

Statement of intent

It is our intention to make our Pre-school genuinely accessible to children and families from all parts of the local community. In order to do this, we will:

- Ensure that the existence of the pre-school is widely known in all local communities.
- Describe the pre-school and its practice in terms which make it clear that it welcomes both Fathers and Mothers, other relations and carers, including Childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Make our Equal Opportunities Policy widely known.

Sessions

Sessions are run in line with Hampshire County Council's term time calendar for government funded schools.

Monday to Friday: 8:45am to 11.45am
 8:45am to 12:45pm
 11:45am to 3:15pm
 12:45pm to 3:15pm
 8:45am to 3:15pm

Drop-off times: 8:45am, 11:45am and 12:45pm

Collection Times: 11:45am, 12:45pm and 3:15pm

EYFS key themes and commitments

A Unique Child:	1.2 Inclusive practice
Positive Relationships:	2.1 Respecting each other
Enabling Environments:	3.3 The learning environment
	3.4 The wider context

Procedure

- Children may start at our setting from the age of 2 years and 6 months, subject to availability.
- Looked after children will be given priority.
- Returning and funded children (2 years 6 months, 3 and 4 year olds) will be given priority for sessions in the September of the next academic year.
- Applications for places for the next academic year will be processed on a first come first served basis upon receipt of an application form and payment of the starter pack fee.
- There will be a limited number of places available for children under 3 per session; this is due to the staff ratio being 1 adult to 4 children for this age group.
- Tavistock Pre-School will allocate your preferred sessions, where available, as per instruction on your application form. You will be notified by email to confirm your sessions.
- Sessions cannot be guaranteed although Tavistock Pre-School will endeavour to provide most of the sessions requested or offer alternatives.
- If there are no spaces available, your application form will be added to our Waiting List and you will be advised as soon as a space becomes available. The Waiting List is run on a first come first served basis with limited spaces for children under 3.

Allocation of Sessions

Once we have advised you that there is space at our pre-school for your child and that you wish to take the place, you will be encouraged to make a preliminary visit with them to our stay and play session. We also offer a home visit which is carried out by the Manager and your child's allocated Key Worker. This enables your child to meet the staff in a comfortable familiar environment and helps with their transition into pre-school.

Sickness and term-time holidays

- If your child is unwell, please notify the pre-school as soon as possible.
 - Sickness leave taken by your child during term time is non-refundable; however, certain situations are taken into consideration with long term illness/sickness.
- If you are taking your child on holiday during term-time, please notify the pre-school in advance.
 - If sessions are paid for, holiday taken by your child during term-time is non-refundable.
- We would also ask that if your child/children have suffered with diarrhoea and/or vomiting they should be kept at home for at least 48 hours after the last event.

Inset Days

The Pre-School will allocate a total of five inset days throughout the academic year. During these days, sessions will not run and the children do not attend. Inset days are attended by staff and are used for essential staff development and training. Inset days will be allocated at the start of the autumn term. The Pre-School endeavours to keep inset days to schedule, however, in some circumstances they may be subject to change.

Government Funding

Two Year Old Funding:

Government funding can be obtained once your child turns two, if certain criteria are met. Please ask our Manager for further details.

Three Year Old Funding:

After your child has turned three, you will be eligible for Government Funding. This commences at the start of the next full term i.e. if your child is born on the 2nd January, your child will be eligible for funding at the start of the Spring Term. Government Funding means that your child will be given up to a maximum of 15 hours per week for 38 weeks of the year (570 hours). As of September 2017, some children will be eligible for 30 hours Government Funding. (Terms and conditions apply).

Management

The pre-school is run by an elected committee. This ensures that major decision making is kept in the hands of the parents of the children that attend the pre-school. The committee trustees work together to ensure that the best support is available for the staff and the children. The AGM is held in the autumn term when trustees are elected. All parents are welcome to join our committee or parent helper list at any time.

Children's Key Workers and Learning Journeys

Our Key Worker system gives each member of staff responsibility for a nominated amount of children. Through the building of relationships between staff, families and children our curriculum can be tailored to meet the individual needs of each child. Your child's Key Worker will be responsible for building a journal of your child during their stay with us; parents can have access to their child's Learning Journey folder at any time.

Curriculum

The pre-school follows the Early Years Foundation Stage (EYFS) which continues into Reception Year of Infant School. Learning is achieved through play and exploration and tailored to the particular learning style of your child. Your child will be observed as to when they are ready for the next steps and gently encouraged and praised for all efforts made. This will ensure high self-esteem, independence and a strong foundation upon which learning can excel.