



St Peter's Pre-School  
St Peter's Church, Southend Road, Bradfield Southend, R67 6EU - Tel: 01189 744000

# St Peter's Pre-School



# Welcome Pack





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## Welcome to St Peter's Pre-School

We are delighted that you have decided to consider us as a preschool for your child. St. Peter's Pre-School is set in a semi-rural environment in Southend Bradfield and is run by a voluntary management committee made up of parents and Church Representatives. We are committed to offering the best possible experience for all our children and giving them the best possible start in life. Please use the following information as a reference guide for any queries or questions that you may have. For further information we can be contacted on 01189 744000 **during opening times only**. A comprehensive copy of our Policies and Procedures file is held at the pre-school or can be viewed on our website.

From the minute your child arrives they will find themselves in a child-oriented world totally geared to their needs. Your child can start with us from 2½ years of age and will be provided with a range of opportunities and experiences that are designed to stretch their imagination and enhance their skills. From the age of 3yrs they can attend up to 8 sessions per week, including whole days! Each session will be filled with exciting activities based around play, allowing for individual development and exploration. By mixing with other children in the group they will learn to share, take turns, develop patience and have the joy of being part of that group. For many this may be their first time away from mum and dad where they can make their own special, perhaps even lifelong friends in a secure and friendly environment.

### **The role of a Key Person and settling-in**

We believe that children settle best when they have a Key Person to relate to and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in. You can find a copy of our key worker list pinned on the white board, located under the outside porch.

### **Communication**

We believe that good two-way communication with parents is **vital**. Once your child's profile has been compiled you may request to view it at any time, we have informal parent afternoons where you can discuss your child's development in detail. We are also available at the end of each session for brief comments about your child. For longer more detailed information we are happy to make appointments with you. We issue a Newsletter via email, or hard copies can be printed off if you prefer, each half term to inform families of any updates. We have an **Activity Sheet** pinned to the outside notice board to let you know what we will be covering during the week. This notice board is widely used to display other useful information so please take time to read it when you visit.

### **The Committee**

A voluntary management committee, whose members are elected by the parents of the children who attend the pre-school, manages the preschool. The elections take place at the **Annual General Meeting**, which is held in the Autumn Term each year. The committee is responsible for:

- Managing the pre-school's finances
- Employing and managing the staff



St Peter's Pre-School  
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- Making sure that the preschool has, and works to, policies which help it to provide a high quality service

The Annual General Meeting is open to all parents of all of the children who attend the pre-school. It is their forum for looking back over the previous year's activities and shaping the coming year's activities.

The committee works on a completely voluntary basis. There must be a Chairperson, Treasurer and Secretary who are the "officers" of the Committee and a minimum of 3 and maximum of 9 other members. All members are required by Ofsted to have disclosure checks. The pre-school has an inspection by Ofsted where the premises and the general running of the pre-school are inspected. All staff members have the above-mentioned checks. It is the responsibility of the Committee to ensure that the pre-school adheres to all new regulations and guidelines.

### Curriculum

We follow the **Early Years Foundation Stage Curriculum (EYFS)** that was revised in April 2017 and has been designed for all children from birth until the end of their reception year in school. The EYFS sets the standards we meet to ensure that children learn and develop well and are kept healthy and safe.

There are 7 areas of learning, all are important and inter-connected but 3 areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive, these 3 areas the **prime areas**, are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The children are supported in the other four areas known as **specific areas**, through which the 3 prime areas are strengthened and applied. The **specific areas** are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

**Communication and Language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

**Physical Development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

**Personal, Social and Emotional Development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

**Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.



St Peter's Pre-School  
St Peter's Church, Southend Road, Bradfield Southend, RG7 6EU - Tel: 01189 744000

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

**Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

In your child's last term you will also receive a report outlining your child's achievements in all the 7 areas of learning and summarising their time with us. We will share the information that we collect with your child's next setting or school. These records as all other details about your child will remain confidential between staff, parents and Ofsted inspectors.

### Activities

St Peter's Preschool benefits from various outdoor spaces, including a playground with excess to many ride on toys and large physical activities like balls, basketball hoops, pushchairs and babies, tennis rackets, bean bags, tyres and crates and also the added benefit of a play house. We also have an enclosed grassed park area with a climbing frame and slide, see-saw, trampoline and huge sandpit! The field behind the preschool is perfect for sports day, pancake races on Pancake Day and for 'going on a bear hunt!'

