

Earleybird Pre-School

PROSPECTUS

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

MEET OUR TEAM



Donna
Pre-School Manager
SENCO & Deputy DSL



Anna
Qualified Teacher
Deputy Manager / DSL



Amy
EY Educator
Willow Room Lead

Willow Room



Sandra
EY Educator



Kayleigh
EY Educator



Rebeca
EY Educator



Merry
EY Educator



Dani
EY Educator
Assistant SENCO



Shellie
EY Educator
Assistant SENCO



Jake
EY Assistant

Lunchtime & Cover



Marie
EY Assistant



Karen H
EY Assistant



Ruth
EY Administrator



Steph
Finance Assistant

Contact Information:

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Ruth West, EY Administrator

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Donna Sarney, Manager

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Our Aims are:

- To support the development, care and learning of the children.
- 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 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)

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

Open 9.00am until 3.00pm

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 3rd birthday, we do not have availability or facilities to offer places any earlier even for funded families.

Food

Lunch must be provided 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 school lunch, provided by Hawkedon School, or provide a prepared lunchbox from home. Lunchboxes must contain a healthy and balanced lunch.

A healthy vegetarian 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 regularly have children with nut allergies attending 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 not allowed within pre-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 Hawkedon 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 Hawkedon School, who will be listed within the priority group.

Admission to Earleybird Pre-School does not guarantee admission to Hawkedon Primary School. Earleybird admissions (Foundation Stage 1) are independently allocated by Earleybird Pre-School, whereas admissions to Hawkedon 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 charged @ £8.50 per hour (reviewed annually); invoiced 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 keep 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 in Willow Room is 34; and opening in 2027 our Maple Room 30.

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 3rd 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 \(www.gov.uk\)](https://www.gov.uk/apply-for-free-childcare-if-youre-working)

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 to keep the additional hours charged @ £8.50 per hour invoiced half 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 any additional 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 support, 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 stay and play session, for you to attend with your child so that you both get to know our staff along with other children starting pre-school at the same time. If your child sees that you are friendly with our staff and your child’s keyperson, they will soon become his/her friends too.

Before a child’s first session we arrange for a ‘keyperson one to one home visit’ to go through base line information with you to help children settle in.

Visits work well to give your child confidence in his/her new surroundings. The visits let them take their time to establish contact with other children and staff; for them to be happy to let you go home and leave them in pre-school.

Children’s first session coming in on their own will be for two hours, this is for them to settle gently and happily into pre-school, and to gradually grow into a confident and independent child. Children cannot play or learn successfully if they are anxious and unhappy.

The new child will then move onto coming in for their 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 Hawkedon School website [Hawkedon Primary School – HOME](#) search for uniform & click on the Brigade link and type in Hawkedon 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. We do not provide nappies/pull-ups these must also be provided from home.

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

Curriculum

At Earlybird Pre-School, children learn through play, exploration and relationships. Our curriculum helps children grow in confidence, independence and curiosity while developing strong language, creativity and resilience.

Each child has a key worker who knows them well and works closely with parents to support learning both at home and in pre-school. We share regular updates, invite parent contributions and work together to support children's next steps.

By the time children leave us, they are confident, happy learners who are ready for the next stage of their journey.

The Role of the Key Worker

The key worker is central to children's learning and wellbeing. Through secure, trusting relationships, the key worker ensures each child's development is understood, supported and extended.

Key workers: - Build strong partnerships with families - Observe children closely in play – Assess development using Development Matters - Identify next steps and interests - Scaffold Learning-Lead **focus weeks** for targeted support - Support emotional wellbeing and transitions.

Focus Weeks: Targeted Teaching

Each child has planned focus weeks where their key worker: - Observes learning in depth - Assesses progress across the seven areas of learning - Plans targeted activities and experiences - Uses teaching in the moment to introduce new ideas - Provides additional language modelling and challenge.

Focus weeks ensure assessment directly improves teaching and outcomes.

Teaching in the Moment

Practitioners use high-quality interactions to extend learning by: - Asking open-ended questions ("I wonder...") - Modelling language and vocabulary - Encouraging children to have a go and keep trying - Supporting risk-taking and challenge - Knowing when to step in and when to step back.

Adults are our most valuable resource in supporting children's confidence and resilience.

Supporting Language Development

Language is at the heart of our curriculum. We use: - Words of the week - Makaton signs and visuals - Songs, stories and rhymes - Modelling and repetition - Small group and 1:1 interactions and Multi-lingual buttons for core words.

Children are encouraged to communicate at every opportunity.

The Learning Environment

Our indoor and outdoor environments are: - Accessible and inviting - Rich in open-ended resources - Designed to support independence and enquiry - Organised to promote sustained play.

Partnership with Parents, carers and families

Parents are children's first educators and play a vital role in supporting consistent development.

We work in partnership with families by: - Completing starting point assessments together - Sharing focus week outcomes and next steps - Encouraging contributions from home - Providing regular communication and updates - Offering guidance to support learning at home.

This ensures continuity between home and pre-school, strengthening progress and wellbeing.

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

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 kept away from pre-school for 48 hours after recovery from vomiting/diarrhoea.

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 not listed on the permissions you have given 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 the child's password.

Parental Support of the Pre-School

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

As a Charity Pre-school we will regularly run fundraiser events and ask for support with jobs that are needed such as painting, building, mending and general handywork. We also require parent volunteers to join the committee as Chair, secretary, treasurer and fundraisers we must have these roles in place to enable us to continue to operate and therefore it is imperative that we receive volunteers for these roles.

Policies

Our Policy Document is available for all parents to view on our website 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, seven Level 3 Early Years qualification and two Level 3 Special Education Needs diploma.

We have an EY Administrator and Financial Assistant to support our Manager and voluntary Committee of parents, to ensure the smooth 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 supervisions and annual appraisals 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 ensure 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 implement 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 (a 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.

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.

We are Registered as an Early Years Education Charity

