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www.kettonplayschool.com

Telephone Number 01780 721676

KETTON PLAYSCHOOL PROSPECTUS

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This prospectus contains information for parents considering sending their child to our playschool, and is a useful reference for those who have already started. It is updated regularly. We hope it will give you an idea of what it is like for a child in our care.

Parents may also find it useful to browse through our Operational Plan with our Policies and Procedures, which can be as found in the Office and you are welcome to stay and read it. It contains more information about how we operate and our policies for specific issues that you may be interested in.

We welcome questions, comments and suggestions from parents on any aspect of our activities, policies or operation.

ABOUT OUR PLAYSCHOOL

There has been a playschool in Ketton since 1980, providing an important service to young families in the village and nearby villages and towns. The overall goal for our playschool is to continue to provide a high standard of care and education.

We aim to:

- Create a warm, welcoming and safe environment
- Help and develop children's confidence and self-esteem
- Support and stimulate your child's development
- Plan a curriculum which covers early learning goals
- Allow children to learn through play, offer a wide range of activities, free play and structured play that enriches children's experiences, making learning fun.
- Act as positive and enthusiastic role models.
- Offer a key worker system, which gives personal attention to the needs of every child and their parents/carers.
- Welcome all families, irrespective of their culture, race, religious beliefs or ability.

We liaise with other preschools, primary schools and professionals.

- Agree to review and update our policies as and when deemed necessary or annually

We recognise that all children are unique and have equal worth and value. Therefore we encourage children to:

- develop lively, enquiring minds
- think creatively
- think for themselves
- be independent and confident
- set their own challenges and make their own decisions

Our facilities. Situated within the grounds of Ketton Primary School, Ketton Playschool is surrounded by grass, wooded areas, streams, bridges, the village play park and the Library.

Outside the Playschool offers a secure outdoor area with a massive covered sand area, large wooden weighing scales, logs, an enormous tree, a rope swing, outdoor blackboards, magnetic board, a growing area, a pegging area climbing frame, a castle and a playhouse.

Whatever the weather the outside is always open to the children.

Inside has the 'WOW' factor. 55 metre square. Bright and cheerful, with walls full of treasured pieces of children's pictures. With space for 24 children.

Ofsted Outstanding report quotes 'The indoor and outdoor environments provide a dynamic mix of adult led and child initiated, high quality and challenging activities, which results in children being extremely confident and self-assured active learners.' 'The excellent, highly stimulating learning environment provides a range of high quality resources'.

SESSIONS, FEES AND APPLICATIONS

We offer sessions Monday to Friday as follows: Term time only

Morning sessions: 8.45am to 11.45am daily

Afternoon sessions: 11.45 to 3.45 pm daily

All day sessions: 8.45am to 3.45 pm daily

The fees are payable to Ketton Playschool, cheques, direct banking, or cash.

Early Years Funding - Every child is eligible for 15 hours free per week from the funding period after they turn three (regardless of parental income). We claim Early Years Funding from the government on your behalf. We arrange everything for you - you just need to complete the funding form every term and provide the child's birth certificate to qualify. 2 year old funding is also available if you meet the correct criteria-please ask.

30 hours funding is available if you meet the government's criteria, www.childcarechoices.gov.uk parents apply and receive a ticket to give the Playschool.

We invoice parents on a termly basis and fees must be paid promptly.

Unfortunately we can't offer refunds for sickness or absence. Sessions may be reduced by us if payment is not prompt. 10% extra may be added for late payment.

Applications We take children from the age of two and a half year of age.

We recognise that choosing a pre-school is an important decision. We therefore welcome visits by prospective parents wanting to have a look around during a session. Just call us to arrange a convenient time for you. 01780 721676

Our contact details are at the end of this prospectus. You'll need to complete an Application Form and pay a £10 refundable deposit for each session booked.

Insurance The playschool is fully insured. The policy is displayed in the lobby area.

Management. Mrs Penny Butcher (manager),

Mrs Fiona Parkinson (deputy manager) and Mrs Nikky Miles (deputy Manager).

Ofsted Outstanding report quotes 'Leadership and management are excellent and inspirational. The manager uses a range of highly effective strategies to produce continuous improvement across the setting. The manager involves children, parents and staff to ensure that priorities are identified and are focused on teaching.'

‘Inspirational leadership, dedicated management and highly effective team working result in an outstanding setting clearly aimed at supporting children to achieve their full potential.’

OUR ACTIVITIES AND YOUR CHILD’S DEVELOPMENT

Our activities

The emphasis is on learning through play, with direction and support from skilled staff. Our sessions are carefully managed to develop children’s skills and learning, plus meet educational and development standards in a fun way.

