

Wellesley Park Pre-School



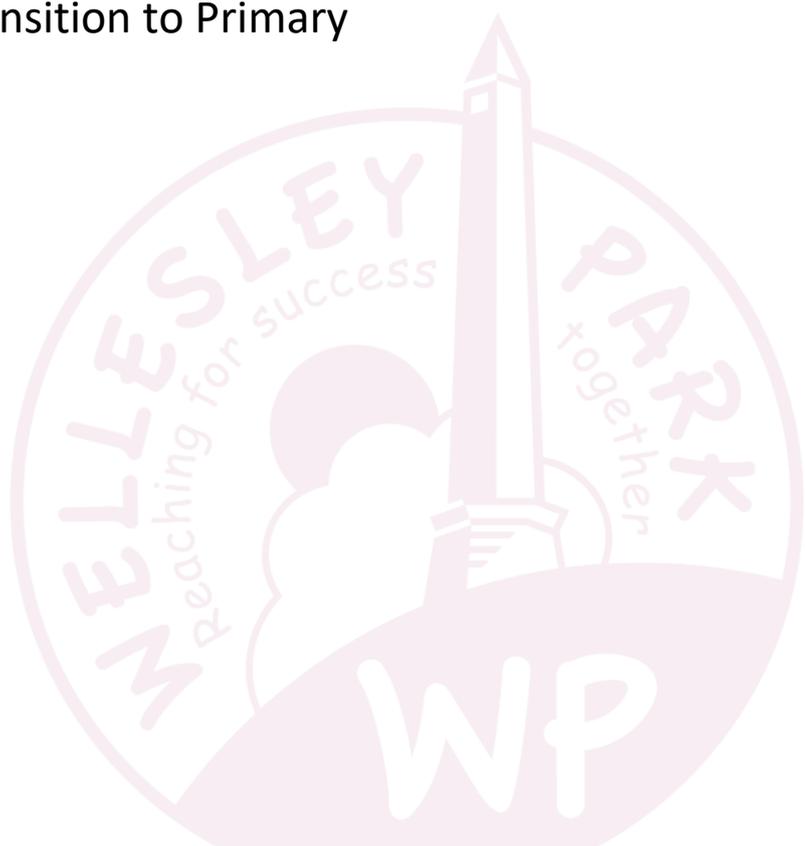
Wellesley Park Preschool
Homefield, Wellington
Somerset, TA21 9AJ

Telephone: 01823 664876



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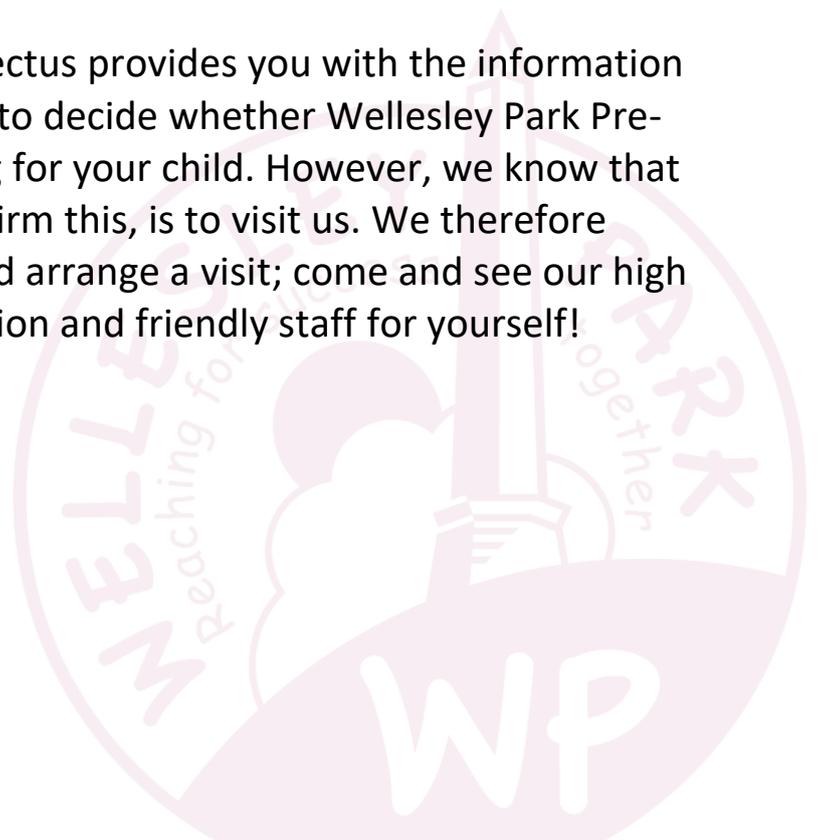
Welcome

I am delighted to welcome you to our wonderful pre-school at Wellesley Park Primary, which is part of The Castle Partnership Trust.

