



Foundation Partnership

# Earleybird Pre-School

## PROSPECTUS

Hawkedon Primary School Grounds, Hawkedon Way, Lower Earley, Reading, RG6 3AP

### MEET OUR TEAM



Donna

Pre-School Manager  
DSL & SENCO



Anna

Deputy Manager / DSL  
Robin Room Lead  
Qualified Teacher



Amy

Starling Room Lead  
EY Educator



Sandra  
DSL  
EY Educator



Julie  
EY Educator



Louise  
EY Educator



Merry  
EY Practitioner



Jake  
EY Assistant

### Starling Room



Shellie  
EY Educator  
SENCO Assistant



Kayleigh  
EY Educator



Karen  
EY Educator



Rebeca  
EY Practitioner  
1:1 Support Assistant



Michele  
1:1 Support Assistant

### Lunchtime & Cover



Marie  
EY Assistant



Karen H  
EY Assistant

### Office



Ruth  
Administrator



Steph  
Finance Assistant

Website: [earleybird.org.uk](http://earleybird.org.uk)



Ofsted URN: 148652

Registered Charity No: 1029326

**Contact Info:**  
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**Ruth West, Administrator**  
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**Donna Sarney, Manager**  
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**Our Aims are:**

- To enhance the development and education of children under statutory school age in a parent-involving, community-based group
- To provide a safe, secure and stimulating environment
- To work within a framework that ensures equality of opportunity for all children and families.

**We Offer Your Child:**

- A specially tailored curriculum leading to approved learning outcomes
- Individual care and attention made possible by a high ratio of adults to children
- Fun and friendship with children and other adults
- The support of a personal key worker
- Opportunities for you and your family to be directly involved, in the activities of the group and in your own child's progress.

Our pre-school offers education and care for children aged rising 3 to 5 years.

**Session Times (Funded places up to free childcare entitlement)**

**Open 9.00am until 3.00pm**

**Monday to Friday term-time only (38 weeks per year)**

Sessions availability:

Morning - 9.00am to 12.00pm

Afternoon - 12.00pm to 3.00pm

All-day - 9.00am to 3.00pm

Subject to availability, we offer the maximum free childcare entitlement per week; 15 hrs or 30 hrs.

Our pre-school places start from the beginning of the term of a child's 3<sup>rd</sup> birthday, we do not have availability or facilities to offer places any earlier even for funded families.

Lunch must be provided from home for children attending all day session (9am-3pm), and children coming in for an afternoon session (12pm-3pm). Parents have the option to order and pay for a cooked hot lunch, provided by Hawkdon School, or provide a prepared lunchbox from home.

A healthy snack and water is provided by the pre-school during both morning and afternoon sessions.

The snack we provide will be in line with healthy eating guidance for early years such as crackers, breadsticks, bread, cheese & a variety of fruits. Semi-skimmed Milk and water are always available too. Children's allergy and dietary requirements are requested on enrolment forms, to be listed and adhered to within the pre-school.

We often have children with nut allergies attending our pre-school, and therefore ask that no items with nuts as an ingredient are put in a child's lunch box. Fizzy drinks, sweets and nut products are discouraged within pre-school and Hawkdon School.

We ask that you clearly name everything your child brings into pre-school, ie all clothing, shoes, hat, gloves, coat, bag, lunchbox, etc; the pre-school accepts no responsibility for lost items.

## Admissions

Children can be added to our waiting list for a place from any age. When allocating place if waiting list is oversubscribed to exceed the places available, the following criteria is taken into consideration: -

- 1) **Date of Waiting List Registration** – Timely submission of registration forms is highly recommended due to the large number of children living within our local community.
- 2) **Designated Area** – A home address within the Hawkdon School designated area will be given priority for places, over those who live in other school designated areas. With the exception of children who have siblings attending Hawkdon School, who will be listed within the priority group.

*Admission to Earleybird Pre-School does not guarantee admission to Hawkdon Primary School. Earleybird admissions (Foundation Stage 1) are independently allocated by Earleybird Pre-School, whereas admissions to Hawkdon Primary School (Foundation Stage 2 and beyond) are allocated by Wokingham Borough Council.*

## Registration & Fees

There is no registration fee for a child to be placed onto our waiting list.

