



# Prospectus

## **Playbox St John's Nursery**

Registered Charity 1130185

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# Welcome to Playbox, St. John's Church Pre-School Nursery

Playbox Pre-School Nursery offers sessional care for children from 2 to 5 years. We provide a caring, stimulating environment that promotes learning through play, using a wide range of resources, and the opportunity for children to develop social skills as they play alongside and with other children.

Playbox is owned and managed by Egham Parochial Church Council and is a member of the Preschool Learning Alliance. The day-to-day running is in the hands of qualified and experienced staff.

Playbox is regulated by Ofsted. Our latest Inspection date was 11<sup>th</sup> May 2016. This excerpt shows the main findings from the report. The full report is available on request from the supervisors or may be downloaded from the Ofsted Website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Overall, the quality of the provision is good.

Staff have established highly positive partnerships with parents.

They gather information about child's starting points and use observation and assessment effectively to identify children's next steps and reduce any gaps in learning. The children make good progress.

Staff interact well with children. They help children who speak English as an additional language and those who have special educational needs or disability to join in and play with other children. This has a positive impact on children's well-being and self-esteem.

Children settle in extremely quickly. The effective key-person system helps children and their parents build strong and trusting relationships with staff.

Staff carry out detailed risk assessments which helps to identify and minimise any risks to children's safety.

Our aim is to work closely with parents and carers, and it is helpful for your child to meet other children and staff before his/her first day. Our Supervisors will be pleased to arrange a time for your visit.

Children follow the Early Years Foundation Stage curriculum during their time with us. Your child will have a key person, who will take a particular interest in his/her progress. Individual care and attention is made possible by having a high ratio of adults to children at Playbox.

We celebrate the main festivals of the Christian church. Families from all faiths are welcome, and we recognise festivals of other faiths and cultures, encouraging families to share their traditions with us.

The following pages contain an outline of our aims, activities and educational programme and other information we hope you will find helpful.

We hope you will decide to bring your child to Playbox and look forward to sharing together in these exciting pre-school years.

## **Staff**

### **Joint Supervisors**

Sarah Merrifield (NNEB) Siân Williams (EYPS)

### **Deputy**

Beverley Fayers (NNEB)

### **Play Leaders**

Marion Seeger (level 4)

Tanima Pal (currently on maternity leave)

Lucy Champion

All members of staff undertake regular training in Paediatric First Aid and Safeguarding Children. They also attend training courses designed to continue their professional development and increase their knowledge and understanding of the needs of pre-school children.

## **Vision**

Playbox, St John's Pre-school Nursery seeks to touch the lives of the children who attend and their families and carers with the love of Christ through the actions of its staff. This is our part of St John's mission to transform our community.

## **Aims**

- To provide excellent learning through play in a friendly and safe environment so that each child may reach his/her potential
- To support the parents and carers of the children
- To encourage a sense of belonging to the wider church family at St John's.

## **Educational Programme**

At Playbox we follow the revised Early Years Foundation Stage (EYFS). The EYFS is a play based approach to children's care, learning and development where each child is encouraged to reach their potential at their own pace. It focuses on seven areas of learning and development: three prime areas and four specific areas.

The three prime areas are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

The four specific areas are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

## **Prime Areas**

### **Communication and Language**

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening to each other and to adults; and by hearing and responding to stories, songs and rhymes.

### **Physical Development**

A range of equipment and opportunities, both indoors and out of doors, allows children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are supported in the development of the fine motor skills required to use equipment, including pens and pencils, and to handle small objects with increasing control and precision.

### **Personal, Social and Emotional Development**

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults.

Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity to take responsibility for themselves and nursery property.

## **The Specific Areas**

### **Literacy**

#### **Reading**

Playbox has a well-stocked book corner to give every child the opportunity and encouragement to become familiar with books, to learn how to handle them and aware of their uses, both for reference and as a source of stories and pictures.

Each session ends with story time.

Children are encouraged to take home a book each day.

#### **Writing**

Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves.

The writing corner is available each day.

Most children will be able to write their first name legibly before they leave Playbox.

## **Mathematics**

By means of adult-supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities that form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding.

## **Understanding of the World**

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. A range of safe and well-maintained equipment enables children to achieve their aims and solve problems.

## **Expressive Arts and Design**

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings to construct their individual response to experience in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources, provides for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories, and there are many opportunities for imaginative role play, both individually and as part of a group.

## **Key Person**

Your child will have a key person who will monitor his or her progress and report to you at regular formal meetings.

We are required by Ofsted to keep certain records about each child, including observations about their experiences and achievements at Playbox and a selection of work. By observing the children in a systematic way, using either written notes, or photographic evidence, we are able to focus on each child individually, to monitor progress and plan next steps/experiences in line with the child's interests, which will help him/her to work towards the Early Learning Goals.

You will receive a copy of your child's Learning Journey when your child moves to his/her next school. A summary of that information will be given to the school and will be continued until the end of Foundation Stage.

All information within Playbox with regard to your child is subject to our Data Protection and Confidentiality policies.

## **Activities**

We provide, through planned activities, opportunities for the children to be creative and messy as well as allowing opportunities for the children to choose their own activities from a range of toys, games and books. We also have a selection of large equipment that we rotate on a regular basis. Children enjoy music and singing, and we have a tape recorder and musical instruments that are used regularly. We are fortunate to have a music session with a pianist once a week, where the children can enjoy piano, dance, movement and singing.

## **Outdoor Activities**

The Early Years Foundation Stage (EYFS) states that “wherever possible, there should be access to an outdoor play area” .We have a large fully fenced garden, which is used throughout the year, weather permitting for adult led and child initiated activities across the curriculum which are included in our planning. The children are encouraged to help with the planting and tending of troughs containing seasonal flowers, herbs and vegetables.

## **Admissions**

We aim to make Playbox genuinely accessible to children and families from all sections of the local community.

Parents/Carers of children wishing to be admitted to Playbox should complete the registration form attached. Upon receipt of the form the child's name will be put on the waiting list.

Names are accepted on the waiting list at any time.

The child and a parent / carer will be invited to visit Playbox prior to the starting date.

## **Funding**

We are Ofsted registered and receive Early Years Free Entitlement payments for up to 15 hours per week for those children who are over 3 years old.

Fees are payable half-termly in advance. Fees continue to be payable if a child is absent. In cases of prolonged absence, parent/carers should consult the supervisors about fee payment.

We also accept children on FEET (Free Early Education for Two year olds) funding. Each child's attendance at the group is conditional upon continued payment of any necessary fees and/or presentation of the required documentation to claim Education Grant.

A minimum of half a term's notice should be given when a child is to leave Playbox. If such notice is not given, a half-term's fees will be charged in lieu.

## Parents

Parents are very welcome to come and help at Playbox. Some parents come and help children to change their library books. Some parents accompany the children when we go on local visits.

You may be able to share a special skill or interest such as music, cooking, dance or even your job. Please feel free to talk to a supervisor and make arrangements to come along.

(Please note: that due to insurance/Ofsted restrictions we are unable to accept siblings into the setting when you are helping).

## Policy Documents

The following policies are available at Playbox and on the website:-

Admissions policy

Behaviour management policy

Complaints policy

Confidentiality policy

Equal opportunities policy

Risk assessment policy

Health and Safety policy

Media policy

Safeguarding children policy

Special Needs policy

Staffing and Employment policy

Roles and responsibilities of volunteers

## Regulatory Authority / Inspections

### Ofsted

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

### By telephone

Complaints: Tel: 0300 123 1231.

### On line

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)