We run topics / themes to provide a structure for learning and also set up a range of activities each session so children can choose what they want to do, with the support of skilled adult childcare practitioners. With a large pool of equipment and resources, we are able to offer a great variety of activities.

We offer ‘free-flow play’ with an open door whereby children can choose to go outdoors into the garden for supervised play. We also have use of the primary school’s playground, playing field and hall, village play park, woods, streams etc. allowing further opportunities for extended and energetic outdoor play, etc.

The children’s welfare needs are woven into the daily routine with time for snacks, drinks and if needed, rest.

Children’s Development and Learning

Our provision for the children’s development and learning is guided by the Government’s 2014 Early Years (under 5’s foundation stage framework (EYFS)). These guidelines apply to children from birth to the end of their reception year at school when they reach the age of 5. The following information is taken from the Government pack “EYFS” issued to all childcare settings. If you would like further information please ask a member of staff.

There are four themes in the Early Years Foundation Stage and guiding principles

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self assured.
- Children learn to be strong and independent through positive relationships.
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
- Children develop and learn in different ways and at different rates. the framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

The areas of learning and development consist of three prime areas and four specific areas. The prime areas cover the knowledge and skills which are the foundations for children’s school readiness and future progress and are applied and reinforced by the specific areas.

The prime areas are-

- Personal, Social and Emotional Development
- Communication and Language

- Physical Development

The specific Areas are -

- Knowledge and Understanding of the World
- Literacy
- Expressive Arts and Design
- Mathematics

PRIME AREAS

Personal, social and emotional development All children are given opportunities to try new activities, extend their concentration and to respond appropriately to a range of situations. Sharing, playing cooperatively with other children and adults, caring for themselves and others, results in positive self image, and respect for others. Keeping safe.

Communication and language Through small and large group games, children are encouraged to play and interact with others, negotiate plans and activities and take turns in conversations. Children are encouraged to sustain attentive listening. The children will learn to speak more clearly.

Physical development Children develop increasing skills when using balancing, climbing, construction, one handed tools and mark making equipment. They will show an understanding of good practice with regard to exercise, eating and hygiene.

SPECIFIC AREAS

Literacy Children have access to a wide range of books-fact, fiction and poetry. They enjoy rhythmic activities, letter and sound games, link sounds to letters and begin to write recognisable letters to form simple words.

Problem Solving Reasoning and Numeracy Through practical experiences, children will become familiar with sorting, matching, sequencing, shapes and counting. They will compare shapes (2d and 3d), weight and length. Children will recognise written numbers through games and play.

Understanding of the world We provide opportunities for children to explore and experiment the natural world, looking at differences, similarities, patterns and change. We provide equipment to extend children's knowledge of technology and introduce them to a world of multicultural differences.

Expressive arts and design Children will explore colour, texture, shape, form and space in 2d and 3d dimensions. They will explore sounds of instruments, rhythms and songs. Role play and imaginative play is encouraged individually and of part of a group.

Ofsted report - outstanding quotes 'Staff are highly effective at meeting the needs of the range of children who attend and use a range of excellent teaching strategies to reinforce learning and ensure children are developing well in both the prime and specific areas.'
 'Teaching is outstanding. Staff consistently show high quality teaching skills and provide a rich, varied, challenging and imaginative range of learning opportunities. They have excellent understanding of how children learn. As a result, children are extremely confident, enthusiastic learners who make excellent progress from their starting points.'

Your child's development We regularly monitor and review your child's development, record their achievements and set targets on which we focus their learning. We focus on each individual child's development. Each child has a learning journey file which remains with them through playschool and is a record of their progress. We encourage you to review your child's file with your child's key worker and add you own records of your child's milestones so we can jointly see how they are progressing and what they have achieved and plan the next step of learning together.

OUR STAFF

Mrs Penny Butcher is the manager and Mrs Nikky Miles and Mrs Fiona Parkinson are the assistant managers. We hold regular staff meetings where the team evaluate and plan our activities and service. We conduct staff appraisals and the parents appraise the business annually. We have a strong belief in continually improving what we do and genuinely welcome any feedback (good and bad) from parents. All staff have attended 1st Aid, Food hygiene, Health and safety and Safeguarding courses-these are essential courses and have to be updated every 3 years. Our staff also regularly attend courses and updates to ensure they keep up with standards and expand their skills. All staff are parents themselves and work part time.

