

Brize Norton Village Pre-School



Information for Parents

Manager : Jackie Hampson

Chairman : Maria Dix

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Our Mission Statement

Brize Norton Village Preschool is committed to providing a safe, nurturing environment for all preschool-aged children. We deliver high quality early education experiences that inspire curiosity and support each child's development as a confident, lifelong learner. We recognise the significant benefits of outdoor learning for children's wellbeing and mental health. Our curriculum is therefore closely linked to our rural surroundings and encourages exploration of nature and the wider world. We welcome all children and families, valuing and respecting diverse cultures, backgrounds, and educational needs

Premises - We operate from Elderbank Hall, Station Road, Brize Norton (OX18 3PS). As a well-equipped, pack-away preschool, we offer:

- ❖ A large main playroom and a separate messy-play area
- ❖ A secure, all-weather garden with sandpit, playhouse, and climbing equipment
- ❖ On-site parking
- ❖ Situated next to the village primary school
- ❖ Access to a large dog-free field and the village play park
- ❖ Our own allotment, mud kitchens, nature pond, and outdoor learning space, where children grow a variety of produce and learn about the natural world

Session Times - We offer places for children aged 2–4 term-time only during the following times:

- ❖ Monday–Thursday: 9am–12pm & 12pm–3pm
- ❖ Friday: 9am–12pm

Due to limited availability, we may not always be able to offer all preferred sessions immediately. We aim to allocate sessions fairly and will notify parents when additional sessions become available.

Where possible, we offer a minimum of five sessions per week, in line with updated early years funding requirements

Inclusivity and Special Educational needs - At Brize Norton Village Preschool, we proudly welcome all children and families, embracing every background, culture, nationality, and belief. We are committed to creating an environment where every child feels valued, respected, and fully included in all aspects of preschool life.

We believe that all children are unique individuals with their own strengths, interests, and ways of learning. Our team works hard to ensure that every child experiences a sense of belonging and has access to the care, experiences, and opportunities they need to thrive.

Our practitioners are experienced in supporting children with a wide range of additional needs, including autism, cerebral palsy, Down syndrome, ADHD, communication difficulties, and behavioural needs. We work closely with families and outside professionals to ensure that the right strategies and support are swiftly put in place, and that every child is encouraged to develop confidence, independence, and a love of learning.

Our ethos is rooted in compassion, understanding, and fairness. We are committed to breaking down barriers to learning, celebrating diversity, and ensuring all children can participate fully in our setting—both indoors and outdoors. Through thoughtful planning, inclusive practice, and high-quality early years education, we strive to help every child reach their full potential.



Our Early Years Curriculum and the EYFS

Our curriculum is carefully designed to meet the needs of every individual child, supporting their progression through the *Early Years Foundation Stage (EYFS)*. We aim to foster a lifelong love of learning by encouraging curiosity, confidence, and enthusiasm about the world around them. Learning through play recognises that children build knowledge, skills, and confidence most effectively when activities are meaningful, hands-on, and enjoyable.

A key feature of our approach is outdoor learning: 65% of our curriculum takes place outside, in all weathers. Children benefit from exploring our garden, allotment, recreation ground, and local park, developing skills and knowledge through meaningful real-world experiences.

Our curriculum is built on the four guiding EYFS principles:

- ❖ Every child is unique: We support children to become resilient, capable, confident, and self-assured.
- ❖ Positive relationships: Strong, supportive relationships help children grow into independent learners.
- ❖ Enabling environments: We provide a safe, secure, and stimulating environment that supports high-quality learning.
- ❖ Learning and development: We recognise that children learn in different ways and at different rates, and that all areas of learning are interconnected.

We place great importance on helping children develop:

- ❖ Respect for others
- ❖ An understanding of rules and expectations
- ❖ Natural curiosity and eagerness to learn
- ❖ A sense of right and wrong
- ❖ Confidence in social situations and self-control
- ❖ Perseverance when challenges arise
- ❖ A positive, enthusiastic attitude

★ The Seven Areas of Learning and Development

At Brize Norton Village Preschool, we help children grow, explore, and thrive through the *Early Years Foundation Stage (EYFS)*. These seven areas of learning give every child a strong start, helping them develop skills, confidence, and a love of learning that will stay with them as they move on to school.

