



St James' Preschool

Church Hall, Lakeswood Road, Petts Wood. Tel: 07815 464837

1st October, 2018

Dear Parents/ Carers,

Welcome to St James' Preschool

Whether you are considering sending your child to our preschool, or indeed have already made the decision to do so, the staff and management would like to extend a warm welcome to you and your family. We are confident that your child will prosper with us and that you yourselves will enjoy being part of the preschool's community.

St James' Preschool was founded in 1983 and whilst it has changed enormously over the years in order to meet new Government demands, evolving parents' expectations and changes in Early Years education policies, it has always remained faithful to the core principles at the heart of its foundation: providing excellent early years education in a happy, stimulating and caring environment. We have a strong Catholic ethos that values and respects others beliefs and cultures and welcome all children within our community, including those who have a temporary or permanent special educational need or physical disability.

The preschool had its last Ofsted inspection in May 2016. One area we were ranked as "outstanding" (defined as being of exceptionally high quality) and two as Good. The full report and guide to ranking may be found on the Ofsted website. A hard copy of the inspection report is displayed on the notice board at preschool. Our Ofsted registration number is 476213. You will be pleased to hear that we are members of the Pre-School Learning Alliance (Nr. 17994) which regularly holds meetings and courses to ensure all our staff are kept up to date with current early years practices and approaches.

Information regarding the preschool and the way in which we operate is contained within our prospectus and policies, all of which are available for review at the setting. Essentially, we are a non-profit making organisation. All incoming money is put back into the funding and running of the preschool and we are heavily reliant on contributions from parents/ carers, not solely in monetary terms but also in terms of their time and sundry donations. The participation of all interested parties is at the very heart of our continuing success. It ensures the preschool strives for perfection and underpins the community we have created of which we are especially proud. The day to day running of the preschool is the responsibility of Jean Smith, the setting's Leader. The overall management is undertaken by the preschool's Management Committee, comprised of volunteer parents under the direction of Rebecca Flynn, the Committee's Chair. A list of current Committee members and the vital roles they play is provided below for your reference.

We communicate with parents periodically, through newsletters, bulletins and notices displayed at the preschool as well as e-mail, our St James' website and closed Facebook and Twitter social media platforms. Parents of children attending St James' preschool should

therefore ensure they regularly check their email and the setting's noticeboard. It is imperative you keep us notified of any change in your contact details, including changes to the emergency contact for your child.

Kindly note that St James' Preschool is an independent organisation and that attending the preschool does not give automatic admittance to St James' Primary School.

If there is anything you are not sure about or if you have any concerns relating to your child attending the group, please feel free to speak to the setting's Leader, your child's keyworker or a Committee member. We will be happy to give you any further information that you may require in order to make a suitable choice of preschool for your child and remain assured of your selection.

Yours faithfully,

Rebecca Flynn

Chair – Preschool Management Committee

on behalf of the Management Committee

Jean Smith

Preschool Leader

*on behalf of the Preschool
Staff*

Preschool Management Committee Members 2018/9

Chair	Rebecca Flynn	The registered person with Ofsted, takes overall responsibility for the preschool and is the Leader's line manager.
Vice Chair	Michelle Fewkes	To support and shadow the Chair with a view to take over that role.
Secretary	Sarah Fulton	Manages the waiting list, keeps minutes of meetings and undertakes various administrative duties.
Treasurer	Tanya Cardoza	Responsible for the financial management of the preschool.
Vice Treasurer	Yogendra Patel	Has the responsibility for fees and claiming Government grants from the Local Authority.
Communication Officer	Nicola Kelly	In charge of the newsletter and overall communication with parents.
Fundraiser	Vacancy	Coordinates a team of helpers to organise social and fundraising events to support the work of the preschool.
Procurement Officer	Vacancy	Liaises with the preschool Leader to identify and source required preschool supplies and services.

