



Registered Charity Number: 1169451

Eaton Socon Pre-School CIO

Prospectus

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Formerly Eaton Socon Pre-School

Revised 20 Nov 2024



Contents

<u>Subject</u>	<u>Page</u>
▪ Welcome Letter	3
▪ Our Principles & Aims	4
▪ Our Pre-School Team	5
▪ Our Sessions	6
▪ Flexible Funding & Fees	7 / 8
▪ A Typical Day In Our Pre-School	9 / 10
▪ Settling Into Our Pre-School	11
▪ General Health & First Aid	12
▪ Health & Safety & Mobile Phones	13
▪ Safeguarding	14
▪ Behaviour	15
▪ British Values	16
▪ Our Involvement With Parents	17
▪ What We Ask Of You	18 / 19
▪ Our Pre-School Trustees	20
▪ Managing Our Pre-School	21
▪ Ofsted Reports	21
▪ Curriculum	22
▪ Our Unique Curriculum	23
▪ Key Person	24
▪ Tapestry	25
▪ Special Education Needs	26
▪ Transition to Local Schools	26
▪ Confidentiality & Equality	27
▪ Complaints Procedure	28
▪ Final Note	29
▪ Our History	30
▪ Space to make a Note	31



Eaton Socon Pre-School

A young person's dream

Registered Charity No. 1169451

Dear Parents,

Welcome to Eaton Socon Pre-School. We hope that your time with us will be a happy, enjoyable and stimulating experience.

The aim of our Pre-School is to provide high quality care and education for children, primarily below statutory school age and to work in partnership with parents/carers to help children to learn and develop at their own rate. We will also offer children and their parents/carers a service which promotes equality and values diversity.

The aim of all the staff at the Pre-School is to ensure the happiness of all the children, helping them to develop their full potential in a safe, caring and stimulating environment.

I hope the following information will be helpful in preparing yourself and your child on entering our Pre-School. Myself and my team are always available for any further questions or to discuss any concerns.

Best wishes.

Caroline Allanson
Pre-School Manager.

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Formerly Eaton Socon Pre-School



Our Principals & Aims

Principals

Eaton Socon Pre-School adopts the Early Years Alliance Model Pre-School CIO Constitution 2013 (last updated 2016) and we are a member of the EYA.

We believe that parents/carers are children's first educators and that first experiences underpin all aspects of the Pre-School, and in turn, this will lead to quality learning.

We also believe that the developmental need of each child is different and that partnership with parents/carers is essential in order to understand and provide for the children's individual needs. We will build on their own experiences, always valuing where they come from and acknowledge parents/carers as a child's first and main educator.

We work closely with our local schools and other agencies to ensure a smooth and comfortable transition into the next stages of their education.



Our Pre-School Team



Eaton Socon Pre-School

Name	Position	Level
Caroline Allanson	Pre-School Manager (DP)	5
Wendy Humphreys	Deputy Manager (DP) Admissions Co-Ordinator & Health and Safety Officer	3
Madeline Wyse	Deputy Manager Special Educational Needs Co-ordinator	BSc (Hons) PGCE
Debbyanne Lydon	Deputy Manager (DP) Curriculum Co-Ordinator	Foundation Degree
Kerry-Ann Adams	Senior Room Leader (DP) / Early Years Practitioner	3
Jo Childerley	Senior Room Leader / Early Years Practitioner	3
Jo Arkley	Senior Room Leader / Early Years Practitioner	3
Wendy Bonnyman	Senior Room Leader / Early Years Practitioner	3
Lynne Kidd	Senior Room Leader / Early Years Practitioner	3
Sabrina Byatt	Early Years Practitioner	3
Louise Metcalfe	Early Years Practitioner	3
Diane Warne	Early Years Practitioner	3
Marion Pearl	Early Years Practitioner	3
Laura Asque	Early Years Practitioner	3
Kathryne Bourke	Early Years Practitioner	3
Caitlin Westmoreland	Early Years Practitioner	3
Beth Seymour	Early Years Practitioner	3
David Hicks	Early Years Practitioner	3
Leanne Colliers	Early Years Practitioner	3
Hollie Evans	Early Years Practitioner	2
Kate Miller	Early Years Practitioner	2
Elizabeth Bacon	Early Years Practitioner	-
Lauren Cerveno	Early Years Practitioner	-
Kim Thomas	Business Administrator	N/A

Most of our staff hold qualifications in early years practice and continue to attend ongoing training to ensure we are up to speed with new skills and Initiatives. In addition to Early Years training, we also have staff trained in the following areas:

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Childcare • Paediatric First Aid • First Aid in the Workplace | <ul style="list-style-type: none"> • Child Protection • Health & Safety | <ul style="list-style-type: none"> • Early Years Foundation Stage – Curriculum • Makaton Sign Language (stages 1,2 and 3) • Learning Through Play • Early Talk Boost |
|--|---|--|

Our Sessions



Eaton Socon Pre-School

Morning	9am – 12 pm	3 hours	£18.00
Short Morning*	9am – 11am	2 hours	£12.00
Afternoon	12pm – 3pm	3 hours	£18.00
Short Afternoon*	1pm – 3pm	2 hours	£12.00
All day	9am – 3pm	6 hours	£36.00

