



## Prospectus

# 2023-2024

**The Pavilion Pre-School**  
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## Introduction

The Pavilion Pre-School is an established and successful group which focuses on giving the children a happy and fruitful experience to prepare them for their future life. We work hard at making their time with us as enjoyable, memorable and rewarding as possible. We have been awarded the Pre-School Learning Alliance's Reflecting on Quality Accreditation.

## Our Aims are:

- To enhance the development and education of children under statutory school age in a parent-involving, community-based group during the very important early years, for their future in schools and in their lives ahead.
- To provide a safe, secure and stimulating environment.
- To work towards an educational balance at The Pavilion Pre-School, by allowing children to learn through play and work, as these functions compliment each other and are of equal importance for children to develop and gain confidence.

## We offer your child:

- A broad and balanced curriculum, which works towards the guidelines set out in the Early Years Foundation Stage (summary attached).
- Trained and experienced adults to guide children's learning on an individual basis.
- Support for the important role of parents in their children's education.
- A secure and welcoming place where children can learn as they play.
- Opportunities for fun and friendship in a caring environment.
- A high ratio of staff to children.

## Session Times

The Pavilion Pre-School meets between the following times:

9.00am – 12.15pm Monday to Friday      1.00pm – 4.15pm Monday to Friday  
Lunch Club (12.15pm – 1.00pm) and all-day sessions are available each day

## School Term dates for 2023-2024

<b>Autumn Term 2023</b> Half-term	Tuesday 5 <sup>th</sup> September – Friday 15 <sup>th</sup> December Monday 16 <sup>th</sup> October – Friday 27 <sup>th</sup> October
<b>Spring Term 2024</b> Half-term	Thursday 4 <sup>th</sup> January – Thursday 28 <sup>th</sup> March Monday 12 <sup>th</sup> February – Friday 16 <sup>th</sup> February
<b>Summer Term 2024</b> Half-term	Monday 15 <sup>th</sup> April – Friday 19 <sup>th</sup> July Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May

## Facilities

We are fortunate to have the use of facilities at The Pavilion Pre-School and Willett Recreation Ground, together with its adjacent car park and secure outdoor play area which provides an inviting environment for the children. We have an extensive range of educational toys, games, puzzles and books to cater for the children's needs as well as a Sensory Room which offers a variety of activities to stimulate the senses. A wide range of art and craft material is also provided.

## Registration

We are registered to take 39 children per session from the ages of 2 - 5 years. We have two rooms; one accommodates our younger children and one our older children. These rooms work closely together and often interact during the session. There are also opportunities for the children to move freely between the two rooms. Both rooms are age and stage appropriate, therefore most children will start with us in our 'Caterpillar Room' and then progress to our 'Butterfly Room' to prepare for primary school. Our afternoon sessions are smaller in terms of the number of children attending, which allows us to accommodate the entire age range within one group. These sessions are held in the Caterpillar Room from mid-April to mid-October and the Butterfly Room from mid-October to March.

## **Key Staff**

Pre-School Manager:	Mrs Caroline Stoneham CACHE 3 DPP
Joint Leader:	Mrs Su Parsons CACHE 3 DPP
Joint Leader:	Mrs Catherine King MA NVQ3
Administration Manager:	Mrs Janet Matthews CACHE 3 Advanced Apprenticeship

## **Fees**

The fees are £24.50 per session. This is to be paid in advance every term. Lunch Club is also available at a cost of £6.75 a day. A packed lunch needs to be bought in. All sessions that a child is registered for must be paid for and this includes holidays taken during term time and absence due to sickness. Six weeks notice must be given if a child is to be taken away from the Pre-School and fees for this period are payable in full regardless of whether the child actually attends or not. Children are entitled to government funding the term after they turn 3.

## **COVID-19**

We continue to adhere to the latest government guidelines and have implemented a number of measures to ensure the safety of all children, parents, carers and staff. These include asking parents to observe social distancing protocols at drop off and pick up and effective hand-washing at all times.

## **Key Children**

Each child is allocated a key person who will act as a point of contact for parents/carers and who will familiarise themselves with their appointed child and his/her needs/achievements. The children are allocated small groups for a variety of activities to allow everyone to be given the opportunity to reach their full potential.

## **Structured Learning Activities**

A wide range of activities are provided daily and each child will be invited to participate in these activities at his/her own level. Free play, story, music, painting, sticking and constructing, playdough, sand and water, physical activities and group work are all included. Work becomes more structured as the children mature and each child can progress from one level to the next at his/her own pace. We feel that outdoor play is an essential part of the curriculum and whenever possible, we offer a free flow from inside to out. Weather permitting, our curriculum will always include the opportunity for some kind of outside play.

All the children enjoy regular yoga/music and movement sessions and the Butterfly children are also given the opportunity to participate in the Pre-School Home Learning and Reading Scheme. From time-to-time other visitors will assist us with a wide range of activities including music sessions, dentistry, storytelling and road safety.