Our aim is to provide a welcoming, friendly and safe setting where your child can truly flourish. We support every child inclusively, enabling each individual to develop the key skills necessary to set them on the right path for a happy and successful life. These skills include: learning how to be independent, how to be respectful towards others and how to develop essential qualities such as resilience, integrity and tolerance.

In our pre-school, each child learns through constructive play and a wide variety of creative, first-hand experiences; helping them to explore their social and emotional skills, develop their academic learning and widen their understanding of the wider world. Carefully planned-for, fun activities provide all of our children with new ways to learn, explore, express themselves, develop their independence and problem solve.

We hope that this prospectus provides you with the information that you need, in order to decide whether Wellesley Park Pre-school is the right setting for your child. However, we know that the best way to confirm this, is to visit us. We therefore encourage you to ring and arrange a visit; come and see our high quality care, provision and friendly staff for yourself!



Contact Details

Headteacher: **Mrs Carly Wilkins**
Early Years Lead: **Mr Mark Carter**
Pre-school Manager: **Miss Tracy Sumner**

Wellesley Park Preschool
Homefield
Wellington
TA21 9AJ

01823 666814



Our Vision and Values

At Wellesley Park Pre-school, we share our mission statement with the school:

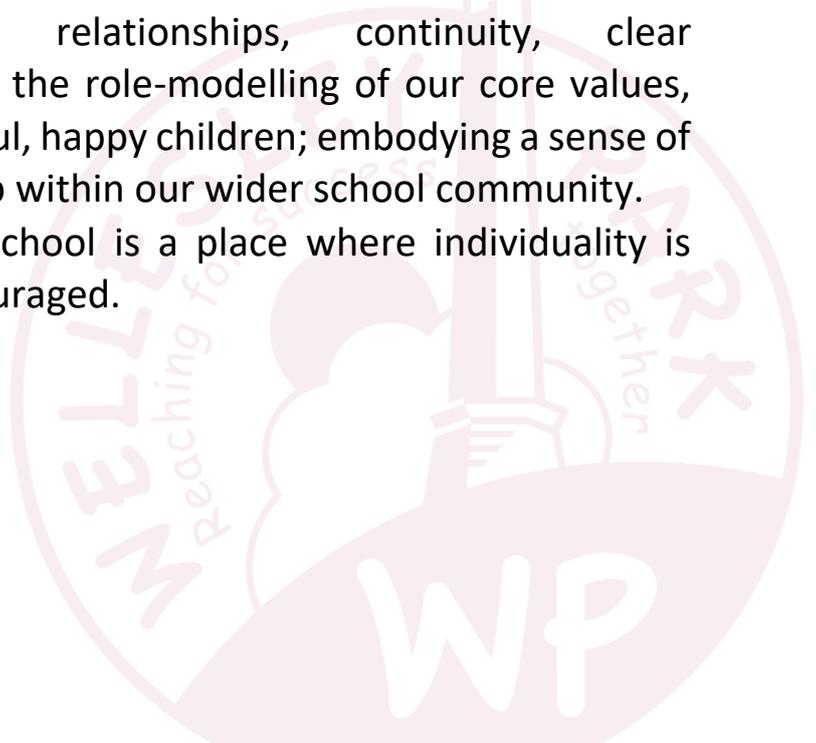
Reaching for success Together

Our Wellesley Park Pre-school vision is:

Wellesley Park Pre-school will provide an inclusive, varied and stimulating environment; supporting all children and enabling them to become happy and confident citizens of the future.