- Top up fees are not charged for any funded sessions.
- If required, two-year-olds starting at pre-school may be offered the option of short morning or afternoon (2 hour) sessions.
- The Pre-School follows the same school year as determined by the local education authority for local schools. Our term dates are available at the start of each school year and are available to view on our pre-school website. Early years funding is for **38 weeks** of the academic year; therefore, training days will be added each year and you will be advised of dates nearer the time.
- As the school year is 39 weeks, however government funding only covers 38 weeks, the final week of the summer term is used for Home Visits and preparation for the new academic year.
- It is our intention to make our Pre-School accessible to children and families from all sectors of the local community, regardless of their circumstances or family background.
- If it is thought that a child's needs cannot be met without extra support, a parent/carer may be asked to stay with their child until funding is secured. Funding does not cover all the hours that a child may attend, therefore, the funding would cover specific, agreed targets.
- Children registered with the Pre-School prior to their 2nd birthday will be placed on the waiting list, which operates on a strict date of birth basis. Once a child is 2 years old their parent/carer will be contacted as soon as a place is available.
- Although we try to accommodate parent/carer requests, children may be allocated set sessions when they start Pre-School and due to high demand, these may not be possible to change.
- Priority of session allocation is given to children remaining at Pre-School until school reception admission, to ensure continuity and smooth running of the Pre-School.
- We are unable to hold sessions open for you, so please be aware your hours applied for could be impacted by availability.
- If for any reason (other than admission to their school reception class) a parent/carer decides to withdraw their child from pre-school or reduce the number of sessions, they must give the pre-school 4 weeks' notice; this applies to both early years funded and non-funded children.



Flexible Funding & Fees

Funding Eligibility

The Government has announced all children of working families between the age of 9 months and 23 months can now register for 15 hours childcare. This will be rolled out from September 2024.

From September 2025, the Government plans to make 30 hours of free child care a week available. Parents and carers must meet certain criteria with employment.

Extended Hours Funding

Working parents can also apply for an additional 15 extended hours, making a total of 30 hours, 9am to 3pm, five days a week.

We must stress that we are a popular pre-school and cannot hold sessions until the child is in receipt of 30 hours. If the sessions are paid for they will be available.

How to apply for Funding

For working families in England, with children aged 2-4.

1. Check you're eligible.

Find out more about eligibility at www.gov.uk/check-eligible-free-childcare-if-your-working.

You must live in England to apply for this childcare support. The amount of childcare support you can get depends on several factors.

2. When can I apply?

Working parents can apply for the funding code for 15 hours, up to three months before it is required.

For example, if you want to take up a place for your child from September, you need to apply during the summer term (1 April-31 August).

3. How do I apply?

If eligible, you'll get an online childcare account and a childcare code.

Apply at www.gov.uk/apply-free-childcare-if-youre-working.

4. Give the code to your childcare provider(s)

Give the code, that starts with EWB or 500 501, in your childcare account to the pre-school along with your National Insurance number and your child's date of birth by emailing it to info@eatonsoconpre-school.co.uk.

We will check your code is valid when we receive it, without this code you will be invoiced for your sessions.

5. You must confirm your details are up to date every 3 months or your code will expire. Sign into your childcare account to confirm your details. You will receive a reminder to do this. 7



Flexible Funding & Fees

Fees

Once you have accepted a place for your child at pre-school, you will need to pay for the agreed sessions regardless of your child's attendance, this will include absence due to illness or holiday. This enables us to hold your child's place until they return to pre-school.

If your child is likely to have a lengthy absence due to, for example, an extended stay in hospital, please contact the Manager or a Trustee, to discuss the possibility of re-evaluating your fees.

Non-Payment Of Fees

If there are any difficulties with paying fees, please speak to the Manager or any member of staff who, in confidence, will see if there is any way in which we can help. It is always best to speak to us, so that we know the situation and can avoid any embarrassment to all concerned.

If fees are outstanding by the end of term following the period of non-payment, we will have no option but to take further action to recover the outstanding debt.

Workplace Vouchers

We accept childcare vouchers from any supplier, which means you may be able to make substantial savings on your Pre-School fees. To find out more such as how much you could save each year, visit www.childcarevouchersdirect.co.uk or contact your employer.

Tax Free Childcare.

We are also registered to receive Tax Free Childcare from your workplace. Parents/carers must advise the pre-school office of the payment code. Please visit www.gov.uk/tax-free-childcare for further information.

A Typical Day In Our Pre-School



Eaton Socon Pre-School

When your child starts Pre-School, from the age of two years, they will automatically be offered sessions in Daisy Room. In the year before starting school, children will usually move into either Sunflower or Poppy rooms (our pre-school rooms).

Children will mix together during outdoor play and sometimes, during the day the connecting doors will be open to allow children to move freely between the rooms - this is usually done in the summer term when all the children are settled, in preparation for the transition to the Poppy or Sunflower rooms in the following September.

Staff recognise that transitions between rooms should be planned and implemented sensitively to ensure the individual developmental needs of each child are met. We will work closely with parents/carers to make the transition a positive one.

Morning Session

8.55am	Self-Registration	Children enter Pre-School and self-register
9.05am	Free Flow	Children can choose from a range of activities available
9.30am-11:00am	Indoor / Outdoor Activities	A range of both indoor and outdoor activities are available to account for all weathers. This is part of our Continuous Provision.
9.30am	Snack Time or Rolling Snack	Health promoting snacks available throughout the session. A cup of milk or water and a healthy snack is enjoyed in small social group always including an adult to sit with them.
10.30am-10.45am	Small group work	Pre-school children will go into their key working groups and complete a focus activity with their key person
10.50am	Story, Song & Rhyme Time	Either in small or large groups with an adult
12:00pm	Home Time	The children are encouraged to find their own coats and sit down until the doors are open or prepare themselves for lunch
11:00am-12:00pm	Lunch Time	Children who bring in a lunch box or order a hot lunch eat together



A Typical Day In Our Pre-School

Afternoon Session

Afternoon sessions follow the same timetable as the morning sessions and use the same equipment to support the curriculum

