

St Alban's  
Pre School

2020/21

## Prospectus



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## **OVERVIEW**

**Welcome to St Alban's Pre School. We hope that your child will enjoy a happy introduction to their first independent steps in the world. We endeavour to provide an opportunity for your child to learn through play in a safe stimulating environment, use their imagination and creativity and gain confidence by developing their skills and abilities.**

*"For many children admission to a Pre School is one of their first major experiences outside the home. It is therefore an advantage to retain elements of the home setting making it a warm, comfortable, welcoming place in which the atmosphere and provision lead to effective learning. This includes taking account of the variety of children's differing experiences, backgrounds and cultures.*

*The use of materials, colour, texture and display areas needs careful consideration for the creation of a suitable setting for learning."*

### ***Working Towards Excellence in the Early Years***

A quality early years environment is one which promotes effective learning in a safe, sensitive and imaginative way. One which develops and grows from the interaction of the adults and children with the appropriate material resources available to them.

### **A Brief History**

St Alban's Playgroup started in 1981 in a spare classroom in St Alban's Catholic Primary School. In 1988 Playgroup moved out of school and into a mobile classroom. The mobile cost in excess of £6000 and was cleaned, decorated and equipped by committee, parents, staff and friends. St Alban's Playgroup has always been proud of its association with St Alban's School. With the beginning of the Nursery Grant Scheme, Playgroup amalgamated with school in October 1996 and became St Alban's Pre School. Pre School then enjoyed the advantages and support of being part of a larger educational body which enabled them to improve the standards and expand further. The result of this was another move in July 1998 to a purpose-built building positioned on the playground of School. Our latest move in September 2010 was into our current, newly renovated building, with a wonderful outside classroom close to the School's main site. Our next phase for improvement is the outside play area, in Summer 2013 we started to develop this area with all weather artificial grass and some new play equipment. In 2016 we received a lottery grant and installed further outside provision including an outdoor house, mud kitchen, sand tray and water tray.

We are very proud of St Alban's Pre School which continues to provide a wonderful, safe, happy and stimulating environment for our children to develop.

**MISSION STATEMENT**

**At St Alban's Pre School we aim to offer a safe, stimulating, fun, warm and friendly environment. Children are able to enjoy learning, promote their independence and grow in confidence.**

**AIMS AND OBJECTIVES**

**We aim to provide:**

- A safe, secure setting where all the children feel included, respected and valued.
- A well planned and well organised environment, with a carefully structured curriculum that builds on what the children have already achieved and provides opportunities for teaching and learning, both indoors and outdoors.
- Experienced and well trained staff that understand how children develop and learn across all areas of the curriculum.
- A setting where parents and practitioners work together and have a positive effect on the children's learning.

## THE EARLY YEARS FOUNDATION STAGE FRAMEWORK

This framework is mandatory for all early years providers (from 1 September 2012):

### What is the Early Years Foundation Stage?

**Early Years Foundation Stage (EYFS)**, is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

### What is the EYFS Framework – why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the **"Early Learning Goals (ELGs)"**

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

More information about the Early Years Foundation Stage is available at:

[www.foundationyears.org.uk/early-years-foundation-stage-2012](http://www.foundationyears.org.uk/early-years-foundation-stage-2012)

## How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.



These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

You can find the **Early Years Foundation Stage** which includes the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The foundation years website also includes a range of resources and contacts.

## What does it mean for me as a parent?

### Ensuring my child's safety

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a childminder can look after, and things like administering medicines and carrying out risk assessments.

### Quality

St Albans Pre School received an OUTSTANDING OFSTED REPORT in JUNE 2015. You can find out about the quality of your child's nursery and other early years providers in relation to the EYFS Framework by checking what the Government's official inspection body for early years, Ofsted, has to say about it. You can find this information at [www.ofsted.gov.uk/inspection-reports/find-inspection-report](http://www.ofsted.gov.uk/inspection-reports/find-inspection-report). For more information about registered providers, please go to the relevant pages in the early years and childcare section of the Ofsted website – [www.ofsted.gov.uk/forparents](http://www.ofsted.gov.uk/forparents)

### ABOUT THE STAFF

At St Alban's Pre-School we are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. The staff consists of the manager, lead practitioners and practitioners.

