



Located at
Acton Primary School
Lambert Drive
Acton
CO10 0US

Registered Charity No
#1027943

Playgroup - 01787 464270
WEB Page: www.actonplaygroup.co.uk
Email address: actonplaygroup@hotmail.co.uk

Management Committee Chairperson

Mrs Michelle Holland

Playgroup Leader

Mrs Kim Farley

"Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment"

Introduction

Welcome to Acton Playgroup - Situated to the rear of Acton Primary School.

The playgroup is part of the main school building, which makes it easy for the children to enjoy the many opportunities they have to take part in various school events and to meet their future teachers. Because of this, transition from playgroup to school life is made so much easier and it gives the children an excellent start to their education.

Acton Playgroup is run by an independent voluntary committee and works in full partnership with Acton Primary School. This has brought Acton's children many benefits:

- Continuity of care and familiarity with teachers and a chance to take part in special days.
- Child orientated and friendly surroundings including an enclosed outside area with canopy to provide protection from the sun and rain.
- The shared use of up to date educational equipment, including computers.
- The opportunity to use the main hall and library.
- A lunchtime club for Playgroup children. This gently introduces the children to a slightly longer day and to the hustle and bustle of school lunch times before the start of their formal education.

**On behalf of Acton Playgroup Committee
We would like to welcome all parents/carers and children
to our setting.**

Our Mission Statement

Acton Playgroup is dedicated to the care and education of pre-school children and the principles of learning through play. Children learn best when they are healthy, safe and secure and when their individual's needs are met, and when they have positive relationships with the adults caring for them.. At Acton Playgroup we strive to create a high quality setting where everyone is welcome and included. A safe stimulating environment where children are able to enjoy, learn and grow in confidence.

Objectives

Acton Playgroup provides:

- a safe, stimulating and secure learning environment.
- a high standard of care and learning opportunities which actively promote all areas of children's development.
- child care which meets the diverse needs of the local community regardless of race, culture, religion, ability or means.
- children and their families with a provision that promotes equality and values diversity.

General Information

Acton Playgroup sessions are held at Acton Primary School in the Early Years Unit during school term time.

Mornings 8.45am to 11.45am

Lunch Clubs 11.45am to 12.30pm

Afternoons 12.30 pm to 3.30pm

There are places in Acton Playgroup for 24 children per session.

We accept children from the age of 2 to the rising 5's.

We are registered under the Early Years Development Plan which allows us to offer you a grant towards your child's education from the term after your child's 3rd birthday; we will inform you when your child becomes eligible for this grant. We are also able to offer free places for 2 year olds. Please speak to a member of staff to see if you are eligible for this funding.

"Overall the quality of the provision is outstanding"
Inspection Report for early years provision – 10th February 2011

We are also members of the Pre-School Learning Alliance and are constantly kept up to date with all the current training requirements and issues in the field of childcare.

We are registered with Ofsted, who inspect our setting approximately every four years. A copy of our last report from May 2016 is available for you to read. Should you wish to have a copy of it, please do not hesitate to ask. The report is also available on our web site. www.actonplaygroup.co.uk

Members of Committee and Staff

We are a self-funding organisation run by a management committee made up of parents and volunteers.

Management Committee Officials

Chairperson	-	Michelle Holland
Secretary	-	Alison Ramsay
Treasurer	-	Emily Mortimer

Other Committee Members

Meg Cousins
 Leanne Davis
 Jen Bacon

Greg Dykes
 Lisa Baker
 Teresa Farley

The Management Committee is elected at our Annual General Meeting, which is held in October. We welcome all new parents and are always very grateful for help with our fundraising events.

Strong teamwork and frequent evaluation of the playgroup's strengths and weaknesses underpin the playgroup's outstanding capacity to improve..."

Inspection Report for early years provision – 10th February 2011

Teaching Staff

Kim Farley - Lead Practitioner

Kim has worked as Playgroup Leader over 10 years and brings with her a wealth of experience from 20 years of working in childcare and education. Her area of expertise is Communication and Language and uses her passion and commitment to support, develop and enrich language skills.

Kim completed her Early Years Foundation Degree in 2013. She has worked for Suffolk County Council, Workforce and Development, which enables her to provide training for her team and Early Years Practitioners.

