



PROSPECTUS

Member of the Pre-School Learning Alliance

Website :
www.playschool.martlesham.org.uk

Registered Charity No. 288268

Martlesham Playschool
At Gorseland School
Deben Avenue
Martlesham Heath
Ipswich
IP5 3QR

Tel: (01473) 625986

Booking Secretary Tel: 01473 621315

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



Introduction

Martlesham Playschool is situated in a purpose-built building at Gorseland School, which was funded by Suffolk County Council. Martlesham Playschool is run by a voluntary committee of parents elected each year at the Annual General Meeting which is open to the parents of all the children who attend the setting. The committee employs a team of highly qualified staff, is responsible for policy making and the business side of Martlesham Playschool as well as making sure that the setting works in partnership with the children's parents. A Breakfast and After School Club is run separately by "Rhymes @ Gorseland School" in the same building.

Martlesham Playschool is inspected regularly by OFSTED to assess the quality of its provision. A copy of the playschools latest report – September 2011 - is available upon request or by visiting our website. Our OFSTED number is EY415425, and we are registered to take children from the age of 2 years to 5 years.

We have many policies which provide the framework of the every day 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 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 next to the Old Control Tower via Martlesham Heath residential area plus via Deben Avenue, and the cycle and footpaths in the local area make Martlesham Playschool and Gorseland School easily accessible, as well as safe, for anyone on foot. We are in the catchment area of three primary schools (Gorseland, Beacon Hill and Birchwood), although our children go on to other schools in the area, including Cedarwood, Heath, Bealings, in Woodbridge and further afield.

Session Times

Our session times are :- Monday to Friday 9.00am to 12noon and 12.15pm to 3.15pm. Children staying all day will be fully cared for from 9.00am till 3.15pm and should bring a packed lunch and drink.

'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 (from Sept 2014). Fees are payable half-termly 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 have a Late/Non-Payment of Fees policy which states that a late fee of £10 will be charged if monies are not received by the due date. 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 3rd 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

There are five staff supporting children at each session, either a Play Manager or a Deputy Play Manager plus four Play Assistants, and often a Parent helper. We have 24 children attending each session, retaining Martlesham Playschool's high adult/child ratio.

Regular staff employed by the playschool are:

Relevant Qualification

PLAY MANAGER

Charlotte Moore BA (Hons) in Early Learning

DEPUTY PLAY MANAGER

Nicki Walker NNEB Level 3

PLAY ASSISTANTS

Lucy Alkateb Early Years Professional Status

Heidi Budd NVQ Level 2 in Children's Care Learning & Development

Carmen Crane Diploma in Pre-School Practice

"This welcoming and stimulating pre-school"



Sally Eyvindsson	NVQ Level 3 in Children's Care Learning & Development
Heather Hall	Certificate in Early Years Practice Level 4
Teresa Jay	NVQ Level 3 in Children's Care Learning & Development
Liz Johnson	NVQ Level 3 in Children's Care Learning & Development
Kathy Walsh	NVQ Level 3 in Children's Care Learning & Development

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. The setting works to the requirements of the Special Educational Needs Code of Practice (2001). Our Special Educational Needs Co-ordinator (SENCO) is Carmen Crane.

Other Staff

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

Parental Involvement

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. 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.

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.

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.)
- Children can access a maximum of 5 sessions per week (15 hours of funded sessions)
- 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 if spaces allow
- 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 equally important in the experience which 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, provide children with opportunities to learn and help them to value learning.

Introductory Visit

If you are interested in Martlesham Playschool, please telephone 01473 621315 and arrange a convenient time to visit before your child starts.

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

MARTLESHAM PLAYSCHOOL

"This welcoming and stimulating pre-school"



WAITING LIST REGISTRATION

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

Or e-mail to

mplayschool@btinternet.com (titled *Martlesham Playschool Application*)

if you wish to be entered on the waiting list for Martlesham Playschool.

Child's Full Name

Date of Birth Sex

Address

.....

.....

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

.....

.....

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 -

The following section is for Martlesham Playschool use only:

REPLY

I confirm that _____ has been placed on the waiting list of Martlesham 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.