



COMBERTON PLAYGROUP



PROSPECTUS



COMBERTON PLAYGROUP

CIO no. 1175029

Registered office: Green End, Comberton, Cambridge. CB23 7DY

Tel. 01223 262373

Mobile no. 07852 703 712

www.combertonplaygroup.co.uk

We aim for our Playgroup to provide a stimulating atmosphere in which children are encouraged to develop their full potential.

About us

The Playgroup was opened in September 1968 to provide pre-school education for children from Comberton and the surrounding villages. The school building is leased from the Church Commissioners on an annual basis by the Playgroup Management Committee.

The fees are used entirely to fund the day to day running costs of the playgroup and maintaining the building. Our Parent Playgroup Association (PPA) also helps with fundraising for educational resources and equipment for the children.

We became a registered charity in 2004.

Our aims

Emphasis is placed on building the child's vocabulary and understanding of words through stories, rhymes, discussion and imaginative play.

Time is devoted to painting, printing and other creative activities developing the children's manual dexterity.

The children are encouraged to express themselves freely in all their activities, becoming self confident and independent.

One of the main objectives of the Playgroup is to encourage and help the children to join in social groups, through playing constructively with others and learning integration and communication within their community.

Our session times

Comberton Playgroup currently only operates during term-time.

Early Risers	8 am – 9 am.
Morning Session	9 am. – 12 noon
Lunch	12 noon – 1 pm.
Afternoon Session	1 pm – 4 pm.

We look forward to welcoming you and your family into our Playgroup.

Our Management Committee

The Trustees and associate members are people and parents from the local community.

They oversee the day-to-day management of the Playgroup and ensure that our financial obligations are met.

Chairman Director	Gareth Lane
Director Company Secretary	Kate Elliott
Director	Emma Amupitan

The Playgroup Management Committee aim to provide support to staff in all aspects of their health and wellbeing.

Parents and guardians are welcome to attend general meetings (held once per term) and our annual general meeting (held Nov). If you would like to come along please speak to the playgroup leader or the secretary who will let you know when the next meeting is.

Equal Opportunities Statement

Comberton Playgroup respects individuals for who they are, and welcomes diversity of gender, culture, religion, language, age, ability, disability and social circumstances.

The General data Protection Regulations (GDPR) govern how we control and process information. These regulations apply regardless of whether data is stored electronically, on paper or other materials. To comply with the law, personal information must be collected, used fairly, stored safely and not disclosed unlawfully. Under GDPR legislation you have the right access the information we hold about you and your child at anytime.

Parents are an important part of playgroup life

The legal requirement is now one adult to six children.

We may occasionally need parents to help with outings and school visits.

If you have any skills you could share with the children please come and talk to us about them. The Playgroup staff are always available to answer your questions and help with any problems.

Parent Playgroup Association (PPA)

The PPA is a group of parents who through various functions raise money for the extra needs of the Playgroup.

Your support at these events is vital and will also give you the opportunity to meet other parents.

If you are interested in helping us with our fundraising activities or joining our PPA please come and talk to us.

Child Protection Statement

It may be helpful for parents to know that the Local Education Authority requires staff to report any obvious or suspected cases of child abuse, which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse.

This procedure is intended to protect children at risk and schools and playgroups are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry.

This does mean that staff risk upsetting some parents by reporting a case, which on investigation proves unfounded.

In such circumstances, it is hoped that parents, appreciate how difficult it is for staff to carry out this delicate responsibility, will accept that the staff are acting in what are believed to be the best interests of the child.

Starting Playgroup
Play is serious work for children, not an alternative activity.

Play is necessary and important enabling children to:

- Gain knowledge, skills, concepts and attitudes in a meaningful context.
- Make informed choices becoming confident independent learners.
- Work at their own pace in a non-competitive environment.
- Achieve success and acknowledge failure as part of the learning process.
- Learn to express and deal with their emotions behaving appropriately.
- Begin to shape attitudes and make sense of the world.
- Gain confidence, self esteem and develop a sense of personal identity.

The First Days

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and playgroup staff to work together to help the child to feel confident and secure in the group.

We will work with you to support you as your child goes through developmental stages, such as potty training, dietary challenges and anything you need help with. We also understand that younger children may still need to nap and we are happy to accommodate this.

This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle.

What to wear

In order to feel free to explore and experiment with all kinds of materials including messy ones, it is best to send children dressed in clothes, which are easily washable or not too new.

It is good for children to practice the skills which will make them independent.

Simple clothing which they can handle themselves will enable them to go to the toilet when they want to and to put on, and take off, their outdoor clothes without being too dependant on other peoples help.

Our staff

PLAYGROUP LEADER	RACHEL LOWING
DEPUTY PLAYGROUP LEADER	HILARY KINGSHOTT
PRE-SCHOOL ROOM LEADER	JULIA CHANDLER
FUN for 1s & 2s LEADER	CINDY NOBLE
PLAYGROUP ASSISTANTS	KAREN BINGE KERRIE JACKLIN BECKY GARDINER MARION SHARPE JODI IGGULDEN

We hope that your child's time in playgroup will be a very happy and productive one.

