

# TWIGGS LANE PRE-SCHOOL

## 2017 - 2018 PROSPECTUS



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## **Location**

Twiggs Lane Pre-school is located in the village of Marchwood which lies between the Solent and the New Forest National Park.

Our address is: Twiggs Lane Pre-school, Forest Room, Twiggs Lane, Marchwood, Southampton, SO40 4ZE. Telephone: 02380 675818. E-mail [twiggsfinance@hotmail.co.uk](mailto:twiggsfinance@hotmail.co.uk)

Twiggs Lane Pre-school is a charity run pre-school which was opened in 1986. In February 2011 the pre-school became a Company Limited by Guarantee and is managed by a board of directors. The pre-school operates from a rented classroom in Marchwood Infant School.

The pre-school room is fully equipped for young children with direct access to washroom facilities and its own enclosed garden with an all weather surface and grassed area.

## **Our Constitutional Aim**

The aim of Twiggs Lane Pre-school is to:

- provide high quality care and education for children aged from 2 years 6 months to 4 years old
- work in partnership with parents to help children learn and develop
- add to the life and well-being of its local community
- offer children and their parents a service which promotes equality and values diversity

## **As a member of Twiggs Lane Pre-school, your child:**

- is in a safe and stimulating environment
- is given generous care and attention; we have a high ratio of adults to children
- has the chance to join with other children and adults to play, work and learn together
- is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do
- has a personal key person who, along with all other members of staff, enables your child to fulfil their potential and make good progress in all the areas of learning
- is in a pre-school which sees you as a partner helping your child to learn and develop
- is in a pre-school in which parents can help to shape the service it offers

## How we operate

Twiggs Lane Pre-school is a Company Limited by Guarantee and is run by a Board of Directors together with six members of staff.

The Board of Directors is made up of a Chairperson, Secretary, Treasurer, and staff members. The Board of Directors is voted in at the Annual General Meeting which is held in September. Alongside this group of directors, the pre-school also has a fundraising committee who are parent volunteers to help out at our fundraising events throughout the year.

A team of experienced and qualified staff take the responsibility for the children's play and learning. The staff are continually being updated with relevant training. The Statutory requirements of the Early Years Foundation Stage recommend a high ratio of one adult to every eight children. However at Twigg's we operate at a ratio of one adult to every six children in order to maximise the potential of their environment. This helps us to:

- give time and attention to each child
- talk with the children about their interests and activities
- help children to experience and benefit from the activities we provide
- allow the children to explore and be adventurous in a safe, secure environment

### **Details of the Pre-school staff are as follows;**

<b>Name</b>	<b>Job Title</b>	<b>Qualifications</b>
Wendy Clarke	Pre-school Manager	Children's Care, Learning and Development NVQ4, Pre-school Learning Alliance Diploma, First Aid, Special Needs Co-ordinator, Institute for Leadership & Management level 3, Lead designated Safeguarding Officer .
Sue Stride	Supervisor & Registration Secretary	Early Years Childcare & Education NVQ3, First Aid, Joint Special Needs Co-ordinator, Food & Hygiene, Deputy Safeguarding Officer
Karen Goodson	Pre-school Practitioner	Early Years Childcare & Education NVQ3, Food & Hygiene
Kirsty Harkins	Pre-school Practitioner	Working towards Level 5 foundation degree, First Aid and food hygiene
Sharyn Curtis	Pre-school Practitioner	Early Years Childcare & Education NVQ3, First Aid. Food & Hygiene
Jane Garner	Finance & Administration	

## The Curriculum

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

At Twiggs we deliver the Early Years Foundation Stage framework. This guidance includes principles which guide the work of all early years' practitioners. These principles are grouped in four themes:

- **A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self-assured
- **Positive Relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and/or pre-school staff
- **Enabling Environments** – the environment plays a key role in supporting and extending children's development and learning
- **Learning and Development** – children develop and learn in different ways and at different rates; all areas of Learning and Development are equally important and inter-connected

The guidance also divides children's learning and development into three prime areas and four specific areas:

Prime areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

For each area, the guidance sets out achievable statements. These statements set out what is expected that children will know and be able to achieve by the end of reception year of their education at infant school. If you would like further information, please speak to a member of staff who will be happy to show you a copy of the 'Development Matters Early Years Foundation Stage'.

