Prospectus

 2020



**Hambledon Pre-School**

Hambledon Pre-School was established over 25 years ago and has grown to be a highly respected professional pre-school. The Pre-School provides early years learning opportunities for children between the ages of 2 and 5 years.

Our primary aim is to help children take their first steps away from the familiarity of home and family, to learn to trust adults other than their parents and relatives, and to share experiences in a larger group preparing them for school in the future.

Hambledon Pre-School is located in the beautiful village of Hambledon, Hampshire, where daily sessions are held in the Youth Hut adjacent to the village hall. There is ample parking, and in close proximity there is a large grassed area and a playground.

We have strong links with local schools, in particular Hambledon Primary School, which was recently rated as ‘Outstanding’ by Ofsted with whom we sometimes arrange joint activities. The Pre-school is run by a committee of volunteers (mostly parents) and is an important part of the village community.Parents are encouraged to be involved with Pre-school activities and fundraising events.

**Hambledon village**

Hambledon is a small village and civil parish in the county of Hampshire, situated about 15 miles north of Portsmouth. Hambledon is a rural village surrounded by fields and woods. There are about 400 households with just under 1,000 residents. The nearest villages are Clanfield, Chidden and Denmead. The parish church, St Peter's and St Paul's, dates from the 13th century and is built on the site of a Saxon church.

Hambledon is best known as the 'Cradle of Cricket'. It is thought that Hambledon Club, one of the oldest cricket clubs known, was formed about 1750.

**About us**

At Hambledon Pre-School we aim to provide a safe and happy learning environment which is both stimulating and inviting for every child’s individual needs. All the walls are painted natural. The display boards are used to exhibit the children’s work. There are posters up around the rooms, depicting positive images and multi-cultural aspects of life.

We follow the Early Years Foundation Stage and cover all seven of the learning areas throughout the curriculum by means of topic related activities. Children are encouraged to learn independently and express their own interests.

We promote confidence and frequently the children plan their own activities such as deciding how they wish their ‘home’ corner to look. Children who are fully engaged will want to learn and will be happy whilst doing so.

Children’s feedback during the day’s activities are built on and used to offer equal opportunities in extending their learning in all sorts of areas including confidence building, mixing with others, self-challenges, pride, listening, communication, role play and lots of visual aspects, as well as more formal subjects of mark making, language, problem solving and more.

Much of our learning takes place outside as we have a safe and secure area, which enables the children to explore their world in more detail and have first hand experiences of the weather and what to wear. The outside area contains many outdoor toys, a large sandpit and playhouse as well as a garden area for children to plant seeds and grow vegetables. We have fun in the rain as well as in the sunshine!

**Our Day**

Our sessions are very much play-based, with careful planning made from observations and assessments that are regularly kept. The children’s interests are our priority and a wide range of equipment and activities are set out for them to use.

Every day painting, art and craft activities are offered to the children as well as a large selection of malleable materials, so that there are plenty of hands (and feet!) on experiences for them to explore.

We have many hearty singing sessions with the children, often linked to the stories and chosen topics that we are exploring. The children are also encouraged to tell their own stories or simply to share a song they wish to sing.

We have a computer that is always made available for the children, with many educational programmes for them to follow.

Physical activities are carried out each day, as we make a large selection of balls, cones and beanbags available, as well as the children’s favourite parachute!

As a Pre-School we are keen to expose the children to as many experiences as we can and for them to have a good awareness of their environment. We take the children on village walks and our last theatre visit was a great success.

**Afterschool Club**

We also offer extended hours for our pre-school children and cater for children up to 11, this includes a walking bus, from Hambledon Primary School.

Pre-school children can either use their government grant funding for the extra hours or will be charged at £6.50 per hour.

At Afterschool Club we offer drinks with a snack and a variety of activities aimed at children up to 11 years old.

**Opening Times**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Morning** | **Lunch** | **Afternoon** | **Afterschool 3-545** |
| **Monday** | **815start** | **9:00 – 12:00** | **12.00 – 13.00** | **12.00 – 15.00** | **15:00-17:00** |
| **Tuesday** | **815 start** | **9:00 – 12:00** | **12.00 – 13.00** | **12.00 – 15.00** | **15:00-17:00** |
| **Wednesday** | **815 start** | **9:00 – 12:00** | **12:00 – 13:00** | **12:00 – 15:00** | **15:00-17:00** |
| **Thursday** | **815 start** | **9:00 – 12:00** | **12:00 – 13:00** | **12:00- - 15:00** | **15:00-17:00** |
| **Friday** | **815 start** | **9:00 – 12:00** | **12:00 – 13:00** | **12:00 – 15:00** | **1500-16:30** |

Opening times are subject to change according to demand

**Snacks**

During the sessions the children are able to help themselves to a healthy snack. Special dietary requirements are always respected and followed. We encourage the children to be independent at the snack table and pour their own milk or water and help prepare their own snacks.

