|  |  |  |
| --- | --- | --- |
| **Locking Preschool**  **Established March 1968**  **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |  | **Locking Preschool**    **The Village Hall**  **Grenville Avenue**  **Locking**  **Weston super Mare**  **BS24 8AR**  **Email: lockingpreschool1@gmail.com Website:www.lockingpreschool.com**  **Tel: 07810 242330**    **Parents Information Booklet**  **Locking Preschool is at the heart of Locking Village and has been established for over 51 years.**  **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |

We are a member of the Pre School Learning Alliance and follow their 2011 constitution. www.pre-school.org.uk

We are registered and regulated by Ofsted; our Unique Reference Number is 115276. www.ofsted.gov.uk



**Links and guidelines**

We work very closely with North Somerset Council Childcare advisors,

Spring Board,

Childrens Safeguarding Board,

|  |
| --- |
| **Welcome and Introduction**  The committee and staff would like to welcome you to Locking Preschool. We are a self-supporting group and registered Charity who has been established for the past 51 years. A setting which offers a successful and caring environment where children can come to play and learn. We have children from 2 year old and start them on their learning journey right up until they leave us to go to school. We have a very strong relationship with Locking School, linking up to participate in training, sharing celebrations and regular visits.  **Opening Times**  **Term Time Only**  **9am to 3.30pm** Monday, Tuesday, Wednesday, Thursday,Friday.  **Session Times**  **We run a morning session (9:00am to 12:00noon), lunch club (12:00noon to 12:30pm) and**  **afternoon session (12:30pm to 3:30pm)**  Parent/carers are free to select any combination of sessions to suit their individual childcare needs.  However, we recommend a minimum of 2 sessions for new children. Priority is given to lunch club spaces for those attending all-day.  **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |

other outside agencies, health visitors and professionals.

www.n-somerset.gov.uk/Education

We work within and follow the

Dfe guidelines and

Frameworks www.education.gov.uk

We follow the Early Years Foundation Stage Framework issued in September 2018 and the Safeguarding and Welfare requirements.

**Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Locking Primary School**  We have strong links with Locking Primary School’s head teacher, staff and pupils. We also link with projects, visits, education to promote community cohesion. This includes Harvest, sports day, music festivals, Christmas plays and much more.  We have good relationships with the reception staff to ensure a smooth transition from Pre School (FS1) to Primary School (FS2).  **Saying Good Bye**  We will be very sad but also excited on behalf of those children who will be moving onto any Primary School. We have watched them grow, change and are now ready to take on new challenges. We wish them lots of luck and hope they enjoy school as much as we have enjoyed caring, educating and spend time with them. Thank you to all our parents and families who have also been on this journey with us, we will miss you.  From Locking Pre School Staff and Committee  **Members**  We hold a UK registered charity status (No. 1026087) and work within the charity commission guidelines. Our financial accounts and annual reports are available to the public. www.charitycommission.gov.uk  **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |  | **Staff structure**  We currently employ 9 staff. All staff are CRB/ DBS checked and Paediatric first aid trained. We have an active training programme and staff are encouraged to access courses to add to their qualifications and experience throughout their careers with us. We are also lucky enough to have regular parent volunteers. If you would be interested in working regularly as a volunteer then please to speak to Claire or Pauleen.   |  |  |  | | --- | --- | --- | | **Staff member** | **Qualification** | **Attendance in setting** | | **Claire Stirrup**  Manager and  Special  Educational  Needs  Officer | 2:1 BA Hons Degree in Early Years Education. Level 3 CYPW Diploma, Safeguarding Stage 2. Signs of safety & Safer recruitment trained. 12 hour Paediatric First Aid. Portage & Elklan speech and language, Supporting bereaved children & children with communication difficulties. BTEC Level 3 Advanced Award in Forest School Leader. FA Level 1 football coach. | Monday,  Tuesday,  Wednesday, Thursday all day.  Friday non contact. |   **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **Staff member** | **Qualification** | | **Attendance in setting** | | Pauleen Treanor  Deputy Manager  Keyworker to  the Brilliant Bees. |  | |  | | **Wendy Reason**  Health & Safety Representative, outside play coordinator.  **Keyworker to marvellous mice** | Childcare NVQ Level 3.  Safeguarding Stage 2,  12 hour Paediatric First Aid, Food Hygiene Level 2. | | Monday,  Tuesday,  Friday all day. | | Gina Baird  Keyworker to the Fabulous Foxes. |  | |  | | **Roxanne**  **Hill-Carney Keyworker to**  **Creative**  **Caterpillars** | Level 2 CACHE in childcare. Supporting & Teaching children in school’s. Food Hygiene. | | Monday,  Tuesday,  Wednesday, Thursday  Friday all day. | | **Josie Fergus Keyworker to the Happy Hedgehogs.** |  | |  | | **Jane Madge** | |  |  |   **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |

