



# ***Brenchley Pre-School Limited***

## ***Prospectus***

Brenchley Pre-school Limited, Brenchley Road, Brenchley, Kent TN12 7NY 01892 724261

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A Limited Company Registered in England and Wales. Company No 5022458, Registered Charity Number 1103545





*The learning environment is exceptionally well resourced, supporting children's independence and giving them an excellent range of enticing activities*

*Ofsted Report 2012*

# Welcome to Brenchley Pre-School

We understand that choosing a nursery or pre-school that is right for both you and your child can be a difficult decision which is why we do our best to make it as easy as possible.

We hope you will find our approach to childcare and education sets the standards rather than just simply following them. We can do this because we pay attention to every detail of the child's likes and dislikes, habits, routines, cultures and lifestyles and provide a safe nurturing environment that help them become resilient, independent and confident individuals.

We are fortunate enough to have been awarded outstanding by Ofsted in the last two occasions of being inspected. They recognised the experience, dedication and enthusiasm of our staff who are all highly trained and knowledgeable and are indeed the reason that makes Brenchley Pre-School such an excellent start for your child's first steps towards education.

We hope our Prospectus provides some insight into our ethos here at Brenchley Pre-School as well as providing you with the detail you need to make your choice. However, there is no better way to know if a Pre-School is right for you and your child than to visit it first-hand. So we do hope you will give us an opportunity to show how we can provide a positive foundation for you and your child.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Sian', with a stylized flourish at the end.

**Sian Scovell, Manager**



*“Children thrive as they demonstrate mature skills in cooperative play from an early age”*

*Ofsted Report 2012*

## Meeting the needs of today's parents and children

Your child will be assigned a key person who will monitor their development and report back their progress to you during Parent's Evening which are held three times a year. Your child's key person will get to know all their habits, routines and idiosyncrasies such as which side their teddy sleeps or which is their favourite food or game. Ask for more details about our "Keyperson Programme" when you visit us.

Every Nursery and Pre-School follows the Government's curriculum the Early Years Foundation Stage (EYFS). However, the difference between Brenchley Pre-School and other nurseries/pre-schools is "how" we follow the curriculum which is reflected in our results – our latest Ofsted Report can be found on the Ofsted website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

We believe our success is due to getting the right balance between child-led and adult directed learning which can be attributed to the on-going training and professional development of all our staff. These two factors play a vital role in meeting the educational needs of a child as well as offering the opportunity for learning social interaction through one-to-one group activities or play.

Educational experts and our own experience tell us that to encourage learning and cooperation we need to accommodate a child's routine, needs and desire. When a child enjoys an activity or task they will retain the learning more effectively – for example a child can learn colours and numbers just as effectively by playing with cars and imaginary traffic lights as they can by rote.



*"The staff have made my child feel very welcome and greet them by name on arrival"*

*Parent comment on questionnaire*

## Our Staff Members:

Manager and SENCO:	Sian Scovell
Deputy and Health & Safety Officer:	Helen Excell
Nursery Class Co-Ordinator:	Susan Sayer
Safeguarding Officer:	Sue Gill
	Juliet Rider
Equal Opportunities Officer:	Lisa Gower
Practitioners:	Zena Ames
	Kirsty Excell
	Heather Airey
	Shirley Wassell
Lunchtime Supervisor:	Kate Randall
Administrator:	Shirley Berry



## Our Committee and Trustees

Our Pre-School is a Registered Charity and is Committee run. All our income from fees, grants and fundraising goes directly into providing the service that we offer.

Chair and Trustee:	Victoria Relle
Treasurer and Trustee	Abigail Gutteridge
Manager and Trustee:	Sian Scovell
Committee Members:	Anne-Marie Butland, Sandra Dedman, Gemma Elliott, Anna Harper, Beth Horn, Lucy Logan, Sam McClements, Christine Taplin, Justine Walker



*“The staff have created an excellent learning environment. Children can readily choose from a wide range of toys and play equipment which supports their independence”*

*Ofsted Report 2012*

# Setting the Standards

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. However, development is not an automatic process. It depends on each unique child having opportunities to interact in positive relationships and enabling environments. Through: playing and exploring, active learning, creating and thinking critically.

At Brenchley Pre-School we believe that **every** child deserves the best possible start in life and support to fulfil their potential. Working together with parents using the Early Year Foundation Stage (EYFS) as a framework we aim to achieve this.

The EYFS is based around these four themes:

**A Unique Child** – Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

**Positive Relationships** – Children learn to be strong and independent through positive relationships.

**Enabling Environments** – Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.



**Learning & Development** – Children develop and learn in different ways. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

By allowing children to learn through their play, listening and acting on children's needs and interest, we are able to incorporate the EYFS curriculum into our daily routine.