Our keyperson system gives each member of staff particular responsibility for several children. The keyperson takes special responsibility for a number of children within each group, creating close links with the family.

### Staff List

Mrs Elaine Mercer – Head of Pre School

Mrs Liz Jackson – Finance Officer

Mrs Jen Poulton- Finance Officer

Mrs Alex Barsby- Lead Practitioner/Deputy

Mrs Gabriela Siedlecka – Lead Practitioner

Mrs Karen Gregson – Lead Practitioner

Miss Deanna Kimpton- Practitioner /Lunch Time Assistant

Mr Sean Worth- Practitioner

Mrs Hastings- Practitioner

Mrs Fay Sidy – Lunch Time Assistant

Mrs Stephanie Laurens- Lunch Time Assistant

### Availability of Staff

The Staff know that it is important to have regular communication with parents/carers and they try to make themselves available as often as possible for you to talk to them. All members of staff are

available to discuss any matter relating to your child after the session is over or a specific appointment can be made if you prefer.

### Complaints

We hope that these are few and far between but, should you have a complaint, please first mention this to the Head of Pre School. Your next port of call would be to consult the Pre School Complaints policy which is available on the website. You always have the ability to talk to Ofsted.

### Ofsted Contact Information

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Telephone: **0300 123 1231**

Website: <http://www.ofsted.gov.uk>

### OUR POLICIES

#### Policies

A list of our policy statements are shown below. We encourage every family to read them; the policy documents are always available on the school website.

<http://www.stalbansprimarymacclesfield.co.uk/pre-school/>

#### Child Protection

- 1.1 Children's Rights and Entitlements
- 1.2 Safeguarding Policy
  - 1.2a Critical Incident Policy
- 1.3 Looked After Children
- 1.4 Non-Collection of a Child
- 1.5 Lost child
- 1.6 Online Safety incl. Mobile Phones and Cameras
- 1.7 Procedure for Pre School Outings
- 1.8 Achieving Good Behaviour
  - 1.8a Positive Handling Policy
  - 1.8b Resolving Fall Outs
- 1.9 Anti-Bullying
- 1.10 Child Collection
- 1.11 Complaints Policy
- 1.12 Codes of Practice - Child Protection
- 1.13 Whistle Blowing Policy
- 1.14 Photograph Policy



1.15 Attendance Policy

**2.0 Suitable people**

2.1 Employment and Staffing

2.2 Student Placements

2.2a Code of Conduct work placement

2.3 Staff Code of Conduct

2.4 Disciplinary and Grievance Procedure for Pre School Employees

2.5 Supervision Policy

**3.0 Staff Qualifications, Training, Support and Skills**

3.1 Induction of Employees and Volunteers

3.2 First Aid

**4.0 Key Person**

4.1 The Role of Key Person and Settling In

4.2 Assessment Procedure Policy

**5.0 Staff: Child Ratios**

5.1 Staffing Ratios

5.2 Lone Working Policy

**6.0 Health**

6.1 Administering medicine

6.2 Managing children with allergies, or who are sick or infectious

6.3 Recording and Reporting of Accidents and Critical Incidents

6.4 Intimate Care Policy.

6.5 Food and Drink.

6.6 Food Hygiene Policy

6.7 Food Play Policy

**7.0 Parental Partnership**

7.1 Admissions Policy

7.2 Parental Partnership Policy

7.3 Parental Involvement Policy

**8.0 Health and Safety**

8.1 Health and Safety General Standards Policy

8.2 Maintaining Children's Safety and Security on Premises, Visitors Policy

8.3 Risk Assessment Policy

8.5 Fire Safety and Emergency Evacuation Policy

8.6 No Smoking Policy

8.7 Sun Protection

8.8 Lockdown Procedure Policy

8.9 Provider Records Policy

### **9.0 Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

9.1 Valuing Diversity and Promoting Equality

9.1a Admissions Policy

9.1b Non-Payment of Fees Policy

9.1c Privacy Notice Policy

9.2 Supporting Children with SEN

9.3 British Values Policy

9.4 Incorporating British Values Policy

All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

### **Admissions**

St Alban's Pre School was set up to provide Pre School opportunities for Catholic children whilst also serving the wider community. The admissions policy is available in Pre School.

