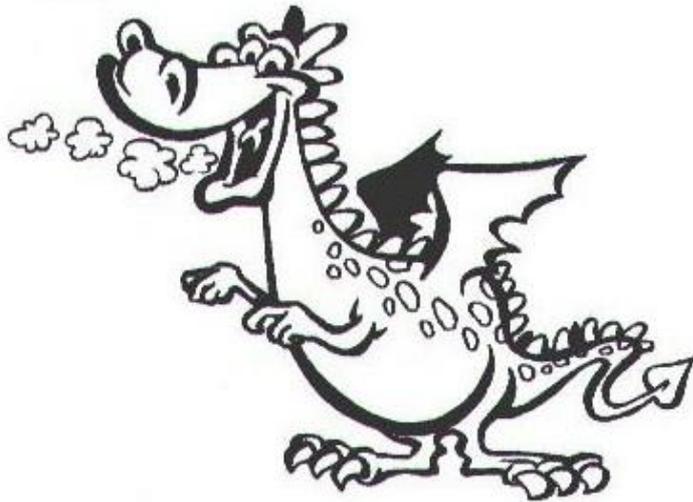


# pendragon



# Pre-School

**Varrier Jones Drive**

**Papworth Everard**

**Cambridgeshire**

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**Tel: 01480 830267**

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## **A very warm welcome to Pendragon Pre-school.**

Pendragon Pre-school is part of Pendragon Primary School and is run from The Daisy Children's Centre which is situated on the site of Pendragon Community Primary School. We have a bright spacious room, our own garden and a team of dedicated and experienced staff.

Pendragon Pre-school is registered with, and inspected by, the government agency, the Office for Standards in Education (Ofsted), which is the same body that encompasses all tiers of school education.

Our Pre-school serves our community of Papworth Everard. The day to day running of the Pre-school is the responsibility of the Pre-school Manager who refers to the Primary Link Teacher at the school, Head Teacher and School of Governors for guidance and support.

### **Statement of Purpose**

At Pendragon Community Primary School and Pre-school we will develop children as learners.

Through strong positive partnerships between school, parents and the wider community we provide a stimulating, happy and safe environment where all our children learn, grow and develop through strong positive partnerships with parents and the wider community.

The school's motto (chosen by the pupils) is: **REACH, Respect, Effort, Achieve and Challenge.**

### **At Pendragon we will:**

Provide a welcoming, secure, structured and stimulating environment in which all our children can feel safe, accepted and valued.

Ensure that the children have a broad and balanced curriculum that will ensure that they are learning for life.

Value all individuals within our school community and ensure that they have equal opportunities.

Be welcoming and accessible for parents and members of the community.



## **The Pre-school History**

Pendragon Pre-school serves the village of Papworth Everard and most of our children come from the village.

The current building was opened in 2009 to accommodate a maximum of 24 children in each session.

In 2012 The Pre-school became linked to the Community Primary School and is run by the Governors of Pendragon Primary School.

The Pre-school is run on a daily basis by an experienced team of staff.

We welcome visits to the Pre-school and a telephone call prior to your visit helps us make sure that someone is available to show you around.



## **Our Staff**

We have a fantastic experienced team of staff who are all qualified to a minimum of level 3. All staff hold qualified Paediatric First Aid certificates and Basic Child Protection.

## **Pre-school Manager and Keyworker**

Mrs Jaime Storar – started as Deputy Leader in March 2012 and has over 17 years of experience working in the Early Years with children from 0 – 5 Years old. Qualifications held are NNEB in child care level 3, Early Years Degree through Open University. Mrs Storar is a trained Designated Child Protection Officer, trained ENCO Officer, trained in ECAT and holds a First Aid qualification and Food hygiene certificate.

## **Keyworker**

Mrs Tina Allan has worked at Pre-school since March 2011. She holds an NNEB in Childcare Level 3 and holds a First Aid Qualification. Mrs Allan works closely as a keyworker with a group of children in the Rabbits group and leads our Letters and Sounds sessions with all the children in Pre-school.



### **Keyworker**

Mrs Clare Taylor has worked at Pre-school since 2010 and previous to that was a Pre-school committee member for 4 years. She holds an NNEB in Childcare Level 3, she is a trained SENCO co-ordinator and also holds a First Aid Qualification. Mrs Taylor works closely as a keyworker with a group of children in the Horses group.

