

Littleton Pre-School

Littleton Millennium Memorial Hall
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LITTLETON PRE-SCHOOL PROSPECTUS

Established in 1975, Littleton Pre-School is a community run setting based in the Millennium Hall in the heart of Littleton village. It is supported by full and part-time staff in addition to voluntary helpers and a parent management committee. Your child's development is our priority and we aim to provide a safe, happy and caring environment where your child can flourish.

At Littleton Pre-School we aim to:

- Provide high quality care and education for children under statutory school age
- Provide a balance of adult led and child chosen activities that take account of the children's interests, changing energy levels and the need for rest
- Work in partnership with parents and carers to help children learn and develop
- Offer the children, parents and families a service that promotes equality and values
- Provide a high quality pre-school that adds to the local community.

There is a strong sense of togetherness at Littleton Pre-School between the children, parents, staff, committee and wider community. We are visited regularly by local community organisations such as the local tennis club, the local florist, as well as the emergency services and of course, parents who have talked about their own professions. Excursions to Sparshot College, Finkley Down Farm and additional local areas of interest are often organised. There are also regular social evenings for parents as well as fund raisers and other events.

Littleton Pre-School welcomes children from any area and belongs to the families who use it.

YOUR CHILD AND LITTLETON PRE-SCHOOL

At Littleton, we aim to ensure that each child is in a safe and stimulating environment. We believe that there is a delicate balance between teaching your child the basics of formal education and allowing them to develop social skills and personal confidence. If children are interested, they will learn and develop in a more natural way. As such, our pre-school environment changes with your child's interests and the way they play. By observing and assessing the things that interest your child, we are able to plan activities around them or with a specific group of children in mind. You can be sure that your child is being nurtured in a caring and attentive environment, and that they have the chance to join in with other children to live, play and work together.

We aim to ensure that each child progresses with their learning and development by helping them to build on what they already know and/or can do. We believe that parents know their children best and ask them to contribute by sharing information about what their children like to do at home and how they, as parents, are supporting development. We very much work in partnership with parents to help children learn and develop.

Littleton Pre-School has an adult to child ratio of 1:6. Our ratio for under three year olds is 1:4. OFSTED recommends an adult to child ratio of 1:8 but we prefer to work within the lower adult to child ratio.

Littleton Pre-School is a member of the Pre-School Learning Alliance and is OFSTED registered

Registered charity number: 1024378

OFSTED number: 511090

Pre-School Learning Alliance Membership number: 57803

Mailing Address: c/o Carol Mortimer 2 The Firs, Littleton Lane, Sparsholt, Winchester SO21 2LS

SETTLING IN AND MONITORING YOUR CHILD'S DEVELOPMENT

On enrolment, your child is allocated a key person who supports them and who has overall responsibility for their care and learning. We believe that children settle best when they have a specific individual to relate to, who knows them and their parents well, and who can help meet their individual needs. Our *role of the key person* and *settling in* policies help provide the framework for this.

We adopt a holistic approach and encourage a fully rounded learning environment tailored to each child's individual needs. The key person forms a relationship with the parents and their child prior to starting at Littleton Pre-School, working with them to ensure a smooth transition into the pre-school. This is a bespoke process. Your child's key person will be the member of staff that works with you to ensure that what we provide is right for your child's particular needs and interests. The role offers invaluable support for parents and children during their stay at the pre-school and when the time comes to move on, the key person will also facilitate a smooth transition to primary school.

We make detailed observations on each child and record them along with photos and their artwork in an individual learning journal. In addition, we assess how children are learning and developing formally, based on our ongoing development records. We strongly believe that parents are the first and foremost educators of their child. Staff and parents work together on their child's learning journal and each key person will work with parents to obtain information about their child's individual needs, activities, interests, likes and achievements. Children are also encouraged to contribute to their own learning journal. This information will help document their progress and next steps, their areas of strength and where help is needed.

The learning journal can also be used to liaise with local primary schools to aid the transition from Littleton Pre-School to reception year. Littleton Pre-School has strong links with the local primaries so the foundations are laid for your child's development beyond the pre-school.

LEARNING AND DEVELOPMENT – THE EARLY YEARS FOUNDATION STAGES

Children start to learn about their world around them from the moment they are born. The care and education offered by Littleton Pre-School helps them to continue to do this. We aim to provide all children with interesting activities that are appropriate for their age and stage of development.

Our provision fits four key themes and the 16 commitments of the Early Years Foundation Stage (EYFS):

- A unique child
- Positive relationships
- Enabling environments
- Learning and development.

