



# **NEW MILLSIDE**

# **PRE-SCHOOL**

**EY380796**

**Narbeth Drive**

**Aylesbury**

**Bucks**

**HP20 1NX**

**01296 489457**

**07928 689736**

**PRE-SCHOOL MANAGER / SENDCO - [senco@newmillsidepre-school.co.uk](mailto:senco@newmillsidepre-school.co.uk)**

**BUSINESS MANAGER - [jacky@newmillsidepre-school.co.uk](mailto:jacky@newmillsidepre-school.co.uk)**

**[www.newmillsidepre-school.co.uk](http://www.newmillsidepre-school.co.uk)**



This information pack contains detailed information regarding New Millside Pre-school. If you have any questions, queries or concerns that are not covered in this booklet, please don't hesitate to contact us, either by phone or email. All policies and procedures are available on line or via the office.

New Millside reopened in September 1998. We are a voluntary group, run by some of the parents. We are registered with **Ofsted EY380796** and their **complaints hotline is 0300 123 1231**.

We are confident that your child will feel secure and content in the family environment that we foster, our staff are dedicated and passionate about their roles within the setting. Although we are independent to the Broughton Infant School, we work closely with them, as our main feeder school. We promote transition visits to all schools our children move on to, sharing all achievements and celebrating their time with us.



The welfare of all the children is of the utmost importance to us. Our provision has been developed to ensure that support is given in every area of each child's learning and development within the Early Years Foundation School. The children's learning is supported by our staff through purposeful play opportunities.

### **Our Mission Statement**

“To provide a high-quality learning environment which is affordable and accessible to children aged 2 to 5 years and to work in partnership with parents and local community in the provision of this childcare”.

### **Our Aims & Objectives Are:**

- To create a stimulating, fun and safe environment for the children in our care.
- To extend children's knowledge through play and explore all seven areas of learning.
- To work as partners with parents in their children's learning.
- To encourage children to treat and respect other race, culture, language and religion equally.
- To stimulate and build on all areas of co-ordination.
- Develop each child's understanding of appropriate behaviour.
- To identify staff training needs and support such training as far as possible.
- To develop each child's ability to work within a small or large group and encourage them to express thoughts, feelings and ideas to others within the group.



### ***Admissions Policy & Admissions Criteria***

We allocate places in the Spring Term of each year.

For new children, the order of priority will be

2-year-old funded children – see education funding policy. The number of two-year old's will be limited

Siblings

Over 3yrs in catchment

Over 3yrs non-catchment

Between 2-3yrs in catchment

Any child seeking a placement at New Millside and is in the catchment area is eligible to start when they are 2 years old. (2-year old's will not be offered full day sessions until they are at least 2 years and 6 months, if appropriate.

Non-catchment children will not be offered a place until they become funded, unless there are spaces available.

Each child is valued as an individual without racial or gender stereotyping and is encouraged to develop positive attitudes to differences of race, culture, language and gender. The same applies to children with disabilities or special educational needs.

Uniform of sweatshirts, t shirts, hats and bags are available and are optional.

### ***Funding & Allocation of Sessions***

Children awarded either 2 year 3 funding are eligible to start the term after their second or third birthday. If your child does not qualify for funding or they exceed the number of sessions funded by the Government, our current fees are listed on our website. We issue invoices the half term before they are due. Payment is to be made by BACS. Vouchers are accepted.

### ***Parental Involvement***

We work very closely in partnership with all our parents to ensure the well-being of the children. We recognise that you know your child best and regard you as equal partners in the education of your child. Your child's learning journey is available to view upon request or at the two parent events that we hold over the year.

Once your child starts at the setting we would encourage you to support your child in the settling in process '5 steps to leaving without tears' as part of our procedure. We invite all parents to 'stay and play' whenever is convenient to you.

Should you wish to join the committee at any point during the year, speak to the Administration Manager for further information. A DBS & EY2 for Ofsted must be completed.

### ***Activities***

The curriculum is met through a variety of activities which enable children to become active learners through plan and exploration. We consider how children learn as we support their critical thinking. Materials, such as water messy play and paint are made available at every



session. Knowledge and understanding of children's interests enables us to effectively plan for their journey.