### **Keyworker**

Mrs Jessica Williams, joined preschool in September 2019. Qualifications held are a Diploma in Childcare & Education Level 3 and Paediatric First Aid. Mrs Williams has over 7 years of experience in childcare. Mrs Williams works closely as a keyworker with a group of children in the Hedgehog group.

### **Administrator**

Mrs Pamela Duff is the Pre-school administrator and deals with all the admissions and admin for Pre-school. She works Tuesdays, Wednesday and Fridays in the school office.

### **Primary School Link Teacher**

Mrs Willmore works in Pendragon Primary School and is the Foundation Stage Leader for Pre-school. Mrs Willmore has regular visits to pre-school and we work closely with Mrs Willmore and her Foundation Team to make the children's transition to school as smooth as possible. Mrs Willmore has been teaching for over 15 years. She began working in Pendragon Primary school in January 2008 in Year 1 / 2. Mrs Willmore moved to Foundation in September 2012.



## **Admissions**

You can register your child anytime from the age of 2 years, where they will join the Pre-school waiting list. The list is held in age order (according to LEA guidelines) and spaces will be allocated when they become available to the eldest child on the list regardless of how long they have been on the waiting list.

Your child can start Pre-school from the age of two years. You will be contacted when places become available for your child.

- Morning, afternoon and all day sessions available to all Pre-schoolers.

## **Stay and Play Sessions**

Pre-school offer Stay and Play sessions throughout the year, this is a chance to meet the staff and view the setting and understand what Pendragon Preschool can offer your child. Your child will also get to know the staff before starting nursery to help with the settling in process. We will fill out some useful forms about your child. It's also a time for you to share any information or concerns with us.

## **The First Few Days... and Beyond...**

We have a gradual admissions procedure for the first few days of your child starting. Children begin pre-school in small groups of children at a time and stay for just an hour on their first day. We ask you to stay with your child for this time, helping them to feel safe and secure, talking to us, and getting to know our routines. After the first day, your child's time is increased to 2 hours or accordingly to their needs. After this if the child has settled well then we are happy for them to start their full sessions. Some children need a longer settling in period and we are flexible in our approach. We have a great deal of experience in settling children and work together with you to achieve a smooth start. Some children starting will have been to playgroup before, others not, but for all of them Pendragon Pre-school will be a new experience. New situations can be challenging and fun, but exhausting. You may even find they don't want to talk with you about all the lovely things they've done. This is entirely normal, so try not to ask them too many questions. Staff are always willing to talk with you about how your child's learning day. You can catch staff before or after sessions briefly or ask for a longer appointment. You will also receive a weekly detailed newsletter.



## **Fees**

Pendragon Pre-school accepts the Government's 'Early Years Funding' for all children who qualify. We provide 15 hours and 30hrs of the 30hours of free, flexible early learning and childcare, you are of course free to purchase extra hours if Pre-school is not full and priority will be given to those children starting school in the upcoming school year.

It is beneficial that your child do a minimum of 15hrs at Pre-school to gain the full learning experiences.

Hours are priced as follows;

A 3-hour session costs £17.25 per session for over 3's and £20.25 per session for under 3's.

A 6-hour session costs £34.50 per session for over 3's and £40.50 per session for under 3's.

A termly contract will be drawn up between yourselves and the Pre-school to commit to a pattern of hours for the term. Increasing in hours of attendance cannot be funded part way through the term. Charges will be applied for any additional hours taken.

Pre-school do accept childcare voucher payments. Please ensure that this is set up through your employer. Payment can take longer to be processed through payments so please ensure that payment is prompt as late payment can incur additional charges.

## **Opening Hours**

The Pre-school is open in term time only, from 9am – 12 noon and 12 noon – 3pm or an all-day session 9am – 3pm. Children should bring a healthy snack of fruit or vegetables if they are attending a morning or full day session. If children attend for the afternoon session or all day they will need to either bring a packed lunch with them or pay for a hot school lunch at the cost of £2.80. All children eat together in the Pre-school room.