While lesson planning is an evolving process, it is underpinned by the six main areas of development within the EYFS Statutory Framework (2012). These are:

- Communication and language
- Literacy
- Mathematics
- Understanding the world
- Expressive art and design
- Personal, social and emotional development

For each area, the practice guidance sets out the early learning goals. These goals state what it is expected that children will know and be able to do, by the end of the reception year of their education.

Littleton Pre-School has an equal opportunities policy and is registered with Hampshire County Council.

DAY TO DAY ACTIVITIES AT LITTLETON PRE-SCHOOL

There are numerous activities for your child to choose from each day, all of which provide an opportunity for development in a continuous, free flowing environment. Each of these has been designed to build and increase your child's natural curiosity and



interest so that they learn through play. In some instances the children will decide how they use some of the activities. In others, an adult will take the lead in helping the children to participate.

- Book corner
- Construction area
- Creative area
- Drawing and painting area
- Home corner and role play area
- IT/computer area
- Mark making and writing area
- Maths area
- Music and singing
- Outdoor play toys
- PE equipment
- Playdough
- Puzzles
- Sand and water play

We organise sessions so that children can choose from and play with a range of activities and in doing so, build up their skills to work through problems. The children are also helped to take part in adult-led, small and large group activities which introduce them to new concepts and help them obtain new skills, as well as helping them to work with others.

LITTLETON PRE-SCHOOL AND THE GREAT OUTDOORS

Littleton Pre-School is surrounded by beautiful countryside so there is plenty of green, outdoor space for your child to enjoy. We even have our own garden and allotment – an invaluable resource which the children love.

As Littleton Pre-School is set in such beautiful grounds, we very much view our outdoor area as an extension of our indoor space. Outdoor activities contribute to a child's health, their physical development and their knowledge of the world around them. Children are able to enjoy free flow play to the outdoors within our marked safety boundary during every session, and are also taken on nature walks beyond the boundary. Basically the children are encouraged to sample the great outdoors as often as possible and in all weathers as long as they are wearing the appropriate clothing – rain is barrier to enjoyment and learning!

PARENTS AND THE PRE-SCHOOL

Parents are regarded as members of the setting who have full participatory rights. These include the rights to:

- Kept informed
- Be consulted, and
- Be included at all levels.

As a community based, voluntarily managed setting, we depend on the goodwill of parents and carers to keep the pre-school going – they can drop in to the setting at any time, in line with the pre-school's open door policy. There are many ways in which they can take part in making the pre-school a welcoming and stimulating environment which can include:

- Sharing their own interests and hobbies with children
- Taking part in events and community activities in which the pre-school takes part
- Being part of the voluntary management committee
- Helping the children alongside our own staff during the session by doing something simple as reading a book
- Taking part in informal discussions about the activities and curriculum provided by the setting.

STAFF AND MANAGEMENT COMMITTEE

There are five members of staff involved in delivering the EYFS to your child at Littleton Pre-School. They all are key persons and also have designated roles as follows:

- Mrs Carol Mortimer, supervisor, level 3
Lead for child protection and children's special education needs coordinator (SENCO)
- Rob Westwood, deputy supervisor, level 3



Undertakes risk assessments and health & safety lead

- Clare Cooper, pre-school assistant, level 3
Special needs assistant
- Jo Finch, part time pre-school assistant, level 2
Outdoor play/garden lead
- Donna Oliver, pre-school assistant, part time pre-school assistant
Joins Sept 2012

The experienced staff at Littleton Pre-School undertake regular training and development. As well as gaining qualifications in early years care and education, the staffs take part in further training to help keep them up-to-date with current thinking on early years education.

All staff have had enhanced disclosure checks with the Criminal Records Bureau (CRB) and a dedicated member of staff is responsible for child protection. Your child's safety is of paramount importance to us and we have numerous policies in place, including our policy on '*maintaining children's security and safety on the premises*' for instance, which help us make Littleton Pre-School a safe setting.

Littleton Pre-School's management committee is elected by the parents of the children who attend the setting. This is agreed at the Annual General Meeting (AGM) which is open to all parents to attend. The AGM is a shared forum for looking back over the previous year and shaping the next year's plan.

The management committee is responsible for managing the pre-school's finances, employing and managing the staff, ensuring that the pre-school has and works to policies that help it provide a high quality service and making sure that the pre-school works in partnership with parents.

POLICIES AND PROCEDURES

Littleton Pre-School has a number of important policies and procedures which underpin the quality of the early years foundation stage education provided. The setting's policies help to ensure that the service provided is a high quality one.

It is our intention to make our setting accessible to children and families from all sections of the local community and our admissions, equality and diversity policies aim to help us achieve this.

Through our policy on supporting children with special educational needs, we also aim to ensure that our provision is inclusive to children with additional needs. We have a proven track record in working in partnership with parents and external agencies in meeting individual children's needs.

