



Manor Preschool
Manor Way
Ivybridge
PL21 9BG
Phone 01752 893182

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Ofsted registration: 113255

Manor pre-school is situated in the grounds of Manor Primary School. The pre-school has operated under the leadership and governance of the Primary School since 1/4/16. Although most of our children go on to Manor Primary School, this is not a requirement and children destined for other settings are equally welcomed and valued.

Our aim is:

To provide a safe, secure and stimulating environment and a happy atmosphere, enhancing the development and education of children from the ages of two to four.

We offer your child:

1. The highest standards of care and attention in a happy, safe and calm setting, led by highly qualified and experienced staff.
2. A purpose-built indoor environment which is light, spacious and comfortable, with resources and activities to suit all needs.
3. A large, enclosed outdoor space devoted to the pre-school, plus access throughout the day to the extensive and beautiful grounds of Manor Primary School.
4. A tailored curriculum which enables children to make excellent progress in all areas and supports them in becoming confident and independent learners.
5. Opportunities for you and your family to be directly and meaningfully involved in the activities of the group and in your child's progress.
6. Comprehensive transition arrangements to the primary school provider of your choice.

Staff

All our staff have enhanced disclosures and all are Paediatric First Aid trained.

- **Diane Strawford – EYFS Phase Leader; BEd (Hons)**
- **Diane Lang - Manager; BA Hons Early Childhood Studies, Early Years Teacher Status, Foundation Degree Early Years, NVQ3 in childcare learning and development, Cache play work level 2.**
- **Alison Ayson** Play Assistant, NVQ3 in childcare learning and development.
- **Sharon Hodge** Play Assistant, NVQ3 in childcare learning and development, Cache Play work 2.
- **Sarah Mancuso** Play Assistant, NVQ3 in childcare learning and development, Cache Play work 2.
- **Lesley McGill** Play Assistant, NVQ3 in childcare learning and development.
- **Ria Roch** Play Assistant; NVQ3 childcare and education, Cache Play work Level 2 and NVQ4 childcare learning and development.

Key Workers

All children are allocated a Key Worker on arrival, who will build a special relationship with your child and play a significant role in enabling them to settle and flourish. The key worker will track your child's development through on-going observations to ensure they are making good progress, and they will share this information with you via the Learning Plan (see below). The key worker provides you, as a parent or carer, with a known and familiar point of contact – although you are, of course, welcome to speak with any member of staff when dropping off or collecting your child.



Pre-School Environment

The indoor environment consists of a large play/work room, an office, kitchen and toilets. The main room is divided into zones reflecting the 4 specific areas of the EYFS Curriculum – Literacy, Maths, Arts & Design, Understanding the World. There is also a dedicated role-play area. All zones provide comfortable seating and appropriate surfaces for playing and learning, and a wide range of high-quality resources which the children can access freely.



Outside, there is a large, fenced area dedicated to the pre-school where the children enjoy supervised ‘free-flow’ learning throughout the day. This includes a covered area; climbing equipment; a playhouse in its own woodland setting; a reading tepee; water and sand play zones; raised beds for gardening; and a mud kitchen. Again, a range of additional resources are available to stimulate play and support the children in their learning.

Beyond this, the pre-school has access throughout the day to the grounds of the primary school, with a large playground ideal for games and trikes; a pet zone with free-range chickens, rabbits and guinea pigs; a yurt which provides an ‘outdoor classroom’; an extensive field with an adventure play area; a large covered area ideal for rainy days; and a ‘secret garden’ with decked pond area where the children can be taken for pond-dipping. The children also use the school hall for indoor PE sessions.

There is even a heated swimming pool available for weekly sessions during the summer months!

Further afield, the children enjoy regular ‘welly walks’ into Ivybridge village, the park and local area, and have also been on school trips together with the school’s Reception classes, for example to Wembury Beach.



Learning and Development

The pre-school follows the statutory requirements of the Early Years Foundation Stage (2014) and promote the holistic development of the individual child through Physical, Emotional, Social, Moral, Spiritual and Intellectual development.

Play is at the heart of the development of all children and is a vital part of the learning process. Play needs the flexibility to be child-led, with activities allowing the children to learn at their own pace. Adult direction may be initiated in order to fully facilitate the child's development.