If you have any queries or if we can be of any help please feel free to contact any of the above.

Collecting your child from playgroup

Parents/Carers are asked to sign a book in the corridor giving details of any other adult collecting their child.

This book must also be signed by the collecting adult and the time of departure logged.

If, in an emergency, this is not possible you must phone the Playgroup and speak to your child's room Leader.

If your child is to be collected on a regular basis by another adult this can be entered on the child's registration form and will not have to be entered in the Child Collection book each session.

We cannot send a child home with anyone other than the Parent/Carer without consent.

Curriculum for the Foundation Stage

The Early Years Foundation Stage is organised into areas of learning.

Prime Areas

The Prime Areas are particularly important for igniting children's curiosity and enthusiasm for learning.

1. Personal, Social and Emotional Development

As children develop a positive sense of themselves and respect others; they develop social skills and learn how to manage their feelings and understand appropriate behaviour in groups.

2. Communication and Language Development

Giving children the opportunity to speak and listen in a range of situations and to develop their confidence and skills in expressing themselves.

3. Physical Development

Children will have the opportunity to be active and interactive, to develop co-ordination, control and movement; they will be helped to understand the importance of physical activity and healthy choices in food.

Specific Areas

Providers support children in four specific areas, which are supported by the Prime areas. These include the essential skills and knowledge said to be required for children to participate successfully in society.

4. Literacy

The children will be encouraged to read and write by listening to others reading and being encouraged to begin to read and write themselves, and being given access to a wide range of reading materials.

5. Mathematics

Children will be provided with opportunities to practise their skills in counting numbers, calculating simple addition and subtraction problems and describing shapes, spaces and measures.

6. Understanding the World

Children will be guided to make sense of their physical world and their community through opportunities to explore and observe people, places, technology and the environment.

7. Expressive Arts and Design

Children will be supported to explore and play with a wide range of media and materials, as well as providing opportunities for sharing their thoughts and feelings through a variety of activities in art, music, movement, dance, role play and design and technology.

Our Policies

All our policies are designed to offer the best possible experience for the children and their families.

Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

The following are a summary of the individual policies:

Health and Hygiene - Policy and Practice

Our Playgroup promotes a healthy lifestyle and a high standard of hygiene in its day to day working with children and adults.

Parental Involvement Policy

Parents are the first educators of their children. The aim of the playgroup is to support this essential work, not to supplant the parents.

Behaviour Management Policy

We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Equal Opportunities Policy

We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in, or volunteer to help with our playgroup have an equal right to do so.

Child Protection - Policy and Procedure

We intend to create in our playgroup an environment in which children are safe from abuse and in which any suspicion of abuse will receive a prompt and appropriate response.

Student and Placement Policy

We recognise that the quality and variety of work, which goes on in playgroup, makes it an ideal place for students. Placements from school, college, and from childcare courses, as well as students from the Diploma in Pre-school practice or Tutor Fieldworker courses are encouraged.

Admissions Policy

It is our intention to make our playgroup genuinely accessible to children and families from all sections of the local communities.

Confidentiality Policy

The playgroup's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the playgroup can do so with confidence, we will respect confidentiality at all times.

Settling in Playgroup - Policy and Practice

We want children to feel safe and happy in the absence of their parents, recognising other adults as a source of authority, help and friendship. They should be able to share with their parents afterwards the new learning experiences enjoyed in Playgroup.

Complaints Procedure

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally.

We welcome suggestions to improve the playgroup at any time.

Special Needs

The Playgroup aims to have regard to the Department for Education and Employment's Code of Practice, "The Identification and Assessment Special Needs", and to provide a welcome, and appropriate learning opportunities, for all children.

Staffing and Employment Policy

A high adult to child ratio is essential in providing good quality playgroup care.

Selecting Equipment / Toys - Policy and Practice

The toys and equipment in playgroup provide opportunities for children to develop new skills and concepts in the course of their play and exploration, with adult help where appropriate.

Safety - Policy and Practice

The safety of young children is of paramount importance. We will endeavour to ensure the safety of both children and adults at all times.

Procedures and Policy for Providing Food and Drink

Parents are asked to provide packed lunches for their child in containers that can be easily stored. *All containers must be clearly marked with the child's name.*

Children will be provided with regular drinks and food in adequate quantities for their needs. Dietary needs and allergies will be taken into consideration.

We encourage parents/carers to provide a healthy lunch for their child. Children are encouraged to eat the healthy items in their lunch boxes before any treats.

Fizzy drinks are actively discouraged.

Smoking Policy

The Playgroup has adopted a policy for providing a smoke free environment.

Copies of all Policies, in full, are available for inspection at the Playgroup.