

HARDINGS PRE-SCHOOL PROSPECTUS



Hardings Pre-School



Panshanger Church Rooms

24 Hardings

Welwyn Garden City

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**An “Outstanding” Pre-School in all areas –
OFSTED December 2015**

“The Pre-School is led by a highly knowledgeable and effective Committee and management team. Staff nurture strong and trusting relationships with parents. They engage with them extremely well to fully involve them in supporting their child’s learning and development”



Welcome!

Hardings Pre-School – an Ofsted “Outstanding” Pre-School in all areas December 2015 - has been running since 1993 and is an independent, self-funding registered charity. We are located in the heart of Panshanger, serving the local community. Hardings Pre-School offer children aged 2 -5 years old a secure play environment in which they can learn and develop into happy, confident and competent children.



Mission Statement:

‘At Hardings Pre-School we provide high quality care and education for children in a fun and stimulating environment. We work in partnership with parents and carers to help children learn and develop with a service that promotes equality and values diversity of each individual child’

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention;
- 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/carers as partners in helping each child to learn and develop; and
 - is in a setting in which parents/carers help to shape the service it offers.

Staff list:

Jane McCullagh: Pre-School Manager

Delia Jones: Deputy Pre-School Manager & SENCO

Jackie Claydon: Senior Early Years Childcare Practitioner

Claire Starkey: Early Years Childcare Practitioner

Yvette Meyrick: Early Years Childcare Practitioner & 1-1 Support

Karen Gardner: Early Years Childcare Practitioner & 1-1 Support

Joanne Bartmeier: Childcare Student

Arline Hursey: Pre-School Assistant

Amy Cranwell – Administrator

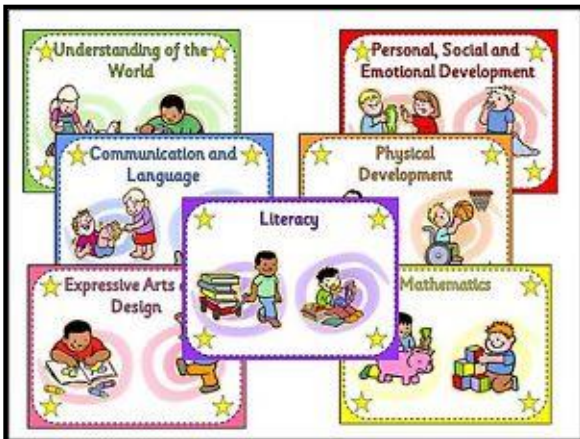
All of our Practitioners are PAEDIATRIC First Aid trained and have also undergone extensive Safeguarding & Child Protection training, including Radicalisation and e-Safety training

Ofsted 2015 – *“Staff attend a wealth of training to continuously build on their knowledge of the Early Years Foundation Stage and teaching skills”*

Information on the Early Years Foundation Stage (EYFS) framework and how your child benefits from this framework at Hardings Pre-School.

The EYFS is a stage of children's development from birth to the end of their first (Reception) year in school. The EYFS Framework describes how early years practitioners should work with children and their families to support their learning and development.

The revised EYFS explains how and what your child will be learning at Hardings Pre-School to give them a firm foundation for a successful start at school. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through seven areas of Learning and Development.



These seven areas are used to plan your child's learning. At Hardings Pre-School we use a fun, play based approach to supporting learning and development in the early years. Learning is guided by exceptional, dedicated staff who skilfully support children's learning and development through effective teaching. Each child's learning and development is recorded and celebrated through a unique learning journey book which is yours to keep when your child moves on.

Children's development, learning and having fun in early years

Our setting understands that play is vital for children. It is through play that young children learn, grow and have fun. It helps them to understand the world around them and to develop emotionally and socially. Singing songs, reading together, playing games with letters and numbers and having fun with friends gives them a good start in life.



Ofsted 2015 – *“The quality of teaching is very high. Children rapidly develop the skills needed for their next stage in learning”*

Session time-table - mornings:

09.15 Arrival and Self Registration

Parents/carers are welcome to come in, look around and help to settle their children into their key workers group.

09.15 Small Key Worker Groups & Busy Fingers

Parent/carers leave at this point as the group prepares to start the day. Children work with their key worker in small groups on activities designed to develop fine motor skills

09.30 Circle time & Physi Gym

The children get together to discuss the theme and theme related activities that are on offer to them. Before the children go off to play the good morning song is sang.

09.35 Free Play in Both the Play Room and Garden

Children can choose from both inside and outside activities, with staff close by to engage the children in play and learning. Outside activities include sand and water play, bikes, scooters, ball games, role-play in the play house, digging area, the climbing frame, plus many more. Story corner time will be offered during the session where the children can listen to a story or too quietly.

10.00 Snack Table Opens

Children can help themselves to a snack when they are ready. Children are encouraged to develop manners and understand the importance of healthy eating. We make our snack time both enjoyable and a sociable time.

11.10 Circle Time

Children are encouraged to join in with the circle time. During the week, circle time will focused around either a story; music and movement; our theme; weather and days of the week or the projector.

11.15 Free Play in Both the Play Room and Garden

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11.55 Tidy up Time

Children are encouraged to help tidy up the playroom. We play a selection of classical music during this time. The children will identify this music with tidy up time.

12.00 Quiet Time

This is a time for the children to sit quietly and rest. Children can choose a book from the library.

12.05 Treasures and Good Bye Song

The children gather on the carpet to round off the day by sharing and talking about their treasures before singing the goodbye song.

12.15 Home Time

Parents/carers arrive to collect their children. The children sit on the carpet until their name is called by a member of the team.

Safeguarding & Child Protection

We work with families to support children in every way possible. There is a clear responsibility on settings to work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within the setting or a child/family reports a situation involving possible abuse, we would not be able to guarantee confidentiality. Such information would have to be referred to Social Care and/or the police in line with Government, Hertfordshire and our own policy.

The Designated People for Safeguarding at Hardings Pre-School are Jane McCullagh and Delia Jones

British Values and Equal Opportunities

We will ensure that our service is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic backgrounds, gender, ability or disability. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. In accordance with DfE requirements we also promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

We promote equality and British Values by aiming to:

- provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and disabled people;
- improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and understanding diversity; and
- make including a thread that runs through all of the activities of the setting

Complaints

Our setting believes that children, parents/carers, staff and external agencies are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff and/or with the setting manager and Chair of the Management Committee. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring any concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

All policy documents are always available at the Pre-School if you wish to see them.

Session Times

We are open during term time and run the following sessions:

Mornings: 9:15am – 12:15pm Mon-Fri

Afternoons: 1:15pm – 3:15pm Tues & Thurs

Lunch Club: 12:15pm – 1:15pm Mon/Tues/Thurs

We can offer full day sessions (9:15am – 3:15pm inclusive of lunch club on Tuesdays and Thursdays). 15 hours maximum are initially offered but additional hours may be possible subject to availability.

Uniform

We have an optional uniform available for children from BB Branding, a high quality uniform supplier based in Digswell. Children do not have to wear it but we feel that uniform creates a sense of “belonging” and is part of good preparation for school. To see the full range please visit the uniform tab on our website. 5% of uniform sales are donated back to the Pre-School.

Fees & Funding

We charge competitive fees per hour. We offer 15 hours of funded early education to 3 & 4 year olds (applicable from the term *after* a 3rd birthday) and are one of a few Pre-Schools that can also offer funded 2 year old places. For further information about fees and funding please contact us.

Visits and Application form

Please do not hesitate to contact us if you would like to visit the Pre-School or if you would like to talk to a member of staff. If you would like to put your child’s name on the waiting list please ask for an application form.