A child can attend the group from 2 years 6 months providing that a place is available. We are delighted that we are a popular Pre School, and urge you to register your child as soon as possible. Application forms are available from Pre School or the main School office.

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school. In order to accomplish this, we will:

- Reassure parents whose children seem to be taking a long time settling in the pre-school.
- Introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in the pre-school for as long as it takes to settle their child there.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.

## **Special Needs**

The number of adults present in the pre-school enables us to provide individual attention for each child. Each child is able to progress at her/his own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. If you would like to discuss the group's ability to meet your own child's special needs, please talk to our Special Educational Needs Co-ordinator (SENCO), Mrs Mercer.

## **Special Educational Needs Policy**

At St Alban's Pre School we believe that the needs of all the children, including those with special educational needs (SEN), must be addressed in a variety of ways so that they have the greatest possible access to the Foundation Stage Curriculum. The knowledge, views and experience of parents are vital to enable a partnership between parents, child and Pre School.

In most cases the special educational needs of the child will be met by the Pre School's differentiated curriculum, but where appropriate outside agencies will also be involved. (Full policy available in Pre School)

## **Equal Opportunities Policy**

The Committee and Staff of Pre School are actively involved in the development of our equal opportunities policy. The staff try to ensure that when selecting toys, games, stories and craft, they bear in mind the racial origin and cultural background of each child as well as their differing abilities. The staff also try to give positive images to the children by avoiding racial/sexual stereotypes and selecting a varied programme of activities covering many themes and topics.

The Pre-School Learning Alliance is committed to helping pre-schools provide equality of opportunity for all children and their families. St Alban's Pre-School works in accordance with all relevant legislation, including:

- Disabled Persons Acts 1958, 1986
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children's Act 1989

## St Alban's Pre School

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We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in, or volunteer to help with, our pre-school have an equal chance to do so.

### Safeguarding

St Alban's Pre School is committed to safeguarding and promoting the welfare of our children and expect all staff/volunteers/committee members to share this commitment. We are dedicated to safer recruitment of staff. Please see our full Safeguarding Policy in Pre School.

### PRE-SCHOOL DETAILS

#### Opening Times

St Alban's Pre-School is open:

Morning Session times - **8.40 am – 11.40 am**

Afternoon Session times - **12.20 pm – 3.20 pm**

All Day - **8:40am – 3:20pm**

#### Fees

**The Fees for the year 2020/21 Payable half termly in advance.**

Session: £15.00 (3 hr Session)

Lunch Club: £2.50

Fees continue to be payable if a child is absent without notice or with notice for a short time. In cases of prolonged absence, parents should consult Mrs Jackson or Mrs Mercer about fee payment. Each child's attendance at the group is conditional upon continued payment of any necessary fees. We reserve the right to re-offer a child's place after non-payment of fees. Please do not hesitate to contact Mrs Jackson regarding your child's fees, all conversations will be completely confidential and flexible payment options can be arranged.

We are part of the Cheshire East Borough Council Early Years Development Plan which funds us directly for children from the term after their 3<sup>rd</sup> birthday. This means your child receives a free place for up to 15 hours per week (please note although this can be split with other settings no more than 15 hours can be claimed in total for any one child).

Working families with 3 and 4 year old children may be eligible for an additional 15 hours a week of free childcare. You can check your eligibility at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). **You will need to obtain a valid 30hour code.**

**Term Dates**

Below are the term dates for the 2020/21 school year.

**Date of Re-Opening**

**Date of Closing**

**Autumn 1**

Wednesday 2nd September 2020

Friday 23rd October 2020

**Autumn 2**

Monday 2nd November 2020

Friday 18th December 2020

**Spring 1**

Monday 4th January 2021

Thursday 11th February 2021

**Spring 2**

Monday 22nd February 2021

Thursday 1st April 2021

**Summer 1**

Monday 19th April 2021

Thursday 27th May 2021\*

**Summer 2**

Tuesday 8th June 2021

Tuesday 20th July 2021

\*PLEASE NOTE SCHOOL WILL BE CLOSED FOR BANK HOLIDAY MONDAY 3rd MAY 2021

**Inset Days:**

Tuesday 1<sup>st</sup> September 2020

Friday 12<sup>th</sup> February 2021

Friday 28<sup>th</sup> May 2021

Monday 7<sup>th</sup> June 2021

# St Alban's Pre School

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Friday 25<sup>th</sup> June 2021

Wednesday 21st July 2021

## Location

The Pre-School is located at:

St Alban's Catholic Primary School

Priory Lane

Macclesfield

Cheshire

SK10 3HJ

Tel: 01625 431929

## Starting at Pre-School

A child who is unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure in the group. This can take longer for some children than for others and parents should not feel worried if their child takes a while to settle.

