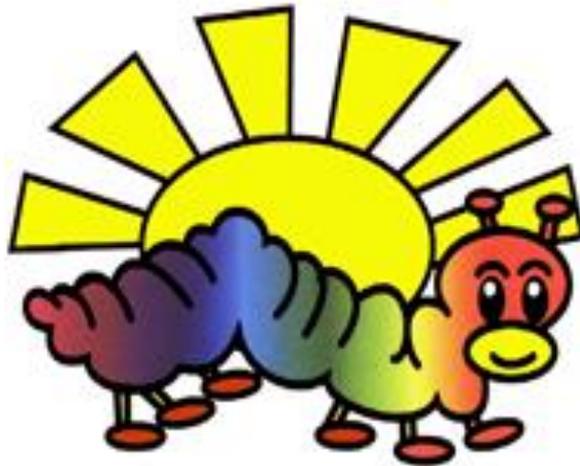


# Lea

# Pre-School

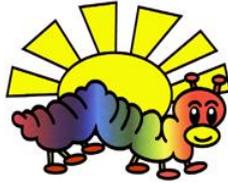
# Prospectus

## 2015-2016



c/o Lea CE Primary School, Lea, Ross-on-Wye, Herefordshire, HR9 7JY

# Lea Pre-School Prospectus



## Introduction

Lea Pre-school has operated since 1982, originally running as a playgroup in the village hall, which developed out of a Mother and Toddler group set up in 1979. It became a charity in 1997 and was run by an elected committee until August 2013. Since September 2013, Lea Pre-school is managed by the School Governing Body and headteacher, Mrs Linda Townsend and also, from September 2014, Miss Emily James has been newly appointed as the Pre-school supervisor. Emily has a foundation degree in Education and 7 years' experience teaching in the Early Years Foundation Stage as a Higher Level Teaching Assistant in our Reception Class and in Much Birch Primary School.

The Pre-school is based in The Lodge (a purpose built log cabin) on the grounds of Lea CE Primary School. There is ample parking in the village hall car park, easy access for wheelchairs, toilet facilities for the disabled, a large outdoor area, and access to the school facilities, including the school grounds.

## The team



From Left to right ...

Emily James – Supervisor ( BA Hons Degree in Education Studies )

Clair Morgan – Assistant Supervisor ( CACHE Level 3 Diploma Pre-school Practice)

Laura Holst – Pre-school Assistant ( NVQ Level 3 Early Years Care & Education )

Jessica Berry – Trainee Pre-school Assistant ( Early Years Foundation Degree )

The school SENCo (Mandy Crossman) also provides support in the setting.

## Ofsted

Lea Pre-school has been judged 'good' in all areas, overall effectiveness, leadership and management and quality and standards.

The Ofsted report states:

*"The needs of all children are routinely met as staff recognise the uniqueness of each child. Children make good progress in their learning and development as they enjoy their time at the group and are eager to be actively involved in the choice of activities offered. Staff effectively promote all aspects of children's welfare to ensure they are safe and well cared for".*

## Aims

- A safe, stimulating and friendly environment by providing high quality care and education implementing a rich, play based curriculum indoors and outdoors.
- Fun and enjoyment, by giving each child quality time and attention based on their own personal interests.
- Working in partnership with parents/carers to maximise a child's potential to learn and develop.
- A healthy lifestyle, by promoting exercise, nutritional knowledge and building a sound foundation for well-being.

## The Early Years Foundation Stage

The emphasis at pre-school is learning through play. We encourage each child to feel secure and confident in their own ability, whilst remembering to value and care for one another. We use the Early Years Foundation Stage framework to plan and provide a range of play activities including plenty of physical play, both indoors and outdoors, which will help your children to make progress in all areas of learning and development.



Children have opportunities to choose activities and are also encouraged to take part in adult led activities with other children to introduce them to new experiences and help them to develop new skills, as well as helping them to learn to work with others.

Each member of staff is a key person to a group of children for whom she has special responsibilities. The key person for your child will help them settle, assess how they are progressing and plan for their needs.

Half termly topics are developed around the children's own interests, and craft activities are linked in with the theme. During story time and song time the children have the chance to sit together and develop their concentration and listening skills through a variety of stories, action songs and traditional nursery rhymes.



During the year in which they are four, some sessions are more structured in readiness to start school. Most of the children from Lea Pre-school move on to Lea C of E Primary School. The school year starts in September and there is one intake per year. Throughout their time at pre-school the children have many opportunities to visit the school and take part in joint outings with the reception class enabling them to become familiar with the school and school community.

For more detail of how the Early Years Foundation Stage is delivered at Lea Pre-school please read the following document available on the website or from the office:

[“The Early Years Foundation Stage at Lea School and Pre-School 2014/15”](#)

### **Fun days and trips**

We enjoy many extra fun days, and trips during the year, such as trips to local farms to see the new born lambs and blossom walks in the spring, the apple harvest and many more.

If we have to transport children we have access to the schools booster seats which comply with current legislations. Parents/carers may be invited to join the children on trips.

## Sessions

Children are accepted into playgroup from two years old.

Sessions can be either:

Mornings - 9.00am – 12.00noon or 1.00pm

Afternoons - 12.00noon or 1.00pm – 3.00pm

All day 9.00am – 3.00pm



## Funding and Costs

Nursery Education Funding (NEF) is available from the Local Authority for 15 hours per week for children from the term after the term they reach the age of three.

Some children are eligible for funding from the term after the term they reach the age of two. Eligibility for two year old funding is similar to that required for Free School Meals in school. Please contact the pre-school if you would like to find out if your child is eligible for this funding.

The hourly rate beyond any funded hours is £3.70

## Payments

Invoices are sent approximately monthly. All booked sessions must be paid for, including holidays and days not attended due to illness, except in exceptional circumstances. Prompt payment is greatly appreciated.

Outstanding invoices which remain unpaid after a written reminder may result in your child's place being suspended until payments are made.

## Extended Sessions

Breakfast Club is available at the school from 8.00am for children 3 years or older. There is also an After School Club at the school from 3.00pm – 6.00pm for children 3 years or older. Both clubs currently cost £3.00 per hour.

## Health

At snack time we promote healthy eating by providing milk or water and fruit. At lunchtime, we encourage healthy eating through example, and discussion, and by giving lunch box guidelines/ideas to parents via our newsletters or notice boards.

For further details see our Food Policy available in the office.

## Illness

Parents/carers are advised not to bring their child to the pre-school if they are ill or infectious. A child's parent/carer would be contacted immediately if they became ill during the session. Children who have had sickness and diarrhoea should not return to the preschool for 48 hours after the last episode.

Please ensure you telephone the school by 9.30am, to inform pre-school if your child is unable to attend

For further details see our Medicines and First Aid Policy available in the office.

## Safeguarding

All staff, governors and visitors hold current a DBS (Disclosure Barring Service)

For further details see our Safeguarding Policy available in the office.



## Term dates

See school dates – these are also available on the website

## Contact us

For more information or to arrange a visit please contact the school.

Telephone: 01989 750296

Email: [admin@lea-primary.hereford.sch.uk](mailto:admin@lea-primary.hereford.sch.uk)

Website: [www.lea-primary.hereford.sch.uk](http://www.lea-primary.hereford.sch.uk)