



JACOBSTOW COMMUNITY PRIMARY SCHOOL & PRESCHOOL

CARES - about preparing our children for their place in the world of the future



Jacobstow Preschool offers sessional care for 2-4 year olds. We have our own purpose built setting, situated in the grounds of Jacobstow Community Primary School, with an enclosed outdoor play area. 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.

Our setting aims to:

- provide high quality care and education for children between the ages of 2 years and rising 5.
- work as part of the whole school to ensure a smooth transition into foundation stage
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community;
- offer children and their parents a service that promotes equality and values diversity.

Staff

The most important people as far as your children are concerned are our staff, who are all dedicated and caring, with a wealth of early years experience and up to date training.

Our Early years Coordinator has a BEd degree in Primary Education and has recent up to date training in Early Years Education related to the Foundation Stage curriculum.

There are 3 members of staff who cover the sessions between them, working as a good team.

Training is available for staff to continue their professional development, keep up with new initiatives and to consolidate their areas of expertise.

New members of staff receive induction training during their first week of employment, which includes our Health and Safety and Safeguarding Children policies and procedures. Our aim is that all members of staff have Paediatric First Aid and basic Safeguarding Children (which includes Child Protection) training.

Our staff members are:

Early Years Coordinator: Mrs J Maudsley

Pre school play leader: Mrs Nikki Cholerton

Pre school play assistants: Mrs Aimee Stokes and Miss Jenny Johnson

The same 3 members of staff will be present during the sessions. All staff have the requisite DBS checks and the necessary qualifications to enable them to work with preschool children.

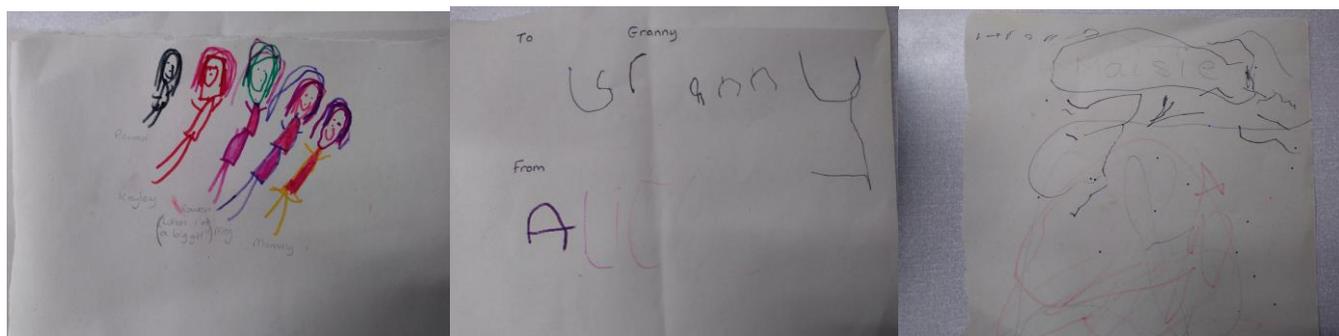
As part of our philosophy to support and nurture the children both developmentally and personally, staff wish to be called by their first names, allowing the children to form strong and comfortable relationships with them.

Children

Of course, the most important people at Jacobstow Preschool are the children, the Raindrops. Our aim is to ensure that your children have a happy learning time and that you, as parents, are confident in the care we provide and that each child:

- is in a safe and stimulating environment;
- is given generous care and attention from staff, as well as volunteer parent helpers;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop.

There are a maximum of 20 children per session. Staff interact with the children by 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. We will also have integrated links to the school so that the transition into school is successful and happy, whether that transition is into the Foundation stage at Jacobstow School or any other school.



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.

We want our parents to:

- be kept informed;
- be consulted;
- be involved;
- be included at all levels;
- feel valued and respected.



Starting Out

A happy introduction to Raindrops is important and before your child's start date you and your child will be offered a visit 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 makes it easier to settle in.

When your child first starts at preschool it is only natural that you may wish to stay with your child to help to settle them and to ensure that you are happy with the setting and its ethos. However, this shouldn't be a long term situation as it is an important part of the role of the preschool that your children begin to have increasing independence from you, learning to spend time in a safe, happy environment where you, and they, know they are safe.

