



Updated November 2024

# Tredworth Pre-School Nursery Prospectus



## Our Approach

We aim to build positive relationships with all our children and their families so that every child feels safe, secure and confident. Our role as Early Years Practitioners is to support children's ideas, encourage them to become independent thinkers and to build their self-esteem.

## Our Facilities

In Pre-School Nursery we have a large bright, attractive room for activities and designated areas such as the quiet area, the book corner and messy play area. We have secure outside spaces that are used solely by the Pre-School Nursery and acts as an extension to our indoor space.

## Parents and Staff working in Partnership

At Tredworth Infant & Nursery Academy, we recognise parents as the first and most important educators of their young children. We aim to work in close partnership with parents and carers to ensure that every child has the best possible start in their early years. We ask that parents support their child by looking at their online journal (Dojo) and comment and add their own pictures/photos.

All our Early Years Practitioners are fully qualified and experienced and hold regular open sessions giving parents and carers the opportunity to discuss and contribute to their child's development.



## **Fees**

**We are registered for the Government's Nursery Education Grant.** From the term after your child is 3 years old, or from their 3<sup>rd</sup> Birthday if they are entitled to the 'Achieving 2-year-old funding' (A2YO funding), they are entitled to five free sessions at any setting accepting the Grant. To find out if you are eligible for the A2YO funding please go to the following website:

<https://emsonline.gloucestershire.gov.uk/CitizenPortal/en>

### **15 hours free childcare for 3 and 4 year olds**

<b>Children born between:</b>	<b>Are eligible from:</b>
1 <sup>st</sup> April - 31 <sup>st</sup> August	Autumn Term (1 <sup>st</sup> September - 31 <sup>st</sup> December)
1 <sup>st</sup> September - 31 <sup>st</sup> December	Spring Term (1 <sup>st</sup> January - 31 <sup>st</sup> March)
1 <sup>st</sup> January - 31 <sup>st</sup> March	Summer Term (1 <sup>st</sup> April to 31 <sup>st</sup> August)

Your child's Birth Certificate and proof of home address will be checked when applying for a Nursery place. Funding forms are completed on a termly basis - your National Insurance Number / NASS Number and funding code (if applicable) will be required.

For 3- and 4-year-olds requiring additional 3-hour sessions, there is an additional charge of £18 per session.

Our fees are paid in advance, on a monthly basis. Payments must be made within a week of the invoice date and can be paid on the Arbor App. Please note we cannot accept cheques or cash.

**Late pick-ups will be charged at £12 per hour or part hour after the latest pick-up time, 10 minutes after the session ends.**

We always try to accommodate parent/carers requests, but we may not be able to offer first choice of places immediately.

Any child who stays all day will need to pay £6 for lunchtime childcare provision (this includes the option of a hot meal, or a choice of Packed lunch prepared by our onsite kitchen)

Fees must still be paid even if your child is absent, and we would request that you telephone us to let us know if your child will not be attending for any reason - 01452 520411 option 1.

For your child to keep his/her place at our setting you must pay the fees due, otherwise your child's hours may be reduced to funded sessions only. Please note that fees apply where are not in receipt of funding. Our sessions are very popular, and we operate a waiting list for places at our setting. Sessions allocated for your child are reviewed regularly and if not attended may be withdrawn and offered to another child on our waiting on our waiting list.

#### **SESSION TIMES**

**Monday - Friday**

**AM - 8:30am - 11:30am**

**PM - 12:15pm - 3:15pm**

### Starting at Preschool Nursery

Our settling-in period depends on the experiences of the child. Some may only need parental support for 2-3 sessions whilst others need a longer settling-in period. Generally, we suggest:

- If your child is not used to being left, a gradual separation maybe the answer.
- Always try to be the first through the door for the first few sessions. Your child may worry when they see other children collected and they are still waiting.

**NB** - Always check with the Key Worker before leaving. Talk to your child about leaving them before you get to the session. Say goodbye to them when you are ready and then the hard bit, walk straight out the door. Most of us have been there and know how this can feel, so do not hesitate to call to find out if they're coping, we really don't mind. Always leave a contact number, if your child is unhappy, we may need to get in touch quickly.

If your child is not dry, we ask you to provide them with a bag containing:

- Nappies or Pull-ups
- Wipes
- Change of Clothes
- Nappy Bags

In the interests of reducing cross-contamination, all children are changed in the designated area away from the playroom.

### Curriculum

Our Framework is the **Early Years Foundation Stage** (EYFS) curriculum, which covers a child's education and development from birth to the end of the reception year at school.

The EYFS is the early years equivalent of the National Curriculum and includes three primary areas and four key areas of learning.