“Staff are rigorous in establishing children’s starting points and analysing their capabilities. Key people therefore know their children extremely well right from the beginning”

Ofsted Report 2012

# The Aspects of Learning and Development

There are 7 areas of learning and development which are divided into 3 prime and 4 specific areas. The aspects of these are covered in your child's profile.

## Prime Areas

<b>Personal, Social and Emotional Development</b> Making relationships Self-confidence and self-awareness Managing feelings and behaviour	<b>Physical Development</b> Moving and handling Health and self-care
<b>Communication and Language</b> Listening and attention Understanding Speaking	



## Specific Areas

<b>Literacy</b> Reading Writing	<b>Mathematics</b> Calculating Shape, Space and Measures
<b>Understanding the World</b> People and communities The World Technology	<b>Expressive Arts and Design</b> Exploring and using media and materials Being imaginative



*“The routine maximises children’s opportunities to get really absorbed in what they are doing and staff know the importance of giving children time to complete their ideas”*

*Ofsted Report 2012*

## Inclusion

Brenchley Pre-School is totally inclusive and warmly welcomes all children and families into our environment and we will endeavour to meet all children's individual needs whatever they may be.

We also aim to provide the best possible support for children with Special Educational Needs and Disability (SEND). Children who are experiencing difficulties are given special attention by the staff, particularly the SEND Co-ordinator, who will, in consultation with the parents, draw up an Individual Educational Plan. In some cases, additional specialists may be approached, with the parents' full consent, to help to provide the most appropriate support for the child.

Progress and Parent Information Parents Evenings are held three times a year and provide an excellent opportunity for the parent to discuss their child with their keyperson. However, parents are most welcome to discuss any worries or concerns they may have regarding their child with their keyperson at any time during the year.

Individual progress records are kept about each child and an annual report is submitted to parents.

Links between home and school are very important. Monthly newsletters keeping you up-to-date with all of the events taking place will be sent home by e-mail or if requested in your child's bookbag. Additional information is posted on the notice board in the foyer on a daily basis. You may also keep up to date by joining our closed group on Facebook.



**“Staff plan sharply focussed activities to support children’s acquisition of new skills. As a result, children make outstanding progress”**

**Ofsted Report 2012**

## Sessions and Fee Structure

At two years of age, children enter the Nursery and are offered two morning sessions of three hours each. At two and a half, they are then able to increase their sessions by adding an afternoon session (2½ hrs) in the Lions Class. Children enter the Lions Class once they are three where they also have the option of staying for a full day.

Nursery Class	Monday to Friday	9.00 a.m. – 12.00
Lions Class	Monday to Friday	9.00 a.m. – 12.00 1.00 p.m. – 3.30

Lunch for those children staying all day will be between 12.00 noon and 1.00 p.m. They will require a packed lunch in a clearly marked box/ container.

Fees are charged at an hourly rate as follows:

Nursery Class	(2 – 3 year olds)	£4.75 per hour
Lions or Tigers	(3 – 4 year olds)	£4.20 per hour

Fees are invoiced termly and can be paid directly into our bank account or by cheque. You are also given the option of either paying in full or in monthly instalments. Please note that fees are not refundable should your child be absent from Pre-School and that the Committee reserves the right to increase the fees during the academic year.

**Government Free Entitlement Funding:** Your child will become eligible for the Free Entitlement Funding of up to 15 hours per week the term **following** their third birthday. Parent/carers may access as little or as much of the Free Entitlement as they wish and may take up the entitlement at a **maximum of two** providers where funding will be split pro-rata based on a child's attendance.

**Free For Two Funding:** If you are in receipt of certain benefits you may also qualify for funding of up to 15 hours per week for your 2 year old, please ask for further details.

**Childcare Vouchers:** We can accept any form of employer voucher and can supply any information you may need to set up the payments.



*“The ability to communicate is an essential life skill for all children and it underpins a child’s social, emotional and educational development”*

*The Bercow Report  
(2008)*

## Uniform

We would encourage parents to purchase our Pre-School uniform because the children participate in messy activities such as painting, glueing etc., at every session. Parents should note that our Staff cannot be held responsible for the safety and condition of your child's own clothing whilst at Pre-School.

To encourage physical independence please dress your child in trousers that are easy to pull up without belts. This is due to some children becoming unnecessarily upset due to toileting accidents as they cannot remove their clothing. During winter months, please make sure that your child brings a warm coat with them, preferably with a hood. All clothing must be clearly named.

For safety reasons children are discouraged from wearing jewellery to Pre-School.

The following Pre-School merchandise is available for sale. Should you wish to purchase any of the items please speak to a member of staff.

