Bishop Sutton Pre-School & Forest Club

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Prospectus

September 2025
- July 2026

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 are a Committee run Pre-School and parents support us in various ways to enhance the education and development of children and young people in the community through the provision of high-quality childcare and education.

How you can help

The support you can provide as a charity trustee is extremely important to us. We value the contribution of your time and skills, as they are essential ingredients to our success.

Our trustees are jointly responsible for the effective running of the charity and may have various roles and duties. The officers (Chair, Treasurer and Secretary) are given certain key tasks to perform to help ensure they are carried out effectively. However, our trustees are a team and support one another so that no one person has too much work or responsibility.

Legally without a Committee our Pre-School and Forest Club would sadly close. Your support whether small or large, we will be forever grateful.

'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
Penny Rowlands	Joint Manager, Designated Safeguarding Lead & Key Person	Diploma in Children's Learning & Development (Early Years Educator) NPQ Early Years Leadership
Hannah Moores	Joint Manager, SENCo, Designated Safeguarding Lead & Key Person	EYITT Early Years Teacher and EYSENCo in Early Years Settings
Joanne Monelle	Deputy Manager, Designated Safeguarding Lead & Key Person	Edexcel NVQ/Childcare (Early Years)
Kate Miller	Deputy Manager and Key Person	EYITT Early Years Teacher
Becca Sweet	Assistant Manager & Key Person	Edexcel BTEC National Diploma
Heather Harmer	Early Years Educator, Assistant Manager & Key Person	Diploma in Early Learning & Childcare for the Children and Young Peoples Workforce 2013 (CYPW)
Jennie Gericke	Early Years Educator & Key Person	Edexcel NVQ in Childcare Learning & Development
Rachel Cooper	Teacher & Key Person	Qualified Teacher Status
Claire Jones	Practitioner	
Emma Pilcher	Trainee Early Years Educator	Trainee- Early years educator Level 3 Thrive
Nicole Chapman	Early Years Educator	CACHE Diploma in Childcare and Education
Suzette Latham	Trainee Early Years Educator	Trainee- Early years educator Level 3 Thrive

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 9.30 - 12noon/ 12 – 3.30pm
3.5 hour session (9.30-1pm/12 - 3.30pm)
or whole days (9.30 – 3.30pm)

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 before 3pm (Please bear in mind the whole session remains fully payable).

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 and ultimately a sense of belonging. 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.

"*Effective practice is a mix of different approaches. Children learn through play, by adults modelling, by observing each other and through adult-guided learning." (source- Early Years Foundation Stage July 2025)*

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: In line with Unlocking letters and sounds (the phonics program used by most local schools), we introduce children to the letters S A T P I N and the sounds that these letters make, we introduce letter names through the alphabet song. Our primary focus at this young age is to focus on phase one phonics; the listening skills that provide the foundation for later reading skills.

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 resource 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. We ask parents/carers to make sure children bring a coat and/or jumper 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 Musical instruments Sand and water Loose parts Problem solving Small world toys Child initiated play Gravel/digging area Books and stories

Key Person:

Our Key Person approach 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. This is 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 your child. Starting from their interests we make written observations, including 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 aim to meet all of the children's needs, so we run with a high ratio of adults to children. This enables us to provide high quality, purposeful adult interactions 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 all children. 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. If a child has a high level of need, we can look at applying for extra funding to enable us to support their place at the Pre-School and will consider their transition to school carefully.

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 will be offered in line with the healthy eating guidance that we follow. 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. 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. In particular, we ask that shoes are appropriate for young feet and can be put on and off without adult support; velcro fastenings are great for supporting independence in the early years. A couple of spare outfits 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 (the academic year in which they turn 4) and be 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 £6.50 per hour.

We accept the 15 hour EYE funding (Early Years Entitlement) plus, the Working Parents Entitlement of 15 and 30 hours for 2yr, 3yr and 4yr olds.
As a charity, we work at keeping our costs low and our standards of care high. Most of our qualified staff are on living wage and our voluntary committee members aim to raise £10,000 a year to keep the costs to our families down. Unfortunately, the EYE funding comes in under our hourly costs to run the setting so to stay afloat and viable, there is a small charge of £3.50 per session for consumables. This is used to pay for activities for learning and development, eg educational activities, learning diaries, cooking ingredients, healthy snacks etc. We only add this optional charge once you're in receipt of the funding to make it as fair as we possibly can for all. Without this charge, the Pre-school would ultimately close.

We also have a 'Green Space' charge of £4.00 per session for our Forest Club.

Fees are payable termly and are non-refundable for casual absences including holidays. Staffing is arranged to ensure correct adult: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 **£35.00 Administration fee** for all new starters which is refundable, upon request, in your child's last term.

We offer **Ad hoc sessions**, space permitting, which is charged at £10 per hour – please see a member of staff for availability.

Late collection fees £20 for every 15 minutes. Please note that late collections may contravene our insurance cover.

	September 2025 fees
Price per hour	£6.50
Consumables per session	£3.50
Ad hoc (per hour) session	£10.00
Green space (Forest Club)	£4.00
Security deposit to hold a place (to be paid on registration, refunded by request upon departure)	£35
Late payments on fees	£20
Late collection of child	£20 per 15 minutes

Early Years Entitlement

From the term after your child's 3rd 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** and 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

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).

You are 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 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

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 sandwiches, fruit and yogurts to be eaten first. To keep in line with our policies and the Department of Education's nutrition guidance, please no crisps, chocolate or squash. Please be aware that any round or oval shaped 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 and MUST 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. Environmental Sustainability Policy and Climate Action Plan
12. Forest Club Policy
13. Complaints Policy and Procedure
14. Safer Recruitment Policy
15. Trustees 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 or 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, generally in order of date of birth. In addition, our policy may take into account:

- the age of the child
- length of time on the waiting list
- 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. To support settling in and a sense of belonging, please note that two or more sessions on different days are a preference to join our setting.