12:00pm	Self registration	Children enter Pre-School and self register
12.05pm	Free Flow	Children can choose from a range of activities available
1.10pm	Snack Time or Rolling Snack	Health promoting snacks are available throughout the session. A cup of milk or water and a piece of healthy snack is enjoyed in small social group. An adult always sits with the children
1.30pm	Indoor / Outdoor Activities	A range of both indoor and outdoor activities are available to account for all weathers as part of our Continuous Provision.
2:20pm	Small group work	Pre-School children will go into their key working groups and complete a focus activity with their key person
2.50pm	Story, Song & Rhyme Time	Takes place in small or large groups
3:00pm	Home Time	The children's independence is encouraged by asking them to put their coats and shoes on and sit down until the doors are opened and they are taken out to their parents/carers

All-day Session (Lunch Time)

If a child is staying at pre-school for an all-day session (both the morning and afternoon session), parents/carers must either provide a healthy packed lunch or order a hot school lunch on the day. For an additional cost of £2.40 each day, we can provide a nutritional, seasonal hot lunch; prepared by Bushmead Primary School.

Outdoor play

Throughout the session, children will be offered the opportunity to choose to play outdoors in our safe and well-equipped garden. Children may be outdoors in all weathers and some of the outdoor play, such as our popular mud kitchen, may be messy, especially in the winter.

Children should wear (or bring with them) appropriate clothing, according to the day's weather (wellies and warm/waterproof clothing for cool/wet days and sun hats during the summer months) and preferably old clothing which won't restrict their messy play. All clothing, including wellington boots and any other items such as bags must be labelled with the child's name.

Settling Into Our Pre-School



Eaton Socon Pre-School

We want children to feel safe and happy in the absence of their parents/carers; to recognise other adults as a source of authority, help and friendship and to be able to share with their parents/carers the new learning experience enjoyed in a Pre-School environment.

In order to achieve this, we will:

- Encourage parents/carers to visit us with their children prior to admission
- Offer flexible admission procedures to meet any individual needs
- Offer home visits, open evenings and visiting sessions
- Draw up personal settling in plans with parents and review and adapt
- Fully support all families until their children are settled

Help Us To Help Your Child

Arrive as near to the start of each session as possible, so that your child has every opportunity to gain from the activities on offer. You are most welcome to share in your child's first activity.

Take time to settle your child into our Pre-School. All children need someone they know well to be with them when they take such a big step. Some children settle quicker than others and parents/carers are welcome to stay with their children until they are ready to stay by themselves.

Use our WOW board. If your child has achieved something, anything, be it at home, at swimming or at their grandparents etc. celebrate and let us know about it by writing on a leaf or star (or dinosaur in Poppy Room) and pinning it to the Wow board in your child's pre-school room.

Collect your children on time. Remember, if the usual carer is not collecting your child, a member of staff must be informed and the person collecting must give the password. Please note anybody collecting a child from pre-school must be at least 16 years of age – if the person collecting your child is under 18 years old, you must provide pre-school with written consent.



General Health

We strongly recommend your child remains at home if they are unwell, to help prevent infection spreading throughout the pre-school, especially as young children may have yet to build up strong immunity.

If children have sickness or diarrhoea, we request they do not attend Pre-School for at least **48 hours** after symptoms have cleared up and remain at home if they have a high temperature. This is in line with the Public Health Agency Guidance on Infection Control.

If your child has taken new medication (during the last 24 hours) we may request the child remains at home, please check with Pre-School before arriving at the session.

In the event of a child being absent, parents/carers must notify the Pre-School

If a child is showing signs of illness during the session, procedures (as set out in our *Managing Medicines and Illness Policy*) will be followed. Including contacting parent/carer, administering necessary medication and requesting collection of the child.

Please ensure all medical records are completed on the Registration Form and we are made aware of any allergies or other medical conditions.

It is imperative that the pre-school is notified immediately if there is a change of medical condition or a change of telephone contact details or address.

First Aid

Children in the Pre-School are ultimately the responsibility of the Pre-School staff who will care for them in the absence of their parents/carers.

All staff are first aid trained and when necessary, simple first aid will be applied in the Pre-School. Incidents will be reported to the parent/carer at either the end of the session or if necessary, by telephone during the session. All significant accidents are recorded on the Accident Form, signed by a member of staff and countersigned by the parent / carer.

If an incident needs hospital or other medical attention, we will attempt to contact parent/carer, but if unable to make contact, the Pre-School will take responsibility and respond to the situation as necessary, with two members of staff accompanying the child as appropriate.

No medicine can be administered by staff during sessions, without prior written agreement and unless under extreme circumstances such as antibiotics or medicines or inhaler prescribed by G.P. Parents/carers must confirm in writing the nature of illness, medication and dose, and are required to sign the medication paperwork at the end of the session. All medication must be GP prescribed and in the child's name.

If a child has hurt themselves before coming into pre-school, parents/carers must report this to a member of staff upon arrival and will need to complete a Home Incident Form; a copy of which will be kept for our records and, if requested, a copy of this will be given to the parent/carer.

