



# Beckington Pre-School

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For children aged from 2 years

*2 & 3 year old funding available*

## PROSPECTUS

The Baptist Church Hall, Frome Road,  
Beckington, BA11 6TD

Tel: 01373 831492  
[www.beckingtonpre-school.co.uk](http://www.beckingtonpre-school.co.uk)  
[info@beckingtonpre-school.co.uk](mailto:info@beckingtonpre-school.co.uk)

Pre-School Leader Julie Buckley

Ofsted 'Good' in all areas - November 2017

Registered Charity No. 1035832



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## 1. ABOUT THE PRE-SCHOOL

Beckington Pre-School is a friendly village Pre-School which is non-profit making and run by a committee consisting of parents of attending children. We are registered and inspected by OFSTED (further details of our last OFSTED inspection are given in Section 12). The sessions are held in the Baptist Church Hall in Beckington, which is a light and spacious room. Outside we have a living willow den, a mud kitchen and sand pit, paths which are excellent for ride on toys and a vegetable garden which the children and staff tend together. In the warmer months some of the sessions move outside. Sitting on rugs and playing in the shade of summer sail canopies, the children enjoy learning in the fresh air and garden setting. Our website features images of both our indoor and outdoor settings, with activities in progress.

We are always mindful of security and ensure that the outer door to the hall is locked once all the children have arrived (a door bell is used during session times), and the main gate is securely locked when the children are playing outside.

We follow the EYFS (Early Years Foundation Stage) learning and development requirements, leading to seven areas of learning and seventeen approved early learning goals, details of which can be found later in this prospectus.

Our main aim is for your child to learn happily through play, ensuring individual attention to the needs and development of each child.

## 2. AIMS AND OBJECTIVES

- To provide a happy, stimulating and safe environment for your child
- To enable your child to learn through play
- To help develop your child's social skills
- To follow the Pre-School Curriculum

## 3. ADMISSIONS

Children are accepted at Beckington Pre-School from 2 years until school age. New children are invited to attend parts of sessions with their parents before joining to assist with the settling in process. We recommend, wherever possible, that a child attends for a minimum of two sessions per week. Experience shows that this helps children to feel more settled, secure and part of the group. Whilst the Pre-School's links with Beckington School continue to be strong, parents/carers should be aware that attendance at Beckington Pre-School does not mean that your child will be given a place at Beckington School.

## 4. SESSION TIMES

Sessions are Monday to Friday from 8:45am until 12:30pm, 8:45am until 1:30pm if your child would like to stay for lunch, or 8:45am until 3pm (Mondays, Wednesdays and Thursdays only) during term time.





## 5. STAFF

Our 5 members of staff are:

### **Julie Buckley - Pre-School Leader**

PPA Foundation Course; First Aid; Curriculum Planning; Child Observation and Development Course; regular SENCO Training Courses; Pre School Learning Alliance; NVQ 4 in Children in Care Learning and Development; Total Communications Course, Food Hygiene; Introduction to Child Protection; Designated Lead Working together in child protection.

### **Caroline Whitton - Deputy Pre-School Leader**

PLA Diploma in Pre-School Practice; First Aid; PPA Basic Learn Through Play Course; Curriculum Planning; Pre School Learning Alliance; Total Communications Course; Introduction to Child Protection; Designated Lead Working together in child protection.

### **Sara Chun - Pre-School Assistant**

NVQ Level 2; First Aid; Total Communications Course

### **Vicki Cullen - Pre-School Assistant**

First Aid

### **Mandy Bliha - Lunchtime Assistant**

### **Florencia DeSarro - Lunchtime Assistant (currently on maternity leave)**

All our permanent staff are Pre-School Learning Alliance (PLA) trained and there is at least one member of staff per session with a current First Aid Certificate.

On occasions when a member of staff is sick or attending study courses, help is provided by one of a group of relief staff or parents, all of whom have been DBS checked.

## 6. COMMITTEE

Beckington Pre-School is a community Pre-School operating as a registered charity. We are run by a committee of volunteers, made up of parents/carers of Pre-School children. We hold monthly meetings at which discussions are held and decisions made about running our Pre-School. We also organise fundraising events through the year to raise additional money for books, equipment and toys. Our meetings are a fun way to get involved and get to know other parents/carers.

