



# Bishop Sutton Pre-School & Forest Club



The School Room, The Link, The Street, Bishop Sutton, Bristol, BS39 5UU

Registered Charity No. 1172849

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# Prospectus

September 2023  
- July 2024

# Welcome to Bishop Sutton Pre-School & Forest Club

A lot of things have changed in the world since Bishop Sutton Pre-School was first established way back in 1969 in the schoolroom at the Methodist Hall, but although it is a long time some things never change, and our commitment to the children is one of them. A dedicated team of staff and strong roots in the community have always been our strengths and they continue to help us nurture the young minds of local children and help them reach their own unique potential.

Pre-School has been based in the old schoolroom in Bishop Sutton since it began and our location and facilities are among our biggest assets. With a spacious school room and two lovely outdoor play areas we can offer children that all-important space to run around, explore and learn through play, while parents can rest assured that their children are safe, secure and most importantly, happy.

We think our pre-school is pretty special and judging by the smiles and laughter that dominate our day the children think so too. But don't take our word for it – come and see for yourself. Parents and Carers are always welcome to come and have a look around.

## ABOUT US

Bishop Sutton Pre-School is a registered charity and a member of the Early Years Alliance (EYA). We are part of the Bath and North East Somerset (B&NES) Early Years Partnership and have excellent links with local primary schools and other Early Years providers.

*'We believe that every child matters and our aim, in everything we do, is to allow them to enhance their development and education in a safe, secure and stimulating environment.'*

## A FEW 'OUTSTANDING' WORDS FROM OFSTED ...

We are registered with OFSTED under the Children Act 1989 and as such are inspected regularly.

Being judged as 'Outstanding' in both of our groups – the 'Pre-school' and our 'Forest Club'.

Copies of both of our reports are available at Pre-school or can be viewed on the OFSTED website. Here are a few of the inspector's wonderful comments...

*"Children benefit exceedingly well from an enticing learning environment that meets their needs and interests highly successfully."*

*"They benefit greatly from attentive staff who demonstrate how to use tools and resources and provide clear explanations."*

*"Staff interact exceptionally well, asking about their creations, encouraging colour recognition and exploring number and early calculation."*

*"Children show excitement in their learning and thrive from the extremely positive interactions from staff"*

*"The inspiring curriculum is very well designed and embedded into practice by knowledgeable staff. Staff carefully consider children's interests, learning styles and what they need to learn next. They adapt the curriculum exceptionally well to ensure children with special educational needs and/or disabilities are fully included."*

*"Staff use their training exceptionally well to support children's storytelling skills. Children listen well to the active story making. They copy the signs, such as 'once upon a time', and become enthralled. They join in with repeated phrases enthusiastically. Children recall the story exceptionally well and use it in their independent role play."*

*"Staff facilitate learning exceptionally well so that children can progress their own ideas."*

*"Children build exceptional bonds with caring staff from the outset"*

*"The inspirational manager is an excellent role model. She provides focused support to raise the quality of teaching to extremely high levels"*

*“The inspirational management team are excellent role models. Staff, including those who are working towards a qualification, receive excellent support for developing their professional skills.”*

*Ofsted September 2022*

## Staffing

Name	Position	Qualification
Lin Oakley	Joint Manager, Designated Safeguarding Lead & Key Person	PSLA Diploma in Pre-School Practice 1997
Penny Rowlands	Joint Manager, Designated Safeguarding Lead & Key Person	Diploma in Children's Learning & Development (Early Years Educator)
Joanne Monelle	Deputy Manager, Designated Safeguarding Lead & Key Person	Edexcel NVQ/Childcare (Early Years)
Hannah Moores	Assistant Manager, SENCo & Key Person	NFCE Cache Diploma for the Early Years Workforce (Early Years Educator)
Becca Sweet (On Maternity leave)	Assistant Manager, Key Person & Joint SENCo	Edexcel BTEC National Diploma
Jennie Gericke	Early Years Educator & Key Person	Edexcel NVQ in Childcare Learning & Development
Heather Harmer	Early Years Educator, Assistant Manager & Key Person	Diploma in Early Learning & Childcare for the Children and Young Peoples Workforce 2013 (CYPW)
Sarah Naylor	Early Years Educator & Key Person	(Currently training)
Sarah Waddington	Early Years Educator & Key Person	(Currently training)
Sarah Bond	Teacher & Key Person	Qualified Teacher Status
Claire Jones	Trainee Early Year Educator	
Anne Lawton	Volunteer & Staff cover	