Health & Safety



Eaton Socon Pre-School

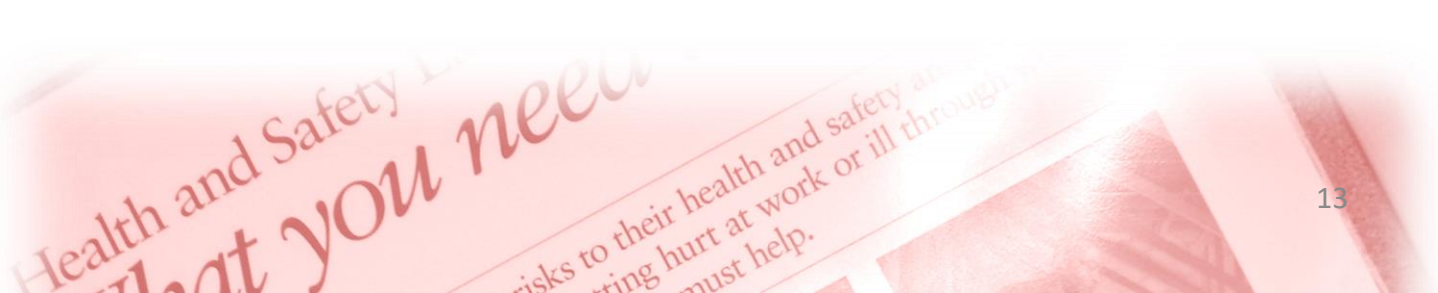
The health and safety of children is of paramount importance to us. We endeavour to make our Pre-School a healthy and safe place for everyone – children, staff, parents/carers and visitors by:

- Carrying out checks of the premises at the beginning of each session both inside and out
- Supervising all children at all times and ensuring they are always within sight of an adult
- Involving staff and trustee members in a full risk assessment every term. Any concerns raised are dealt with as a matter of priority if needed or taken to the next staff / trustee meeting
- Risk assessments are provided for activities both inside and outside in the garden.

Mobile Phones

- NO MOBILE PHONES or ANY ELECTRONIC DEVICES (other than the Pre-School tablets – which staff can use to access Tapestry) are allowed in any play areas while children are on the premises. Smart watches must be switched to aeroplane mode.

Our full Health & Safety policy is available upon request.





Safeguarding

All staff, trustees and regular volunteers have undergone DBS and police checks and we have a clear Child Safeguarding Policy in place.

The Children's Act requires us to inform Cambridgeshire County Council's social care department if the emotional or physical condition or possible neglect of any child gives us cause for concern. The Children's Act is intended to protect children who are at risk and schools are encouraged to take the attitude that with reporting concerns - it is better to be safe than sorry!

It is the duty of the Pre-School's named Designated Child Protection Officers, to report all suspected child abuse concerns, including:

- * Neglect
- * Physical abuse
- * Emotional abuse
- * Sexual abuse
- * Domestic abuse
- * Child sexual exploitation
- or
- * Extremism or radicalisation

Pre-school has clear procedures in place for staff, trustees and volunteers, who must report any child safeguarding concerns they may have; please refer to our Safeguarding Policy.

Pre-school also has a procedure which encourages and enables staff, trustees and volunteers to report any suspicious concerns within the setting or concerns about any of the adults involved in the setting; please refer to our Whistleblowing Policy.

It may be helpful for parents/carers to know that the law (Children's Act 1989) requires childcare professionals to pass on information which gives rise to a concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse. We will seek, in general, to discuss any concerns with the parent/carer and where possible, seek their consent to a referral to Social Services. However, it is hoped that parents/carers will appreciate how difficult it is for childcare providers to carry out this delicate responsibility and accept that they are acting in good faith and in the best interests of all children.

Prior to a child starting pre-school, parents/carers will be asked to provide their consent for their child being photographed or filmed for specific purposes only. Parents/carers will have the right to refuse this request.

If you are worried or have concerns about a child, please contact Cambridgeshire County Council Children's Social Care Services on:

0345 045 5203 (during office hours)

01733 234724 (out of hours)



We aim to work towards a situation in which children can develop self-discipline and self-esteem, in an atmosphere of mutual respect and encouragement.

All adults will try to provide a positive role model for the children with regard to friendliness, care and courtesy as well as giving praise and endorsing behaviour such as kindness and willingness to share and take turns.

Staff are happy to offer any strategies to support you if you are experiencing behavioural difficulties at home. Please ask a member of staff.

Behaviour Management

- Physical punishments, such as smacking or shaking, are not used.
- Children will never be sent out of the room by themselves
- Children who need support with their behaviour will be given adult guidance, involving distraction and support in identifying causes and concerns surrounding the behaviour seen. Staff will distract from the behaviour by guiding the child to other activities.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations at an age appropriate level, rather than of personal blame
- Adults will not shout or raise their voices in a threatening manner
- Recurring problems will be tackled by the Pre-School, with the support of the SENDco, as a whole, in partnership with the child's parents/carers, using objective observation records to establish an understanding of the cause
- In any cases of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child, that is unwelcome

