

Holy Apostles,



P R E - S C H O O L

a fun and friendly pre-school

Prospectus



Welcome to Holy Apostles' Pre-school; a place to explore, learn and be happy!

We opened the doors in September 1994 to provide care for pre-school children between the ages of two and four. Since then, we're happy to say we've gone from strength to strength and have helped lots of children on the first steps of their learning journey.

Over the years, we've built a warm and friendly environment where children can enjoy learning, develop their skills and make new friends in a safe and secure setting. Our sessions focus on developing pre-school language, building literacy and problem-solving numerical skills, exploring expressive arts and design as well as helping children to understand the world around them.

The pre-school is run by a management committee that has representatives from Holy Apostles' Primary School, as well as elected parent representation together with the leaders of the Pre-school and After School Club.

We are also proud to be members of PATA (Gloucestershire Parent and Toddler Association) and meet all the statutory requirements laid down by the 2006 Children's Act.

Holy Apostles' Pre-school is housed in the pavilion at the rear of the school and is fully furnished to provide a safe, cheerful and child-friendly environment.

It's located in a secluded, safe position overlooking extensive playing fields, enabling the children to enjoy outdoor play – of course!





ADMISSIONS

Admissions are made according to vacancies on a first-come, first-served basis.

A child may attend pre-school from the age of 2 years. If your child is still using nappies please provide spares in their named bag. We use non-perfumed wet wipes but if you prefer us to use yours please pack them in your child's bag. Obviously it is more convenient all round if the child is reliably toilet-trained on starting pre-school, but we are well used to dealing understandingly with 'accidents'!



TIMES OF SESSIONS

Please find below our pre-school session times.

Please note that children who are staying for lunch will need a packed lunch provided for them.

PRE-SCHOOL HOURS/DAYS

Pre-school opening hours are
Monday - Friday 9am to 3pm during term time.

We offer a morning (9am -12pm) session and afternoon (12pm -3pm) session daily with the option for those aged 2 and over to stay for the whole day 9am - 3pm.

Each child may attend 2-10 sessions a week.

COLLECTION

We greatly appreciate prompt collection of children at the end of a session. Our insurance policy does not cover us for childcare outside pre-school hours, pre-school staff usually need to leave the premises on time, but most importantly of all, children get very sad and anxious if a carer is late. Our late collection policy is displayed on the Parents' Notice Board in the main playroom.



COST

Fees, which are subject to termly review, are currently:

£5.25 per hour for 2 year olds

£4.00 per hour for 3 years+

Which amounts to £15.75 and £12.00 per session respectively.

The fee differential reflects the different statutory requirements for staffing ratios between the age groups; fees are still payable if your child is absent or sick.



CONTENT OF SESSIONS

It is important to us that children have fun whilst they are learning, which is why we offer a variety of fun and interactive pre-school sessions for your children, including outdoor play, painting, drawing, playdough, sand, water play, bricks and construction toys and puzzles.

We also believe that children should have the opportunity to play outside where possible, so we provide a range of activities throughout the year mirroring the indoor opportunities; children can choose the environment in which they want to learn and explore.



- Raised planting beds enable the children to plant seeds, watch them grow and harvest them to take home.



- A mud kitchen with access to water and mud, together with essential bowls and utensils!



- Outside opportunities for number work such as counting fir cones or measuring walls!



- An exciting range of construction equipment including life size foam bricks and 'cotswold stones' for dry stonewalling



- We are well resourced with bats, balls, hoops and bean bags to enable the children's co-ordination and catching skills to be developed



- Inside, we have a fun and well-furnished 'home corner', as well as a dressing-up trolley full of exciting outfits



- Story making is well developed; the children are encouraged to be engaged in story-mapping and developing their own actions for the stories



- Regular opportunities are available to use the computer, digital camera and iPads. We recognise that technology will continue to advance and be significant in children's lives. Like all media (books, crayons etc) technology can be versatile if offered and used in a thoughtful way



- The children work independently using a variety of creative materials which are available at all times throughout the sessions; children are encouraged to help themselves to resources in order to produce individual art work

INTERACTIVE LEARNING DIARY

LETTING CHILDREN SHARE THEIR DAY WITH YOU

We believe that children thrive best when their parents take an interest in their education, which is why we encourage you to play an active part in our pre-school too.

We use an electronic assessment programme called 'Interactive Learning Diary' (ILD) to assist us with the recording and planning of your child's educational development:

When your child starts at pre-school you will receive a secure passcode allowing you to access the Parent Portal. From here, you will be able to observe your child's learning diary and discover which parts of the curriculum they are working on and when. You can also send in your own observations of your child's activities from home.

Planned activities are an integral part of our pre-school sessions to prepare children for progression within the Early Years Foundation Stage (EYFS) development matters.