Through play, the young child comes to terms with his/her surroundings and their wider world. Play provides the motivating factor for learning. Activities help children to learn and develop skills and positive attitudes. Play may be in a large or small group and where appropriate and required additional support given.

The children have daily opportunity to use a variety of resources, which they access through free choice. These offer each child the chance to expand and explore their development in all areas of learning and development, both indoors and outside. For example, they have the opportunity to experiment and explore tactile activities such as water, sand, clay and other malleable materials, and imaginary play is facilitated through role play and set themes such as the 'home corner' or 'vets' surgery'. We facilitate 'free-flow' between the indoors and outdoors throughout the day, allowing the children to make choices about their learning.

We recognise that the needs of our children are very different according to age – there is a lot of development between the ages of 2 and 4! We therefore group the children for some activities during the day – Ladybirds (2-3 years), Caterpillars (3-4 years) and Butterflies (4+). This enables us to provide specific activities when appropriate, such as more structured phonics teaching for our older children. However, the children spend much of the day learning and playing together.

Each child has a Learning Plan. This is compiled using information from parents and the keyperson to ensure that all areas of development are supported and facilitated in a way that is personal to the individual child. We keep scrapbooks, which include samples of your child's work along with weekly observations written by their keyperson and photographs showing your child learning and playing.

The Areas of Learning & Development - Prime Areas

Personal, Social and Emotional

The pre-school encourages independence, decision-making and self-confidence by building self-esteem and self-worth, promoting a positive disposition to learn and seek new experiences. The children learn to establish effective relationships, express their feelings and to respect others and their beliefs, developing their understanding of right and wrong. We give opportunity to explore diversity in their life experiences and the wider community.

Communication and Language

The pre-school encourages and supports children's learning and competence in communicating, speaking and listening. We extend and support children's communication through our high level of knowledge as required through our ICAN and BSL training and accreditation as we fully understand that the ability to communicate helps children participate more fully in society.

We respect and understand that children communicate in a variety of ways and that they learn best through activities and experiences that engage all senses. We use visual and verbal signs, including Makaton, to develop their speaking and listening skills. Through opportunities to experiment in mark-making in a variety of mediums, they will develop their drawing and writing skills. We encourage mark-making and ultimately support children to recognise and write their name; this will prepare them for the next steps within the Foundation Class.

Physical

Physical development helps the children to gain confidence and a sense of wellbeing through the positive benefits of being healthy. The pre-school provides a variety of indoor and outdoor equipment which encourages the children to improve their skills in co-ordination, control, manipulation and movement. Motivating the children to be active and healthy and interacting and socialising at lunch and snack times gives opportunity for them to find out about their bodies and promote good health.

By offering challenging activities whilst encouraging manageable risks, and providing additional adult help as necessary, we give children the confidence to strive in all areas of development.

The Areas of Learning & Development - Specific Areas

Mathematics

Through an enabling environment we encourage the children to develop an understanding of numbers, counting, shapes, space and measures. Through a variety of activities, opportunities and practical experiences, they develop their mathematical language, understanding and reasoning, thereby giving the children confidence to explore real life problems.

Knowledge of the World

Provision is made for the children to share their knowledge of the world and events that are meaningful to them. By supporting this, and introducing new ideas and concepts, we can further their knowledge and help them make sense of the world. We encourage a positive and caring attitude which helps children to value and respect others, with a growing appreciation of respect and diversity.

A variety of tools, material and technology is available at all times, and risk-appropriate activities give the opportunity to experiment and use these safely.

Literacy

Provision is made for the children to develop their literacy skills, linking sounds and letters. Children are encouraged to handle books and appreciate their meaning in addition to listening to stories and rhymes. Children hear stories read aloud on a daily basis and we strive to develop a love of books.

Expressive Arts & Design

Through opportunities given, the children are able to explore their thoughts and feelings. Their originality and ideas are always respected. Every child is encouraged to participate and sufficient time is given for children to explore and develop their ideas, ensuring all creations and achievements are valued. Encouraging a child's natural curiosity enables them to respond to what they hear, see and experience through their senses and different ways of thinking.



Play creates opportunities for children to express their ideas in a variety of ways such as role play, music, art, dance and sensory play.

SEN (Special Educational Needs)

We are committed to the inclusion of all children including those who have Special Educational Needs. We believe that these children should have the same opportunities to thrive and develop as other children and will provide the expertise and resources to support this. The pre-school has a designated SENCo who will liaise with parents and appropriate professionals regarding their child's needs in order to ensure continued progress.