Our full Behaviour Policy is available upon request



British Values in the Early Years

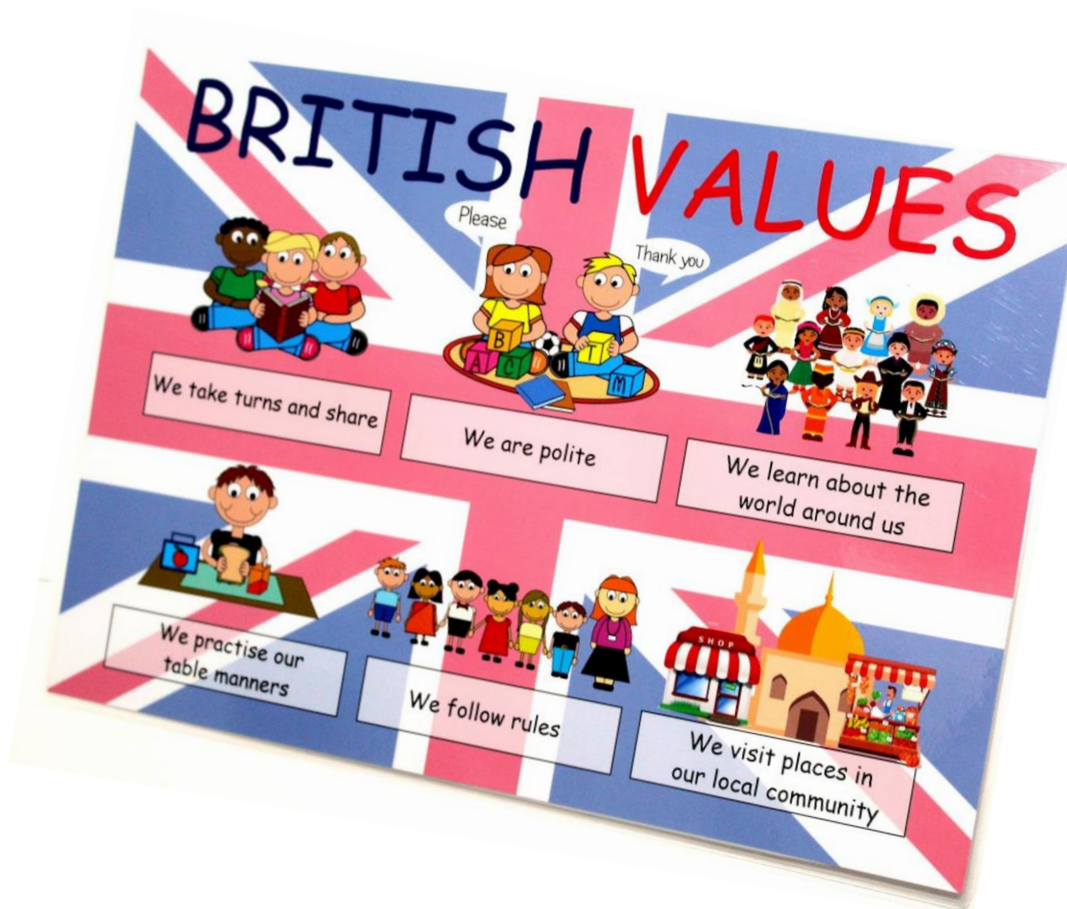
We recognise and promote British Values at Eaton Socon Pre-School.

As part of the government's Prevent agenda, to promote British values and prevent terrorism, early years settings, according to The Counter Terrorism and Security Act (2015) must *"have due regard to the need to prevent people from being drawn into terrorism"*

The fundamental British values (as set out in the government's 2011 Prevent Strategy) are * **Democracy** * **Rule of law** * **Individual Liberty & Mutual Respect** and * **Tolerance for those with different Faiths & Beliefs.**

These values of equality are fundamental in helping children to become compassionate, considerate adults who form part of a fair and equal society.

These values are implicitly embedded in the Early Years Foundation Stage, and as an early years setting, we actively promote them by demonstrating these values in pre-school and encouraging children to do the same in their play and pre-school activities. We also learn about the world around us and celebrate the many different beliefs and cultures of our pre-school children and their families.





Our Involvement With Parents

Parents are the first educators of their children. The aim of the Pre-School is to support their essential work. We support our parent/carers by:

- Offering home visits to every child starting Pre-School
- Holding Parent Consultation Evenings with your child's key person. These take place twice in the year prior to your child going to school.
- Making all new parents/carers aware of the Pre-School's system and policies.
- Sharing key working files through Tapestry (see key working page 24).
- Welcoming parents/carers at any session at any time.
- If a place on our board of trustees becomes available, parents/carers will be notified and asked to make an application if they are interested.
- Ensuring all parents/carers have the opportunity to use their own skills, knowledge and interests within the activities of the group, for example if you play a musical instrument or have another skill, please let us know!
- Issuing Newsletters and emails (via Parent Mail) to keep parents/carers informed.
- Our website is regularly updated with current news and information.
- Eaton Socon Pre-School Facebook page is available to keep parents up to date with events. "Like" our page for status updates. Please note, this is an open Facebook page and Pre-School will NOT post pictures of children's faces.





What We Ask Of You

In order to keep our children healthy and happy in our environment, we have just a few asks of the parents / carers. As always, if you have any issues with any of the below, please feel free to speak to a member of staff:

Accidents - If, by any chance, your child does not make it to the toilet in time, we do have spare clothes and would be grateful if these could be returned, washed as soon as possible as our supply soon runs out. Alternatively, you can provide a change of clothes in a named bag.

Entry and Exit of Children - Please be aware that it is the responsibility of the parents / carers to supervise their children both before and after Pre-School whilst on our grounds.

Feedback - is a gift! Please speak to a member of staff or the Manager. Suggestion forms are available for your thoughts and suggestions, and we send out a survey for parents and carers in the summer term.

Footwear – named slippers, plimsolls or indoor shoes are required for children to change in to whilst playing inside – no wellies are allowed inside. No open-toed sandals please. Please ensure footwear is child friendly to encourage independence.

Fundraising / Support – On occasion, we need your support for all our fund-raising events, e.g. raffles and sponsored events. If you can help in anyway or have any fund-raising ideas, please speak to the Manager or a Trustee.

Hair - In an effort to reduce the cross infection of head lice, we recommend that hair is tied back where possible

Items from Home - We request that items are NOT brought in from home as we can't be held responsible for any damaged or lost items.

Jewellery - The wearing of jewellery in Pre-School is discouraged, with the exception of stud earrings which are permitted if needed.

Matched Funding – If this is something that your company or employer can offer, we'd love to hear from you. Fundraising is integral the running of our Pre-School and ultimately benefits their education and love of learning.

Parking - As well as the parking outside the front of our Pre-School, there are also a few spaces at the back in Regent Close. Of course, we try to encourage walking to Pre-School, but understand this isn't always possible. We'd therefore ask that you are always considerate of our neighbours.

What We Ask Of You contd...



