



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*



PROSPECTUS 2024-25



The aim of this booklet is to tell you a little bit about ourselves and what kind of day your child may have at Little Explorers.

Little Explorers is run by Shalfleet CE Primary School and we run effectively as a EYFS unit alongside the Reception Class.

Our main objective is to ensure that the children have fun, enjoy their time with us and learn in a calm, relaxed, natural way. We provide an educationally stimulating environment in which the children feel valued and able to progress at their own speed. We aim to be approachable, open to parents/carers and their families, knowledgeable and helpful wherever we can.

We encourage all aspects of your child's development, creating a balance between freedom and discipline, creativity and control.

We strive to achieve this with the following objectives:

- ◆ To encourage a warm, family atmosphere, teaching children to have respect for each other, thereby learning to relate to one another, building an attitude of caring and sharing.
- ◆ To encourage learning through play by providing games and activities which develop your child's skills and self-awareness.
- ◆ To provide materials and challenges aimed at encouraging excitement and motivation for learning.

## **Staff team**

<b>Head teacher</b>	Elizabeth Grainger
<b>Safeguarding Lead Officer</b>	Elizabeth Grainger
<b>Chair of Governors</b>	Carla Bradshaw
<b>Business Manager</b>	Sarah Woodburn
<b>Finance Manager</b>	Victoria Plumley
<b>Reception Class Teacher</b>	Cheryl Hedley
<b>Early Years Co-ordinator</b>	Georg Westhorpe
<b>Administrator</b>	Bella Phillips

## **Little Explorers**

<b>Supervisor/Designated Safeguarding</b>	Sadie Gooding
<b>Level 3/Positive Behaviour Leader</b>	
<b>Room Leads</b>	Nancy Taylor Ellie Gamble

Any member of the team may be contacted via the school on 01983 760269 or email the school office [littleexplorers@fosay.co.uk](mailto:littleexplorers@fosay.co.uk)

## About our setting

Little Explorers is fully insured and registered with OFSTED under the school registration number. Copies of our OFSTED reports are available to parents via the OFSTED website.

Little Explorers is situated within the school grounds with access to the Reception class and the school facilities. Alongside this we also have a secure outdoor area where children from pre-school and Reception can enjoy the benefits of indoor/outdoor play as they choose.

Our close working relationship with the school allows for a smooth transition to Primary Education. Children attending our setting are very comfortable within the school environment which makes for a smooth, stress free transition.

Children who are due to join Shalfleet CE Primary will attend regular sessions in the Reception Class the term prior to commencement.

Children in the Foundation Stage Room will enjoy weekly joint play with Reception Class

Your child may start Little Explorers from birth and continue to attend until compulsory school age.

Our staffing is regularly reviewed in accordance with the number of children registered with us.



## **Admissions**

It is our intention to make Little Explorers accessible to children and families from all areas of the community, we are happy to accept any child at the appropriate age providing places are available.

Our waiting list is arranged in order of application submission date, but factors such as children's dates of birth & sessions requested may affect this. Please see our admissions policy for more details. We will introduce new families on a staggered basis, for example two new children a day for a week, rather than ten new children all at once.

Please note that attendance at Little Explorers does not automatically ensure your child a place at Shalfleet CE Primary School. The school has its own admissions policy with criteria to be met (a copy of which can be obtained via our website [www.fosay.co.uk](http://www.fosay.co.uk)).

We appreciate that there are many family combinations who successfully love and care for their children. We will make clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child.

We recognise the wide range of special needs of children and families within the community and aim to work closely with parents and outside agencies to ensure we can play a part in meeting those needs. We will also introduce, if appropriate, flexible admission procedure to meet the needs of individual families and children.

All children will be respected and their individuality and potential recognized, valued and nurtured.

We aim to ensure that the educational and social needs of the children will be identified and provided for in an environment free from prejudice and discrimination.

## **British Values**

We feel that exploring British Values with children will enable them to become well rounded individuals with a true sense of self with respect for others. The areas of British Values that we focus on are:

- The Rule of Law
- Individual Liberty
- Democracy
- Tolerance
- Mutual Respect

We have set guidelines and policies in place, of which both staff and parents are made aware. All policies are available on our website [www.fosay.co.uk](http://www.fosay.co.uk)

### **Useful things to know!**

- ◆ Little Explorers Preschool, Shalfleet CE Primary School, Station Road, Shalfleet, Isle of Wight, PO30 4NN. Telephone 01983 760269, option 2.
- ◆ Open Monday-Friday 0800am—1700pm. 50 weeks per year.
- ◆ All fees are to be paid in advance via our EY MAN/ EY WORKS online banking system. Fees due within 7 days of invoice. Please regularly check your account.
- ◆ Children must be signed in and out every day in the register
- ◆ Please ensure all items are labelled with your child's name
- ◆ Children have their own trays where they can place items to take home.
- ◆ Our complaints procedure is available upon request or on the website [www.fosay.co.uk](http://www.fosay.co.uk).
- ◆ School dinners must be ordered and paid for in advance via Tucasi
- ◆ We often take photos or communicate with you via 'Tapestry'. This enables you to discuss with your child things they have learnt or are taking part in
- ◆ Children enjoy sharing fruit at snack time and we ask for a donation of fruit once a week if possible.
- ◆ We encourage children to explore many different textures; these can be from shaving foam, clay, baby lotion, flour, soap, soil and sand! If you have any concerns that your child may have an allergy, please inform a member of staff
- ◆ We go outside in all weathers so please ensure your child is well equipped with weather related clothing
- ◆ If you wish us to apply sun cream to your child then please complete a permission form
- ◆ Please supply baby wipes, nappies etc. for your child if needed. We also ask parents to supply spare clothes in case your child gets wet during water play. Aprons are supplied but never seem to do the job 100%!