### Our weekly opening times:

Monday 9.30am - 3.30pm  
 Tuesday 9.30am - 3.30pm  
 Wednesday 9.30am - 3.30pm  
 Thursday 9.00am - 11.30am - Forest Club  
 Friday 9.30am - 1.00pm

### Your Child can attend our Pre-School

for 2.5 hour sessions/  
 3.5 hour session (including lunch)  
 or whole days

### Picking-up time:

Whilst our normal finishing time is 3.30pm we are aware that some parents will have to collect siblings from primary schools with varying finish times, so with that in mind we can arrange collection times to suit you between 3.00pm & 3.30pm.

### Lunch Time:

The children bring their own packed lunch and drink. The children enjoy sitting down together and socialising while they eat. We use this time to have conversations with them and discuss, good hand washing & hygiene, and healthy eating, in an informal setting.

## WHAT WE OFFER YOUR CHILD

We believe that the most important thing we can offer your child is fun and friendship. A friendly and welcoming environment and the individual care and attention made possible for us to combine fun and learning so that your child enjoys every moment of their time with us.

We follow the Early Years Foundation Stage (EYFS) which sets out the standards for Learning Development and Care for children from birth to five. This is heavily centred on child initiated learning. We use children's interests, passions and desires to plan and create an appealing, relevant and inspiring learning environment.

"It is important to remember that no plan that is written weeks in advance can include a group's interest in a spider's web on a frosty morning or a particular child's interest in transporting small objects in a favourite blue bucket. These interests can lead to some powerful learning" (*source DCSF Early Years Foundation Stage May 2008*)

We also have 'show and tell' opportunities, where children are encouraged to bring an item to talk about. This also helps us to discover more about your child and their current interests.

Letters & Sounds: We follow the lead of the phonics taught at the local feeder primary schools, for example 'Jolly Phonics' and 'Read Write Inc', which familiarises the children with the letter names, sounds and characters from these schemes.

### Facilities:

As well as our spacious, dedicated school room we have two outside play areas. The front area is grassed – lovely for spontaneous outdoor activities and the fenced back area, which is hard landscaped, plus a little tranquil seating and table area with plants. The large area is particularly suitable for running, riding on bikes, climbing equipment, obstacle courses, mud kitchen and den making, plus many more open-ended and exploratory resources that the children can access from our resources sheds, to continue their rich learning opportunities outdoors. We have free flow to the outside for most of each session, even on colder and wet days. So we ask parents/carers to make sure children bring a coat and/or jumper to put on if needed, to wear under the waterproofs if required.

### Activities on offer at each session include:

Home corner	Paint, glue and messy activities	Mark making	Mud kitchen
Dressing up	Story making	Accessible resources	Garden area
Dramatic role play area	Books and cosy corner	Climbing & balancing	Discovery areas
Songs and rhymes	Construction and building activities	Outdoor play	Den building

CD player & CD'	Musical instruments	Sand and water	Loose parts
Laptop and ICT toys	Problem solving	Small world toys	Child initiated play
Gravel/digging area	Books and stories	Free flow indoors/outdoors	

## **Key Person:**

Our Key Person system gives each member of staff particular responsibility for just a few children. Each child has one special adult to relate to, which makes settling into the group much easier for your child and will maintain links with you to make sure your child is well supported in reaching their full potential.

## **Learning Diaries:**

Our Learning Diaries are an innovation that really captures the imagination, especially popular with both Parents/Carers and the children. The diaries are a record system in which regular observations of the children are made. They are an opportunity for you to get an insight into your child's life at Pre-School and a lasting reminder of their time at Pre-School for you child. Starting from their interest we make written observations, and include many photographs showing your child's progress and achievements. It can be anything from a snippet of a conversation to a learning process that may not have an end result. Parental input is welcomed and valued.

The Learning Diary is your property, and is kept at Pre-school (though we do offer for you to take them home to look at and share with your child). It will be given to you to keep when your child leaves us to go to school.

