



# Prospectus

Oasis Academy Lord's Hill Preschool

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[www.oasisacademylordshill.org/pre-school](http://www.oasisacademylordshill.org/pre-school)

# *Welcome to our Oasis Preschool*

## About Oasis Academy Lordshill Pre-school

Oasis was established in 1985 and has now grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK we employ over 3,600 staff as well as working with thousands more volunteers. We also work in nine other countries around Europe, Asia, Africa and North America.

**Vision** The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis build 'Hubs' in the areas it works; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

OCL's (Oasis Community Learning) mission is to create and sustain a network of excellent learning communities working in the context of the Oasis ethos where every child can reach their full potential. OCL believes this can be achieved through clear leadership, outstanding staff, a positive, affirming environment, strong partnerships between children, parents/carers and the local community and the wider national and international links that Oasis' global operations create.

Oasis have a family centre, two preschools and a number of nurseries on school's sites.

We have First Aiders in attendance at every session and staff that are responsible for roles, such as Behaviour Management, SENDCO (Special Educational Needs and Disability Coordinator), Health and Safety Co-ordinator and Safeguarding Children Co-ordinator. There is a staff photograph board on display in the main entrance which tells you about each staff member

There will be current newsletters on the notice board along with other information regarding the Pre-school as well as parents/carers information on different subjects and topics about childcare and general information for you to use. If you cannot find something you require then please see a member of staff who will be happy to help you.

### [How Do I Contact The Pre-school?](#)

You can telephone the Pre-school on 02380776547 or 07976 866480

You can email Clare Croucher the manager on [Clare.croucher@oasislordshill.org](mailto:Clare.croucher@oasislordshill.org) or Charlette Hodder deputy manager on [charlette.hodder@oasislordshill.org](mailto:charlette.hodder@oasislordshill.org)

You can also call into the Pre-school at any time during session time, but please bear in mind that we may all be busy and you may have to wait for a member of staff to become available to speak to you.

### [When Can My Child Start Pre-school?](#)

We can accept children into the Pre-school from the age of 2 years old until they leave for school.

### [What Days And Times Is The Pre-school Open? / How Much Do I Pay For A Session?](#)

The Pre-school opens during term time only.

We are open Monday to Friday between 8am and 6pm the session run between and are flexible.

Long AM 8:00 – 13:00 £25.00	Long PM 13:00 – 18:00 £25.00	Full day 8:00 – 6:00 £50.00	AM 9:00- 12:00 £15.00	Lunch Club 12:00 – 12:30 £2.50	PM 12:30- 3:30 £15.00	School Day 9:00 – 3:00 £30.00
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These sessions fall within the same term as the local schools. We close for 5 inset days a year and we aim to give as much notice of any closures as soon as possible via a newsletter, phone call, text or email.

We charge £5.00 an hour and fees payable in advance. Payment methods can be arranged.

Fees must still be paid if children are absent. The Pre-school should be informed as soon as possible if your child is unable to attend and you should inform us when your child will be returning. If your child has to be absent over a long period of time, talk to the preschool manager.

Fees are payable until the term after your child's 3rd birthday, at which time they will qualify for Government funding of fifteen hours a week, any additional sessions will need to be paid for. For your child to keep her/his place at the setting, you must pay the fees. We

are in receipt of nursery education funding for three and four year olds; where funding is not received, then fees apply. Your child maybe entitled to 2-year-old funding please speak to a member of the preschool team who can support in finding out.

### **Will I Receive Funding For My Child's Fees When They Are Three?**

Because the Pre-school is registered and inspected by Ofsted we receive funding for all eligible 3 and 4-year olds. When you child is coming up to the term after they are 3 you will be given a 'Funding Form' to fill in so the Pre-school can claim funding for your child which is paid directly to us. Along with legislation that comes with the funding we would need to see a copy of your child's original birth certificate. Any problems, then please see a member of the management staff, who will be happy to help you.