Unfunded hours are invoiced @ £8.50 per hour (reviewed annually); half termly to be paid in advance at the beginning of each half term.

Fees continue to be payable if a child is absent without notice or for a short period of time. In cases of prolonged absence, parents should consult the management/committee about fee payment. Each child's attendance at the pre-school is conditional upon continued payment of fees and/or eligibility for free Early Years Education funding.

## Number of Hours available

We kept to a ratio one adult to six children. To ensure we can keep to this ratio and in line with our Ofsted registration, the maximum number of children attending at any one time in Starling Room is 30 and in Robin Room 20.

Subject to availability, we endeavour to offer the maximum free funded childcare entitlement per week, 15 hrs or 30 hrs, dependent upon the child's eligibility of entitlement.

The earliest offer of a place will be for a child to start from the beginning of the term of their 3<sup>rd</sup> birthday, this is subject to availability for that term. If your child's first term will be to attend unfunded hours, we invoice half termly @ £8.50 per hour. Funded hours will be given if a child is eligible for supported or working parent funding. Places offered are given the option to defer to the start of term of the child's funding entitlement but we will not defer a place for more than one term.

All 3 & 4 yr olds are entitled to the universal 15 hrs free childcare per week. The government give extended free childcare entitlement for eligible for working parents or supported families. To find out if your child will be entitled to working parent funding go to [Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Working Parents 30 hour entitlement is available for families with both parents working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hrs a week at the national minimum or living wage, but less than £100,000 a year.

For child allocated a place using Working Parents Funded entitlement; if their entitlement ceases we will contact the parent to discuss options to decrease hours or continue invoiced @ £8.50 per hour termly (Hourly rate reviewed annually).

Once a place is confirmed between the parent and pre-school, we are unable to guarantee any increase or swap of sessions during an academic year. And we do not offer extra paid sessions on an ad hoc one-off basis.

Please note our Policy Document statement: “Once the pre-school has received written reply for a place from the parent, we require reasonable notice of at least a half term of any changes to hours. In order for the pre-school to maintain its sustainability, we reserve our right to invoice for sessions if they are firstly accepted but not taken without giving a reasonable notice period as this has an impact on staffing, other parents, children, funding and long-term sustainability of the Pre-School.” This will apply to your child after we confirm the place to you in writing and continues for all the time your child attends our pre-school. Therefore, please contact us immediately if you have any changes to be made to your child’s place or sessions attended.

## **Starting Pre-School**

### **The first days**

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school. A happy introduction to the pre-school is very important.

To begin with, you will be offered a short visit, which you should attend, with your child so that you both get to know the people there and how the group operates. If your child sees that you are friendly with the staff and helpers, they will soon become his/her friends too. Before a child’s first session we will arrange for a ‘keyperson one to one home visit’ to go through base line information with you to help your child settle in.

The visits will give your child confidence in his/her new surroundings. Let him/her take his/her time to establish contact with the children and the adults and he/she will be happy to let you go home and leave him in his/her pre-school.

Their first session will be for them to come in on their own for a shorter time, so that he/she can settle gently and happily into pre-school, he/she will gradually grow into a confident and independent child. Children cannot play or learn successfully if they are anxious and unhappy.

They would then move onto coming in for full sessions.

Our settling procedures aim to help parents to help their children to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

## What to wear

Earleybird Pre-School uniform was introduced as part of becoming a Foundation Partnership.

**Red jumper / cardigan,  
Red or white polo shirt,  
Black or grey bottoms  
Or red/white summer dresses**

Parents who wish to buy polo shirts, jumpers or cardigans with logos can order via <https://www.brigade.uk.com/parents/school/HA2416PD/> or go the Hawkdon School website [Hawkdon Primary School – HOME](#) search for uniform & click on the Brigade link and type in Hawkdon School. Brigade have Earleybird pre-school uniform listed under 'Nursery'

Alternatively, local supermarkets sell school uniform.

