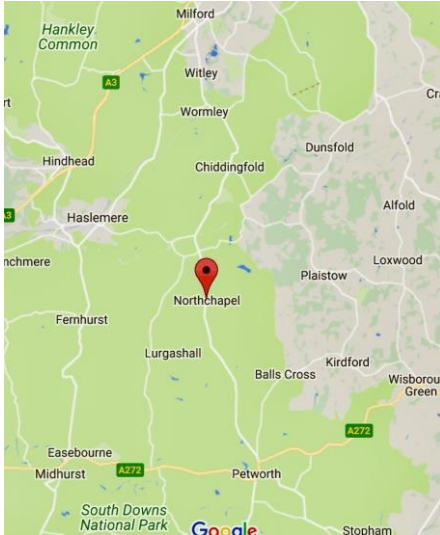


# Little Oaks Pre-school Prospectus



Little Oaks Pre-school for 2-4 year old's  
at Northchapel Primary School

Open all day Monday- Friday  
Breakfast and After School Clubs

For further information please contact  
[office@northchapelprimary.co.uk](mailto:office@northchapelprimary.co.uk)

01428707352



## Welcome to Little Oaks

We are an early years pre-school setting in rural West Sussex, based at Northchapel Primary School. At Little Oaks, we provide a high quality of care and education through planning and providing a broad curriculum. Our aim is to provide a fun environment where children learn through play. We ensure that each child:

- Is in a safe and stimulating environment;
- Is given generous care and attention, because of our ratio of staff to children;
- Has the chance to join with other children and adults to live, play, work and learn together;
- Is supported to take forward their learning and development by being helped to build on what they already know and can do;
- Has a personal key person who supports their individual needs;
- Is in a school that sees parents as partners in helping each child to learn and develop.

### Little Oaks team

Miss Sharon Hill – Supervisor and Early Years Teacher

Mrs Trish Clifford – Level 3 Early Years Educator and Key Person

Mrs Elizabeth Guy – Level 2 Pre-school assistant and Key Person

Mrs Hettie Kaighin – Pre-school assistant

Mrs Fiona Gibbs – Pre-school assistant

### Opening Times

Monday – Friday

Morning session - 8.30-11.30

Lunch club - 11.30-12.15

Afternoon session - 12.15-3.15

### Flexi Sessions

Flexi sessions are available on the days that we have spaces in Little Oaks and can be booked in addition to your child's fixed pre-school sessions. Bookings can be made, or cancelled, online through our School Money payment system up to midnight the night before. There will be options to choose a morning, lunch club or afternoon session. Flexi sessions are available to children who attend one or more weekly pre-school sessions and are subject to availability.

### Lunch Club

At Little Oaks we offer lunch club sessions every day. Children bring their own packed lunch with a drink and the session lasts for three quarters of an hour. It is an effective way to help children to develop their independence and to begin to understand the importance of healthy eating. Adults sit with the children to provide support and to chat with them throughout the lunch period. It is great opportunity to promote children's communication and social skills.

### Elm Club

Out of school care is available for children 3 years upwards at our whole school Elm Club.

Breakfast Club – 7.45-8.30am

After School Club – 3-15-5.30pm

Breakfast club sessions are run by members of our school and pre-school team and can be booked and paid for via School Money, our online payment system. After school club is run by Assure Coaching and can be booked on their website.



## Learning and Development

The pre-school follows the Early Years Foundation Stage (EYFS) curriculum which covers the following seven areas of learning

### **Prime Areas**

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

### **Specific Areas**

- Understanding the World
- Mathematical Development
- Expressive Arts and Design
- Literacy Development

A designated key person will work closely with you to make sure that the pre-school provision supports your child's individual needs and interests. The key person's role is to help your child to settle and support them throughout their time at Little Oaks. An online Learning Journal will be completed for each child during their time at the pre-school and will be continued until the end of reception class. All the areas of learning in the EYFS will be covered and the key person is responsible for planning next steps for learning, mapping progress and sharing learning experiences with parents. Little Oaks staff team will carry out observations of children using 'Tapestry' software which includes photographs and notes to record the children's experiences. Parents are regularly informed about children's learning informally, at drop off and collection times and are invited to meet with their child's key person each term.

## In the Moment Planning

At Little Oaks we use 'In the moment planning' which enables us to build good relationships with children and follow their interests to create quality learning experiences. As we are a small rural pre-school, we are able to get to know all of our children and families very well and feel that this is one of our strengths. 'In the Moment' planning helps us to ensure the children's learning and interests are at the heart of what we do. Our aim is to support your child in becoming more confident, independent and engaged in their learning. We will plan and teach, treating each child as an individual and allowing them to achieve their best.

### **What is 'In the Moment' planning?**

- A model that allows child-initiated learning through play, based on capturing the interests of the children through personalised learning.
- Teachers take into consideration the children's interests to create meaningful educational experiences through providing an enabling environment, using quality interactions and 'teachable moments'.

## Parent Partnership

At Little Oaks we:

- Provide high quality care and education for our children;
- Support transitions into a wider social circle and into the reception year of primary school;
- Provide a service to support the parenting role;
- Work in partnership with parents to help our children to learn and develop.
- Provide parents with weekly updates on our whole school newsletter, the 'Monday Messenger'.