**Ofsted URN**

:

115276

**Registered Charity Number**

: 1026087

**Pre School Learning**

**Alliance Number**

: 10866



|  |  |  |
| --- | --- | --- |
| **Frequently asked questions**  **Can I come for a taster session?**  We welcome 2, 3 and 4 year olds and parents/carers to have as many settling in/taster session with their child as they wish before they start independently.  **What should I Bring?**  Please bring a bag with a spare change of clothes, sun hat, suncream, gloves, medication, wellington boots, rain coat or specific wipes, nappies your child may require and depending on the season. Please ensure all items are clearly labelled.  **What will my child drink?**  Please bring a clearly labelled water bottle for your child every session; this will be freely available throughout the session. We must stress the importance of NO JUICE as we have some children who are allergic. We additionally offer cartons of milk or water at snack time.  **Do you have uniform?**  We encourage Parents/Carers to purchase a red polo shirt or jumper with the squirrel logo on. This saves the children getting their own clothes marked from paint or pens. Uniform is available in setting where different sizes can be tried on.  **What happens at snack time?**  We run a snack café every session so children can independently choose their food. We ask for voluntary donations from parents/ carers. I.e. fruit, raisins, bread, crumpets, pasta when convenient to you.  **Policies and Procedures**  It’s important for parents/carers to read the policies and procedures which are located on the signing in table.  **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |  | **The PreSchool Committee**  The committee is made up of volunteer helpers and friends of the Preschool. We ask all committee members to complete a DBS check.  Most parents join the committee as their children start Preschool. We are always looking for new faces to join us!! This may be as an active officer of the committee, or helping out with organising fundraising events.  Joining the committee is a great way to become more involved and make new friends! It also looks great on your CV and you receive access to North Somerset training courses some of which are free.  The role of parent helpers is invaluable in keeping this wonderful and successful Pre-School running smoothly however big or small your contribution.  With this in mind if you would like to become a committee member then please speak to Claire or Pauleen, who will be happy to discuss any questions you have.  **Testimonials**  “I find all the staff at the Preschool very approachable, friendly and helpful”  “You see each child as their own person and help them to individually develop in all areas”  “The whole structure of the Preschool is brilliant”  “You really know the children!”  “You welcome parents with a smile and understand that they may have “fears” leaving their child”  “Locking Preschool understands that a nurturing and caring environment is essential to the growth in all areas of a child”  “You encourage the children’s individual personalities and embrace them”  “You make it a safe and happy environment for children”  “You always tell me about something my child has done well that day!  **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |

|  |  |  |
| --- | --- | --- |
| **Typical Session**  9:00 – Doors open  9:05 - Register time, sing hello song, days of the week, and talk about the weather  9:20 - Key worker time  9:35 - Free play inside and outside  10:15 - Snackcafé opens  11:00 - Snackcafé closes  Free play continues  11:30 - Tidy up time  11:35 - Session, this is normally used for a large group activity. For example dancing, singing, parachute, games, music and much more.  11:50 - Story time  12:00 Home time/ lunch time  Sessions can change and this is a guide of times. There maybe activities or events which affect the normal session times  e.g. soccer tots, an event at the school.  **Lunch Club**  Parents/carers are asked to bring a packed lunch and a drink/ juice at the beginning of the session. Children wash their hands in the mobile kiddi-Sink and independently eat their lunch with support from staff. No nuts please.  **Planning**  Your child will have an assigned key worker who will complete an individual learning diary for them. This will enable them to track your child’s learning and development and plan accordingly to enable them to achieve their next steps. All curriculum planning is led by the interests of your child, ensuring your child is challenged and receives support when necessary.  **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |  | **Forest School**  We offer bespoke Forest School sessions and use this theme throughout the Pre School Curriculum and sessions.  **What is Forest School?**  Learning using the outdoor environment and using Locking park on our doorstep!  It helps children:   * understand the natural world, habitat and environment * build self-esteem and confidence * be exposed to planned risk * have the freedom to explore/ learn naturally   **Claire is our** **BTEC Level 3 Forest School Leaders**  **Free 3 & 4 Year Old Funding**  Children are eligible for free childcare funding from the start of the full term following their 3rd birthday.  For Example: September - Winter Term January – Spring Term  March/April – Summer Term  Staff will advise and help claim your 3 and 4 year old free funding. Staff cannot advise on eligibility of free 2 year old funding, please contact North Somerset Council direct. However, once you have received approval of funding, staff will assist with the formalities and paperwork at Locking Preschool.  **Ofsted URN**: 115276 **Registered Charity Number**: 1026087 **Pre School Learning** **Alliance Number**: 10866 |