## **The Value of Play**

During the time children are at The Pavilion Pre-School, we aim to prepare them for school and the outside world, through a combination of play and work, which we believe to be very important in their overall development. We encourage children to play, not only because they enjoy it, but because they can learn so much from play: learning to share, good manners, taking turns, making friends, understanding that we are all of equal value, learning to be truthful, learning to make choices and decisions, and expanding their language and imagination.

## **Individual needs**

Children are individuals; each child learns at his/her own rate and in a different way. We carefully monitor a child's progress enabling us to develop specific programmes for individuals.

## **Topics**

We will inform parents of the topics to be covered each term, so that if the children wish to bring something from home that is relevant to the topic, they are welcome to do so. This also allows parents to build on the learning from the topic at home. Having many different topics each term enables us to cover a wide range of subjects and allows us to pass on all sorts of important ideas to children in an interesting way.

## **Parent Participation**

We aim to build on the foundations you have laid with your child at home and to work with you to further your child's progress. We believe that encouragement and praise – both at pre-school and at home – are powerful rewards to enhance a positive self-image and motivation. Furthermore, the realisation that learning is rewarding helps to foster a good attitude to learning in later life. We like to give reading books to older children to take home as and when appropriate so that you are involved in the learning. Caroline, Su, Catherine and Janet, or your child's key person, are always pleased to discuss your child's progress with you, together with any comments or suggestions you may have.

Parents are always welcome to volunteer/help with the children in the group. It gives parents the opportunity to take an active part in the group, to see what happens there and to talk about it at home afterwards.

## **Starting Pre-School**

### **The first days**

A child who is tense or unhappy will be unable to play or learn properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure within the group. This takes longer for some children and parents should not feel worried if their child takes a while to settle. We will work along with you: every child is different.

### **What to wear?**

The Pavilion Pre-School has an optional school sweatshirt and T-shirt for use by the children each session, which we strongly recommend. It is considered that they will help each child to look and feel part of the team and simplifies the decision of 'What do I wear today'? The staff wear the same 'uniform' to show the unity of the team.

### **Policies**

The Pavilion-Pre-School has many policies which are available for parents to view on our website, and these are under constant review to ensure they meet the necessary requirements.

### **Complaints Procedure**

Should you wish to make a complaint about the service provided or given to your child please do not hesitate to talk to us. All complaints will be logged in our Complaints Book. If the matter is not dealt with satisfactorily, please note that you do have the right to take your complaint to Ofsted (Tel. 0300 123 1231).

### **... and finally**

The Pavilion Pre-School knows how important childhood is. We want all children to have an enjoyable and satisfying childhood experience. Early experiences also affect children's attitude to learning. They create the basis for later learning, in school and beyond.

# **The Pavilion Pre-School Early Years Foundation Stage Framework**

The EYFS principles are divided into 4 categories, A Unique Child, Positive Relationships, Enabling Environments and Learning & Development.

The framework is made up of 7 areas of Learning and Development – 3 prime areas and 4 specific areas however all are connected and are equally important. All areas of Learning and Development are underpinned by the principles of the EYFS.

## **Prime Areas**

### **Personal, Social and Emotional Development**

Children are provided with experiences and support which will help them to develop a positive sense of themselves and of others; respect for others, social skills and a positive disposition to learn.

We provide support for children's emotional well being to help them to know themselves and what they do.

### **Physical Development**

Children are encouraged to be active and interactive and to improve their skills of coordination, control, manipulation and movement. They are supported in using all of their senses to learn about the world around them and to make connections between new information and what they already know. They are supported in developing an understanding of the importance of physical exercise.

### **Communication and Language**

Children's learning and competence in listening and paying attention, understanding and speaking are all supported and extended. We provide opportunities and encouragement to use their skills in a range of situations and for a range of purposes, and we support their developing confidence and dispositions to do so.

## **Specific Areas**

### **Literacy**

Being read to and beginning to read and write are all supported and extended. Children are encouraged to develop an awareness of rhyme and alliteration as well as listen to and enjoy stories and poems, one-to-one and in small groups.

### **Mathematics**

Children are supported in developing their understanding of numeracy and numerical patterns in a broad range of contexts in which they can explore, enjoy, learn, practise and talk about their developing understanding. We provide opportunities and practise and extend their skills in these areas to gain confidence and competence in their use.

### **Understanding of the World**

Children are supported in developing the knowledge, skills and understanding that help them to make sense of the world. The children's learning is supported by offering opportunities for them to use a range of tools safely, encounter creatures, people, plants and objects in the natural environments and in real life situations, undertake practical experiments and work with a range of materials.

### **Expressive Arts and Design**

Children's creativity is extended by the provision of support for their curiosity, exploring and play. We provide opportunities to explore and share their thoughts, ideas and feelings, for example, through a variety of art, music, movement, dance, imaginative and role play activities, mathematics and design technology.