



**Cambo Pre-school**  
Cambo First School  
Cambo  
Morpeth  
Northumberland  
NE61 4BE  
Tel No. 07887 409641  
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## PARENT INFORMATION BOOKLET

Making decisions about your child's future is never easy. Choosing a suitable Pre-school for your child is a daunting prospect, with so many facilities and options available. Here at Cambo Pre-school, we recognise this and have produced this booklet to help families of young children to have a better understanding of what our setting has to offer.

### Our Aim's & Objectives

Cambo Pre-school aims to:

- Enhance the development and education of children under school age in a parent involving, community based way.
- Provide a safe, secure and stimulating environment.
- Ensure that the children's individual needs are met within a play based curriculum.
- Work within a framework which ensures equality of opportunity for all children and families.

### What we Offer Your Child

- We follow the statutory framework for the Early Years Foundation Stage. This is for all children aged birth to five years old.
- Individual care and attention made possible by a high ratio of adults to children.
- Fun and friendship with children and other adults.
- Opportunities for you and your family to be directly involved in the running of the Pre-school (Committee and classroom based involvement) and in your own child's progress.

### The Early Years Foundation Stage (EYFS)

The EYFS recognises that children with a happy childhood form solid foundations to make the most of their talents and abilities as they grow up. In this way ALL persons involved in a child's life have a major impact in how they thrive.



## **The EYFS aims to help ALL young children:**

1. Stay safe,
2. Be healthy,
3. Enjoy and achieve,
4. Make a positive contribution
5. Achieve economic well-being

We recognise that children develop at different rates so we plan a curriculum which is play based and tailored to the needs of each individual by means of child initiated activities and adult led activities.

Our children are encouraged to make choices and adults are there to support and extend their learning. We offer a curriculum which enables children to progress towards the early learning goals throughout the Early Years Foundation Stage and prepares them for the National Curriculum, which begins at Year 1 in Primary School.

There are seven areas of learning within the Early Years Foundation Stage:

### **Personal, Social and Emotional Development**

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults. Through activities, conversation and an active learning environment, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and their property.

We encourage the importance of forming good relationships with others and working alongside others and being interested and motivated to learn.

### **Communication and Language**

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes.

### **Literacy**

Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. We provide lots of opportunities for the children to develop their writing and reading skills through daily activities and we follow the letters and sounds phase one in the EYFS. This includes lots of activities to encourage the children to recognise sounds and letters within their environment.

### **Mathematics**

By means of adult-supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number.

Songs, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding and recognising numbers, shapes and pattern.

### **Knowledge of the World**

A safe and stimulating environment allows children to observe and experiment with a range of natural and manufactured materials. They learn to recognise differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. They learn to respect others as people, and expect to be respected themselves. A range of safe and well-maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems. We have a computer available daily and a wide choice of age appropriate programmes.

### **Physical Development**



A range of equipment and opportunities, both indoors and outdoors, allow children to develop confidence and enjoyment in the use and development of their own bodily skills. A high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing.

At the same time, children are helped to develop the fine motor skills they will need, to use tools, including pens and pencils, and to handle small objects with increasing control and precision. They are also encouraged to develop awareness of their own bodies and of what keeps them healthy.

The children are offered outdoor play every day, however we do risk assess every day and if the weather is too bad (which it can be sometimes) we offer alternatives e.g. ring games, dancing etc.

### **Expressive Art and Design**

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experience in two and three dimensions.

Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources provide for open ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories, and there are many opportunities for imaginative role-play, both individually and as part of a group.

## **MEET THE STAFF...**

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. The regular staff in the group are:

### **Johanne Hodgson- Wraparound Manager**

#### **Works in Pre-school every Monday, Tuesday, Thursday and Friday**

Johanne joined the team in January 2013 and took over as Manager in September 2013. Johanne is qualified with a Level 3 Diploma in Children & Young People's Workforce – Early Learning & Childcare qualification and is currently working towards her Level 4. Johanne brings a wealth of experience from her roles in the National Trust and the NHS which she will bring to bear on the management of the service.

