



# ***Welcome to*** **Bradford Pre-school** **&** **Bridgerule Early Years**





## About Us

**Bradford Pre-school** - We have a lovely purpose built room and outside area at Bradford and Cookbury Village Hall, which have been allocated for our use only.

**Bridgerule Early Years** - We are set up in the main school hall and also have an adjoining outside area.

**Both pre-schools** offer full day care and early education sessions for children aged 2 to school age. They have safe and friendly environments, which are set up to cater for your child and offer a range of activities that encourages your child to learn whilst playing and having fun.

The opportunity to open Bridgerule in April 2011, came about because of the close working relationship between Bradford and Bridgerule Primary Schools, who are in the Holsworthy Federation of Schools. Proving the positive outcomes of communities working together.

Both our pre-schools are registered with Ofsted (Bradford – 106301 & Bridgerule – EY416736). We are regularly inspected by OFSTED, to assure parents / carers that what we offer meets the standards laid down in the Early Years Foundation Stage (EYFS) framework and curriculum. Bradford's last inspection, in May-2015, judged our quality & standards of care & education to be "Good". Bridgerule's last inspection, in Dec-2015, also judged our quality & standards of care & education to be "Good".

You can view copies of our latest OFSTED reports on our website, or in our Operational Plan.

We are registered as a charity (no.1027477) and are managed by a voluntary committee made up predominantly of parents from both settings. We have adopted the standard Pre-school Learning Alliance constitution 2011. The Annual General Meeting is held each June. We encourage parents / carers to join the Committee as this is a really effective way of steering the group. The group is dependent on a full active Committee and cannot operate without one.

For details of our current committee officers, please see our website or our Operational Plan.

Our charity aim is:

- To enhance the development and education of children under school age in a parent-involving community based project.
- To provide a safe, secure and stimulating environment
- To work within a framework, which ensures inclusion for all children and their families.

We offer your child:

- Access to a wide and varied range of activities and resources tailored to their needs and interests, working through the Early Years Foundation Stage
- Individual care and attention made possible by a high adult to child ratio
- Fun and friendship with children and other adults
- Support of a key person
- Smooth transitions onto the next stage of their education

All parents and carers are encouraged to be fully involved in all aspects of their child's care and education whilst in our setting, through regular keyperson meetings, passing of information within their communication books and verbally on a day to day basis. We survey our parents / carers on their childcare and education needs so that we can provide them with the best possible services.

## Staff

### Bradford Pre-school

Our Pre-school Leader is Emma Williams. Emma is qualified with a BA Hons Degree in Primary Education and Teaching, and holds the status of Qualified Teacher (QTS). She is also the nominated Safeguarding Officer and SENDCo. She joined our staff in April 2018.

Kerry Powell is the Pre-school Assistant, she has her NNEB (level 3) qualification. Kerry has worked for us since May 2017.

### Bridgerule Early Years

Our Pre-school Leader at Bridgerule is Claire Braund, she is qualified with an NVQ Level 3 & NNEB Diploma, and is our nominated Safeguarding Officer at Bridgerule. Claire joined us in 2011.

Sarah Windsor is our Deputy, she is qualified with an NVQ Level 3 in Childcare & Education & NNEB Certificate Level 2, and is also our nominated SENDCo at Bridgerule. Sarah joined our team in November 2015.

All staff hold a DBS certificate; and are trained in paediatric first aid, child protection and food hygiene and attend appropriate training sessions throughout the year to keep them up to date and enhance their qualifications.

All our staff work across both settings. We also have a small team of bank staff.

Edwina Williams is our Ofsted Nominated Person, and is the Pre-school Administrator. She deals with admissions, fees, early years funding and most



other queries you may have. She joined our team in August 2014. Please contact her by emailing on the Bradford AOL email address.