At Wellesley Park Pre-school we aspire to ensure that:

- All our children experience a warm, welcoming, fun and friendly, educational journey
- Every child feels valued, listened to, supported and safe.
- All children thrive and are encouraged to achieve their full potential, in all aspects of their life.
- Wellesley Park Preschool is a place where all success celebrated.
- Success is achieved for every child through: respect, positive behaviour and a committed approach to learning.
- Through positive relationships, continuity, clear communication and the role-modelling of our core values, we nurture respectful, happy children; embodying a sense of pride and ownership within our wider school community.
- Wellesley Park Preschool is a place where individuality is respected and encouraged.



Wellesley Park Preschool

In line with our admissions policy, children's names can be placed on our waiting list at any time. Please refer to our fees policy and registration documents for more information regarding our funding and charges.

Our pre-school provides a curriculum in-line with the Department for Education Foundation Stage curriculum.

Our morning sessions run from 8.45am until 11.45am and our afternoon sessions from 11.45/12.15pm, until 3.15pm. Our all day sessions run from 8.45am until 3.15pm

All our pre-school sessions are held during school, term times. Please see our website for an up-to-date academic year planner and for our policies, parent information and waiting list documents.

Our welcome packs are handed out when families visit and our registration forms are completed during each child's induction visit. In our welcome packs you will find: a sheet that you can fill in to tell us all about your child's personal interests, our sun cream policy, information about our parent partnership, information about EYFS and specific details about grant applications.



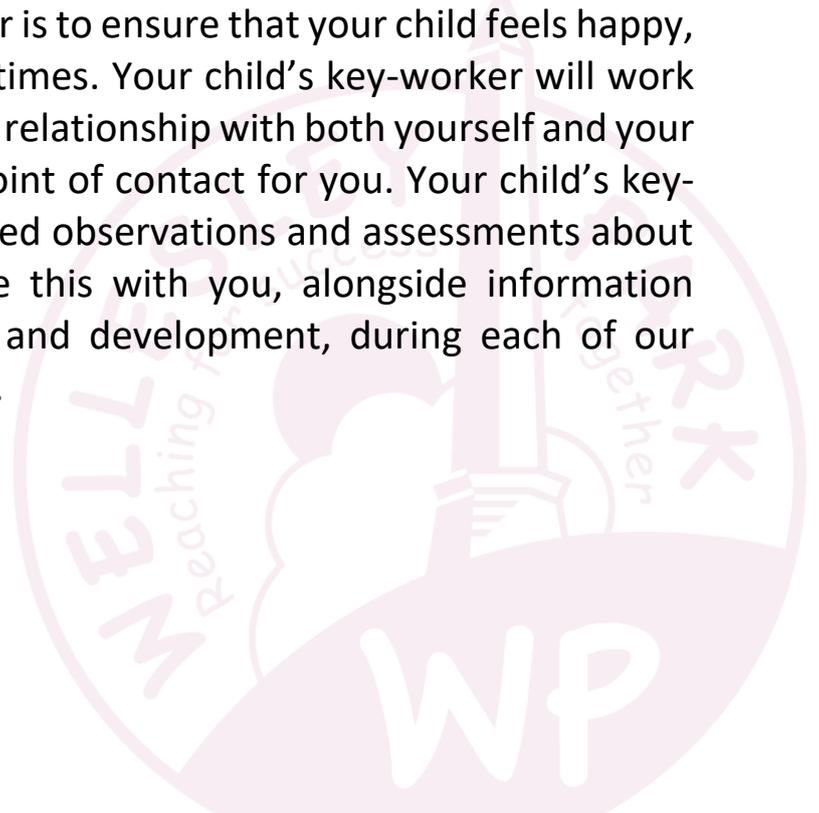
Organisation and Staffing

Our pre-school building is bright and cheerful, housed within secure boundaries on the grounds of Wellesley Park Primary School in Wellington, Somerset. Our main room is spacious and decorated to reflect the children's interests and learning development. We also have a dedicated cloakroom, kitchen and child-friendly toilet areas.

Outside, we have: a purpose built, all-weather play area with colourful canopies, a wooden playhouse, a mud kitchen and an organic growing area. Here, the children can develop their larger physical skills, as well as having the opportunity to explore and practise social communication skills, that we believe are so important to succeed and thrive in later life.

We are also able to access the main school's facilities, which includes: the large hall, playgrounds and play equipment, wildlife area and dedicated Forest-School environment.