Pendragon Pre-school have three terms in line with the Pendragon Community school year

AUTUMN - September to Christmas

SPRING - January to Easter

SUMMER - Easter to July



## **Policies and Procedures**

Pendragon Pre-school have detailed policies in place which are available for any parent to see on request, including a policy for Child Protection. It is the responsibility of all the Pre-school staff to protect the children. If a situation should arise where we suspect the child is in danger of abuse (whether it is physical, emotional or neglect) it is our duty to report this suspicion to outside agencies who will act in the best interests of the child. Wherever possible we would communicate this in the first instance to the parent.

Our policies are adopted from Ofsted and in line with the primary school policies. They define how we operate within the existing legislation and contain information on what we do in various circumstances. All policies are designed to provide both safest environment and offer the best possible experience for children attending the Pre-school. The governors and staff nominated as responsible for certain issues review all policies regularly and continuously. Comments and suggestions are always welcome from parents and carers.

## **Information Sharing**

Sharing information is an essential art of building a team to support you and we will only share relevant information with other practitioners and outside agencies

We will only share information without your consent in exceptional circumstances, such as if we believe that a child or young person may be at risk of significant harm; or to prevent, detect or prosecute a serious crime.

Information may be shared when a child leaves the setting and attends another nursery setting in conjunction with our setting, or with an external agency.

We respect the wishes of children and parents not to give consent to share confidential information.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates to if it is in the public interest. That is when

- It is to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult; or
- Not sharing it could be worse than the outcome of having shared it.

## **Transition to Pendragon School**

Pre-school works closely with the Primary school making sure that the Pre-school children gain a smooth transition into starting school each September.

During the terms Pre-school make visits to school to watch the Foundation and Year 1 / 2 Performances; they are also invited to watch sports days in summer term.



Pre-school children gain visits to the Foundation classes every week with their keyworker to help them gain their confidence and become familiar with the school setting and staff.

The Pre-school Manager Mrs Storar and Primary Link Teacher Mrs Willmore meet once a week to discuss key events and children and plan to make the next steps and activities for the children's transition to school.

The Foundation Stage staff invite the children and their parents to come and play sessions and the Pre-school children are also invited in the summer term to go and experience a hot lunch in the dining room. Every effort is made to make sure the children are confident and a smooth transition is in place.

## **DAILY TIMETABLE**

### **So what happens in a Pre-school day.....**

- |         |   |
|---------|---|
| 9.00am  | Children to self-register on arrival to Pre-school, followed by free flow play (inside and outside), with a choice of different activities. Parents to provide a healthy snack of fruit or vegetables for their child and it is offered in the morning. |
| 9.30am  | Tidy up time, followed by circle time, Golden rules discussion. We will discuss the week's topic and review the day's activities as well as a chance to share any special items the children have brought in from home.                                 |
| 11.25am | Tidy Up time  |
| 11.30am | Key/group activity time / Music and Movement / Parachute Play   |
| 12.00am | Home time and/or lunch  |
| 1.00pm  | Children to self-register, followed by free flow play (inside and outside), with a choice of different activities.  |
| 2.25pm  | Tidy up time, followed by circle time, calendar and the star helpers of the afternoon. We will discuss the week's topic and review the day's activities as well as a chance to share any special items the children have brought in from home.          |
| 2.30pm  | Key/ Group activity time / Story time   |
| 3.00pm  | Home time   |



## **LUNCH TIME**

Lunch time runs from 12.00pm until 12:45pm this enables your child to stay at Pre-school for a full day. Each child must be provided with a named packed lunch and water bottle.

We also offer the children a hot lunch, which is cooked in the school kitchen and brought over to Pre-school. If you require your child to have a hot meal then we ask for it to be booked a week in advance and payment made of £2.80 per meal.

## **Daily Snack Time and Dietary Information**

Allergies and cultural requirements must be identified on our registration form and we must be kept informed of any changes once your child has started at Pre-school.

To enable us to meet any special dietary requirements we will ensure that all members of staff are aware that your child suffers from an allergy or food intolerance.

At snack time, your child will be offered milk or water to drink and their healthy snack provided from home. Please note we are a 'nut-free' Pre-school.