## **Progress Check at age two:**

The EYFS requires that we supply Parents/carers with a written summary of their child's development in the three prime areas of learning and development; Personal, Social & Emotional, Physical Development and Communication & Language. Your child's Key Person will complete this using information from observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

## **Special Needs:**

We run with a high ratio of adults to children. This enables us to provide quality attention for all children. Each child is able to progress at his or her own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. Our staff are experienced in working closely with professionals across the range

of special needs, please talk to Hannah Moores (our Special Educational Needs Co-ordinator) or your child's Key Person.

## **Food:**

To make sure they have enough energy to get the most out of Pre-school, the children are offered a drink of milk (unless specifically requested otherwise) and a healthy snack during the morning and afternoon sessions. Snacks vary and children will be introduced to foods from a range of cultures and countries. Fresh drinking water is offered throughout the day.

## **Parent and Carers**

As parents and carers, you are the child's first teacher and the support and encouragement you provide are important, especially through the early years of a child's educational life. We look forward to working closely with you. Parents are welcome to:

- Contribute to their child's Learning Diary
- Take part in the management of Pre-school
- Assist with fund raising
- Represent the Pre-school at branch and country activities of the Early Years Alliance
- Attend open meetings of the Early Years Alliance
- Attend training courses, workshops and conferences organised by B&NES and the Early Years Alliance.

## **Clothing:**

Sweatshirts and T-shirts with the pre-school logo can be ordered, though they are not compulsory and children are welcome to wear whatever they like, although parents are advised that paint, glue, water and mud (!) are provided daily, so clean clothes cannot be guaranteed. We therefore ask that children are suitably dressed.

As it is good for children to practise the skills that will make them independent, simple clothes that they can handle is a good idea. A spare pair of clothes in a named bag is also useful for any little accidents! We provide wet weather gear for water play and rainy days and ask that you provide your child with suitable a warm winter coat on colder days.





## Bishop Sutton Pre-School Forest Club

Forest Club is about exploring and experiencing the natural world through practical activities. The children go out in all weathers, all year round, exploring and learning from the seasons and changes in the environment.

Forest Club's learning environment provides opportunities for children to develop self-confidence, to form positive relationships with others, to learn to co-operate and work with the other children and adults and to develop strategies in order to take risks within the boundaries of safety.

Activities will include: Dens and building, bug hunting, collecting, sorting and problem solving. Mark making, drawing and maps. Using tools. Mud Kitchen. Listening, singing, stories & rhymes, and Story Making. Kelly kettles and campfires. Noting and exploring the changes in the seasons. Investigating all the natural flora and fauna in the environment. Observing growth and decay.

Bishop Sutton Pre-School Forest Club is located in the wonderful conservation area within the grounds of Bishop Sutton Primary School.

To be eligible to attend Bishop Sutton Forest Club your child must be in their 'Pre-School' year and currently attending, or also attend, Bishop Sutton Pre-School.

*THERE IS NO SUCH THING AS BAD WEATHER, ONLY BAD CLOTHING!*

## FEES AND GRANTS

**Our fees** are £5.80 per hour.

Once in receipt of the EYE (Early Years Entitlement), there is a charge of £3.00 per session for consumables. We also have a 'Green Space' charge of £3.00 per session for our Forest Club.

Fees are payable termly and are non-refundable for casual absences. Staffing is arranged to ensure correct adult to child ratios, therefore we require a full terms notice should your child no longer need a place.

Fees due will be billed and payable during this period. In cases of prolonged absence or hospitalisation, parents should consult the committee about fee payment.

A late payment fee of £20 is charged for fees that remain unpaid after 30 days of the invoice date. Persistent non-payment will mean loss of place.

If you would like to discuss payment options, please speak to one of the Pre-School Managers.

We charge an initial **£30.00 Administration fee** for all new starters.

We offer **Ad hoc sessions**, space permitting, which is charged at £7 per hour – please see a member of staff for availability.

**Late collection fees** £20 for the first 15 minutes and £10 every five minutes thereafter.

There will be a fee increase from the 1<sup>st</sup> November 2023.

	Currently	1 <sup>st</sup> November 2023
Price per hour	£5.80	£5.90
Consumables per session	£3.00	£3.30
Ad hoc (per hour) session	£7.00	£7.00
Green space (Forest Club)	£3.00	£3.00
Starting administration fee	£30	£30
Late payments on fees	£20	£20

## Early Years Entitlement

From the term after your child's 3<sup>rd</sup> birthday the Government contributes a grant towards your child's education.