On entry to our pre-school, each child is assigned a key-worker. The role of this key-worker is to ensure that your child feels happy, safe and cared for, at all times. Your child's key-worker will work hard to develop a positive relationship with both yourself and your child and will be a first point of contact for you. Your child's key-worker will write up detailed observations and assessments about your child and will share this with you, alongside information regarding their progress and development, during each of our regular parents' evenings.



Meet Our Team!

Miss Tracy Sumner	Manager/SENCO/Safeguarding Lead/Behaviour Co-ordinator
Mrs Caroline Keane	Deputy Manager/Safeguarding Deputy
Mrs Madeline Horne	Early Years Practitioner
Mrs Phillippa Tyler	Early Years Practitioner
Mrs Anne Hollick	Early Years Practitioner
Miss Natasha Hole	Early Years Practitioner/café
Miss Kirsty Elliott	Early Years Practitioner/café



Curriculum

We recognise that all children who join us will have started their own learning journey in many different ways, as no one child's life ever starts the same as another. Therefore, at Wellesley Park Pre-school we aim to work with understanding and respect and in partnership with our children's parents in order to continue this journey together. Through our provision of structured, engaging and stimulating activities we aim to benefit the whole child and continue building upon any learning foundations already laid.

All of our planning is centred upon the child. We hold weekly planning meetings where all staff have an active involvement. Staff use their extensive knowledge of child development to suggest next steps for every child. The interests of the children are used to help shape our curriculum, so that every child remains motivated and engaged. Additionally, we value the experiences of the children outside of our pre-school setting and wherever possible our planning takes into account items that the children might bring in, or family events that they have taken part in.

Our planning is closely linked to the seven areas outlined in the Department for Education's Statutory Framework for the Early Years Foundation Stage. All 7 areas of learning and development are important and inter-connected. Three areas are called the Prime Areas and these are particularly vital for learning and development. These areas are:

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

The other four areas are supported by these Prime Areas. These Specific Areas are:

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

Communication and Language: Children are supported and encouraged to become skilful communicators. We provide opportunities to gain knowledge and vocabulary by using social situations, books, music, songs, rhymes as well as an introduction to symbols and signing. Children with English as an additional language are given extra assistance, where necessary. Children have experience in using a wide variety of resources to support their learning, including mark making, drawing, modelling, reading and writing. Our staff support children so that they are able to listen and respond to others, including following instructions and connecting ideas or events in order to develop their understanding further.

Physical Development: We provide a wide variety of equipment and resources for the children to enjoy, both indoors and outdoors. Our own secure play area, school wildlife area and playground facilities as well as the school hall, are offered to encourage physical movement and spatial awareness. We offer daily activities to encourage fine motor control, such as threading, crafts, scissor control, play dough etc. Children are encouraged to make healthy choices in relation to food and drink, as well as handle, taste and learn about food. Our children are also supported with managing their own hygiene and personal needs.

Personal, Social and Emotional Development: Our children are encouraged to develop a positive sense of themselves and others, to build relationships with other children and adults in our group and to feel free to express their ideas and feelings. Our children are encouraged to make choices and are provided with opportunities to play and learn, sometimes alone and sometimes in groups of varying sizes.

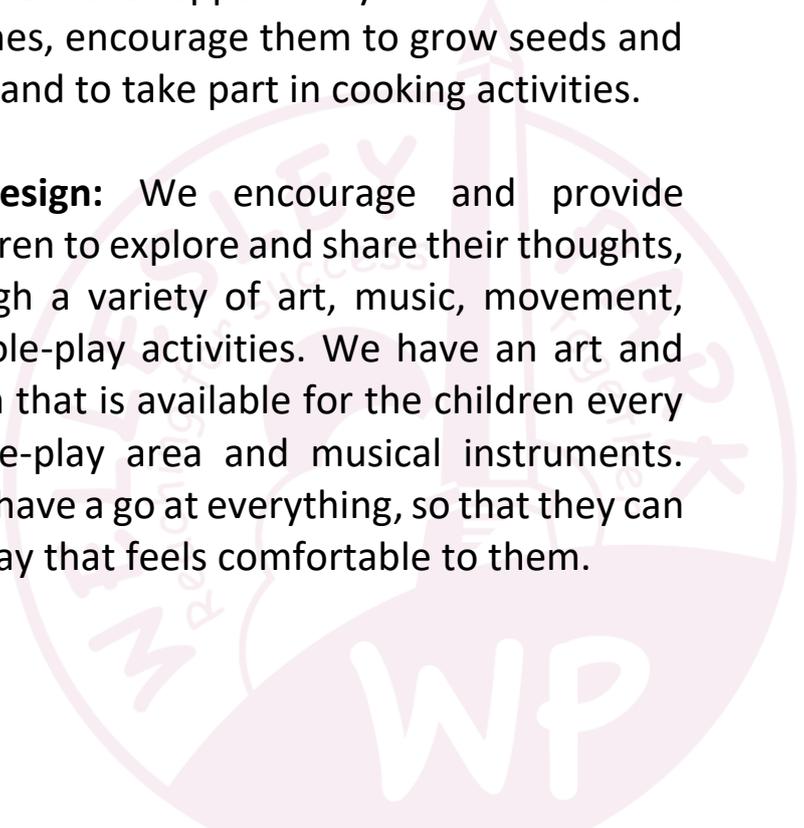
Literacy: Through fun experiences, children develop an understanding of how to express themselves through sound. This develops into rhyming and understanding that print communicates meaning, for example names and signs. We strive to develop a love of books and for early reading, by encouraging

