



WELCOME TO
PINNER PARISH PRE-SCHOOL
2022

Pinner Parish Pre-School | St. John The Baptist Church Hall | Church Lane | Pinner | Middlesex | HA5 3AA
Telephone: 07949 363325 | E-mail pinnerparishpreschool@hotmail.co.uk

Registered Charity Number 1031830

Contents

About Pinner Parish Pre-School	2
Our mission statement.....	2
The Early Years Foundation Stage curriculum.....	3
Policies.....	4
Starting Pre-School	4
Timetable and routines.....	4
The session.....	5
Snacks and meals	5
The first days.....	5
Clothing and Uniform	6
Stikins	6
Registration	6
Collecting your child.....	6
Parking	7
News and Events.....	7
Holidays	7
Sickness and absence	7
AmazonSmile.....	7
Settling-in Policy	7
Statement of intent	7
Working together for your children	9
The Pinner Parish Pre-School Team	9
Special needs.....	10
Key persons and your child.....	10
Learning Journals.....	10
What are Learning Journals?	10
The Child’s Book.....	10
How Pinner Parish Pre-School is managed	10
Fees	11
Parental Involvement	12
How parents take part in Pre-School	12
Joining in.....	13
Complaints and concerns	13



Pinner Parish Pre-School | St. John The Baptist Church Hall | Church Lane | Pinner | Middlesex | HA5 3AA
Telephone: 07949 363325 | E-mail pinnerparishpreschool@hotmail.co.uk

About Pinner Parish Pre-School

Our mission statement

Our mission is to provide the opportunity for children to develop to the full through play with creative and imaginative activities within a happy and secure atmosphere.

Pinner Parish Pre-School aims to:

- provide high-quality care and education for children primarily below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of its local community; and
- offer children and their parents a service that promotes equality and values diversity.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteers;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has an assigned key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

Staff development and learning

As well as holding qualifications in early years care and education, all of our staff take part in regular training to ensure continued professional development.

Pinner Parish Pre-School also keeps itself up to date with best practice in early years care and education through the Pre-School Learning Alliance's magazine *Under Five* and their other publications.

The Early Years Foundation Stage curriculum

Children start to learn about the world around them from the moment they are born. The care and education offered by Pinner Parish Pre-School helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

For children between the ages of 2 years and 4 years 11 months, Pinner Parish Pre-School provides a curriculum for the foundation stage of education. This curriculum is set out in a document by the Department for Education and Skills, called Practice Guidance for the Early Years Foundation Stage. We follow this guidance.

The areas of learning and development

There are seven areas of learning and development that shape the educational programme at Pinner Parish Pre-School. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the *prime* areas, are:

- communication and language;
- physical development; and
- personal, social and emotional development.

Pinner Parish Pre-School supports children in four *specific* areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy;
- mathematics;
- understanding the world; and
- expressive arts and design.

Our Educational programme involves activities and experiences for children, as follows.

- **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for

others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

For each area, the guidance sets out early learning goals. These goals state what it is expected children will know and be able to do by the end of the reception year of their education.

Policies

All of Pinner Parish Pre-School Policy documents are available for parents/guardians at the counter, please ask our Pre-School Manager if you would like to read through these or have any questions regarding their content. Our policies help us to make sure that the service we provide is a high quality one and that being a member of our Pre-School is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of Pinner Parish Pre-School work together to adopt the policies and all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are providing a quality service for our members and the local community.

Starting Pre-School

Timetable and routines

- Pre-School is open 5 days a week from Monday to Friday during term time (38 weeks per year).
- The morning session runs from 9am to 12pm, and the afternoon session from 12pm to 3pm.
- We cater for children between the ages of **2 years** and **4 years 11 months**.

We believe that care and education are equally important in the experience we offer. The routines and activities that make up the session are designed to:

- Help each child to feel that she/he is a valued member of the Pre-School.
- Ensure the safety of each child.
- Help children to gain from the social experience of being part of a group.
- Provide children with opportunities to learn and help them to value learning.

