



Registered Charity Number: 1169451

Eaton Socon Pre-School CIO

Prospectus

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Formerly Eaton Socon Pre-School

Revised July 2021

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Eaton Socon Pre-School

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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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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/ Designated Child Protection Officer	5
Diane McQuillan	Deputy Manager / Designated Child Protection Officer Special Educational Needs Co-ordinator	3
Wendy Humphreys	Deputy Manager / Designated Child Protection Officer / Senior Early Years Practitioner / Admissions Co-Ordinator & Health and Safety Officer	3
Debbyanne Lydon	Early Years Practitioner	Foundation Degree
Madeline Wyse	Early Years Practitioner / Qualified Teacher Status / Special Educational Needs Co-ordinator	BSc (Hons) PGCE
Kerry-Ann Adams	Early Years Practitioner / Designated Child Protection Officer	3
Laura Robson	Early Years Practitioner	3
Elizabeth Bacon	Pre-School Assistant	N/A
Sabrina Byatt	Early Years Practitioner / Designated Child Protection Officer	3
Louise Thornton	Early Years Practitioner	2
Joanna Childerley	Early Years Practitioner	3
Charlotte Malthouse	Early Years Practitioner	3
Sarah Smith	Early Years Practitioner	3
Wendy Bonnyman	Early Years Practitioner	3
Kim Thomas	Business Administration	N/A
Louise Metcalfe	Early Years Practitioner	3
Caitriona Casey	Early Years Practitioner	-
Jenna Pither	Early Years Practitioner	-
Jo Arkley	Early Years Practitioner	-
Becca Gibbons	Early Years Practitioner	2
Chloe Spurgeon	Early Years Practitioner	3
Marion Pearl	Early Years Practitioner	2
Loraine Wordsworth	Early Years Practitioner	3

The majority 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 • Child Protection • Health & Safety • Paediatric First Aid • First Aid in the Work Place | <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 |
|--|--|

As a previously Outstanding provision, we are often asked to pilot new schemes in the Early Years World.



Our Sessions

Morning	9am – 12 pm	3 hours	£15
Short Morning*	9am – 11am	2 hours	£10
Afternoon	12pm – 3pm	3 hours	£15
Short Afternoon*	1pm – 3pm	2 hours	£10
All day	9am – 3pm	6 hours	£30

- 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. A list of holiday / term dates are available at the start of each school year.
- Throughout the year Pre-School will close for a number of staff training days. The training day dates will be posted on our Facebook page and on our website and parents/carers will be informed by emailed letter or newsletter.
- It is our intention to make our Pre-School accessible to children and families from all sectors of the local community and regardless of their circumstances or family background.
- If it is felt that a child's needs cannot be met in our Pre-School without the support of a one-to-one Support Assistant, funding will be sought from the County to employ one.
- 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.
- When a child is funded (the term after they are 3 years), sessions can only be increased, subject to available places, at the start of a new term.
- Priority of session allocation is given to children remaining at Pre-School, until school reception class admission, to ensure continuity and smooth running of the Pre-School.
- We are unable to hold sessions open for you, so please bear in mind that 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 they must give the pre-school 6 weeks' notice; this applies to both early years funded and non-funded children.



Funding for two year olds (Free Twos)

We are able to accept children from the age of two years. Parents/carers may qualify for Free Twos funding from the term after their child's 2nd birthday. To check their entitlement and to apply for this funding, parents/carers should visit www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/free-childcare-for-2-year-olds/ or for further information visit www.childcarechoices.gov.uk.

Eaton Socon Pre-School do not charge a registration fee to any child who is funded upon entry, and we do not charge top-up fees to any funded sessions (up to a total of 15 hours).

Funding for 3 - 4 year olds (Universal Funding)

The term after a child's 3rd birthday they are automatically entitled to universal **15 hours** funding from the Government. This can be taken as two full days (9am – 3pm) plus one half day or a combination of morning and afternoon sessions. We will try to accommodate all requests, but hours will be subject to availability.

Parents/carers will be notified when their child qualifies for this funding and will then be required to submit a Parental Contract to the pre-school and supply proof of their child's date of birth. (birth certificate or passport).

Funding for 3-4 year olds (extended 30 Hours)

Parents who meet specific criteria will be eligible to 30 hours of funding. To check if they qualify and to apply for this extra 15 hours funding, parents/carers must visit www.childcarechoices.gov.uk to check if they qualify and to apply for this funding. Note, once in receipt of this funding, parents/carers must revalidate the funding every 3 months.

We will offer this benefit to parents/carers providing sessions are available. If pre-school sessions are full, a waiting list will be compiled for each day/session.

