



# Clyro C.I.W. Primary School

Many hands build a house, many hearts build a school.



Our Values ...



Clyro Pre School

Clyro School

Clyro

Hereford

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Information for Parents and Carers

# Statement of Purpose

## Clyro Pre School Statement of Purpose

### Introduction:

At Clyro Pre School we offer a safe, caring and stimulating environment for all children in our care, to learn and play. We operate from a large and welcoming space, within Clyro School with our own dedicated facilities, yet still very much part of the school setting.

We provide a day care service, where the children have access to free flow activities as well as being supported in their play. We are registered and inspected by Care Inspectorate Wales (CIW) and also inspected by Estyn.

We offer 3-4 year old educational provision between the hours of 8 am and 3:30pm, Monday-Friday.

3+ funded sessions are for children the term after their third birthday

We provide care for up to 30 children from the age of 3 to school age in our own designated room at Clyro School.

We welcome children and their families regardless of gender, race, ethnic background, culture or religion. We are an inclusive provision that is open accessible to all. We aim to remove learning barriers to promote the outcomes for all children in our care including those with physical, medical and additional learning needs.

### Language and communication:

The main language used within the setting will be English. Incidental Welsh will be used throughout the day as a second language during play and routine activities.

### Aims and objectives:

We will:

- provide a safe, happy, caring and educational setting for children with the best possible care
- work closely with parent/carers to ensure we meet the children's personal needs, providing a service that parents can trust
- support children in all areas of development through play, care and learning to reach their full potential
- have well-being of our children at the forefront of our setting at all times
- provide a fun and stimulating environment
- educate children in our setting about society and the world that we live in
- we believe that the welfare, safety and protection of all the children in our care is paramount.

### Opening Hours

At Clyro Pre School, our opening hours are Monday to Friday, term time only 8.00am-3.30pm. We follow the school academic calendar eg closed on INSETs. The information for this can be found on the Powys website. The setting will also inform parents of these dates when they are issued, giving plenty of notice.

## Staffing

At Clyro Pre School, our staff will hold Level 3 and Level 2 Children's Care, Play, Learning and Development Qualifications. Our setting leader will have at least 2 years experience of working in an early years setting. All staff members will receive Child Protection Training relevant to their job roles.

All staff members will have an enhanced DBS (Disclosure and Barring Service) checks, will be First Aid Trained and will hold a Food Hygiene Level 2 Certificates. Staff will regularly attend training relevant to their duties, keeping this up to date. Any volunteers will also be subject to a DBS check to ensure their suitability.

## Ratios

We ensure that staffing ratios are always met or exceeded as set out by the Care Inspectorate Wales. These ratios are:

-One adult to eight children age 3-7 years (a minimum of 2 staff are always present).

## Setting staff:

Responsible Individuals: Sinead Griffiths and Rosie Bartholomew

Setting Leader: Rowan Kennedy-Brown

Setting Assistant: Christine Mills

Child Protection Officer: Sinead Griffiths and Rosie Bartholomew

Child Protection Deputy Officer: Setting Leader Rowan Kennedy-Brown

ALNCO: Setting Leader Rowan Kennedy-Brown

Behaviour Management Officer: Sinead Griffiths and Rosie Bartholomew

## Full details of the provision

### Facilities available

Clyro Pre School operates from our designated provision in the Clyro School Building. The room is set up with different areas of learning including a book corner, play spaces, craft area and small world. We have our own secure outside play area and have access to the secure school playground, with a Forest School area. There is also a safe community play area for the children to play outside, called the 'Pirate Playground'.

### Kitchen

The setting has a kitchen area which is inaccessible to the children but it is used by the setting staff to support the children's activities such as baking.

### Toilets

The setting has its own children's toilets, there are 3 in total that are child sized and there is one cubicle for nappy changing. The children have access to the child sized sinks with soap dispensers and press taps to wash their hands. There is also a hand dryer for drying their hands or paper towels if preferred.

### Cloakroom

The children all have their own peg in the hallway of the cloakroom, with their names on where they can hang their coats and bags. There is a bench for the children to put their shoes on and store their slippers and there is shelving for their lunch boxes.

### Outside

We have our own secure play space outside our Pre School setting and have access to the secure school playground and 'Pirate Playground' area.

### Clothing

We often take part in messy play and painting, please ensure that you dress children appropriately in clothes that you don't mind them getting dirty/messy. We use the outdoor area in all weather, so please send children with wetsuits and wellies. During the hot and sunny weather please send your child in with sun hats and suncream.

### Service Provided

We will aim to meet the parents/carers need for childcare and will promote equality and diversity. All families (children and adults) will be treated with respect at all times in a friendly and approachable manner.

The setting can offer a breakfast club running from 8am – 9am.

The educational funded hours will run from 9am – 11am.