These are as follows:

Personal, Social and Emotional Development

- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding The World
- Expressive Arts & Design

If you wish to have a more in depth look at what the EYFS framework entails, we have further information available in school and on the DFS website -[www.foundationyears.org.uk](http://www.foundationyears.org.uk)



## A Typical Session

Each session is based around a routine. This quickly becomes familiar to the children helping them to become secure, confident, independent and able to try new things within a known structure.

A typical session is run in three parts; this means we stop halfway through for healthy snacks, which along with water is provided by the school.

- Arrive and hang up coats (children have their own named coat peg/hook)
- Free Play
- Snacks (Generally milk or water, fruit or vegetables)
- Free Play
- Story Time
- Home Time

Free play involves a variety of activities including painting, puzzles, duplo etc, but there will also be some adult led activities. Children's development is recorded in their on- line "Dojo" learning journey and parents/carers are at liberty to look at their child's work whenever they wish.



## Allocation of Key worker

As part of our practice, the staff at Tredworth Infant & Nursery Academy are continually assessing and recording the children's achievements. These records are always available to parents and carers. Each child has a "Key worker" who will be happy to discuss your child; we would just ask parents to refrain from discussing issues with their child's Key worker, if the Key worker is involved in manning the doors or gate at the end of a session as this leaves the door vulnerable.

## Clothing

Coats and other removable items of clothing must be **clearly marked with your child's name**. Children should wear play clothes since some of the activities can be very messy. A loop to help your child hang up their coats would be appreciated. Clothes that are easy to pull on/off make it easy for everyone when the toilet is urgently needed!

Please note outdoor play is available every day, so always bring suitable clothing for your child including warm clothes, hats and gloves in the winter, waterproof clothing for the rain and sunscreen and sunhats in the summer. Would you please supply your child with a bag containing a change of clothes in case we need to change them, also nappies, pull-ups and wipes if appropriate and a named water bottle.

### COLD/SNOWY



or

### SUNNY/WARM/HOT



or

### RAINY





### **Transition**

Our Pre-School children have opportunities to mix with the Reception children to ensure smooth transitions into the Reception year, thus ensuring children are happy and confident to move on to the next step of their learning journey.

### **Accidents and Illness**

For minor incidents, first aid will be given at Pre-School. In an emergency, parents will be contacted immediately, so please ensure we have up to date contact numbers.

Please let us know if your child has any on-going conditions such as asthma, diabetes, allergies or if he/she has particular dietary requirements.

If your child is ill, please let us know as soon as possible if the illness is infectious, and please keep him/her away from Pre-School Nursery until the risk of infecting other children is past. Children suffering with diarrhoea and vomiting should be kept at home for 48 hours. For further details, please refer to our Health and Safety Policy.

### **Safety**

We are always safety conscious at School, and we ensure that we meet childcare, health and safety as well as educational standards.

We take great care in monitoring the safe arrival and departure of all our children, one of strategies for ensuring safety is to have a member of staff at the door when you arrive at session. They are not there in the role of 'meet and greet' so please could you avoid engaging them in lengthy conversations. If you need to talk to a member of staff, could you please speak to one not engaged in this duty. This may sound unduly harsh, but the safety of our children is of paramount importance to us.

When you collect your child at the end of the session, for security reasons we are unable to release children to a person for whom we do not have the appropriate authority, so please inform the key worker if there are to be any changes to your child's collection.

### **Safeguarding Children**

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately. We cannot undertake to keep anything confidential, which may be detrimental to the welfare of the child. It is our policy that only staff with appropriate checks will take the children to the toilet, change their clothing or supervise activities in a separate room.



### **Special Needs**

The number of adults present in our Pre-School Nursery enables us to provide individual attention to each child. Every child is able to progress, at its own rate, in all areas of development. This is true for children with or without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across a range of special needs.

### **Notices**

Notice boards are situated within the entrance where you will find details of any forthcoming event or important information, so please check regularly. Regular Newsletters are also given out to all parents and information can be found on 'Class Dojo'.

### **Photographs**

Photography now plays a significant role in day-to-day activities within Pre-School Nursery. These images may then be used for publicity material (online or print) or just kept for Pre-School Nursery records. In order to publicise what is happening within the Pre-School we also invite the press to come along from time to time and children's pictures may appear in newspapers.

In order to comply with the new GDPR guidelines we must obtain written parent/carers consent before we take photographs. If you prefer your child not to be photographed, please inform a member of staff.

### **Complaints Procedure**

We hope you will be happy with the excellent service we offer, but if you feel you would like to make a complaint then please speak to the Pre-School Nursery staff in the first instance. We will then endeavour to resolve your complaint to your satisfaction, but if this is not the case then please refer to our complaints policy.

### **Our Policies**

If you would like to read our policies, they can be found online at  
<http://www.tredworthinfantschool.org.uk/gloucs/primary/tredworth>

or

alternatively, ask the Pre-School Nursery staff for copies. We are happy to discuss any comments you have regarding their contents so please speak to a member of staff to discuss your suggestions further.