The home corner provides opportunities for imaginative role play, supports social interaction and communication skills and development of understanding the world. Table-top and floor toys also support the skills and help to develop develop children's fine motor skills and hand/eye co-ordination. The children also learn the concepts of colour, shape, size and weight using the practical resources.



Construction toys encourage group play and problem solving and develop imagination and a love of books is fostered through our library and story time. Parents are encouraged to read to their children from an early age, and we welcome parents to come in 15 minutes before the session finishes to read to the children. The benefits from this cannot be overvalued.

We have a large, soft surface, outdoor area, which allows the children to flow in and out of the session with mirrored indoor activities outside, but with the addition of bikes, scooters, mud kitchen, planting etc outside, for gross motor play. We have the use of part of Broughton Infant Schools outside area for our 'Woodland Learning' which we use for Foundation-Stage objectives, the freedom to explore using multiple senses. (Research has shown that some children display positive changes in behaviour that could be attributed to their involvement in Woodland Learning).

Woodland Learning can contribute to four of the five outcomes that are part of the government framework, Every Child Matters (Chief Secretary to the Treasury, 2003),

1. be healthy
2. stay safe
3. enjoy and achieve
4. make a positive contribution

In addition, the Woodland Learning itself can be seen as a useful formative evaluation tool for practitioners in understanding and assessing a child's skills and abilities, and in identifying how these change over time – some children access areas of learning outdoors more readily than they would indoors



New Millside operates within the statutory requirement for staff to children ratio. Our Manager/SENDCO is in at every session and we have a keyperson system for the all the children, these are allocated before the child starts. We ensure that all staff are up-to-date with safeguarding training and all staff are required to attend the 12-hour pediatric first aid course. We take on apprentices from Aylesbury College and welcome work experience students from all local schools. They are buddied up with a member of staff who closely oversees their work.

### ***Dropping off/Collection of children***

Please do not use the school's car park when dropping off or collecting. Please use the pathways available and ensure gates are closed behind you when you leave.

If you are going to be late to collect your child, please ensure you notify us at the earliest opportunity, failure to do so will lead to a late collection invoice £10 plus £1 for each minute thereafter.

You must complete the going home form and provide both a password and photographs of all those named on the form, without these your child will not be released to them.

We will only allow a minor under the age of 17 to collect a child with written consent from the parent.

### ***Snack Time***

During the session, the children will be provided with a healthy snack and choice of milk or water, each child is entitled to 1/3 of a pint of milk a day. Various fruits, toast, cheese, crackers are available. We have a strict **NO NUT** policy which we ask all parents to adhere to. Water is available to the children throughout the session, or they can bring a labelled water bottle. We do not allow the children to have juice.

### ***Clothing***

We ask that all clothing, bags etc are clearly labelled with your child's name. The children are encouraged to be as independent as possible, we ask that you facilitate this by dressing them in manageable clothing and footwear. Please ensure they are sent in with suitable clothing for the seasons, i.e. hats, gloves, coats for the winter and cap sleeved t shirts for the summer, no strappy vests. Footwear must also be suitable, enclosed toes. If wellington boots are worn on the way to pre-school a change of footwear must be provided.

We do our best to protect clothing, however the children are involved in a lot of messy play, paint, gluing, mud kitchen etc, clothing will become marked.



### ***Toileting***

If you feel that your child may need a change of clothing, please send in a clearly marked bag. If your child is not toilet trained, please send them in with pullups as this eases changing.

### ***Personal belongings***

To assist us in reuniting children with anything they bring from home, please ensure they are clearly labelled. We do ask children to bring items for 'show and tell'; named bags are in their drawer. We do our best with safekeeping but we cannot be responsible for lost toys.

### ***Medication / Illness***

Only prescribed, clearly labelled medication can be given by the staff. Medication will only be accepted if it is in its original container displaying the label printed by the dispensing GP or Chemist. It must show the child's name, dosage and instruction. A medication form must be completed and we will ask for a signature each time we administer.

Please inform us of any infections illnesses that your child has and pay regard to the recommended time of absence from the pre-school. Sickness and diarrhea.

In the event of your child being taken ill whilst at the pre-school you will be contacted to collect them immediately.

If your child has an accident whilst at pre-school, first aid will be administered and forms will be completed that will need to be signed on collecting, you will also be notified by text. You must give written permission for anyone else who is on the collection form to be able to sign paperwork.

If the injury requires hospital treatment, you will be called immediately. An information held is strictly confidential.

