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| Early Years Alliance | Ofsted-logo-gov |  |

**Prospectus**

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**Wilbury Hall**

**Bedford Road**

**Letchworth Garden City**

**Herts SG6 4DU**

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|  | **07308 072984** |
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**Email:** **bedfordroad.preschool@yahoo.co.uk**

**Website:** [**www.bedfordroadpreschool.weebly.com**](http://www.bedfordroadpreschool.weebly.com)

**Welcome to Bedford Road Pre-School**

**Bedford Road Pre-School began life in 1968. It is a well-established Non Profit Making group. We are registered and inspected by Ofsted and are members of the Early Years Alliance.**

**We have achieved the Herts Quality Standard Accreditation in 2002, 2006, 2012 and 2019.**

**We offer sessional care for children 2-5 years. Children are admitted the term after their 2nd Birthday.**

**We offer funding for qualifying 2 year olds and up to 15 hours a week funding for all children the term after their 3rd Birthday.**

**Opening Times**

**Wilbury Hall**

**MON 9am-2pm**

**TUE 9am-2pm**

**WED 9am-2pm**

**THU 9am-2pm**

**FRI 9am-2pm**

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**Term Time Only**

**As a general rule holidays are in line with local schools.**

**Staff**

**Nicola Haggar - Manager**

**Designated Safeguarding Lead Person (“DSLP”)
Designated person for e-safety**

**Staff**

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| **Cathy Ziolo** | **Deputy Manager/Deputy DSLP****Early Years Practitioner** |
| **Helen Mcfarlane** | **Early Years Practitioner** |
| **Natalie Allen** | **Early Years Practitioner/SENCO** |
| **Carla Blair** | **Early Years Practitioner** |
| **Kaci Allen** | **Early Years Assistant** |
| **Admin/Bank Staff** |  |
| **Eileen Budd** | **Early Years Assistant / Bank Staff** |
| **Debbie Dublin** | **Administrator / Bank staff** |

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| **http://t3.gstatic.com/images?q=tbn:ANd9GcTetUrmbLGt8-QIQKXeFohlkLgkvOH5-zHIvA6m-gIX2ZmMRj0T** | http://t1.gstatic.com/images?q=tbn:ANd9GcSBYFrjkwk97XeJIJjA95b2-ZOwKSEOQOAhb-jWG6f0UHRK5yp9 |

**On acceptance of a place we require a £10 Non Refundable Enrolment Fee (this is a voluntary payment for children starting the term after their 3rd birthday and for funded 2 year olds).**

**Fees need to be paid by the end of each half term. We charge a reduced fee for the first two weeks of your Childs placement whilst settling in. Full fees are charged for absences. We require four weeks written notice if your child no longer requires the place or fees will apply. Failure to pay may result in your Childs place being fully relinquished. A reduced fee is available for twins/triplets.**

**We charge £6 per Term to put towards snack, cooking and activities. This is payable at the beginning of each term.**

**Our fees are £7.00 per hour.**

**Our Aims**

**At Bedford Road Pre-School our aim is to provide a happy and safe environment where children can grow and learn through play.**

**Learning and Development**

**The children will experience a wide range of activities, indoors and outdoors, to develop skills, knowledge and independence. They learn actively within an established routine to become independent learners, problem solvers and critical thinkers.**

**During their time at Pre-School your child will have the opportunity to:**

* **To be in a group which values each child as an individual.**
* **Benefit from having a Key person to offer support to your child in all areas of development.**
* **Enjoy the company of other children and adults.**
* **Learn social skills and grow in self-confidence.**



**Our Curriculum**

**We follow the Early Years Foundation Stage Curriculum or EYFS for short, within this framework there are four guiding principles which shape our practice. These are:**

* **A UNIQUE CHILD**

**Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.**

* **POSITIVE RELATIONSHIPS**

**Children learn to be strong and independent through positive relationships.**

* **ENABLING ENVIRONMENTS**

**Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.**

* **LEARNING AND DEVELOPMENT**

**Children develop and learn at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND).**

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**The Early Years Foundation Stage consists of seven areas of learning and development with 3 prime areas of learning and 4 specific areas of learning. All areas of learning and development are important and interconnected. Within each area there are a number of early learning goals which most children will achieve by the end of the Early Years Foundation Stage.**

**Prime Areas of Learning**

**Communication and language development**

**Children will be given opportunities to experience a language rich environment through conversations with adults and peers and engaging them actively in stories, rhymes and poems. This will develop their confidence and skills in expressing themselves and enable them to speak and listen in a range of situations.**

**Personal, social and emotional development**

**Children will be supported to manage their emotions and develop a positive sense of self. They will learn how to make good friendships and how to play together co-operatively, taking turns and sharing. Children will learn how to look after their bodies including healthy eating and managing personal needs such as toileting and handwashing.**