The current Officers are:

Chair - Lucy Fraser

Secretary - Maria Mistretta

Treasurer - Laura Ryan

All new parents/carers are welcome to join the committee. Please speak to Julie Buckley who will be able to tell you more and introduce you to some of the committee members. You can decide how involved you would like to be - from coming to occasional meetings, to having your say, through to standing for the role of Officer in the next elections - it's up to you. Look out for details in the termly newsletters and on our Facebook page.





## 7. PRE-SCHOOL POLICIES

The following Pre-School Policies are available to view should you wish to do so. Please speak to the Pre-School leader if you would like to see any of them.

1. Behaviour management
2. Complaints Procedures
3. Outdoor Play
4. Admissions
5. Safeguarding Children
6. Disciplinary & Grievance Procedures
7. Alcohol, Drugs and Smoking
8. Health and Hygiene
9. Confidentiality
10. Equality and Diversity
11. Equipment and Resources
12. Food and Drink
13. Health and Safety
14. Parental Involvement
15. Settling in, monitoring and transfer
16. Special Educational Needs (SEN)/ Disability Policy
17. Staffing and Employment
18. Student Placement
19. Non-Collection of Children and Missing Child
20. Complaints Against Staff
21. Recruitment of Ex-offenders
22. Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information
23. Recording and use of Still and Moving Images
24. Fees
25. Receipts and Payments
26. Reserves
27. Outings and Events
28. Emergency Closure - Parents
29. Emergency Closure - Staffing
30. Biting
31. Managing committee members
32. Whistle Blowing Policy and Procedure
33. Privacy Notice



## 8. FUNDRAISING



The Committee arranges several fundraising events throughout the year. Our fund raising events are well attended and supported by the wider community, and provide us with additional money which is put towards improving the setting and providing new toys and equipment. This in turn helps us to keep our fees affordable.

Successful fundraising events in recent years have included:

### **Annual Easter Egg Hunt**

This is held each year in March/April and has been attended by over 450 children. Recent themes have included Peter Rabbit, Frozen and Dinosaurs. The event which takes on the Memorial Hall's playing field includes bouncy castles, face painting, bbq, tombola and tea and cake.

### **Annual Safari Supper**

This usually takes place in October and sees up to 90 participants enjoying a social evening at various locations in Beckington village. We gather in the pre-school for pre-drinks and then proceed to hosts for starters and mains, returning to the Pre-School for dessert, drinks and an auction.

### **Beckington Village Day**

This usually takes place in September and is part of a fundraising event for 4 Beckington charities. This family event includes performances from the local schools, bbq, cake stalls, musical entertainment, inflatables and sheep racing.

## 9. STRUCTURE OF SESSIONS

Sessions are carefully structured to offer a tailored curriculum leading to approved learning goals. Individual care and attention is made possible by a high ratio of adults to children, helping to increase the children's ability to concentrate on each new discovery. There are opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress. We offer a wide range of activities, which include:

- Books, jigsaw puzzles, construction toys and computer work
- Painting, drawing in a variety of mediums, cutting, gluing
- Play-dough, sand and water play
- Role play, physical play and manipulative play

A typical full day session would be as follows:

|       |  |
|-------|--|
| 8:45  | Children arrive, sign in and settle in, enjoy free play  |
| 9:20  | Circle Time on carpet area: self-registration, counting the number of children present, sound of the week and activity of the day            |
| 9:50  | Session 1 - Play-dough, painting, creative trolley, water play, self-selection of construction and small world toys, computer and topic work |
| 10:50 | Children tidy up and then staff and children have together time, circle songs, music and other group activities                              |