Eaton Socon Pre-School

Passwords – Parents/carers must provide two unique password for their child. These passwords must be used by any adult, authorised by the parent, to collect their child. A member of staff may also ask for the password if they are unfamiliar with the parent/carer. A child will not be released to anyone other than the parent/carer or regular authorised person, unless the correct password is provided and we have been notified beforehand by the parent. Our priority is always the child's safety.

Snack donation – We ask parents/carers to make a £10 donation each half term for their child's pre-school snack. As a healthy eating setting, we provide all children with a variety of seasonal healthy snacks during each morning and afternoon session. Our seasonal two-week rolling snack menu is displayed in the children's rooms and on our website .

Sun Cream - When necessary, we would ask that you apply sun cream to your child before bringing them to Pre-School. If you forget, let us know when you arrive at Pre-School and we will ensure sun cream is applied.

Uniform / Pre-School Dress - Whilst some uniform is available to purchase, it is not compulsory for your child to wear it. We would however ask that children are dressed in old clothes, or at least ones you won't worry about getting dirty as some activities can be messy and dirty - even aprons don't cover everything! To comply with healthy and safety we request that children do not wear open toe footwear or strappy tops or dresses. Please ensure to label all clothing with your child's name - this would help us considerably!

If it is wet and your child wears wellingtons (which should be kept at pre-school) please send a named peg and a spare pair of shoes. Eaton Socon Pre-School will not be held responsible for the damage of clothing brought into or worn to our Pre-School. Easy to change clothing is also appreciated.

Visitors to the Pre-School will be greeted at the gate and asked to sign the visitor's book. During pre-school session times all visitors (including parents/carers) will be required to leave their telephones and other photographic/communication devices in the Pre-school office whilst they are on the premises. Regular visitors will be required to undertake a disclosure and barring service check.

All visitors will be escorted around the Pre-School and any outside contractors will be under a staff member's supervision at all times.



Pre-School Trustees

As a registered CIO pre-school, we have up to a minimum of 3 trustees who are registered with the charity commission and Ofsted.

Trustees are responsible for the overall management and smooth running of the setting. Responsibilities range from employment, to the maintenance of our buildings and making financial decisions. Trustees work closely with the Manager and staff to maintain a safe and happy environment, always keeping the best interests of our children at heart.

There are 3 main trustee roles:

Chairperson: responsible for leading other trustees and for developing and maintaining an effective working relationship with the Pre-school staff.

Treasurer: responsible for providing an overview of the Pre-school's financial affairs in liaison with the pre-school's employed finance officer.

Secretary: to support the chairperson in the administration of the trusteeship.

Trustee Responsibilities (working alongside the Pre-School Manager) include:

- Developing short and long-term business plans
- Working with staff regarding health and safety
- Ensuring we have appropriate insurances, policies and procedures
- Employment of staff and staff contracts.

All new trustees must complete an enhanced DBS check along with the pre-school's own application criteria.



Managing Our Pre-School

The Pre-school trustees and the Pre-school Manager are responsible for the management of the Pre-school, working together to make general policy decisions, whilst the Manager is responsible for the day to day running of the Pre-School.

The Pre-School will appoint any new trustee on the basis of their ability and will treat all applicants and all those appointed fairly.

The Annual General Meeting (AGM) is held once a year, where important issues are discussed, and new trustees are appointed, by election, where necessary.

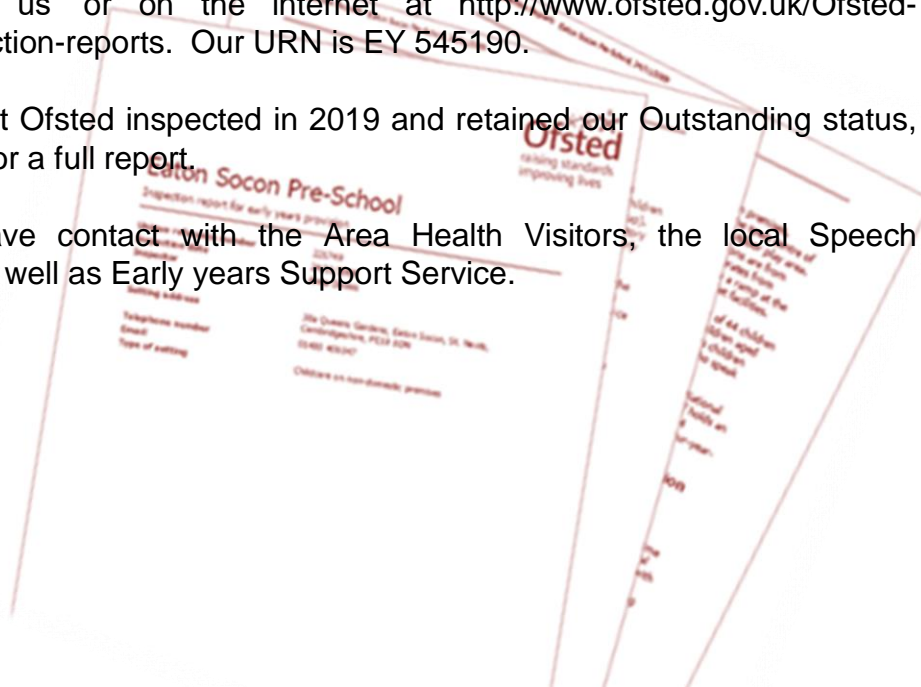
The Pre-School does not run to make a profit. The Pre-School is a registered charitable incorporated organisation (CIO); Charity Number: 1169451. All the money we raise goes towards purchasing new equipment for the Pre-School. There are no fees paid to the trustees or fundraising volunteers.

Ofsted Reports

Pre-School is registered by Ofsted each year. An Ofsted Inspector visits us giving half a day's notice and ensures we are working in accordance with the National Standards. The Inspection report is available to read at any time either from us' or on the internet at <http://www.ofsted.gov.uk/Ofsted-home/Inspection-reports>. Our URN is EY 545190.

