



# PROSPECTUS

**Member of the Pre-School Learning Alliance**

<p>Kesgrave Playschool Millennium Jubilee Hall Millennium Way Kesgrave Ipswich IP5 2EN</p>		<p>Martlesham Playschool At Gorseland School Deben Avenue Martlesham Heath Ipswich IP5 3QR</p>
	<p>Tel: 01473 625986 Booking Sec Tel: 01473 621315 <a href="http://www.playschool.martlesham.org.uk">www.playschool.martlesham.org.uk</a> Registered Charity No. 288268</p>	

**If you need any of our information in larger print please ask**



## Introduction

Martlesham Playschool, at Gorseland School, has been running for nearly 30 years and now we are opening **Kesgrave Playschool** on Grange Farm. From September 2014 we shall be offering a brand new playschool for Kesgrave and the surrounding area, based at the newly refurbished and extended Millennium Jubilee Hall, Millennium Way, Kesgrave. As a charity, the playschools are run by a voluntary committee of parents elected each year at the Annual General Meeting which is open to the parents/careers of all the children who attend the setting. The committee employs a team of highly qualified and experienced staff, as well as a Business Manager and a Finance Manager, whom together all ensure the Playschool is viable and works in partnership with the children and their families.

The Playschools are inspected regularly by OFSTED to assess the quality of their provision. A copy of Martlesham Playschool's latest report is available upon request or by visiting our website should you wish to see how Ofsted view us until they inspect Kesgrave Playschool. The OFSTED number is EY415425. We shall be registered to take children at Kesgrave from the age of 2 years to 5 years.

We have many policies which provide the framework of the everyday running of the playschool – such as Safeguarding Children and Equality & Diversity. They are, along with all our policies, also available on our website – [www.playschool.martlesham.org.uk](http://www.playschool.martlesham.org.uk) If you do not have access to our website please ask us for copies. We will make our information available in other languages and for non-readers upon request.

## Access and Parking

There is easy access to the car park at the end of Millennium Way with a short walk along the path to the hall, plus the cycle and footpaths in the local area make Kesgrave Playschool easily accessible, as well as safe, for anyone on foot. Kesgrave Playschool is situated within easy reach of many local schools including Cedarwood, Gorseland and Heath, but with good links to the main Kesgrave road travelling to and from Woodbridge, Ipswich and its surrounding villages is achievable.

## Session Times

Our session times will be :- Monday to Friday 9.15 am to 12.15 pm.

Term time only.

**'Children are very happy & settle well at this welcoming & stimulating pre-school' - OFSTED**

## Charges

Cost per 3 hour session, for non-funded children is £11.50. Fees are payable half-terminly via a payment request slip. If sessions are missed due to illness amounting to three consecutive weeks in one half term, 50% of missed session fees will be offered to parents as a refund. We also accept Childcare Vouchers. You can make savings against childcare costs by paying for your childcare in vouchers provided by your employer. Speak to your employer and find out if they are part of a childcare voucher scheme, then provide us with the details. Children are eligible for funded places from the term after their 3<sup>rd</sup> birthday (January term for Sept-Dec birthdays, summer term for Jan-Mar birthdays, autumn term for Apr-Aug birthdays). Some 2-year old funding is also available, you should contact your nearest Children's Centre (Bell Lane, Kesgrave or Caterpillar Centre, Woodbridge) to see if you are eligible.

## Staffing

The legal requirement for adult to children is one member of staff to every 4 children who are 2 years old and one member of staff to every 8 children who are aged 3years and over. The Playschools follow this requirement and when possible offers more staff members than required. We believe through offering a high level of support from our team the best possible outcomes are achieved.

Our Play Manager, in charge of both Kesgrave and Martlesham Playschools, will also be attending sessions at Kesgrave Playschool.

Regular staff employed by the playschool are:

### Relevant Qualification

**PLAY MANAGER (for both Kesgrave & Martlesham)**

Charlotte Moore

BA (Hons) in Early Learning



## DEPUTY PLAY MANAGER

Nicki Walker

NNEB Level 3

## PLAY ASSISTANTS

(We are currently recruiting staff)

TBA

TBA

Our staff are Paediatric First Aid qualified and have up to date Safeguarding and Food Hygiene certificates. Charlotte Moore and Nicki Walker are our designated safeguarding officers, as well as our behaviour management officers. DBS (Disclosure and Barring Service) checks are carried out for all staff.

## Special Needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

## Equal Opportunities

We offer places to children from all families within the local community and are able to provide 1:1 support for children with Special Needs with the guidance of Social Services.

Various cultural festivities are celebrated with the children, but if this causes any problems please speak to your Playleader.

## Other Staff

Some children need the help of a one-to-one worker while they are at playschool. These staff are employed on temporary contracts but are subject to the same checks as permanent members of staff.