|       |  |
|-------|--|
| 11:10 | Snack Time - Children choose a partner to wash hands with and go to the table to find their named place mat. Snacks consist of water or milk and fruit                             |
| 11:20 | Session 2 - Outside play (sit on rides, tunnels, wigwam, sand, water, pushchairs, exploring outside, gardening)  |
| 12:15 | Story Time   |
| 12:30 | Some children leave Pre-School & those staying on wash their hands before lunch  |
| 12:35 | Lunch  |
| 13:00 | Quiet Time - Looking at books, CD player with CD and story, sand tray, puzzles and computer. Children who wish to rest can be accommodated. The remainder continue with quiet play |
| 13:30 | Some/all children leave Pre-School (depending on session times for each day)   |
| 13:45 | Afternoon registration   |
| 14:00 | Group activity   |
| 14:20 | Wash hands for snack time  |
| 14:30 | Quiet Play - Construction, small world toys, sand, computer time etc.  |
| 15:00 | Children leave Pre-School  |

(Please note that this is only a guide and is subject to change)

## 10. EDUCATIONAL PROGRAMME: EARLY YEARS FOUNDATION STAGE

Our overall aim at Beckington Pre-School is to provide a happy, calm and stimulating setting that provides a successful teaching and learning environment. This promotes the children's healthy development.

When you visit us it will appear obvious that the children spend a great deal of time playing. Play has a serious purpose for each child and it is his or her main learning tool. Play offers the child a means of exploring and understanding the world and the way it works, the people in it and his/her place in it.

Because play is such a vital learning mechanism for children's development, we carefully structure our play activities towards the children's own interests to ensure that they experience a wealth and variety of early education.

All our activities are designed to help children's development in several important areas, which are described within the Early Years Foundation Stage (EYFS).

There are now seven areas of learning and development that must shape education programmes in the early years settings. All areas of learning and development are important and inter-connected.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

These three areas are:

- \* Communication and language
- \* Physical development
- \* Personal, social and emotional development

The four specific areas include essential skills and knowledge. These grow out of the prime areas and provide important contexts for learning. They are:

- \* Literacy
- \* Mathematics
- \* Understanding the World
- \* Expressive Arts & Design

Every child is a unique individual who is constantly learning and can be resilient, capable, confident and self-assured. The unique child reaches out to relate to people and things through the Characteristics of Effective Learning which move through all areas of learning:

- \* Playing and exploring - engagement
- \* Active learning - motivation
- \* Creating and thinking critically - thinking

Further details of each learning area are outlined below.

## **Prime Areas**

### **Personal, Social and Emotional Development**

- \* The building of confidence and self-respect
- \* The ability to relate to other children and adults
- \* The ability to work independently or as a group
- \* Concentration and perseverance
- \* To seek help when needed
- \* Appropriate behaviour and expression of feelings
- \* Sensitivity to others

Examples of how the above may be achieved include:

- \* Use of group activities
- \* Sharing of equipment and materials
- \* Awareness of boundaries set and the pre-schools golden rules

Any activities which children enjoy and become absorbed in will develop habits of concentration, e.g. water play, clay modelling and play dough.



## **Communication & Language:**



- \* Listening and talking about experiences
- \* Use of a growing vocabulary
- \* Listening and responding to stories, songs and rhymes
- \* Use of language to imagine and recreate roles and experiences in play situations
- \* Communication of meaning through pictures, letters and familiar words
- \* Listening and group activities

Provision of books and individual and group attention by adults will help develop this area of the curriculum.

## **Physical Development:**

- \* Personal Hygiene / fastening positive attitudes towards a healthy and active way of life
- \* Development of physical control and mobility
- \* Awareness of space and manipulative skills both indoors and outdoors
- \* Opportunities to develop fine and gross motor skills and hand / eye co-ordination
- \* Handling of appropriate tools
- \* Construction and malleable materials

## **Specific Areas**

### **Mathematics:**

- \* Use of mathematical language, e.g. circle, bigger than
- \* Recognition of shapes, size, quantity, sorting, sequencing, comparison, matching
- \* Recognition and use of numbers to 10
- \* Awareness of number operations, e.g. addition and subtraction
- \* Problem solving

Rhymes, stories, songs, counting games and activities will be important aids in this area of the curriculum. Numbers used in the child's every day life will be a focus, e.g. age, counting the number of children present at circle time.