We were last Ofsted inspected in 2019 and retained our Outstanding status, please ask for a full report.

We also have contact with the Area Health Visitors, the local Speech Therapist as well as Early years Support Service.





Our Curriculum

Every child deserves the best possible start in life and the support to enable them to fulfil their potential.

All of our children are treated as individuals and supported in developing their full potential at their own pace. Our Keyperson system enables us to ensure that we tailor appropriate learning experiences and activities to meet the diverse needs of all our children.



We follow all aspects from the Statutory Education Programmes, as detailed in the revised Early Years Foundation Stage (EYFS), alongside our own curriculum to ensure that every child makes good progress in the seven specified areas of learning. All seven areas intertwine with our own curriculum to allow us to regularly monitor children's progress. The EYFS is made up of 3 prime areas and 4 specific areas of learning:

EYFS prime Areas of learning:

- Communication and Language
- Physical Development
- Personal, Social & Emotional Development

EYFS specific areas of learning:

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



Our Unique Curriculum

Our unique curriculum at Eaton Socon Pre-School is tailored to our own children and their families. Our knowledge of our children, their families, their past experiences and our wider community have helped us to develop a curriculum that has our children at the very centre.

Through a range of progressive and ambitious child-led learning opportunities, supported and enhanced by adults, we will encourage every child to learn how to:

- Build positive relationships
- Communicate effectively and feel that they are heard
- Become independent
- Have a healthy, active lifestyle
- Have an interest in exploring our environment
- Be part of our community

Within these six areas we have 8 goals for our children to work towards before they leave for school.

- Settle in and build positive relationships
- Tell a story (with words, pictures or props)
- Prepare food for summer picnic
- Design, choose, make and review at a creative activity
- Plant a bean and observe its growth
- Write letters from their name
- Ride a balance bike with control
- Visit the church to join in with a concert

There are several stepping stones within each goal to support the children to make progress.

Reasonable adjustments are made to our curriculum for children with SEND



Key Person

Children are allocated a key person when starting pre-school. Our key person system gives each member of staff special responsibility for just a few children. This means your child will have one special adult to relate to, which can make settling into pre-school easier and help the Key Person to get to know their key children better, which enables them to tailor the curriculum to the unique needs of each child.

The Key Person will maintain links with the child's home setting, working with parents/carers through shared record keeping and regular parent consultation evenings; to ensure that all children are supported and encouraged in reaching their full potential.

In order to make a smooth transition into your child's next setting (primary school or nursery) we will seek your permission to complete the EYFS Learning & Development Record to pass on to their primary school or nursery.

Each term your child's keyperson will also complete a Personal Development Profile to record your child's progress against the seven EYFS areas of learning.

Your child's profile will be shared with you during our parent consultation evenings. You are also welcome to request to look at this at any time.

Your child's folder, along with their learning journal (tapestry) will be given to you when your child leaves the setting.



Tapestry

As an Early Years setting, we are required to document a child's progress and record their 'Learning Journey' during their time at pre-school. When your child joins us, we will create an individual learning journey to record their progress, using a piece of educational software called Tapestry. The Tapestry programme enables staff to use the Pre-School's dedicated tablets to securely upload photographs and write notes to record your child's progress.

Using a secure password protected system, parents/carers are able to access and view their child's personal record at home and can add their own comments and photos - we love to celebrate your child's achievements that have happened at home – big or small, perhaps getting dressed by themselves, sleeping through the night, coming out of nappies or swimming without a woggle.

Your child's key person will update Tapestry each week with one purposeful observation. This is usually a photo or a sequence of photos that show how your child is learning through play. It could also be a written observation of something your child has said or done. We use these observations to share and record your child's achievements and progress.

As well as this observation, staff will also add a post at the end of each week to let you know what our learning intentions will be for your child for the following week. Included in this information post, the key person will also give ideas of things you can do at home to support your child's learning. This is just one of the ways that we work with parents to support children to achieve their full potential.





Special Educational Needs (SEND Code of Practice)

The individual needs of each child in the group will be identified through key working and observations. Any special educational needs will be identified by staff and discussed in a sensitive manner with their parent / carer.

Maddy Wyse is our named SENDCO (Special Educational Needs Co-ordinator). All staff, including our SENDCO, work hand-in-hand with parents and carers as we understand the importance of parents' input.

Where necessary and with the approval and consent of the parent/carer, the child can then be referred to the appropriate outside agency to help meet the child's individual needs, including for example:

- Speech therapy
- Educational psychology
- Physiotherapy
- Occupational therapy
- Health visitors

Where additional needs are identified, and with the support of the professionals involved in the child's care, if appropriate, our SENDCO can apply for an Early Health Assessment (EHA), which will be applied for through Cambridgeshire County Council's secure on-line portal, Liquid Logic.

Children's needs continue to be supported within the pre-school through liaison with the specialists involved in their care and the application of the APDR (Assess, Plan, Do and Review) within the pre-school setting.

Transition to Local Schools

As the majority of our children go onto local infant or primary schools, we liaise closely with these schools, including Bushmead Primary School, Crosshall Infant School, Priory Infants, Round House Primary School, Middlefield Primary School and Winhills Primary Academy.

We are guided by the Reception Teachers, who let us know how previous children are settling in and what else we can do to ease the transition into School.

Confidentiality and Equality



Eaton Socon Pre-School

Confidentiality

The Pre-School's work with children and families will sometime bring us into contact with confidential information. To ensure that all those using and working in the Pre-School can do so with confidence, we will respect confidentiality by only allowing parents/carers access to their own child's files and records.

