



# St MICHAEL'S

## Pre-school

Early Years provision on your doorstep

Somerville Road, Bournemouth. BH2 5LH

Tel: 01202 290497

[www.stmichaelsprimary.bournemouth.sch.uk](http://www.stmichaelsprimary.bournemouth.sch.uk)



### OUR VISION

We strive to provide a happy, safe, caring and stimulating learning environment, in which all members of the pre-school community are valued as individuals and are encouraged to reach their full potential.

Monday - Friday

8:45—11:45



## Welcome to St Michael's

St Michael's Pre-school offers sessional care for children the term after they turn 3 years old until they are ready to move onto their preferred school as a rising 5 year old. We are run by St Michael's CE (VC) Primary School and are situated within the school grounds with our own enclosed outside area.



Choosing the right pre-school is important for both you and your child. We hope this booklet will answer some of the questions you may have at this exciting time.

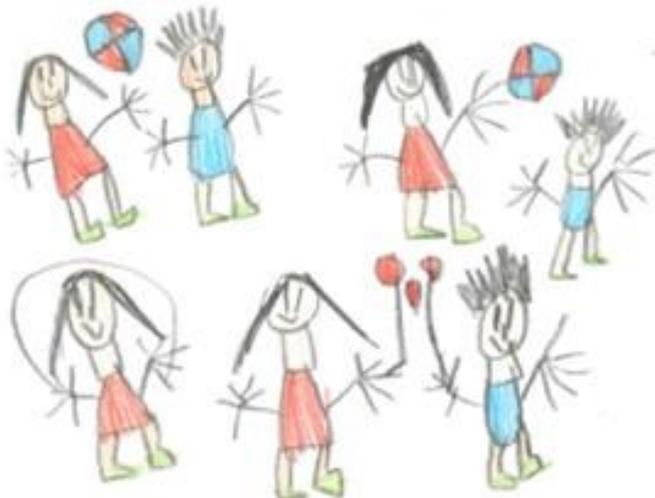
## Aims

In line with the Early Years Foundation Stage our aim is to support our children to develop into effective learners by providing opportunities to

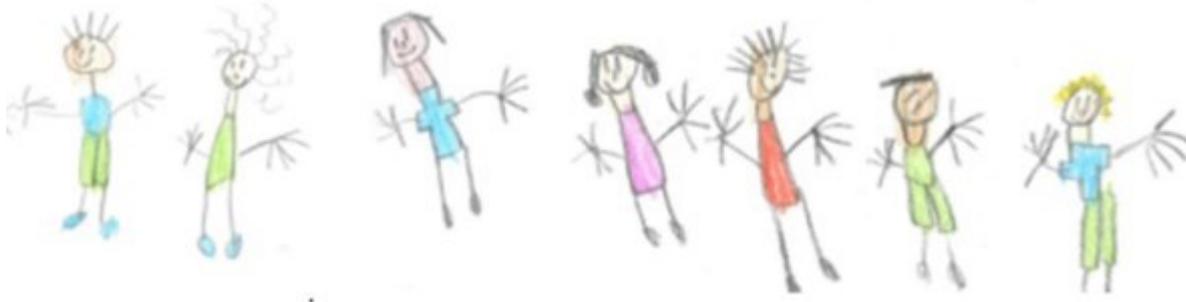
- ♦ play and explore
- ♦ learn actively
- ♦ be creative and think critically

We aim for our children to consolidate their previous learning by playing with what they already know, be confident enough to explore to find out new things and be willing to 'have a go'. We aim to instil motivation so that our children enjoy being involved, concentrate, keep on trying and are proud of their achievements. The children in our pre-school will be encouraged to make links in their learning, have their own ideas and have the opportunity to choose their own ways to do things.

*'Fantastic pre-school: staff are very friendly and always on hand to answer questions. They do a great job on keeping me updated on my little one's progress.'*



PLAY  
LEARN  
AND GROW  
TOGETHER



'Thank you for making our son's first experience of pre-school such a positive and happy one.'

## History

St Michael's Pre-school is run by the Governing Body of St Michael's CE (VC) Primary School. The school is situated in Westcliff and has a long tradition of education in this area of Bournemouth. It was established in 1878 and has remained on the same site ever since.

Over the years the school has seen many changes. The old Victorian school and Head Master's house were demolished in the early 1960's and were replaced with a brand new school. Some of that building still remains today although it has had two further extensions in 1997/98 and in 2012/13.

As the town has grown so the school population has increased. From the original roll of 34 in 1878, St Michael's can now accommodate 630 children.

St Michael's Pre-school was established in 2013 in order to offer high quality pre-school provision for local children inline with the founding principles of the Trust deeds for St Michael's School.

We are grateful to the National Lottery Fund and Talbot Village Trust for their generous grants that enabled us to equip the Pre-school to a high standard.