Table of eligibility of term dates	A child born in the period below	becomes eligible from the claim period
	1 st Apr to 31 st Aug	1 st Sept to 31 st Dec
	1 st Sept to 31 st Dec	1 st Jan to 31 st Mar
	1 st Jan to 31 st Mar	1 st Apr to 31 st Aug



Fees

When you accept a place at our Pre-School, you are agreeing to make payment for your agreed sessions. The fees paid only cover the Pre-School's day to day running expenses, e.g. staffing, the building, electricity, etc. If we want our Pre-School to continue being a bright and cheerful place for the children to come, we need to raise extra funds to buy new, interesting and good quality equipment.

You will see on the Fees Form that fees are non-returnable. This is because your child's place is kept, even if they are unwell or away on holiday. If you pay weekly, please remember to pay for all sessions that they do not attend.

If your child is in hospital, please contact a member of staff or a Trustee, who can make arrangements to re-evaluate 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.

Work Place 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 Child Care.

We are also registered to receive Tax Free Child Care from your workplace.

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 the Daisy Room. They will move into Poppy Room around the age of three depending on how settled they are. This transition will be managed sensitively and discussed with parents beforehand.

The year before going to primary school, the children will move into Sunflower Room, our pre-school room. All age groups will mix together during outside playtime and sometimes during the course of the day the connecting door 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 Sunflower room in the following September.

If necessary, due to the number of older children attending pre-school, Poppy Room and Daisy Room may also be used as a pre-school room for children the year before they attend school. The rooms will then follow the curriculum and routine of the day as required.

Staff recognise that transitions 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

8.50am	Self Registration	Children enter Pre-School and self register
9.05am	Free Flow	Children can choose from a range of activities available
9.30am – 11am	Indoor / Outdoor Activities	A range of both indoor and outdoor activities are available to account for all weathers
9.30am	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
10.30-10.45am	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	Done in small or large groups
12pm	Home Time	The children are encouraged to find their own coats and sit down until the doors are open or prepare themselves for lunch
11am – 12pm	Lunch Time	Children who bring in a lunch box 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 as the Mornings.

12pm	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
2.20pm	Small group work (Sunflower Room)	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	Done in small or large groups
3pm	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

If a child is staying at pre-school for an all day session (both morning and afternoon sessions), parents/carers are required to provide a healthy packed lunch for their child.

Outdoor play

With such a beautiful outside area, our children are able to choose – for a large part of the session – whether they wish to play inside or outside. This is in all weathers. We ask you to provide appropriate clothing according to the season.

Items such as wellington boots, waterproof and warm clothing, sun hats. Can we please remind you that all clothes and additional clothing in their bags should be labelled with their full name.

Our outside area includes:

a mud kitchen which the children love to play and explore in. This can be messy in the winter months (older clothes that don't restrict the children are advised)

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, 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
- Flexible admission procedures can be arranged to meet any individual needs
- Offer parents home visits, open evenings and visiting sessions
- Draw up personal settling in plans with parents
- 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 and then pinning it.

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.



General Health & First Aid



Eaton Socon Pre-School

General Health

We strongly recommend that if your child is unwell they be kept at home. This prevents various illnesses and germs spreading quickly amongst the group, as young children have not yet had the chance to build up a good immunity system.

If a session has started and a child is identified as being ill, we will contact the parents/carers or authorised adult and ask them to collect the child immediately.

If children have sickness or diarrhoea, we also insist that the children do not come into Pre-School for at least 48 hours after symptoms have cleared up.

Please ensure that all medical records are completed in the Registration Form and we are made aware of any allergies, etc. Parents/carers are advised to notify the Pre-School in the event of their child's absence.

First Aid

The 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 of our 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 by telephone if necessary. All significant accidents are then recorded on the appropriate Accident Form which are signed by a member of staff and then countersigned by a parent / carer.

If an incident needs hospital or other medical attention, we will try to contact you first. If we are unable to contact you, the Pre-School will take the responsibility to respond to the situation as necessary and two members of staff will accompany a child as appropriate.

It is imperative that all changes of address, telephone numbers and emergency contacts are reported immediately to a member of staff.

Without the prior agreement of the Manager/Deputy, no medicines can be administered by staff during the running of sessions, unless under extreme circumstances such as antibiotics or medicines prescribed by the G.P., e.g. an asthmatic child who needs to use an inhaler. Parents/carers must confirm in writing the nature of illness, medication and dose, and the parent/carers will be required to sign the medication paper work at the end of the session. All medication must be in the child's name and prescribed by a G.P.