The session

Sessions are organised to enable children to choose from a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in small and large group activities led by staff. These introduce children to new experiences, teaching skills and helping them to learn to work with others (this might be singing nursery rhymes, storytelling with puppets or completing an assort course).

(Regular activities include: painting, arts and crafts, sensory experience, reading corner, weekly cooking, planned role plays). See notice board in foyer for plans of weekly activities.

On **Mondays, Wednesdays** and **Fridays** 'Show and Tell' sessions are conducted in small groups. This gives the children an opportunity to bring something in from home to talk about with their peers. Please encourage your child to bring something in on these days as the children really enjoy this aspect of Pre-School.

Snacks and meals

Snack time is supervised by a member of staff but children are encouraged to 'self-serve' from a choice of healthy and nutritious fruits, breadsticks, cheese and vegetables. Please advise if your child has any dietary needs and we will make sure that these are met.

We recommend children aged 3 and over stay for lunch as preparation for school. Please use a suitable named lunch box/bag with an icepack. In line with the Pre-School's policy, we ask that you provide your child with a healthy lunch. Please avoid crisps, cakes, biscuits, chocolate, nuts and sweet drinks. The Pre-School reserves the right to return food to parents if it feels it is not appropriate. Please also explain to your child the importance of not sharing their lunch box items.

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child settle in. This will include attending Pre-School for a shorter length of time (normally until 11am) until your child is settled and to give them time to adjust. *(Please see the Settling-in Policy on page 9-10.)*

We encourage children to gain the skills that help them to be independent and look after themselves. This includes managing themselves in the toilet.

Pinner Parish Pre-School hope that you and your child enjoy being members and that you both find taking part in our activities interesting and stimulating. Staff and committee members are always ready and willing to talk with you about your ideas, views, suggestions or questions.

Clothing and Uniform

Children must wear:

- Red Pinner Parish Pre-School polo shirt, with the sweat-shirt and/or fleece in colder weather.
- Sensible footwear (no open-toes, crocs or wellies).
- Practical clothes that allow children to move freely with comfort, (we provide aprons for messy play but sometimes spills and splashes do occur).
- Hat and gloves (in winter).
- Sunhat (in summer) Please apply sun cream to your child in the morning before you send them to Pre-School.
- We suggest that long hair is tied back.
- Please bring a spare change of clothes in a clearly named bag in case of accidents and spills.

New and second-hand uniform can be purchased from the Pre-School Manager and at fundraising events.

Please clearly label all clothes with your child's name.

Stikins

If you need to purchase name labels for your child, we have a fundraising code for Stikins (a company who makes name labels for clothing, lunchboxes etc). When you shop at Stikins a percentage of your purchase price will go to the preschool.

To use the preschool's fundraising code, please visit www.stikins.co.uk

Select the labels you'd like to buy and then at checkout please enter the code: **36247**

Registration

The doors will open to Pre-School at 9am. Please try to be on time.

On arrival in the foyer please carry out the following:

- Hang your child's outdoor clothing (labelled) on the coat stand along with a bag which includes a change of clothes and nappies/ wipes (if still required).
- A table will be set out with each child's name on a label. We encourage children to find their name and post it into the box with help from a member of staff as they enter, and this acts as their registration into Pre-School.

Collecting your child

Pre-School finishes at 12pm for the morning session or 3pm for the afternoon session. Children are "let out" only when a member of staff see their parent/carer waiting. Should someone different be collecting your child, you must notify Pre-School staff, using an authorisation form (available from Staff at the counter), whether this is a long-term arrangement or a one-off occasion.

Parking

There is no allocated parking for the Pre-School. Please note that the parking restrictions on Church Lane are enforced between 11am and 12 noon. If you are staying to settle your child or preparing snack it is advisable to park in the Sainsbury's or M&S car park in Love Lane.

News and Events

We keep you up to date with Pre-School activities via our newsletter, emails, parents WhatsApp group and on our Facebook page, www.facebook.com/pinnerparishpreschool so please 'like' us! As well as important news and updates about Pre-School we will post notices of coffee mornings and vital fundraising events.