## **Collection of Child/Children**

When collecting your child please wait at the gate and the Pre-school staff will buzz to open the gate and let you in. Please ensure that you arrive promptly as the children are eager to see their parents/careers and may become distressed if you are late. If you need to speak to a member of staff on leaving or arrival to Pre-school, please wait until the children are with their parents or have settled with staff.

Please do not park in the school car park this is for staff only and there is many children around and it could prove hazardous.

If someone other than yourself will be collecting your child from Pre-school can you please inform a member of staff prior to the collection, a password may be required by the person collecting your child which you must make the pre-school staff aware of at registration. Anyone collecting a child must be over 16 years of age.

## **Late Collection**

We have a late collection Policy in place it states:

### **WHAT IS EXPECTED FROM A PARENT/CARER**

The Pre-school understand that emergencies do happen and this may make you late to collect your child. The Pre-school would expect a telephone call explaining this and a reasonable solution made for your child to be collected.

### **WHAT HAPPENS IF A CHILD IS NOT COLLECTED ON TIME**

If a telephone call is not received, the Pre-school will charge the parent £1 for every minute they are late. This is to cover the cost of 2 members of staff staying behind to wait with the child.



In the event of a child being left more than 15 minutes without a telephone call, the Pre-school would try the child's contact numbers. If no response and no contact after 30 minutes, Social Services and the Police would be contacted.

## **Observation, Planning and Assessment**

### **Observation**

We observe children to find out about their needs, what they are interested in and what they can do. We involve parents and carers in this process so that we can learn more about their unique child.

Staff, parents and carers find everyday opportunities to informally share information about their child. There are also planned parents events throughout the year.

### **Planning**

We provide stimulating and enabling environments indoors and out. From our observations of children interest, needs and parental information we plan experiences together with the children to support and extend their learning. Planning is based on children's individual interests and needs according to their own level of development.

### **Making Progress**

All children have a right to achieve to their fullest potential and therefore we monitor all children's progress. A child's learning and development is carefully observed so that staff are able to plan for their individual next steps.

### **Learning Journey**

To support each child's learning and development they all have a learning journey (A4 ring binder) containing their personal development, progress and observation records. For those children going to Pendragon Community School our aim is to pass the folders on to their future school so the child's progress and achievements can be documented from the start of the Pre-school to the end of their reception year at school. It informs all staff, parents and your child of their learning experiences, progress and achievements. A typical learning journey will include observations recorded on your child's learning and development, photographs, examples of independent work and your child's views and comments.



## **Early Years Foundation Stage (EYFS)**

The EYFS framework is made up of three main characteristics of effective teaching and learning which are:

**Playing and exploring:** children investigate and experience things, and 'have a go'.

**Active learning:** children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.

**Creating and thinking critically:** children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

In the EYFS there are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning development are important and inter-connected.

The seven areas of learning are split into Prime areas and Specific areas:

### **Prime Areas**

**Communication and Language Development** involves giving children opportunities to experience a rich language environment, develop their confidence and skills in expressing themselves, and to speak and listen in a range of situations.

**Physical Development** involves providing opportunities for young children to be active and interactive, and develop their co-ordination, control and movement. Children also learn the importance of physical activity and how to make healthy choices in relation to food.

**Personal, Social and Emotional Development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; develop social skills and learn how to manage their feelings.

### **Specific Areas**

**Literacy Development** involves encouraging children to link sounds and letters, and to begin to read and write. Children are given a wide range of access to reading materials to help them become interested.

**Mathematics** involves providing children with opportunities to develop and improve in their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and describing shapes, spaces, and measures.

**Understanding the World** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive Arts and Design** involves enabling children to explore and play with a wide range of media and materials. It also involves providing opportunities and encouragement for children to share their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



## **Pre-School Golden Rules**

At Pre-School we have some set golden rules. We have a basket filled with our animal friends and our puppet 'Herbert'. They watch and help support us throughout the session to see if we are following the school motto.

- Sheila the Sharing Sheep helps us to share and take turns.
- Kathy the Kind kangaroo teaches us what it means to be kind to others.
- Hilda the Helpful Hedgehog encourages the children to help others in the community.
- Lenny the Listening Lion helps us to listen to everyone's thoughts and take them into consideration.