Once your child starts attending regularly, experience suggests that staying only prolongs the 'agony' of parting. It is usually better to say 'goodbye' and go home. We will not subject your child to any distress, and be assured that most children settle remarkably quickly once mummy or daddy has gone! However, please ensure that we know where to contact you quickly, if necessary, by leaving us a range of possible contact numbers.

Children are likely to be involved in messy play during their preschool sessions so they should be dressed in washable clothes which are not too new! A dirty child is an active and interested child.

We will encourage your children to become more independent as they progress through Preschool. Simple fastenings on jackets, trousers and shoes/trainers (velcro type fastenings) will enable them to learn to go the toilet, put on their coats etc. without assistance, as well as move between indoor and outdoor play areas.

(No open toed sandals/crocks for Health and Safety reasons please).

For **EVERY** session your child will need to bring a sports type bottle containing water and a change of clothes, just in case!

They will also need a pair of wellies for garden play in inclement weather and a sun hat in summer months (we do have some wellies and hats which the children can use)

Please mark all your child's belongings with his/her name.

Record Keeping

We are required by Ofsted to keep certain records about each child, including observations about their experiences and achievements at Preschool and a selection of work, called a 'Learning Journal'.

By observing the children in a systematic way, using either written notes, or photographic evidence, we are able to focus on each child individually, to monitor progress and plan next steps/experiences in line with the child's interests, which will help him/her to work towards the Early Learning Goals. These observations also provide information that can be shared with you either as you collect your child at the end of a session or more formally at a parents meeting held each term. Your child's 'Learning Journal' will move, with your child, to their next educational setting and will be continued by the staff in that setting until the end of Foundation Stage.

All information within the setting with regard to your child is subject to our Data Protection and Confidentiality Policies.

There will be a termly parent meeting to discuss the learning journal and the children's progress against their 'next steps'.



Jacobstow Preschool sessions

The children at Jacobstow Preschool work following 'The Early Years Foundation Stage Profile' Our learning and development programme is play based and planned within these guidelines and those set by OFSTED and the Cornwall County Early Years Development Team.

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing interesting activities that are appropriate for their age and stage of development.

The Prime Areas of learning are:

- communication, language development;
- physical development;
- personal, social and emotional development

The Specific Areas of learning linked to the Early Learning Goals are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive arts and design

We teach early phonics using the Letters and Sounds programme.

All activities are planned to support the children's progress in each of this areas of learning. Planning is always practical and play based.

A typical session would run as follows:

9am Welcome time: When you arrive, you should encourage your child to hang up his/her coat and collect their name card and stick it to the registration board. This encourages the children to recognise their own name and to begin to develop a degree of independence. They will also have to choose a 'smiley', 'Ok' or 'unhappy' face so we know how they are feeling and a school dinner or packed lunch sticker.

Children then go to individual play and then to the quiet/story area where we sing songs, talk about the day, weather etc. and about any changes to the daily routine i.e. visits from police, fire fighters etc.

The rest of the day/ morning will involve a mix of:

Small Group Activity: An adult led activity based on different areas of learning – Knowledge & Understanding of the World, Creative development, Problem Solving, Reasoning and Numeracy, Physical development or Communication, Language & Literacy.

Child Initiated Play Time: Children go to independently chosen activities (children can move to other activities freely if they wish to). Adults interact with the children, observe and collect evidence for the children's 'Learning Journals'. Children are encouraged to tidy an activity away once they have finished with it and all children help with the tidying up and putting away of toys and activities at the end of this play time. This is aided by the use of pictures/labels on the boxes and shelves.

Snack time: An area is set aside for children to take their snack/ drink. The aim is to support their Personal, Social and Emotional development skills. The children are encouraged to take turns pouring drinks (milk or water) and sharing the snacks (fruit) remembering 'Please' and 'Thank you'. Milk and fruit will be provided.

Story time: The children come together for a shared story.

Large Group Activity: An activity encouraging whole group participation that could include role play, music and rhythm, ring games, parachute games or something similar.

Outside play: Children can access a range of activities available in our outside area and are encouraged to use this space at all times of the year and regardless of the weather, but wearing appropriate outdoor clothing, of course. Children are encouraged to help tidy the outside area before going back inside.

Physical Activity: the children will have the opportunity to take part in a physical activity session each day, either outside or in the school hall to develop their physical skills and coordination.