children to join in with stories, look at books carefully and to talk about what they understand from the stories they hear. Many children will show an interest in letter sounds and for children that are ready, we teach recognition of some letters and the sounds they make. We provide many opportunities for children to express themselves by making marks and to explain the meaning behind them. Children are also supported to learn to write their name if they show an interest.

Mathematics: Children experience daily activities that encourage their understanding and learning within this area. Puzzles, problem-solving games, building bricks, shapes, sand and water play all invite children to explore, question and develop a mathematical vocabulary and way of thinking. Counting and developing an understanding of what and why we might count things, is an integral part of this area.

Understanding of the World: Themes are planned to enable children to talk about themselves and their family and how to explore other families that are the same and/or different to their own. Our children are encouraged to be curious about the world around them and to explore both the natural and man-made world. We provide children the opportunity to use suitable technology and programmes, encourage them to grow seeds and care for the natural world and to take part in cooking activities.

Expressive Arts and Design: We encourage and provide opportunities for our children to explore and share their thoughts, ideas and feelings, through a variety of art, music, movement, dance, imaginative and role-play activities. We have an art and craft area in our playroom that is available for the children every session, as well as a role-play area and musical instruments. Children are supported to have a go at everything, so that they can express themselves in a way that feels comfortable to them.



Starting at Wellesley Park Preschool

Before starting at Wellesley Park Pre-school, you and your child will be invited to a 'show around' session. At this you will meet our manager, have a guided tour of the setting and meet our fantastic staff. Afterwards, you are welcome to book in your required sessions with the manager, who will then organise a 45-minute play session for your child to come back, play and to familiarise themselves with their new surroundings.

A member of staff will show you around the pre-school, so that you can see the kind of things your child will be doing during their sessions. You will be able to ask questions and discuss any concerns you may have. We will work with you to try and make the transition to pre-school as smooth as possible for both you and your child. Our staff are experienced in judging the time it may take for a child to settle in, but we also recognise the expert knowledge that you as parents have of your child. Together it can be agreed how slowly, or quickly, the settling-in period should be. We do ask that parents bring in a labelled bag of clothes for their child, which should include baby wipes and plastic bags. This is in case of any toileting accidents, or from getting wet or dirty during their exciting play!



Health and Safety Matters

Illness

It would be helpful if you could write on your child's enrolment form if they have any medical needs. This will ensure that we are able to look after and support your child in the most appropriate way.

If your child has any allergies, these also need to be declared on their enrolment form.