We have a good balance of adult-led and child-initiated activities in each session and have a wide variety of accessible resources covering all 7 areas of learning for children to excess independently. Some of these resources include, a fully equipped art trolley, painting easel and chalk board, puzzles, small construction toys, musical and percussion instruments, play dough, a variety of books, investigation toys, ICT toys, games and *a lot* more!

### St Peter's Pre-school routine

This is an example, subject to occasional variations, of a whole day at St Peter's:

#### Morning session:

9.15am - Children arrive, register is taken and news or show and tell is shared.

9.30am - The children can access activities both inside and outside, covering all 7 areas of learning (**free flow**). Adult led activities are taking place at this time.

10:15 am - Tidy up and snack (*the children are reminded to go to the toilet and wash their hands before they eat.*)

10:30am - Snack/Group Time (usually directed phonics or math sessions)

11:00am - Free Flow

11:40 am - Tidy-up time and then we meet together for a chat, story, poems or songs.

**Parents collect at midday.**

**Lunch club: 12.00 to 12.30pm** the children are reminded to go to the toilet and wash their hands before they eat.

#### Afternoon session:

12.30pm children arrive and register is taken.

12:35pm - Group time (usually phonics, maths or social skills)

12.45pm - The children can access activities both inside and outside, covering all 7 areas of learning (**free flow**). Adult led activities are taking place at this time.



St Peter's Pre-School  
St Peter's Church, Southend Road, Bradfield Southend, RG7 6EU - Tel: 01189 744000

2:40pm - Tidy-up time and then we meet together for a chat, story, poems or songs.  
**Parents collect at 3.00pm.**

### **Snack time**

Snack time is split into 2 groups allowing for 2 smaller groups of children rather than 1 large group. As 1 group eats snack the other group have a small group time activity led by an adult. These activities can be centred on the interests of the children, something related to our half termly topic, Jolly phonics or simple mathematics.

Snack time is a very sociable time of day and we encourage the children to chat amongst themselves around the table. We encourage healthy eating at preschool and therefore provide a variety of crunchy fruit and salad sticks alongside other healthy snacks. We often bake at preschool and the children love to eat what they have cooked that morning for snack!

## **Policies and Procedures**

### **Safeguarding children and child protection**

St Peter's will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. We provide adequate and appropriate staffing resources to meet the needs of children. All candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS) before posts can be confirmed.

### **Uncollected child**

Our insurance ceases at the end of a session, therefore if after 15 minutes lapse and an authorised adult does not collect a child, the setting puts into practice agreed procedures. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. If a child is not collected at the end of the session, we follow the following procedures:

- ❖ The child's file is checked for any information about changes to the normal collection routines. If no information is available, parents/carers are contacted at home or at work. All reasonable attempts are made to contact the parents or nominated carers.
- ❖ If no one can be contacted to collect the child, we apply the procedures for uncollected children and contact our local authority children's social services care team.
- ❖ A fee of £15 will be charged to your account; this also applies if regular lateness occurs.

### **Supervision of children on outings and visits**

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities, which enhance their learning experiences. All staff and volunteers at St Peter's ensure that there are procedures to keep children safe on outings.

### **Password**

At St Peter's we have a password system to ensure that children never leave the premises at the end of a session with an unauthorised person. The password system will be used in circumstances where a parent or carer cannot collect their child themselves. Therefore the adult who has been asked to collect instead must state the password to the Supervisor,



St Peter's Pre-School

St Peter's Church, Southend Road, Bradfield Southend, RG7 6EU - Tel: 01189 744000

or Deputy, before the child is allowed to leave with them. **All parents must supply a confidential password, known only to them, in a sealed envelope to the Supervisor who will record that password.**

### **Admissions and Registration**

St Peter's run in line with the school year, which means that we break for the usual school holidays. The term dates are recorded on our notice board and can be checked at the West Berks website. We are registered with Ofsted to take up to 24 children per session between the ages of 2½ and 5 years. We are open to every member of the local community with children of eligible age. An admissions form must be completed, plus a parental contract signed and dated in order for your child to be enrolled.