### ***Health & Safety***

The premises both indoors and outdoors are checked at each session, together with the equipment. Risk assessments are regularly carried out and reviewed.

### ***Medical Notes and Emergency Numbers***

Before starting at New Millside, you will be asked to complete a Day Care Record, this form includes medical details and emergency contact numbers. It is your responsibility to keep contact numbers up to date.

### ***Warm Weather Policy***

Please ensure that your child is adequately prepared for the warmer months. Sun hats (available through New Millside) and shoulder covering tops are preferable. High factor sun cream must be applied before the sessions starts, and will be reapplied at lunch time if your



child stays all day. A clearly labelled high factor sun cream must be supplied and put in your child's drawer. Products containing nut oils must be avoided.

### ***Fire Drills/Lock Downs***

These are both held regularly. We have our own assembly point on the school grounds. Our procedures are reviewed regularly and discussed with the children.

### ***Equality of Opportunity***

We are an inclusive setting and take children of differing needs.

If you would like to discuss our ability to meet your child's needs, please speak to the Manager/SENDSCO. We aim to meet all children's needs and take every step to promote the welfare and development of our children.

We work in accordance with all relevant legislation and encourage children to respect each other as individuals. All families are welcomed and valued equally and all have access to the same information and opportunities. Topics and themes covered in the setting include cultural activities.

### ***Behaviour Management***

The code of behaviour has been drawn up with the children and are discussed regularly. The children work with the staff to ensure rules are followed, feelings are acknowledged and children are involved in finding solutions. We operate a positive behaviour policy and any concerns that we have will be discussed with parents. The behaviour policy is available on line or from the office, for your reference.

### ***Safeguarding Children***

New Millside considers the welfare of your child to be paramount (Children Act 1989). We have comprehensive safeguarding policies and procedures for staff, which are available on line or from the office, for your reference. ALL staff will complete child protection training as soon as possible after they start, as part of their core training. We have a Designated Safeguarding Office and Deputy. A member of the committee has also undertaken the necessary training to support staff.

### ***Complaints***

All complaints should be made to the Pre-school Manager. If you still have concerns, please contact the Committee Chairperson who will investigate the complaint further. For further details please refer to the Complaints Policy which is available from the office or online, for your reference.

OFSTED Complaints Line – 0300 123 1231



## ***Early Years Foundation Stage – EYFS***

The EYFS curriculum is planned around 4 main themes;

- Unique Child
- Positive Relationships
- Enabling Environments
- Learning & Development

We acknowledge the characteristics of effective learning;

- Playing and exploring
- Active learning
- Creating and thinking critically

We focus on the 3 prime areas of learning and development

- Personal, social and emotional - PSED
- Physical Development – PD
- Communication & Language - CL

These 3 Prime areas are strengthened and applied by 4 specific areas;

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

The foundation stage journey develops key learning skills through children's play, such as speaking and listening, concentration, learning to work together and co-operating with other children. Skills to develop early communication, literacy and numeracy prepare young children for the next stage of their education.



Every child's achievements are unique and significant, no matter where they are on their learning journey. Each child is assigned to a keyperson, this staff member is responsible for completing paperwork on your child, they may not be your child's chosen 'go to' person. They will be responsible for keeping their Learning Journey up-to-date. Careful planning and on-going record keeping ensures that the EYFS is tailored to the needs of the individual child and that children are supported in developing their potential at a suitable pace.



You are invited to contribute to your child's Learning Journey with photos and achievements from home. We recognise that you are your child's first educator. You will be invited to view your child's learning journey at parent's day and by appointment throughout the year. If you wish to view your child's Learning Journey at any time, this can be arranged.

**If you would like to apply for a place at New Millside**

- ✓ Complete and return the waiting list application form to add your child's name to the waiting list, admission criteria will be applied to the waiting list when allocating places.  
*Available from our website [www.newmillsidepre-school.co.uk](http://www.newmillsidepre-school.co.uk)*
- ✓ Arrange a visit when your child is 2 years or older, bring your child with you
- ✓ New Millside fills spaces for September in the preceding Spring Term, you will be contacted advising you of which sessions are available.
- ✓ Fees are applicable for children aged 2-3, details are available on our website. If your child has been awarded 2-year funding, we will require a copy of the confirmation letter.