

Bradway Pre-school is a registered provider of Pre-school Education. Our aim is to offer a high quality Pre-school setting in a secure and happy play environment.

Bradway Pre-school offers a specifically designed two stage learning journey for young children. Our sessions are designed to foster developmentally appropriate learning, which meet the differing needs of children in our morning and afternoon sessions.

Children may start morning sessions at 2 providing they are happy about being left. Children are eligible to transfer to our afternoon sessions one year before school entry. Children are eligible for a full day the September before they start Primary School.

Morning sessions run Monday to Friday between 8.50am and 11.30am. Morning children also have the option of staying for lunch and can then be collected at 12.30pm. You would need to send your child with their lunch. Afternoon sessions run from 11.50am to 2.50pm Monday to Friday. We also have a Breakfast Club which runs from 8.20am to 8.50am. We are open for 38 weeks per year during term time.

Pre-school is often your child's first experience of independence so parents are welcome to stay until he or she settles. For some children this may take several weeks, but please feel free to call in or phone at any time for reassurance.

We are a member of the Pre-school Learning Alliance and follow its guidelines and are registered with the Sheffield Young Children's Service. We are registered as an eligible provider of Foundation Stage Education. Registration is dependent on a satisfactory annual inspection of all aspects of our service.

In November 2016, we were inspected by OFSTED and received a good report. A copy of the main findings can be found at the end of this Prospectus. If you wish to see the full report, it is available on the internet at: www.ofsted.gov.uk/inspect/index.htm.

Bradway Pre-school is the trading name of Bradway Pre-school CIO, a charitable incorporated organisation, registered charity number 1156043

We adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected and kept up to date in our Privacy Notice which is given to you at the point of registration.

Fees & Nursery Grant

From the term after a child turns 3, they will be able to claim 15 hours Nursery Grant for 38 weeks per year.

Some parents will also be eligible to claim 30 hours free childcare.

You can apply for 30 hours free childcare if –

1. The child you are applying for lives with you.
2. You earn at least £115 per week and your total taxable income is less than £100,000 per year.
3. Your partner needs to be working and earns at least £115 per week and less than total taxable income of £100,000 per year.

We offer 10 places of 30 hours free childcare. These are allocated firstly to those children who are already at pre-school and who will be attending the afternoon and full day sessions the year before they start school, and secondly to those new to pre-school. The 30 hours can be split between settings and details can be found at HMRC. Funded hours are between 8.50 am and 2.50 pm.

If spaces for the 30 hours free childcare are full, then your child can be put onto the waiting list.

Our hourly charging rate is £4.50. Private fees are as follows;

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| Breakfast Club | £ 2.50 |
| Morning Session (8.50am to 11.30am) | £11.25 |
| Lunch Session (11.30am to 12.30pm) | £ 4.50 |
| Lunch Session for morning children | |
| Claiming 3 hour grant (12.00pm to 12.30pm) | £ 2.25 |
| Afternoon Session 11.50am to 2.50pm | £13.50 |
| Full Day Session 8.50am to 2.50pm) | £27.00 |

Fees are payable on a termly basis at the beginning of each half term. This then spreads the cost of fees payable for that term into two instalments. The exception to this is for Breakfast Club which will be invoiced at the end of each month for the sessions your child has attended.

Staff

Bradway Pre-school has a team of enthusiastic and caring staff.

Heather Linley is Pre-school Manager. She is also a Play leader and the morning's curriculum organiser. She has a Diploma in Pre-school Practice. She has attended a variety of curriculum and Child Protection courses. She has passed the Essential Food Hygiene Course and is a qualified First Aider. She is also the Acting Deputy Safeguarding Lead.

Latifah O'Gara is the Assistant Manager and a Play Leader. She has a Diploma in Pre-school practice, is a qualified First Aider and has passed the Essential Food Hygiene Course. She is the Designated Safeguarding Lead

Mandy Hanson is a Play Leader. She has a Certificate in Pre-school Practice and has undertaken a course in Food Hygiene as well as other curriculum courses. She is our designated Senco Officer and a qualified First Aider.

Joanne Janes is a Play Leader. She has a CACHE Level 2 Certificate for the Children and Young People's Workforce. She is a qualified First Aider and is Pre-school ENCO. Outside of Pre-school, Joanne is a sports coach and has attended an Introduction to FUNdamentals of Movement.

Rosemary Wallace is a qualified Infant Teacher and has completed the PLA Basic course. She is a qualified First Aider.

Adele Wathall is a play leader. She has a Level 2 Teaching Assistant qualification. She also has a Childcare and Education OCN Level 2 and is a qualified First Aider.

Sarah Colton is a play leader. She has a certificate in Childcare and Education and a Diploma in Nursery Nursing. She also has an NVQ Level 3 in Playwork. She is a qualified First Aider. Sarah is our Deputy Child Protection Officer.

Victoria Briddon is a supply play leader. She has a Certificate in Childcare Level 1. She has completed a safeguarding children course and is a qualified First Aider.