The intention of wearing uniform is that there is no distinction between the clothing worn by children throughout the pre-school. It is intended to help all children feel a sense of belonging, regardless of age.

A spare set of clothes, including shoes, should be provided in their own bag. For toilet accidents and for after water play/muddy area play activities. The pre-school does not always have enough spare clothes when needed. And in their bag, please provide a spare plastic/carrier bag to be used to send home the changed clothing.

It is extremely important that all clothing items are **clearly named**; the pre-school accepts no responsibility for lost items.

## Curriculum

Within the group, all children are supported in developing their potential at their own pace. Our key worker system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum which leads to nationally approved learning outcomes and prepares children to progress with further in the curriculum when they move on to School.

## Personal, Social and Emotional Development

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

acceptable ways to express their own feelings and to have respect for others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

## **Communication and Language, and Literacy**

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them appropriately and aware of their uses, both for reference and as a source of stories and pictures.

## **Physical Development**

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

## **Mathematics**

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

## **Understanding the World**

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

## **Expressive Arts and Design**

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

## **On-line Learning Journeys**

Each parent, via their email address, will be given an on-line log-in for their own child's learning journey, accessible while they are at pre-school. We use Famly App for parent to view their child's learning journey to follow the child's achievements. Parents are encouraged to add comments and photographs such as "Freddie sang the ABC song to us at bedtime" or "Sarah put her wellington boots on today for the first time all by herself" as some examples of useful contributions which help us plan for their development.

## **When to contact us**

On the enrolment form we ask parents to inform us of adults they give permission to accompany their child to and from Pre-school, and we will only allow a child to go with an adult with this permission in place. Therefore, if someone else is collecting him/her at the end of the session, you must contact us to inform us. We have a password system in place, and all adults collecting a child must be able to tell us their password.

All absences must be reported to pre-school; if a child is unwell you must inform of the nature of their symptoms/illness. It is important to notify the pre-school if your child contracts any infectious disease, especially German Measles. And children must be keep away from pre-school for 48 hours after recovery from vomiting/diarrhoea.

## **Parent Session Rota**

Research shows that children learn better when their parents/carers are involved. Our rota system involves parents/carers who wish to come into a session once a half term. To give parents the opportunity to take an active part in the group to see what happens there and to talk about it afterwards with their child. In addition, the rota system provides a valuable opportunity for all children to see their own parents/carer in a new role.

The Early Years Alliance recognises parents as the first and most important educators of their young children. Our pre-school aims to support parents.

Parents are welcomed:

- To assist with fundraising
- To take part in the management of the pre-school by joining the Committee
- To share their skills with the group

You are always welcome, for parents are as much a part of pre-school as their children. Mothers, fathers, grandparents and childminders can ask for a rota session.

There are jobs that always need doing, and many children enjoy having the company of an adult to play and talk with. It is important for your child that you take an active part in Pre-school in any way you can, so that he/she feels that you too are part of Pre-school. You may be able to share a special skill or interest such as music, carpentry, cooking or animals with the children. The need for money is an ever pressing one in most groups and your help is also needed with fundraising events. When you help at pre-school you may find your child wishes to stay beside you for a while. This is quite natural behaviour for a child who suddenly finds he/she has to share his/her mum (dad, or carer) with all the other children. Please accept it. He/she may take a little time to get used to this.

## **Policies**

Our Policy Document is available for all parents to view on our website [www.earleybird.org.uk](http://www.earleybird.org.uk) and a printed version may be requested from pre-school. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis; comments and suggestions from parents are always welcome.

## **Special Needs**

Each child is able to progress at his/her own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across a range of special needs. If you would like to discuss the group's ability to meet your own child's special needs, please speak to our Manager, Room Lead Supervisor or your child's Key Person.

## **Our Staff**

Our staffing team is highly qualified with a Level 6 Manager, one Qualified Teacher, five Level 3 Early Years qualification, two Level 2 Early Years qualification and two Level 3 Special Education Needs diploma. We have an Administrator and Financial Assistant to support our Manager and voluntary Committee in the running of our pre-school.