Johanne she has been involved with Cambo First School for over 19 years and was a member of the PTA (SOKS) Committee for 12 years. She is a qualified First Aider. Johanne also works in Afterschool.

### **Ailsa Forsyth - Pre-school Leader**

#### **Works in Pre-school every Monday, Tuesday and Wednesday**

Ailsa has been in early years for over 16 years and has worked in various early years establishments including day/school nurseries. She has also worked as a Nanny for several families within and outside of the community. Ailsa qualified with a BTEC National Diploma and has done various childcare courses including Child Protection and Inclusion.

Ailsa is our Early Years Inclusion Co-ordinator, Child Protection Co-ordinator and Special Educational Needs Co-ordinator, and is responsible for ensuring our setting works in line with Statutory Requirements, policies and procedures. Ailsa is a qualified First Aider. Ailsa also works in Afterschool).

### **Sharon Birdsall – Wraparound Deputy Leader**

#### **Works in Pre-school every Thursday and Friday**

Sharon joined our team in April 2005. She is a qualified First Aider and gained her Diploma in Pre-school Practise in April 2008. Sharon has attended many early years' courses including Early Years Foundation stage training, Health and Safety and Level 2 Food Hygiene and Safety. Sharon also works in Stay and Play and Afterschool.

### **Louise Dixon – Wraparound Assistant**

#### **Works in Pre-school every Wednesday and Thursday**

Louise joined our team in September 2018. She gained her BA Hons (QTS) Primary Education (3-7 year specialism) and History in 1999. Louise a qualified First Aider. Louise also works in Afterschool.

### **Shona Price – Trainee/Volunteer**

#### **Works in Pre-school every Tuesday and Friday**

Shona is undertaking her Level 3 Diploma in Children & Young People's Workforce qualification. Her placement is due to be complete by March 2019..

In addition, we have occasional help from past staff, students and parents who are encouraged to be actively involved with our sessions.

### **Wraparound Committee - Making Decisions.**

The Pre-school is run by a Voluntary Management Committee, which ensures that major decision making is in the hands of the parents who use the group. The Committee is responsible for reviewing both policy and practise and for the employment and appraisal of members of staff and giving 'behind the scenes' support to the Manager to ensure that the Pre-school meets all of its legal, financial and regulatory requirements..

We also have a fundraising committee who organise fun events to raise much needed funds for resources and maintenance, ensuring the setting is able to keep running. You can join the fundraising team at any point during the year.

Our Annual General Meeting, at which the Committee for the following year is elected, is held between May& July and parents will be informed in good time so they are able to attend.

Committee Directors can be reached by contacting the school office: 01670 774 210

**Directors:** Linda Thompson, Frances Robson & Vikki Rees

**Fundraising Committee:** Alexis Johnson, Liz Aynsley & Christine Stewart

### **Our Opening Times and Venue.**

We meet at Cambo First School every weekday morning, during term time, from 08:45 to 15.00. We have our own conservatory as well as the wraparound room, we also have regular use of the school hall, our outdoor area and the school outdoor area. We are currently in the process of revamping our own outdoor area.

### **Who Can Attend**

Anybody who is 2 ½ years old - up to 5 years old.

Your child does not need to be toilet trained, we will help develop this skill as, and when, appropriate for yourself.

We are registered for up to 30 children at any one session.

We always employ the correct number of staff to meet the minimum staffing ratio as outlined in the Early Years Foundation Stage Guidance and by Ofsted.

### **What Will You Need**

We will require you to fill in some registration forms, prior to your child joining us. We need information such as your child's address, medical history, dietary requirements and cultural beliefs. The more information you can give us the easier it is for us to care for your child in the way you would wish. We also have a parental contract we require you to sign.

A home visit is offered to all new parents and children. This is an invaluable way for children to meet their Pre-school carers in their own environment. If you would like a home visit please do not hesitate to contact us on 07887409641.

The relevant forms can be filled out during your visit and are available on our school website.

All information and records held by Cambo Pre-school are protected and confidential under the Data Protection Act (1998). However you may view all records held about your child at any time.