Diane Watkinson is a supply play leader and is a qualified First Aider.

Penny Ross is the Financial Administrator and is also a qualified First Aider. She compiles the registers and organises the intake of new children to Pre-school. She also deals with the issuing of bills for nursery fees and with Nursery Grant applications. If you wish to contact her regarding a place for your child, or any other matter, she can be contacted on 07910 207339.

We are always looking to improve the quality of care and education we offer and have an ongoing programme of training and evaluation of staff. The whole team, under the leadership of Heather Linley, also ensure the smooth running of the pre-school, making sure high standards of education and safety are maintained.

Reports and Records

Parents will be invited into Pre-school six weeks after their child has started and, again, six weeks after they have transferred to the afternoon sessions. This will take the form of a 1 to 1 ten minute informal meeting where you will have the opportunity to talk to your child's keyworker, see the records kept on your child and discuss any issues or concerns you may have. We are also required to collate information from other agencies and, as such, ask that information from your 2 year old check with the health visitor is brought to the first meeting.

During the Summer, all parents are invited to make an appointment with their child's keyworker where again they will have the opportunity to discuss their child's progress on a 1 to 1 basis.

Staff take photos of children engaged in activities and also keep written observations and notes to provide us with an accurate picture of the child, their development and personality. This information is necessary to inform our planning so we plan appropriate

activities that will engage the child's interests and help their development. All these observations are passed on to the chosen school when a child leaves.

Home to Pre-School Records

Forms are provided in reception for you to complete. Please feel free to tell us of anything your child may do at home that they have not done before, something they may have repeated from pre-school, a birthday or special event, somewhere exciting they have visited or if you have had visitors to your home. Please do not think minor things are insignificant. This is used on your child's development record. Parents know their child best and it is very helpful to us to have a rounded picture of your child.

All of our staff are more than happy to discuss any concerns you may have regarding your child at any time.

Security and Safety

The safety and security of children is given a high priority at our Pre-school. When all the children have arrived and are settled the main doors are latched and access is only granted by ringing the bell. Non-parental visits are normally by appointment. Outdoor play is supervised by a minimum of two staff at all times. Parents are assured that Bradway Pre-school meets all of the current safety standards.

We have a password system, which can be used in the event of an emergency. Someone other than the main parent or carer and who is not known to staff can use this. **We do still ask that we be informed before any such collections in order to maintain the security of your child.**

Curriculum

The group aims to build the foundations for the children's education at school by providing a range of activities and opportunities for them to progress towards the Early Learning Goals for children as defined by the Early Years Foundation Stage.

We provide a mixture of adult led and child chosen activities each day with opportunities for whole group, small group and individual activities.

Joanna Ashpole, a local French teacher, comes into Pre-school for half an hour during an afternoon session each week to teach the children French.

We place high emphasis on outdoor play and make as much use of our outdoor area as possible, *whatever the weather*.

The learning objectives we wish to achieve with the children during the time they are with us are set out in our Long Term Plan. *If you would like to see a copy of this plan, please ask our Administrator.*

Each half term a theme is chosen on which most of the group's activities are based.

Our plans are displayed on the notice board so parents and carers may add their own input to the theme and contribute to the learning opportunities offered by the Pre-school.

Book Loan Scheme

We believe that reading with your child/children every day is an extremely important factor in their development. Children are read to every day at pre-school, either in small or large groups, and they sometimes become 'attached' to a favourite book. Should there be a particular book/books at pre-school that your child expresses interest in, we are happy to loan this book to you for a few days. We also use props and puppets to support some stories and we are happy to loan these. Unfortunately any damage or loss must be paid for. If any parent wishes to read their favourite book/books to the children we would be very happy for you to come along and do so.

Schools

Most children from Bradway Pre-school go on to Bradway Primary School (telephone number 236 3723) and we have excellent transition arrangements with school. We have a good rapport with the Head, and Infant Department. The children visit school in the last half term before starting school. Parents are invited to join their child for this visit. Our term dates coincide, as much as possible, with those of Bradway Primary School. Please note that we do not open on Bradway Primary School's curriculum days, or when Bradway Primary School is closed for any other reason, such as bad weather or days when the school is closed due to strike action.

Please note: - If it is not your intention to send your child to Bradway Primary School, kindly arrange to inform our Administrator as soon as possible after joining Pre-school.

Partnership with Parents

For children to achieve their full potential parents and Pre-school need to work together.

Parents wishing to view our sessions before starting are welcome to do so by contacting a member of our morning team or our Administrator to arrange a suitable appointment. If possible, please telephone the Annexe between 9.00am and 11.30am, or alternatively please contact our Administrator at home to discuss your requirements.

In order to ensure that children have a smooth transition to our afternoon sessions, we arrange for the children to visit a session at the end of the term before they transfer.

Parents are given a contract when their child starts to clarify Parent and Pre-school responsibilities.

Pre-school actively encourage parental involvement during our sessions, If you are interested in finding out more about helping, please speak to any staff member.