We weave these areas into everything we do—whether children are indoors, outdoors, gardening, building, imagining, creating, or simply playing with friends.

 Prime Areas of Learning - These three areas are the building blocks for all early development. They help children form friendships, communicate their needs, and develop independence.

- ❖ Communication and Language - We encourage chatting, listening, storytelling, singing, and role play to help children build strong communication skills. Children learn new words, enjoy conversations, and become confident expressing themselves.
- ❖ Physical Development - Children strengthen both their fine and gross motor skills through climbing, running, balancing, digging, painting, dancing, and using tools safely. We also support healthy habits such as washing hands, eating well, and understanding how to care for their bodies.
- ❖ Personal, Social and Emotional Development (PSED) - We help children form caring relationships, build confidence, and manage their emotions. Children learn how to take turns, share, show kindness, and feel secure within our preschool community.

 Specific Areas of Learning - These four areas help children expand their knowledge, creativity, and understanding of the world around them.

- ❖ Literacy - We nurture early reading and writing through stories, songs, mark-making, and simple phonics activities. Children learn to recognise their name, explore writing tools, and develop a genuine love of books.

- ❖ Mathematics - Through hands-on play, children discover counting, sorting, patterns, shapes, measuring, and problem-solving. Maths is explored naturally in everyday activities—building towers, baking, comparing sizes, or spotting shapes outside.
- ❖ Understanding the World - Children explore nature, community, technology, celebrations, and the wider world through outdoor learning, gardening, discussions, and real-life experiences. This helps them make sense of the people, places, and environment around them.
- ❖ Expressive Arts and Design - We offer lots of opportunities for creativity—painting, music, dancing, role play, construction, small world play, and more. Children express ideas freely and learn to experiment with materials, colours, sounds, and imagination.

Characteristics of Effective Learning - At our preschool, we support children's learning through three key approaches that help them grow into confident, enthusiastic learners:

- ❖ Playing and Exploring - Children learn best when they feel safe to explore, try new things, and follow their curiosity. We encourage them to get involved, investigate, and enjoy discovering the world around them.
- ❖ Active Learning - We help children develop the motivation to keep going—especially when things feel tricky. They learn to concentrate, stay focused, and feel proud of themselves when they complete a task or master a new skill.
- ❖ Creating and Thinking Critically - We support children in developing their own ideas and problem-solving skills. They learn to make connections, ask questions, experiment with different approaches, and find their own ways to tackle challenges

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 contributions.



Our Staff

We have a committed and experienced team working at the Preschool. We are supported by a parent-led committee who work alongside the Manager, who oversees the day-to-day running of the setting. We meet, and often exceed, government requirements for adult-to-child ratios, maintaining ratios of 1:5 for children under 3 and 1:8 for children over 3. All staff are dedicated to supporting the children in their care. In their role as each child's *key person*, staff members ensure that individual needs are met and that every child's progress is carefully recorded and monitored.

Jackie Hampson – Manager

Jackie has worked at Brize Norton Village Preschool for the past 18 years. She lives in the village and has two children, both of whom previously attended the preschool. Jackie holds NVQ Levels 2 and 3 in Children's Care, Learning & Development and is fully Paediatric First Aid trained.

As the preschool's Lead Safeguarding Officer, Jackie plays a key role in promoting children's safety and wellbeing. She is also trained in Supporting Children with Special Educational Needs and Disability in the Early Years, and she is the preschool's SENCo.

Jackie has completed Promoting Positive Behaviour training and has taken part in outdoor learning training at Hill End. She strongly believes in giving every child the opportunity to be active, healthy, and curious - encouraging them to explore, experiment, and learn in the natural world around them.