Safeguarding

Your child's health, safety and welfare are our top priority. We provide a safe environment and appropriate risk-assessments for all settings and activities. All our staff are trained in Safeguarding and alert to potential issues. Our Designated Safeguarding Officer is Diane Lang and the Deputy is Ria Roch – both have received the appropriate level of training for these posts.

Parents/Carers Involvement

We believe that children learn better when their parents are involved. Our unit welcomes parents to help in the group on a voluntary basis. This gives them the opportunity to take an active part in the group, to see what happens there and to talk about it afterwards with their child. We also offer the opportunity for families to visit before their child starts or to stay for the first one or two sessions if they wish to do so.

Key workers will frequently speak to parents at the beginning or end of sessions; parents may also ask to speak to them by appointment. We also offer Parent Consultations for you to come along and talk to your child's keyperson about their progress; these normally occur each term. Your children's records are available to view by appointment with your child's keyperson.

We send out a weekly newsletter together with the school newsletter, to ensure you receive all news and details of events.

What to Wear

We encourage our parents to purchase polo shirts and sweatshirts for their children from pre-school, which we have available in group colours – red (Ladybirds), yellow (Caterpillars) and blue (Butterflies). This enables us to identify groups and individuals quickly and easily, and provides a 'uniform' for pre-school which makes life easier for many parents. This is not compulsory, but all clothes worn to pre-school should be simple and inexpensive as many activities will be messy! All clothes must be named.

What to Bring

If your child wears nappies or pull-ups these must be provided daily, together with wipes, nappy bags etc. We only have very limited stocks which are for emergencies only.

All children should have a full set of named spare clothes in their bags each day. We keep only limited supplies of spares and may have to call you to come in with clean clothes if these become required and have not been provided.

We also ask that children have a full set of waterproofs and wellies which will enable them to take full advantage of outdoor learning opportunities. Unfortunately we do not have room to store these in the pre-school so would ask that they are brought in each day in their bags. Sun cream should be provided when the weather requires this.

Lunches

Children eat in small groups with an adult and this is encouraged as a good-mannered, sociable and peaceful time. We promote healthy eating and ask that the children only bring healthy food in their lunch boxes. Children must not bring sweets, confectionary or fizzy drinks. We also have a NO NUT policy.

A healthy snack is provided during the morning session and children often help with preparing and serving this. Milk is offered at break time, and water throughout the day.

Times and costs of sessions (All children are entitled to the Government's 15 hours funding from the term after their 3rd birthday).

All day sessions	8.45am to 2.45pm	£24
Morning sessions	8.45am to 11.15am	£10
Lunch	11.15am – 12.15pm	£4
Afternoon sessions	12.15pm to 2.45pm	£10

Sessions must be booked in advance using the form available from the school office. Payment is due in advance to secure booking and should be made by cash or cheques (payable to Devon County Council), placed in a sealed envelope labelled with your child's name, PRESCHOOL and the dates the payment relates to.

Unfortunately we cannot refund fees for non-attendance and we are unable to swap or offer alternative sessions under any circumstances. *If fees are not paid promptly you could lose the non-funded sessions. If your child is funded and they do not attend then you may be liable to pay the money back.*

Manor Kids Club

Kids Club provides before and after-school care for school children, and for our younger children who attend pre-school. This is available from 7.30-8.45am and 2.45-6pm and is accommodated in the Kids Club building next door to pre-school. Please ask at the school office for further information.

Manor Primary School and Pre-School Rules

Please adhere to the following policies at all times:

- 1) No smoking on the school grounds anywhere or at any time.
- 2) No pets on or in the school grounds, even if being carried.
- 3) No cars allowed down the driveway (except during the school holidays and to collect from Kids Club)
- 4) Please use the footpaths and respect the school environment. Children must not be allowed to go on the grass banks at the front of the school as these are not safe areas.

A voluntary one-way system for vehicles operates around Manor Drive, when coming to 'school' please enter Manor Drive at the top end (Ivydene Rd) and when leaving please exit at the bottom end (traffic lights).

Thank you for reading our prospectus, which we hope has given you an insight into our provision. If there is anything else you would like to know, please do not hesitate to ask.

All our policies are available on request with many available on the Manor Primary School website.