Parents are also invited to become involved in the Pre-school by joining the parent's committee. The committee organise fund raising events and social events for children and parents. Members of this committee are the trustees of our charity and hold an AGM each September.

Following the Bichard Enquiry (into the Soham murders), with effect from September 2005, all volunteers will have to have a DBS check. This is for us to fully comply with child protection guidelines.

We produce a Newsletter at the beginning of each term to keep you up-to-date with staff training, forthcoming events, details of recent inspections etc. If you have any comments or ideas for the Newsletter, we would be happy to hear them.

Long Term Plan

During each child's time with us, we aim to cover each of the seven Areas of Learning set out by the Early Years Foundation Stage (EYFS). We aim to help each child develop their abilities and skills so that by the time they move on to school they have achieved, or are well on the way to achieving, the Early Learning Goals for the Early Years Foundation Stage. These are laid down by the QCA and the aim is for children to achieve these by the end of the Reception class and are as set out below.

Personal, Social and Emotional Development.
Communication and Language
Mathematics
Knowledge and Understanding of the World.
Physical Development.
Creative Development, Expressive Art and Design
Literacy

A full breakdown of these areas can be found in our new starter information. If you would like to see the breakdown, please contact our Administrator.

The following statements are taken from the Bradway Pre-school Policy File, a copy of which can be found in the Policy Folder (blue) to the right of the entrance to the main hall.

Behaviour Management

We believe that children and adults flourish best in an ordered environment, in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by any one else. Pre-school aims to be a safe environment, where children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Behaviour Management at Bradway Pre-school focuses on the positive (What we want to happen), rather than the negative (What we don't want to happen).

The rules we have adopted in order to further these aims are set out fully in the Behaviour Management Policy, together with the procedure for dealing with unacceptable behaviour. Parents will be involved fully in any decisions or action plans made to deal with unacceptable behaviour.

Child Protection

Pre-school believes that it is important that all agencies and workers liaise and co-operate in the interests of child protection. When good links are established communication is easier and child protection can be more effective.

Pre-school staff understand the importance of being alert for the first signs of abuse, the need to respond appropriately to suspicion of abuse, and the procedures to be taken if abuse is suspected.

Equal Opportunities

Bradway Pre-school is committed to providing equality of opportunity for all children and families, and we work in accordance with all relevant legislation, including:

Disability Discrimination Act 2009
Race Relations Act (Amendment 2000)
Sex Discrimination Act 1986
Children and Families Act 1989/2004/2014
Human Rights Act 2004
Disabled Persons Act 1986
Care Standards Act 2000
Equality Act 2010

Our Equal Opportunities Policy covers equality in all areas of pre-school practice, including: Admissions, Employment, Festivals, The Curriculum, Resources, Special Needs, Discriminatory Behaviour, Remarks, Language and Food.

Bradway Pre-school is compliant with the principles of the General Data Protection Regulations (2018).

Waiting List

If you are interested in your child taking up a place with Bradway Pre-school, then please complete an application form and return it to Pre-school. We will let you know the spaces available when your child is due to start.

We ask for a £10 administration fee when you return the application form and your child's name is put onto our waiting list. This will be refunded when your child starts at Pre-school and has been with us for one half term.

Please contact our Administrator on 07910 207339 for further details.

Uniform

We do have sweatshirts and T-shirts with the Bradway Pre-school logo on for sale at the Annexe. The uniform is entirely voluntary, but does save wear and tear on children's good clothes. Please see any staff member for details.

The main findings from the Bradway Pre-school Ofsted Report – November 2016

The quality of the provision is good.

Children make good progress in their learning and development, including those in receipt of additional funding and those who speak English as an additional language. Children are developing a positive attitude towards learning, helping to prepare them for starting school.

Staff observe and assess children's interests and progress effectively as they play. They plan carefully to support the next steps in children's learning. Staff follow children's lead

well, allowing them to make choices and decisions. Children are self motivated. They are developing good communication and language skills.

The key person system is firmly embedded and is used effectively to ensure that all children feel safe and secure in their surroundings. Behaviour is good. Staff set clear boundaries and are consistent in their expectation that children treat each other with respect and kindness.

Effective support, regular supervision and continuous professional development opportunities help staff to increase their knowledge and skills. This helps to enable the enthusiastic staff team to work together successfully to maintain good standards for the children in their care.

The Pre-school environment is bright and stimulating. Children are offered a wide range of resources to support their learning. They are highly motivated and explore freely during indoor and outdoor play. Children are comfortable and confident with adults and peers. Children learn about healthy lifestyles. They enjoy a range of healthy and nutritious snacks. Outside, children explore playground equipment, play hide and seek games and ride on vehicles and bicycles.

Good links with the local school mean that information about children's achievements is shared effectively, promoting continuity of care and learning.

Children benefit from a wealth of opportunities that support their all round development. They make consistently good progress from their starting points.

Children are confident, keen and resourceful learners, who show a lively interest in new experiences. They are developing good independence and key skills, helping prepare them well for their next steps in learning and eventual move onto school.