## Links to the School

As a result of our strong links and close working relationship, the School is able to provide valuable support to the children and staff of the Pre-school. These links enable us to make the transition from pre-school to school as smooth as possible. Children from the Pre-school have opportunities to visit the school and use the school facilities, including the hall for PE and playground for outdoor activities, as well as attend and take part in special assemblies and other performances.

**Please note that attendance at the Pre-school does not mean that your child will automatically get a place at St Michael's Primary School.**



## The Learning Environment

Our learning environment offers children the opportunity to become enthusiastic learners, take control of their own learning and become confident in their own ability. The opportunity to play, explore and discover with their friends will allow children to develop social competence and build strong foundations for learning and friendship.

The Pre-school is well resourced and equipped to a high standard for indoor and outdoor learning and play.



## Key Worker

We use a key worker approach within our setting to ensure that your child gets the most out of their time at St Michael's. This means that on starting Pre-school your child will be assigned a member of staff. Each member of staff will have a group of children for which she/he is responsible. This staff member will help settle your child in their first days at the Pre-school and provide emotional and educational support throughout their time with us. Should you have any questions or concerns, your child's key worker will be a point of contact for you within the Pre-school. Your child's progress will be monitored throughout the year and their key worker will feed back to you regularly.



## The Early Years Foundation Stage

The children at St Michael's Pre-school work within the Foundation Stage of their education. Our sessions are organised to provide a range of activities for the children to develop their learning in the three [Prime Areas](#) of the curriculum: Personal, Social and Emotional Development; Physical Development and Communication and Language, alongside the four [Specific Areas](#) of Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

The children are supported to take part in adult led group activities planned to help introduce new experiences and skills and to encourage children to work as a team. These activities are balanced with play opportunities, both inside and outside, planned by adults based on the children's own interests. Children also have lots of opportunities to build their independence by selecting and using activities and resources of their own choosing.

## Session Times

Monday to Friday

Term time only 8.45am - 11.45am

## Starting Off

In order to give the children the best possible start to their time in pre-school we stagger the September intake, building up to our full number over a period of a couple of weeks. This means that children will have a positive start and staff will get to know them from their first day.

Parents are notified of their child's start date before the end of July each year.



## Admissions

Children may be admitted to pre-school in the term after which they become 3 years old. Applications for the academic year commencing in September will be accepted from the previous September.

All applications will be considered together according to our Admissions Policy and parent/carers will be notified in writing as follows:

- Autumn term offers at the end of the Spring term
- Spring term offers at the end of half term one (Autumn half term)
- Summer term offers at the end of half term (Spring half term)

## Number of Places and Staff

We offer places for up to 35 children in any one session.

The sessions are led by a qualified teacher with a team of Key Workers who have relevant Early Years Qualifications, supported by pre-school assistants.

All staff take part in Safeguarding, First Aid and Health & Hygiene training.



## What to do if Your Child is Ill

If your child is ill and cannot attend the Pre-school you should notify a member of staff by telephoning the school office on 01202 290497 and asking to speak to a member of the Pre-school.

If your child has sickness or diarrhoea then you keep him/her off pre-school for 2 days after the last day of illness.



## Leave of Absence

We urge you to take full advantage of free places available at St Michael's Pre-school and ensure that your child attends on a regular basis. By doing so you are setting out high expectations of attendance and punctuality for your child's future attendance throughout his/her educational career and beyond. It is our policy to leave a place open for two weeks. However, as funding for your child's place finishes after two weeks we require a retainer of 50% for extended absences up to a further four weeks. We will not retain a place for a period longer than this. The retainer must be paid in advance of the leave of absence.

Please be aware that once your child is of compulsory school age you will only be granted leave of absence from your child's future school in exceptional circumstances.

## Safeguarding

St Michael's Pre-school is dedicated to the safeguarding of our children and we comply fully with all government regulations and recommendations from the Local Safeguarding Children Board (LSCB).

We follow the safeguarding policy and procedures of St Michael's Primary School and have access to their staff and resources to help us in this important duty.



## Healthy Eating

We encourage our children to enjoy a healthy snack during each session and promote this as both a positive life choice and a social occasion to be enjoyed with others. We also provide the children with free milk every day.

*'The journal that the pre-school has produced to record my child's progress is a great idea. I love how she can bring it home in the holidays so we have some input as a family.'*

## Parent Partnership

At St Michael's Pre-school we are keen to build a strong partnership with all parents because we believe that by working together we can give your child a great start in life.

Every child has a Key Worker allotted to them and this is the person who is best placed to tell you about your child's time in pre-school and the best person for you to talk to if you want to tell us anything about your child. You will have daily contact with your child's Key Worker who will help you to build a positive relationship so that we can both support your child's development.

### How can you help in this partnership?

You can tell us about important events in your child's life that you think we should know about because they might have an effect on his/her development.

From time to time we might take the children off site and when we do this we would be very pleased for you to come along as a responsible adult who can help us to look after the children.