Our pre-school recognises parents as the first and most important educators of their children and we see ourselves as partners with you in providing care and education for your child. We welcome the involvement of parents at Little Oaks in the following ways:



- Exchanging knowledge about their children including their interests and progress with the staff;
- Sharing their own special interests with the children;
- Taking part in events and informal discussions about the activities and curriculum provided;
- Joining in community activities in which the school takes part;
- Building friendships with other parents in the setting.

#### How we spend our day

Our sessions consist mainly of free flow play in the pre-school classroom and the outdoor environment, which is shared with Reception Class. We encourage children to make their own choices and use their individual interests to plan learning experiences. Children at Little Oaks benefit from a mixture of child initiated and adult led activities. During free flow a range of activities are available including small world toys, construction, sand, water and sensory play, bug hunting, outdoor physical play, cooking, craft, painting and role play. We also have use of the main school playground and other facilities.

During the session we have a rolling snack time where children are invited to help to set the table and share and help themselves to food. We provide a healthy snack with a range of fruits and occasionally biscuits or toast. Children have a choice of milk or water to drink and are encouraged to bring their own water bottle too, so that they can access water independently throughout the session. During each session we have circle time where the group comes together for stories, singing or phonics, usually at the end of the session.

#### Forest School

At Little Oaks we use the glebe area behind our school for Forest School learning and all children attending will have the opportunity to take part. The aim of Forest School is to develop the children's skills of collaboration, cooperation, team building and awareness of the natural environment, and their knowledge and understanding of the natural world. Children will make their own choices, whilst understanding the risks and challenges of the tasks that they complete. Children will improve their understanding and appreciation of the world around them and the impact of their own actions on the environment.

#### Transition into Reception Class

Children at Little Oaks benefit from being able to mix with their peers from reception class on a daily basis whilst playing outside. We provide extra transition sessions for those children who will be transferring to Northchapel Primary School in the following September. These sessions usually take place every Friday in the second half of the Summer Term. The children spend an hour with the reception class in the morning followed by lunch in the school hall. A member of the pre-school staff team will be available to support the children if needed and they are also assigned a buddy from Year 5 to help them during lunchtime.

Transition to other schools or early years settings will be managed and supported on an individual basis.

#### Guidelines for Little Oaks

The age range for children attending Little Oaks Pre-school is 2–4 years old. Registration and enrolment forms must be completed for each child. It is recommended that the parents help their child to settle in by staying for a short while, pre-visits are recommended.

We would prefer that children were toilet trained on entering Little Oaks as we only have limited changing facilities. However, we recognise that for some children this is not always possible, therefore we ask parents to send their child with disposable nappies, baby wipes, a nappy bag and a spare change of clothes. Although we provide protective clothing for the children when they play with messy activities but it is not advisable to send them to pre-school in their 'best' clothes. We encourage children to gain the skills that help them to be independent and to look after themselves. These include taking themselves to



the toilet and taking off-and putting on-outdoor clothes. Clothing that is easy for them to manage will help them to do this. Please avoid shoes with laces as they do not help to promote independence! We spend lots of time in the outdoor environment all year round so it is essential for your child to have a coat, warm clothing and wellies (as well as shoes) during the winter months and hats and sun cream in summer. Your child will also need a full change of clothes in their bag at all times including socks and pants in case of toileting accidents or becoming wet through play.

### Policies

Little Oak's policies help us to make sure that the service provided by the school is a high quality one. In addition, being a member of the school is an enjoyable and beneficial experience for each child and their parents. These policies are with reference to and are part of the policies of Northchapel Primary School and can be found on our school website.

### Additional Needs

As part of the Little Oaks policy to make sure that its provision meets the needs of each individual child, we take account of any additional needs a child may have and we are fully inclusive. Please see our SEND policy and Local Offer on the website for further information. We must be informed of any dietary requirements, allergies and medical needs (such as using inhalers), prior to your child starting at Little Oaks.

### Fees

Bills for each half term are sent out in the first week of term and must be paid within the first two weeks of term. Payment can be made through our School Money online payment system or with Childcare Vouchers. Weekly payment plans can also be arranged. We require half a term's notice if you wish for your child to leave Little Oaks unless it is to start school. If fees are still outstanding at the end of a half term your child's place may not be kept open.

### Free Entitlement Funding

We welcome children who are eligible for the government Free Entitlement funding. We offer funded places for eligible two-year olds and three to four years olds wishing to claim up to 30 hours funding, per week. <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

### The Management of Little Oaks

The Northchapel Primary School Governing Body governs Little Oaks. They are responsible for:

- Managing the pre-school's finances;
- Employing and managing the staff;
- Making sure that the pre-school has, and works to, policies that help to provide a high quality service; and
- Making sure that the pre-school works in partnership with the children's parents.

The governing body delegate these responsibilities to the Head Teacher of Northchapel Primary School. For further information, or to arrange a visit, please contact:

**Little Oaks Pre School  
Northchapel Primary School  
Pipers Lane, Northchapel  
West Sussex  
GU28 9JA**

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