## Parental Involvement

As Early Years Practitioners we have a key role to play in working with parents to support their young children and we recognise parents are the first and most important educators of their children. Parents, relatives, childminders, nannies, carers are encouraged to join in with sessions. The setting has a dated rota which can be filled in if parents would like to help at a particular session. They are also welcome to participate in any fundraising activities and/or join the friendly committee. Parents are regarded as members of our setting who have full participatory rights. These include the right to be valued and respected, kept informed, consulted, involved and included at all times. In turn we also ask for all the Playschool team to be treated with the same respect and should an issue occur it is dealt with in the correct manner.

## Admission

We are registered to accept children from the term after their second birthday. The age at which children are ready for Playschool varies greatly. If a parent feels that their child is not ready to start Playschool, their place may be deferred. Once a child has started, it may become apparent that the child is not ready for Playschool.

The following criteria are applicable when allocating places:

- A requirement of the Suffolk County Council Directory of Early Education Providers stipulates that we must ensure that we give preference of places to funded four year old children, then funded three year old children, followed by funded two year old children (Two year old funding is given to families who are claiming **one** of the following benefits: 1) Income Support; 2) Income-based Jobseeker's Allowance; 3) Income-related Employment Support Allowance; 4) Child Tax Credit **but not** entitled to Working Tax Credit **and** annual income less than £16,190; 5) Support under Part VI of the Immigration and Asylum Act 1999; 6) The guarantee element of State Pension Credit; 7) Working Tax Credit during the 4 week period immediately after their employment finishes or after they start to work less than 16 hours per week. Please contact us if you are eligible.)
- The remainder of the waiting list is on a first come first served basis. If preferences have been expressed before the allocations take place, these will be met if possible, although no guarantees will be made
- Non-funded 2 year olds will initially be offered a minimum of 2 sessions per week
- 10% of spaces will be kept free in the Autumn term of each academic year if necessary to allow children access to further sessions in the Spring term if required



- The above criteria are subject to amendment each term, should the Play Manager and Admissions Business Manager see fit, depending on spaces available and the demand for these spaces

Our playschool aims to follow the DfE Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We welcome all children and provide appropriate individual learning opportunities. We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting. We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.

### Our Aim

To encourage and support learning through play. Play helps young children to learn and develop through doing and talking. Our setting uses the Development Matters in the Early Years Foundation Stage guidance to plan and provide a range of play activities, which help children to make progress in each of the areas of learning and development.

PRIME AREAS are

- Communication and language
- Physical development
- Personal, Social and Emotional development

And SPECIFIC AREAS are

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

*'Comments received from parents ... are exceptionally positive. Parents state their children are very happy & settled' - OFSTED*

The provision for children's development and learning is guided by the Early Years Foundation Stage (DfE 2012). Our provision reflects the four overarching principles of the Statutory Framework for the Early Years Foundation Stage.

*A Unique Child* – Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

*Positive Relationships* – Children learn to be strong and independent through positive relationships.

*Enabling Environments* – Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

*Learning and Development* – Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

### Routine

Our setting believes that care and education are as equally important in the experiences we offer children. The routines and activities that make up the session are provided in ways that help each child to feel that she/he is a valued member of the setting, ensure each child is safe, help children to gain from the social experience of being part of a group, and provide children with planned and purposeful play. Each child is assigned a Keyperson, they along with all the staff will ensure the child becomes familiar with the setting and ensure their care is supported to meet their individual needs.

### Introductory Visit

If you are interested in Kesgrave Playschool, please telephone 01473 621315 or email [mplayschool@btinternet.com](mailto:mplayschool@btinternet.com)

*'An exciting variety of activities & good quality resources'.  
'Staff are caring & attentive.' - OFSTED*



**KESGRAVE PLAYSCHOOL**

**WAITING LIST REGISTRATION**

Please complete and return this form to  
**Caroline Swale, c/o Martlesham Playschool, At Gorseland School, Deben Avenue,  
Martlesham Heath, IP5 3QR**

Or e-mail to  
**[mplayschool@btinternet.com](mailto:mplayschool@btinternet.com) (titled *Kesgrave Playschool Application*)**  
if you wish to be entered on the waiting list for Kesgrave Playschool.

Child's Full Name .....

Date of Birth ..... Sex .....

Address .....

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Post code ..... Telephone No .....

Name of adult to contact .....

Telephone No (if different from above) .....

E-mail address .....

If your child has any special educational or physical needs please give details .....

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Is there any additional information you would like to tell us about your child .....

.....

Are there any siblings you would like to be included on our waiting list YES/NO  
*if yes further forms will be forwarded to you*

Signed \_\_\_\_\_ Date \_\_\_\_\_

- All incomplete forms will be returned -

**Date your child will be entered onto the waiting list -**

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The following section is for Kesgrave Playschool use only:

**REPLY**

I confirm that \_\_\_\_\_ has been placed on the waiting list of Kesgrave Playschool. I will contact you when I start allocating spaces for the relevant term for your child.

*Please note that a place on the waiting list does not guarantee a place at Playschool. We suggest that you put your child on the waiting list for other groups as well.*