## What to Wear

**Children should bring a pair of pumps or indoor shoes with them to Pre School, clearly marked with their name. Please ensure that they are dressed in the following uniform:-**

**Boys:**  
**White Polo Shirt**  
**Grey Joggers**  
**Blue Sweatshirt (with logo)**

**Girls:**  
**White Polo Shirt**  
**Grey Joggers/Pinafore**  
**Blue Sweatshirt or Cardigan (with logo)**

**School Book Bag**

## St Alban's Pre School

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The sweatshirt with the logo is available from Finesse Schoolwear and Trutex in Macclesfield. We follow the main school's policy which states that no earrings or jewellery should be worn.

### **Snacks and Refreshments**

During the morning and afternoon sessions, the children are provided with a healthy drink and snack (e.g. a choice of fruit, crackers, rice cakes, toast etc.) **Please let us know of any allergies your child may have.**

### **St Alban's Catholic Primary School**

We have a close liaison with the school and our holidays run alongside those of the school. We also have contact with the reception class teachers and the term before your child is due to start main school they will have the opportunity to visit their anticipated teacher and participate in some activities in their future classroom. On occasion we attend assemblies in main school.

### **Coming to Pre-School**

Every year in June/July we hold an Open Day for new parents and children to get to know us and enable your child to visit the new environment gradually. You will have the opportunity to meet the Pre School staff and hopefully have any questions or worries answered.

We hope that your child's time in Pre-School will be a very happy and productive one. If you have any queries, or if we can be of any help, please contact Mrs Mercer.

### **Dropping off and collecting your child**

Please be aware that children cannot be accepted before the Pre School session commences, and must be collected promptly at the end of the session. **Our insurance is not valid outside these hours and staff cannot take responsibility for the children at any other times.** If someone other than yourself is to collect your child written permission must be given. We have introduced a password system to be used in emergencies when someone other than those stated on the registration form needs to collect your child. Pre School staff will not allow your child to leave with someone else without your written authority or your confidential password in the case of emergencies.

## Illness

**Children should not attend Pre School if they are unwell.** Chronic conditions such as asthma are an exception to this. If your child becomes ill you will be notified immediately. It is very important that any change in circumstances are made known to the staff so that there will be no delay in contacting you. Minor bumps, accidents and falls are dealt with by the staff who are trained in First Aid.

## St Alban's Pre School Committee

St Alban's Pre School is run by a Management Committee, consisting of the Head of Pre School, the Head of St Alban's Catholic Primary School, a reception class teacher, three members of the main school governing body as well as a parent representative from Pre School, a practitioner from Pre School and the Pre School finance officer. The Pre School Committee is responsible for the management of Pre School and its funds as well as maintaining education and safeguarding/welfare standards. Pre School comes under the charitable status of the diocese and relies heavily on fund raising and social events to promote these events.

## Fund Raising and Social Events

The fees that you pay and the grant we receive for eligible children from Cheshire East Borough Council covers the cost of wages, heating, water etc, but does not always cover the cost of replacement toys, new furniture or repair and maintenance of the building. The money for such items comes from fundraising events organised throughout the year e.g. Sponsored events, Easter Sing a Long and Plant Sales. We hope that you will support these events and enjoy meeting others from Pre School. Any new ideas for fund raising are always most welcome. All are welcome as you are to the School P.T.A.

## Problems

If for any reason you are concerned about any aspect of Pre School, please see the Head of Pre School (Mrs Elaine Mercer) who can also be contacted on 01625 431929.

## Parking

**FOR THE SAFETY OF ALL THE CHILDREN AT ST ALBAN'S PARENTS ARE NOT ALLOWED TO PARK IN THE STAFF CAR PARK. PLEASE DO NOT PARK WITHIN THE GREEN SCHOOL GATES OR AROUND THE TURNING CIRCLE AS YOU WILL BE RISKING THE SAFETY OF CHILDREN.**