

# Brize Norton Village Pre-School



## Information for Parents

Manager : Jackie Hampson

Chairman : Maria Dix

07769 617696 Preschool Hours only

Email: [brizenortonpreschool@hotmail.co.uk](mailto:brizenortonpreschool@hotmail.co.uk)

## Our Mission Statement

The Brize Norton Village Preschool exists to ensure a safe and nurturing environment for preschool age children. Our focus is to provide stimulating early education experiences which promotes each child's desire to be life-long learners. We recognise the importance of outdoor play, the environment and the world around us for all children regardless of culture or background.

This is our prospectus for new parents and those interested in registering their child at preschool. If you have any questions, would like to arrange a visit or register your child please contact our team on 07769 617696.

Brize Norton Village preschool is a parent governed preschool, staffed by professionals and aims to provide children with excellent preschool early education in a small, family friendly environment.

### PREMISES

We run from the Elderbank Hall, Station Road, Brize Norton. OX18 3PS

We are pack-away but fully equipped preschool with a large playroom and a separate room for messy play. We have our own fenced in garden, sandpit, shed and play equipment - we use our outdoor space whatever the weather! We also:

- Have great parking right in front of the preschool.
- Are situated next to the village primary school,
- Have use of the large field which is dog free.
- We have access to and regularly use the village play park.
- Our own allotment and outdoor learning area with mud kitchens. The children grow all kinds of good things to eat!

### Pre-School Learning Alliance

Brize Norton Village Preschool are members of the Preschool Learning Alliance. They support the work of community preschools, whether through training courses, quality assurance systems, local visiting by skilled advisers and a range of helpful publications

### SESSION TIMES

Currently we offer places for children from 2 to 5 (being potty trained is not an issue for us) on;

- Mondays 9am-12pm & 12-3pm
- Tuesdays 9am-12pm & 12-3pm
- Wednesdays 9am-12pm & 12-3pm
- Thursdays 9am-12pm & 12-3pm
- Fridays 9am-12pm

We are restricted in numbers and so it maybe that you cannot immediately have all the sessions you require but we endeavour to accommodate you as best we can and inform you as soon as additional sessions become available. We only offer a minimum of 5 sessions per week due to the new early years funding.

### LUNCHES

We ask parents to be mindful of our healthy eating policy and not include fizzy drinks, sweets or chocolate in packed lunches. We also ask that parents do not send nuts (including peanut butter products) in their child's lunch box to avoid any allergic reactions in other children. Lunch boxes are stored on a trolley in the foyer so we do recommend the use of ice packs to keep them fresh.



## FEES and FUNDING

### From September 2024

Under new government plans, every child is entitled to 15hours of funded sessions from the term after they turn 2 providing both parents work a minimum of 16 hours per week. The 30 hours funding for 3 year olds is available subject to availability and also both parents working a minimum of 16 hours per week. We have a limited number of spaces for children eligible for 30-hour funding and cannot guarantee a 30-hour space will be available as soon as your child becomes eligible. If your child is given a funded place, then an invoice will be issued for snack and PE only.

The 15-hour funding for your child starts the term after they turn 2. Dates relating to this are 31<sup>st</sup> March, 31<sup>st</sup> August and 31<sup>st</sup> December. Please contact us if you are unsure of when your child will receive this funding.

All you need to do is register your child with us. For 2 year olds you will need to apply for a funding code for your 15hours and for 30 hours of funding for 3 and 4 years olds you will also be required to apply for a funding code via the .Gov website and ensure this is kept up to date and valid. This code will need to be added to your funding paperwork once we have distributed this.

If your child does more than your funded entitlement or is 2 years old and you do not work more than 16 hours per week you will have to pay for each session attended.

The cost for each session is, 2year olds and unfunded 3year olds £19.50, Funded 3- and 4-year-olds for any sessions over your funded 15 hours £17.50 per session (this includes a £1.00 per session snack contribution). These prices are subject to review annually. The pre-school committee set the session costs and they are reviewed every 6 months. The committee do everything possible to keep this rate to a minimum.

