We are closed during holidays.
- We are open for 5 days each week.
- The times we are open are:
  - Early Bird (8.45am – 9.15am)
  - Morning session (9.15am – 12.15pm)
  - Afternoon session (12.15pm – 3.15pm) *Includes lunch (brought in from home).*

## **Working together for your children**

Here at Freeland Pre-school we maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements from Ofsted.

## **Safeguarding children**

Freeland Pre-school has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

The staff who work at our setting are:

Name	Photo	Job Title	Childcare Qualifications
Jess Williams		Manager	Level 6
Elisabeth Ball		Deputy Manager	Level 3
Pauline Day		Practitioner / SENCO	Level 5
Tina Higgins		Practitioner	Level 3
Nikki Wilkinson		Practitioner	Level 2
Gill Fox		Finance & Administration Officer	n/a

## How parents take part in the setting

Freeland Pre-school recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- contributing to the Learning Journals and progress check at age two;
- helping at cooking and reader term sessions;
- sharing their own special interests with all the children;
- being part of the management of the setting through joining the Committee;
- taking part in events;
- joining in community activities, in which the setting takes part; and
- building friendships with other parents in the setting.

**We welcome parents to drop into the setting to see it at work or to speak with the staff.**

## Key person and your child

Freeland Pre-school uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting they will help your child to settle and throughout your child's time at the setting they will help your child to benefit from our activities. Your child will also have a key person buddy who will step in when their key person is off.

## The setting's timetable and routines

We believe that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.



## The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor classroom.

Our Friday afternoon session is a Rising Five's session. This is a specialised session aimed at children we believe are developmentally ready for a slightly more structured session, and for older children that we can help to prepare for their transition to school.

During this session the children will focus on letters and sounds, numeracy, mark making, writing and some more challenging activities to help increase their knowledge and develop skills in readiness for school in September.

## Clothing

We provide aprons for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this. Your child will need a spare change of clothes and we ask that you provide your child with a pair of waterproofs and a pair of wellington boots as we go outdoors, whatever the weather. If your child is still in nappies you will need to provide nappies and wipes.

## Uniform

A lot of our parents find having a few items of uniform practical as pre-school can be very messy and "good" clothes can't be protected!

To purchase uniform just log onto: [www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk)

Simply choose Freeland Pre-school from the list of schools and then select the products you would like to buy.

From the website we would recommend the sweatshirt, cardigan, T-shirt, fleece and waterproof set.

## Snacks and meals

Snacks and meals are a social time at which children and adults eat together. Parents need to provide a water bottle, fruit morning snack and a healthy packed lunch. We are a nut free environment. Please make sure everything is named.

Freeland Pre-school is part of **The Nursery Milk Scheme**. This scheme is operated by the Nursery Milk Reimbursement Unit (NMRU) on behalf of the Department of Health. It entitles children under 5 years who attend approved day care facilities to receive 189ml (1/3 pint) of milk each day, free of charge.

## Policies

The work of the Pre-school is underpinned by a set of policies and procedures which are regularly reviewed. Our staff can explain our policies and procedures to you. Copies of key policies are available on the website and a full set of policies is located in the Pre-school office.

Our policies help us to make sure that the service provided by Freeland Pre-school is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and their parents.

Our staff and committee work together to adopt policies and to also take part in the annual review programme for policies and procedures. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

## Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.

3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

## Special needs

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is **Pauline Day**

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## The management of our setting

Our setting is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

- managing our finances;
- employing and managing our staff;
- making sure that we have, and work to, policies that help us to provide a high quality service; and
- making sure that we work in partnership with parents.

The Annual General Meeting is open to the parents of all of the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan. If you would like to know more about joining the Committee please speak to an existing Committee member or the Manager.

## Fundraising

As a charity, Freeland Pre-school relies on fundraising activities to provide an essential contribution to our income. Fundraising is needed to allow us to purchase not only additional resources for the setting but also to support day to day running costs.

## Fees

Fees are payable monthly, in advance, and are due by the specified date each month. Payments can be made by BACs, cheque, cash and Childcare Vouchers. Cheques should be made payable to "Freeland Pre-school". We would encourage parents/carers to use online banking, rather than cheques or cash, if at all possible. If you are intending to use Childcare Vouchers please inform the Finance & Admin Officer as soon as possible of the company you will be using.