Jackie's teaching philosophy is rooted in the belief that young children learn best through meaningful, hands-on experiences supported by trusted adults who truly know them. She values child-led exploration, recognising that curiosity is a powerful driver of learning. Jackie prioritises building warm, nurturing relationships that help children feel secure, confident, and ready to take on new challenges.

She views each child as a unique individual and is committed to adapting learning opportunities to meet their developmental needs, interests, and emerging abilities. Jackie champions outdoor learning as a key part of early education, believing that nature provides limitless opportunities for discovery, imagination, and growth. Her practice encourages independence, resilience, kindness, and a lifelong love of learning.

Jane Hornsby – Deputy Manager

Jane holds a Cache Level 3 in Early Years Education and brings a wealth of experience to her role as Deputy Manager. She is Paediatric First Aid trained and serves as our Deputy Designated Safeguarding Lead. Jane is also trained in Makaton and special educational needs, enabling her to support children with a wide range of communication and developmental needs.

Having lived in Brize Norton for many years, Jane is deeply rooted in the local community. Her strong connection to the preschool began when her own son attended our setting, and she later contributed her time as a valued member of the parent committee. Jane previously worked at Brize Norton Village Preschool in 2014, where she developed a strong understanding of our ethos, outdoor learning approach, and child-centred practice.

Beyond her formal qualifications, Jane brings over 9 years of hands-on early years' experience at preschool. She has supported children with varying abilities, worked closely with families, and contributed to tailored learning plans that promote confidence, independence, and curiosity. Jane is passionate about creating inclusive, nurturing spaces where children feel secure, supported, and inspired in their daily learning.

Barbie Thorne – Language Lead - Retiring July 2026

Barbie has been at the heart of our preschool community since helping to establish it back in 1994. With over 25 years of experience, she brings not only deep knowledge of early years education but also a genuine warmth that children and families instantly connect with. As a Level 3 practitioner with a BTEC in Childcare and Education, Barbie continually grows her expertise through a wide range of courses and training seminars.

In her role as Language Lead, she guides our Wellcomm Communication Assessment Programme with both skill and kindness, ensuring every child feels confident finding their voice. Her background in behaviour management and her Paediatric First Aid training further strengthen her ability to support children with care and reassurance.

Barbie is very much a part of the Brize Norton community, where she lives and plays an active role—including having run the village Brownies for many years. Her passion for nurturing children shines through in everything she does, making her a much-loved and trusted member of our team.

Anoushka Haslam – Senior Practitioner

Anoushka lives in Brize Norton village and has been a dedicated member of our preschool team for the past 19 years. She has three children, all of whom previously attended the preschool, giving her a deep personal understanding of the nurturing, community-centred environment we strive to create.

Anoushka holds NVQ Level 2 and Level 3 qualifications in Childcare, Learning and Development, demonstrating her strong foundation in early years education. In addition to being Paediatric First Aid trained, she has completed multiple professional development courses, including training in the Early Years Foundation Stage (EYFS), observation and assessment techniques, and best practice in child development and early learning environments.

Her experience also includes training in safeguarding, inclusive practice, and supporting children with diverse learning needs, allowing her to adapt activities and approaches to suit each child's developmental stage and individual strengths.

Anoushka believes wholeheartedly that every child is unique, and she is committed to creating an environment where individuality is celebrated, confidence is nurtured, and children feel empowered to explore, learn, and grow in their own way

Julie Jewell – Practitioner

Julie is a much-loved member of our preschool team and has been with us for 17 years. She holds a CACHE Level 2 qualification in Children and Young People's Development, demonstrating a solid understanding of early childhood learning, development, and care. Julie has also completed Paediatric First Aid, Safeguarding, and Food Hygiene training, ensuring she meets essential health, safety, and wellbeing standards for young children.

In addition to these core qualifications, Julie's extensive experience has enabled her to develop strong practical skills in supporting early communication, promoting independence, managing routines, and creating nurturing learning environments. Her long service at our preschool reflects her deep commitment to professional growth and high-quality early years practice.

