



# woodlands

pre-school

*Where play is the root of learning*

“We provide progressive, child-centred and fun Pre-school education for children aged between 2 years 6 months and 5 years”.

Updated September 2023

Sessions available Monday to Friday term time, mornings and afternoons  
For enquiries please call us on 01462 811486 (session times) or visit our website  
[www.thewoodlandspreschool.co.uk](http://www.thewoodlandspreschool.co.uk)  
or email us at [thewoodlands1@btconnect.com](mailto:thewoodlands1@btconnect.com)

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## Introducing 'The Woodlands'

The Woodlands Pre-School is housed in a purpose built building within the grounds of All Saints Lower School. Its location, being adjacent to the school's grassed play area and nestled within the trees provides a tranquil setting with a natural and picturesque outlook. Built in spring 2008, the building has been designed with children in mind and therefore has a safe, attractive interior with a wide range of games and activities and is further complemented by a large, varied and secure garden for outdoor play. The Woodlands houses both the Pre-School and Breakfast and After School Clubs; details of which including session times and fees are all detailed fully within this prospectus.

The aim of our Pre-School is threefold. It is to enhance the development and education of children under statutory school age in a parent-involving, community based group; to provide a safe, secure and stimulating environment; and to work within a framework that ensures equality of opportunity for all children and families. Children gain in skill and understanding through their play, especially when it is fun and they are able to share their enjoyment with an adult and talk through their discoveries. At Pre-School your child will not be taught but will learn in their own time. Pre-School gives them the opportunity to share with other children, to accept new situations, to experiment with different materials, to express themselves in many different ways, to develop language skills, to work things out for themselves and to make friendships that continue on to school.

The Woodlands operates an Equal Opportunities and Special Educational Needs & Disabilities Policy.



### Woodlands Local Offer

We offer a secure, safe and happy child friendly Pre School where everyone is welcome and included.

We encourage children to take their first steps maximising each individual child's abilities and talents within the Early Years Foundation Stage.

We see each parent/carer and professional as partners in our team. We promote equal opportunities, removing all barriers for all children, parents, carers and staff. We will not discriminate on the basis of gender, race, culture or disability.

We believe every child is unique and deserves the best possible start in life. We support all children to fulfil their potential enabling them to make a smooth transition to future educational settings.

We do this by:

Providing an accessible building including ramps for wheelchair access and an accessible toilet. We have a hearing loop installed for children and parents with hearing impairments.

All toys and activities are easily accessible with clearly marked, low level boxes. We provide a visual time table to assist children with the routine in session. To support children with English as an additional language we provide bi lingual books, toys and games in their home culture. We have voice boxes with recorded phrases in their home language. We additionally provide posters in multi languages. We have safety surfaces both in and outside and in our garden we have raised vegetable beds for easy access for wheel chair users.

## Our Staff Team

<b>Sarah Shanley</b>	– Manager - Level 5 (Diploma in Leadership & Young Peoples Settings)
<b>Rachael Small</b>	– Deputy Manager - Level 7 (BA (hons) Degree in Early Years Studies & Early Years Professional Status)
<b>Nichole Wilkes</b>	– Office Manager – Level 3 (Children & Young Persons Workforce & Diploma in General Reception)
<b>Tanya Kayson</b>	– Finance Manager (AAT Level 4)

We pride ourselves on being a dedicated and highly enthusiastic team who strive to provide the best quality childcare. We have a highly qualified team; our manager holds level 5 diploma in leadership & young people's settings. Our deputy manager holds a BA hons degree in early year's studies & is an Early Years Professional (EYPS). Other members of the team range from a level 4 to a minimum of level 3. We have 4 members of staff that have received SENCO training. Staff are fully trained in all aspects of first aid, safeguarding & health & safety, they are always willing to take additional training as required. All our staff are DBS checked regularly.

## Key Persons System

Every Pre-school child has a designated 'key person'. Each Key person has special responsibilities for a small number of children and will form a close relationship with both the child and their parents. The Key person will get to know your child individually and will provide the extra reassurance which makes them feel safe and cared for. We value and recognise the importance of the relationship between staff, parents and the children working in partnership together to provide the very best environment for your child. The key person is also in a position to tailor our curriculum to the unique needs of each child and this is shown in their Individual learning Plan (ILP). The ILP is a careful record of your child's development and progress and which can be regularly reviewed in discussion with your key person. It contains records of events and activities of your child's day by written observations and photographs and is emailed over to the parents every half term. A transition report is compiled from your child's ILP which is passed onto your child's next school.

## The Committee - Management and Administration

The Woodlands is a Charity run by an elected committee of unpaid volunteers who are responsible for reviewing both policies and practices and for the employment and appraisal of staff. We are a not for profit organisation which sets fees in order to meet running and maintenance costs. The Annual General Meeting, at which the committee for the following year is elected, is held in October and parents are informed in good time in order that they are able to attend.