During the children's time at Twiggs Lane Pre-school the emphasis is 'learning through play'. Play helps young children to learn and develop through interaction and communication. The characteristic of effective learning within the statutory framework is a crucial foundation for children. Pre-school uses the guidance for the Early Years Foundation Stage to plan and provide a range of play activities to help children progress.

Staff members meet at regular times to implement planning to enhance children's learning; this is based upon the children's interests and next steps which are ascertained through observations.

Play underpins all the development and learning for young children. Most children play spontaneously, although some may need adult support, and it's through play that they develop intellectually, creatively, physically, socially and emotionally.

Play secures the delivery of all the Early Years Foundation Stage and states that children must have opportunities to play indoors and outdoors and that all the early years providers must have access to an outdoor area which the children can benefit from. At Twiggs Lane Pre-school children are given access to the outdoors as much as possible.

### **Learning through play**

Every Twiggs Lane Pre-school session is characterised by the ability of children to move freely between activities.

With the support of friendly adults, in a relaxed and welcoming atmosphere, children in pre-school have the opportunity to:

- enjoy imaginative and creative activities such as painting, drawing, sticking and collage, dressing up and role play
- share the companionship of other children
- practice language skills through stories, songs and role play and encouraged to talk about important experiences
- extend their physical skills and muscle control by moulding dough, moving to musical rhymes (action songs) playing with construction toys and puzzles and playing outdoors under supervision
- develop the beginning of scientific and mathematical understanding through play by experimenting with sand and dough, beads, pegboards, games and puzzles, creating sounds and making musical instruments
- respond to books, stories and music
- accept the discipline of a group and the authority of adults other than their parents and/or carers

A refreshment break is provided during each session where milk or water and a healthy snack will be provided to each child. Children are encouraged to visit the toilet throughout the session; these visits are supervised at all times.

If your child is not yet toilet trained and wears nappies or pull-ups when they attend pre-school, please see **Additional information for new parents**.

## **Working in partnership with families**

As a member of the Pre-school Learning Alliance, Twigg Lane Pre-school recognises parents/carers as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents/families take part in making pre-school a welcoming and stimulating place for children, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff
- helping out at a pre-school session
- sharing their own special interests with the children
- helping to provide, make and look after equipment and materials used in the children's play activities
- joining the fundraising committee or becoming a member or director. Please make contact with us if you are interested
- taking part at events
- joining community activities in which the pre-school takes part
- building friendships with other parents of children at pre-school

We have an open door policy at Twigg Lane Pre-school and welcome any help or suggestions and ideas to improve our practices. Family members who express an interest to help out on a regular basis will be asked to complete a DBS form for us to submit.

## **Key persons**

The pre-school has a key person system. Your child's key person will be appointed before your child starts, however, all staff work together to help your child to settle and ensure that what the pre-school provides is right for your child's needs and interests.

The key person will keep a record of observations and photographs, this information of each child is uploaded onto Tapestry which is a secure program. As and when it has been observed that any child has made a significant development in any of the seven areas of learning, it will be uploaded onto Tapestry. The Tapestry programme is shared with the child's family periodically and any comments can be given. It will then be decided between the child's family and the child's key person as to the 'next steps' to help their child progress further.

Any information you can give us about your child's needs, activities, interests and achievements will enable us to identify their stage of progress, which in turn will help the staff to decide how to help your child move into the next stage.

## **Transition**

The pre-school shares each child's Tapestry record with the feeder school or any other setting if appropriate.

## **The Pre-school's timetable and routines**

Twiggs Lane Pre-school believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the pre-school's session are provided in ways that:

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

'Twiggle' sessions are for children who are in their final year of pre-school and moving onto infant school in September. These sessions are usually of a more constructive nature and are designed to include activities to help children make a smooth transition to school. These sessions run in the afternoon every Monday and Wednesday.

## **Policies**

The pre-school has a comprehensive set of policies. A copy of our policies is available at the pre-school to borrow/read at any time, once read we require a signature to confirm you have understood our policies and procedures. We would strongly advise you to read these please speak to a staff member.

## **Special needs**

As part of the pre-school's policy to make sure that our provision meets the needs of each individual child we will take account of any special needs which a child may have.

