

STATEMENT OF PURPOSE:

Mes Bach

Pre School

Our Statement of Purpose:

- To provide high quality early years care and education in a happy, stimulating environment for children aged 3 - 4 years.

Aims:

- To provide a learning community for the children of today who will make the communities of tomorrow.
- To provide friendly, caring and approachable staff.
- To provide our pupils with a secure and stimulating environment in which they will be valued as individuals and challenged to achieve their full potential.
- To enable children to learn through play using the indoor and outdoor environments whilst supervised at all times.
- To promote strong links between school, home, parish and local community and to ensure that Mes Bach Pre School is regarded by all with ownership and pride.
- To support the individual needs of pupils and extend special gifts and interests.
- To give every child confidence and a sense of achievement by providing them with opportunities to sample a great variety of activities.
- To prepare each child for their next stage of education.

We believe all children have strengths. The weakness is ours if we fail to find them.

About the setting:

Mes Bach Pre School is based in Llangors Church in Wales School. It will provide a high quality and caring early years setting, catering for boys and girls between the ages of 3 and 4 years through the medium of English.

We will run a morning and an afternoon session with up to 24 children in each session. We will follow the Foundation Phase curriculum, which emphasises learning through play and exploration while supporting the physical, emotional, social and intellectual development of each child. We provide twenty hour funded care alongside the foundation phase, and wrap-around care. We will provide a very well-resourced area to foster children's curiosity within a stimulating and safe environment.

We have two large bright classrooms which lends itself to many different areas of learning and play. There is access to an outdoor play area as well as the extensive school grounds. These include a hard surface play area a large field area and a shady copses of trees.

Our statement of purpose will be regularly reviewed and will be revised as and when necessary, and within 28 days of taking effect. A complaints procedure and all relevant policies will be shared with parents and children at the start of the contract, and parents will be provided with a copy of these documents. All relevant policies will also be found on the Mes Bach Pre School dedicated page on the school website and parents will be encouraged to read these policies.

Setting Premises/Facilities Offered

Mes Bach Pre School is based in Llangors Church in Wales School and has been purpose built for the use of Early Years. Mes Bach has its own dedicated outdoor space and the children also have use of the school yard and field areas.

It provides appropriate areas for a range of needs which include:

- Two large playrooms with plenty of space and equipment
- A secure and extensive outdoor play area, accessed directly from the main playrooms
- Child size toilets, sinks and cloakroom
- An area to provide drinks and snacks
- Separate staff facilities, including office, staff room and kitchen and staff toilet

We will expect staff to arrive at least 10 minutes before the start of the session to set up ready for the children's arrival. Five minutes before the arrival time, staff will go to the nominated collection point to meet the children, ask parents/carers to sign the children in and escort them to the cloakrooms within the setting.

Languages:

Although the language of the setting will be English, the children will be given the opportunity to become bilingual through the daily use of incidental Welsh, songs and greetings within the setting.

Staffing:

Our Early Years setting will be part of Llangors Church in Wales School and the children will transfer to the Reception class in the September following their 4th birthday, as outlined in Powys Admission Policy. Mes Bach Pre School will be run by an NNEB qualified Leader and 1 or 2 Assistants (NVQ Level 2/3 Child Care qualifications), depending on the number of pupils in the setting term by term. The adult / pupil ratio will be 1:8. Each member of staff will hold up to date certificates in Child Protection, Safeguarding, Prevent, Food Hygiene and First Aid.

Mes Bach Pre School Person in Charge is: Miss Catherine Gore
Mes Bach Pre School Responsible Individual/s are: Mrs Lynne Jones

The school and Mes Bach Pre School have an Open Door policy and parents will be warmly welcomed at all times. Staff will be more than happy to answer queries and concerns. Staff at Mes Bach Pre School will observe, assess and record children's development on a continual basis and written reports will be provided a parents evening is also offered.

