



Registered Charity No. 1039598

**PROSPECTUS FOR**  
**STOPSLEY VILLAGE PRE-SCHOOL**

**Hitchin Road  
Luton  
Bedfordshire  
LU2 7UG**

**Tel. No: 07990 785381  
or  
01582 453060  
(pre-school hours only)**

**[www.svps.org.uk](http://www.svps.org.uk)  
[school@svps.org.uk](mailto:school@svps.org.uk)**

**Pre School Open:  
Monday to Friday, term time only  
Morning - 9.00 am to 12.00 pm  
Afternoon - 12.30 pm to 3.00 pm  
Lunch Club – 12.00 pm to 12.30 pm**

## STOPSLEY VILLAGE PRE-SCHOOL

Stopsley Village Pre-School has been established in this area since 1974, offering care and education for pre-school children and a warm welcome for parents. Our last Ofsted inspection in October 2014 praised us for our high level of standards of care and education.

Our aim is to:

- Create a developmentally appropriate curriculum to meet the needs of each individual child
- To provide quality care and education for pre-school children and support their families
- To share information, resources and offer practical advice
- To offer the personal development of adults involved in providing for children, enabling them to offer support to one another and the highest possible quality care and education
- To offer equal opportunities for both children and adults

We offer your child:

- An adult child ratio of no more than 1 adult to 6 children over 3 years old and 1 adult to 4 children under 3 years old
- Fun and friendship with children and other adults
- We offer excellent facilities for your child to mature and develop in a child orientated environment. We have a wide range of equipment with which to extend your child's knowledge, experience and cultural awareness

Staff have a wealth and breadth of experience, which is backed by a variety of qualifications in the childcare field, which include DPP and NVQ3 qualifications. Staff work under the guidance of the Manager and all hold First Aid Certificates and Food Hygiene Certificates. The staff regularly review and assess the need to update their skills and attend training sessions as appropriate.

Stopsley Village Pre-School is situated in Stopsley Community Primary School. We are open 5 morning and 5 afternoon sessions during term time only. Times are:

Morning:	9.00 a.m. to 12.00.m.
Afternoon:	12.30 p.m. to 3.00 p.m.
Lunch Club	12.00 p.m. to 12.30 p.m.

We are registered to cater for children aged between 2 years and 6 months and 5 years. We also provide a lunch club for those children aged 3 years on 1<sup>st</sup> September of each school year. This is available every day.

We are part of the Luton Early Years Partnership and are inspected by Ofsted every 3 or 4 years. A copy of our last Ofsted report is available on request and is on the Ofsted web site.

Research shows that children learn when their parents are involved. We therefore encourage participation in our active committee and welcome help during sessions. It is also a useful opportunity for you to help in developing conversation and language skills with your child.

Our membership of the Pre-School Learning Alliance ensures that we are constantly in touch with new thinking in the field of child care and education and have the support of a Development Worker. The Pre-School Learning Alliance recognises parents are the first and most important educators of your children.

Our Pre-School aims to support parents, who are welcome to:

- Take part in the management of the group by joining our active committee
- Organise and assist with fund raising activities
- Attend open meetings of the Pre-School Learning Alliance (PSLA)
- Take advantage of the training courses, workshops and conferences run by the Pre-School Learning Alliance

### **The Learning and Development Requirements of the EYFS**

This section defines what providers must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure they are ready for school. The learning and development requirements are informed by the best available evidence on how children learn and reflect the broad range of skills, knowledge and attitudes children need as foundations for good future progress. Early years providers must guide the development of children's capabilities with a view to ensuring that children in their care complete the EYFS ready to benefit fully from the opportunities ahead of them.

#### **The EYFS learning and development requirements comprise:**

- the seven areas of learning and development and the educational programmes (described below);
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the Reception year; and
- the assessment requirements (when and how practitioners must assess children's achievements, and when and how they should discuss children's progress with parents and/or carers).

#### **The areas of learning and development**

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:

- communication and language;
- physical development; and
- personal, social and emotional development.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy;

- mathematics;
- understanding the world; and
- expressive arts and design

Educational programmes must involve activities and experiences for children, as follows.

- **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

## **ASSESSMENT**

We assess how children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress and where this may be leading them. We believe that parents know their children best, and we ask them to contribute to assessment by sharing information about what their children like to do at home, and how they as parents, are supporting development

Each Key Worker will make periodic assessment summaries of their key children's achievement, based on our ongoing development records. These form part of children's record of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves into a different group or when they go on to school.