### **Keyperson system (Policy 4.1)**

Each child / family will be assigned a keyperson upon pre-school registration. This can make settling into the group much easier. In addition, the keyworker is in a position to tailor the group's curriculum to the unique needs of each individual child. The keyperson will work with the parents / carers through shared record keeping, to ensure that all children are supported in reaching their full potential. Sometimes we find children bond with another member of staff. If this happens we will discuss changing your child's keyworker with you, as emotional development is very important to us. All records are kept strictly confidential. Parents will have access to them on request and at termly keyperson meetings. We think that your child's records will be both beneficial and informative and will be a very interesting record for you to keep when your child moves onto school. Being a small setting gives the added bonus of the children and staff all knowing each other well and therefore all staff will contribute to all children's learning and development.

As per Ofsted requirements, we are expected to share information about your child's development with any other childcare provider they attend.

### **Admission and settling in (Policy 4.1)**

We want your child to feel confident and secure whilst in our care so it is important for parents and staff to work together. The Playleader or Keyperson likes to meet with parents / carers to establish an overall picture of the child's needs and to complete an admission, registration form & child profile. All information contained on the forms is a requirement of OFSTED and will be kept strictly confidential. The keyperson will work closely with you and your child over the first weeks, as they start to set up the continuity of care and create the individual achievement record.

### **Fees & registration (Policy 11 Charging)**

When you start you will be asked to complete and sign a contract stating for which sessions you would like to register your child. If we are able to accommodate you, this contract will be signed by the Pre-school and held on file. Please be aware that after your optional 5 trial sessions, that the notice required is 6 weeks, and fees will be payable up until you have served out this period. If you wish to increase or alter your session requirement please see a member of staff, who will be able to advise



you on availability. If sessions are available then these changes can happen instantly and your contract will be amended accordingly.

You will receive a bill for pre-school fees at the beginning of each term. This can be paid in full, two half termly payments or weekly if preferred, or agreed payment arrangements at the discretion of the Pre-school management committee. All fees must be paid up before the end of the current term. We reserve the right to terminate fee paying sessions if fees are not paid in full.

We accept payment by cash, cheque or online payments directly to our bank account with sort code 40-52-40 and account number 00009697. All cheques should be made payable to “Bradford Pre-school Nursery”.

### **Funding (Policy 11 Early Years Funding)**

Your child will be eligible for Early Years Education Funding from the term after your child turns three years old, (please check with Administrator for exact dates). Through the “Early Years Funding” you can claim up to 15 hours of free early education per week for 38 weeks of the year.

We are also registered to take children in receipt of “2gether funding” which is aimed at 2 year olds. There are certain criteria the family would need to meet to qualify for this. Information on this can be found on our website or you can contact Devon Family Information Service.

The Early Years Pupil Premium provides an extra 53p per hour for three and four year olds who meet certain criteria. If your child qualifies, this additional money is given to the pre-schools to purchase resources which could make a significant difference to your child’s learning outcomes; so if you think it may apply to your child, please also speak to a member of staff.

From September 2017, some parents may be entitled to claim the 30 hours Extended Entitlement Funding or Tax Free Childcare. We can offer up to 31.5 hours of childcare over the 2 settings, if space is available. Parents can speak to a member of staff for further details.



### **Collection of Children (Policy 1 Collection)**

We ask that each child is collected by their parents or another responsible adult over the age of 18. Those with permission to collect must be noted on the admissions forms and any deviations from this must be discussed with the pre-school staff and procedures followed.

### **Food and Drink (Policy 6.5)**

We use lunch and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.

If your child is staying for lunch, please provide a nutritiously balanced lunch box; including a savoury item and 1 piece of fresh fruit (**No sweets please**).

As per recommendations from Early Years professionals we encourage and support our preschoolers to use open topped cups and to drink only water or milk wherever possible to aid healthy development of teeth and speech. If you have any concerns or questions with regards to this then please speak to a member of staff.



At Bridgerule, you may wish to take advantage of the school dinners that are available, money must be paid on the day.

### **Provision for children with any Special Needs (Policy 9.2)**

Our Pre-school operates equal opportunities, special needs & inclusion policies which mean that we aim to include all children into all activities wherever possible. This sometimes means gaining funding for appropriately trained staff and / or equipment. We have regard for the DfES Special Educational Needs Code of Practice and will, with consent from the parents / carers, liaise with appropriate outside bodies to ensure that your child receives the best care possible. Please see Policies for a more in depth ethos of our commitment to Special Needs.