She has the following qualifications and experience:

- Early Years Foundation Degree Level 5 gained 2013.
- 'Elklan' Speech and Language Support
- Makaton level 3*
- Workshops in Autism and Special Needs
- SENCO - Special Education Needs Deputy Co-ordinator (playgroup)
- Dynavox communication aid**
- Communicate in Print
- Early Literacy Support (Year 1), Letters & Sounds
- Social emotional aspects of development(SEAD)
- Safeguarding Children
- Foundation Certificate in Food and Hygiene
- First Aid - Basic Life Support consultancy
- Roles and responsibilities - Safe Guarding
- ICAN and ICAN enhanced
 - PTLIS - Preparing to teaching the lifelong learning sector.
 - Prevent
 - E Safety
 - Physical Development

- Maths Development
- Observation and Assessment
- Signs of Safety

* Makaton uses signs and symbols to teach communication, language and literacy skills to people with communication and learning difficulties

**Dynavox is a communication aid for children with no or limited speech, which requires programming for an individual child's needs

Joanne Holmes - Deputy Playgroup Leader

Jo has worked for Acton playgroup for 13 years and specialises in expressive arts.

- NVQ3 Qualification in Childcare and Education
- Foundation Certificate in Food and Hygiene
- Safeguarding Children
- First Aid - Basic Life Support consultancy
- Makaton*
- Social emotional aspects of development
- Health and Safety
- Prevent
- E Safety
- Observation and Assessment

*Makaton uses signs and symbols to teach communication, language and literacy skills to people with communication and learning difficulties.

Lousie Mitchell - SENCO - Playgroup Assistant

Louise is a new member of the team but has worked in Childcare for 10 years and specialises in Special Educational Needs.

- NVQ4 Qualification in Childcare and Education
- Foundation Certificate in Food and Hygiene
- Safeguarding Children
- First Aid - Basic Life Support consultancy
- Autism awareness
- Prevent

- E Safety
- Positive Behaviour
- Mathematics
- Makaton*
- Social emotional aspects of development
- SENCO NVQ
- Observation and Assessment

Tasha Ennis - Playgroup Assistant

- Makaton*
- Level 3 Childcare and Education
- Safeguarding Children
- Foundation Certificate in Food and Hygiene
- First Aid
- Prevent
- Observation and Assessment

Becci Ridgeon - Playgroup Assistant/Lunch time Supervisor

- NVQ3 (Qualified in July 2015)
- Observation and Assessment
- Prevent
- First Aid
- Makaton*
- Food Hygiene

Nicki Elliott - Playgroup Assistant

- Safe Guarding
- Food Hygiene

Victoria Mekni - Manager/Administrator

- Prevent
- Safe Guarding
- Safer Recruitment
- Paediatric First Aid
- Food Hygiene

Victoria joined the team in March 2016 and brings with her over 17 years of management experience and financial expertise. Victoria is dedicated in ensuring the success of Acton Playgroup by using her skills to support the team and most importantly to support the parents and children who attend the setting.

"Children's individual needs are met exceptionally well in this outstanding playgroup. Staff use the skills they have learned through high quality training to provide captivating learning experiences and a safe environment"

Inspection Report for early years provision – 10th February 2011

"The high priority staff give to children's language development underpins their learning and creativity so they are self assured..."

Inspection Report for early years provision – 10th February 2011

The Early Years Foundation Stage

There are seven areas of learning and development that shape the education programme of our Early Years setting.

The prime areas consist of Communication and Language, Physical development and Personal, social and emotional development. These prime areas are those most essential for your child's healthy development and future learning. They ignite their curiosity and enthusiasm for learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities, ensuring these are suited to your child's unique needs.

Two Year Old Check

When a child is aged between 2 and 3 years, your Child's key person will review their progress providing a written summary of how your child is progressing

against the 3 prime areas of learning. Parents are asked to contribute to this report as working in partnership is vital for the unique child's development. This check will highlight areas where your child is progressing well and any where they might need some extra help or support - and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors.

Lead Practitioner Scheme.

Kim works closely with Suffolk County Council (early years workforce development) which provided opportunities for the local preschools to visit our setting enabling Kim to support and give suggestions on ECaT supporting speech and language with preschools.

Every child a Talker(ECaT)

From June 2009, because of Kim's extensive knowledge and experience of language and communication, Acton Playgroup were fortunate to be part of a 2 year programme to support children's communication and language with particular emphasis with working close with parents, and developing ways of working with children that will have a long lasting impact. The results from working on this initiative have been outstanding. We gained the ECaT standard and continue to support both parents and children with early communication skills.

As Communication and Language is a prime area of EYFS it is important to keep the ECaT principles key to our setting and the support we offer to our children and families.

We use Tapestry Online Learning Journals and Planning and Assessment Records to communicate with parents on a regular basis.

"Children's high levels of confidence and ability to communicate contribute significantly to the joyful atmosphere..."

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PRIME AREAS

Personal, Social and Emotional Development

Children are provided with experiences and are supported to develop a positive sense of themselves and others. Children are individually supported in their development to gain confidence and independence.

We promote co-operation between children themselves and with adults and children encouraged to participate in the group by sharing and taking turns. Through the use of role models, conversation and activities, the children learn acceptable ways to express their feelings and to respect the feelings of others.