Living locally in Carterton and with two children of her own, Julie brings warmth, patience, and a personal understanding of family life to her role. She truly believes that every child is unique, and she carefully adapts each child's learning journey to suit their individual needs. Her nurturing approach helps children grow in confidence as they prepare for their transition to primary school and beyond.

Charlotte Leroux – Practitioner / Artistic Director

Charlotte brings a strong foundation of early years' experience to her role as Practitioner and Artistic Director. Holding a Cache Level 2 qualification in Childcare and Education, she has worked with children from birth to preschool age, giving her valuable insight into developmental milestones, individual learning styles, and the importance of responsive, nurturing early education.

In addition to her childcare qualification, Charlotte is trained in safeguarding and paediatric first aid, ensuring she is well prepared to support children's safety and wellbeing. Her background includes hands-on experience in both structured early years settings and creative learning environments, where she has supported children in developing communication, independence, social skills, and early problem-solving.

As Artist Director, Charlotte incorporates creativity into daily learning, helping children build confidence through expressive arts, imaginative play, and sensory exploration. Her approach blends artistic activities with child-led learning, supporting curiosity, fine motor development, and emotional expression.

Charlotte is a passionate advocate for outdoor learning. She believes strongly in the benefits of nature-based exploration, encouraging children to observe, investigate, and engage with the world around them. Her enthusiasm helps create a playful, stimulating outdoor environment where children can develop resilience, confidence, and a sense of adventure.

Living locally in Carterton with her three children, Charlotte brings warmth, empathy, and community-centred values to her work, helping create a welcoming, supportive environment for all families

Tracey Richens – Preschool Practitioner

Tracey is an experienced and dedicated Preschool Practitioner who holds a CACHE Level 2 qualification in Children's Learning and Development and is currently working towards her Level 3. She is trained in Safeguarding Children, the Early Years Foundation Stage (EYFS), and children's mental health, giving her a strong foundation for supporting young learners.

With many years of practical preschool experience, Tracey is passionate about being part of each child's early development—helping them thrive, grow in confidence, and discover the world around them. Her nurturing approach and commitment to children's wellbeing shine through in her daily practice.

Tracey believes that young children learn best when they feel safe, valued, and empowered to explore the world at their own pace. She places great importance on nurturing warm, trusting relationships, recognising that secure attachments help children develop confidence, independence, and a sense of belonging.

Tracey lives in Carterton and is a parent herself, with three children of her own. Her personal and professional experience enables her to bring empathy, understanding, and warmth to her role within the preschool community.

Jodie Haining – Preschool Practitioner

Jodie holds a Level 3 BTEC National Diploma in Childcare and Education and a degree in Healthcare Play Specialism. Her background includes extensive experience supporting children in hospital settings, where she used therapeutic play to reduce anxiety, build confidence, and help children understand medical procedures in a child-friendly way. This experience has given her strong skills in emotional support, communication, and adapting activities for children with a wide range of needs.

Alongside her hospital work, Jodie has also gained valuable experience as a childminder, providing personalised care and supporting children's learning within a home-based environment. Her combined experience in both structured and flexible settings enables her to create nurturing, responsive learning opportunities that meet children exactly where they are.

Jodie is passionate about watching children grow in confidence, independence, and curiosity through play. She lives locally with her two children and is trained in safeguarding, paediatric first aid, and British Sign Language.

"I believe every child deserves to feel safe, valued, and excited to learn. Play opens the door to confidence—and I love being part of that journey."

Kelly Adams – Practitioner and Language Lead

Kelly brings an impressive 24 years of childcare experience, gained across a wide variety of nursery environments as well as through providing personalised, home-based care as a childminder. Her long and diverse career has allowed her to build a deep and intuitive understanding of early childhood development, including how young children learn, communicate, and express themselves. Through these experiences, Kelly has developed a strong appreciation for the importance of nurturing relationships, responsive teaching, and creating environments where every child feels safe, valued, and inspired.