Further information can be found on:

<https://fish.hants.gov.ukkb5/Hampshire/directory/home.page>

We liaise on a regular basis with our Area INCO Co-ordinator (Inclusive Officer) and we have good links with other outside agencies such as: MASH, Portage, health visitor/nursery nurse and educational psychologist. We will also make contact with any other agencies as and when necessary.

We work alongside parents to provide the best care and education for your child and we will liaise closely with the feeder school when your child is due to move on.

The pre-school's special needs co-ordinators are Wendy Clarke and Sue Stride who are continually updated with any relevant training as and when necessary.

## **Safeguarding**

Twiggs lane pre-school believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe.

All staff at Twiggs have relevant safeguarding training which is constantly updated. Wendy Clarke is lead Designated Safeguarding Officer (DSO) Sue Stride is the Deputy Safeguarding Officer.

## **Twiggs Lane Pre-school Management – Company Limited by Guarantee**

In February 2011 the pre-school became a Company Limited by Guarantee and is managed by a board of directors. Each board member is elected at the pre-school's Annual General Meeting which is held annually in September. Three of the directors must hold the title of Chair, Secretary or Treasurer. All directors are responsible for:

- overseeing the management of the pre-school finances
- promoting the success of the pre-school
- acting in accordance with and adhering to our Constitutional Aim
- employing and managing the staff if required
- ensuring that the pre-school has comprehensive policies in place which help to provide a high quality service and that these policies are adhered to
- ensuring that the pre-school works in partnership with the children's parents

The Annual General Meeting is open to all the parents/carers of children who attend the pre-school. It is their forum to look back over the previous year's activities and also provides an opportunity to join the pre-school by either becoming a director or a member of the fundraising committee and help to shape the coming year's activities.

## **Government Funding**

All children qualify for free education from the term following their 3rd birthday. Once your child is eligible, we will give you a form to complete each term in order to make your child's claim for up to 15 hours funding per week during term time only, for a maximum of 38 weeks per year. The maximum number of hours each child is allowed to claim is 570 hours per year.

Each child's eligibility of 15 hours per week (**570 hours per year**) can be shared between Twiggs Lane Pre-school and one other nursery/pre-school/childminder; their details must be detailed on the funding form.

Once we have received the funding form, we will collate all the hours and send our claim to the local education authority.

## **When your child is eligible to receive government funding**

Child's 3<sup>rd</sup> Birthday falls between;

1<sup>st</sup> April – 31<sup>st</sup> August - Eligible from 1<sup>st</sup> September (Autumn term)

1<sup>st</sup> September – 31<sup>st</sup> December – Eligible from 1<sup>st</sup> January (Spring term)

1<sup>st</sup> January – 31<sup>st</sup> March – Eligible from 1<sup>st</sup> April (Summer term)

## **Extended entitlement**

With effect from September 2017. Some children could also qualify for an extended entitlement of an additional 15 hours. Parents should check their individual qualification criteria by visiting the web site: <https://www.childcarechoices.gov.uk/>  
Please be aware that this is also limited to 570 hours per year (total 30 hours per week max)

## **Two Year Old Funding**

Twiggs Lane Pre-school is registered to accept funded two year old children. If you meet the requirements to receive two year old funding for your child and have been successful in your application you will be given a unique reference number to enable us to submit a funding form for your child. Further information is available should you require it at : <https://www.childcarechoices.gov.uk/>

## **Fees**

Fees at present are charged at a rate of £4.36 per hour for non funded and funded children wishing to do extra hours.

Fees are reviewed annually by the Board of Directors in order to stay in line with the rise of the minimum wage and the rate of inflation. Fees are currently charged at the start of a term or half term and are due for payment within 14 days from the invoice date.

Parents/carers are given the option of setting up a payment plan by liaising with the Administration and Finance controller if they find it easier to spread their payments. Parents/Carers will be asked to attend a meeting with the Pre-school Manager and Finance & Administration Assistant if the payment terms are not adhered to. A non - refundable deposit of £20 is charged in advance of a child's start date. In return you will receive a book bag and polo shirt for your child

If however your child is eligible for government funding we will require a refundable holding deposit of £20. This can be offset against the cost of a book bag and polo shirt if required.