We also have a Fundraising Committee who plan and organise events and activities throughout the year in order to raise funds for new equipment.

Should you like any further information or would like to join either committee please advise either the Manager/ Deputy Manager or contact the committee chair person via email on [woodlandscommittee@hotmail.com](mailto:woodlandscommittee@hotmail.com)

We are a member of the Pre School Learning Alliance (PSLA), accredited by ICAN and registered with Ofsted and therefore monitored and inspected by them, as well as by an Early Years Advisor and the Fire Officer. The latest Ofsted report is available on-line at [www.OFSTED.gov.uk](http://www.OFSTED.gov.uk), or by telephoning 08456404045. We have regular contact with working professionals within the educational system and health sector and work closely with Clifton All Saints Lower School and other local schools to aid the transition from nursery to school education.



Ofsted  
EY368209

Charity  
1020050

PSLA 18039

## Our Premises

Our building has changed over the years since we opened in 2008 with an extension being added in 2013. We have 3 gardens (including our vegetable garden) and an open plan feel to our main room. Our main room is warm and inviting with displays of the children's real artwork and photos of the children in their play. We offer free flow play throughout the premises so children are able to access any area that takes their interest.

In addition to our main room we have a staff room/ meeting room, an office, a kitchen, an accessible toilet and 3 children's toilets which are low level and accessible from the main room.

### Free Play throughout...

Our main room has been carefully designed to ensure that free play and a wide range of resources are on offer at all times. We encourage children to be independent learners, choosing the resources they access and the areas in which they enjoy. We have a range of resources, toys and equipment that aim to develop children's learning through play. We regularly change these to suit the interests of the children and will adapt our provision to meet their interests.



## Gardens

We have 3 garden areas including a vegetable garden. These are accessible to children at all times, each boasting something a little different from each.

Our main garden area has safety flooring throughout and incorporates our 'messy areas' with sand tray, water tray, mud pit and gravel pit. Our mud kitchen is a hub of role play and creative learning and our Wendy house has a homely feel. We promote gross motor development throughout with hoops, balls, bats, climbing frames, balance beams and much more. We incorporate risky play throughout our garden areas including our tyre swing, trapeze and ladders.

Our all-weather astro turf garden has a road which children love to drive the cars and bikes round. We have a construction area around here with various building materials. Our new stage has been built round here too, for our children to perform and role play on.

We have a vegetable patch which children help maintain; planting and picking our produce. We use this in our snack and cooking activities. We talk about nature and the environment, making the most of our lovely surroundings.



Access to our Pre-School, is via the green gated entrance on Yew Tree Walk (map enclosed) and not the main school entrance (unless collecting or dropping of a school child). There is no designated parking area and therefore if it is necessary to drive, we ask that consideration be given to our neighbours when parking in the nearby roads. Under no circumstance is the All Saints School car park to be used.

## Our Principles – The Early Years Foundation Stage

The EYFS (Early Years Foundation Stage) is a statutory framework to support children's learning, development and welfare from birth to 5 years. All early years providers are required by law to adhere to its requirements. At Woodlands the EYFS underpins all areas of our practice. The EYFS states that:

“Every child deserves the best possible start in life and the support that enables them to fulfill their potential.”

Children develop quickly in the early years and a child’s experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The Early Years Foundation Stage (EYFS) sets the standards that all early years’ providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children’s ‘school readiness’ and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The EYFS seeks to provide:

- \* Quality and consistency in all early years settings, so that every child makes good progress and no child gets left behind.
- \* A secure foundation through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly.
- \* Partnership working between practitioners and with parents and/or carers.
- \* Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

The EYFS specifies requirements for learning and development and for safeguarding children and promoting their welfare. The learning and development requirements cover:

- \* The areas of learning and development which must shape activities and experiences (educational programmes) for children in all early years settings.
- \* The early learning goals that providers must help children work towards (the knowledge, skills and understanding children should have at the end of the academic year in which they turn five).
- \* Assessment arrangements for measuring progress (and requirements for reporting to parents and/or carers).

The safeguarding and welfare requirements cover the steps that providers must take to keep children safe and promote their welfare.

### **Overarching principles**

Four guiding principles should shape practice in early year’s settings. These are:

- \* 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 (see “the characteristics of effective teaching and learning” at paragraph 1.9) and at different rates. The framework covers the education and care of all children in early year’s provision, including children with special educational needs and disabilities.

Educational programmes must involve activities and experiences for children, as follows:

- \* **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.
- \* **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.