## **Forest School**

Pre-school are very lucky to be linked to Pendragon Community Primary School and have valuable access to the environmental area, The Haven, where Pre-school undertake their Forest School sessions.

The philosophy of children being in the environmental area is to encourage and inspire children through an innovative, long term, educational approach to outdoor play and learning in a natural environment. It's all about providing children with unique learning opportunities to explore, learn and play outside.

This wonderful facility provides all of our children with the opportunity to enhance their learning and understanding about the world around them through a range of fun, educational and creative outdoor experiences.

Children will discover how to go bug hunting, bird watching, explore the natural environment and carry out den building skills





## **Medication and Illness**

Please advise the Pre-school manager if your child catches a communicable disease or condition such as chicken pox or head lice so that we can advise other parents and carers.

If your child has a vomiting or diarrhoea bug then the absence period is 48 Hours from their last episode.

If your child is already taking or is prescribed a medication which needs to be administered during Pre-school hours, you will need to bring the medication in the original container with your child's name on. All medication needs to be prescribed and is required 4x per day. You will be asked to complete a medication form and will be informed if your child has been given the medication.

## **Special Educational Needs and Disabilities**

Pendragon Pre-school have qualified special educational needs staff and endeavor to support children and families who have additional needs or require any additional support. If you can please make sure that, any needs/requirements are discussed with the administrator at the time of registering your child to ensure that we can offer the correct support. If your child is diagnosed with any additional support requirements while they attend Pre-school please ensure that their key-worker is informed to allow this support to continue as it is beneficial for their learning journey.

## **Attendance**

It is our aim to give every child the best start in education. To do this we aim to encourage children to attend regularly and punctually.

It is the school's belief that children learn best by consistent care. Attendance plays an important part in this. A child needs to attend regularly to gain a full understanding of school life.

We understand that good attendance sets good boundaries for the future. Attendance registers will be kept and records passed on to future settings.

## **Absences**

The school understands that on occasions children may be too ill to attend Pre-School. On these occasions it is the parents' responsibility, to contact the Pre-school by telephone, before the session begins, so the absence can be registered as authorised. The Pre-school can be contacted by telephoning 01480 830267 option 4 or emailing [ppreschool@pendragon.cambs.sch.uk](mailto:ppreschool@pendragon.cambs.sch.uk). Parents are asked not to pass messages through other parents or members of staff.

The Pre-School must be notified of absences and the reason for the absence on the first day of absence and then updated regularly throughout the absence.

If a child's attendance is below 80% in any term, parents will be contacted and invited to a meeting and if no reasonable explanation is given, the Pre-School reserve the right to withdraw the space.



If a child is receiving the free nursery place, all attendance is required to be reported to the local authority and parents may be charged for absences if the reason is deemed to be unacceptable.

### **Clothing**

At Pendragon Pre-school we do offer part of a uniform if you wish to order it. It consists of a Pre-school jumper with the logo printed on and a Pre-school polo shirt with the logo printed on. Order forms can be purchased from the Pre-school staff.

This helps the children to learn the difference between a home and learning environment and helps them to feel that they belong and are the same as their friends. Also it saves their 'own' clothes from getting messy during Pre-school activities.

Children learn best when they get 'stuck in' get mucky and have fun! Therefore in order for your child to explore the Pre-school freely and become involved with the various activities, including the messy ones, please dress them in clothes that are comfortable and easily washable. We do our utmost to supply paints and pens that are washable and we do provide aprons to protect your child's clothing as much as possible. However this does not guarantee against every eventuality because accidents do happen, particularly in wet play situations.

At Pre-school we believe it is good for children to practice the skills that will make them become more independent. We therefore ask that you dress your child in toilet friendly clothing that they can easily pull up and down. Suitable footwear such as soft shoes that have an easy fastening system like Velcro is also recommended.

Please provide your child with a full set of named clothes to change into as a result of toileting accidents, wet play or messy play activities in a bag which will hang easily on their peg.

### **Improving our service**

To continue to provide an excellent service for our families, we are asked to be reflective on all aspects of our setting. Your opinions are therefore of value to us and are most welcome, and you can speak to a member of staff.

We look forward to welcoming you at Pendragon Pre-school.