

## OUR PRE-SCHOOL

**NAME** Seend Playgroup  
**ADDRESS** The Pavilion, Rusty Lane,  
Seend. SN12 6NS  
**Mobile 'Phone No.** 0780 340 3356  
**Website** [www.seendplaygroup.com](http://www.seendplaygroup.com)



Seend Playgroup has been providing care and education to preschool children for more than 40 years. In fact, many of the mums and dads of our current intake have themselves attended the playgroup. It is staffed by a dedicated team of people, all of them mothers themselves, most of whom have worked at the playgroup since their children attended. The Playgroup overlooks a playing field, and there is also a children's play area to one side, both of which we are able to use, thus ensuring that the children get plenty of exercise and fresh air. We cover all areas of the curriculum and provide the children in our care with a wide range of activities in addition to those you would traditionally expect. For example, weekly cookery sessions and visits to Seend School, the Church, the Fire Station and a local farm.

### **Our aims:**

- To enhance the care, 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 offer children and their parents a service that promotes equality and values diversity.

### **Our service/provision:**

- Activities leading to approved early learning goals.
- Individual care and attention, made possible by a high ratio of adults to children.
- Fun and friendship with other children and adults.
- Opportunities for you and your family to be directly involved in the activities of the group, and in your own child's progress.

### **Our opening hours (during school term time only):**

Monday	0845 to 1245 with a packed lunch and 1145 to 1445 with a packed lunch
Tuesday	0845 to 1245 with a packed lunch
Thursday	0845 to 1245 with a packed lunch
Friday	0845 to 1245 with a packed lunch and 1145 to 1445 with a packed lunch.

We are flexible about times when settling a new child.

## Age Criteria:

Seend Playgroup offers care and education for children from the age of two years up until they start school. We can take children from the term before their 2<sup>nd</sup> birthday if we have room for them.

## The curriculum

***Every child is unique.*** Within the group all children are supported in developing their potential at their own pace. By means of appropriate play activities we offer a curriculum that leads to nationally approved learning goals, and prepares children to progress confidently to school. Our setting meets the requirements of the 1993 Education Act, the Childcare Act 2006, the Special Educational Needs and Disability Code of Practice 2014, and the Statutory Framework for the Early Years Foundation Stage 2017.

We follow the Practice Guidance for the Early Years Foundation Stage.

*“Every child deserves the best possible start in life and the support to fulfil their potential. Children develop quickly in the early years and a child’s experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.”*

*The Early Years Foundation Stage sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children’s “school readiness” and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. (taken from the Statutory Framework for the Early Years Foundation Stage book issued by DfE).*

Learning and development is divided into seven areas. Three areas are particularly crucial for igniting children’s curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the **prime** areas are: personal, social and emotional development; communication and language; and physical development. There are four **specific** areas through which the three prime areas are strengthened and applied. These are: literacy; mathematics; understanding the world; and expressive art and design.

### Personal, social and emotional development

At Seend Playgroup, the children are individually supported in developing confidence, independence and self-respect within a nurturing environment. They are encouraged both to work and concentrate independently and 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 the feelings of 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

The children are encouraged to extend their vocabulary and fluency by talking and listening, and by listening and responding to stories, songs and rhymes in both large and small groups. They are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when 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, to be able to handle them and to be aware of their uses, both for reference and as a source of stories and pictures.

## **Physical development**

Our programme encourages the children to look after their bodies, and adopt a healthy lifestyle. We provide a range of equipment and opportunities, both indoors and out, which allows them to develop confidence in the use and development of their own bodily skills. In addition, we have the use of a fenced playground. A high level of adult supervision enables them to create and meet physical challenges safely, developing increasing skill in moving, climbing and balancing. The children are also 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.

## **Literacy**

Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when ready, to use drawn and written symbols for themselves. They are encouraged to link sounds and letters and begin to recognize their name in print, and other words of personal significance.