In the event of holidays or brief spells of sickness the pre-school will continue to issue fees as normal as the running costs of the pre-school remain the same. A holiday form must be completed and given to the pre-school manager.

### **The first days**

We want your child to feel happy and safe at pre-school. To make sure that this happens, the staff will work with you to decide on how to help your child settle into the routines and the environment of the pre-school. In the early weeks, your child may find it reassuring to bring a favourite toy or comforter with them.

We recommend that parents/carers visit the pre-school with their child prior to their start date, as this gives you the opportunity to meet all the staff and enables you and your child to see how the pre-school operates. We hold an Open Day during September when there is the chance for you and your child to come to pre-school. If you are not able to attend the Open Day or your child's start date is mid-year you can arrange a visit by telephoning the pre-school. We also offer home visits before your child is due to start.

### **Clothing**

The pre-school provides all children with protective clothing for 'messy play' activities such as painting, but we cannot be held responsible should clothing become soiled when playing outdoors.

The pre-school encourages children to gain the skills to help them to be independent and look after themselves. This includes taking off and putting on outdoor clothes and shoes and also helping them to manage their own personal hygiene. If they attend pre-school wearing clothing which is easy for them to take off and put on it will help them to manage this.

The pre-school encourages all children to access the outdoors as much as possible; therefore, children should come equipped with sun hats and sun-cream for warm weather or warm coats, hats, gloves during the winter months. Welly boots for rainy days are also a good idea and a change of clothes should be provided on a daily basis.

### **Complaints procedure**

If you have any reason to make a complaint against a member of staff you must speak to the Pre-school Manager, Wendy Clarke immediately. If you however, have a complaint against the Pre-school Manager, you must speak to any member on the Board of Directors. The matter will be dealt with in the strictest of confidence. If you wish to contact Ofsted directly to make a complaint about the setting you can visit their website [www.ofsted.gov.uk](http://www.ofsted.gov.uk), telephone them on 0300 123 1231 or in writing to: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

## **OFSTED – Office for Standards in Education**

Twiggs Lane Pre-school has been continually inspected since 1997. Our most recent inspection was carried out in October 2015 and the pre-school was awarded a grade of 'good'. The purpose of an inspection is to identify strengths and weaknesses in the setting in order that the pre-school can improve the quality of the educational provision and help children achieve the desirable outcomes for their learning when they start compulsory education. A copy of the OFSTED report can be viewed on their website

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### **Activities during the year**

There is always a list of diary dates displayed on the pre-school notice board and further information is given by means of our newsletters which are issued at the start of every term.

- Photograph Session – we have a yearly visit from a professional photographer. The results have always been extremely good and the photos make a great Christmas gift for the family.
- Christmas Entertainment – The children put on a little festive production for parents and families to come along and enjoy. Refreshments are on sale and a raffle is held to raise funds for the pre-school.
- Christmas Party – Fun and games and even a special visit from Santa himself!
- Annual Summer Outing – All pre-school children and their parents/carers are invited to go on a pre-school trip. More information is provided nearer the time. This event usually takes place in May or June.
- Twigglets' Leavers Party – Since 2005 this event is held every year in July. Parents/carers and family members are invited to watch their children take part in a mini sports day with light refreshments. The children then sing songs before receiving a farewell gift from the pre-school.
- End of Term Picnic – Towards the end of the summer term after the morning pre-school session, we have a picnic in the pre-school garden. All the children can bring, a picnic lunch and their parents/ carers/ family members. We all have lots of fun before saying goodbye for the summer holidays.

- **Annual General Meeting - The Annual General Meeting is usually held in September. The meeting is open to all the parents/ carers of children who attend the pre-school. In this we can look back over the previous year's activities and also provide an opportunity to join the pre-school by either becoming a director or a member of the fundraising committee and help to shape the coming year's activities and fundraising events.**

### **Additional information for new parents**

Please read the following important information:-

- Please send your child to pre-school with a named carrier bag for all their works of art. This can be kept in their book bag.
- It is also a good idea to provide your child with a change of clothes in their book bag, including a spare pair of shoes. We do keep a supply of clean clothes at pre-school, however, many children prefer to wear their own and can become upset when they realise they will have to borrow some of ours!