Pre-school sessions are charged at the following rates -

Session	Session Fee	Hourly rate
Early Bird: 8.45am – 9.15am	£2.50	£5.00
Morning: 9.15am – 12.15pm	£15.00	£5.00
Afternoon: 12.15pm – 3.15pm	£15.00	£5.00

***Fees remain payable when a child is off sick and when on holiday.***

***For your child to keep her/his place at Freeland Pre-school, you must pay the fees by the due date each month.***

## Funding

Your child may be entitled to funding; where funding is not received, then fees apply. For information on funding options please visit the Childcare Choices website at

**<https://www.childcarechoices.gov.uk/>**. Alternatively, you can speak to the Finance & Administration Officer or visit our website **<https://www.freelandpreschool.org/>**.

### ***Early Education Funding***

Early Education Funding is available to all children FROM the funding period following their 3rd birthday. There are 3 funding periods each year. Children currently have a right to 570 funded hours per year which usually means 15 hours per week over 38 weeks in an academic year.

Forms are issued by the Finance & Admin Officer in the term before a child's funding is due to start.

**Date of 3rd birthday**

1 April - 31 August  
1 September - 31 December  
1 January - 31 March

**Government funded pre-school entitlement starts from**

Term 1 - September  
Term 2 - January  
Term 3 - April

***30 hours free childcare***

Working parents may also be eligible for the extended 570 hours (for 3 & 4 year old children) allowing a total of 1140 funded hours per year. Extended or "30 hours" Information, eligibility criteria and links to apply can be found at <https://www.childcarechoices.gov.uk/>.

***Two-Year-old funding***

Some 2-year olds are eligible for 15 hours free early education funding for 38 weeks (a total of 570 hours per year). To be able to take up 15 hours of free childcare you, or your child, must meet the eligibility criteria. Please visit <https://www.childcarechoices.gov.uk/> for further information.

**Starting at Freeland Pre-school**

***Home Visits***

From September 2020, Freeland Pre-school will be introducing home visits for new children starting at pre-school. This will be a 10-minute visit to the new family's house in the first week of term.

The child's key person and the manager, Jess, will attend the visit. During this visit, the manager will chat with the parents and ask a few questions, whilst the key person will play with the child and begin forming a bond with them.

***Why are Home Visits important?***

Home Visits help to form the relationship between parents, practitioners and children, and begins the process of sharing information. It also gives parents an opportunity to speak confidentially about their child's needs and development. Children often remember and talk about a home visit long after the event; it is a special occasion in their lives and enhances the practitioner-child relationship.

Children and parents are more relaxed in their home environment.

Before the home visit, your child will be given a balloon to be placed outside your door. The balloon will make it a fun event for your child and also helps us to find your house.

***The first days***

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting.

**We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or questions.**

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# Freeland Pre-school Term dates 2019/2020