### **Understanding the World:**

This provides a foundation for historical, geographical, scientific and technological learning. Children talk about where they live, their environment, their families and past / present events in their own lives. Activities under this heading include:

- \* Exploring and recognising features of living things
- \* Objects and events in the natural and man made world
- \* Similarities, differences, patterns and change
- \* Talking about the children's observations, sometimes recording them and asking questions to gain information about why things happen and how things work
- \* Sand, water, play dough and magnet play
- \* Experimenting with textures, liquids / solids / weights
- \* Using a range of ICT including CD players, tape recorders, programmable toys (BEE BOT), computers
- \* Awareness of different cultures / religious celebrations of social / religious events, e.g. harvest, mother's day, Diwali, Christmas, etc.





## **Expressive Arts & Design:**

This area encourages the development of the children's imagination and their ability to communicate, express ideas and feelings in creative ways. It includes the exploration of sound, colour, texture, shape, form and space through junk modelling, sand / water play, play dough, paper/pencils, crayons, art, music, dance, stories and imaginative play. Children will be given freedom to express themselves through various outlets to encourage individuality.

## **Literacy:**

- \* Enjoyment and correct use of books
- \* Recognition of own name and familiar words
- \* Recognition of letters by shape and sound
- \* Give meaning to marks they make as they draw, paint or write

## **11. EXTRA-CURRICULAR**

We believe that outdoor learning is an integral part of our children's journey of discovery. During the Summer term, we visit a small local holding where our children can see chickens, sheep, feed the horses and ask questions. *Zoo Lab* and their unusual array of creatures make a yearly appearance giving children the opportunity to learn interesting facts about animals. Christmas time sees our annual performance of the Nativity play which takes place in the gorgeous Baptist Church and is narrated and musically directed by Reverend Michael. We also organise a Christmas party for all our children and a very special visitor stops by to drop off some gifts. Our end of year activities include a Teddy Bear's picnic in the Pre-School garden and a special farewell party for our four year olds.

## **12.OFSTED**

Our latest OFSTED visit was in November 2017 where we gained GOOD in all areas. Please see our website.

## **13. CLOTHING**

Children should wear simple comfortable clothing and not wear anything that may spoil. Royal blue sweatshirts and white polo shirts with the Beckington Pre-School logo are optional and can be purchased at the Pre-School. Sweatshirts are available for £8.50 and Polo Shirts £7.50. Beckington Pre-School Book Bags are also available to buy at £4.50 and are ideal for spare clothes and to take home art-work and correspondence.





## 14. RECORD KEEPING, MONITORING & COMMUNICATION WITH PARENTS

We allow time to assess the children's progress and evaluate them by observation on a regular basis. This helps the Pre-School staff to discover strengths and weaknesses in the children's knowledge, understanding and behavioural characteristics. This all helps to build up an overall picture of each child's development and ensures continuity and progression in their learning. We welcome the interest and support of parents in all aspects of the Pre-School, and we try to keep parents and carers well informed about what the children are doing. Because our Pre-School is small, we find it easy to keep in regular contact with parents and carers and the staff are happy to have a quick word at the beginning or end of the day, or an appointment can be made with the Pre-School Leader. Communication is a two-way process and the Pre-School has introduced the two-way communication sheet slips where parents and carers can inform the Pre-School of their child's achievements at home (e.g. potty training, writing their name, recognising colours and numbers/ letters, etc.).

At the beginning of every half-term the children bring home a Pre-School Newsletter informing parents/carers of events and activities that are happening for parents and children. Enclosed is a copy of our latest newsletter, which will inform you of some of the activities happening this half-term.

Each child is designated a key person who has particular responsibility for that child and keeps records of all areas of their development, achievements and progress. These records are used to produce an annual report for parents. The Pre-School Leader also observes and assists the key persons in each child's records in order to provide accurate annual reports.

On-going records for each child are kept in the form of a Learning Journey Book; into which continual observation notes, assessment records of their development and next steps in Early Years Foundation Stage (EYFS), together with pictures and photographs are placed. The books are sent home for parents and children to look through every half-term, and can certainly be made available at any other time. (Similar EYFS records are kept during a child's first reception year at school.)