Please always be on time when you collect your child at the end of the session as he/she may become upset if parent/carer is not there. The Manager/Supervisor must know exactly who is collecting the child if it is not the parent/carer. If there are any unforeseen circumstances that prevent you collecting your child on time or it has become necessary for you to ask another person to collect your child, you must telephone the pre-school immediately.

- If your child is to be collected by anyone other than the regular family member staff **MUST** be notified. This information will be recorded in our child collection folder. If any unforeseen circumstances arise and the regular family member is unable to collect your child then you **MUST** contact the pre-school immediately on 02380 675818. This is a very important procedure as it protects the child being released into the correct care arrangements.
- If you have an arrangement where someone regularly picks up your child for you then we would be grateful if you could write all the necessary details in a letter which we will keep on record for our information.

- The pre-school cannot accept any child who is unwell. Should your child become unwell during a session, every effort will be made to contact you. Please note that there should be a full 48 hour period following any episode of sickness or diarrhoea before your child comes to pre-school. The Manager/Supervisor must be advised if your child has had a head injury in the last 24 hours; it will be at the Manager's discretion as to whether that child is accepted into pre-school on that day or not.
- We will accept children who are wearing nappies, however it is ultimately the parent's responsibility to work closely with staff and health visitors in toilet training their child as changing nappies does take up staff's valuable time away from the rest of the group. Please be aware that should it be necessary to change your child's nappy this will be done with one member of staff in the toilet which is away from the main pre-school room. As we do not have any facilities to hygienically dispose of soiled/wet nappies you will be asked to take them home with you. Children should Arrive in a fresh nappy or pull-up and have spare nappies/pull-ups and wipes with them as we do not keep these at pre-school. In any exceptional circumstances it may be necessary for us to ask parents to come into pre-school to change their child.
- The pre-school session times are listed on next page. If your child is staying for lunch, we promote "Healthy Eating" they must bring a packed lunch including a drink and no sweets please. The pre-school is also a NUT-FREE ZONE so please do not include any peanut butter sandwiches or other foods known to contain nuts in your child's lunchbox.

For children attending a morning or afternoon session, the times are as follows:

8:45am– 11:45am

9:15 am– 12:15pm including lunch club

12:15pm– 3:15pm including lunch club

For children attending all day, the times are as follows:

9:00am – 3:00pm

9:15am – 3:15pm

- One complete half term's notice in writing is required before a child is withdrawn from pre-school, unless it is at the Director's discretion. It is the responsibility of the parents to pay for the whole half term's fees even if the child is withdrawn earlier.
- The pre-school will make parents aware should there be any cases of head lice and parents should check their children's hair and treatment should be given if needed.

- If your child wears earrings please note that for reasons of hygiene, the staff are not permitted to remove them. Children should only wear studs, as staff cannot be held responsible should any injury occur if a child is wearing inappropriate earrings.
- The Board of Directors and staff reserve the right to decrease a child's sessions in the event of them causing significant harm to others. This action would only be undertaken in extreme circumstances. We will work closely with parents and any outside agencies with the parent's consent, to provide for every child's individual needs within the setting. Twiggs Lane Pre-school respects and values children and their families and would appreciate the same in return.

We hope that you and your child enjoy being a part of Twiggs Lane Pre-school and that you find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your child and also share your ideas, views and questions.

**Board of Directors – September 2017 to September 2018**

Our Board of Directors is made up of the following members;

Chairperson	Christopher Fort - (Parent)
Treasurer	Jo Slocombe - (Parent)
Secretary	Jane Garner - (Staff)
Director	Carly Sargent – (Parent)
Director	Kirsty Harkins - (Staff)
Director	Daniel Harkins - (Parent)

There are other members who have the right to vote on decisions or changes which affect the running of the pre-school. These members are made up of a group of parents of children who attend Twiggs Lane Pre-school and they may be asked to attend meetings on an occasional basis. All directors are DBS checked.

Our Annual General Meeting is held in September when new directors are appointed or directors currently on the board are re-appointed.

### **Term dates 2017 - 2018**

Please find attached a copy of Hampshire Schools terms and Holidays

These dates **do not** include any inset days. Our planned inset days are on display with our other diary dates for the year.

In the unlikely event that additional closures are required during the term for staff training we will ensure that you are notified in plenty of time beforehand.

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