We at Bishop Sutton Pre-School & Forest Club offer the Universal **15 hour Early Years Entitlement**. **As of January 2023 we offer the Extended Entitlement of 30 hours**. We charge for any additional hours taken with us over the 15 hours per week entitlement. If you are eligible for the 30 hours Entitlement, you can use this over 2 providers, or you can nominate which group receives the grant. To see if you are eligible please check this information with HMRC at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Our setting is also registered to receive the 2 Year Old Funding for children who meet the Local Authority's eligibility criteria.

To help with fees, please check to see if you are eligible to claim the 30 hours EYE (Early Years Entitlement).

As from January 2023 you will now be able to claim up to 24 hours per week with us at Pre-School. To see if you are eligible follow this link [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to check eligibility.

Please take some time out and double check to see if you are eligible to any further funding from the Government

- 30 hours funding (3 and 4 year olds) <https://www.gov.uk/30-hours-free-childcare>
- Tax Free Childcare (we are an approved setting) <https://www.gov.uk/tax-free-childcare>
- Universal Credit <https://www.gov.uk/universal-credit>

The first new term after your child is 3 they are eligible for the 15 hours EYE (Early Years Entitlement) per week which currently is funded at £4.30 per hour.

## OTHER INFORMATION

### **Clothes:**

Removable garments should be clearly labelled, as the committee accepts no responsibility for lost items.

### **Sun Cream:**

During the summer we ask that your child is adequately protected with sun-screen which has been applied at home. As and when necessary we will re-apply sun-screen. We use the Pre-School sun-screen, or alternatively you may provide your own sun-screen which will need to be clearly named.

### **Lunch Boxes:**

We promote healthy eating by encouraging the children to eat sandwiches, fruit and yogurts etc first. Please be aware that foods such as cherry tomatoes and grapes may be a choking hazard and we ask that you cut them in half, length ways, before adding them to their lunch box. Lunch boxes must be clearly named and where parents require foods to be refrigerated they must be labelled and handed to a member of staff.

### **Illness/Immunisations:**

We prefer children to have been immunised against Diphtheria, Polio and Tetanus and SHOULD NOT attend if suffering from or testing positive for infectious diseases or conditions.

### **Management and administration**

The Pre-school is run by an elected committee which ensures that major decision making is in the hands of the parents who use the group. All members of the committee undertake Disclosure and Barring Service (DBS) checks. The committee is responsible for reviewing both policy and practice, and the employment and appraisal of members of staff. Our Annual General Meeting, at which the committee for the following year are elected, is held in June/July. Parents will be informed in good time so they are able to attend. The roles of committee members are displayed on the notice board at Pre-school. Please let us know if you would like to join our committee or help at fundraising events.

## **Policies**

We have policies available at Pre-school or on the website, or copies on request, on the following areas:

01. Health and Safety Policy
02. Fire Safety Policy
03. Food Safety and Nutrition Policy
04. Health Policy
05. Promoting Inclusion, Equality and Valuing Diversity Policy
06. Safeguarding Children, Young People and Vulnerable Adults Policy
07. Record Keeping Policy
08. Staff, Volunteers and Student Policy
09. Childcare Practice Policy
10. Working in Partnership with Parents and Other Agencies
11. Forest Club Policy

## **APPLICATIONS**

### **How to apply:**

Please request an 'Application to Join' form. Completed forms should be returned to the address below or emailed to [bsps@hotmail.co.uk](mailto:bsps@hotmail.co.uk) or [bishopsuttonpreschool123@gmail.com](mailto:bishopsuttonpreschool123@gmail.com)

Bishop Sutton Pre-School & Forest Club, The School Room,  
The Link, The Street, Bishop Sutton  
Bristol, BS39 5UU

### **Admissions:**

Places are allocated termly to children in order of date of birth, rather than first come first-served basis.

In addition, our policy may take into account:

- the age of the child
- the vicinity of the home to the setting
- siblings already attending the setting
- the capacity of the setting to meet the individual needs of the child

Your child's name will be added to the waiting list when we have your completed 'Application To Join' form and we will contact you when a place for your child becomes available. We will then ask you to complete a 'Registration Form' and 'Terms & Conditions' to confirm your child's place at Pre-school.