We are registered with the ICO (Information Commissioners Office) Data Protection Act 1998.

Please note that all Trustees are required to sign a Confidentiality Policy and a DBS (Disclosure and Barring Service) before joining.

Equality, Diversity and Inclusion

We aim to provide equal opportunities for everyone regardless of gender, ability, cultural or social background.

Our ENCO is Wendy Bonnyman.

We are committed to provide Equal Opportunities to learn in a safe and stimulating environment to all families in our Community. We will not exclude any child or family on the grounds of gender, sexuality, disability, ethnic origin or religion. Our Waiting List is operated by date of birth. The Pre-School can offer a flexible payment scheme for any family using the Pre-School. The curriculum has been drawn up to respect the child's individuality and to recognise their potential.



Complaints Procedure



Eaton Socon Pre-School

We believe children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents/carers and the community generally and we welcome suggestions on how to improve our group at any time.

Most complaints should be resolved informally. We ask you to first approach the Manager or a member of staff. If the matter is not settled to the parent/carer's satisfaction, the parent/carer should ask a staff member for the Chairperson to contact them or a meeting to be arranged at a mutually convenient time.

If the parent/carer and Pre-School cannot reach an agreement, it might be helpful to invite an external mediator, who is acceptable to both parties, who can listen to both sides and offer advice. A mediator has no legal power but can help clarify a situation.

Staff or volunteers within the Early Years Learning Alliance (EYLA) will be available to act as a mediator, should both parties wish. The mediator will help define the problem, review the situation so far and suggest further ways in which it might be resolved. If requested, they will meet with the group and will keep an agreed written record of any meetings and of any advice given.

The mediator will keep all discussions confidential.

As our Registering Body, The Office for Standards in Education (Ofsted) can be contacted at any time:

 **Telephone 0300 123 4666** (for complaints or concerns) or visit the website at

 <https://contact.ofsted.gov.uk/contact-form> or email: enquiries@ofsted.gov.uk



Final Note...



Registered Charity No. 1169451

Eaton Socon Pre-School

A young persons dream

The Pre-School staff and Trustees are here to help in any way we can. If anything is unclear or you have any questions, please don't hesitate to ask. We can usually help to solve any problems or answer any questions you have.

On a day-to-day basis the manager can usually be found in the office, and a deputy manager will be on the gate at the beginning and end of every session.

We are all here to ensure that you and your child's experience at our Pre-School is a happy one.

Kind regards

Caroline Allanson
Pre-School Manger

Eaton Socon Pre-School CIO, 38a Queens Road, Eaton Socon, St. Neots PE19 8DN

Tel: 01480 455555
info@eatonsoconpre-school.co.uk www.eatonsoconpre-school.co.uk



Formerly Eaton Socon Pre-School

Our History



Eaton Socon Pre-School

1978 - The Pre-School was formed as a Playgroup meeting in the old school building near the Church, in School Lane, Eaton Socon. When this building was demolished, the Playgroup then met in Jubilee Hall

1984 – In January we moved to our present site due to a growing waiting list meaning we soon needed larger premises

1993 – During Easter, when the original building reached the end of its lifetime, a new building was installed thanks to a lot of fund raising and support

1996 – We experienced a flood in **January** when a water pipe burst. We had to close the pre-school and operate in Bushmead Community Rooms for five weeks while our Pre-School dried out. The Nursery Education Voucher scheme launched, which was later changed to Nursery Education Funding (NEF), which means that parents don't have to pay for Pre-School sessions the term after child's 3rd birthday

1998 - Autumn saw our name change to Eaton Socon Pre-School

1999 - Again, due to our high popularity and demand, we purchased a second building allowing us to accept a further ten children per session. This was named 'The Seedlings' as it was a smaller and a less daunting room for newer children; this was opened by John Major

2001 - In November, a brand new, custom-built building to replace 'The Seedlings' was installed, giving us even more room and exceptional facilities to offer our children

2005 - Ofsted awarded us 2 Outstanding's and 4 Goods, so an overall Good

2010 – We celebrated our 30th year.

2012 - Following the introduction of the two-year-old funding, and the vast difference in the age range at Pre-School it was decided that we would divide the two rooms again and introduced a door. This allows us to provide a better range of activities for each age group.

2014 – We're continuing the idea of extending the Pre-School to provide more spaces for 2 year-olds in recognition of the government's commitment to fund these places. We retained our outstanding award from Ofsted

2015 - We are in the exciting first stages of planning a new building and purchasing the current land to secure the Pre-School's future and offer more places. Planning permission has been granted and it's full steam ahead.

2016 – Planning consent approved. Purchase of school grounds and adjoining land underway. Architect and Quantity Surveyor appointed. Awaiting return of tender submission for the new build.

2017 – The Pre-School purchased all of the land from Huntingdon District Council from their carefully saved funds, securing the future of the Pre-School. The Pre-School changed their charitable status to CIO (Charitable Incorporated Organisation), With a new charity number, 1169451, and re-registered with Ofsted, With a new reference number, EY545190.

2018 – As well as moving into our new building, the Pre-School celebrated its 40th birthday.

All our success is due to the high level of commitment from the Pre-School staff and Trustees who govern the Pre-School. The Trustees give their time voluntarily and without them the Pre-School would not be able to operate. For any parents wishing to become a Trustee, please refer to page 20 for more details. Please note, all trustees must undergo a DBS and EY2 checks.

2019 - Ofsted inspection outcome 'outstanding' (May 2019)

2020 – Covid arrived!

2022 – Working with Bushmead Primary School we began offering hot lunches for our children.

2028 – Will be our 50 Year Anniversary!

Space to make a Note!



Eaton Socon Pre-School

Thank you for choosing Eaton Socon Pre-School



Eaton Socon Pre-School