***INSET DAYS:*** Monday 2<sup>nd</sup> September, Friday 27<sup>th</sup> September, Monday 4<sup>th</sup> November

**Term 1 begins:** Tuesday 3<sup>rd</sup> September 2019

**Term 1 ends:** Friday 25<sup>th</sup> October

**Term 2 begins:** Tuesday 5<sup>th</sup> November

**Term 2 ends:** Thursday 19<sup>th</sup> December (12.15pm finish)

***INSET DAYS:*** Monday 6<sup>th</sup> January

**Term 3 begins:** Tuesday 7<sup>th</sup> January 2020

**Term 3 ends:** Friday 14<sup>th</sup> February

**Term 4 begins:** Monday 24<sup>th</sup> February

**Term 4 ends:** Friday 3<sup>rd</sup> April (12.15pm finish)

***INSET DAY:*** Monday 20<sup>th</sup> April

***Bank Holiday:*** Monday 4<sup>th</sup> May

**Term 5 begins:** Tuesday 21<sup>st</sup> April

**Term 5 ends:** Friday 22<sup>nd</sup> May

**Term 6 begins:** Monday 1<sup>st</sup> June

**Term 6 ends:** Monday 20<sup>th</sup> July (3.15pm finish)

**Leavers' Day:** Tuesday 21<sup>st</sup> July (12.15pm finish)

# Freeland Pre-school Term dates 2020/2021

**INSET DAYS:** *Tuesday 1<sup>st</sup> September, Friday 25<sup>th</sup> September, Monday 2<sup>nd</sup> November*

**Term 1 begins:** Wednesday 2<sup>nd</sup> September 2020

**Term 1 ends:** Friday 23<sup>rd</sup> October

**Term 2 begins:** Tuesday 3<sup>rd</sup> November

**Term 2 ends:** Friday 18<sup>th</sup> December (12.15pm finish)

**INSET DAY:** *Monday 4<sup>th</sup> January*

**Term 3 begins:** Tuesday 5<sup>th</sup> January 2021

**Term 3 ends:** Friday 12<sup>th</sup> February

**Term 4 begins:** Monday 22<sup>nd</sup> February

**Term 4 ends:** Wednesday 31<sup>st</sup> March (12.15pm finish)

**INSET DAY:** *Monday 1<sup>st</sup> April*

**Bank Holiday:** *Monday 3<sup>rd</sup> May*

**Term 5 begins:** Monday 19<sup>th</sup> April

**Term 5 ends:** Friday 28<sup>th</sup> May








**Term 6 begins:** Monday 7<sup>th</sup> June








**Term 6 ends:** Tuesday 20<sup>th</sup> July (3.15pm finish)

**Leavers' Day:** Wednesday 21<sup>st</sup> July (12.15pm finish)



## Lunch Box Tips

<p><b>Keep them fuller for longer</b></p> 	<p>Base the lunchbox on foods like bread, rice, pasta and potatoes. Choose wholegrain where you can. Give children a variety in their lunchbox.</p>
<p><b>Mix your slices</b></p> 	<p>If your child doesn't like wholegrain, try making a sandwich from one slice of white bread and one slice of wholemeal/brown bread, or 50/50 bread.</p>
<p><b>DIY lunches</b></p> 	<p>Wraps and pots of fillings can be more exciting for kids when they get to put them together. Dipping foods are also fun and make a change from a sandwich each day.</p>
<p><b>Less spread</b></p> 	<p>Cut down on spreads used and try to avoid mayonnaise and jam in sandwiches. <b>No chocolate spread or peanut butter.</b></p>
<p><b>Cut back on fat</b></p>  <small>shutterstock.com • 72340053</small>	<p>Pick lower-fat sandwich fillings, such as lean meats (including chicken or turkey), fish (such as tuna or salmon), reduced-fat cream cheese, and reduced fat hard cheese.</p>
<p><b>Ever green</b></p> 	<p>Always add salad to sandwiches - it all counts towards your child's 5 a day.</p>
<p><b>Always add veg</b></p> 	<p>Cherry tomatoes (cut in half), carrot sticks cucumber, celery or peppers - they all count towards their 5 a day. Adding a small pot of reduced-fat hummus or other dips may help with getting children to eat vegetables.</p>

<p><b>Cut down on crisps</b></p> 	<p>If your child really likes crisps put a small amount in a pot (sometimes a whole packet is too much). Try plain popcorn or rice cakes instead of crisps every day.</p>
<p><b>Add bite-size fruit</b></p> 	<p>Try bite-size satsuma, strawberries, blueberries, halved grapes or melon slices to make it easier for them to eat.</p>
<p><b>Tinned fruit counts</b></p> 	<p>A small pot of tinned fruit in fruit juices (not syrup) is perfect for their lunchbox.</p>
<p><b>Swap the fruit bars</b></p> 	<p>Dried fruit such as raisins, sultanas, dried mango or dried apricots are not only cheaper than processed fruit bars and snacks but can be healthier too. Remember to keep dried fruits to mealtimes as it can be bad for their teeth, if had too often.</p>
<p><b>Swap the sweets</b></p> 	<p>Swap cakes, chocolate, cereal bars and biscuits for malt loaf, fruited teacakes, fruited cakes with no icing, fruit breads, yogurt covered rice cakes or fruit.</p>
<p><b>Go low fat and lower sugar</b></p> 	<p>Go for low-fat and lower sugar yogurts or low-fat and lower sugar fromage fraise and add your own fruit in.</p>
<p><b>Check your cheese</b></p> 	<p>Cheese can be high in fat and salt so choose stronger-tasting ones, and use less of it, or try reduced-fat varieties of cheese.</p>

*This information has come from a Health Visitor website, this is just advice you can also find more advice on the NHS website (link below)*

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>



# Brushing My Teeth



1



- \* Put a small dot of toothpaste on my toothbrush.

2



- \* Put water from the tap, on my toothbrush.

3



- \* Brush my teeth:
  - top teeth
  - bottom teeth
  - front teeth
  - outside of teeth
  - inside of teeth

4



- \* Spit the toothpaste in my mouth, into the sink.
- \* Rinse my mouth and toothbrush with water.

5



- \* Put away my toothbrush and smile with my clean teeth!

# INTERNET SAFETY



1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



4 I tell a grown up if something online makes me unhappy

