

Ysgol Carreghofa

Owlets



**3 & 4 year old Pre-school
setting**

**Contact: Carreghofa C P School, Llaymynech, Powys, SY22 6pA
01691830396**

Happy and Caring Together

Our Statement of purpose

Ysgol Carreghofa Owlets is day care setting for 3 and 4 year olds. The pre-school is run from a specific nursery area within Ysgol Carreghofa which is located on the border between Powys and Shropshire. The pre-school provides care through the medium of English. We encourage the use of the welsh language through daily incidental welsh. We provide a safe, happy and caring environment that promotes the development of independence and self-confidence. Our setting's vision is 'Happy and Caring Together'. We believe that if children and staff are happy and we all care for each other, the setting will provide the opportunity for their first steps on their learning journey to be a positive and engaging experience.

We are registered with the care inspectorate for Wales (CIW) to care for 18 children per session. We care for children, girls and boys, aged 3 – 4 years. They can pay from when they are 3 years old.

Ysgol Carreghofa Owlets runs during term time from:-

Monday/Tuesday/Wednesday/Thursday 9:00 am to 3:15 pm
Friday Closed

Places are allocated by contacting the setting and admissions through Powys County Council. Each child is entitled to 10 hours free which can spread out over the week with a child accessing no more than 2 ½ hours free per day. See later for fee details.

The entrance to the setting is located to the rear of the school where there is a designated pre-school setting. There is a large open plan play area incorporating structured play areas for reading, craft, role play, construction etc. There is also a smaller focus area for directed small group work following the children's interests and nap time if needed. We also use the outdoors as often as possible. The setting has access to secure outdoor environment that includes adventure playground, forest school area and play ship.

The setting has 2 children's toilets, one of which is fully accessible including changing bed and ceiling track hoist.

All children are welcome at Ysgol Carreghofa Owlets and we respect them all as individuals regardless of gender, race, religion, disability or culture. Ysgol Carreghofa Owlets is a fully inclusive setting that is totally accessible to all children. We pride ourselves on being able to meet the needs of a wide variety of learners supporting them to achieve their potential.

Ysgol Carreghofa Owlets' staff consists of 5 members Claire Pritchard Responsible Individual. Pre-school setting leader – Elizabeth Williams and assistants – Pollie Owen, Lesley Griffiths and Nicola Kynaston, lunch time supervisor. Claire Pritchard has a BEd in Primary Education. She has taught nursery children for 15 years and has been through 2 successful inspections. Elizabeth Williams has a NVQ level 3 in childcare learning and development. Pollie has a BA in Early Childhood Studies. Lesley had a Level 2 Diploma for Children's Care, Learning and Development. Elizabeth, Pollie and Lesley have many years of experience of working with nursery children. All staff attend regular training, courses and are keen to further their high level of experience at every opportunity. All staff and any volunteers or students will have an up to date DBS check.

Parents play a crucial part in the success of a child's learning journey and at Ysgol Carreghofa Owlets, we believe building a good relationship supports the child further. We always encourage prospective parents to visit the pre-school prior to applying for a place. We are happy for the child to have trial sessions. Parents/carers are kept informed through parent/carers information sessions, annual report and staff are also available either for an informal chat before and after the session or a meeting can be arranged.

We believe that Ysgol Carreghofa Owlets provides every child with the necessary skills they will need as they move on to Primary School.

Aims

At Ysgol Carreghofa Owlets, the quality of care and the happiness of your child is our main concern. We feel that fun and interesting activities are the key to positive attitudes towards learning.

We have a newly set up area that provides a wide range of toys and resources to encourage every child to reach their potential. Staff carry out regular observations to enable activities to be linked to their interests and next steps.

Our daily activities are linked to the Curriculum for funded non-maintained nursery settings. Focusing on the developmental pathways of the curriculum of belonging, communication, exploration, physical and wellbeing and that all children and young people will be: Ambitious, capable learners who are ready to learn throughout their lives. Enterprising, creative contributors who are ready to play a full part in life and work. Healthy, confident and Ethical, informed citizens who are ready to be citizens of Wales and the world.

By covering these, we aim to support the children in our care to be:

Positive,Happy,
Confident,Healthy,
Caring, individuals.

Admissions Policy

Before you apply for a place at Ysgol Carreghofa Owlets parents and child are welcome to visit the setting. This gives parents the opportunity to see how the pre-school is run, meet the staff and get an insight to the types of activities that take place.

Parents/carers can apply for a place by contacting us on 01691830396 or through Powys County Council.

Following a place being allocated each child will be welcome to attend 3 trial visits which can be arranged to suit both parents and child.

We appreciate that a child starting pre-school can be a new and possibly concerning experience and we want parents to feel confident that their child feels happy and safe in the new environment.

We will work closely with parents prior to the child starting and will be happy to answer any questions. We are happy for parents/carers to ring the setting to check their child has settled.

When starting, parents/carers are required to sign a childcare agreement, complete a registration form and state which session they would like to attend. These will then be confirmed in writing. We require at least four weeks' notice in writing if sessions are to be changed but additional session may be available on request.