Mrs Penny Butcher is the manager and usually works every day. Mrs Butcher has overall responsibility for the day-to-day management and has the key responsibilities in the setting including Health and Safety and Safeguarding Children.

Mrs Nikky Miles is a qualified level 3 assistant and is joint deputy manager. She also covers for other staff absences. She coordinates outdoor learning. Mrs Miles is our qualified Special Needs Coordinator (SENCO). We aim to identify and respond early to any difficulties that emerge and discuss them fully and liaise with outside agencies in full consultation with parents.

Mrs Fiona Parkinson has a level 3 qualification and is joint deputy manager and a playschool assistant. She is the parent's coordinator, gardening and the 1st Aid coordinator.

Mrs Sharon Dalrymple has a level 3 qualification and is a playschool assistant and is a relief supervisor also is responsible for language development.

Mrs Lisa Henshaw has a level 2 qualification and is a playschool assistant. She is responsible for diversity and multicultural experiences.

Mrs Yvonne Stebbings has a level 3 qualification and is a playschool assistant.

Mrs Lene Dooley has a level 2 qualification and is a playschool assistant.

Mrs Anne Wilcock has a level 3 qualification and is a playschool assistant.

Mrs Allison Duggins has a level 3 qualification and is a playschool assistant

Mrs Marie Morrison is a relief playschool assistant with a level 3

Staff checks

All staff hold an enhanced DSB certificates.

Key person

Each child is allocated a key-person which means they have a special adult to relate to. You are welcome to look at the staff rota to see when your child's key-person will be working. In addition, their nominated key worker tailors our approach to each child's needs, monitors their development and works closely with parents to ensure that their child is supported in reaching their full potential.

Supervision and staffing ratios

There must always be a minimum of two staff/adults on duty at all times. Staff ratio of 1:6.

Parent helpers, volunteers and students

Our parental involvement policy aims to involve parents in our playschool. We sometimes have students on placement from local schools for one or two weeks. We aim to provide a good learning experience for them, and we benefit from the extra help.

We keep a daily record of all volunteers, parent helpers and students. They are usually not vetted and therefore are never left unsupervised with the children nor allowed to perform toilet duties.

Ofsted Outstanding report quotes 'Highly effective parent partnerships ensure a shared approach to supporting children's learning, both in the setting and at home. This ensures a consistent approach to meeting the learning needs of children is maintained and children make very rapid progress.'

WHAT YOUR CHILD SHOULD WEAR AND BRING

What your child should wear

In order for your child to feel free to explore and experiment with all kinds of materials, including messy ones, please do not dress them in their best clothes - comfy, washable clothes are best. Simple clothing that's easy to handle will develop their independence and make toileting easier. We go outside whatever the weather, so please dress your child in suitable clothes on the day.

In winter, a warm waterproof coat. Wellies are always put on if we play in the playing field. Indoor shoes for indoors are needed. To keep the floor, rugs clean and dry, we encourage children to remove outdoor shoes. WE do not like crocs or slippers.

In summer a sunhat is essential, along with suitable footwear. Flip-flops are not safe for running around. Please apply sun cream before they arrive and consider cool clothes that cover up their skin because we can't always keep them in the shade. All shoes, wellies, coats and bags need naming please.

We have a selection of spare clothes for changing your child if necessary (please donate any outgrown clothes). If you wish, you can keep a change of clothes in a bag on the shelf.

Checklist - things to consider for a bag on the shelf

- comforter for quiet time (mainly for children staying all day)
- Change of clothes and underwear (especially if they are toilet training)
- Nappies, wipes and disposal bags
- Sun hat

Packed lunches

Please put your child's packed lunch in an insulated bag or box to help keep it cool. Please clearly label the lunch box as many children will have the same one. Do ask us for advice and ideas for healthy eating and packed lunch ideas. We send home any uneaten food so you can monitor how much your child is eating and what they like. We provide water or you can leave a drink for your child.

Snack time

A choice of healthy snacks such as a piece of fruit, dried fruit, vegetable sticks, bread etc. We usually prepare a range of food for the children to try. We offer either milk or water for the drink. Keep us updated of any dislikes and allergies. Water and fruit/veg are also available for the children to self access throughout the day.

Birthdays

We celebrate each child's birthday in a small way and usually give them a card and a sticker. Many parents bring a birthday cake, cup cakes or treat for all the children. You may want to leave something with us or come along at snack time. (Please go easy on the chocolate!)