Parents will be required to apply through Powys for their educational hours.

Childcare can be offered until 3.30pm.

## Powys 3+ Funding Early Education

Clyro Pre School offer the 3 year old + funding. This means that the term after your child's third birthday they can access up to 10 hours per week free funding. These 10 hours must be taken over the 5 days (Monday-Friday). Our funded sessions are 9am to 11am.

## Child Care Offer Wales

This can be offered once the setting is registered with the Childcare Offer Wales.

The Welsh government offer a 20 hour childcare offer to working parents to help with childcare costs during term time, for children aged between 3 and 4 years.

Parents are responsible for organising the funding through Childcare Offer Wales and should provide a code once successful.

Booking for these spaces, will be essential so that we can provide these opportunities to all families involved and work with each family to provide the most appropriate and fitting childcare possible.

Children will be asked to be sent in with their own snacks and packed lunch. If you would like your child to have a hot meal these can be ordered from the school canteen at lunch times where the children sit in the school hall to have their lunches with the school children, setting children and alongside staff members. School dinners cost £2.55 (plus VAT) a day and can be ordered on the day. This can be paid via parent pay.

This setting will be encouraging healthy eating including fruit and vegetables. Any dietary requirements will be adhered to. We are a nut free childcare setting and ask that any snacks and food brought into the setting do not contain any nuts.

The children will have a daily record that will be delivered via the Seesaw App. The app will have a personalised log in which you are able to share with family members. Photos will also be shared via Seesaw. Please see our Confidentiality Policy and permission form for details on how we hold and share information.

## Activities offered

At Clyro Pre School, we provide interesting and varied activities for your children planned around their interests, abilities and needs. The planned activities cover different skills across the curriculum, such as gluing and sticking, playing games, creative activities, music and movement and taking turns.

## Routines

An example of a daily routine:

8:00-9:00am	drop off/breakfast
9:00-9:15am	drop off/welcome and settling in time
9:15-9:30am	circle time and group activities
9:30-10:00am	access to continuous provision and directed activities

10:00-10:15am	washing hands and snack time
10:15-11:15am	free play
11:15- 11:45am	story time/music time
11:45-12:00pm	getting ready for dinner and laying the table
12:00pm - 1:00pm	lunch time and outside play/free play (Lunch; in the school hall, with the school children, setting children and alongside staff members)
1:00-2:00pm	afternoon activity
2:00pm	afternoon snack
2:30-3.00pm	outdoor play/community walk/free play
3:00-3.30pm	singing and stories and getting ready for home time

Children have free flow access to the outdoor area at their own leisure.

### Dropping off and collecting your child

When you arrive at the setting, please ring the bell on the gate at the entrance to the setting. You will be welcomed by a member of staff and children will be welcomed into the building. Staff will be available to pass on any messages during drop off and collection times. When you collect your child, a member of staff will tell you about their day and answer any questions that you may have.

Please see our Arrivals and collection policy.

### Key Worker System

Our staff work closely together and we have allocated key workers for children. Your child's key worker will be the first point of contact for any queries or problems. Your child's key worker will be responsible for keeping a record of your child's development and achievements, this will be available to view on request. You will be notified who your child's keyworker is, when they start at the setting.

### Site Security

We maintain a high level of security at the setting and risk assessments are in place. Access to the setting is via the main gate to the right of the building. There is a bell on the gate where a member of staff will let any visitors in and they are required to sign in and out.

The main access door leads on to the outside play space, this door is kept locked unless we are welcoming the children at the start of their session, letting them out to play or allowing the parent access at pick up time.

All parents must let staff know who is picking their child up each day in order to maintain their child's safety. If anyone other than who has been stated, arrives to collect a child, the parents will be contacted to confirm that their child is able to leave with that person and will be required to give a password.

If you need to contact Clyro Pre School in an emergency during a session, please call us on 01497820860.

### Health and Safety

It is Clyro Pre Schools policy to conform to statutory Health and Safety legislation and take every reasonable and practical step to ensure the health and safety of everyone in the setting.

In the unfortunate event a fire during your child's time at our setting each child will be taken to an assembly point and parents/carers will be contacted to organise collection of your child. If an accident or medical emergency happens the appropriate medical care will be given in line with signed consent forms for each child. All information can be found in our emergency policy and procedures document which is available to parents/carers on request.

### Sickness

If a child is ill, they should not be brought to the Setting. If a child appears unwell on arrival, the child will not be accepted at the setting. The Setting believes that the best place for an ill child is at home with their parents / carers / guardians.

If your child becomes ill during their time at the setting, a member of staff will contact you. In the meantime your child will be monitored and comforted and allowed to rest in a quiet area. If your child vomits or has diarrhoea you be required to collect them and keep them off from the setting for at least 48hours after the symptoms have cleared.