We have Pre-school uniform which is **not** compulsory. It consists of a red polo shirt and sweatshirt with our owl logo. It is available for you to buy at £4.25 and £6.00 each respectively (Jan 2019 prices). This can save spoiling your child's clothes and are popular with families and children. We have many sizes available; please speak to a member of staff if you are interested in buying any. Please remember, many of the activities that are an important aspect of your child's development, involve messy play.

It is also a good idea to keep some spare clothes on your child's peg just in case they get wet, painty etc.

Your child will also need to have suitable clothes for the weather conditions (sunhat & sun cream, waterproofs, wellies, warm coat, gloves) as we play outside everyday and in all weathers!

**Please would you also send a spare pair of indoor shoes with your child which can be kept at school – e.g. plimsolls, crocs or slippers.**

Each child will have their own peg on which to keep spare clothes but we do keep some spare clothes for those little accidents.

Your child will be given a coat peg with their name and symbol on and a drawer to store their work in.

## **STARTING PRE-SCHOOL**

### **Visit to Pre-school**

Every child will be given the opportunity to visit the Pre-school prior to a starting date which will be discussed at the home visit or taster session, if required. Parents are encouraged to stay during this visit and to explore the environment with their child.

You will be assigned a key person, for you and your child to work with. This staff member will be there as a support for you and your child, especially during the early days when children need that extra security. You and your key person will have a chance to discuss any concerns you may have and develop a settling in plan, together.

### **The First Days**

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 to feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle.

### **Attendance**

We keep a formal register of all persons who enter and leave Pre-school. We record arrival and departure times and any absences.

If your child is poorly it would be helpful to let us know in case it is infectious e.g. chicken pox, measles etc.

### **What will my child do?**

Please see the copy of a typical daily timetable at the back of this booklet.

During every session we offer a varied and wide range of experiences for your child to play with and investigate, both indoors and out.

The children can choose with the help of planning boards, activities which interest them, some of these include:

### **Role-play/Imaginative Area**

This varies every term and changes with the children's interests. For example the role-play area may be a home kitchen, café, shop, doctors, vet, garden centre, music room, aeroplane, baby centre, builder's yard, garage and more!

Your child can experiment with a variety of dressing up clothes and props to suit their needs and interests. It is amazing what one piece of material or an old steering wheel can do!!!!!!

### **Malleable Area**

This includes Play dough, water, sand, gloop, sawdust, pasta, etc.....

This is available daily for the children both indoors and out, and we adapt regularly to the needs and interests of the children.

The children can experiment with lots of different materials and learn about filling, emptying, colour pattern and shape as well as having great fun.

### **ICT**

We have a computer, with various games to support literacy, numeracy and develop knowledge and understanding of the world. We also have a iPads, cassette recorder and player, a camcorder and many other interactive toys for your child to explore and enjoy!

### **Creative Area**

The children are able to access art and technology activities at every session and an adult is on hand to help to develop the skills your child will need to use this area well. The area may include paint, colouring pencils, chalk, scissors, glue, fabrics, card, paper, junk boxes, stickers, sprinkles and many other items!

We encourage the children on a daily basis to think about the safe use of tools and materials and to tidy up after themselves.

### **Puzzles and Games**

We have a vast range of puzzles and games for the children to choose from.

They are designed to encourage your child to develop their knowledge of colour, shape, numbers, letters and design. They are also an excellent way of developing sharing and turn taking skills with their peers and adults.

### **Construction**

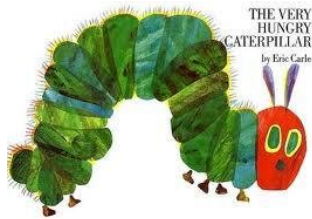
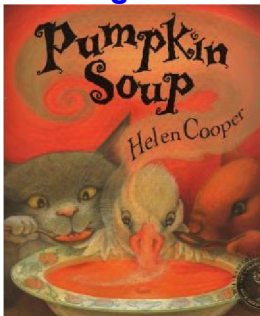
A range of small world play sets are available indoors and outdoors for children to choose from, to encourage imagination and motor skills. Resources include garage and cars, trains and tracks zoo animals, building blocks, Lego, outdoor bricks, tubes and many more.