Medicine at Pre-school

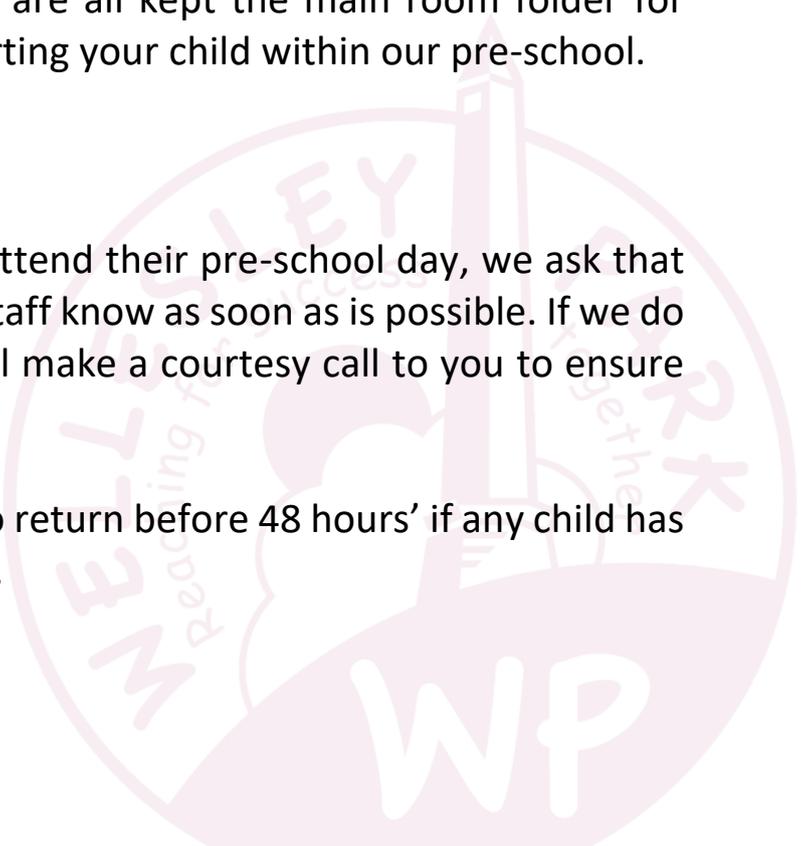
We use our enrolment forms to find out about any medication your child may require regularly. This may include inhalers, insulin or prescribed medicines. These are stored securely according to instructions.

All of our staff are able to complete a medicine form, or a long-term care plan and these are all kept in the main room folder for access by all adults supporting your child within our pre-school.

Absence

If your child is unable to attend their pre-school day, we ask that you phone in and let our staff know as soon as is possible. If we do not hear from you, we will make a courtesy call to you to ensure that everything is well.

We have a set policy of 'no return before 48 hours' if any child has sickness and/or diarrhoea.



Accidents

All members of our staff are first aid trained and are able to deal with minor accidents.

Accident forms will always be completed after an incident and these are then signed by the parent collecting, at the end of the day.

Parents will be called immediately in the case of any serious accidents/incidents.

Toileting

Most children who join pre-school are well on their way to being fully toilet trained and all staff are responsible for supporting all of our children with becoming independent in this area. It is perfectly normal for all children to have the occasional accident.



Safety

The main door into the preschool is always locked for the safety of the children. There is a bell to ring to alert the staff. The inner door is only opened with a number code.

Outside, we also have two garden gates that are bolted at all times. Please ensure you bolt these garden gates after you use them.

In the foyer, there is a child signing-in sheet and parents must complete this when they leave their child for a session. If another person is collecting your child, this can be written onto the register. If staff have not met this person before, we will require you to create a password that will help us to identify them.



Partnership With Parents

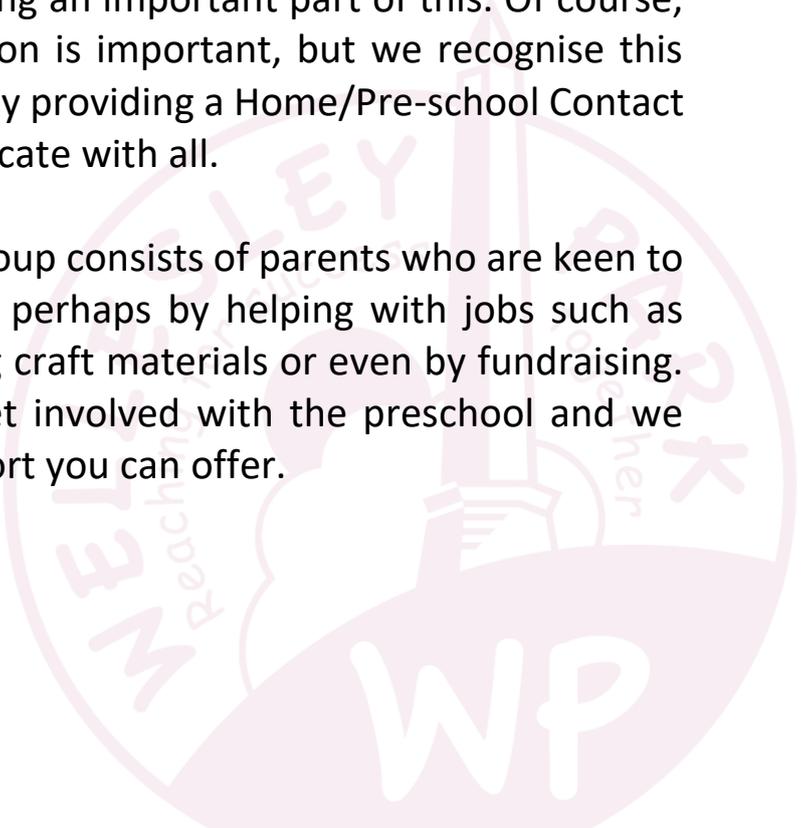
At Wellesley Park Pre-school we strive to create excellent working relationships with parents and carers. We keep parents informed using a home contact book, newsletters and emails. Daily activities are written on the white board in the garden, for parents to see.