### From September 2025

From September 2025 two, three and four years olds will be entitled to 30 hours of Early Education Funding providing both parents work a minimum of 16 hours per week. At our preschool the maximum we offer is 27 hours per week as we are closed on a Friday afternoon. For those children of non-working parents' fees will apply. Please see above.

## INVOICING

You will be invoiced at the start of each half term, you can pay by cash, bank transfer or standing order in weekly or monthly instalments. Full payment must be made by the date stipulated on your invoice. We cannot offer credit facilities. Should the fees get into arrears; a letter will be sent explaining that if the situation is not rectified within one week, then the child's place may be taken by another child on our waiting list. If you are in financial difficulty, please talk to Maria Dix in confidence.

Fees continue to be payable whenever a child is absent from Preschool, whether it be for unexpected illness or a planned holiday. You will be required to sign a Parent / Carer Contract on starting at preschool.



## PRESCHOOL NUMBERS / OFSTED REGISTRATION

We are registered to have 30 children in every session. We reserve the right to limit this for the benefit of the children. The present government guidelines are that we work to 1 adult to every 4 children for children under 3 years and 1 adult to every 8 children for children over 3 years. We in fact work to a higher adult child ratio which we are very proud of.

We feel that every child is a unique individual with their own characteristics and temperament. All children are citizens and have rights and entitlements. Children should be treated fairly, regardless of race, religion or abilities. This applies no matter;

- What they think or say
- What type of family they come from
- What language(s) they speak
- What their parents do
- Whether they are girls or boys
- Whether they have a disability
- Whatever their family's financial circumstances

This is our ethos to every child within our setting and why we deliver an adult/child ratio above government standards.





THE STAFF - We have a committed and experienced team of staff working at the Pre-School. Pre-school is governed by a committee of parents who work to support the Manager who is responsible for the day to day running of the setting. We work to, and often exceed, the government requirements for adult/child ratios, which are 1:4 for children under 3 years and 1:8 for children over 3 years. All staff fully support the children in their care, and in their role as a child's 'keyperson', they are responsible for meeting children's individual needs and recording their progress in every child's individual planner.

#### Jackie Hampson - Manager

Jackie has worked at Brize Norton Village Preschool for the past 16 years. She lives in the village and has two children, both of whom attended the preschool. She has NVQ Levels 2 & 3 in Children's Care, Learning & Development. Jackie is Paediatric First Aid trained and our Lead Safeguarding Officer. Jackie is also trained in Supporting children with Special Educational Needs, Disability in the Early Years. She is joint SENCo in our setting. She has undertaken Promoting positive behaviour training. She has attended outdoor training at Hill End and firmly believes in giving each child the opportunity to be; active, healthy, explore, experiment, and learn in the natural world around them.

#### Jane Hornsby – Deputy Manager

Jane holds a Cache Level 3 in Early Years Education. She is paediatric First Aid trained and is our deputy Designated Safeguarding lead and joint Senco with Jackie. She lives in Brize Norton and has a son who attended our preschool. Jane worked at our preschool during 2014 and we are delighted that she has returned to join our team. Jane also started her time at Brize Norton Village Preschool as a member of the parent committee.

#### Barbie Thorne – Language Lead

Barbie helped to set up the preschool in 1994. She is a level 3 practitioner with a BTEC in Childcare and Education with over 25 years' experience. Barbie has undertaken many courses and training seminars to enhance her professional development. Barbie is our settings Language Lead and leads our Wellcomm Communication assessment program. She has Behaviour Management certificates and is Paediatric First Aid trained. She lives in the village of Brize Norton and runs the village Brownies.