Holidays

We encourage parents/guardians not to take holiday during term time but realise this is not always possible. Please notify the Pre-School Manager if you wish to take holiday during term time.

Children in receipt of a funded place may take **no longer than 2 weeks leave during term time, per term.**

Holiday's taken in excess of this time will breach the terms of funding for their free place and full fees will be payable or your child's place at pre-school could be forfeited.

Sickness and absence

If your child is unwell please call or SMS the Pre-School Manager on 07949 363325 on the day of absence. Children suffering with sickness and diarrhoea should not return to Pre-School within 48 hours.

AmazonSmile

Another way you can support the Pre-school is by shopping at smile.amazon.com. You'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favourite charitable organisation.

To set Pinner Parish Preschool as your charitable organisation please visit:

<https://smile.amazon.co.uk/ch/1172929-0> and select 'Pinner Parish Preschool'.

Settling-in Policy

Statement of intent

We want children to feel safe, stimulated and happy at Pre-School and to feel secure and comfortable with staff. We also want parents to have confidence in both their child's well-being and their role as active partners with Pre-School.

Aim

We aim to make Pre-School a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The settling-in process

Before a child starts to attend Pre-School, we use a variety of ways to provide her/his parents with information. These include written information (including our prospectus and policies), displays about activities available within Pre-School, information days and individual meetings with parents.

- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit Pre-School and spend time playing and familiarising them with the environment and staff.
- We allocate a key person to each child and her/his family before she/he starts to attend; the key person welcomes and looks after the child and her/his parents at the child's first session and during the settling-in process.
- We use first session at which a child attends to explain and complete with her/his parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with her/his parents and jointly decide on the best way to help the child to settle into Pre-School.
- We have an expectation that the parent, carer or close relative, will stay for the session during the first few weeks, gradually taking time away from their child, increasing this as and when the child has settled.
- Some children will take longer to settle in, as will children who have not previously spent time away from home. For this reason we recommend that **all new starters should commence on a reduced morning, 9.30am to 11.00am** which is usually long enough for a child to begin their pre-school experience. Settling periods will be reviewed on an individual basis.
- Children who have had a period of absence may also need their parent to be on hand to re-settle them.

The settling-in process

- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when she/he arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left, so we expect that the parent will honour the commitment to stay for at least the first few weeks.

- We do not believe that leaving a child to cry for prolonged periods will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from Pre-School.
- We reserve the right not to accept a child into Pre-School without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Within the first two months of starting we discuss and work with the child's parents to create their child's learning story.

Working together for your children

Pinner Parish Pre-School adhere to the ratio of adults to children that is set out in the Statutory Framework for the Early Years Foundation Stage. We also have volunteer parent helpers where possible to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The Pinner Parish Pre-School Team

Name and Job Title	Qualifications
Salimah Panjwani Manager	Montessori Diploma, BA (Hons) Working with Children and Young people Qualified Paediatric First Aider Nominated Safeguarding Person
Beverly Parry Deputy Manager	NNEB, Qualified Paediatric First Aider Deputy Nominated Safeguarding Officer
Jenna Hickman Early Years Practitioner	NVQ Level 3 Qualified Paediatric First Aider
Vaishali Patel Early Years Practitioner	NVQ Level 3 Qualified Paediatric First Aider
Debbie Hall Early Years Practitioner	NVQ Level 3 Qualified Paediatric First Aider

Special needs

Salimah Panjwani is our Special Education Needs Co-ordinator and we work within the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2014). We aim to meet the needs of each individual child and take account of any special needs a child may have.

Key persons and your child

Pinner Parish Pre-School has a key person system. This means that each member of staff has a small group of children for whom she is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first joins, she will help your child to settle and throughout your child's time at Pre-School, she will help your child to benefit from the activities. Meetings are held between parents and the child's key person each term (in November, March and June) and information is shared about the progress of your child.

Learning Journals

What are Learning Journals?

Learning Journals are a method of gathering information about all children and support practitioners in fulfilling EYFS requirements. They include contributions from parents/carers, practitioners and the child themselves. Learning Stories include different parts that give information about a child's learning and development. This information is then used to support the provision offered to your child and ensure it is meeting the needs of all. Learning Stories are produced jointly by early years settings and parents/carers.