Parents/carers are requested to complete a Home Incident Form if your child has hurt themselves before coming in to Pre-School. On arrival, please report to a member of staff. If requested, a copy of this recording will be given to the parent/carers and will be kept in our records.

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

In line with our Health and Safety policies, we ensure that:

- Outdoor space is securely fenced
- Equipment is checked regularly and any dangerous items repaired / discarded
- Fire exits are kept clear of obstructions at all times with fire alarms checked weekly and fire drills are practised termly
- Should there be a serious fire / incident, children would be safely and carefully evacuated to Bushmead Primary School and parents/carers will be subsequently informed
- In the even of a serious threat to the pre-School our safe haven is St Mary's Church, Eaton Socon
- Fire Extinguishers are checked monthly by the HSO and annually by the contracted company
- All hazardous material, including medicines and cleaning material are stored out of the reach of children
- Children DO NOT have unsupervised access to the kitchen
- No hot drinks are allowed in the classrooms whilst children are in attendance
- NO MOBILE PHONES or ANY ELECTRONIC DEVICES (other than staff tablets – which staff can use to access Tapestry) are allowed in any play areas while children are on the premises.

A complete Health & Safety policy is available upon request.

Safeguarding



Eaton Socon Pre-School

All staff, trustees and regular volunteers have undergone DBS and police checks and we have a clear Child Safeguarding Protection Policy. The Children's Act requires us to inform Cambridgeshire County Councils 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 where there are any reported or observed concerns, it is better to be safe than sorry.

As one of the pre-school's Designated Child Protection Officers, it is the Manager's duty to report any suspected case of child abuse such, including:

- Neglect
- Physical abuse
- Emotional abuse
- Sexual abuse

Pre-school has clear procedures in place for staff, trustees and volunteers, who are encouraged to 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



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.

Unacceptable Behaviour

- Physical punishments, such as smacking or shaking, are not used.
- Children will never be sent out of the room by themselves
- Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better behaviour pattern. Where appropriate, this may be achieved by a period of 'time out' with an adult
- 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, 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 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



British Values in the Early Years

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

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage (updated Sept 2021)

However the EYFS is likely to be amended to reference providers' responsibilities in the light of the Prevent Duty, which is part of the Counter Terrorism and Security Act.

The Prevent Duty says that early years providers should have “due regard to the need to prevent people from being drawn into terrorism” The government sets out its definition of British Values in the 2011 Prevent Strategy, the values of:

- Democracy
- The rule of law
- Individual liberty
- Mutual re

| beliefs

Democracy

**The Rule
of Law**

**Mutual
Respect**

**Individual
Liberty**

Our Involvement With Parents



Eaton Socon Pre-School

Parents are the first educators of their children. The aim of the Pre-School is to support their essential work. We do this 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. An information sheet on advice to parents staying at Pre-School is available.
- Encouraging parents/carers on an individual basis, to play an active part in the management of the Pre-School, e.g. becoming a trustee, organising fundraising events or helping on outings.
- 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 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



Eaton Socon Pre-School

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 and we use our Comments Book to take on board the comments of our most valued customers – our children and their parents/carers, so we encourage everyone to use it!

Footwear – Named slippers, plimsolls or indoor shoes are required for children to change in to whilst playing 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, sponsored events and our Christmas Fayre. 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. You may also wish to purchase a special scalp comb available at chemists.

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 cont...



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 two week rolling snack menu is displayed in the children's rooms.

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.

Support - We hold fundraising events throughout the year and rely on the support of our Staff, Trustees and the Fundraising Team as well as the friends and family of the Pre-School's children. There are many ways to support these events... help run a stall, make a donation, buy raffle tickets, sponsor your child or rally your friends and family to join in the fun on the day!

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 and do not wear strappy. 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 - All visitors including parents/carers must report to a member of staff on arrival and sign the Visitors Book. If you intend to attend sessions on a regular basis, you will be required to undertake a disclosure and barring service check.



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

Trustees are responsible for the overall management and smooth running of the setting. Responsibilities range from the maintenance of our buildings to overseeing the continued success of our valued fundraising team. Trustees work closely with the staff at Eaton Socon Pre-School to maintain a safe and happy environment, keeping the best interests of our children at heart.

There are 3 main trustee roles:

Chair Person: 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 and maintaining accurate records.

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

Trustee Responsibilities

- Developing a business plan
- Keeping a record of daily accounts
- Working with staff regarding health and safety
- Ensuring we have appropriate insurances, policies and procedures
- Employment of staff and staff contracts
- Overseeing the fundraising team.

