

# Whitechapel Pre-school Playgroup

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[www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk)

Registered charity number 1080554



Where children  
learn through play

Prospectus



## **INTRODUCTION**

Whitechapel pre-school was started by a group of parents in 1983 with the aim of providing a play session for local children, supervised by parents. Originally located in the School House, the group grew quickly in response to the demand for a quality pre-school.

Today the pre-school runs from the Village Hall in Whitechapel, where the staff are committed to providing high quality childcare and pre-school education.

## **MISSION STATEMENT**

*Whitechapel pre-school aims to provide high quality care and education within an environment that ensures your child is happy, and feels safe and secure. Promoting confidence, independence and social skills. We do this by following the Early Years Foundation Stage (EYFS)*

## **ORGANISATION OF THE GROUP**

Whitechapel pre-school is a registered charity and is managed jointly by an elected committee of friends, parents and staff.

The AGM is held in June / July each year and is open for all to attend. Any parents who are interested in joining the committee should speak to the chairperson / any committee member. All parents, friends etc are encouraged to be involved in pre-school and offers of help or suggestions for money making activities are always welcome. If you do not wish to join the committee, please try to help by giving support, encouragement and assistance in other ways.

The pre-school is inspected regularly by Ofsted. After our latest inspection Ofsted awarded Whitechapel pre-school good.

Our pre-school registered charity number is 1080554

Our Ofsted registered number is 309527

## STAFF

Manager:	Mrs Esther Hartley
Deputy Manager:	Mrs Ingrid Fearnley
Keypersons:	Mrs Lisa Newman
Administrator:	Mrs Katie Walsh

All members of staff at Whitechapel pre-school are deeply committed to providing first class childcare. Brief CV's for the staff are given below. Copies of staff qualifications can be seen in our operational plan. Please ask.

Esther Hartley	Degree in Early Years Leadership and Early Years Teacher Status
Ingrid Fearnley	NVQ Level 3 Diploma in child care and education
Lisa Newman	NVQ Level 3 Diploma in child care and education

Designated Persons	SENCO	Esther Hartley
	ENCO	Esther Hartley
	PICO	Ingrid Fearnley
	Fire Drill Safety	Lisa Newman
	Food Hygiene & Cleaning Control	Katie Walsh
	Behaviour Management	Esther Hartley
	Nominated Officers for	Esther Hartley
	Safeguarding Children	Ingrid Fearnley
	Health & Safety	Esther Hartley
	First Aiders	All Staff
	Nominated Officer For	
	Children in Care	Esther Hartley
	2 Year Old Provision	Ingrid Fearnley
Early Talk Boost Programme	Ingrid Fearnley	

## **SESSION TIMES**

Monday	9am - 3.30pm
Tuesday	8am - 5.30pm
Wednesday	8am - 5.30pm
Thursday	9am - 3.30pm
Term time only	

Morning sessions run from 9am - 12noon or 9am - 1.30pm if you would like your child to stay for lunch. Afternoon sessions run from 12noon - 3.30 pm and full day sessions are 9am - 3.30pm.

Breakfast Club runs on Tuesday's and Wednesday's 8am - 9am and Afterschool Club runs on Tuesday's and Wednesday's 3.30pm - 5.30pm.

## **ADMISSIONS**

Places are allocated on a first come first served basis. A registration form must be completed and returned with a £50 deposit before the child starts (refunded against your first invoice). You can book sessions for one term in advance. If you would like to secure a place sooner i.e longer than a term in advance you will be charged 20% of the whole fee for the sessions that would have been used. This money is non-refundable. All new children must start at the beginning of a term/half term and we would encourage new children to start with a minimum of two morning sessions as we find this helps them settle into pre-school quicker. To change your child's session times we will need half a terms notice and to reduce/cancel your child's session times will require a full terms notice.

All bookings are made for an academic year at a time. To book for the following academic year places will become available after the Easter break. Please note attendance at Whitechapel Pre-school does not guarantee a place at Whitechapel Primary School. Please refer to the Primary School for their admission policy.

## **FEES**

Fees are charged at £4.60 per hour for 2 year olds and £4.20 per hour for 3 and 4 year olds and are invoiced at the start of each half term. Children aged 3 and over (and qualifying 2 year olds, please visit [www.lancashire.gov.uk/children](http://www.lancashire.gov.uk/children)) are entitled to 15 hours per week free entitlement. This starts at the beginning of the first term after their 3<sup>rd</sup> birthday. From September 2017 an additional 15 hours of free entitlement will be available to qualifying children (please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to check eligibility). After the voucher allowance has been used any additional hours will be charged at the above rates. FEYE 2/3/4 year funding is paid to Whitechapel Pre-school for a whole term. This money is non-transferable or refundable after headcount week. Any other fees paid half-termly are also non-refundable if parents/carers choose to move their child.

## **AGE**

Children between the ages of 2 and 4 years old may attend the group and do not need to be toilet trained as we provide all the necessary facilities.

## **DRINKS & SNACKS**

Children are given milk and a snack in the morning. Water is provided for children who do not drink milk.

A variety of healthy snacks are offered as well as plenty of fruit and vegetables. This gives the children opportunities to try different textures and tastes, discuss preferences and experience food from around the world. Food allergies are taken into consideration.