The children learn to work cooperatively and independently and are able to recreate their ideas and interests.

We have large construction materials available for the children to use indoors and out, this can be old boxes, crates, planks of wood for the children to construct large builds with. This is great for developing turn taking and sharing skills as well as encouraging language, communication and mathematical development.

## **We love to build!!!!**

### **Reading Area**



A quiet area is available for looking at books, whether alone, with a friend or an adult. We also have story time as a group every day.

### **Music Area**



We have a musical instrument area which is available every day, we also have singing and rhymes on a daily basis to encourage the children's confidence and language and communication skills.

### **Outdoor Play**

Whether outdoors or indoors we provide physical play at every session. We play outdoors each day and in all weathers! We have our own outdoor area, which the children can freely explore. We have use of the school playground, climbing frames, small equipment, field and wooded area. We also provide an area for dance, musical instruments and action songs.

### **Your Childs Progress**

Every term you will be invited to an open morning at Pre-school to speak to your child's key worker. This is a lovely opportunity join in with playing with your child and to look at your child's progress review and discuss any relevant issues with a member of staff.





Tapestry is our online personal learning journal. It really is the best way to see what fun your child is having within our setting. We post both pictures and videos of what we are doing and we'd love you to comment on these. You can also post your own pictures and videos of your time at home. If you would like to view Tapestry before you sign up, please ask a member of the Pre-school Team.

### **What Can You Do**

As well as being a member of the Pre-school committee you can also be an active member of our group in the setting. You may have an occupation or special talent that you can share with the children, please do let us know if you have!

Parents and carers are welcome to stay and play with their child at any time. You may want to stay for half an hour or the whole session. You may prefer to help the staff rather than play with the children. For example, you could help to clean some of our toys. It really is up to you.

***If you would like to stay at any of our sessions, please speak to any member of staff. We really would love for you to join us when you can.***

### **Snack Time**

During each session we provide the children with a healthy snack. We actively encourage the children to drink milk or water. Water is always available for the children. Dawn, Cambo School's cook, prepares a variety of snacks such as fruit, vegetables, bread and butter and occasionally a treat such as home made biscuit brought in by the parents! We frequently try or make foods from other countries in order to expand upon multi-cultural topics and themes. We ask for a 40p, per child, per morning and 40p per child per afternoon (all day session 80p per day) contribution towards our snack, paid in advance or on the day.

### **Links with Cambo First School**

We feel it is important to form links with Cambo School as it makes the progression into full time school easier for the children.

At every possible opportunity we like to encourage the children to participate in school events, such as, fundraising activities, Christmas concerts etc. Mrs Cummings (our Head Teacher) feels this is important to encourage links and is a firm supporter of the Wraparound service.

During your child's last term at Pre-school, before starting school in September, they will make 4 to 5 visits to the reception class. This joint Foundation Stage session gives the children and their family's time to adapt to the new surroundings and to meet the school staff. Mrs Cummings, Mrs Patterson (Class 1 teacher) and Mrs Chalmers (Class 1 Teaching Assistant) work very closely with the Pre-school staff to ensure a seamless transition into school life.

### **Visits/Outings**

At certain times of the year we hold our sessions away from the Pre-school and organise trips to various places including Wallington Hall, Garden centres, Soft Play, local farms and other Pre-schools. You will always be informed of any such trip and your permission requested. You will also be invited to join us!

## **Safety at Cambo Pre-school**

Your child's safety is of utmost importance to us, we have policies and procedures in place to safeguard all of the children in our care. Daily risk assessments are carried out to ensure the safety of your child at all times.

Once staff have safely greeted children into Pre-school at 8.45 am the outside door is closed and latched and the latch is put down on the hall door.