Pre-School Fundraising Team

A group of parents usually meet each half term to organise fundraising events and activities, raising monies to provide new equipment etc to enhance our children's experiences at Pre-school.



Why Volunteer?

Benefits of Volunteering

- Learn new skills, share your skills and share ideas with others
- Meet new people
- Improve the running of your children's setting
- Give something positive back to your local community
- Plus many other personal benefits and potential opportunities as well as adding this to your cv.

Trustee Applicants

Volunteering to be a trustee is an ideal opportunity for you to become more actively involved in your child's learning and development as well as an opportunity to utilise your skills to contribute to the continued success of our provision. You have the chance to make a real difference.

Fundraising Team Volunteers

There are lots of ways you can contribute to our fundraising team and you can choose to give as much or as little time as you can spare. There are no qualifications required! All we ask is for your support, ideas and enthusiasm

If you're interested in getting involved or would like more information about becoming a trustee or joining our fundraising team, please ask a member of staff or speak to a current trustee who will be more than happy to tell you how you can get involved or answer any questions you may have.

All trustees must complete a DBS check and references will be required.





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 the new Trustees are elected and important issues are discussed. It is in the best interests of your child, that at least one parent/carer from each family try to attend, as the meeting directly affects the running of the Pre-School.

Fundraising meetings are usually held once each half term when various fund raising events are planned.

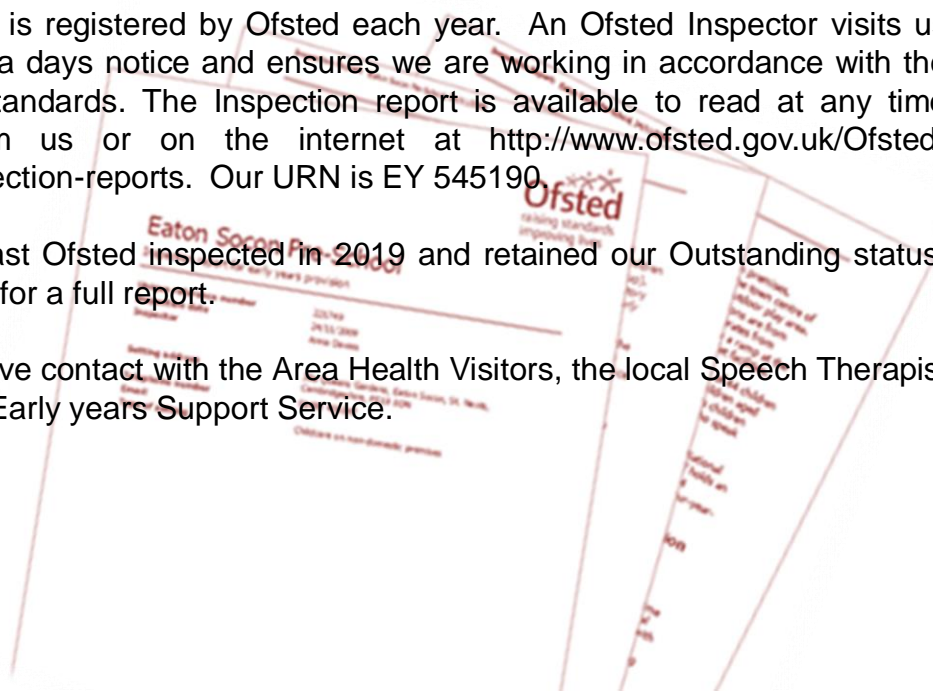
The Pre-School does not run to make a profit. The Pre-School is a registered charitable incorporated organisation (CIO); Charity Number: 1169451. All the money we raise goes towards purchasing new equipment for the Pre-School. There are no fees paid to the trustees or fundraising volunteers.

Ofsted Reports

Pre-School is registered by Ofsted each year. An Ofsted Inspector visits us giving half a days 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.



Curriculum



Eaton Socon Pre-School

When your child starts Pre-School they will be working to the revised Early Years Foundation stage (September 2021) and will continue to do so until the end of their reception year at School.

Within the Pre-School, all children are supported in developing their full potential at their own pace. Our key person system enables us to ensure a planned Curriculum tailored to meet the diverse needs of each individual child. We take lead from each child developing appropriate play activities which will consist of a high level of adult input when needed.