All information submitted will remain **strictly confidential**. The number of sessions offered varies according to the number of children leaving or staying. Our underlying policy is that we try to remain fair to all children and offer an equal amount of sessions to the various groups wherever possible. If you wish to request extra sessions please email us on [teachers@stpeterspreschool.org.uk](mailto:teachers@stpeterspreschool.org.uk).

### **Fees**

You will be invoiced at the start of each term; payment is requested **within two weeks of issue** with an option of paying in two instalments. Milk and water is provided during the sessions, a 50p contribution towards a healthy mid-morning snack is charged at 50p for each am session that your child attends. Fees will be reviewed during the half term break within the Spring Term of which all parents receive a half term's notice of the change. Therefore any increases will take place at the beginning of the Summer Term or the Autumn term. We are sorry but we cannot refund fees for absence due to sickness or holidays.

A £25 registration fee is charged to secure a place at St. Peter's preschool, this also covers initial administration costs. This fee will be refundable if your child is already accessing any government funding.

**We reserve the right to refuse your child for non-payment of fees.**

The local Education authority offers all 3 and 4 year olds a free education. The grant will pay for a maximum of 15 hrs free education per week over 38 weeks of the year. We will notify you when you are able to receive this funding. (The term after your child's third birthday) We will ask for a copy of your child's birth certificate to confirm eligibility.

### **Starting at St Peter's Pre-school**

We ask parents to say goodbye in the playground and allow the child/ren to enter the pre-school on their own, this will enable a swift and successful drop off. The gates to the playground will be locked immediately after the parents drop off. We unlock the gates five minutes prior to the end of each session to release the children. Please drop off and collect your child promptly; being late at either end of the session is very disruptive and unsettles the child/ren. Being late for pick up can also cause problems for staff that may have their own children to collect or may have appointments to meet. If you are late on two occasions a letter will be sent out making you aware that if there is a third occasion a penalty charge of £15.00 will be charged to your account.

We understand that lateness can be part of life with young children; all we ask is that you make the effort to be on time on a regular basis. If there is reason that you will be late on a regular basis due to circumstance, please make the supervisor aware.

Each child should have a **named drinking bottle** containing water, an optional waterproof St Peter's drawstring bag containing Wellington boots, a spare pair of pants, socks and



St Peter's Pre-School  
St Peter's Church, Southend Road, Bradfield Southend, R67 6EU - Tel: 01189 744000

clothing in case of accidents. Spare nappies and nappy sacks (if applicable). **Please ensure that all items are clearly named.** We recommend that your child dresses in easily washed clothes with easy fittings and sensible shoes or trainers. In summer we request that children bring in named sun hats and sun cream. We are now able to offer parents the chance to purchase our high quality polo shirt & sweatshirt embroidered with the St Peter's logo, which also solves the problem of what to wear to pre-school!

### **Opening Hours, Arrivals and Departure**

Monday and Friday 9.15am to 12.00pm.

Tuesday, Wednesday and Thursday 9.15am to 12.00 and 12.30 to 3.00pm.

Lunch club 12.00-12.30pm - Tuesday, Wednesday and Thursday.

Please ensure that you keep within these hours as we cannot accept children prior to start time for insurance purposes.

### **Lunch Club information**

We run a supervised lunch club for children who stay with us all day or as an add-on to the morning and afternoon sessions on Tuesday, Wednesday and Thursday. Please send in a **healthy packed lunch** with your child (**and please provide an ice pack in the lunch box**). We become a NUT FREE pre-school when we have children with nut allergies - you will be informed to not send your child in with any kind of nut product on a case by case basis.

St Peter's is committed to encouraging good health practices and to teach the children about nutrition in line with the curriculum, therefore the lunchboxes should contain a suitable non-fizzy drink, a piece of fruit (Grapes are to be cut length-way)). We also try to establish a sensible eating routine e.g. Sandwiches/savoury and salad items first followed by any fruit and yoghurt. If your child has any special dietary requirements, please speak to a member of staff.

### **Visitors/Parental Involvement**

Identification of visitors is requested and they are asked to sign the visitor log. They will not be admitted if there are any uncertainties. Parental involvement in the pre-school is encouraged. Should parents have special skills/interests we would love for you to come in and share them with the children.