#### Anoushka Haslam – Senior Practitioner

Anoushka lives in Brize Norton village. She has worked at the preschool for the past 17 years. She has 3 children, all of whom attended the preschool. Anoushka has NVQ level 2 & 3 in Childcare Learning and Development. She is Paediatric First Aid trained and has attended courses on the Early Years Foundation Stage and Observation and assessments. She believes in all children being individual and unique in their own way.

#### Julie Jewell - Practitioner

Julie has CACHE level 2 in Children and young people's development. She has been part of the preschool team for the past 10 years. She holds qualifications in paediatric First Aid, Safeguarding children and food Hygiene. Julie has two children and lives in Carterton. She believes all children are different and tailors their developmental journey accordingly, in preparation for their transition to primary school and beyond.

#### Charlotte Leroux – Practitioner

Charlotte holds a Cache Level 2 qualification in Childcare and Education. She has previously worked with children from birth to preschool age so has breadth of experience. She holds a qualification in safeguarding and paediatric first aid. Charlotte believes in the children getting outdoors to explore the world around them. She has two children of her own and lives in Carterton.

#### Tracey Ormond – Preschool Practitioner

Tracey holds a Cache level 2 qualification in Children's learning and development. Tracey is trained in Safeguarding children, the Early Years Foundation Stage and children's mental health. Tracey has years of experience working in preschools. Tracey loves to play a part in the early development of children, watching them thrive and grow as little people. Tracey has three children of her own and lives in Carterton.

#### Jodie Haining – Preschool Practitioner

Jodie holds a level 3 BTEC National Diploma in Childcare and Education. She also has a degree in Healthcare Play specialism. Jodie has worked in a hospital environment supporting children in their play and learning. She also has experience as a child minder. Jodie loves to watch the children develop and learn through their play to achieve new things. Jodie lives in Brize Norton and has two children of her own.

### Kelly Adams – Preschool Practitioner

Kelly has worked in childcare for the past 24 years so comes to us with lots of experience in nurseries and as a child minder. Kelly is trained in Safeguarding children and first aid. Kelly lives in Bampton and has one child of her own. She is passionate about allowing children to reach their full potential.

### Helen Townsend – Preschool Assistant

Helen has completed Early Years Safeguarding training, Food hygiene, and Prevent training. She has three children, two of which have attended our preschool. She lives in the village of Brize Norton. Helen has an extremely calming and approachable nature which makes her perfect for the role of preschool assistant.

### Key Workers

Our Key Worker system ensures that each child and family have a member staff allocated to them when they start at our preschool. Their main duties as your child's Key Worker include:

1. Assist your child in settling into preschool.
2. Ensure your child's physical and emotional needs are met.
3. Observe, monitor and keep records of your child's progress.
4. Liaise closely with parents.
5. Identify individual children's needs to be included in the planning.

You will be introduced to your child's Key Worker when you visit our preschool. They will be with your child for most of their sessions.

### Safeguarding Children

Safeguarding is of paramount importance in our preschool. Should any member of staff have any safeguarding concerns about a child attending our preschool we have the right to contact and consult other safeguarding partners. We will always aim to do this with parent consent unless we feel this would be detrimental to the child's safety.



## Our Early Years Curriculum and the EYFS

Our curriculum is tailored to meet the needs of each individual child, allowing them to progress through the EYFS – 'Early Years Foundation Stage', foster a love of learning, develop confidence and enthusiasm for the world around them. This begins with the four principles of the EYFS. 65% of our curriculum is taught outside. We encourage children to be outside in all weathers and make the most of our environment be that in our garden, our allotment, recreation ground or park.

- Every child is unique, and we encourage them to be resilient, capable, confident and self-assured.
- We promote positive relationships, so children become strong and independent.
- Our preschool ensures we offer a safe and secure environment, an environment that enables and supports learning.
- We acknowledge that children learn in different ways and at different rates. We recognise that all areas of learning are important and are interconnected.