### **Medication & Illness (Policies 6.1 & 6.2)**

As part of our inclusion aim, we can administer any medication that is **prescribed by a doctor** for your child. This will be subject to completion of a "Medication administration form" and agreed with the Pre-school Leader. The child must be well enough to attend preschool.

We ask that all children remain absent from pre-school for 48hrs after the last sickness and diarrhoea, and when given anti-biotics. If the child has had a temperature, we ask that they do not attend within 24 hours.

### **Policies**

As part of the Early Years Foundation Stage framework, which is the national framework that we legally must follow, we are required to have policies & procedures. They serve as a reminder of what we, as a group, are aiming to achieve, how we plan to meet the Framework and generally how we operate. This shows that we are dedicated to maintaining a high standard for our pre-schools. A copy of the policies can be found within the Operational Plan (which is just inside the entrance area of both pre-schools) or simply ask any member of staff or committee.



Please take the time to familiarise yourself with our policies. The sections are:

- 1 Child Protection
- 2 Suitable People
- 3 Staff qualification, Training, Support and skills
- 4 Keyperson
- 5 Staff: Child Ratios
- 6 Health
- 7 Managing Behaviour
- 8 Safety and suitability of Premises, Environment and Equipment
- 9 Equal Opportunities
- 10 Information and records
- 11 Miscellaneous



### Ofsted requirements

Ofsted have a variety of requirements that we have to fulfil, some of which we need your support for. At pre-school we recognise that you as the parent/carer know your child best and we therefore ask you to share your knowledge with us; let us know about any new achievements and discuss any areas of concern. You can do this by writing in their communication books, sending them in with a wow sticker, and of course talking to any member of staff. Working together and sharing our knowledge will support the learning and development of your child effectively.

We are obliged to offer a quiet sleep area for all children within the setting. Please discuss with any member of staff if you have any thoughts/concerns.

### Summary

We aim to have a happy, friendly family group and want both the children and adults to feel confident and secure in this important partnership. We hope that your child's time at either Bradford Pre-school or Bridgerule Early Years will be enjoyable. If you are unhappy in any way, however small, please mention it to the staff or Chairperson who will do all they can to help. We cannot do **anything** about your comments or concerns unless you **tell us**.



## General information

- **PLEASE tell us if someone different from the normal routine will be picking your child up** (in person, by phone or text)
- If you are going to be late picking up could you please ring / text us as soon as possible.
- Inform us of any change in contact details, child's health or allergies ASAP.
- Send you child in old clothes as we do a lot of messy craft activities.
- Send your child in simple clothing to encourage independence skills.
- Send you child with the appropriate weather gear i.e. Coats, hats, gloves, wellies, or sunhats according to season.
- We encourage children to bring things in from home especially if it is linked to the current theme. Bringing in their own toys can also aid settling in but could you please limit the size and quantity due to storage problems.

## Why choose Bradford Pre-school & Bridgerule Early Years?

- Small friendly rural settings
- Good staff to child ratio
- Sound knowledge of the individual needs of all children
- Close links and relationships with schools
- Qualified and experienced staff members
- Wide range of resources and experiences

### Bradford:

Open 9am-3:30pm

Tuesday, Wednesday & Thursday

### Bridgerule:

Open 9am-3pm

Monday, Wednesday & Friday

### Contact:

**Bradford 07792 501476**

Email: [bradfordpsn@aol.com](mailto:bradfordpsn@aol.com)

**Bridgerule 07879 955874**

(or Bridgerule Primary 01288 381366)

Web: [www.bradfordpreschool.btck.co.uk](http://www.bradfordpreschool.btck.co.uk)

### Addresses:

**Bradford & Cookbury Village Hall**

**Holemoor, Bradford**

**Nr. Holsworthy**

**Devon EX22 7AB**

**Bridgerule Primary School**

**Bridgerule**

**Holsworthy**

**Devon EX22 7EN**