## **CHILDREN WITH SPECIAL NEEDS**

We have an experienced Special Education Needs Co-ordinator (SENCO), who works on an individual basis with children who have special needs. However, all children are considered special in our group and we aim to help each and every child to achieve their full potential.

## **MANAGEMENT AND ADMINISTRATION**

Pre-school is run by an elected management committee, who ensure that major decision making is in the hands of the parents who use the group. The committee is responsible for reviewing both policy and practice and for the employment and appraisal of members of staff. The staff, under the leadership of the Manager, are responsible for the planning and implementation of day to day activities. The Annual General Meeting, at which the committee is elected each year, is held in December. Without a committee, pre-school cannot exist.

## **CHILD PROTECTION**

All staff have a statutory duty to record and report an incidents of an untoward nature to the appropriate authority, but will undertake to discuss any matters of concern with the parents first.

## **FEES**

Fees are payable every half term in advance. No reductions are made for absence through sickness or holidays. Fees are notified by a payment slip from the Treasurer and should be paid within the first two weeks of that half term. Funding starts for each child the term after their 3<sup>rd</sup> birthday, i.e. 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April. If you wish to terminate your child's place at pre-school, two weeks written notification is required in order to calculate fees payable.

## **STARTING PRE-SCHOOL**

First, complete and return the attached registration form and fee. We will contact you as your child approaches the age of 2 years and 6 months to arrange a mutually convenient start date. We would advise you to visit the pre-school prior to the start date. A visit will enable you to meet the staff and ask any questions. You will also be able to experience the daily routine, which is registration time, free play/curriculum activities, packing up, snack time and story time at the end of each session.

The pre-school is in Stopsley Community Primary School, Hitchin Road, Luton, Bedfordshire, LU2 7UG. Entry is via a gate situated in the corner of the carpark behind Co-Op. We have a security system on the gate, so please ring the buzzer for the pre-school.

If you wish to contact us by telephone, the pre-school number is 07790 785381 or 01582 453060, and is in use during pre-school hours.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child feel confident and secure in the group. This takes longer for some children and parents should not feel worried if their child takes a while to settle. We do ask that a parent or carer stay with the child on their first session as this helps the child to integrate more quickly and gives you the opportunity to ask any questions and

become familiar with the routine.

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children in clothes which are easy to wash and not too new. We have sweatshirts and t-shirts with the pre-school log for sale. Please ask the Manager for details. These help the child to feel they are "going to school", which can help if they have older brothers and sisters who wear a "uniform" to school.

Simple clothing which they can handle themselves will enable them to go to the toilet easily and to put on and take off their outdoor clothes without being too dependent on other people. If children are still in nappies or pull ups, we would ask you to provide a change which can be hung on their peg for when necessary. We also sell draw string bags for this purpose.

Free milk or water is provided, but for medical reasons, you can supply an alternative. Snacks consist of fruit, vegetables, biscuits (sweet and savoury) – some of which will have been prepared and made by the children.

On starting pre-school, you will be given an Introduction to Pre-school Life Handbook, which gives more details about pre-school and its policies. You will also be asked to complete a registration and medical form. All information is kept strictly confidential.

## **FUND RAISING**

Stopsley Village Pre-School is a registered charity. We are constantly seeking to raise funds to provide equipment and materials for the pre-school. We always welcome help and new ideas from parents and would like you to feel that all members of the staff and committee are approachable.

We hope you have learnt a little about pre-school and look forward to seeing you in the future.



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### REGISTRATION FORM

Please complete the details and return this form to the address below, together with the non-refundable registration fee of £10.00.

Child's Surname:.....

Child's Forenames:..... Male/Female (please delete as required)

Child's Date of Birth:.....

Parent/contact Name:.....

Address:.....

..... Postcode:.....

Telephone No:..... Mobile No:.....

E-Mail Address:.....

Preferred Sessions:.....

.....

Any allergies or medical conditions? (please give details):.....

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**Pre-School use only:**

**Registration fee received: yes/no**                      **Signed:.....**                      **Date:.....**

**Date acknowledged: .....**                      **letter/e-mail**

**Date contacted for visit:.....**                      **letter/e-mail/telephone**

**Visiting on:.....**

**Date offer letter sent:.....**                      **letter/e-mail**

**Sessions offered:.....**                      **Start date:.....**

**Number of hours/sessions:.....**

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Tel No: 01582 453060 or 07990785381 E-Mail: school@svps.org.uk Web add: svps.org.uk