



© **ST PAUL'S**  
**PRESCHOOL**

Early years care & Education

# Prospectus 2018/19

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# St. Paul's Preschool Prospectus 2018/19

St. Paul's Preschool  
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## **Session times:**

Monday to Friday during term time:

8.30 a.m. - 3.00 p.m.

Flexible hours between these times can be accommodated for those children who are funded.

## **Preschool Staff Members:**

**Manager-** Sandra Morahan

**Deputy Manager & Child Protection Officer-** Helen Taylor-Hollis

**Senior Practitioner & SENCO-** Demelza King

## **Preschool Practitioners-**

Vicky Willis, Debbie Kasitz, Gareth Hawcroft, Leighan Shaw.

**Administrator-** Daniel Morahan

## **Trustees Members:**

Caroline Pascoe - Chairman

Sandra Stroud - Treasurer

Lorraine Bruford - Secretary

Emma Abbott- Trustee

(Any member of the committee can be contacted via the Preschool)



## Our Ethos

We acknowledge that all children are unique and have the right to develop to their greatest potential. All children are accepted, respected, included, listened to and encouraged in a safe and caring learning environment. We acknowledge that all children develop through active learning and play by making choices, exploring their environment and interacting with others.

As part of our philosophy to support and nurture the children both developmentally and personally, staff wish to be called by their first names, thus allowing the children to form stronger partnerships with them.

We provide a safe, stimulating and caring environment that promotes learning through play, using a wide range of resources, and the opportunity for children to develop their social skills as they play alongside and with other children.

When your child starts preschool it is an important time for both child and parents. We hope that this prospectus will explain a little about us and perhaps answer some of the questions you might have. You are always welcome to come and chat to the staff and see what we offer.

## Starting Out

A happy introduction to St Paul's Preschool is important and before your child's start date you and your child will be offered a visit to the preschool during a normal session. This allows you both to become familiar with the routine and with some of the other children and staff, and hopefully make it easier to settle in. When your child starts their sessions at the preschool you are welcome to stay for as many sessions as you and your child are comfortable with. If you think that your child will benefit from you leaving them with us straight away that is ok too! You know your child better than anyone.

Children are often involved in messy play during sessions so they should be dressed in washable clothes which are not too new! Children tend to become more independent as they progress through Pre-School, simple fastenings on jackets, trousers and shoes will enable them to go to the toilet without assistance as well as move between indoor and outdoor play areas. Please label your child's coat, hat, backpack and lunch box with their name.

## Children

Of course, the most important people at St Paul's Pre-School are the children.

There is a maximum of 36 children per session. Staff will interact with the children, encouraging, facilitating and supporting them whilst they have fun, learn through play, talk about their experiences and share their enjoyment with others, thus enabling the children to become more confident and independent.



## The Learning Environment

At St Paul's Preschool we aim to provide a happy, stable and caring environment in which, through play, children aged 2 to 5 years can explore, enjoy, achieve and progress to their fullest potential at their own pace, through both child and adult initiated learning experiences.

We promote equal opportunities and positive attitudes to issues that arise both from a multi-cultural society and from those with disabilities, to help children interact well with other children and adults. Staff are positive role models and supportive of children's individuality, culture and learning experiences. This is achieved by providing challenging and stimulating experiences in line with the Early Years Foundation Stage that will take into account a child's individual needs, their interests and choices, as well as encouraging the involvement of parents and carers, to build on what has been learnt at home.

St Paul's Preschool will allow children to initiate and put into operation their own plans during child initiated play time. Materials and equipment available for the children to use are easily accessible encouraging independence, appropriate to their stages of development, adequate to support all areas of the Curriculum and regularly maintained and replaced.

At St Paul's Preschool, we feel that the experiences provided help children to contribute to their community, empower them to ask questions and make decisions, foster independence and develop a feeling of self-worth.

## Fees and Funding

We currently take; Me2, Universal Funding and 30 Hour Funding if this is available to you. If you are unsure whether or not you are eligible for funding, please come in and speak to a member of staff. Alternatively you can visit- [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

For children who do not qualify for funding our fees are £4.50 per hour for 3 year olds and £5.00 per hour for 2 year olds.

## Special Educational Needs

As part of the preschool's policy to make sure that its provision meets the need of each individual child, we take account of any special need a child may have. The preschool works to the requirements of the Special Educational Needs and Disability Code of Practice (2014). The pre-school's Special Educational Needs Coordinator is Demelza King and her deputy is Gareth Hawcroft.

## The Preschool Learning Alliance

This Preschool is a member of the Plymouth Branch of the Preschool Learning Alliance (PLA), a national charity which aims to promote high quality education and care for young children through the provision of community-based preschools. The PLA provides financial aid for those children within families suffering severe financial hardship and for those with special needs, including those who need one-to-one help. The Branch Committee meetings provide a forum for the exchange of ideas and information and branches offer courses of interest to those working with Preschool children.



## A Day in Our Preschool

A typical session would run as follows:

Please note that all of our activities are provided both inside and outdoors.