You can contact the setting either by telephone: 01874 658663
or email office@llangorse.powys.schuk cathg@llangorse.powys.sch.uk

Session Times:

Our session times are as follows

9.00a.m. - 11.00a.m. Mondays to Fridays (Early Years Education)

1.00p.m. - 3.00p.m. Mondays to Fridays (Early Years Education)

11:00a.m - 3:00p.m Mondays to Fridays (Childcare offer)

11:00am - 3:30p.m Mondays to Fridays (wrap around care)

3:00p.m - 3:30p.m Mondays to Fridays (non funded hours)

We offer funded places (up to 10 hours per week) for up to 24 children per session, and provide the childcare offer to eligible parents (20 hours per week). We also offer wrap around care at the cost of £17.50 per day and an extra £2.50 per day from 3:00pm-3:30pm

Mes Bach Pre School will be closed for holidays in line with Powys schools. These dates will be printed at the beginning of each term in Newsletters and will be on the Mes Bach Pre School's page on the school website . If Mes Bach Pre School closes for other occasional days you will be informed well in advance.

A typical session will include:

Formal parent/carer sign in

Completing the register (We will maintain a daily attendance record for each child)

Carpet/circle time (welcome song, news, counting, weather, activities planned for the day ahead)

Free play guided by adults (focused activities, continuous and enhanced provision both inside and out) following the Foundation Phase Framework

Snack time (free school milk or a drink of water and a healthy fruit snack provided from home)

Musical opportunities (instruments, songs and rhymes and dancing)

Going home preparation (story)

Formal parent/carer sign out

After Mes Bach Pre School closes, staff will have time to tidy up and prepare for the next session. All equipment will be constantly reviewed, and new resources purchased as and when required. All resources will be appropriate to the age and development of the children and will be stimulating, educational as well as fun. Our aim will be to meet the needs of all children.

Admissions:

Mes Bach will aim to offer care and education to boys and girls from 3 to 4 years of age. We will conform to the Care Standards Inspectorate regarding the number of children admitted and their ages. We will ask parents to apply to Powys County Council to put their child's name on a list and a place will be allocated if available. Parents will then be asked to inform setting of days allocated. Parents will also need to apply to Ceredigion County Council for Childcare offer.

Organisational Structure/Line Management

Powys County Council

Powys County Council Contract Officer (Please see Appendix 1)

Responsible Individual(s)

Play Leader (Person in Charge)
Deputy Play Leader if Play Leader in Charge is absent
Safeguarding Officer (Mrs L Jones)
Child Protection Officer (Mrs L Jones)
Assistants/Volunteers/Students

Contract compliance meetings will be held with Powys County Councils Contract Officer on a half termly/termly basis (Crymryd Rhan).

On recruitment, staff (and volunteers) are vetted in line with regulatory requirements which includes DBS and receive induction which includes health and safety and child protection policies and procedures during their first week of employment. (Refer to recruitment policy if available). Staff are qualified to levels that meet or exceed National Minimum Standards for Regulated Day Care and staff qualifications and training needs are reviewed during quarterly supervision sessions and annual appraisals.

Staff meetings are held once a week to discuss any matters of concern and areas for development. Outcomes of these meetings contribute to the Setting's action plans for improvement and ongoing review of quality of care.

The setting always works to the correct adult to child ratio with a minimum of 2 members of paid staff present at all times.

Children are cared for in groups of no more than 8 children at any time and each child is in the particular care of a member of staff (key worker)

Additional Needs:

Mes Bach Pre School Setting will have regard to the Special Educational Code of Practice on the identification, assessment and education of children with special educational needs. We will provide a welcoming environment with appropriate learning opportunities for all children.

We will work with and seek the advice and support of the local referral scheme, and all relevant agencies to ensure that appropriate help and support is available for the child and his / her family. The appointed SENCO will be responsible for ALN's Mes Bach Pre School. We acknowledge that children's needs change and develop and we will be committed to monitoring to ensure that our provision meets the child's needs on a continual basis.

Starting at the Setting:

At the beginning of each session it will be a requirement for parents/carers to bring their child into Mes Bach Pre School and sign them in, using a book at the entrance to the classroom. Mes Bach Pre School staff will be at the door to meet and greet parents and children. All children need to feel safe, secure and happy in the setting so there is a settling in process which welcomes parents to stay until their child is settled.

For safeguarding and security reasons, when collecting children, parents will be asked to wait at the secure, outer gate to the setting until staff bring their child to them. They will be asked to sign their

child out. Children must only be collected from Mes Bach Pre School by their parents, legal guardian, or a nominated adult. We will ask parents to inform staff beforehand if somebody different will be picking up their child.