“Staff are skilled, not only in promoting language development, but also in supporting and enriching children’s self-chosen learning...to help them become independent and make decisions”

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Communication and language

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development

Children are given the opportunity to be active and interactive and to improve their skills of co-ordination, control, manipulation and movement. We provide opportunities to support the use of all their senses, enabling them to learn through the world around them while making connections between their experiences.

All children are given the opportunity to use a wide range of equipment to develop their gross motor skills and their fine manipulative skills. They use scissors and other tools and develop pencil control. Adult supervision allows the children to develop safely, increasing their confidence and awareness of their bodies.

We have a range of equipment in our outdoor area where children develop special awareness.

“Outdoors children can climb, slide, jump and balance well...staff have undergone extra training in outdoor learning...”**Inspection Report for early years provision – 10th February 2011**

SPECIFIC AREAS

Literacy

Literacy development involves encouraging children to link sounds and letters and begin to read and write. Children will have access to a wide range of reading materials. Within our setting books support all area of learning which will inspire the children's love of books.

Mathematics

All children are supported in developing their understanding of problem solving, reasoning and numeracy in a broad range of contexts in which they can explore, enjoy, learn, practise and talk about their understanding. Songs, games, books and puzzles help the children to become aware of number sequences. The adults in the group support the children as they become familiar with sorting, matching, sequencing, counting and shape recognition. They also learn to identify objects position, size, volume and number. Mathematical language is also introduced.

“Excellent resources support children’s high quality learning as staff provide a well-organised, stimulating environment...”

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Understanding the world

The children are given time, space and opportunity to explore and experiment with a wide range of natural and manmade resources. This gives them the chance to learn and recognise differences, similarities and patterns in the world around them. Their learning will be supported by offering opportunities to encounter creatures, people, plants and objects in their natural environments and in real situations. We also take part in “Forest Schools activities” along with the Reception class. This provides outdoor learning opportunities, where they learn to explore and understand their own environment. The children also learn to respect and accept those whose culture is different to their own. They are given opportunity to extend their technical and problem solving skills and to use a range of tools safely.

“Over the year children learn about different foods, festival, celebrations and cultures from around the world...”

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Expressive arts and designs

Children are encouraged to use a wide range of resources to express their ideas, curiosities and feelings. They are provided with opportunities to explore and share their thoughts, ideas and feelings through music and movement, dance, and imaginative role play. Artistic activities give the children an opportunity to explore colour and texture and to develop their manipulative skills. Children join in with singing action songs and responding to music and stories.

“Children are also encouraged to be spontaneous with their play...”

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Clothing

Acton Playgroup does not have a policy regarding school uniform but leave the choice to the parents. However, a Playgroup T-Shirt is available should you decide to purchase one, they are available from the Playgroup room. The children do take part in some messy activities and by wearing a Playgroup T-shirt the children save spoiling their home clothes. We do ask that sensible shoes or trainers be worn.

During the summer months the children enjoy lots of outside activities. We are reluctant to send children out in the sun without hats, so please send your child with a named sun hat and apply the necessary sun cream/ protection before your child attends the session. We do have a supply of sun hats, if your child does not have one and we encourage them to wear hats whilst playing in the sun. We ask that children do not wear jewellery or earrings while at playgroup for their own safety. Acton Playgroup accepts no responsibility for lost or damaged jewellery.

Absences and Illness

If your child is unwell please keep them at home until they have been free of illness for at least 48 hours. Inform our Playgroup Leader by telephoning 01787 464270. Should your child become ill during a session we will contact you or your nominated emergency number.

Head Lice

It is unfortunate, but during your child's time at Playgroup or school they are very likely to come into contact with head lice. In order to keep on top of this problem, we ask you to be vigilant and to regularly check your child's hair with a nit comb.

Should you find any nits, please inform a member of staff who will put up a general notice informing parents to check their children's hair. We inform parents because if your child has lice then it is likely that they picked it up

from another child and so the process goes on. By keeping in touch about any breakouts we aim to reduce the problem occurring. There are various treatments available that, combined with a nit comb, will control and eradicate head lice.

Session Times and Fees

Acton Playgroup runs sessions every Morning from 8.45am - 11.45pm and every afternoon 12.30 p.m. to 3.30 p.m.

Our sessions are £12.00 and are payable every half term in advance. Invoices are issued at the beginning of each half term and you can pass your payment a member of staff at the end of any session. Should you ever experience any difficulty in meeting your fees please do not hesitate in contacting our Administrator who will assist you in anyway she can in the strictest confidence.

Food and Nutrition

Snacks

During the session we provide your child with a healthy snack. We also provide a drink of either milk or water. Should your child have any dietary requirements, please inform a member of staff and make sure you state any allergies or dislikes you may have on your child's Enrolment Form. These details along with other information allow us to support and encourage your children while they settle into their new environment.