We strive to ensure children develop an understanding of

- Respect for others
- Understanding of rules
- A curiosity and an eagerness to learn
- Sense of right and wrong
- Confidence in social situations and self-control
- An ability to persist when facing difficulties
- A positive attitude

The Early Years Foundation Stage curriculum covers the 7 areas of learning and development.

### Prime Area

- Communication and language –opportunities for children to develop their confidence and skills in expressing themselves and learning to speak and listen in a range of situations
- Physical – Encouraging children to be active, develop co-ordination, controlled movement and to understand the importance of a healthy lifestyle
- Personal Social & emotional – Helping to form positive relationships and respect for others, a sense of self and community. Develop social skills and manage their feelings and emotions

We acknowledge that the four specific areas are dependent on good progress in the three prime areas

- Literacy – To develop a love of books and written materials to ignite their interest in the written word. Developing pre-reading and pre-writing skills.
- Mathematics - An understanding of using numbers, shapes, space and measures.
- Understanding the world - Involves supporting children in making sense of the world around them and their community by providing opportunities to explore, observe and find out about people, places, technology and the environment
- Expressive arts and design - Enables children to explore and play with a wide range of media and materials, as well as encouraging the sharing of thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology

Our curriculum is supported by the Characteristics of Effective Learning

- Playing and Exploring -Supports children's engagement and investigation and to experience things through being willing to 'have a go'
- Active Learning - Supports children's motivation to learn by helping develop their concentration, ability and will to keep trying when challenges occur and celebration of completing a task.
- Creating and Thinking Critically - Supports children's thinking skills through developing ideas, making links between differing ideas and create strategies for completing a task.

## Aims & Principles of our Curriculum

Intent - Our curriculum aims to prepare children in understanding the world around them and prepare them for the next stage of their education. We ensure children gain a rich knowledge across a range of topics that they can build on and develop. Ensuring each child is challenged to their full potential. We ensure children embrace diversity and clearly understand our British Values through a sense of Community. We ensure a varied and diverse range of activities and visits that provides essential knowledge that children need to prepare them for their future success.

Implantation - Our weekly and long-term plans ensure we cover the whole early years curriculum. We determine our play activities based on what your child has already learnt to do as well as their current interests. Our key workers observe each child's progress as well as their interests. This enables them to plan enjoyable activities and ensure they are always moving forwards in their learning. Activities feel like fun and are done in a way each individual child will find stimulating. Our staff support and teach children in their play. Encouraging them to build their confidence, self-esteem and push new boundaries. Allowing them to develop, deepen and consolidate their learning.

Impact - We strive to ensure that our curriculum makes a positive impact to the outcomes of every child at our preschool. We track progress and achievement to ensure that children make rapid progress. We review progress termly to support planning. Monitoring of the impact of our curriculum comes from our children talking and demonstrating what they have learnt alongside key worker assessments. Pupils who are eligible for Pupil Premium funding and those with additional needs are monitored carefully to ensure that we continue to close any gaps and ensure progress. Evaluating the impact of our curriculum ensures children are ready for the next stage of their education.

Our environment and planning support all the areas of learning ensuring that we acknowledge children's rights to learn, be safe and healthy, enjoy achieving and make positive contribution's.

New from September 2023 – We are pleased to announce that we will be holding a weekly PE Session run by Super Star Sports Midlands – [www.superstarsportsmidlands.co.uk](http://www.superstarsportsmidlands.co.uk) . The day will change each half term so by the end of the academic year everyone will have had the opportunity to take part. A £1.00 per week charge will be invoiced to parents if their child is at preschool on the day of our PE sessions.