## **Mathematics**

By means of adult-supported practical experience, the children become familiar with the sorting, matching, ordering, sequencing and counting activities which form the basis of early maths. As they use their developing mathematical understanding to solve practical problems, they are helped to learn 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, when they are ready, to use simple mathematical operations, such as adding.

## **Understanding the world**

A safe and stimulating environment allows the children to explore and experiment with a range of natural and manufactured materials both indoors and outside. They are assisted in exploring and understanding the environment both within the Playgroup and in the wider community. We take them out on walks locally and on trips further afield, where they learn what is going on outside their immediate environment. The children learn about keeping safe and about road safety. They learn about their own and other cultures. They are helped to develop a sense of time and space. We have a range of toys including a digital camera, remote controlled and programmable toys for the children to experiment with.

## **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, pens and crayons as well as natural and discarded resources, provides for open-ended exploration of colour, shape and texture. Children join in with and respond to music and stories, and there are many opportunities for imaginative role play. We have a well stocked dressing up trolley, with clothes to represent our multi-cultural society.

## **Parent involvement**

Our setting recognises parents as the first and most important educators of their children. The staff see themselves as partners with parents in providing care and education for their child. Parents are encouraged to:

- exchange knowledge about their child's needs, interests and progress with the staff;
- help at sessions with the children, for which we have a rota system;
- share their own special interests with the children;
- assist with fund-raising;
- help provide biscuits and fruit for the children's snack;
- take part in the management of the Playgroup, by joining the committee;
- help with outings to make a ratio of 1 adult to 3 children;

- build friendships with other parents: the committee organises social events for parents.

## **The rota system**

Research shows that children learn better when their parents/ carers are involved. Our rota system involves all parents in helping once a term, on a date of their choice. It helps parents to see how their child interacts in the group, lets children realise that their parents are interested in what they do, and makes conversation about what they do there more meaningful. It also means an extra pair of hands and helps maintain our high ratio of adults to children, ensuring individual care and attention for each child. We hope you will be able to take part in this scheme.

## **Key workers**

Our key worker system gives each child a particular adult to relate to. The key worker liaises with parents, and sees that new children are settled happily. She keeps a record of each child's progress.

## **Assessment and Record Keeping**

We use information that we gain from observations to document the children's progress, and to plan the next steps in their learning. We ask parents to contribute by sharing information about their child's interests, needs and achievements. We keep a record of achievement for each child, which includes observations written on post-it notes, photographs, a termly comment on progress, and an indication of the next steps to work towards. Your child's key person will work with you to keep this record. We have post-it notes on the parents' table in the hallway, so you can jot down any relevant contribution or you can speak to your child's key person. The record for your child is available in the playroom to be seen at any time, but periodically it can be taken home to share with your partner. Please return it promptly so we can continue the good work. If your child also attends another setting, it is considered good practice to share information with them to ensure the needs of the child are met.

## **Staff**

We are proud of the high ratio of adults to children. This ensures individual attention to the needs and development of each child. All staff hold Early Years qualifications to level 2 or 3, and take part in regular training.

The staff who work at our Playgroup are:

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Telephone Number</u></b>	<b><u>E-mail</u></b>
Rose Dick	Playleader and SENCO		
Nicky Haines	Assistant and Deputy		
Amy Plumb	Assistant		
Sue Taylor	Administrator	01225 709360	seendplaygroup@hotmail.co.uk

## **Policies**

Some of the playgroup's policies and procedures are included in the Welcome Pack, while others may be read at the setting. Our policies help us to ensure that we provide a high quality service at all times, and that being a member of our playgroup is an enjoyable and beneficial experience for all.

Our policies are reviewed on a regular basis. Comments and suggestions are always welcome.

## **Special Needs**

At our playgroup, each child is able to progress at his/her own rate in all areas of development. We take account of any special needs a child may have. Our Special Needs Co-ordinator (SENCO) is Rose Dick. We are experienced in working in close liaison with professionals across the range of special needs. If you have any concerns please speak to Rose or to your child's key person.

