



## **Ladybirds Preschool Prospectus**

**Bishops Itchington Primary School**

**Poplar Road**

**Bishops Itchington**

**CV47 2RN**

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## **Ladybirds Preschool at Bishops Itchington Primary School**

Welcome to our Ladybirds Preschool where we aim to provide a stimulating and supportive environment for young children to grow and develop. We have a vibrant outdoor learning area where the children love to play and learn. The children also learn in our exciting Forest School when transitioning to Reception. We accept children from the age of two years and nine months to four years old.

As a member of Ladybirds, your child:

- is in a safe and stimulating environment.
- 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 building on what he/she already knows and can do.
- has a key person who monitors progress and ensures next steps are planned for.
- is in a pre-school which sees you as a partner in helping your child to learn and develop.

### **Admissions**

We arrange our waiting list in birth order. In addition, we take the following matters into account when prioritising and deciding on admissions:

- Availability of places, considering the staff: child ratios, the age of the child and any registration requirements
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy, and room availability
- Whether siblings already attend the setting.
- Capacity of the setting to meet the individual needs of the child
- We also offer places to support families with extenuating circumstances affecting the child's welfare or the welfare of his/her family, in conjunction with other professionals.

The numbers and ages of children admitted to our Preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We operate an inclusion and equality policy and ensure that all children have access to Preschool places and services irrespective of their gender, race, disability, religion or belief or sexual orientation.

### **Induction into Ladybirds**

We understand that children may be at a different stage of development when it comes to leaving their parents - some for the first time when they join Ladybirds, so we will work with parents to aim for a smooth transition. We offer settling in sessions where the children can join us alongside their parent/ carer for a play before starting their sessions. We will gather as much information as we can through the 'About me ' form and keep parents updated with their child's admission as much as possible through email and the Seesaw app.

We strongly advise that you visit Ladybirds with your child prior to their admission date.

### **Session times and Funding**

- We are open during term time ie 38 weeks each year.
- Morning sessions are Monday to Friday 9.00am until 12.00pm.
- Afternoon sessions are Monday to Friday 12.00 until 3.00pm
- Full day session are Monday to Friday 9.00am until 3.00pm
- Children may attend two sessions in one day
- We offer an optional lunch club from 12.00pm until 12.30pm (applicable to children who are not attending both sessions in the day)

We offer funded places for 2-year-olds if parents are eligible and also offer two-year-old places on a fee-paying basis (children from 2yrs 9months - Subject to availability)

This provision is for up to 30 hours and for all three-and-four-year olds we offer 15 hours universal funding.

If the parents are eligible, they may receive 30 hours funding. Parents who are not eligible for this extended funding have the option to pay for extra sessions, up to a total of 30 hours per week if spaces are available.

To find out more about funding and help for paying for childcare, please visit:

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

**Please see the Ladybird's Pricing Policy for details of additional session costs or those not covered by funding.**

Invoices are sent out monthly through Parent Pay. We accept Childcare Vouchers and Tax Free Childcare Vouchers.

In exceptional circumstances, by arrangement with the manager, payments by payment plan can be arranged - Please speak to Max or Fran should you need further information regarding this.

## **Curriculum**

Our early years setting follows a curriculum designed and based on the Early Years Goals and Development Matters Framework. This has been developed by our Early Years Lead Teacher with a focus on the skills and knowledge children should develop at stages throughout the early years.

The EYFS framework includes 7 areas of learning and development that are equally important and inter-connected. However, 3 areas known as the prime areas are seen as particularly important for igniting curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive.

### **The Prime areas are:**

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

### **The Prime areas are strengthened and applied through 4 specific areas:**

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

When a child is aged between 2 and 3, practitioners review their progress and provide parents and/or carers with a written summary of the child's development in the 3 prime areas. This 'progress check' highlights the areas in which a child is progressing well and any areas in which additional support is required, including strategies of how we will support this ( if your child also attends another setting alongside Ladybirds, The 2 year progress check will be completed by the setting that the child attends most sessions)

We recognise that children develop and learn in different ways so staff help children by offering challenging, playful opportunities across the areas of learning and development. We use observation and assessment of children's knowledge, skills and

attitudes in order to provide developmentally appropriate experiences which help children to make progress in each of the areas of learning and development. Some of these experiences are aimed to encourage children to 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. We update parents with children's development through regular interactions on Seesaw and arrange parent consultations at the end of each term.

At the end of their time at Ladybirds, we will discuss and put together a report to parents and transitioning schools advising of the child's development, skills and knowledge they have gained throughout their learning journey at Ladybirds.