### **How Many Sessions Does This Funding Pay For?**

Currently, you can claim for eligible 2, 3 and 4 year old children fifteen hour per week for 38 weeks of the year. These sessions do not have to be taken at one Child-minder, Nursery or Pre-school provider, but you will have to fill in a 'Funding Form' at each setting your child attends and you can only claim for up to 15 hours a week in all. When you fill in a 'Funding Form' all this information will be given to you by a member of staff. Please see a member of staff to explain about the eligibility for two year old funding, 30 hour funding or Early Years Pupil Premium Funding.

### **How Many Sessions Can My Child Attend Each Week?**

As each child is individual and you know your child best of all, please discuss this with the staff at Pre-school. You may feel that your child would be happy doing one or two sessions per week to start with and you may decide to increase later. If you wish at any time to increase sessions for your child then please speak to a member of staff as they will be able to tell you which sessions are currently available.

### **Am I entitled to 30 hours funding?**

Working parents may be entitled to 30 hour funding - Am I eligible?

You, and any partner, must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage).

If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You **can't** get 30 hours free childcare if **either** you, or your partner, each **individually** expect to earn £100,000 or more. Website: <https://www.gov.uk/help-with-childcarecosts/freechildcare-and-education-for-2-to-4-year-olds>

### [How Will You Help My Child To Settle In The Pre-school?](#)

As each child and their parents/carers have different needs and you know these best of all, we do not have a rigid settling in programme. Staff will discuss and agree these arrangements with you individually. You are welcome to stay for as long and as often as you like, until your child feels settled, and indeed we welcome you at any time during your child's stay with us. All staff and in particular your child's 'Key Person' will endeavour to help you and your child feel at home and staff are always available should you have any questions or concerns.

### [Does My Child Need To Bring A Snack Or Drink To Pre-school?](#)

**Mid-morning and afternoon snacks** are included in your fees.

A typical day's menu will look something like;

- AM snack – Cereal/ Fruit and milk/water.
- PM snack – Crackers, Bread stick, Yogurts and milk/water

We can and do cater for special dietary needs or food allergies.

All children will be given a named water bottle to be kept at preschool.

**Lunch times:** Children can join our lunch club for an additional £2.50, Lunch times are fun and a wonderful opportunity to socialise, learn table manners and help each other. Many parents are surprised at the wide range of foods their children will eat when in this sociable atmosphere.

We sit the children key groups and staff join them to encourage a family styled environment, this gives an opportunity to discuss the children's morning and the

importance of a good healthy lunch. We put the supplied food on to plates to promote savoury then sweet eating and also put the drink into a cup to promote good speech following the ECAT (Every Child A Talker) guidelines.

If you wish your child to stay with us for lunch, you will need to provide him/her with a labelled lunch box. Water is provided for all the children,

We promote healthy eating. A suggested lunch pack could contain;

- Sandwich or Roll
- Fruit
- Cheese / Yogurts
- 1 Small Biscuit

To ensure that we protect all children against the risk of allergic reaction, within the preschool we must insist on - \*NO NUTS this includes peanut butter.

We do not allow chocolate bars, cakes etc...

### [How Do I Find Out What My Child Does At Pre-school?](#)

We have an online secure journal system called tapestry which you will have a login and password, this will be where you can see your children's observations and pictures. This will be similar to a diary of their own experiences and learning achievements which will follow the children through to the end of their Reception Year at school. You are also welcome to stay at any session as this not only gives you more of an idea of what we do, but also because you are your child's most important educator and as such staff value your interest and support. Children are welcome to bring in items from home that interest them or maybe a toy that makes them feel happy and settled these will then going in to the box so it can't be lost. We will also inform you of things we may like you to contribute to (usually relate to topics we are doing or the children's individual interests) via a newsletter, personally, current notices and any other information relevant to all parents/carers.

We also have notice boards situated inside the main entrance hall and this has copies of the Pre-school's registration, insurance, Ofsted reports, policies, staff photographs and their roles in the Pre-school, key person board and lots of other information. We also have magazines, literature and leaflets on a variety of subjects for you to use.

Above all, please feel free to ask any questions about what we do each day and the wide range of activities we provide for all the children. You can speak to a member of staff at any

time and not just your child's key person. If you need to speak to a member of staff not free at this time, then just ask one of the other staff members to let them know you wish to speak to them and they will get back to you as soon as they can.