Parents may ask and arrange to discuss their child's progress with their key person at any time. In addition to this, parents are invited to meet formally with the Pre-School leader to discuss their child's development and progress in the term before they leave to start school in September.





## 15. GOLDEN RULES

The Pre-School staff encourage the children to learn and understand its Golden Rules:

1. Be kind to other children and adults
2. Share and take turns
3. Take care of our Pre-School
4. Be sensible
5. Walk in the Pre-School
6. BE HAPPY!

## 16. AND FINALLY...

Our aim is to ensure that the time your child spends with us is a happy and positive experience preparing them well for the next stage of their education when they move on to school. We hope you've found this Prospectus useful. If you have any further questions please do not hesitate to contact Julie, the Pre-School Leader on [info@beckingtonpre-school.co.uk](mailto:info@beckingtonpre-school.co.uk)

WE LOOK FORWARD TO WELCOMING YOUR CHILD TO  
BECKINGTON PRE-SCHOOL

THANK YOU



# Appendix



## 1. FEES

2 year old children £4.87 per hour

Children over 3 years £4.61 per hour

Morning and afternoon snacks are charged at 50p each

As fees are invoiced termly, when a child reaches his/her third birthday the invoice covering this period will have hours charged at both rates. Invoices are given to parents in the second/third week of each term.

We aim to give one term's notice in writing with regard to any increase in fees.

Termly bills should be paid by half term. If payment is not forthcoming a reminder will be sent and fees will be expected within a week. Late payments will incur a 10% increase fee. Unfortunately, if fees continue to be outstanding, parents will be asked to withdraw their child until fees are brought up to date.

If there are problems concerning payment of a bill, parents are invited to talk to the Pre-School Leader, Pre-School Chair or Treasurer. Alternative payment options can be discussed. Everything will be kept confidential. We are here to work with the parents/carers.

Child-care vouchers are accepted for all or part of the cost. If parents wish to pay using a voucher system, they should speak to the Pre-School Leader to see if they will be accepted by the Pre-School.

There will be no charge for days the Pre-School is not open, for example bank holidays, Pre-School holidays, trips or party days.

Fees can be paid in cash, by cheque or via BACS payment. Please use the payment details below:

**Account Name: Beckington Pre-School**

**Sort Code: 40-44-33**

**Account No: 61636669**

Please remember to list your child's name as the reference, so we know from whom the payment has been made

Each child's attendance at the Pre-School is conditional upon continued payment of fees and/or early years grant. Fees continue to be payable during absence.

## 2. CHILDCARE VOUCHERS

Childcare vouchers are accepted for all, or part of the cost of your child's sessions. If you wish to pay using a voucher system, you should speak to Julie Buckley to confirm that your voucher scheme can be accepted by the Pre-School. Please use the bank details as listed above.



### 3. GRANTS



#### **For 3 year olds**

The term after your child reaches the age of 3, he/she is entitled to the Early Years Grant for a certain number of hours (either 15 or 30 hours) in each funding period, e.g. 1 Sept, 1 Jan and 1 April. The grant is claimed by the Pre-School but in order for this to take place the Pre-School is required to submit a copy of your child's birth certificate and a Somerset County Council registration form when your child starts attending Pre-School.

To apply for 30 hours free childcare, you'll need to make an online application to [HRMC](#). Once you've completed your application, you'll be told whether or not you're eligible for 30 hours free childcare. If you are eligible you will then receive a code. You will then need to complete a form obtainable from Julie.

Julie will then need to check the code is correct, and set up the free childcare hours for you. You will be prompted by text, and/or email every 3 months to reconfirm your eligibility details. If you do not reconfirm, or your circumstances change, you will only be able to access the extended entitlement hours for a short time known as a 'Grace period'. Please note, that if you don't qualify, you will still be entitled to the standard 15 hour free childcare.

#### **For 2 year olds**

We are able to accept 2 year old funding as our latest Ofsted Inspection states we are 'Good' in all areas. Parents will need to apply independently to Somerset County Council using their online service.