Book choosing: Each week the children will have an opportunity to choose a book to bring home and share and enjoy at home with their family. Please provide a book bag for this so that the books are kept clean (Bags are available to buy from the school office).

Assembly: each week the children join the rest of the school for our praise assembly and they are all allocated a school house. They are part of the whole school celebrations and are awarded 'gold awards'. They are also involved in other family assemblies.

12noon to 1pm Lunch: Children can bring a packed lunch or order a school dinner from the school kitchen. Children will be encouraged to eat their lunch in a quiet well-mannered way and to share their meal as part of a group. No child will be forced to eat but will be encouraged to try what they have (no fizzy drinks, sweets or chocolate allowed, thank you)



The Learning Environment

At Jacobstow Preschool we aim to provide a happy, stable and caring environment in which, through play, children aged 2 to rising 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 shall promote equality of 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 will be positive role models and supportive of children's individuality, culture and learning experiences.



At Jacobstow Preschool materials and equipment available for the children to use are easily accessible encouraging the initiation and independence appropriate to their stages of development.

The areas of the learning environment and supporting resources are:

- The main room, which consists of a large area containing coloured tables and children's chairs that are used during the sessions for activities. These tables are used in the planning process for small group activities.
- A quiet book corner where there are bookcases filled with colourful story books for the children to choose from.
- A carpeted area for children to play, with storage racks and easy access drawers filled with a range of toys and activities which can be independently accessed.
- A role-play corner with a play 'house' and dressing up rail.
- A painting/creative area. This room allows children to have a large area to paint, model and get messy! This room also stores resources and has an area to store outside play equipment i.e. bikes and soft play.
- An outside play area with garden.

There are places for children to display their work, a visual timetable of the session and an information board for parents and visitors. From the main room there is access to two toilets + the staff toilet and access to the staff kitchen. The children are encouraged to recycle waste paper, they reuse junk in models and compost their fruit snack waste.

There is also easy access to the school's main play grounds, field, wild life garden and climbing frames.

The room is light and bright with lots of display boards, which allow us to provide a bright and stimulating place to learn through play.

Outside play encourages the children's enthusiasm for their natural environment. They garden, planting seeds and discovering the differences between edible and non-edible plants. They feed the birds and, through links with the main school learn about composting. They will have an experience of Forest School during the course of the year.

Admissions

Admission to Jacobstow Preschool is open to every family in the community and to families from surrounding areas when places are available. We take children from 2 years of age with funded hours, parents can also pay for sessions.

Application forms are available from the school office, upon receipt of this form the child will either be admitted immediately or their name placed on a waiting list. We can take a maximum of 4, 2 year old children and 16, 3 year old+ children in any one session.

Please note that there is no direct entitlement to a place in our Foundation Stage class if your child has a place at the preschool – we are subject to the national guidelines on school admissions and have to abide by this guidance.

We are open for 38 weeks of the year, term time only.

We operate the following hours:

Tuesday: 9.00 a.m. – 3p.m

Wednesday: 9.00 a.m. - 3p.m.

Friday: 9.00 a.m. - 3p.m.

Rising 5's

Children who will be attending Jacobstow Community Primary School Foundation Stage class visit the school weekly on Wednesday afternoons, during the summer term. During their visit the children have an opportunity to familiarise themselves with the layout of the classroom, spending time with the children in Rainbows who will be in their class from September, playing with the resources and getting to know the class teacher and teaching assistants.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices are designed to protect, as much as possible, our children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Please refer to the school's Safeguarding and Child Protection Policy, available from the school office or on line at the school website www.jacobstow.cornwall.sch.uk

The designated teachers for Child Protection are: Mrs S Russell and Mrs J Maudsley

Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have and make every reasonable and suitable adaptations we can to ensure that children are integrated and their needs met.

We have a wealth of experience of working with children with a range of special educational needs and can offer support and advice.

Mrs Russell is the Special Needs Coordinator. If you have concerns about your child and any special needs she/he may have then please speak to Mrs Russell.

Please see a range of school policies on our school website or available from the school office.

We hope that you find this document useful and that it gives you the information you need.

If, however, you still have questions then please do come and speak to Mrs Russell (Head Teacher) or Nikki (Preschool Leader)