## LEARNING THROUGH PLAY

Children learn about themselves and the world around them through play at Brize Norton Village Preschool, your child's play is supported and extended in a friendly and caring environment. In line with Early Years Foundation Stage guidance, Brize Norton Village Preschool offers continuous provision of these areas of learning:

Construction  
Books / Reading Area  
Malleable Area  
Paint and Graphics Area

Sand Play  
Music and Sound-making  
Mathematics Area  
Collage/Modelling

Water Play  
Writing and Mark-Making  
ICT (information technology)

Our secure all weather garden area provides the children with lots of opportunities for exploring and learning. There are areas for activities and experiences that every child will enjoy, are planned around the continuous provision, of the areas of learning and the interests of each unique child. In conjunction with the children's own exploration and play, Adult-led focused activities are planned on a weekly basis. These activities enhance the continuous provision of the areas of learning and ensure that every child's individual interest and learning needs are met.





## REGISTERING AT PRESCHOOL

You can register your child for preschool as early as you like. Please complete a waiting list form and return it to us as soon as possible. We will confirm receipt once we have received your application and your child will be added to our waiting list. When they are nearing the age that they can start we will contact you to offer a place (subject to availability) and to arrange a visit to preschool to meet with the staff and also to complete registration paperwork and finally confirm a start date. When your child is formally offered a place at our preschool, you will be asked for a £100.00 deposit to secure their place. £50.00 of this deposit will then be deducted from your first invoice. The deposit is non-refundable so if after accepting a place you find you no longer require a place your deposit will not be refunded.

To be fair to all we arrange our waiting list in birth order and our admissions policy may also consider the following:

- The vicinity of home to the preschool.
- Siblings already attending the preschool.
- Date waiting list received

We are only able to honour first choice of days for children starting at the beginning of the academic year in September, subject to availability. Children starting after Christmas will be offered the sessions available at the time of their starting. We cannot reserve sessions for children starting after Christmas. We do not accept children starting after Easter. Your child will need to wait until the following September

### Starting Preschool

Your child will need the following CLEARLY NAMED in their school bag

- Nappies, wipes and nappy bags (if needed)
- Full change of clothes
- Wellies
- Warm coat, hat and mittens for Winter
- Light Jacket/ Sweater/ Cardigan for Spring and Summer outdoor play
- Water / wet playsuit
- Sun cream and Hat for Summer
- Book bag
- Named water bottle, we ask these are taken home, washed and refilled daily for your child to drink throughout the session
- We do not recommend sending your child in Converse shoes or any shoes with lace ups as your child will be encouraged to put on their own shoes as part of their personal development.

We do not have a mandatory school uniform but Brize Norton Village Preschool, sweatshirts and T-shirts can be from the MyClothing website. Your child will explore and experiment with all kinds of materials and engage in lots of physical activities whilst at our preschool, so it is best to send them in clothes that are suitable for active play, messy activities, painting, modelling and water play. Please ensure that your child is suitably dressed for outside play, as children have free access to the garden, wellies are a necessity and are also required for visits to our allotment. Please put wellies in a canvas bag as plastic carrier bags are a hazard to all young children in the building. We encourage children to become independent so please ensure their clothes are easy fastening to allow them to dress and undress independently and help to build self-confidence. Please bring a spare set of clothes in your child's preschool bag clearly named. When the sun does come out, please send in sun cream clearly labelled with your child's name on, and a sun hat.

### Book Bags

We strive to promote children's love of books and reading from an early age, so children are actively encouraged to choose a book to take home to share with their parents every session. It is helpful if your child has a book bag to enable this. Please ensure all books are returned when your child leaves preschool. Our preschool logo book bags are available from Myclothing.com

## Arriving at Pre-School

Please help your child to find their named coat peg for all their belongings. Lunchboxes should be placed on the lunch trolley. Our staff are in the setting from 8.30am and the outside doors are usually open for you to wait in the foyer in the warm. The internal doors to the main playroom will remain closed until 9.00am. Staff will take your child from you at the door into the main playroom. We have found that the children settle far quicker without parents entering the main hall and the children can begin their morning far quicker. We do however recognise this may not always be possible and we recognise that every child will settle in their own way. Please speak to a member of staff.