THE SEVEN AREAS OF FOCUS ARE:

PRIME AREAS:

1. Communication and Language
2. Personal, Social and Emotional Development
3. Physical Development

SPECIFIC AREAS:

4. Understanding the World
5. Literacy
6. Mathematics
7. Expressive Arts and Design

The early learning goals are at the heart of the structure and content of our sessions, but we recognise too the importance of play and aim to provide children with every opportunity to have fun with companions of a similar age, with free choice of activity and equipment whenever possible.



OUTDOOR CURRICULUM

Here at Holy Apostles' Pre-school Cheltenham, we love letting the children play outside whatever the weather – and they love being outdoors come rain or shine! Because of this, we ask you to please make sure that your child brings a named coat or sun hat, as appropriate, with them to pre-school so they can join in with their friends at all times.



BREAK TIME

We encourage all children to eat healthily at pre-school – with so many fun-filled activities on offer, it's only natural that they get hungry! That's why we ask all parents to provide their children with a healthy snack for the morning sessions and/or a healthy lunch for the afternoon sessions

We suggest snacks such as fruit, breadsticks, plain biscuits or crackers. We provide free milk through the government free milk scheme. (If your child does not drink milk please provide an alternative in an appropriate container, though sometimes children who have previously refused milk will accept it at pre-school). We promote the drinking of water throughout the session.

We see snack-time and lunchtime as important occasions for the children with many opportunities for developing social behavior and when many interesting conversations ensue! The children bring a packed lunch to the afternoon sessions, and this is another step forward in developing their independence, towards the time when they will be expected to manage a lunchbox at primary school.



CLOTHING

We strongly recommend that you send your child to pre-school wearing practical play-clothes. Aprons are provided for messy activities but we cannot guarantee against the occasional spillage!

We like to encourage independence in children. Please bear in mind that some items of clothing - dungarees in particular - are difficult for children to manage by themselves when going to the toilet!

WELFARE

The most important thing to us at Holy Apostles' Pre-school is the happiness of your child, so you can rest assured that our dedicated staff will make every possible effort to ensure your child settles in and enjoys their time at pre-school.

We provide a secure, warm and welcoming environment where your child can feel comfortable and safe - and please don't worry; the wellbeing of the children is always our biggest priority. That's why we're always here to discuss any worries or concerns you might have.

ILLNESS

A child who is really poorly needs to be at home with a parent/carer - please do not send your child into pre-school if you suspect he/she is unwell. (However, as parents ourselves, we do recognise that it is not always easy to make judgements first thing in the morning!) If your child has been sick or had diarrhoea then a full 48 hours must have elapsed since the last episode.

Please inform the pre-school leader (tel. 526858 option 2) as soon as possible if your child is ill, particularly in cases of German Measles.

Please also inform us of any history of convulsions, asthma, allergies, or special diets required required on your child's record form.

HEAD LICE

This is an ongoing problem in Gloucestershire. Please tie long hair back securely and be vigilant (excessive head-scratching is often the earliest sign that the child may be affected.) Further advice can be obtained from pre-school staff if required.



PARENTS AND PRE-SCHOOL

Children thrive best when parents take an interest in their education. We encourage parents to take an active part in our preschool.

If you have some special skill to offer; (a craft idea, an insight into festivals from different cultures, music or an interesting job, etc!) We are always pleased to hear from you - the children (and staff) love to have visitors in playgroup with new ideas!



STAFF AND ORGANISATION

As part of the Early Years Foundation Stage (EYFS) 2021, all children will have a key person assigned to them, which allows your child to build a familiar and trusting relationship with a member of pre-school staff who will support and help them to develop throughout their time at pre-school. Where possible, we also try to assign the same key person to any future siblings who attend the pre-school.



STAFF

All staff are appointed by the management committee and will have completed or are undertaking the relevant recognised statutory training courses as laid down by the 2006 Children's Act. All staff have training in Paediatric First Aid.



PRE-SCHOOL LEADER

Chris Brooker
BA (Hons), EYPS



DEPUTY

Linda Turner
NVQ L3



STAFF



Kaye Smith
SENDCo QCF L3



Rie Suzuki
APPRENTICE



Val Allanach
PATA L3



Katy Unsworth
Cert. Early Years
L4



Zoë Avery
QCF L3



Vicky Robinson
QCF L3

VISITS

Please feel free to contact us by telephone or email to arrange a visit for your child. Our waiting list is open and names may be given to the pre-school leader by telephoning in the first instance.

PARKING

There is ample room for parking on the road outside the school. Please note that parking is NOT permitted at any time in the school staff car park. We do ask that you respect this rule as it is made purely with all of our children's safety in mind.

IN CONCLUSION

We aim to provide a secure and welcoming environment in which your child will grow in understanding, have fun, make friends, and be happy.

Remember - we are always happy to discuss your child with you, at any time.



We look forward to welcoming your child and you into our group.



For details, call 01242 526858 option 2

www.apostlespreschool.co.uk



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