LOOKING AFTER YOUR CHILD IN PRESCHOOL

Settling in

We recognise that, initially, leaving your child with us may be daunting and stressful for them and you. Our settling-in policy ensures that we provide support, comfort and familiarity, using a key person. If you like, stay for some of the early sessions, reducing the time, until your child can cope. Please be reassured that all staff do their utmost to comfort and support the child whilst integrating them with the group. We will always telephone you if your child is distressed when you leave-they usually stop as soon as you go through the door. You're welcome to phone us during the day to see how they're getting on.

Toilet training

We are happy to take your child if they are still wearing nappies. Please provide a regular supply of nappies, wipes and disposal bags. We encourage positive toilet training and will work with you to ensure your child has a positive experience. Let us know what phrases you use.

Behaviour management

Our approach is to recognise and reinforce good behaviour. We have a positive discussion and reason with a child who displays bad behaviour, and provide positive examples.

Ofsted outstanding report quotes 'Children are impeccably well behaved and are very responsive to the individual attention given by staff.'

If your child becomes ill

We call you if your child becomes unwell, so keep your contact details up to date. We do not administer any drugs, such as Calpol. We keep them comfortable and comforted until you arrive. However we do administer inhalers, epipens and diabetes type medicines with the parent's written permission.

All the staff are trained first-aiders.

Sickness and absences

Once you're child is enrolled, attendance is not optional. We can't offer refunds for sickness or absence. You must notify us in writing and in advance of any planned absences.

Please phone on the day your child is ill - you can leave a message on the answer phone.

Please keep your child away for 24 hours if they are sick to avoid passing it on to other children and staff. Sickness passed on to staff can affect our ability to stay open so please be considerate.

Collecting your child

When you register, you can nominate others to collect them (e.g. relative, other parent). You must tell us and put it writing if anyone else is picking up your child. Keep phone numbers updated. Do phone us if you're running late. We charge £2.50 for each 10 minutes late. Two staff stay with an uncollected child and reassure them. If we haven't heard from you, we'll try to contact you, and if that fails, we'll contact your nominated people. If, after one hour, no-one can be contacted to collect the child, we apply our procedure for uncollected children, which includes contacting social services.

Transition to primary school

We liaise closely with your chosen primary school and provide them with your child's development record from playschool, usually with a discussion and assessment of their needs.

For children going on to Ketton Primary School, they attend the reception class in the half term before they join, to get used to it. You'll find that most other primary schools also do something similar.

Ketton Primary School new parents' morning/afternoon aims to show parents around and meet the reception class teacher. You can of course arrange a visit independently at any time by contacting the school office on 01780 721300

POLICIES, PROCEDURES AND STANDARDS

We have a range of policies, developed by staff and the manager to follow best practice and offer children and their parents the best possible experience at our play school. They are in place to ensure that staff and parents know our agreed practises.

Our policies are revised on a regular basis, and comments and suggestions are always welcome from parents. You can refer to them at any time in the policy file, located in the office (please ask a member of staff). New policies are displayed in the entrance porch.

Policies include:

- Admissions
- Equal opportunities
- Settling-in
- Child protection - procedure following referral.
- Behaviour/discipline management
- Complaints
- Confidentiality
- Special educational needs/disability
- Parental involvement

- Payment terms
- Health and Safety, includes - Missing child procedure - Accidents and incidents - Administration of Medicine - Sickness- Asthma procedure-fire safety
- No smoking
- Non-collection of children
- Outings policy and procedure
- Food and drink
- Staffing recruitment
- Student placement
- Staff Rules and Policies
- Staff Disciplinary Procedure and procedure of allegation
- Staff Grievance Procedure

Any of the above can be photocopied for you at any time.

Meeting standards

Our service has to meet national standards for education, development and welfare. We also have regular reviews with Rutland County Council to ensure the management of our setting meets good practice, and attend discussion forums with local pre-schools and primary schools.

Ofsted Inspection arrived without warning and awarded us OUTSTANDING in 2014

We are regularly inspected by Ofsted, usually every 2-3 years, they check how well we are meeting the EYFS standards and managing our responsibility for the children's welfare.

Please ask a member of staff for a copy. A copy of the report can be viewed on the Ofsted website.

HEALTH AND SAFETY

Safety

The safety of children is of the utmost importance to us. We have a Health and Safety policy and undertake a full risk assessment of the premises and activities which is on-going. A copy of our annual risk assessment is included in the Operational Plan along with our daily risk assessment checklist and outing risk assessment templates. We also have policies and procedures for certain activities and situations to ensure that staff always know exactly what to do and follow current guidance. These are in the policy folder in the office. We regularly practise the fire drill (without alarming the children).