We have three parent evenings a year and we also provide social nights. Your child's key-worker is available at any time for you to talk to and if you have any complaints please see the manager or the EYFS lead.

We also send home a copy of your child's next steps, so you can help them with these at home. We will also ask you about your child's key interests, so that we can keep these in mind when we are creating activities. We emphasise that communication and listening is important, so stories and reading is a strong element for our parent partnership.

We give each child a Home/Pre-school contact book when they join us. We value the partnership between home and pre-school, with communication playing an important part of this. Of course, face to face communication is important, but we recognise this isn't always possible and by providing a Home/Pre-school Contact Book, we aim to communicate with all.

Our Parent Partnership group consists of parents who are keen to help us at the preschool, perhaps by helping with jobs such as washing aprons, providing craft materials or even by fundraising. This is a lovely way to get involved with the preschool and we would welcome any support you can offer.



Safeguarding

It is important that you know your child is happy and safe in our pre-school. Additionally, it is helpful if you let us know of any concerns or changes at home (behaviour, circumstances etc.) that may impact upon your child in pre-school. We will always talk to you about any concerns that we may have, though for more serious concerns, we are required to follow Child Protection procedures. Where appropriate, we would discuss these with you first.

Designated Safeguarding Lead: **Mrs Tracy Sumner**

Designated Safeguarding Deputy: **Mrs Caroline Keane**

Concerns may also be discussed with the school Designated Safeguarding Lead: **Mrs Carly Wilkins, Head teacher.**

All staff are jointly responsible for the safety of your child.

No staff mobile phones are used on our pre-school site; they are kept in the manager's office. Please ensure you do not use your own mobile devices when you are on the premises.



Clothing

Wellesley Park Pre-school provides many different experiences for your child to join in with, both inside and outside, so we ask that all children come to pre-school ready for any weather!

We also provide opportunities that might result in your child getting messy, therefore we recommend that older clothes are worn. We provide aprons for your child to wear during messy activities. A pair of welly boots that can be left at preschool is recommended.

Coats and bags of spare clothes can be stored on your child's peg in the foyer.

Please remember to name all of your child's clothes as this will ensure we can send everyone home with correct clothing.



Meals and Snacks

During the morning we supply a fruit snack for the children. They will also have the choice of milk or water. This is free of charge.