Children are supervised when they need to go the toilet and taught from the onset not to wander into school and to always ask an adult if they need to leave preschool. This applies to outdoor play where children are always accompanied by an adult outside on the yard and field, if using the Pre-school garden the outside door is left open on the hook with an adult outside to allow free flow play if they wish. Government Staff ratios are always adhered to.

We only use toys and equipment bearing the appropriate standard marks and suitable for the age and ability of the children. Toys, games and equipment are checked regularly, any that are damaged are removed until they have been repaired or disposed of if irreparable.

## **Health and Safety**

All school and Wraparound staff are trained in First Aid including child paediatrics.

If your child takes ill during the session we will reassure your child and make them comfortable. If we feel that your child needs to be taken home from the setting we will contact you using the emergency contacts list (given on your child's admission form). Should it be necessary to take your child to hospital, you (or the emergency contact) will be informed of their condition and where they are being taken.

If the emergency portion of the form is signed (admissions form) for emergency procedures then a member of staff will give permission to medical staff to carry out any medical procedures, but only if waiting for your arrival will put your child at risk.

## **Visitors**

Visitors are asked to sign the visitor's book, they are accompanied by a member of staff to and from the Pre-school and at all times whilst in the room with the children.

## **Promoting Positive Behaviour**

The staff at Cambo Pre-school promote positive behaviour at all times with both children and adults who visit our setting. This is how our children learn what is acceptable and how to communicate their feelings in an appropriate way.

The behaviour management policy gives thorough guidelines on how Cambo Pre-school promotes positive behaviour

## **Equal Opportunities**

Our Pre-school operates an equality of opportunity policy. This means that every child regardless of race, culture, gender, religious beliefs or ability, will be treated equally and as individuals.

We aim to offer every child the best possible care, learning and play experience in our facility, regardless of race, ethnicity, nationality, class, religion, culture, gender, language, special educational additional needs or disability.

All providers have a responsibility to ensure that diversity of individuals and communities is valued and respected not only so that every child is included and not disadvantaged, but also so that all children learn from the earliest age to value diversity in others and grow up making a positive contribution to society.

We do not tolerate racial harassment in any form. To encourage understanding of other races and cultures we research and celebrate festivals from around the world. Any alleged case of racial harassment will be dealt with according to the principles of the relevant policy.

We do not tolerate any form of bullying in our facility. We recognise that bullying takes many forms and is not simply restricted to children. This area is covered in much greater detail in the relevant policy.

To this end we have an Equalities/Inclusion/bullying policy which sets out our approach.

Ailsa Forsyth is our equality officer, ensuring we are up to date with current legislation.

### **No Smoking**

Cambo Pre-school adheres to a no smoking policy.

### **Fees and Early Years Grant**

We are a registered setting and are eligible to access the Early Years Nursery Grant for 2, 3 and 4 year olds. Please ask about the new extended entitlement for 3 and 4 year olds (30 hours). Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or The Child Care Tax Support Service for further information. We also accept childcare vouchers, please just ask.

A small charge is made to our friends who are under three years of age, who do not receive funding. Fees of £7.50 (January 2019 prices may be subject to change before your child commences) can be paid sessionally, weekly or half termly. **All regular sessions must be paid for even if your child does not attend.**

### **Pre-school Policies and Procedures**

All policies and procedures are available for you to view, and are on the Wraparound filing cabinet in the hall and on our Website: [www.cambo-preschool.com](http://www.cambo-preschool.com). It includes our complaints procedure.

### **Resources**

Certain toys and equipment may be borrowed for use by the children at home. Please speak to a member of staff if you wish to loan any of our resources.

### **Complaints**

A full copy of our complaints procedure is contained in the Policy folder situated on the filing cabinet in the school hall and on our Website: <http://www.cambo-preschool.com>.

If you have a complaint or concern about any issue in Cambo Pre-school please speak to the Manager or any member of staff or Committee.

Our regulatory body, Ofsted, can always be contacted directly if you are not satisfied with how your complaint is dealt with. Their contact details are attached to the notice board.