## **Planning**

Staff plan activities and experiences that enable children to develop and learn effectively. To do this, practitioners working with the youngest children are expected to focus strongly on the 3 prime areas.

We work closely with our Early Years Lead and Reception Teacher at Bishops Itchington Primary School to plan themes and activities to compliment development and skills needed for starting school. We select themes that run alongside Reception Class and incorporate celebrations and festivals that reflect a range of beliefs and cultures. Staff also consider the individual needs, interests, and stage of development of each child in their care, then use this information to plan the child's next steps and ensure it is a challenging and enjoyable experience. Where a child may have a special educational need or disability, staff consider whether specialist support is required, linking with relevant services from other agencies, where appropriate (such as Speech and Language, Integrated Disability Service and Health Visitors.)

In planning and guiding children's activities, practitioners reflect on the different ways that children learn and include these Characteristics of Effective Learning in their practice.

## **Special Educational Needs**

As part of our policy to make sure that our provision meets the needs of each individual child, we take account of any special educational needs which a child may have. If you have any concerns about your child when starting Ladybirds, please share them with us. We will be able to observe and discuss findings with you before planning next steps.

If required, we have a team of professionals that we can call upon for help and advice for families and Ladybirds Staff.

Ladybirds works to the requirements of the 1996 Education Act and The Special Educational Needs and Disabilities code of practice 2015.

Ladybirds Special Educational Needs Co-ordinator is **Maxine Taylor**. For more information please ask to look at the Special Educational Needs policy.

## **Working with parents**

We recognise that children learn and develop well when there is a strong partnership between practitioners and parents and/or carers. We aim to add to the life and well-being of our local community; and offer children and their parents a service which promotes equality and values diversity.

Parents and/or carers are kept up to date with their child's progress and development through Seesaw and consultations with their Key Person at the end of each term. The progress check and EYFS profile helps to provide parents and/or carers with a well-rounded picture of their child's knowledge, understanding and abilities.

Each child is assigned a Key Person who helps to ensure that their learning and care is tailored to meet their needs. The Key Person supports parents and/or carers in guiding their child's development at home and also helps families to engage with more specialist support, if appropriate.

If you have any questions or queries regarding your child's development, at anytime - please let your child's Key Person know through Seesaw, email or ask for a phone call.

## **Sessions**

We aim to organise our sessions so that children can access and choose from a range of activities independently. They are guided by staff to help them to work through tasks to completion, with staff using sustained shared thinking to promote children's thought and interest. They are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new vocabulary and experiences to gain new skills, as well as helping them to learn to work with others.

We have a great outdoor area in which children's health, physical skills and knowledge of the world around them can be developed. We also have access to the school field for welly walks and exploration with Forest School sessions organised for children transitioning to school. With your prior permission we also take children outside the school grounds for short walks where ratios allow.

There is a visual timetable on display for the children to see and predict what activities and routines are happening now and next. Children are helped to understand behavioural

expectations with our 'Golden Rules' which are explained by staff and displayed as visual reminder.

We encourage children to learn about personal hygiene such as reminding them to wash hands at appropriate times, wiping noses and disposing of tissues in the bin. They can self access the toilet whenever they require and if necessary, staff will assist in an unobtrusive manner to develop a child's independence whilst ensuring that hygiene is maintained. We work with parent towards toilet training and have facilities and procedures for children in nappies and pull ups.

### **A Guide to the session**

When children join us at ladybirds, they are allocated their own peg to hang coats/bags and will have their own individual named drawer. Children come into Ladybirds and are shown where to put their things before washing their hands and self-registering with their named card. Once all the children are in and settled, we have a short group carpet time where they come together to sing a morning song, talk about the day of the week and listen to a story. We look at our visual timetable to see what happens next and the children move on to choosing what they would like to do through free play. An adult will open access to the outside area so children can flow between the areas with supervision. The Key Person will use this time to join, play and develop learning - modelling language and activities whilst children independently choose what they would like to do, suggesting ideas if children are unsure.

Snack is available for children to independently access during the morning session, with the help of an adult if needed, having water and milk to drink.

We encourage children to help us tidy up at the end of a session - using a tidy up song to help with recognition of this routine.

At the end of the session, we have a short group activity which may be a focus of listening and attention skills, phonics or movement and dance.

### **Snack/Lunch time**

We provide a snack of fruit, vegetables and occasionally breadsticks, crackers or biscuits (on special occasions!) We will take into account any allergies / special dietary requirements and work with the parents to accommodate children's individual needs.

Children have access to drinking water throughout the day and are offered milk at snack time.

If your child is joining us for lunch you will need to supply a packed lunch, preferably in a personalised container. We are unable to refrigerate all lunch boxes so we

recommend that you include a cool pack. We do, of course, store them away safely from direct heat and in a cool area.