As a qualified Level 3 childcare practitioner, Kelly is highly skilled in supporting children's learning and wellbeing. She is trained in safeguarding and paediatric first aid, enabling her to respond confidently and appropriately to children's physical and emotional needs. Over the years, she has honed her ability to promote independence, encourage positive social interactions, and recognise the unique learning styles and temperaments of the children she supports. Kelly is particularly adept at creating calm, purposeful, and engaging learning spaces where children can explore at their own pace and deepen their natural curiosity.

Kelly's approach to early years education is firmly rooted in the belief that children thrive when they feel understood, encouraged, and empowered. She takes pride in getting to know each child as an individual - celebrating their achievements, supporting them through challenges, and helping them develop confidence in their own abilities. Whether she is guiding a child's early communication, supporting their social development, or extending their play through thoughtful interactions, Kelly strives to ensure every child experiences joy, discovery, and a sense of belonging each day.

Living in Bampton with her own child, Kelly brings a warm, family-centred outlook to her work. She understands the importance of strong partnerships with parents and values the trust they place in her. Her genuine passion for early years education shines through in her daily practice. Whether indoors or outdoors, Kelly creates opportunities that nurture enthusiasm, creativity, and resilience—helping every child take meaningful steps on their learning journey. She takes great pride in playing a role in shaping confident, curious young learners and remains deeply committed to supporting each child's growth, development, and happiness.

Sophie Holcombe – Preschool Practitioner

Sophie has worked in nurseries for over eight years and brings a deep passion for early years education to her role at our preschool. She believes wholeheartedly in the importance of forming strong, positive relationships with the children she cares for, recognising that these trusted bonds lay the foundation for confident, happy learners. Sophie is committed to ensuring every interaction she has with a child is meaningful, supportive, and helps to shape their development in a positive way.

Her extensive experience includes working within a special school, where she supported children with a wide range of additional needs. This experience has given her a strong understanding of how to adapt activities, communication styles, and learning environments to ensure that all children can participate fully and feel valued. Sophie approaches her work with empathy, patience, and a calm, reassuring manner that helps children feel safe and understood.

As a Level 3 qualified practitioner trained in safeguarding and paediatric first aid, Sophie is well equipped to support children's wellbeing and safety. She is passionate about creating inclusive learning experiences and takes great care to observe each child's unique strengths, interests, and needs so she can help them grow with confidence.

Living in Brize Norton with her three children, Sophie brings a warm, family-centred perspective to her role. Her connection to the local community and her understanding of life as a parent enrich her work and help her build strong relationships with families. Sophie is dedicated to ensuring every child feels welcome, supported, and inspired as they explore, play, and learn within our preschool environment.

Kristina Painting – Preschool Practitioner

We're delighted to introduce Kristina, who will be joining our preschool team in September 2026. Kristina brings over 20 years of experience in Early Years settings and a wealth of knowledge, care, and dedication to supporting young children in their learning and development. She holds a Level 3 qualification in Early Years and is fully Paediatric First Aid trained, giving her a strong professional foundation to support children's safety, wellbeing, and progress.

She is passionate about building strong, trusting relationships with children and families, recognising that these positive connections play a vital role in helping children feel secure, valued, and ready to learn. Kristina believes that every child deserves a nurturing environment where their individuality is respected and their confidence can grow. Her warm and thoughtful approach helps children develop a sense of belonging, while her experience enables her to support a wide range of needs with patience, understanding, and care. We are very pleased to be welcoming Kristina to Brize Norton Village Preschool and know she will be a valued member of our team.

Helen Townsend – Preschool Assistant

Helen is a highly valued member of our preschool team, bringing warmth, dedication, and a naturally nurturing approach to her role as Preschool Assistant. She has completed a comprehensive range of training, including Early Years Safeguarding, Paediatric First Aid, Early Years Foundation Stage (EYFS), Food Hygiene, and Prevent training. This strong professional foundation ensures she is fully equipped to support children's safety, wellbeing, and early learning.

Helen has three children of her own, all of whom have attended our preschool, giving her an in-depth understanding of the experiences, needs, and emotions of families joining our setting. As both a parent and practitioner, she appreciates the importance of building trust, supporting smooth transitions, and creating a genuinely welcoming environment where children feel secure.