### **Sickness/Illness - please also refer to the enclosed 'guidance on infection control' leaflet**

In order to minimise the spread of infection we ask that should your child be suffering from any sign of illness they be kept away until the symptoms have disappeared. For sickness and diarrhoea your child should be **kept away for a minimum of 48 hours** after symptoms cease. Any case of infectious illness must be reported to us immediately.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. Therefore you must ensure that your child's prescribed medicines are stored in their original containers and clearly labelled and we will ask you to complete and sign a medical consent form.

Should your child become ill whilst in our care, we will make every effort to contact you, in some instances we may ask you to collect your child. If you cannot be reached we will contact someone from your emergency contact form. **Therefore please ensure that you**



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**update us of any phone number alterations.** Head lice is a national issue, we ask that you check your child's head regularly and treat promptly, should we find head lice on your child we will inform you or your carer discretely.

### **Behaviour and Discipline**

At St Peter's we believe that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views, feelings, needs and rights of others and the impact that their behaviour has on people, places and objects. Desired behaviour will be rewarded and modelled to help develop social behaviour skills. Undesired behaviour will be dealt with swiftly highlighting to the child that it is the behaviour that is not wanted - not the child.

### **Accidents**

All accidents and treatments will be signed by a member of staff, of which details will be given to the parent/carer who will be asked to counter sign and date the form. In the event of a more serious injury where professional medical attention is required, the parent/carer will be contacted immediately, and asked to collect the child or give permission for the child to be taken to the appropriate place of treatment. In an emergency an ambulance may be called. In the event of a parent/carer who is unable to be contacted the supervisor/deputy will always act in the child's best interest. All major injuries will be reported to Ofsted. Accidents to staff must also be recorded and witnessed. No employee should act in a way, which would put themselves or others at risk. If an injury happens at home, please inform staff prior to your child session.

### **Parking**

For the safety of the children please exercise caution when entering or leaving St Peter's pre-school keeping speeds below 5mph. We have parking behind the pre-school plus an additional over flow car park on the grass. Please do not park directly outside the church at the front as this is for emergency vehicles. You can exit by passing the entrance to the Church (u turn area) so that incoming cars aren't blocked. Once your child has been collected by yourself or nominated person, we can no longer accept any responsibility for their welfare, damage or loss to persons, vehicles or property.

### **Health and Safety**

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

### **Fire Drill**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. All staff are familiar with the current procedure; we have regular fire practices during sessions.

### **Additional Needs**

St Peter's pre-school provide an environment in which all children, including those with special educational needs, are supported to reach their full potential and we have regard for the DfES Special Educational Needs and Disability Code of Practice (2014). We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO).



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### **Making a Complaint**

Our setting believes that children, parents and staff 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 via the Supervisor or to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

### **Promoting British Values**

In 2011, the government set out the need for 'British values' to help everyone live in safe and welcoming communities where they feel they belong. These British values are defined as:

- Democracy
- The rule of law
- Individual liberty and mutual respect
- Tolerance of those with different faiths and beliefs

St. Peters preschool implements these values on a regular basis and encourages the children to work together as a whole group.

## **St. Peter's Preschool Privacy Notice**

### **St. Peters Preschool**

Southend Road

Bradfield Southend

Reading

Berkshire

RG7 6EU

0118 974000



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## **Introduction**

St. Peters Preschool is committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

## **What personal data do we collect?**

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- Your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs plus any other relevant information you feel important to share with us to help your child's development journey.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- Your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, Disability allowance or EYPP, we will also collect:



St Peter's Pre-School  
St Peter's Church, Southend Road, Bradfield Southend, R67 6EU - Tel: 01189 744000

- Your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

### **Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending

We will also share your data if:



St Peter's Pre-School  
St Peter's Church, Southend Road, Bradfield Southend, RG7 6EU - Tel: 01189 744000

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

<p style="text-align: center;"><b>Password and encrypted software/hardware security</b> <b>Anti-virus software</b> <b>Encrypted online banking</b> <b>Physical lockable filing security</b> <b>Staff and Voluntary Management Committee DBS security checks</b></p>
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### **How long do we retain your data?**

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data



St Peter's Pre-School  
St Peter's Church, Southend Road, Bradfield Southend, RG7 6EU - Tel: 01189 744000

- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your and your child's personal data to another person – this may incur a charge at the VMC digression.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

### **Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.