### [Can You Tell Me About The Pre-school Curriculum?](#)

Our activities are planned using the government's "Early Years Foundation Stage" guidance which covers children aged 0 – 5 years and continues on into the School Reception Year. Through our planned activities, we encourage all areas of learning and growth in both self esteem and social skills. Planned activities take place both in and out doors as appropriate. Activities include (but are not limited to!) painting, drawing, music and movement, role play, cooking, crafts, water/sand play, construction toys, singing, games, computer work, visits out and visitors in. Our excellent outdoor facilities are used each day, as much as possible. A quiet corner where books are available is always on offer, as well as activities to help the development of reading and writing skills.

The Early Years Foundation Stage guidance divides children's learning and development into seven areas:

- **Personal, social and emotional development**
- **Communication and language**
- **Physical development**
- **Literacy**
- **Mathematics**
- **Understanding the world**
- **Expressive arts and design**

The Early Years Foundation Stage sets the standard that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The **Characteristics of effective learning** and the **prime** and **specific** areas of learning and development are all interconnected. The ways in which a child engages with other people and their environment – **playing and exploring, active learning, and creating and thinking**

**critically**, underpin learning and development across all areas and support the child to remain an effective and motivated learner.

The three characteristics of effective teaching and learning are:

- ✚ **Playing and exploring – engagement** – children investigate and experience things and ‘have a go’.
- ✚ **Active learning – motivation** – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- ✚ **Creating and thinking critically – thinking** – children have and develop their own ideas, make links between ideas, develop strategies for doing things.

There are seven areas of learning and development. The three **prime** areas are particularly important for providing children’s curiosity and enthusiasm for learning and also building their capability to learn and form relationships. These **prime** areas reflect the key skills all children need to develop and learn effectively to be ready for school.

The **prime** areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

Practitioners must also support children in four **specific** areas, through which the **prime** areas are strengthened. The four **specific** areas are :

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

At Oasis Pre-school, we like to consider the individual needs, interests and stage of development of each child and use this information to plan challenging and enjoyable experiences for each child in all of the areas of learning and development.



## What Is The Importance of Play?

Children are naturally drawn to play experiences and concentrate for long periods in their self-chosen play. Play offers the chance for children to be in control, feel free and competent within relevant, meaningful and open-ended experiences, for example reading and writing for a real purpose and without pressure or fear of getting it wrong (such as taking a message when on the telephone in role-play or taking on a powerful role such as the mum, dad or doctor within role-play settings).

In their play children are able to meet their own needs and to make sense of their own, often confusing world. Play involves exploring feelings, ideas, materials, relationships and roles, making connections between one experience and another and representing ideas, objects and environments. Opportunities in play to use one thing to represent another, for example, a block to represent a telephone, lay important foundations for the later use of abstract symbols, such as letters and numbers to represent ideas.

Play encourages creativity and imagination. It is intellectually, socially, emotionally, physically and linguistically challenging and encourages children to play alone and with others. It can offer all children the chance to explore and learn at their own pace and stage of development.

**Play is natural, play is a basic need, children are born to play, everyone needs play.**

## Is the Outside Play-space Used All Year Round?

We like to use the outside play-space all year round to offer a wide range of learning experiences and opportunities for all children. We can take activities that we do inside, outside, and children like nothing better than to be outside in the fresh air.

We have a sand-pit, mud kitchen, messy play activities, large physical equipment, and we can adapt the play experiences on a daily basis and to the children's interests.

As the weather can be unpredictable some of the time, please bear this in mind and dress your child in appropriate clothing for the different weather conditions.

Please provide a sunhat and a pair of wellies (clearly marked with your child's name) for them to use during their time at Pre-school.

## How Do You Assess My Child's Progress Throughout Their Time At Pre-school?

We will be working with you, the parents/carers to fill in observation on tapestry. The practitioners will use observations to help the children progress in the 'Early Years Foundation Stage'. This document is kept strictly confidential and will be passed onto their new school at the end of their Pre-school time, with your consent.