We have a clear procedure for outings and conduct a specific risk assessment for each one.

We are required to keep details of hazardous substances that we use, although the only ones are cleaning materials that are, of course, kept out of children's access, in the cupboard in the locked kitchen.

We are occasionally inspected by Environmental Health.

First Aid

All staff are current 1st aiders. Any accidents and incidents are recorded and dealt with appropriately. If your child has a minor accident or injury, we treat them as required and tell you when you collect them. We'll call you immediately if it's anything more serious, or if they remain upset. When you register, you give consent for emergency medical treatment to your child.

Administering medication

If your child requires medication (e.g. inhalers for asthma, regular medication) then we can administer this when they are in playschool, if the medical forms are signed.

Visitors

We record details of all visitors in our visitors' book. They obviously never have unsupervised access to the children.

Ofsted outstanding report quotes 'Children are kept safe during a breadth of challenging learning experiences where they are supported by highly skilled staff to manage risk.'

'Staff are extremely attentive and caring, and make an outstanding contribution to the well-being of the children'

THE ROLE OF PARENTS

We recognise parents and carers as the first and most important educators of your young children.

Do talk to us regularly about your child's development, changing behaviour, any issues affecting them or any concerns you have.

You have free access to their developmental records, so just ask your child's key worker.

We aim to keep you informed through regular newsletters and day-to-day contact. The staff are usually freely available to parents before and after sessions.

We try to update you on the latest suggested activities for supporting children's learning at home and generally support parents of young children by providing useful information. The notice board in the entrance porch is aimed at parents. We can usually point you in the right direction for most queries e.g. health visitors, primary school applications... Just ask us.

Comments and suggestions

We really encourage feedback from parents and always want to improve the service we provide.

We're always interested in new ideas and want parents to participate any way they can. If you have any ideas please tell us. Sometimes it's not easy to come forward with suggestions, especially if you don't know many of us, so choose the way that's most comfortable to you -

- Talk to the staff
- Talk to the manager
- Write a note to any of the above
- There is a closed group on facebook for parents-please request to join. Ketton Playschool group.
- There is a business evaluation once a year for parents to fill in.

Pleased with the playschool

If you are please with us - tell us-verbally or in a letter or better still tell Ofsted Early years Regional Centre-tel no. is on the wall in the shoe area, or do all three! Chocolates and flowers are most welcome!

Complaints

If you're unhappy about something, or have any issues please tell us. We will give prompt and serious attention to any concerns. We hope that issues could normally be resolved quickly and amicably by an informal approach to Mrs Penny Butcher, the manager. See the end of this prospectus for contact details.

If this doesn't achieve the desired result, we have a formal complaint procedure and deal with complaints objectively and thoroughly. After this is you are not satisfied you can call Ofsted directly. (There is a poster in the shoe area) They will follow through your complaint.

How you can help us

Like most playschools, we encourage you to get actively involved in our playschool in any way you can, for example:

- offer any ideas, skills or contacts you have to help us improve playschool (this adds to our bank of skills that we can draw upon) e.g. ideas for walks, music, new activities.
- help at sessions (this greatly improves your understanding of how we work and can be very rewarding)
- volunteer to help with some of the many small jobs needed to run smoothly (e.g. spring cleaning, gardening, putting up posters)
- donate any unwanted useful items e.g. spare clothes, good quality toys, garden plants, etc.
- assist with fund-raising (precious funds raised are usually spent on new resources and equipment for the children, such as bikes and books) We are a not for profit business.
- take part in the fundraising of playschool (by joining the committee)

Ofsted outstanding report quotes 'Parents comment that the pre-school is amazing and staff are exceptional.'

USEFUL CONTACTS

Mrs Penny Butcher, manager (home 01780 721676) pennybutcher@btinternet.com

Ketton Playschool, c/o Ketton Primary School, High Street, Ketton, Stamford, Lincs PE9 3TE
Tel No. 01780 721676

www.kettonplayschool.com

[At the above site, on the home page, is a link to Amazon. Click here and we receive a donation from amazon.](#)

[Easy2name offers a range of personalised name labels. Please quote ketton playschool PE9 when ordering and we will receive a donation from the company.](#)

[facebook request a friendship/member-----ketton playschool group](#)

Rutland County Council 01572 722577

www.rutland.gov.uk

www.parentlineplus.gov.uk

www.ofsted.gov.uk

nspc child protection helpline 0808 800 5000

child tax credit

working tax credit

www.taxcredits.inlandrevenue.gov.uk

kids behaviour- www.kidsbehaviour.co.uk

[pinterest](#)