Practitioners must consider the individual needs, interests, and stage of development of your child in their care, and must use this information to plan a challenging and enjoyable experience for your child in all of the areas of learning and development. Activities and experiences will be based on their individual development and needs. Observations are made of your child that focus on these areas of learning and development. These observations will then be evaluated and recorded in your child's individual learning plan and then used to enable us to plan for your child's individual needs, likes and dislikes.

Practitioners working with the youngest children are expected to focus strongly on the three prime areas, which are the basis for successful learning in the other four specific areas. The three prime areas reflect the key skills and capacities all children need to develop and learn effectively, and become ready for school. It is expected that the balance will shift towards a more equal focus on all areas of learning as children grow in confidence and ability within the three prime areas. But throughout the early years, if a child's progress in any prime area gives cause for concern, practitioners must discuss this with the child's parents and/or carers and agree how to support the child. Practitioners must consider whether a child may have a special educational need or disability which requires specialist support. They should link with, and help families to access, relevant services from other agencies as appropriate.

Young children can be supported to learn with enjoyment and challenge through the provision of well-planned play experiences. The EYFS offers guidance and support to practitioners to achieve this for your child, more information on the EYFS can be found on the [foundationyears.org.uk/new](http://foundationyears.org.uk/new) EYFS website.

## Starting your child at Pre-School

We accept children from Clifton who have turned 2 years 6 months old, subject to places being available. It is sometimes possible to start a child mid-term so please discuss this with us when you register. We require a child to attend a minimum of 2 sessions per week, on different days as opposed to a full day. It is sometimes possible to start a child mid-term so please discuss this with our Manager when you register. We require a child to attend a minimum of 2 sessions per week, on different days as opposed to a full day. Children do NOT have to be 'dry' when they start as we will work with you on toilet/potty training your child when the time is right. All children are unique and will differ in how they settle with us and we will therefore work closely with you in this regard arranging open days or home visits as necessary. You will be encouraged to leave your child on their first session to give your child a clear message that this is a place for them to feel safe and secure and a place for them to play without their parents or carers. We will however contact you shortly afterwards to let you know their progress and to arrange a collection time. This may differ for each child.

**Registration Forms** – Please register your interest on a registration forms which can be found on our website. These allow us to know which sessions you would prefer, however confirmation of these sessions are subject to availability. Please return the registration form with the fee and we will contact you in due course.

**Open Afternoons** - When beginning your child's preschool journey we will initially invite you in to one of our 'open afternoons'. We have this twice a term and will contact you to invite you if you have filled in a registration form previously. For this hours stay and play time we encourage you to bring your child with you, this is a good opportunity to see what interests your child and how they play in the main room and gardens. Whilst your child is busy exploring you will be able to talk to a member of staff and gain some answers to any questions you may have. You will also be able to discuss with our Office Manager Nichole which sessions you would like, and she will confirm the availability of these. Sarah, our Manager will be able to book your child in for a home visit should you wish to proceed.

**Home Visits** – This is a really beneficial opportunity for your child's key person and a member of the office staff to come meet you and your child in your home. During this visit your child's key person will be able to spend some time getting to know your child, beginning a relationship and allowing your child to get to know a friendly face. The office staff member will sit with you and take all of the information they require before your child starts at Woodlands. We offer lots of information in this time and will leave you with some forms to fill in and return.

**Your child's first day** – We begin your child's preschool journey with lots of support and care. We know each child is different and whilst some may be confident to say goodbye to mummy and daddy and happily go off to play, others can sometimes be more reluctant. We will discuss with your during the home visit how you feel this may go and what strategies we can do to help settle your child. We usually ask that the child is collected slightly early on their first session as we like children to leave us when they are happy, rather than stretching them out for too long. You and your child will be met by your key person in the cloakroom area and with lots of encouragement to help your child to come and play happily. After you have gone we ask you to



call us ½ hour later and we will reassure you of how they are doing and discuss collection times from there.

**Continuing your child's preschool journey** – As your child's confidence grows we will start to encourage more independence from your child. Your key person may wait in the room and encourage your child to find their friends and toys they enjoy more independently, being supported as needed by the key person. We will observe them through their play, help them to build friendships and explore all areas of the preschool premises.

**Snack** – Children are offered a healthy snack each session with milk or water to choose from. Drinks are available throughout the session. We encourage all children to come for snack however if they refuse we will ensure they at least have a drink, particularly during summer months. We adapt our snack for children with intolerances and allergies.

**Birthdays** - On your child's birthday (or the nearest session that they attend) we will have a small celebration for them during 'circle time'. They will be sung to and have the chance to blow out the candles on our 'cake'. They will also receive a small gift and a card from Pre-School. You are encouraged to be present so please speak to your child's key person to arrange this.

