

# St Aidan's



Bringing the best  
out of your child

2009 / 2010  
Pre-School Prospectus

## Welcome to our Pre-school

Billinge St Aidan's Pre-School Group  
London Fields  
Billinge  
Nr Wigan  
WN5 7LS

Telephone 01744 678042

Contact :-

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Mrs B Lightfoot, Chairperson, Voluntary Management Group

We are pleased that you have chosen Billinge St Aidan's Pre-school Group and School for this important stage in your child's education and hope that he/she will be happy with us.

This booklet aims to introduce you to our Pre-school and help prepare you and your child for their first term, and future years.

### **MISSION STATEMENT**

We provide a safe and secure environment where Christian values are upheld.

We work hard to maintain high educational standards.

Children are encouraged to develop as independent learners and responsible, healthy individuals in preparation for life.

We are an active part of the community and we welcome their involvement in our school.

We are committed to working as a team with parents, governors and friends, creating a positive approach to school life.

We have high expectations for work and behaviour and provide a firm foundation for all our children to achieve their full potential.

### **SCHOOL AIMS AND OBJECTIVES**

The whole team works towards excellence, in every aspect of school life.

We encourage a Christian ethos throughout our school, working to achieve Christian values in our daily lives.

All children's individual needs are catered for and we aim to give support where needed.

We encourage independent learning throughout school and actively promote Equal Opportunities and healthy lifestyles for all.

We work in partnership with parents, governors, our Church/parish and the community of Billinge and other schools.

Whole school ownership is promoted through teamwork and joint decision making involving all staff.

We aim to promote our school in an ethical manner to the area of Billinge, our parish and the wider community.

### **SCHOOL STAFF**

Headteacher	-	Mrs M Ravenscroft
Deputy Headteacher	-	Mrs A M Moore
Reception	-	Miss L Eddleston

Year 1	-	Mrs L Cadman / Mrs L Dearden
Year 2	-	Mrs R Fisher
Year 3	-	Mr M Loftus
Year 4	-	Mrs L Dearden / K Benetatos
Year 5	-	Mr S Moore
Year 6	-	Mrs M Skey / Mrs A M Moore

**Classroom Assistants** Mrs S Bird, Mrs S Brown, Mrs S Bracken, Mrs G Mercer, Miss S Lyon, Mrs D Aspinall-Wood, Mrs H Mc Conville, Mrs J McDonald and Mrs D Ross.

**NURSERY UNIT STAFF**

Team Leaders	-	Mrs S Cunliffe / Ms P Ashton
Nursery Assistants	-	Mrs J Pritchard Mrs J Moss Mrs M Marsh

**Wrap-round Care** Mrs S Cunliffe, Mrs D Aspinall-Wood, Mrs M Marsh, and Mrs C Daintry,

**Office Manager** Mrs S Lowe  
**Office Assistant** Mrs S Barker

**Caretaker** - Mr B Williams

**Welfare Assistants** Mrs D Moxon, Mrs D Ross, Mrs C Janaway, Miss S Lyon.

**Kitchen Assistants** Mrs A Chorley and Mrs Brooke.

**Pre-school Group**

When leaving your child in our care, if you wish to settle your child into Pre-school and work with him/her until you are both happy and comfortable you are welcome to do so.

Pre-school Group times are as follows :-

Morning Session 9.00 - 11.30 am

## Afternoon Session 1.00 - 3.30 pm

When collecting your child at the end of each session please come into the Pre-school. If a different person is collecting your child please let the Pre-school staff know or telephone the main school and leave a message.

Please remember to close the Pre-school door and lock the gate when you enter or leave the Pre-school.

When your child starts Pre-school you will be asked to complete an emergency contact form, we will ask you to update this form from time to time.

### **Wrap-round Care**

We operate wrap-round care between 11.30 am and 1 pm. The cost of this is £15 per week. The children need to bring a packed lunch, which must include an ice-pack to ensure the food stays fresh. (guidelines from OFSTED)

### **Fees**

If your child does not receive funding (Nursery Education Funding) then the following fees will apply :-  
£40 per week for either a morning session or afternoon session.

If parents request wrap-round care to be included with the unfounded session this will be £55.00

We ask for a contribution of £1 per week for a healthy snack.

### **Admissions Policy**

The admission limit is twenty-four children per session.

The following criteria set out below is our Admissions Policy :-

The child will attend St Aidan's Primary School.

The child is part of a family who is a member of St Aidan's Church.

The child has special needs that can be met satisfactorily in Pre-school.

The child lives in St Aidan's Parish.

### **Please note**

Children can be admitted as soon as they are three, provided a place is available.

### **Uniform**

School sweatshirt    £9.00

School cardigan            £9.50

School T-shirt                £6.00

Drawstring bag                £3.00

All the above items are available from school.

Your child will be taking part in P.E. lessons in the school hall. We do intend to change the children for these lessons. This prepares them for P.E. when they go into the Reception class.

For PE your child will need :-

Black slip-on pumps  
Black shorts  
White T-shirt

You can help us by :-

1. Marking all items of clothing with your child's name.
2. Making sure your child has a change of underwear with their P.E. kit in a drawstring bag.
3. Making sure that any money sent into school is in an envelope with your child's name on.

## **Holiday and Absence**

We would be grateful if you could inform the Nursery if your child is absence through illness or holiday so that we may record it correctly in the register.