Living in the village of Brize Norton, Helen is closely connected to the local community and brings a thoughtful, grounded approach to her work. She is known for her extremely kind, calming, and approachable nature—qualities that help children feel at ease from the moment they arrive. Whether she is supporting a child who needs reassurance, engaging them in play, or encouraging new friendships, Helen's compassionate presence plays an important role in helping children develop confidence and a sense of belonging.

Her gentle manner, combined with her commitment to high-quality early years practice, makes Helen an invaluable part of our team and perfectly suited to the role of Preschool Assistant

Key Workers

Our Key Worker system ensures that every child and family is allocated a dedicated member of staff when they join our preschool. This familiar adult provides continuity, support, and a strong sense of security as your child settles into our setting.

Your child's Key Worker will:

- ❖ Assist your child in settling into preschool.
- ❖ Ensure your child's physical and emotional needs are met.
- ❖ Observe, monitor, and record your child's progress.
- ❖ Liaise closely with parents and carers.
- ❖ Identify individual needs so these can be incorporated into planning and learning opportunities.

You will be introduced to your child's Key Worker during your visit to the preschool. They will be with your child for most of their sessions, offering reassurance, guidance, and consistent support.

Ofsted Registration

Brize Norton Village Preschool is proudly registered with Ofsted for a maximum of 32 children per session; however, we reserve the right to limit this for the benefit of the children. This registration ensures that we meet all statutory requirements for early years education, safeguarding, welfare, and learning environments. Although we are permitted up to 32 children, we regularly operate with higher-than-required adult-to-child ratios, reflecting our commitment to providing exceptional care, personalised attention, and a calm, nurturing learning environment.

Our most recent Ofsted inspection, carried out in May 2023, resulted in a 'Good' grading. This outcome reflects the dedication, experience, and child-centred practice of our staff team. Inspectors recognised the high-quality learning experiences we offer, the strength of our safeguarding culture, and the meaningful relationships we build with children and families.

We continually strive not just to maintain this standard, but to exceed it—through ongoing professional development, reflective practice, and a curriculum that supports children's curiosity, independence, and wellbeing. Our Ofsted rating is something we are proud of, but it also motivates us to keep evolving, improving, and ensuring that every child has the best possible start to their learning journey.

Safeguarding Children

Safeguarding and promoting the welfare of children is a fundamental responsibility within our preschool. In accordance with the *Early Years Foundation Stage (EYFS) Statutory Framework* and *Working Together to Safeguard Children*, we ensure that every child is protected from harm, abuse, and neglect.

All staff members are trained to recognise signs of safeguarding concerns and understand their duty to act without delay. If a concern is raised regarding a child's welfare, we will follow our established safeguarding procedures and may contact or consult with external safeguarding partners—such as the local authority, health professionals, or police—if required.

Wherever it is safe and appropriate to do so, we will seek to work in partnership with parents and gain consent before sharing information. However, if obtaining consent may place a child at increased risk of harm or compromise their safety, we may share information without parental consent, in line with statutory guidance.

Our approach prioritises:

- ❖ Early identification of concerns
- ❖ A timely and proportionate response
- ❖ Clear, accurate documentation
- ❖ Partnership working with safeguarding agencies
- ❖ A child-centred ethos where the welfare of the child is always paramount

Policies

Brize Norton Village Preschool has a full set of policies to help keep children safe and support the smooth running of our setting. These include important policies such as Child Protection and Safeguarding, First Aid, Fire Evacuation, Whistleblowing, and Medication.

You can read all of our policies in the folder in the foyer or on our website: www.brizenortonpreschool.co.uk. We review our policies every year—or sooner if needed—to make sure they stay up to date. We encourage parents and carers to take a moment to look through them. If you would prefer, we can also email any policy directly to you.

Making a complaint

If you ever have a concern or wish to make a complaint, please refer to our full Complaints Policy, available on our website or in the parent information file located in the foyer. A complaints box is also provided on the table in the foyer for written feedback. If you would prefer to speak to someone directly, please contact Jackie or Jane, who will be happy to help with any issues or concerns.