We follow the revised Early Years Foundation Stage. The three prime areas are:

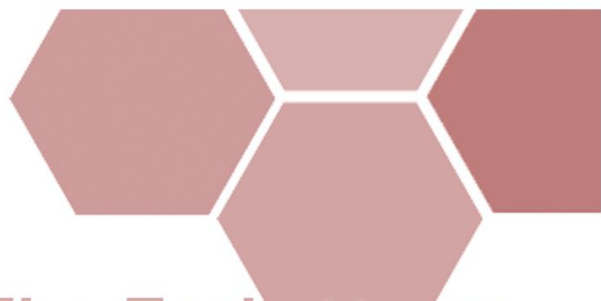
- Personal, social and emotional development (PSED)
- Physical development
- Communication and language

We then have specific areas which include essential skills and knowledge for children to participate in society. These areas are:

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

In order to make a smooth transition into the next setting for either your child's Primary School or Nursery, we will seek your permission to complete the Early Years Foundation Stage Learning and Development Record to pass on. Your child's Personal Profile will be passed on to you.

All of this information will be shared with you at our parent consultation evenings and you can take them home at the end of every term to add your comments.



The Early Years Foundation Stage



Key Person

Children are allocated a key person when starting pre-school. Our key person system gives each member of staff particular responsibility for just a few children. Each child in the group has one special adult to relate to, which can make settling into Pre-School so much easier. In addition, the key Person is in a position to tailor the group's curriculum to the unique needs of each child. The key person maintains 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 and plan their next steps.

Tapestry

Part of the requirements of children being in an Early Years Setting is to document a child's progress through the form of a 'Learning Journey'. When your child joins pre-school we will create individual 'Learning Journeys' for your child through a piece of educational software called 'Tapestry'.

What is 'Tapestry'?

Tapestry is a programme which enables staff to use tablets securely, to photograph, write notes, and video your child's progress at Pre-School. We then link these through the programme to the Early Years Foundation Stage (EYFS) curriculum. Staff will be able to immediately record observations directly into your child's personal Learning Journey.

Parents and Tapestry

One of the key reasons we chose 'Tapestry' over many other learning journey systems was because of the interactive opportunities for parents. With Tapestry parents can view, add comments and photographs from the comfort of their own home via a secure password system. At Eaton Socon Pre-School links between the home and setting is key to ensuring we meet each individual child's needs. We love to celebrate achievements that have happened at home whether big or small, be this getting dressed by themselves, sleeping through the night, coming out of nappies or swimming without a woggle. Tapestry is a simple tool that we hope you will find easy in sharing progress with the staff.

The key person along with other staff will complete observations on all the children. These are then analysed against the Areas and Aspects of Learning for the Early Years foundation Stage to set each child's next steps.





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 parent / carers. Diane McQuillan and Maddy Wyse are our SENCO (Special Educational Needs Co-ordinator).

With the approval and consent of the parent/carer, the child can then be referred to the appropriate outside agency, by opening an Early Health Assessment (EHA), in order to meet the individual's needs such as:

- Speech therapy
- Educational psychology
- Physiotherapy
- Occupational therapy
- Health visitors
- Early Years Specialist Support Teachers

On-going consultation and support from parents/carers is considered an essential part of this procedure.

Every Child A Talker (ECAT)

Our setting is an ECAT setting. We have staff who are fully trained as ECAT specialists. Along with this, we are trained to deliver Talking Boxes and have accredited staff to deliver these activities. Communication is a priority.



We are currently working towards having a Communication Champion at our Pre-School

Transition With Local Schools

As the majority of our children go onto local infant or primary schools, we liaise with them closely, including Bushmead Primary School, Crosshall Infant School, Priors Infants, Round House Primary School, Middlefield Primary School and Winhills Primary Academy. We are guided by the Reception Teachers, who lets us know how previous Pre-School 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 Sarah Smith.

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 parents/carers 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. She / he will meet with the group if requested and will keep an agreed written record of any meetings held and any advice he/she has given.

The mediator will keep all discussions confidential.

As our Registering Body, Ofsted can be contacted at any time, at:



Ofsted NBU
Piccadilly Gate
Store Street
Manchester
M1 2WD



Telephone: 0300 123 1231



Website: <https://contact.ofsted.gov.uk/contact-form>

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 there is anything that is not clear, please do not hesitate to ask. We can usually solve any problems or answer any questions you may have.

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

Caroline Allanson

Caroline Allanson
Pre-School Manager

Eaton Socon Pre School CIO, 38a Queens Gardens, Eaton Socon, St. Neots PE19 8DY
Tel: 01480 406 047 Mob: 07903 326 911
info@eatonsoconpre-school.co.uk www.eatonsoconpre-school.co.uk



Early 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

2011 - The exterior of the building was repainted and new steps installed

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-May Ofsted inspection outcome 'outstanding'

The Pre-School will always be grateful to those who have supported us including parents, family and friends.