## **Management**

The playgroup is managed by an elected committee. This ensures that major decision making is in the hands of the parents who use the group. The elections take place at the AGM which is held in July each year.

The committee is responsible for managing the setting's finances, employing and managing the staff, making sure the setting has, and works to, policies that help it to provide a high quality service, and making sure the setting works in partnership with the children's parents.

Our current chair person is Liz Futter..01380 828485.....

## **Fees**

Fees are currently £4.50 per hour, payable termly in advance. Fees can be paid by BACS, cheque or cash. Cheques should be made payable to Seend Playgroup. Fees continue to be payable if a child is absent. In cases of prolonged absence, please talk to the Chairperson, or Playleader. If you find you need to reduce your hours, please allow a period of 4 weeks notice.

We are in receipt of Early Years Funding for two, three and four year olds. This begins in the term following your child's second/third birthday, and is available for up to 15 hours per week. In cases where both parents are in work you may be eligible for an additional 15hrs per week. Information regarding the criteria for 2 yr old funding is on the board. You can also find it on the Wiltshire Council website. Other funding for childcare may be obtained by visiting the government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or consulting your tax office.

## **Starting Playgroup**

This is a big moment in the life of the child and the parent. Both may experience freedom and anxiety at the same time. Please be prepared to stay with your child until s/he is settled. A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child to feel confident and secure within the group. This takes longer for some children than others, and parents should not feel worried if their child takes a while to settle. Our settling in policy is included in the Welcome Pack. Please visit in the weeks before the official starting day so your child is familiar with the room and can meet the staff. There is also a Mother and Toddler Group at the Pavilion on a Wednesday morning, which would accustom the child to the room and resources, and other children of a similar age.

Our doors open at 8.45 am. As you come in, please help your child to find his/her name card which you then peg on the line. Any drawings, paintings etc will be pegged here for you to collect later. We encourage children to bring things in from home to talk about at circle time. These should be put in their group's basket on arrival.

## **What to wear**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are easily washable and not too smart. We provide protective clothing for messy activities. We encourage children to gain the skills that help them to

become independent. These include taking themselves to the toilet, and putting on and taking off outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Regarding nappies, we do appreciate that children mature at different rates. If you are concerned about this, please mention it to your child's key person. We do have spare clothes, but you may prefer to bring your own. We go out most days, so please make sure you bring a named coat. Named wellies would be helpful too, but we do have a box of spares if you forget.

### **Uniform**

We sell polo shirts, sweatshirts and fleeces in a range of colours with the playgroup logo. We also sell woolly hats and sun hats. A price list is included.

### **Snacks and meals**

Milk, or water, a biscuit and fruit are provided each session. Parents help by providing some fruit and biscuits for the children to share. If your child cannot drink milk or water, please provide an alternative with your child's name on it. Any allergies or special dietary needs/preferences should be recorded on the registration form.

### **And finally....**

We are proud of the strong sense of community within Seend Playgroup and the mutually supportive relationship between staff and parents, which we believe is important in providing a solid, secure backdrop to a child's formative years. Here are just a few of the things parents have to say about us:

*"I like this playgroup because the children are allowed to play. Social skills are far more important than trying to do too much writing. There are plenty of years of learning at school."*

*"My daughter has attended three nurseries/playgroups but both she and I have never been happier since we discovered Seend Playgroup. There is a lovely feel to the place. The staff really care about the children and encourage their development through a wide range of activities. I feel that my daughter is getting the best start in life here and always runs up to me full of things to say about her morning."*

*"I prefer a playgroup. This one is really good and all the children are so happy."*

*"This is a lovely playgroup and my child enjoys his mornings here. The staff are kind and always willing and ready to listen to concerns and help resolve them."*

**We hope that your child's time in Playgroup will be very happy and productive. If you have any queries, or if we can be of any help, please contact a member of staff or committee at any time.**