



ST JAMES CHURCH

PRE-SCHOOL

Prospectus

Telephone Number: 0790 5276612

e-mail: preschool.stjames@googlemail.com

website: <http://www.stjamestw.co.uk/Schools/PreSchool.aspx>



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**CHURCH HOUSE
1 FERNDALE
TUNBRIDGE WELLS
KENT
TN2 3RL**

Mission Statement

The aims of this Church Pre School are to provide a happy, safe, stimulating and Christian environment. We promote care, courtesy, kindness consideration and forgiveness for others at all times.

St James Pre School believes strongly in creating a partnership with parents/carers, to provide the best opportunities for each child, including spiritual growth and a knowledge and understanding of the Christian faith and its values. The children are offered a full range of experiences and activities, which are planned to promote learning through play.

Children and Families from all cultures and religious backgrounds are welcome.

Session Times

Our sessions are from 9.15 am to 12 noon and 12.45 pm to 3.30 pm Monday to Friday.

Applications

There is a cut of date of 1st May each year for applications to join the Pre School in the next school year.

Collection of Children

If a child is to be collected by anyone other than his or her parent/carer, we need to be informed in advance. We will not let any child leave with anyone else, unless we have notification. Please record any changes into the diary.

Curriculum

The Pre School follows the curriculum guidance for the foundation stage and covers the six areas of learning:

1. Personal, Social and Emotional.
2. Communication Language and Literacy.

3. Mathematical development.
4. Knowledge and understanding of the World.
5. Physical development.
6. Creative development.

Toilet Training

The Pre-School would prefer your child to be toilet trained and out of nappies. However, we understand that this sometimes takes a while, so trainer pants will be accepted. Your child will be encouraged to use the toilet throughout the session.

Illness

Parents/carers are asked to keep their children at home if they are unwell - please see our exclusion sheet for exclusion times for the different illnesses your child may have. Please notify Pre-School if your child will not be attending a session for whatever reason.

Policies

All policies are located in the operational plan file, which is available for all parents to read upon request or available on our website: www.stjamestw.co.uk/Schools/PreSchool.aspx

Child protection procedures

We have a Child protection procedure, which we must abide by. A copy can be found on the Parents' notice board - please read.

Accidents

All accidents are entered into the accident book and must be signed by the member of staff dealing with the child and by the parent/carer.

All parents/carers are asked to record pre existing injuries into the book at the beginning of the session.

Fire Drill

We have a fire drill at least once in the morning and afternoon every term.

Settling In

We want your child's entry into Pre-School to be a smooth one. Some children take longer than others to settle in, we will support and guide parents and children through this time.

After their first term you will receive a settling in report for your child.

Special needs

Where a child is identified as having a special educational need we work closely with parents. No decisions on your Child's education would be taken without parental consent.

We liaise with other outside agencies as appropriate for advise, You are always welcome to speak to your key worker or the special educational needs coordinator (SENco) about any concerns you may have. For further information please see the Special Educational needs Policy.

Behaviour

We encourage the children to be courteous, polite and respectful to adults and other children. We use a positive behaviour model where a child is helped to understand the effect their behaviour has on others, we encourage and help the children to negotiate with each other to solve their differences.

Adults do not shout at children and children are not humiliated or made to feel small, we do not use the naughty word. For further information please read the Behaviour Management Policy.

Key worker System

We operate a key worker system. Your child's key worker will be responsible for the recording of your child's development, you will be introduced to your child's key worker when they start Pre School. Parents may have access to their child's records at any time.

Halfway through their time at Pre-School you will have an informal meeting with your key worker.

When your child goes to school they will receive a formal record of transfer, but please feel free to speak to their key worker at any time.

Topics

Our topics will run termly or half termly, which you will be advised about in the termly newsletter. We welcome any parent/carer who feels they have a particular skill or contribution they can offer to enhance our topics.

KCC Funding Entitlement

Your child will be entitled to Government funding vouchers from the term after their 3rd birthday. All paper work will be available through Pre-School at the beginning of each term of entitlement.

Our setting is usually open for between 33 and 35 weeks, which is less than the full 38 week entitlement from KCC.

Snacks

The children will be provided with milk/water and a biscuit or fruit or vegetable sticks at snack time. If your child has any food allergies the Pre School must be informed.

Clothing

We ask that children do not wear their best clothes to Pre-School. Although aprons are provided, accidents will happen. We ask that children bring a spare set of clothes with them. We also ask parents to

provide coats etc. for outdoor play in the winter and sun hats for the summer, also that sun cream is applied before coming to Pre School on those hot sunny days! Outdoor play will take place unless it is raining/snowing.

Complaints Policy

We welcome constructive ideas or complaints. If necessary, parents should speak directly to one of the Supervisors or a member of staff. Should parents still have concerns after speaking to Supervisors/staff they should write to the Chair of the Management Committee and ultimately OFSTED.

Management Committee Chair	OFSTED
Rev. Jim Stewart Church House 1 Ferndale Tunbridge Wells Kent TN2 3RL Tel:01892 521703	OFSTED Early Years Dukes Court Dukes Street Woking GU21 5EP Tel: 0845 601 4771