We promote healthy eating at Littleton Pre-School and provide healthy and nutritious food at snack times, underpinned by our *food & drink* policy. The setting, through its *administering medicines* policy, is able to administer medicines that your child may need while at the setting.

The setting aims to safeguard all children and will appropriately share information in the interests of the child and its *child protection* and *information sharing* policies underpin this.

A comprehensive list of all our policies is available on the parents-only section of our website. Hard copies of the policies and procedures are also available at the setting.

Littleton Pre-School also conducts an annual parents' survey which enables parents to voice their views and their child's views on the setting. The findings of previous years' surveys are also available at the setting for all to see. Included in addition to this is evidence demonstrating the positive changes made to the pre-school by parents and staff working together, as a result of the most recent survey.

Littleton Pre-School was last reviewed by OFSTED in May 2011 and was awarded an overall grading of 'good'. Notable excerpts from the report include:



“Children quickly settle on arrival...they show independence as they select their own activities from those set out by staff and organise their own play and learning confidently.”

“Staff plan and support a wide range of well-resourced activities that promote good outcomes overall in children's learning and development.”

“Staff have strong links with parents and involve them fully in their children's education and in evaluating the provision.”

“Parents and staff develop strong partnerships that support the children's care and learning well. Parents provide information about their children's individual needs and starting points through the completion of documentation and discussions with their allocated key worker.”

Although the setting is incredibly proud of this achievement, it recognises that there is always room for improvement! The pre-school staff are constantly working with parents, the management committee and the local community to ascertain that the setting's provision meets and exceeds the EYFS framework and the children's constantly evolving needs.



USEFUL INFORMATION

- Our Sessions:** Monday, Wednesday, Thursday and Friday 8:30am-12:15pm, with flexible drop offs at 8:30am or 9am and pick-ups at 11:45am or 12:15pm. Subject to staffing, we offer a weekly outdoor session on a Monday from 12:15pm-3pm (summer term).
- Age and Attendance:** We will consider children from the age of two years old and strongly encourage a minimum of two sessions per week.
- Clothing for Children:** We encourage children to gain skills that enable them to become independent including toileting themselves and putting on and taking off outdoor clothes. Comfortable and easily washable clothes are a necessity. Although overalls are provided, a spare, named set of clothes is a must. Named wellie boots and waterproof trousers are again, an absolute necessity as we encourage the children to go outdoors as much as possible.
- Refreshments for Children:** The pre-school makes snack time a social time during which children and adults eat together. Milk and/or water is provided as well as fruit or an alternative healthy snack. If your child has any dietary requirements or allergies, please let the staff know so that we can ensure they are met.
- The Fees:** Our fees are £4.30 per hour, payable half-termly in advance. All three and four year olds are entitled to 15 hours of free nursery education for 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).
- Policies:** Copies of the pre-school's policies and procedures are available for all to read at the setting. They can also be viewed online at the website address below. **(NB: All must be posted on the website – best practice)**
- Pre-School Term:** Our term and half term dates run parallel to Hampshire state schools : <http://www3.hants.gov.uk/education/schools/schoolholidays>
- Website address:** www.littletonpreschool.com
- OFSTED:** Our latest OFSTED report can be downloaded from our pre-school website via the following link: http://www.littletonpreschool.com/uploads/7/0/2/0/7020389/ofsted_inspection_report_20.05.11.pdf
- Application Form:** An application form can be downloaded from our pre-school website via the following link: http://www.littletonpreschool.com/uploads/7/0/2/0/7020389/registration_form_as_at_june_2011-1.pdf
- Regulatory Information** Littleton Pre-School is OFSTED registered: 511090
Registered charity number: 1024378
Preschool Learning Alliance Membership Number: 57803



Contact Us:

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Between: 8:30am-12:15pm
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TESTIMONIALS

"Thomas was 2 ¾ when he started at Littleton Pre-School but settled in straight away. He hasn't looked back! Each day Thomas has a story to tell me about what he has learnt or what he has been up to. He just loves it!"

Sharon, mum to Thomas

"I really struggled to find a pre-school that wasn't small and cramped so when Leo had his trial at Littleton, it was a real blessing to see the open space available, both inside and outdoors. Leo loves that the activities change every day and is raring to return the next day."

Bonnie, mum to Leo

"Ed struggled to settle at first but we found the key person system invaluable. Using their experience, we were soon able to encourage Ed to engage with the other children and get involved in the activities. I had real peace of mind that Ed would be happy when it came to leaving him."

Emma, mum to Ed

"Jess and her older siblings have attended Littleton Pre-School and found it the perfect stepping stone to reception class. The transition was smooth and the friends Jess made at pre-school provided a strong foundation for 'big school'. I'm delighted."

Debbie, mum to Zac, Meggie and Jess