Sweatshirts £9.50

Polo Shirts £8.50

Book Bags £5.50



*“Children’s later writing is based on skills and understandings which they develop as babies and toddlers”*

*Early Years Foundation Stage (2014)*

# Policies

The following Policies are held at the Pre-School. If you wish to view any of the following please speak to either the Manager or the Administrator

Admissions

Allegations of Child Abuse against a member of staff

Animals in the setting

Behaviour Management

Child Protection and Safeguarding

Children's Records

Collection

Complaints Procedure

Confidentiality

Dummy

Emergency Procedure (Preschool closure)

Equal Opportunities

Equipment & Resources

First Aid

Food Hygiene

Health & Safety

Healthy Eating

Home Visits

Keyperson and Settling in

Lost Child

Medication

Mobile Phone

Multi-Agency

Nappy Changing

Non Smoking

Parental Involvement

Parental Responsibility

Social Networking

Special Educational Needs and Disability

Severe Weather

Staff & Employment

Student Placement



*“Children readily choose from a wide range of toys and play equipment which support their independence”*

Ofsted Report 2012

## Frequently Asked Questions

### *“What will my child be doing at Brenchley Pre-School”*

*Our two to three year olds enjoy a vibrant and fun filled environment in the Nursery Class and garden in which to explore, play and interact with both staff and fellow playmates.*

*Our three to four year olds attend the Lions Class which provides a happy, purposeful introduction to school life with emphasis on active learning through play, allowing the children time to develop and reach their potential.*

*We also run a Tiger Class for those children leaving for school. Each school leaving child is given the opportunity to attend one Tiger session per week to aid their transition to Primary School.*

### *“What if I get the urge to ring up and find out what my child’s up to? Can I call?”*

*Yes, you are very welcome to call at any time and as many times as you wish. We will also call you if we have a specific piece of news or to give you an update. We also encourage parents to share some time with us so they can see for themselves what their children are up to or have produced that day.*

### *“How qualified are the staff? How often do you have to replace staff”*

*We are very fortunate to have such experienced and qualified staff. We have one member of staff with an Early Years Degree who is an Early Years Teacher. They are a highly motivated group of individuals who not only happily undertake the latest training but also actively participate in on-going professional development.*

### *“How do I know my child is progressing”*

*Each child is assigned a key person who will monitor their individual development, physically, educationally and emotionally. This information is recorded and will be shared with you at our Parents Evenings which we hold three times a year or sooner if appropriate.*



*“The ways in which the child engages with other people and their environment – playing and exploring, active learning and creating and thinking critically underpin learning and development across all areas and support the children to remain an effective and motivated learner*

EYFS (2014)

# Illness

The information on the following pages detail the minimum exclusion periods for illness and communicable disease under advice from the Kent Health Practitioners Unit. Please help to prevent the spread of illness by adhering to these exclusion periods. If you are unsure about your child's ailments, please contact the pre-school on 01892 724261 for advice

Temperature	Must be off for 24 hours after symptoms have subsided
Vomiting	Must be off for 48 hours after symptoms have subsided
Diarrhoea	Must be off 48 hours after symptoms have subsided
Antibiotics prescribed by a doctor	First 2 days at home Antibiotics can be administered at pre-school should your prescription state 4 times a day
Conjunctivitis	Kept at home for 2 days, thereafter until eyes are no longer weeping
Chickenpox	Minimum of 7 days or until blisters have scabbed over
Measles	7 days from appearance of the rash
Mumps	Until the swelling has subsided and in no case less than 7 days from onset
Rubella (German Measles)	7 days from appearance of the rash
Fifth Disease (Slapped Cheek)	Until clinically well with no fever
Tonsillitis, scarlet fever and streptococcal of the throat	In no case for less than 5 days from the start of appropriate medical treatment

Impetigo	Until the skin is healed
Gastroenteritis, food poisoning, Salmonella, e-coli and shigella	Until authorised by District Community Physician
Planta warts (Verrucas*)	No exclusion—should be treated and covered
Infective hematities	7 days from onset of jaundice
Meningococcal Infection	Until recovered from the illness
Ringworm of scalp	Until cured
Ringworm of body	Seldom necessary to exclude provided treatment is being given
Pediculosis (lice)	Until appropriate treatment has been given
Poliomyelitis	Until declared free from infection by District Community Physician
Hepatitis A	7 days after onset
Tuberculosis	Until declared free from infection by the District Community Physician
Typhoid fever and Paratyphoid	Until declared free from infection by the District Community Physician

\*Verrucas are highly contagious and although there is no exclusion, parents should be made aware that if their child has one, then they should refrain from any activity that involves bare feet including the use of the sand pit and the school hall