The Child's Book

The Child's Book is a set of photographs and/or things the child has done, carefully selected by the child and/or the key person, and with annotated notes to explain why the items have been included. The child and the key person create the book together, the child is encouraged to take an active part in selecting things for the book and the practitioner shares the process with the child.

The key person also selects contributions for the book that show significant learning and development. The child has regular opportunities to look through and talk about the book with the practitioner and their parent/carer. Parents and carers have access to The Child's Book on a regular basis and can add their own contributions to the book if they want to.

How Pinner Parish Pre-School is managed

As a registered charity Pinner Parish Pre-School is not motivated by financial gain but only to achieve the objectives set out in our Mission Statement and is managed by a volunteer parent / teachermanagement committee. Members are elected by the parents at our Annual General Meeting. The committee is responsible for:

- managing the Pre-School's finances;
- employing and managing the staff;

- making sure that the Pre-School has - and works to - policies that help it to provide a high-quality service; and
- making sure that the Pre-School works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend Pinner Parish Pre-School. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Our current committee roles include:

- | | |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Chairperson • Treasurer • Secretary | <ul style="list-style-type: none"> • Fundraisers • Parent Representative • Fees Coordinator • Staff Representatives |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|

We are always looking for keen parents/guardians to join the Committee, whatever your background all we need is a little of your time and a passion to be involved in your child's education and Pre-School experience. Volunteering not only ensures the efficient running of the Pre-School but is also a great opportunity to get to know other parents, learn about early years education, charity and we have good biscuits at committee meetings!

Please speak to our manager about joining.

Fees

Under 3s	£19 per session
Over 3s	£19 per session/FREE
Lunch	£4 additional fee for lunch
Dance/Yoga	£4 every Tuesday morning
Sports Club	£4 every Monday morning

- Fees are payable by cheque or bank transfer each half-term in advance.
- If you qualify for nursery education funding for 3 and 4 year olds you pay no fees.
- Each term we ask you to make a donation towards the cost of materials. The suggested amount is £7.00 per session per ½ term (which equates to between £7 and £35 depending on the number of sessions your child is registered to attend). This donation pays for new equipment and craft materials.
- Where funding is not received then full session fees apply.
- The fees cover the hall rental and staff wages.
- Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to the Manager or the Chairperson.
- You must give **half a term's notice (6 weeks) or the equivalent in fees** if your child is going to leave, please see the fee agreement.

For your child to keep her/his place at Pre-School, you must pay the fees and adhere to the 'agreement to pay fees' document.

Please note that as part of your nursery education funding (if applicable) that the "personal data" of children (i.e. data from which the children can be identified) is processed and stored on the Families Information Services database and also passed on to the London Borough of Harrow Contact Point where it is also stored.

Parental Involvement

As a community-based setting, we are members of the Pre-School Learning Alliance, and as such all parents are regarded as members who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

Pinner Parish Pre-School is a registered charity and as a voluntary managed Pre-School we depend on the goodwill of parents and their involvement for the continued success of Pinner Parish Pre-school. Membership carries expectations on parents for their support and commitment. This is the basis of the 'mutuality' that characterises a Pre-School Learning Alliance member setting.

How parents take part in Pre-School

As a member of the Pre-School Learning Alliance, we recognise parents as the first and most important educators of their children. All of the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making Pre-School a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping during sessions;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management committee;
- taking part in events and informal discussions about the activities and curriculum;
- joining in community activities in which Pre-School takes part; and
- building friendships with other parents.

Joining in

Joining the rota is not the only means of taking part in Pre-School life. Parents can offer to take part in a session by sharing their own interests and skills with the children. We welcome parents to drop in to see us at work or to speak with the staff.

Complaints and concerns

Any areas of concern or complaint should be brought to the attention of the Pre-School Manager or the Chair of the committee. We pride the success of our Pre-School on our partnership with parents and encourage an open dialogue so please feel free to speak to us in confidence.