Please see the illness, infectious diseases, exclusions and emergency procedure policy for more details.

### Terms and conditions:

#### Fees:

We are working towards being able to accept the Child Care offer for Wales Funding to support with payment of fees, this will give eligible parents the opportunity to apply for 20 hours additional funded childcare hours, that can be used at the setting

- Breakfast Club will be offered between 8am -9am as Childcare and is charged at £5 per hour
- Children will have 3+ funded educational hours between 9am-11am. Parents will be required to apply for this space, via Powys County Council. An application for a pre-school place can then be awarded.
- Between 11am and 3:30pm Childcare is charged at £6.40 per hour or can be funded through the Child Care offer for Wales once the setting has registered.

On making a booking for your child's hours, you will need to state the hours that you require before your child starts in the setting.

The hours offered are as following:

	Hours	Educational Hours + Childcare offer hours	Educational Hours + Pay per hour	Pay per hour ONLY
Breakfast Club	8-9am	£5.00	£5.00	£5.00
Morning	9-11am	FREE Educational hours being used	FREE	£12.80
Morning ☐ day	9am -1pm	FREE 2 educational hours + 2 childcare offer hours	9-11am FREE 11-1pm £12.80	£25.60
Full Day	9am-3pm	FREE 2 hours educational + 5 hours Childcare offer	9-11am FREE 11am-3pm £25.60	£38.40
Full Day	9am – 3:30pm	FREE until 3pm 2 hours educational + 5 hours Childcare Offer + £3.20 charge for 30 min (3-3:30pm)	9-11am FREE 11am -3:30pm £28.80	£41.60

Invoices will be sent on ParentPay on the last working day of the month. Payment of fees should be made by the 15th of the following month. Failure of payment will result in your child's position needing to be reviewed.

### Holidays

Clyro Pre School is open during term time in line with the Powys Term Dates.

Should you take your child out of the setting within term time, full fees will apply. Please see our Fees Policy.

### Illness and Absences

Please ensure that you let us know if your child will not be attending their booked session by phoning 01497820860.

### Termination

We require one full calendar months notice if you wish to end your contract.

### Quality of Care

We are committed to providing the best care that we can for your child and the best possible service to you. We carry out an annual Quality of Care Review, a report of which is made available to parents and carers.

## Admissions

When a parent/carer contacts the Pre-school enquiring about a place for their child, they will be e-mailed or provided with a hard copy of all the relevant information they require and informed of whether there is currently a suitable place available for their child.

An application needs to be made via the Powys Website for the educational hours, by following the link:

[Apply for Pre-School \(3 and 4-year-olds\) Early Years Education - Powys County Council](#)

Once the admission is secure and all necessary paperwork is complete, the Setting Leader, will contact the parent/carer concerned to arrange a date for the child's first session at the Pre-school. At this stage, the provisions of the Settling In policy will come into operation.

We operate an equal opportunities policy and ensure that children have access to Pre School places and services irrespective of gender, religion, race colour or creed. A full copy of the admissions policy is available on request.

## Child Protection

All staff will have relevant and up to date child protection training dependant on their role within the setting. Our management and staff follow child protection procedures in suspected cases of abuse and any concerns or suspicions that a child is being harmed or at risk will be referred to the appropriate agency. Staff are aware of all the different types of child abuse. Please see our Child Protection Policy.

## Complaints/Complaints to CIW

We would like to encourage all children and parents/carers to please discuss any concerns with us, we will always aim to resolve these as soon as possible. If a complaint is being made towards the setting or an individual, a complaints form can be obtained and filled in as evidence in writing. Any complaints discussed about face to face will also be written down. Complaints will be answered and responded to within 14 days and dealt with in a confidential and sensitive manner. All complaints information will be available within the complaints policy and procedure.

## Emergencies:

Staff will hold a First Aid Certificate, in the event of a medical injury or emergency. Permission forms will be given to all parents/carers to ask for permission to administer and seek emergency first aid. In the event of an emergency in the setting, the emergency policy will be followed and parents will be updated. Please see our emergency policy and procedure.

## Reviewing:

Statement of Purpose as well as other policies and procedures will be assessed, reviewed and updated on an annual basis to make sure all information is relevant and up to date at all times.

Any changes made will be explained to parents/carers as soon as possible. The Setting will also inform CIW of any changes to the service.

Quality of care reports will be written and made public to CIW and parents annually as well as a Self-Assessment of Service Statement. These will also include feedback from parents/carers as well as children and professionals.

#### Policies and Procedures

A full copy of our policies are available on the school website for you to access. We advise that all parents read all of our policies and procedures so that they are aware of what will be put in place in different circumstances.

Pets on the premises: The setting currently has no pets within the setting.

#### Contact Information

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