### 08.30 Breakfast Club

**09.00** Greeting time: The preschool doors will be opened to welcome parents/carers and children into the setting. Please wait outside until we open the door at the start of each session to give us time to be ready. When you arrive, we encourage parents to supervise your child hanging up his/her coat. Ensure that your child has been registered, on entry to the main hall, by the member of staff on the door. Children then start their morning with a Wake and Shake exercise routine; you are more than welcome to join in with this activity and keep fit with your child.

**9.10** Carpet time. Children sit on the carpet and we talk about what we are going to be doing during the session, the selected leaders are given stickers and allocated their special tasks. Children are shown visual cues of the daily routine and are encouraged to use sign language throughout the session.

**9.15** Free Play. The children help to put out the activities and resources for the session and are able to choose what they wish to do. There are adult led activities on offer and the staff will interact with the children during their play where appropriate.

**10.20** Tidy up time. The children are encouraged to tidy up alongside the staff, our tidy up time music is played.

**10.25** Toilet and hand washing.

**10.30** Action songs on the carpet

**10.35** Snack Time. The children recognise their name card and take it to where they would like to sit for snack. We all have snack together.

We say a blessing before we eat:

*Thank you for the world so sweet, Thank you for the food we eat. Thank you for the birds that sing, Thank you God for everything.*

The children are encouraged to put their hands together for this prayer. We celebrate diversity at the preschool and therefore if this prayer is not appropriate for your family culture, please speak to any member of staff and we will ensure that your wishes are accommodated.

We have a varied healthy snack menu at the preschool, in addition to a selection of fruit the children could have whole meal toast, pasta and tuna, apple and cheese our menu is available for you to see. The children are also offered a choice of water or milk to drink. Water is available for the children throughout the session.

**10.45** Small Group Circle Time: This is an adult led activity. The children sometimes explore sensory boxes, use language development activities, play with parachutes and many other activities.

**11.00** Outside play or physical play.

**11.15** Story time or song time

**11.30** Home Time. Lunch Club starts for those children who stay through the lunch hour.

Afternoon sessions run in a similar manner starting at 12.30.

Some funded children might arrive or leave at 12 noon.



## Staff

The most important people within our preschool, as far as your children are concerned are our members of staff, who are all dedicated and caring, with a wealth of experience. All staff and Trustees undergo disclosure and barring service (DBS) checks.

Sandra Morahan is responsible for the day to day running of the preschool and she is the Deputy Child Protection Officer. Sandra has a MA Education, BA Hon's degree in Childhood Studies and has Early Years Professional Status (EYPS).

Helen Taylor-Hollis is the Assistant Manager and our Child Protection Officer. Helen is also our Early Language Lead Practitioner. Helen is Level 3 childcare qualified.

Demelza King is the Senior Practitioner and our Special Educational Needs Coordinator; she has a PGDip Education, a BA Childhood studies with Psychology and has Early Years Professional Status (EYPS). Demelza is also our student mentor for the preschool.

Vicky Willis is our Health and Safety Officer and she is qualified to the level of NVQ 3.

Debbie Kasitz is Level 3 childcare qualified. She is our Behavior Management Coordinator.

Leighan Shaw is Level 3 childcare qualified. She is our Physical Play Champion

Gareth Hawcroft is the Deputy Special Educational Needs Coordinator as well as our Outdoor Play Champion. He is a level 4 Early Years Educator.

Daniel Morahan is the settings administrator and has a BSc Psychology and Level 3 Counselling Studies.

Staff will continue their professional development by attending regular additional training in their own field of expertise and general child care and education courses to keep up with current requirements and legislation. New members of staff receive induction training during their first week of employment, which includes our Health and Safety and Child Protection policies and procedures. All members of staff are qualified in Paediatric First Aid, Manual Handling, Health and Safety and Food Hygiene.

St Paul's Preschool will ensure that the Manager or a Senior Practitioner is present during each session, supported by at least four other members of staff. We maintain high ratios of staff at each session. The minimum staff: child ratio is 1:6 for 3 year olds and 1:4 for under 3's. Our ratios are regularly higher than the minimum standards set by Ofsted.

## Key Person

The preschool has a key person system. This means that each member of staff has a group of children for whom she is particularly responsible. Your child's key worker will be the person who works with you to make sure that what the preschool provides is right for your child's particular needs and interests. When your child first starts at the preschool, he or she will help your child to settle and throughout your child's time at preschool, he or she will help your child to benefit from the preschool's activities.



## Safeguarding Children

Our Child Protection Officer is Helen Taylor-Hollis and her deputy is Sandra Morahan. St Paul's Preschool believes that the best outcomes for children generally are achieved when professionals can work effectively in partnership with parents. If however, we receive information about a child which suggests that he or she is at risk from significant harm or has been actually abused or neglected, or that it is likely, we have a duty to refer these concerns to the Children's, Young Peoples and Families Department or the police.