“Snack time is a very social occasion when children and staff sit together and talk about what they have been doing...”

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Lunch Time

For children attending Playgroup and Early Years, lunch time begins at 11.45 and ends at 12.30pm. Members of staff supervise the children's activities and lunch in the playgroup room. The children sit at their own special tables with the Lunchtime assistants to eat lunch.

This benefits the children by gently introducing a slightly longer day, when they are approaching full time school, while working in partnership with parents to provide a healthy lunch. By eating with their peers children get used to the routine of eating as a group.

A lunchtime session costs £3.00. You may either send your child to Playgroup with a packed lunch or they can have a cooked lunch. There is an extra payment for a school lunch payable to the school office in advance.

As part of our Health and Safety policy all packed lunch boxes must contain a freezer pack to ensure food is kept cold. We will check every lunch box and place a pack in should you have forgotten.

Parent Rota

If you would like to be a Parent Helper during one of our sessions we have a Parent Rota. Put your name down on the list and see your child in our Playgroup environment.

Policies

At Acton Playgroup the policies we hold include:

Admission and Registration
 Absence Policy
 Behaviour Management
 Safeguarding Children and Procedures
 Confidentiality
 Complaints Procedures
 Equal Opportunities
 Health and Hygiene
 The use of Mobile Phones
 Nappy changing
 Parental Involvement
 Safety and Practice
 Settling in
 Special Needs
 Staffing and Employment
 Student Placements
 Transition

All these policies are annually reviewed and adopted by the Management Committee. They are available at all times for you to read during our sessions and can be located in a folder by the parent's information board. However if you would prefer your own copy, please provide an email address and the policies can be forwarded to you direct.

A Note on our Admission Policy

Acton Playgroup will always try to accommodate children (regardless of race, religion or attainment) who live in Acton. However we do welcome children from outside our catchment area and will always try to find them a place as soon as possible. Attending Acton Playgroup does not naturally mean admittance to Acton Primary School.

A Note on our Absence Policy

We ask parents/guardians to keep the playgroup up to date with your telephone number, including mobile phone if you have one, and other details for emergency contacts.

Be responsible for the safety and well-being of your child/children whilst they are not in school.

Inform the playgroup of any prearranged absence, e.g. attendance at an hospital appointment or other unavoidable event, prior to the absence taking place.

Inform the playgroup of your child's absence between 8.30 am and 9.15am on the morning of the first day of absence via the playgroup telephone on 01787 464270. Respond promptly to contacts from the playgroup.

If no contact is established during a period of absence the playgroup will arrange a home visit to check the situation. If the child is not found and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. Working in partnership with parent and carers, we can improve protection for children.

A Note on our Special Needs Policy

Acton Playgroup follows the D of E code of practice on Special Needs.

Children with special needs are welcome to attend Playgroup after consultation with their parents, Playgroup Leader and Key person. If it is felt that a child's needs cannot be met at Playgroup without a learning support worker, funding will

be sought to provide one. We liaise with staff, therapists, health visitors, psychologists, social workers and paediatricians to ensure the child's specific needs are met.

"...it gives very effective support to all children, including those with special educational needs and/or disabilities and those who speak English as an additional language..."

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My Learning Journey

While your child is with us we are required to keep a record of their achievements. These records are your assurance that we are teaching your child all aspects of the Foundation Stage that we are required to cover, and to ensure we are meeting the criteria laid down by the Foundation Stage. Observations are uploaded weekly onto the children's Tapestry Online Learning Journals, where parents can comment on their child's week.

With your permission these records are passed your child's next education provider. This ensures that your child benefits fully from the greater continuity and partnership between Acton playgroup and Acton Primary School. If your child will not attend Acton Primary then a transition meeting will be set up with their next environment to ensure that details are shared.

Copies of these records are shared with you at Parents evenings which are held during the year and you are free to inspect your child's records at any time, simply speak to Kim or your child's Key Worker. We will explain the records and answer any questions you may have.

"...observations and photographs are entered in each child's learning record, which gives parents and staff a very clear picture of the excellent progress made by the time the children leave"

Inspection Report for early years provision – 10th February 2011

Finally

Should you ever have a concern relating to Acton Playgroup, you can speak to our Playgroup Leader in confidence. If you feel that it is of a serious nature, you can contact a member of the Management Committee in the strictest confidence. (All contact details are available from the Playgroup) We are always available to answer any questions however big or small.

We hope that your children will enjoy their time at Acton Playgroup. Should they move on to Acton Primary School we are confident that the transition will be made easier for children and their parents because of the benefits and advantages of being in the school building during their time at pre-school . We also have an excellent transition with all nurseries and reception classes, making visits, encouraging teachers and teaching assistants the opportunity to see the children in their familiar preschool environment.

“Excellent partnerships with parents, other professionals and the school enhance children’s learning and welfare significantly.”

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