If you are planning a family holiday please could you complete a 'Request for Absence during Term-time Form' (available from the school office).

## **Medication**

If your child needs medication you will be asked to complete a separate form.

Can we respectfully remind you that if your child has been sick in the morning, or has diarrhoea, then it is best if they are kept off Nursery for twenty-four hours. This will help to stop it spreading to other children.

## **PRE-SCHOOL EDUCATION**

### **Information for Parents**

Our Pre-school provides a secure, caring and stimulating environment appropriate to the needs of the Pre-school child.

The curriculum is carefully planned and follows the Early Learning Goals. We follow the Curriculum Guidance for the Foundation Stage from QCA.

Normally we are able to offer five sessions a week. If you wish your child to have more sessions please ask.

### **Registering your child**

If you wish to have a place for your child please contact the Head teacher or Office Manager so that your child can be registered.  
(please note our Admissions Policy)

## **Special Educational Needs**

If your child has special educational needs we welcome them to our Pre-school, and we will make sure the necessary support is available.

Please speak to the Head teacher or Nursery Manager if you have any questions or concerns.

You can help to prepare your child for Pre-school by reading to them. Activities such as painting, crayoning and baking all help to prepare them for the structured activities in the Pre-school. Please talk to your child about starting Pre-school.

We encourage parents to visit Pre-school with their child for a couple of sessions before the child formally starts.

We would also encourage parents to ensure that children are as independent as possible in their own personal hygiene.

## **Curriculum**

The curriculum the Pre-school child follows is planned to the Early Learning Goals. The six topics the children follow each year are set out below. The topics are in a two-year cycle as some of our children spend more than three terms with us.

### **Cycle 1**

Me and my family

Fairy tales and celebrations

Looking for colour

Looking for signs of Spring

On the move

Our Village

### **Cycle 2**

Me and my school

Nursery rhymes and celebrations

Patterns and shape  
People we love  
In the garden  
The bus ride

**There are six areas of learning that cover all the Early Learning Goals, these are as follows :\_**

#### Personal, Social and Emotional Development

Successful personal, social and emotional development is critical for very young children in all aspects of their lives and gives them the best opportunity for success in all other areas of learning. It is crucial that settings provide the experiences and support to enable children to develop a positive sense of themselves (QCA 2000)

#### Communication, Language and Literacy

Communication, language and literacy depend on learning and being competent in a number of key skills, together with having the confidence, opportunity, encouragement, support and disposition to use them. This area of learning includes communication, speaking and listening in different situations and for different purposes, being read a wide range of books and reading simple texts and writing for a variety of purposes (QCA 2000)

#### Mathematical Development

Mathematical development depends on becoming confident and competent in learning and using key skills. This area of learning includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes space and measures.

Mathematical understanding should be developed through stories, songs, games and imaginative play so that children enjoy using and experimenting with numbers including numbers larger than 10 (QCA 2000)

#### Knowledge and Understanding of the World

In this area of learning, children are developing the crucial knowledge, skills and understanding that help them to make sense of the world. This forms the foundation for later work in Science, Design and Technology, History, Geography and Information and Communication Technology. (ICT)  
(QCA 2000)

#### Physical Development

Physical development in the foundation stage is about improving skills of co-ordination, control, manipulation and movement. Physical development has two other very important aspects. It helps children gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active. Effective physical development helps children develop a positive sense of well-being. (QCA 2000)

## Creative Development

Creativity is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another and so extend their understanding. This area of learning includes art, music, dance, role-play and imaginative play. (QCA 2000)

## **Daily Planning**

The daily planning sheets are up in the Pre-school for you to see. These help you to discuss with your child the activities they have undertaken. If you have any queries please ask the Pre-school staff or the Head teacher.

## **Assessment**

Children's progress is assessed on a daily basis. These findings are available to you. Staff regularly make observations of the children based upon the Early Learning Goals. Profiles are created for each child. (You will be asked to sign a photograph permission form)

## **Nursery Education Inspection Report (Ofsted)**

Our Pre-school Group was inspected in September 2007. A copy of the main findings of the Inspection and the Key Issues for Action are available, please ask. The Report is also available via the OFSTED website – [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

We are very proud of the report we received and have already addressed many of the action points raised.

## **Complaints Procedure**

Complaints should be direct to Mrs Ravenscroft, Head teacher.

We have a formal Complaints Policy that parents can have access to.

### Holiday Dates 2009 ~2010

Re-open after the Summer holiday on the morning of	Wednesday	3 September	2009
Close for the Autumn half-term holiday on the evening of	Friday	23 October	2009
Re-open after the Autumn half-term holiday on the morning of	Monday	2 November	2009
Close for the Christmas holiday on the evening of	Friday	18 December	2009
Re-open after the Christmas holiday on the morning of	Monday	4 January	2010
Close for the Spring half-term holiday on the evening of	Thursday	11 February	2010
Re-open after the Spring half-term holiday on the morning of	Monday	22 February	2010
Close for the Easter holiday on the evening of	Friday	26 March	2010
Re-open after the Easter holiday on the morning of	Monday	12 April	2010
Close for the Summer half-term holiday on the evening of	Friday	28 May	2010
Re-open after the Summer half-term holiday on the morning of	Monday	14 June	2010
Close for the Summer holiday on the evening of	Friday	23 July	2010