Illness and infections

Please call or text our staff if your child will be absent from preschool due to any illness. To help prevent the spread of infection, children should be kept at home whenever they are unwell. If your child has diarrhoea or vomiting, they must be symptom-free for at least 48 hours before returning to the setting. If your child has been prescribed antibiotics, please keep them at home for the first 48 hours after starting the medication.

Medication

If your child is prescribed any medication, please inform our staff. Wherever possible, we ask that parents administer medicines themselves. If this is not feasible, you will need to complete and sign our Medicines Book. This record includes the name of the medication, dosage, and the times it needs to be administered. By signing, you give consent for a staff member to administer the medication as required. When you collect your child, you will be asked to sign again to confirm that the medication has been given.

Please note that we do not administer Calpol or similar products. If your child requires Calpol to manage symptoms or to get through the day, they should remain at home until they are well enough to attend preschool.

Absences and good attendance

Good attendance is vital for every child's learning and development. When children attend preschool regularly, they benefit from consistent routines, secure relationships with staff, and uninterrupted opportunities to explore, practise new skills, and build confidence. Regular attendance helps children feel settled and connected, supporting their emotional wellbeing as well as their educational progress.

In the Early Years, learning happens through repetition, interaction, and ongoing play-based experiences. Missing even a few sessions can mean children lose out on important steps in their developmental journey—such as building early friendships, taking part in group activities, or revisiting skills they have been practising. Consistency also helps children understand expectations, develop independence, and gain a strong sense of belonging within the preschool community. We recognise that illness and family circumstances are sometimes unavoidable. However, letting us know promptly when your child will be absent helps us ensure their safety and enables our staff to support them effectively when they return. Please text or call staff if your child will not be attending preschool on their normal days. If we have not heard from parents or carers 10–15 minutes after the usual drop-off time, we will contact you by phone.

A partnership with parents

Brize Norton Village Preschool could not run without the invaluable support of parents and carers. As your child's primary educators, you play a vital role in their learning journey, and we are committed to building a strong, positive partnership with you.

We work closely with families to ensure the very best day-to-day care for each child. This partnership also gives parents the chance to share feedback and be actively involved in shaping their child's preschool experience.

You will receive regular updates about what your child is learning at preschool, and we warmly encourage you to continue supporting this learning at home. Working together helps create consistency, strengthens your child's confidence, and deepens their curiosity and enjoyment of learning.

The Parent Committee

Our preschool is a charity and must be run by a committee of parents. Without the dedication of these volunteers, the preschool simply could not operate. The committee is made up of parents who choose to stand for election as trustees at our Annual General Meeting.

The roles within the committee include Chairperson, Vice Chair, Treasurer, Secretary, and general committee members. The committee meets once each term to discuss policy, fundraising, and the overall administration of the preschool.

We warmly encourage as many parents as possible to get involved. By joining the committee, you have a direct opportunity to shape and contribute to your child's early education and the future of our preschool community.

If you are interested in joining or would like to know more, please speak to Maria Dix or any current committee member for details of our next meeting

Fundraising

As with any charitable organisation, fundraising is essential to the continued success of our preschool. We hold events throughout the year, so please keep an eye out for upcoming activities and give them your full support. We are always grateful for parents who are willing to join our preschool committee as fundraisers, helping us to create exciting opportunities and enrich the experiences of all children who attend.


Registration, Fees and Funding

You're welcome to join our waiting list as early as you like. Once you've had a chance to visit and decide that our preschool is the right place for your child, we'll ask for a £100.00 deposit to secure their place. £50.00 of this will be deducted from your first invoice. Please note that the deposit is non-refundable, so if you later choose not to take up the place, it unfortunately cannot be returned.

We're always happy to help if you have any questions along the way!

We accept Early Education Funding (EEF) for eligible 2-, 3-, and 4-year-olds. This government support helps families reduce the cost of childcare and ensures children can access high-quality early education.