We like to hold Parents meeting reviews throughout the year and these will be at a time of your convenience. If you cannot make a review, then we are happy to arrange another time that is convenience to you. Please feel free to always speak to your child's 'Key Person' or another member of staff at any time.

### **What Is A 'Key Person'?**

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible for. This responsibility includes ensuring that the provision provided meets your child's particular needs and interests. The Key person will work closely with you create this.

A key person's main duties will be:

To assist the child to settle into the Pre-school by:

- Introducing the parents/carers to the Pre-school
- Talking with parents/carers
- Keeping a special watchful eye on the child in the first few sessions
- Assisting the child to integrate and settle well into the Pre-school environment
- To provide for the emotional needs of the child e.g. to comfort and reassure the child at any time.
- To care for the child's physical needs e.g. to assist with toileting or snack time as appropriate.
- To identify the child's needs and incorporate them within the curriculum, ensuring that account is taken of race, culture, religion, language and family values.
- Observing, keeping records and monitoring the child's progress.
- Liaising with parents/carers, encouraging them to contribute expertise.

- To develop a day-to-day rapport with parents/carers, informing them of their child's activities and achievements and being available, at the beginning and end of each session to answer any questions or concerns.
- To contribute information about individual children to the planning of the Pre-school curriculum framework whilst respecting confidentiality as necessary.
- To liaise in conjunction with parents/carers and with statutory/professional personnel as necessary.

It is important to recognise that:

- Because a child is assigned a key person group, they are not precluded from mixing with other children during all other group activities.
- The key person does not shadow their key children throughout the session.
- The key person does not liaise with only their key children, but are involved with all children.
- The key person does not prevent other practitioners from interacting with their key children during activities in the session.

Staff are given time during the week to plan and develop focused activities to support the children's next steps.

### **What Is The Ofsted Report?**

In order for the Pre-school to receive funding for the eligible children who attend, we have to satisfy inspectors from Ofsted that we are offering suitable care and education to the children. They give a report on how well we are doing and any points they feel we need to improve on. All settings who receive funding from the government have these inspections and reports.

### **Can I See The Ofsted Report On The Pre-school?**

The recent Pre-school Ofsted report is available for you to see in the main entrance hall and one is included in the "Joining Pack".

### **Do All Practitioners Have The Relevant Criminal Records Checks And Qualifications?**

All management and staff have an Enhanced Criminal Records check and the staff sign a yearly declaration from then on. All long-term students will be asked to have a Criminal Records check while they are in placement at the setting.

Also all regular volunteers will hold a Criminal Records check as do the Pre-school photographer and any entertainers or outside educational agencies which the Pre-school may use.

All staff will hold the relevant qualifications or will be working towards them if they are employed by the Pre-school.

The staff and visitors are not permitted to use the mobile phone in the Pre-school and these will be kept in the office during session time. Mobile phones are not to be used for personal calls except in an emergency.

### **Do You Have A Set Of Pre-school Policies?**

The Pre-school policies are our aims and objectives as well as legal requirements for good practice within the setting. These policies are discussed and amended if necessary. We do this regularly and during staff meetings. These policies are assessed by Ofsted during any inspection to ensure that they are operational and appropriate to our setting.

Every childcare setting will have its own set of policies for you to view. You will find copies of our policies in the main entrance hall as well as copies of the main policies being included inside this 'Prospectus Pack'.

### **How Do I Make A Complaint?**

We believe that all children, parents/carers are entitled to courtesy and prompt careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and we will aim to give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns can be resolved quickly by an informal approach. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of the setting to a satisfactory conclusion for all parties involved.

Included in the Policies is a 'Making a Complaint' Policy. This will explain the procedures and stages the pre-school will go through if anyone wishes to make a complaint. Please read this policy and if you have any questions at all please see a member of staff.

### **Do I Need To Let You Know Who Is Collecting My Child From Pre-school?**

You will be asked for this information on your child's registration forms before your child attends their first session at Pre-school, and on this form will be a space for a password. If anyone other than yourself will be collecting your child, then you will need to inform us. The person collecting your child will have to use the password to the member of staff on duty at the doors at the end of session time. Alternatively, you can introduce the person to the staff team beforehand, as by law we cannot release your child to anyone (not even a friend, grandparent or a sibling) without your prior consent.