Parents/carers of new starters can arrange to pick up their child earlier than normal if you feel this would be good for your child, please see a member of staff for a suitable time for you and your child.

The outside door to the Elderbank Hall remains locked throughout every preschool session.

## Snack-Time

We understand the importance of a good diet and actively promote healthy eating at preschool. We display information on notice boards about healthy eating. Each session the children have a snack of fresh fruit and vegetables with water and on occasions something we have cooked together during the session. Details of daily snacks are posted on our closed parent's Facebook group. Please ensure staff members are aware of any special dietary requirements and/ or allergies.

We celebrate this social time with the children, bonding and encouraging good manners, promoting good behaviour by positive reinforcement.

## Leaving Pre-School/ Pick up Time

The main door to the hall is unlocked just before pick-up times. If someone other than usual is to collect your child, please inform staff in advance.

## Illness and Infections

Please call or text our staff if your child will be absent from preschool with any illness. It is very important to help prevent the spread of infection that any child should be kept at home when they are unwell. If your child has diarrhoea or vomiting, please ensure they are symptom free for at least 48 hours before they return to the setting. If your child is prescribed antibiotics, please keep them at home for the first 48 hours of being prescribed.

## Absences

Good attendance is vital for every child's learning and development. Please text or call staff if your child will not be attending preschool on their normal days. If we have not heard from parents / carers 20 minutes after their child's normal drop off time we will contact you by phone.

## Medication

If your child is on any prescribed medication, please advise our staff. If possible, the child's parent should administer medicines. If this is not possible you will need to complete and sign our Medicines book. We keep a record of the medicine name, dosage to be administered and timings of the medicine administered. You are also signing to confirm your permission for a member of staff to administer the prescribed medicine. You will be asked to sign this book when collecting your child confirming staff have administered the required medication. We do not administer Calpol or such products and if you feel your child needs Calpol they should really remain at home.

## Policies

Brize Norton Village Preschool has an extensive range of policies and procedures such as Child Protection and Safeguarding, First aid, Fire evacuation and medication policies. These can be found in the Policies folder in the foyer or on our website [www.brizenortonpreschool.co.uk](http://www.brizenortonpreschool.co.uk). Policies are updated annually or as required. Please take a few moments to read through these on our website or you may request a policy to be emailed to you.

In the event of a preschool closure due to unforeseen circumstance, such as a snow day, we will contact you via our closed Parent's Facebook group and/or e-mail. Please ensure your notifications are switched on so you always receive updates and posts. As a rule, if Brize Norton Primary school is closed we will also be closed.

## A partnership with parents

Brize Norton Village Preschool would not exist without the support of parents. As parents and carers you are your children's primary educators so we encourage a close working relationship between staff / keyworkers and parents. Parent partnership enables us to offer better care for the children day to day, it also offers an opportunity for parents to give feedback on our setting. You will be regularly updated on what your child is learning at preschool and would encourage you to support your child with this learning at home too.

## The Parents Committee

Our preschool is a charity and therefore must be run by a committee of parents. Without these parents the preschool could not be run. The committee are parents who volunteer to be elected to act as trustees for the preschool. They stand for election at the Annual General meeting. The roles we have are Chairperson, Vice Chair, Treasurer and Secretary as well as general committee members. The committee meet once a term to discuss all matters of policy, fundraising and administration. The more parents who are willing to be actively involved the better it is for the preschool. It is your chance to directly shape, and contribute to your child's education, so please get involved. Please see Maria Dix or a member of the Committee for details of our next meeting.

## Fundraising

As with any charitable organisation fund raising is essential. We hold events throughout the year, so please look out for these events and give them your full support. We are always looking for parents to join our preschool committee as fundraisers.

## Making a complaint

Please see our complaints policy on our website or in the parent information file in our foyer. You will find a complaints box on the table in the foyer. Please contact Jackie or Jane if you have any issues or concerns.