Snack and lunch time is a social time where children and staff can eat together, talk and share conversation. We discuss the importance of healthy eating, healthy foods and good oral health.

## **Behaviour**

We help children learn our 'golden rules' and expected behaviours with visual prompts, modelling behaviour and discussions with them. We praise and endorse desirable behaviour and any instances of undesirable behaviour are managed in a quiet, calm manner, without the child becoming the centre of attention. We use positive behaviour reinforcement to guide children in the development of their behaviour, working closely with parents to address any recurring unacceptable behaviour.

We promote Fundamental British Values through a range of activities that encourage decision making, respect of others through golden rules and inclusive practice. We have a duty as part of the education sector, along with other authorities such as the police, to have regard to the need to prevent people becoming drawn into terrorism. Staff will promote diverse attitudes and challenge gender, cultural and racial stereotyping.

Our Managers Fran Longden and Maxine Taylor have overall responsibility for issues concerning behaviour.

### **Staff at Ladybirds:**

Maxine Taylor	Manager	Level 3, SENDco, First Aid
Fran Longden	Manager	Level 3, First Aid
Hannah Baldwin	Early Years Practitioner	Level 5, First Aid
Karin Young	Early Year Practitioner	First Aid
Louise Naylor	Early Years Practitioner	Level 3
Emma Robinson	Bank Staff	

Staff attend annual safeguarding training within Bishops Itchington Primary School and additional online courses are completed regularly, such as fire safety.

All staff are appointed by Stowe Valley MAT and undertake Disclosure and Barring Service checks. Pre-school staff are known by their first names.

Other adults who may occasionally visit Ladybirds are:

- The Health visitor
- Reception class teacher
- Head Teacher
- Support staff from Bishops Itchington Primary School.
- Warwickshire Early Years Advisory Teacher
- Other professionals such as Speech and Language Therapist and Members of the Integrated Disability Service.
- Parents and carers

## Health and Safety

We request that you keep children at home if they are ill. There is at least 48 hours recovery time in the case of sickness and diarrhoea to avoid further infection of both other children and staff.

You will need to inform us if a child contracts any contagious illness, eg. rubella, chicken pox, conjunctivitis, or infestations eg. head lice, thread worms. We will use this information confidentially. We will advise you on an individual basis regarding attendance at Pre-school.

Ladybirds need to be made aware of any allergies and/or medical conditions, in particular those requiring the administration of medication, before your child's admittance. We have a **NO NUTS** policy throughout the school and currently **NO MELON, LENTILS or CHICKPEAS** within Ladybirds. Please be mindful of these excluded products when providing lunch boxes and treats.

We can only administer medication prescribed by the child's doctor - this must be named with the pharmacy label. A medication form must be completed and signed by parents and staff administering medicine.

We have a number of staff on site who hold a paediatric first aid certificate and they will administer first aid if any child sustains a minor injury following an accident at Ladybirds, carried out with parents' prior written permission. We will complete an accident form and parents will be informed of any incidents when they collect their child or by prior telephone call/Seesaw notification. In the unlikely event of a child suffering a more serious injury, advice and/or treatment will be sought from the child's

General Practitioner or hospital (with your prior written consent) and Emergency Contacts will be informed.

Risk assessments are completed and reviewed regularly to reduce and minimise incidents and accidents within Ladybirds, including safe arrival/departure.

Procedures are in place for the emergency evacuation of the building and are practised regularly.

There is a no smoking/ vaping policy on the school site and parents are asked not to use mobile phones whilst on the premises.

### **Safeguarding**

We are committed to keeping children and adults safe and recognise that safeguarding and welfare is everyone's responsibility. All staff are trained to recognise signs and symptoms of abuse and will raise a concern with our Designated Safeguarding Lead if they are worried about a child.

**For more information on safeguarding, please refer to our Child Protection Policy on the Policies link below.**

### **Complaints**

Please see Complaints Policy advised on School Website (see link below)

### **Policies**

Policies and Procedures can be found on the school website:

<https://www.bishopsitchington.com/key-information/policies>

Please see a member of staff should you need help to access these. We hope this information is helpful, please contact us with any questions or queries,

Thank you

**\*\*Please be aware that due to Covid regulations and advice from local authorities - some of the information in this document may be subject to change as we ensure the safety and welfare of adults and children at our setting. These changes will be reflected in our risk assessments\*\***

Appendix:

Ofsted Address:

Ofsted

The National Business Unit

Piccadilly Gate

Store Street

MANCHESTER

M1 2WD

Telephone 0300 123 1231

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