**Lunch**

We offer a lunchtime session each day and will sit those staying for lunch at the tables at 12pm. We see lunchtime as a sociable time and an important part of the daily routine. We ensure that children wash their hands before eating. We encourage children to eat all their lunch, in an ordered fashion and to mind their table manners. ***Please be aware we are a nut free environment.***

**Key Person**

Each child within the Pre-School has a key person. This enables the parent to develop a close working relationship with this member of staff and provides the child with the security that they need in order to feel happy and settled.

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. The key person acts as the main contact for parents and has links with other carers involved with the child, such as a child minder, and co-ordinates the sharing of appropriate information about the child’s development with those carers. The key person is responsible for developmental records.

**Settling-in**

Before a child starts attending the Pre-School, we provide opportunities for the child and his/her parents to visit the setting and attend a taster-session. We may offer a home visit by the manager and key person and introduce ourselves to you and your child. Settling-in is tailored to your child and we will always jointly decide on the best way to help them feel happy and confident.

**Clothing**

Please send your child to pre-school in appropriate clothing and sensible footwear. Protective clothing is provided for arts and crafts.

**Tapestry**

Hambledon Pre-School is proud to use Tapestry, an online journal recording all the learning and fun of children’s early years education. Tapestry is a safe and secure site with password protection. It is a simple tool that can be accessed via your phone, tablet or computer, and allows you to track your child’s progress, as well as providing parents with special memories to treasure. Staff are able to add observations as well as photos of your child.

**Parents**

The parents/carers views, opinions and responses are continually listened to, valued and responded to. The parents/carers are encouraged to get involved with the Pre-School as much as they can.

We recognise parents as the first and most important educators of their children and we always welcome any part that parents wish to play in the day-to-day activities of our group. We encourage parents to:

* Exchange knowledge about their children’s needs, activities, interests and progress
* Share their own special interests or areas of expertise with the children, eg. Police officer, dentist, special musical instrument.
* Become a member of the Pre-School Committee
* Take part in the Pre-School fund-raising events

The Pre-School encourages a strong input from parents/carers and on registration of a child, a ‘Likes and Dislikes’ form is given to parents. This provides us with useful indicators of the child’s interests, preferences and views before they join us. The parents are also given an Information Pack that includes a brief outline of our

policies and procedures, information on the role of the Key Person, settling in process as well as a kit list and general Pre-School information.

We operate an open door policy where parents/carers are always welcome to come in and discuss any issues both positive and negative at the beginning and end of each session. We also hold termly parent/teacher update meetings to keep track of your child’s progress.

**Newsletter and Information Board**

A Pre-School newsletter is issued each month, which includes information, welcomes new children, forthcoming events, help and resources needed. A topic board is positioned outside Pre-School to inform parents/carers what the children have been doing during their session.

**2021-22 Fees and Funding (Fees are subject to change)**

The fee for each 3 hour session is £16.20 The hourly fees are £5.40 and children are able to attend on a flexible basis. Fees are payable in advance at the beginning of each month. Payment can be made by internet banking, BACCS transfer or childcare vouchers. We will always do our best to help with additional sessions on an ad hoc basis. Afterschool fee £6.50 unless claiming from your grant.

From the start of the term following your child’s 3rd birthday, you are entitled to a government grant for up to 15 hours per week. This grant is claimed for your child by the pre-school. Any additional hours will be charged at the standard rate. We also accept children who are entitled to 2 year old funding.

We also offer free childcare for 3 and 4 year olds from 15 to 30hours a week. To qualify for the full 30 hours of free childcare, each parent (or the sole parent in a single parent family) will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year. Parents can check their eligibility for 30 hours childcare by visiting the government website.

Once your child has been offered a place, a deposit of £15 is required before your child begins attending the Pre-School. This deposit secures the specific sessions you require and is offset by a sweatshirt and book bag when your child begins.

Four weeks written notice is required when a child leaves Pre-School.

**Admissions policy**

We welcome children to Hambledon Pre-School from the age of two.We maintain the ratio of adults to children in the setting that is set through the Safeguarding & Welfare Requirements of the Early Years Foundation Stage.

**Safeguarding (Child Protection)**

As an Early Years setting, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm.