## **FORMAT OF THE MORNING SESSION**

09:00	Free play and activities with keyperson (4 year olds outside, 2&3 year olds inside, dependant on numbers)
10:00	Rolling snack time
10:40	End of rolling snack
10:40	Toilet and wash hands
10:45	Circle time (show and tell) / story time
11:00	Free play and activities with keyperson (2&3 year olds outside, 4 year olds inside, dependant on numbers)
12:00	Home time

## **FORMAT OF THE AFTERNOON SESSION**

12:15	Toilet and wash hands
12:30	Lunch time
13:00	Free play and activities with keyperson
14:00	Tidy up time
14:10	Outside play on M.U.G.A or playarea
15:00	Story/quiet time
15:00 / 15:30	Home time

Each session is planned in advance, with the aim of promoting the children's learning and achieving the Early Learning Goals. Every opportunity is taken during free play to challenge and extend children's thinking and learning within all areas of the EYFS.

We have very strong links with Whitechapel Primary School. Pre-school children are invited to school for special events/assemblies. Also in the summer term pre-school children who are due to start the school in September enjoy weekly visits to Mrs Howson's class (reception). We also invite reception teachers from other primary schools to visit the children that will be joining their primary school in September.

## **TRIPS**

Staff organise trips to coincide with topics or seasons. All trips are subject to a satisfactory risk assessment and you will be required to give your written consent for your child to attend.

## **VISITORS**

Pre-school enjoys a selection of visitors who come and talk to the children e.g. Nurse, Dentist, Vet, Guide Dog, Fire Engine, Educational Bus, Library Bus and Discovery Music.

## **HOLIDAYS**

Our pre-school runs during term-time only and our holidays follow the holiday pattern of Whitechapel Primary School. There is a current holiday list on the pre-school office door and also on our website [www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk).

## **MEDICAL**

There is always a member of staff present who holds a first aid certificate. Minor accidents will be treated by staff; the child's GP will be contacted where it is something more serious and emergencies will of course be referred to hospital.

## **PROGRESS CHECKS**

Between the ages of 2 and 3 your child's keyperson will fill out and share a progress check based on the 3 prime areas. This will help identify your child's strengths, but also any areas of concern, ensuring that appropriate support can be put in place, making sure your child can continue to learn and develop to the best of their ability.

## **SAFEGUARDING CHILDREN**

Whitechapel pre-school has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children are shielded against the likelihood of abuse 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.

## **EARLY YEARS FOUNDATION STAGE (EYFS)**

A child's early years are the building blocks for future learning. Through play, with the appropriate guidance and challenges, children enjoy learning and exploring the world around them. The EYFS ensures pre-school help children achieve this working closely with parents who are their most important educator.

The EYFS has 4 main themes:

### A Unique Child

Everyone is different, enjoys different things and learns in different ways.

### Positive Relationships

These are between you, your child and your keyperson, and is about how your child learns to be independent, socialise and make friends.

### Enabling Environments

We aim to provide challenging activities and resources both inside and out that will provide play opportunities for your child that induces a passion to learn.

### Learning and Developing

This is split into 3 prime areas and 4 specific areas with Early Learning Goals that most children will reach by the end of Reception aged 5. The 3 prime areas are fundamental in ensuring that children can achieve in all the other areas. The 4 specific areas are skills that help children become independent and able to participate in society.

### **Prime Areas**

1. **Personal, Social and Emotional Development.** This is how children behave, socialise with others, develop confidence and independence.
2. **Physical Development.** Ways children develop movement large and small - running, jumping, using scissors and tools. It also involves understanding themselves and their needs.
3. **Communication and Language.** Children's development of speaking and listening skills, as well as their understanding of language verbal and non-verbal.

### **Specific Areas**

1. **Literacy.** Children's development of reading and writing.
2. **Mathematics.** Looking at mathematical concepts including numbers, shapes, measure and simple sums.
3. **Understanding of the world.** Children's exploration of the world and what it means to them.
4. **Expressive Art & Design.** How children use art and music to express themselves, and the ways they develop their imagination.

**Your child develops all these skills during play around the setting and at home. This is called learning through play.**

## **CONTROL AND SANCTIONS**

Unacceptable behaviour in pre-school will be dealt with immediately according to the age and stage of the child involved. Corporal punishment will never be used on any occasion. Parents will be informed of any unacceptable behaviour and any action taken in dealing with the situation. Children will always be told why their behaviour is not acceptable, and an explanation of the correct behaviour will be given. Children will be guided to the best of our ability in the development of good behaviour and co-operation with others in a social environment.

## **KEYPERSON SYSTEM**

A Keyperson is assigned to your child once you are registered. They get to know your child through the 'all about me' book, informal chats and settling in period. This helps build positive relationships and helps the child settle. Throughout their sessions the keyperson will observe your child in order to plan the most effective provision for them. Your child's keyperson is there to inform you of your child's progress and any concerns. They are also there for you to speak to with any comments, queries or problems. If your child's keyperson is not present, we provide a co-keyperson for your child who will pass information to the keyperson or deal with the issue immediately.

## **POLICIES**

Copies of the settings policies and procedures are available for you to see, or you can find them on our webpage. Our policies help us make sure that the service provided is of high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and their parents.

## **LEGAL MATTERS**

The Group is registered with Ofsted and Lancashire County Council under the Children's Act 1989 for 25 children between the ages of 2 and 4 years.

The staff to children ratio for the pre-school complies with, and sometimes exceeds the level set out in Ofsted's welfare requirements.

The Group is a member of the Pre-school Learning Alliance. A copy of the insurance cover is available from the Staff, and basically covers employers and public liability and pre-school equipment. There are other sections covered - please ask if you need further information.

Revised 25th November 2019