All our staff hold up-to-date Safeguarding Children Universal and Paediatric First Aid Certificates. All staff have regular Manager appraisals and supervisions to ensure their training and development needs are being met and their understanding of their role up to date.

Our staff play along with the children in the sessions, so that your child will get to know them really well. He/she will learn to trust all the other adults in the group and the good relationship he/she will develop with them will pay dividends when he/she meets new adults in the future.

At Earleybird Pre-School the staff team like to be called by their first names.

### **Management and Administration**

#### **HOW IS PRE-SCHOOL RUN?**

Pre-School is run by a voluntary Committee of parents. Parents are voted into the Committee positions outlined below at the Annual General Meeting (AGM) each November. At least one quarter of all parents need to attend this meeting, otherwise any decisions made will be void and pre-school may not be allowed to continue until another AGM is held with the required number of people attending.

The parents elected onto the Committee serve on a voluntary basis, doing this work in their own time. Committee meetings are usually held once a half term. Decisions about how pre-school is run, the employment of staff, all fundraising and budget matters are all dealt with by the Committee.

If you are interested in joining the Committee, please contact our Manager for more information.

We are fortunate enough to employ a dedicated Administrator and Financial Assistant, to ensures that there is continuity year to year with the important administrative roles.

#### **POSITIONS WITHIN OUR PRE-SCHOOL COMMITTEE & HELPERS**

##### **Chair (Executive Committee Member)**

- Has overall responsibility for the pre-school.
- Chairs AGM
- Attends all committee meetings.
- Delegates jobs to be carried-out between committee meetings.
- Responsible for staff recruitment and appraisals.
- Discusses pay rises and budgets with Executive Committee Members.

- Works with our Manager to implements recommendations resulting from Ofsted Inspections.
- Liaises with Hawkedon School, Wokingham Borough Council and Ofsted
- Sits on the Earleybird & Hawkedon Foundation Partnership Joint Management Committee.

### **Treasurer** (*Executive Committee Member*)

- Attends all Committee meetings.
- Works alongside our Finance Assistant to upkeep accounts and annual audit.
- Discusses pay rises and budgets.
- Applying for any available grants.
- Assists with all fundraising events.

### **Secretary** (*Executive Committee Member*)

- Attends all Committee meetings.
- Send out agenda and take minutes at committee meetings.
- Takes the minutes at AGM

### **Fundraisers**

- Attends all Committee meetings.
- Organising fundraising events/activities throughout the year; such as Bingo Night, Colour Run, Easter Fayre, printed tea towels, and anything else you can think of.
- Design and create posters to advertise fundraising events and advertise via social media / printed around school grounds.
- Assist with selling tickets for the fundraising events.
- Help set up and attend fundraising events.
- Emailing requests for donations of items from local companies for fundraising events.
- Emailing thank you to companies who support us.

### **Washing Helpers** (non-committee role)

- Take home a bag of dirty washing of items that have been used within the pre-school sessions, mostly tea-towels, towels, spare clothes, etc.

We have excellent links with Hawkedon School, and have established a Foundation Partnership with the school.

There seems to be so much to think about, but please do not be afraid to ask any member of staff about anything of interest or concern.

We hope that your child's time in pre-school will be a very happy and productive one.

## WE ARE A REGISTERED PRE-SCHOOL IN MEMBERSHIP OF THE EARLY YEARS ALLIANCE.

The Early Years Alliance is the largest single provider of pre-school education and care.

The alliance is a national educational charity committed to quality in early years education. Membership ensures that we have:

- Friendly, practical and accessible information, advice and publications
- 20% on all Alliance publications.
- Individually tailored and competitive insurance, underwritten by Royal & Sun Alliance.
- A free and confidential 24-hour legal helpline, offering advice on matters such as employment, tax, VAT, leases and premises hire.
- Specialist training courses, delivered by experienced tutors, to develop skills
- Ten issues of *Under 5* magazine each year, plus a free special edition of *Children First* magazine.

We are Registered as an Early Years Education Charity