Typical Day

Setting Routine

9am	Welcome time
	Child led activities
10:00 – 10:30am	Independent Snack Time
11:15am	Circle time, celebrating learning of that session
11:30am	End of morning session
11:30pm – 12:30pm	Lunch
	(Snack available throughout the afternoon session)
12:45pm	Quiet / nap time for full day Owlets
1:15pm	Child led activities
2:45pm	Circle time, celebrating learning of that session

All children need to wear comfortable clothing that is easy for them to learn to take on and off. We offer P.E sessions where the children can bring in shorts and a pair of pumps. This will help with independence getting changed and helps to start for prepaeration towards the transistion to primary school! We do have a Ysgol Carreghofa Owlets' jumper available to purchase for £9. This is not compulsory but we feel it helps children feel part of the group and again supports the transition to school. It is also helpful if they can have a pair of wellies and a raincoat for outdoor

activities. Sun cream labelled with the child's name can be brought in when warm with a sun hat.

Fees

Morning session 9-11:30am (2 1/2 hours free available)

Lunch 11.30-12:30pm

Afternoon 12-30 – 3:15pm

All children are entitled to 10 hours per week free as long as they are not accessing their educational hours elsewhere. These can only be used for a maximum of 2.5 hours per day.

The set fees from 24th June 2019 are as follows:

Educational funded hours if eligible 9:00am to 11:30am: Free

Morning session 9:00am to 11:30 am – non funded: £11.25

Childcare session for eligible parents : 11:30am to 3:15pm: Funded subject to approval

Non funded childcare sessions: 11:30am to 3:15pm: £17.00

• If spaces are limited priority will be given to funded children

Occasional hourly rate £4:50 (only available if spaces/staff available)

Places are allocated on a termly basis but you will not lose a place once allocated.

Lunch time will be from 11.30 – 12:30pm.

Children can have the option of school dinners if they are having Educational hours and pay via ParentMail weekly or they need to bring a healthy lunch which will be stored in the fridge in the kitchen area of the setting. We will have lunch in the school dinner hall and Owlets staff will be there to supervise.

A healthy snack is available via school. The cost is 30p per session/ 60p per day. You also have the option to bring your own fruit. We request that parents send a bottle of water each day for their child to access as when needed.

Parents are to let the setting know if their child has any dietary requirements or allergies.

You may collect your child at any time during the session however you will still be charged for the whole session and your child may not complete their activities.

All sessions will be paid for in advance and will be invoiced each half term. Payment is required within 10 days or a £10 charge will be added.

At least one months notice will be given if there will be an increase to fees

Any bounced cheque fees will be passed to the fee payer.

Key Worker

When a child starts at Ysgol Carreghofa Owlets they will be assigned a key worker. This will be either the leader or the assistant. The key worker will build a good relationship with the child, taking prime responsibility and will understand the child's individual needs. They will also be responsible for keeping their school records up to date.

Parents can speak to the key worker before or after a session or they can request a review session if required.

Off-site activities

Off-site activities are a valuable way of further enhancing each child's learning journey. Each child will have an opportunity to take part in off-site activities and parents will receive a letter with full details and to gain consent for them to attend.

Absence and closures

If a child is poorly parents/carers are requested to ring the setting as soon as possible. This does not qualify for a reduction in fees. If a child has sickness or diarrhoea then they must not return until 48 hours after the last case.

If a child becomes poorly then a parent or emergency contact will be asked to come and collect the child. They will be kept in a quiet area until they arrive. When the child is registered parents will sign to say if they give consent for emergency treatment.

If a child requires medicine and is fit to attend pre-school the appropriate form will need to be completed.

Ysgol Carreghofa Owlets is a term time only setting so will follow the holiday structure of the school which can be found on Powys County Councils' website. If for any reason the pre-school is unable to open, for example in severe weather, parents will be informed as soon as possible and they will not be charged for this session.

Pets

Ysgol Carreghofa Owlets has no pets in the setting but there are fish, guinea pigs, hamsters and chickens on the school site. The children would not have regular contact with these animals but please let us know if your child has any allergies or fears.

Toilet Training

We would expect most children to be toilet trained but understand that there will be circumstances when this is not the case. We will support any child with toilet training and the pre-school has changing facilities available.

Emergencies

In the unlikely case of an emergency, parents of pupils will be contacted to come and collect their child as soon as possible. Children will remain with staff until they are collected but depending on the nature of the emergency this may be at a different location such as the local village hall. Parents would be informed of this when they were contacted.

Complaints or Concerns

Any concerns or complaints that a parent/carer may have are dealt with promptly. We encourage parents/carers to discuss the matter with Ysgol Carreghofa Owlets' leader. If parents still have concerns or complaints then they are asked to contact the responsible person linked to the setting – Claire Pritchard Head Teacher of Ysgol Carreghofa and refer to the policy.

If needed you may also contact CIW on:
0300 7900 126 to discuss your concerns

Policies available on request

Child Protection
Complaints
Safeguarding
Intimate care
Health & Safety
Behaviour

Review

This statement of purpose is reviewed annually and any changes are shared with parents/carers on the settings newsletter letter, new copies are always available on request and CIW will be informed of changes within 4 weeks. Setting Evaluation Report and SASS is completed annually by staff and is available on request

Contact information:

office@carreghofa.powys.sch.uk

Tel: 01691 830396

[Carreghofa Website \(carreghofprimary.co.uk\)](http://carreghofprimary.co.uk)