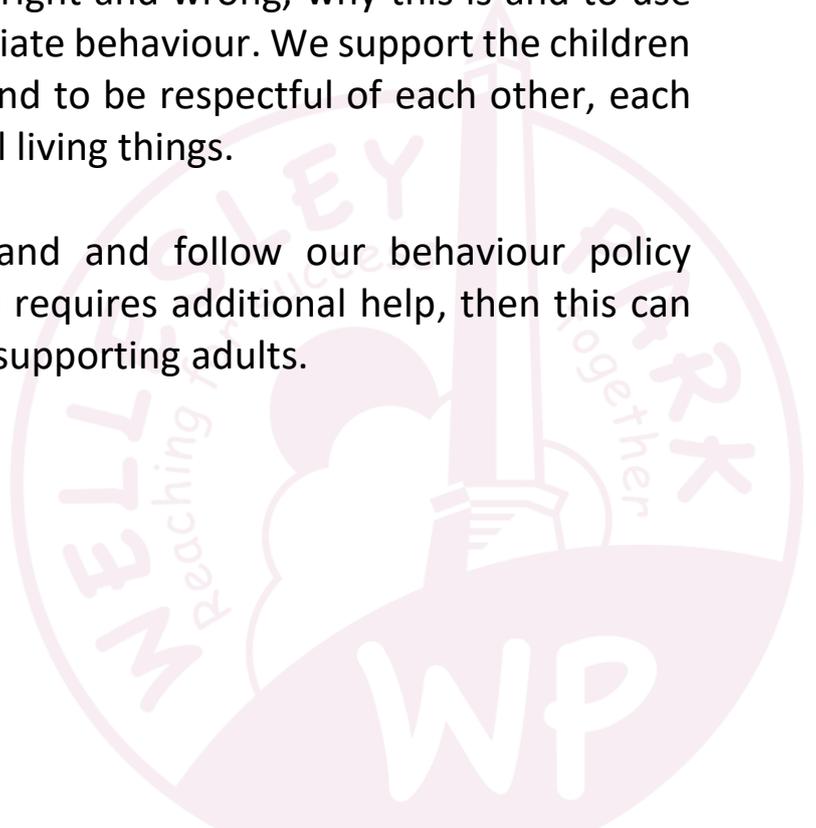
If your child is staying all day, we ask you to provide a packed lunch - in a named lunchbox. Lunchboxes can be stored in the foyer.

If your child has any allergies, these are added to the allergy forms that are accessible to all adults supporting the children.

Expectation for Children's Behaviour

At Wellesley Park Pre-school we aim to promote a sound understanding of what is right and wrong, why this is and to use this to encourage appropriate behaviour. We support the children to take turns and share and to be respectful of each other, each other's property and to all living things.

All of our staff understand and follow our behaviour policy consistently and if a child requires additional help, then this can be delivered by all of our supporting adults.



At Wellesley Park Preschool, we have 5 key expectations for behaviour:

1. Listening to adults and each other
2. Respecting others
3. Sharing and taking turns
4. Being aware of boundaries
5. Tolerating delay

Staff are experienced at pre-empting difficulties and use a range of strategies to do so such as 1:1 time, changing activities and use of a sand timer.

We will always work with parents if a child is struggling to follow the behaviour expectations. Any discussions with parents will be written down and all actions mutually agreed.

If we feel it is necessary to ask for support or advice from another agency we will ensure parents are involved in the process.



Meeting Children's Needs

At Wellesley Park Preschool we recognise and value that all children are different and will have their own individual needs. We will work alongside you to enhance the development of the whole child. Children's differing needs are best met using a variety of structured social settings, including more personal attention, 1:1 and in small groups. Our staff celebrate all successes as part of their positive view of children. We have high expectations for children because we believe all children are capable of great success, through challenging yet fun activities.

At Wellesley Park Preschool our children are presented with a wide variety of choices that enable them to make progress in a way that is personal to them. Our planning enables the children to have access to a range of child initiated and adult focussed experiences. Your child will be able to choose from a wide variety of activities including role-play, cooking, painting, table games, small world activities, water, sand, construction etc. There will be opportunities for your child to play alone, to work alongside others or to be involved with a group and these different opportunities each develop different skills.



Special Educational Needs and Disability

At Wellesley Park Preschool our provision for children with special educational needs and disability (SEND) is guided by the same objectives as for all children. All staff in the preschool take an active role in the education of every child, with key-workers taking the main role. The pre-school has a named special educational needs co-ordinator (SENDCo) and this person coordinates the identification, assessment and reviewing of specific needs.

Special Educational Needs and Disability Coordinator: **Miss Tracy Sumner**



Transition to Primary School

Wellesley Park Primary School has a separate admissions policy and having a place at Wellesley Park Pre-school does not automatically guarantee your child a place at the primary school.

We aim to prepare the children for transition to primary school and we work alongside all of the schools we feed into. We welcome visits from teachers and pass on relevant information to the succeeding schools. We encourage visits to new schools and due to our close proximity are able to facilitate several transition activities with Wellesley Park Primary School. Through discussion and a variety of activities, such as joint play sessions and story time with the school staff, we hope to prepare the children for the next stage of their learning and make the transition as smooth as possible.