We are aware that emergencies can arise preventing you or the named person from collecting your child from Pre-school in person. In these cases, we are required to contact you to gain permission before releasing your child, so please ensure that your registration forms and contact numbers are kept up-to-date.

We will not release your child to anyone under the age of sixteen. Please remember that these rules are in place to ensure the safety of your child.

### **What If My Child Has An Accident Or Is Unwell At Pre-school?**

All staff hold a first aid certificate with in the setting, Any minor bumps or scrapes during the session are recorded in the 'Accident/Incident' form with a description of how, what and where the incident took place. You will be asked to read and sign the form when you collect your child. If your child requires urgent medical treatment this will be sought immediately and a member of staff will contact you as soon as possible.

### **When Can My Child Return To Pre-school After Becoming Unwell?**

When your child has been unwell, please do not bring them back to Pre-school until they have fully recovered as we do not have the facilities to look after unwell children. Also please remember that in the case of diarrhoea/vomiting we cannot accept a child back into Pre-school until 48 hours after the last occurrence of the symptoms. You will also be informed by means of a letter, poster notice on the notice board if a child attending

Preschool has any infectious conditions or illnesses, e.g. chickenpox, measles, hand foot and mouth. Individual children are never identified in these letters, but please do let us know if your child is affected.

### **What about Medicines for My Child?**

We can only administer medicines that have been prescribed for your child by a doctor and this must be accompanied by your written consent and the filling in of our 'Medical Record' form.

We cannot give any un-prescribed medicines or medications such as cough sweets or antiseptic creams or lotions. If your child has to have any of these un-prescribed medicines or medications then you will be asked to come into Pre-school to give your child these yourself.

If your child has any prescribed medicines or medications it must be given to the Manager or Deputy Manager and must be clearly marked with your child's name, the amount (dose) to be given, when and how it is to be given and a signed declaration from you, giving permission to the Pre-school staff to administer it. No member of staff will administer medicine without a first aid qualification, and an Enhanced Criminal Records check. This will be witnessed by another member of staff.

If the staff give any such medicine or medication during the session you will be asked to sign the 'Medical Record' form held at the Pre-school.

### **Do You Accept Children With Special Educational Needs?**

We have a full Equality and Diversity Policy and Special Educational Needs and Disability Policy which all staff strongly believe in. We will do our very best to admit any child whose parents/carers wishes them to attend the Pre-school. Staff, are willing to undertake the necessary training if possible and are happy to work with other agencies to support any child and their family. Please speak to a member of staff or if you prefer to the Pre-school's SENDCO (Special Educational Needs and Disability Co-ordinator) to discuss any individual needs, and we will do all we can to accommodate you.

### **Do Children Bring Things Home From Pre-school?**

We like all parents/carers to become involved in what we do at the Pre-school. We encourage the children to take a book home from our wide range in a book bag of their own which Pre-school will supply. From time to time we like to send a 'Home Link' sheet home with your child. This may just be a simple poem or song that we have been learning in Pre-school that you can share with your child, or it may be a simple activity such as creating a picture, or collage, or collecting something for the 'Interest Table' or perhaps a project connected to a child's learning experience. We would also like your contribution to the children learning by completing our certificates on anything the child has done or achieved at home.

### **I Am Interested In Sending My Child To The Pre-school. What Do I Do Next?**

There is nothing like coming in to the Pre-school to meet the staff and see how the session works. This will help you and your child decide if we are right for you, so please come in for a visit.

If you need to know which sessions are currently available or if you would like to add your child's name to the waiting list, then please contact on the telephone numbers or email address at the beginning of this Prospectus.

We would like to thank you for taking the time to read our Prospectus and hope you have found it useful. If you have any comments to make that will help us to improve the Prospectus or the rest of the Prospectus Pack then please share your ideas with us.

This is important to us as we do value your views and comments.

Thank you once again for your interest in our Pre-school. From

the Staff of Oasis Academy Lordshill Preschool