**Ofsted:** Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

[enquiries@ofstead.gov.uk](mailto:enquiries@ofstead.gov.uk)

Tel No: 0300 123 1231

### All Children are Exceptional

We at Cambo Pre-school are committed to giving all our children the opportunity to succeed and reach the highest level of personal achievement and standards.

We aim to be an inclusive Pre-school. This means that equality of opportunity must be a reality for all our children. We make this reality through the attention we pay to the different groups of children within our Pre-school:

- Boys and Girls.
- Minority ethnic and faith groups.
- Children who need support to learn English as an additional language.
- Children with special educational needs.
- Gifted and talented children.
- Any children who are at risk of disaffection or exclusion.

Ailsa Forsyth is our Inclusion Officer and will be happy to help, or just to listen, if you have any concerns about the above areas listed here.

If you feel your child may require additional help for any of the above listed reasons please speak to Johanne or Ailsa.

You will be listened to and your concerns acted upon, in the strictest of confidence.

### Other Useful Information

#### **Stay & Play Session – Tuesday afternoons**

This session takes place on a Tuesday afternoon each week during term time. It is intended for babies, toddlers and Pre-school aged children. Many of our Pre-school children attend, with their parents or carers. The cost is:

50p - Up to 1yr old.  
£1.50 – 1-2 yr olds.  
£2.50 - 2-4 year olds.

Snack – 40p per session  
Tea/Coffee – 60p

For more information please contact Johanne on 07887 409641

### **Breakfast Club**

Cambo First School provides a breakfast club, from Monday to Friday, for children who are 2½ years and over. It runs from 8.00 - 9.00. The friendly staff ensure the children have a healthy breakfast and will deliver your child safely to Pre-school. For more information or to book your child in please speak to a member of the Wraparound Staff or contact Cambo School on 01670 774210

### **Afterschool Club**

After School runs from Monday to Thursday from 3.15 pm - 6.00 pm and Fridays 3.15 to 5.30 pm and is for children aged 3 years and over. You can ring Johanne for more information on 07887 409641

We hope this booklet has answered some of your questions and that you may consider using our setting for your child's early years. Any questions you have regarding Pre-school which you feel may not have been answered within this booklet can be addressed to staff directly here at Pre-school (our address and email is on the first page). All correspondence will be treated in the strictest of confidence.

We hope to meet you and your child very soon. We look forward to getting to know you and your child in the future.

Regards

Johanne Hodgson, Ailsa Forsyth, Sharon Birdsall, Louise Dixon & Shona Price

If you require this booklet in a larger format or a different language please speak to the Johanne Hodgson, Wraparound Manager who will be happy to help.

## A 'Guide' to Our Daily Routine

### **8:45 - 9.00 am - Pre-school opens.**

Children & Parents arrive. Children are given time to settle and investigate the activities around the room.

### **9:00 am - Circle Time/Registration/Hello Time**

Staff and children come together on the mat area to discuss the morning's activities, listen to news, and to complete the formal register.

### **9:20 am - Play & Learn**

Both child initiated and adult led activities around the room or in our outdoor area.

### **10:00 am - Snack time**

Children are given a drink and healthy snack.

### **10:30 am - 11:10 am - Small group time & Free Play.**

This is where staff can work closely in smaller groups with children focusing on particular areas of development.

### **11:10 am - 11:20 am - Tidy up time**

The children are encouraged to tidy where they have been playing; this is sometimes done to music or games.

### **11:20 am - Outdoor play**

Out on the big yard, or on the field.

### **11:45 am - Home time for those staying for morning session only**

### **11:45 am – 12:45 pm Lunch with Cambo First School**

### **12:45 pm - Play & learn both indoors and outdoors**

Both child initiated and adult led activities around the room and/or in our outdoor area.

### **1:30 pm - 2:10 pm - Small group time.**

This is where staff can work closely in smaller groups with children focusing on particular areas of development.

### **2.10 pm - Snack time**

Children are given a drink and healthy snack.

### **2.30 pm – 2.45 pm – Outdoor play**

Out on the big yard, or on the field.

### **2.45 pm – 3.00 pm**

Tidy up time and recap on what we have been doing during the day and what we may be doing the next day & home time