**Physical Development**

**Physical activity is vital in children’s all-round development enabling them to pursue happy, healthy and active lives. Children will be given opportunities to develop their core strength, stability, balance, spatial awareness and co-ordination. Fine motor skills will developed through small world play, puzzles, arts and crafts and the practice of using small tools.**

**Specific areas of learning**

**Literacy**

**It is crucial for children to develop a life-long love of reading. They will enjoy daily stories, rhymes, poems and songs. Children will start to read, noticing the first letter of their name or a familiar logo. Children will begin to write, giving meaning to marks they have drawn and learning to form some letters.**

**Mathematics**

**Children’s mathematical understanding develops through active learning, play and exploration. They will use stories, songs cooking, games, construction and creative activities both indoors and outdoors. Children will learn to count confidently and develop an understanding of the numbers to 10. They will learn to order numbers, calculate, problem solve and use mathematical language. Children will learn about size, weight, capacity, position, distance, time and money. They will explore, recognise, create and describe patterns and shapes.**

**Understanding the world**

**This involves guiding children to make sense of their physical world and their community. They will learn about the natural world looking at growing and living things. They will explore their local environment, visiting the park, shops and library. They will become aware of similarities and differences between themselves and others and will celebrate diversity. They will find out how things work by investigating mechanical equipment and exploring ICT.**

**Expressive arts and design**

**Children will have regular opportunities to use a range of materials, tools and techniques to experiment with colour, design, texture and form. Children will be encouraged to express themselves through art, singing, making music, dance, role play and stories.**

**In all areas of learning there is a strong emphasis on active learning, play and exploration, creating and thinking critically.**

**Keyworkers**

**At Bedford Road Pre-School we use the key person approach to help your child feel individual, cherished and cared for while they are away from home. This approach means that there is one named member of staff to act as the main point of contact for you and your child.**

**Your child’s key person can help you and your child by:**

* **Helping your child settle in when he/she first arrives at our setting.**
* **Making sure that any questions you have are answered.**
* **Helping your child with their personal care, for instance, changing nappies, going to the toilet and washing hands.**
* **Observing your child’s play and providing suitable resources and activities.**
* **Encouraging your child to develop independent skills, such as putting on their own shoes/coat.**
* **Letting you know what your child has enjoyed doing.**

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**Learning Journeys**

**When your child starts at Bedford Road Pre-School they will have a learning journal started, either in paper format or online using Tapestry.**

**Tapestry is an online learning journal which records photo’s, observations and comments in line with the Early Years Foundation Stage, to build up a record of your child’s experience with us. Tapestry can be accessed online or via the app. You will have secure access (via email address and password) to your child’s learning journal, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments or by commenting on observations made by us.**

**Paper learning journals will also include photos and observations made by us and we encourage parents to email photos from home to include in your child’s learning journal.**

**Parental Involvement**

* **We recognise the importance of parents as partners in helping their child to learn and develop.**
* **Parents will be valued and respected, kept informed, consulted, involved and included.**
* **Parents may have access to any records or assessments that involve their own child.**

**Water Bottles**

**Parents are to bring a labelled water bottle to have access to water throughout the day.**

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**Birthdays**

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| **http://www.freeclipartpics.com/images/birthdaycake.gifWhen a child has a birthday we will celebrate their special day with a cake. Some parents like to celebrate it by bringing in something small for each of the children to take home.** |

**Clothing**

**We like to get very messy at Pre-school so we do have uniforms available for you to buy at** <https://theuniformmonkeys.co.uk>

**Please could you name your child’s bag, lunch bag (if staying for lunch), coat and hat.**

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**Operation Encompass**

**Bedford Road Pre-school is a part of this national scheme.**

**Operation Encompass is a national scheme that operates jointly between schools and all police forces. Further details can be found at: www.operationencompass.org**

**Children who experience domestic abuse are recognised as victims of domestic abuse in their own right. Children who live in homes where there is domestic abuse, or who experience domestic abuse in their own teenage relationships, can be negatively impacted by this experience. Operation Encompass means that our school will be told, prior to the start of the next school day, when police have attended an incident of domestic abuse where there is a child or young person who attends our school who is related to any of those involved in the incident.**

**We have ensured that a member of our staff, (Designated Safeguarding Lead) known as a Key Adult, has been trained about Operation Encompass procedures. This allows us to use the information that has been confidentially shared with us by the police, to understand how a child may be impacted by domestic abuse and to then offer support to the child/ren in our care. This information means that we can understand a childʼs behaviour and support that child in whatever way they may need or want. We are keen to offer the very best support possible to all our children and we believe that being part of Operation Encompass helps us to do this.**