How funding works at Brize Norton Village Preschool:

- ❖ Eligible 2-year-olds may receive funded hours depending on family circumstances, such as receiving certain benefits or meeting income thresholds.
- ❖ All 3- and 4-year-olds are entitled to 15 hours of universal funding during term time, starting the term after their third birthday.
- ❖ Working families may be able to access up to 30 hours of funded childcare per week (subject to eligibility and session availability).
- ❖ At our preschool, we offer a maximum of 27 funded hours per week because we close on Friday afternoons.
- ❖ Families must apply for the extended 30-hour code and renew it every three months to continue receiving the funding.
- ❖ To check your eligibility or to apply for funded hours visit  www.childcarechoices.gov.uk

For children who do not qualify for funding, or for any additional hours taken beyond funded entitlement, the following session fees apply per 3-hour sessions:

- ❖ £23.50 — 2-year-olds and unfunded 3-year-olds
- ❖ £21.50 — funded 3- and 4-year-olds for sessions beyond their funded 15 hours entitlement

These fees include a £1.00 snack contribution per session. Fees are reviewed every six months by the preschool committee, who do their best to keep costs as low as possible.

You will be invoiced at the start of each half-term. Payments may be made by bank transfer or cash on a weekly, monthly or termly basis/ If you are experiencing financial difficulties, please contact Maria Dix confidentially.

Please note that fees remain payable even when a child is absent, whether this is due to illness or a planned holiday.

A daily snack is provided during both morning and afternoon sessions, offering a selection of fruit, vegetables, dairy, and carbohydrate options, along with fresh milk and water. A charge of £1.00 per session is made for this whether you are using Early Education Funding or paying for your child's sessions. Please ensure staff are aware of any allergies or dietary requirements.

We do our best to offer families their first choice of session days when children start with us in September, depending on availability. If your child begins after Christmas, we'll offer the sessions we have available at that time. Unfortunately, we're not able to reserve sessions for later start dates, and we're unable to offer places for children starting after Easter. If this is the case, your child will be able to join us the following September.



PE Sessions for all – We run twice-weekly PE sessions. One led by Tom from Oxford Sports and Martial Arts and the other by Poppy from Super Star Sports. There is a £1.00 charge per session if your child is in attendance on a PE day

Why Physical Activity Matters in the Early Years

Physical activity plays a vital role in young children's development. It supports their physical health, emotional wellbeing, and early learning across the curriculum. Through active play—running, climbing, balancing, jumping, digging, splashing, dancing, and exploring outdoors—children develop:

- ❖ Gross motor skills such as strength, coordination, balance, and stamina
- ❖ Fine motor skills needed for early writing, dressing, drawing, and using tools
- ❖ Healthy habits that promote long-term wellbeing, including understanding how their bodies move and how to stay safe
- ❖ Confidence and resilience, as they take risks, try new challenges, and experience success
- ❖ Social skills, learning to take turns, cooperate, and play with others
- ❖ Emotional regulation, as physical activity helps reduce stress and supports a positive mood



Snacks

We know how important a healthy, balanced diet is for young children, and we love promoting good eating habits at preschool. You'll find helpful information about healthy eating on our notice boards, and each session the children enjoy a snack of fresh fruit and vegetables with water. Sometimes they even get to share something they've helped cook during the session! We post details of our daily snacks on our closed parents' Facebook group.

Please let a member of staff know if your child has any dietary requirements or allergies so we can support them safely. Snack time is a lovely moment in our day — a chance to chat, build friendships, encourage good manners, and celebrate positive behaviour together

Lunches

We want every child to enjoy a happy, healthy lunchtime, so we ask parents to help us by following our simple food guidelines. Please avoid sending fizzy drinks, sweets, chocolate, or any nut products (including peanut butter), as we aim to keep all children safe and support those with allergies. Lunch boxes are stored on a trolley in the foyer, so popping an ice pack inside is a great way to keep food cool, fresh, and ready to enjoy.

Thank you for helping us make lunchtime a safe and positive part of each child's day — your support really does help us take good care of them