**Concerts** – Each Christmas the children put on a performance for the parents to come and watch. The staff take great pride in delivery an enjoyable concert that the children love performing. The children dress up and sing lots of wonderful songs. We hold a raffle and sell cakes and tea to fundraise for our preschool. Our performances are during the day at the end of the December. At the end of each academic year we have children progressing on to school –To celebrate their move we have a special 'Bluebirds concert' around the end of term. Before the children leave us, we work closely with the Schools and they will meet their new class teacher and also visit the school with parents and a staff member. During their first few days at school one of our staff members will be present to give them a little extra support. Schools other than All Saints can also take part in this induction – please speak to your key person.

**Christmas Party** – We hold a Christmas party in the Clifton community hall for all our children on or near the last day of term. We hire soft play, eat lots of yummy party food and have a visit from a very special person!

## Fees and Session Times

### Weekdays Monday – Friday (Term Time only)

**Morning Sessions: 8.55am-11.55pm**

**Afternoon Sessions: 12pm to 3pm**

- \* Every child is entitled to 15 hours (5 sessions) funding the term after their third birthday (visit [www.direct.gov.uk](http://www.direct.gov.uk) for information)
- \* 30 hour funding is available (this is subject to our registers and availability)
- \* We accept children from 2 ½ years to 4 years rising. We will invite you in for a visit at one of our Open Afternoons, where we will discuss with you your requirements and options.

### Monday to Friday (term time)

Session	Session Time	Price per child
Session for 3 & 4 year olds	AM 8.55am-11.55pm or PM 12pm to 3pm	£15.10
Session for 2 year olds	AM 8.55am-11.55pm or PM 12pm to 3pm	£18.10
Consumable Charge (payable on funded hours only)	£1.50 per session	
Late Payment Fee	If your bill is not paid by the end of term.	£25 per term

For additional information or enquires please contact us on 01462 811 486 or email us at [thewoodlands1@btconnect.com](mailto:thewoodlands1@btconnect.com) or visit our website [www.thewoodlandspreschool.co.uk](http://www.thewoodlandspreschool.co.uk)

- \* Session requirements will be discussed regularly with you and reviewed and allocated prior to commencement of each term.
- \* An invoice will be forwarded at the start of each term and payment can be made daily, weekly or half termly in advance, with the full invoice to be settled by the end of term. Attendance is subject to prompt payment (we do operate a penalty system for overdue fees).
- \* As children are allocated sessions on a termly basis and sessions staffed accordingly, we are unable to refund fees for periods of absences for holidays and sickness.
- \* We require from you one month paid notice should you wish to reduce your session numbers or withdraw your child from Pre-School. Further terms are detailed in our Policies and Procedures which are available upon request.
- \* Snacks (for which we ask for a voluntary donation towards) and water are given to the children in both the am and pm sessions and children staying all day will be allocated a lunch period to eat their packed lunch. We operate a healthy eating policy and ask that lunch boxes do not contain sweets, chocolate or cakes etc. Please note lunch boxes are not refrigerated.

## **Our Policies and Procedures**

Our policies are the rules and guidelines by which our Pre-School operates. They govern everything from how a child's behaviour is dealt with to how we select their toys. Our procedures govern how we operate and provide the staff with best practises. They are reviewed annually but are open to discussion at any time. For example, we have regular fire and evacuation drills. This is something the children become familiar with and provides the staff with a set routine for dealing with such an emergency situation. Our policies and procedures are permanently displayed in our cloakroom, also on our website and we encourage all parents to read them and discuss any questions with our Manager, or Chairperson.

Please remember to telephone to advise if your child is to be away for any session. Importantly, please tell our staff if someone other than you will be collecting them – we will need this in writing and proof of identity of the person collecting. The safety of your child is paramount and we operate a password system to be used by anyone other than the known parent/carer.

## **What to do now**

If you would like to register your child with The Woodlands Pre-School, please complete the attached registration form and forward it to us together with your £10 non-refundable administration fee. We will contact you to acknowledge receipt of the form and again towards the end of the term prior to your child starting with us.

## Sessions for Pre School

Our full registration details are contained in our prospectus and our policies are held at Pre-School. Please make sure you have read these as completion of this form tells us that you understand, accept and abide by our policies. These policies and procedures are kept in the cloakroom for all to read.

Childs Name..... Male/Female

Date of Birth.....

Ethnic Origin.....

Date you would like your child to start .....

Please tick the box for the sessions you require. Please advise us as soon as possible if your requirements change.

Times	Session/ Club	Monday	Tuesday	Wednesday	Thursday	Friday
8.55am – 11.55am	AM Session					
12pm – 3pm	PM Session					

Your Name (in full) .....

Your Signature .....

Date .....

Date Checked: .....

Signed: .....

## Map showing entrance to The Woodlands Pre-school