Setting Routine

9.00a.m.	Children arrive at setting and are signed in by parent / nominated person and greeted by Key Worker Self-Registration News time / Carpet session
9.30a.m.	Small group time - focused activities with groups of pupils - linked to topic and based around Foundation Phase areas of learning (free activities for those not working in group) Enhanced activities Continuous provision throughout morning e.g. sand / water / painting / various corners / construction / craft area / play dough etc.
10.20a.m.	Tidy up followed by Snack Time / Story
10.50a.m.	Outdoor play / learning / Busy Feet
11.00am	Home time - children signed out by parent / nominated person (Same pattern in afternoon sessions) (Childcare offer)
11.45 am	Lunch time
2:30p.m	snack time
2.:45pm	Storytime/singing
3:00pm	Home time
3:30p.m	Home time

In the case of a parent/carer failing to collect the child, the Play Leader will call the named contact (including emergency contacts) to come to Mes Bach Pre School to take the child home. In the event of no contact being made after 30 minutes, the Play Leader will contact the Duty Officer at Social Services to advise them of the situation, and take their advice on further action. Responsible individual is also informed. (Refer to Arrival and Collection Policy).

Snack time:

The children will be encouraged to bring in a piece of fruit for snack time for morning and afternoon and Mes Bach Pre School will follow the school's policy on healthy eating, water will be available throughout the day for each child. Individual dietary requirements of children will be taken into account, especially if a child has a food intolerance or allergy. All setting staff will undertake 'Epi pen' training on an annual basis. Children staying all day are asked to bring in a packed lunch with fridge items kept in a fridge.

Uniform:

At this time uniform is not compulsory to buy or wear, but parents will be reminded to dress their children appropriately in order for them to access all kinds of play, much of which will be 'messy'. Children will need wellies and coats (and sunhats in warm weather) each session for outdoor activities.

Sickness:

If a child is taken ill in the setting, a member of staff will contact parents or nominated people to collect the child. He/she will be comforted and monitored by a member of staff until they are collected. If a child vomits or has diarrhoea they will not be allowed back to the setting until 48 hours after the symptoms have cleared.

Policies:

All policies pertinent to Mes Bach Pre School will be available on the website and in the setting. Parents will be asked to familiarise themselves with these policies. Paper copies can also be requested.

Health and Safety:

Mes Bach Pre School will conform to the school Health and Safety policy and procedures and all reasonable and practical steps will be taken to ensure the Health and Safety of everyone in the setting. Regular risk assessments will be undertaken and will be included in the Health and Safety checks, fire drills etc. that occur within the main school. A daily hazard identification checklist of indoor and outdoor equipment is completed.

Child Protection:

We believe the happiness, safety and welfare of every child is important. Mes Bach Pre School will follow and adhere with the school Child Protection Policy and procedures and follow the guidelines as set out in the school Safeguarding leaflet, reporting concerns to designated member of staff for Child Protection.

Equal Opportunities:

Mes Bach Pre School will follow the Equal Opportunities policy as set out by the school and the aim will be to ensure that every aspect of the setting promotes equal opportunities for every individual whatever his / her nationality, colour, race, sexuality, disability, religion, age, marital status or social class.

Behaviour Management:

We will provide an environment based on clear, fair and consistent guidelines which promote a child's understanding of acceptable behaviour as set out in our Behaviour policy. We will promote positive behaviour and ensure that there is consistency in the methods used. Good behaviour will always be acknowledged and praised.

Quality of Care:

In compliance with CIW (Care Inspectorate Wales) requirements, we will monitor the quality of care on an annual basis and provide a written report for them and for parents/carers. Questionnaires will be handed out annually for this and contributions will be welcomed, positive or negative. This will enable us to monitor, review and improve the quality of care to ensure high standards. Copies of all reports will be available to parents.

Complaints and Compliments Procedures:

Views of parents of Mes Bach Pre School will be sought through parental surveys so that the setting can continue to develop. Any parent who is dissatisfied with any aspect of the work of the setting and who wishes to express this should adopt the following procedure:

- Contact the Setting Leader or the Responsible Individual either verbally or in writing to note the complaint. (The complainant will be informed that he / she can refer directly to Care Inspectorate Wales (CIW))
- If the matter cannot be satisfactorily resolved the complaint will be formally referred in writing to Powys LEA.
- Should the matter remain unresolved, the CIW should be contacted at the following address:

CIW National Office, Picton Terrace, Carmarthen.
Telephone: 03007900126 Email: CIW@gov.wales

All complaints will be handled sensitively and confidentially.