Safeguarding is about more than child protection. It includes everything an organization can do to keep children and young people safe, including minimizing the risk of harm and accidents and taking action to tackle safety concerns.

We aim to put the children’s needs first at all times. We hope to encourage children to be confident and assertive. We aim to develop a trusting and respectful relationship with the children in our care so that they know they will be listened to and believed.

**Policies**

Copies of our policies and procedures are available on request and our website [www.hambledonpreschool.co.uk](http://www.hambledonpreschool.co.uk).

**Ofsted Inspection**

We are registered with and approved by Ofsted (Office for Standards in Education). Our last inspection took place in October 2017 and we were rated as “Good”.

**Health and Safety**

We pay particular heed to our Health and Safety Policy. All staff are DBS checked and Risk Assessments are carried out regularly concerning areas such as safety and cleanliness of the building and outside play area.

**Special needs**

The Youth Hut can be accessed by a ramp and through an accessible door, giving access to wheelchairs, pushchairs or less able-bodied people.

**Complaints**

If you feel you have a cause for complaint at any time, please contact Emily Moore immediately. We will log your complaint, investigate it and report to you within 14 working days. Written complaints relating to the fulfillment of the EYFS requirements will be investigated and the outcome of the investigation notified to the complainant within 28 days of having received the complaint. If you are not happy with the outcome, you can report your concerns directly to Ofsted – [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**Staff**

We are proud of our well-qualified and dedicated team of staff who care and provide for the children. As well as gaining qualifications in Early Years care and education, our staff also take part in further training to help them to stay up-to-date and relevant.

**EMILY MOORE -** Pre-school Supervisor

I am a mother to two beautiful young girls and have been in childcare for over 20 years working in various different settings. I have been the Supervisor at Hambledon Pre-school since June 2011. I find my career in childcare the most rewarding and I love to see children flourish in their development. I have a strong compassion to work closely with families and support children to thrive in their environment. In 2016 I attended the yearlong KOT project and I am now an ELLP (Early Language Lead Practitioner). I am also first-aid trained and have level 4 Safeguarding. I am very proud that In June 2014 I completed my Early Years foundation degree level 5 in childcare at Portsmouth University. As a manager I feel that I lead my fantastic team of practitioners by example.

**ANGELA BRIDGER -** Pre-school Deputy Supervisor

I live with my husband, two children and numerous animals in Waterlooville. Prior to having children I qualified and worked as a graphic designer (it’s my artwork you see around the pre-school’s hall). I started my journey into childcare when my youngest started pre-school in 2008. I joined the committee and eventually became their Treasurer. When my youngest left and started primary school I volunteered within the same setting for two days a week and completed my Level 3 in children and young people workforce qualification. I joined Hambledon Pre-school in 2012 originally as bank staff, and then became a permanent member of staff the same year. In 2016 I attended the yearlong KOT project and I am now an ELLP (Early Language Lead Practitioner). I am first-aid trained and have level 3 safeguarding as well as certificates for numerous other courses. I enjoy watching and helping all the children develop and grow during their time at Hambledon preschool.

**JANE RASHID -** Pre-school Assistant/SENco

I have been married for over 20 years and I am a mother of two wonderful children. I started in childcare over 12 years ago whilst my youngest child was attending pre-school and qualified as an Early Years Practitioner Level 3. I also qualified as the pre-schools Special Educational Needs coordinator specializing in speech and language and gaining valuable training and experience over the years. I joined Hambledon Pre-school in November 2015 and became their special needs coordinator. I love working with children and watching them grow and develop ready for their next transition into school.



**DANA RASHID** – Pre-school Assistant

When I was younger I was always role-playing schools/teachers and decided to follow my interest and went to Southdowns College and qualified as an Early Years Practitioner level 3 before joining Hambledon pre-school in November 2017. I enjoy working with the various ages from the 2 year olds up to school age children and the older school children during our After-school Club.

**TINA NEWSOM** - Pre-school Assistant I am a mother of one and joined Hambledon Pre-school first as a volunteer then becoming a Pre-school Assistant. After exploring other career choices I found that childcare was the most rewarding path and I am now looking into doing my level 2/3 in childcare.

Hambledon Pre-School is run by a voluntary committee made up of parents of current and past pupils. The officers of the committee are:

• Kelly Hanlon - Chair

• Emily Moon - Treasurer

• Margie Ford - Secretary

• There are an additional 3 members of the committee.

The Parent Liaison contact acts as liaison between the Pre-school parents and committee and is the first point of contact for parents other than Supervisor.