## Parents

Parents are as much a part of our Preschool as their children. It is important for you and your child that you play an active part in this exciting phase of her/his life. You may be able to share a special skill or interest such as music, cooking, dance or even your job. Please feel free to talk to a member of staff and make arrangements to come along. Parents are welcome to come and help at sessions either on a regular basis or just to spend a session playing with the children. Remember that grandparents and childminders are welcome to help too. When you help, your child may want to stay close for much of the time, but this is quite natural behaviour for a child who feels she/he is has to share you with all the others.

## Parent Trustees

St Paul's Preschool is managed by Parent Trustees, it is therefore vital that enough parents become involved as without the Trustees, St Paul's Preschool would have to close or be supported by the Preschool Learning Alliance until such time as volunteer parents could be recruited. The Trustees work in close co-operation with the Manager, Assistant Manager and staff and are responsible for reviewing policies, employing staff, fundraising and strategic decision-making. The Trustees are elected at an Annual General Meeting, held in November and members serve for a minimum of one year. More information can be obtained, in the first instance, from the Manager or Trustee Chairman.

The Trustees meet, on average, twice per term and you can arrange to observe if you wish to get a better understanding of its role. Even if you are unable to join the Trustees, there are plenty of opportunities throughout the year for you to help with fundraising. The money raised is often used to buy new toys and much needed equipment for the children or to subsidise outings.

Typically, the Trustees help to organise the following activities that need your support (new ideas are always welcome too!)

**Autumn Term:** Macmillan Coffee Morning, Spook Fest (Autumn Fair) Christmas Fair, Christmas Party, Pennywell Farm Trip.

**Spring Term:** Easter Fair.

**Summer Term:** Summer Fair.

St Paul's Preschool belongs to the families that use it and becoming a Trustee membership allows you to support your child's early education.



## The Early Years Foundation

The Early Years Foundation Stage (EYFS) is how the Government and early year's 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.

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

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.

More details are available at: [www.foundationyears.org.uk](http://www.foundationyears.org.uk)

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. We plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.



## Record Keeping

We are required to keep certain records about each child, including observations about their experiences and achievements at Preschool and a selection of work; this will make up your child's Learning Journey through preschool. By observing the children in a systematic way, using either written notes, or photographic evidence, we are able to focus on every child individually, to monitor progress and plan experiences which will help him/her to work towards their developmental goals which they should achieve by the end of the Foundation Class year at school. These observations also provide information that will be shared with you at a mutually convenient time. All information within the setting with regard to your child remains confidential and is subject to The Data Protection Act and our Confidentiality policy. There may be times when your child's records are taken off site to be updated, during these times our confidentiality policy will be maintained.

## Collection of Children

If you collect your child from Preschool earlier or later than the end of the session you will need to make arrangements with the management. Early collection will need to be at least 15 minutes prior to the end of the session. Between 14.45 and 15.00 is a very busy time at the preschool. Some children find it distressing that other children are being collected by their parents and they are "left". If you are collecting your child early, please wait in the hallway and a member of staff will collect your child and bring them to you. Also, if anyone other than yourself or a nominated collector is to collect your child from Preschool, the alternative person's contact details, name of child and date will need to be entered onto a form.

## Communication

Communicating information to parents can be problematic as children do not attend every day. We have a notice board in the main hall where we put information. Posters are also put up on the outside of the front door. We produce regular newsletters giving feedback on events and details of forthcoming events and a diary of dates. But all our best efforts are in vain if parents don't look at the notice boards and read the newsletters. We make every effort to give as much notice as possible about dates and times. We urge you to talk to Trustees and staff and read all the information available to you and contact the preschool if you are unsure about anything. You can now follow us on Twitter and Facebook.

## Illness/Absence

If your child has a temperature, is sick or has diarrhea, please do not send them in until a clear "48 hours" has passed. These types of bugs spread very quickly in the setting.

If your child is absent for any reason, please bring in a note if you know in advance or telephone on the day. This enables us to distinguish the type of absence for our registers and this will satisfy any audit from Plymouth City Council Early Years Team.

## Road Safety

As our Pre-School is sited within the ground of St Paul's Roman Catholic Primary School, extra care should be taken when on school premises. Only cars belonging to staff members are allowed within the grounds. Families are encouraged to walk to Preschool to reduce the volume of traffic at peak times. Please note that there is an entrance in Pemros Road to the school site. You are asked to observe all road markings outside the school and to park considerately if you have to use a car. The car park within the school grounds is for the use of staff only this is to safeguard the children.



## **Ofsted**

Our current Ofsted rating is GOOD. St Paul's Pre-School is subject to regular Ofsted inspections. Our latest inspection report can be found at the Ofsted website.

## **Courses for Parents**

If you are interested in finding out more about child development, or looking for more information to help you as a parent, ask the Manager or Assistant Manager or for details of any courses that are available.

## **Queries**

Finally, if there is anything worrying you or about which you'd like more information, we hope you will feel you can come and talk to us. If you have any comments, critical or otherwise, please pass them on so that we can take any appropriate action, if necessary.

## **Policies**

A full list and access to all of our policies is available upon request.

A copy of our Complaints Procedure can be found on the noticeboard in the hallway.