## **Little Explorers Curriculum**

Our pre-school curriculum is an informal course of learning, working towards The Early Years Foundation Stage. The Early Years Foundation Stage is set out in a document published by the Department for Education and Skills (DfES) and is the Framework to ensure that every child has the best possible start in life, and support to fulfil their potential. The Framework divides children's learning into several areas:

### **Personal, Social and Emotional Development**

### **Communication and Language**

### **Physical Development**

### **Understanding the World**

### **Literacy**

### **Mathematics**

### **Expressive Arts and Design**

### **Characteristics of Effective Learning**

Playing and exploring, active learning, creating and thinking critically are key to a child's development and success in learning.

These characteristics underpin learning and development across all areas and support the child to remain an effective and motivated learner as they grow and develop.

Combined together, the seven areas of learning provide opportunities to address important aspects of children's spiritual, moral, social and cultural development.

The four Themes for the EYFS express important principles underpinning effective practice in the care, development and learning of young children. These are evident in all we are and do at Little Explorers. Please see the attached information for more details.

## Getting it right for the children How children learn

### At Little Explorers Children will learn

- To use language and communicate with other children and adults
- To listen and respond as part of a group
- To enjoy stories, poems and music
- To recognise that written words carry meaning, stories and ideas
- To compare objects/materials and to make predictions about them based upon experience
- To create and recognise patterns and sequences
- To understand simple ideas of length, weight and volume
- To use their senses to enjoy and explore their environment
- To observe living things
- To become aware of other cultures and beliefs
- To name shapes and colours
- To begin to understand how their body works
- To think about other people and their lives
- To acquire the skills and co-ordination they need for both large and small motor skills
- To find ways to tackle problems
- To come to terms with their emotions and learn to express their feelings

<b>Playing &amp; Exploring</b>	<b>Active Learning</b>	<b>Creating &amp; Thinking Critically</b>
Finding out and exploring	Being involved and concentration	Having their own ideas
Playing with what they know	Keep on trying	Making links
Being willing to 'have a go'	Enjoying achieving what they set out to do	Choosing ways to do things

All of these skills are vital to every child. They are the tools that aid all future development, both academically and socially.

We aim to provide a safe, caring environment to enhance the development of your child, a place where they can be happy, learn and progress through having fun. What your child learns at Little Explorers is the basic foundation for school studies and beyond.

Tapestry is used for each individual child to track your child's progress and development enabling you to monitor and contribute to your child's development records.





## **Little Explorers Sessions**

The children are encouraged to explore and learn from many different materials including water, sand, paint, dough, modelling and lots of glue. Please ensure that your child is dressed in suitable (easily washed) clothing and try to ensure that all fastenings are simple, please try to avoid belts, braces and tight buttons. This will help your child to quickly learn to go to the toilet unaided and put on their own coats etc.

It is important that children learn for themselves but at their own pace, so we support and encourage them but resist the temptation to be over helpful.

Across the year we may introduce different 'Backdrops to Learning' which help provide a balance of new activities to promote learning in the EYFS, e.g. Spring/New Life. We encourage the children to contribute themselves by bringing in items from home to add to the display or show to the rest of the group. This provides stimulus for language and group discussion. Regular Tapestry posts will keep you up to date on any backdrop we may be introducing, you can also post on Tapestry Or speak to a member of staff if you have any back drop suggestions.

The majority of activities planned are based around each child's individual interests. Parents are encouraged to communicate regularly at the beginning or end of sessions, alternately through our online Tapestry system we can keep you up to date with what your child is learning, giving you the opportunity to discuss at home.

## **Tapestry**

### **What is Tapestry?**

Tapestry is a secure online Learning Journal where we can record photos, observations and comments. This is in line with the Early Years Foundation Stage curriculum and is used to record of your child's experiences during their time with us. This system allows us to work with parents and carers sharing information and record the children's play and learning in and outside of the classroom.

Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email and password (which is pre-set by us but can be changed by you to make it more secure). All our staff are

given a secure log-in. They can then upload observations, photos or videos; recording children's achievements and assessing their learning in reference to the EYFS curriculum.

Parents can change their settings so that an email is then automatically generated informing them when an observation has been added so they can have a look and add any comments of their own.



## Flexible Time Table

Little Explorers has a flexible time table but a typical session would be:

### **0845-1000**

Welcome children and parents/carers. We are always available to speak to any parents. Appointment times for longer discussion can be arranged. Usually a free play session with an adult led activity running alongside, using both inside and outside areas. Children are able to choose freely from a choice of activities. Adults supervise, observe and encourage extension of play where required. This is a great time to interact and teach the children while they take the lead.

### **1000-1030**

Children are encouraged to help themselves to a drink of milk or water and some fruit.

### **1045-1115**

Outside play time as a whole group with the use of the playground facilities along with games and equipment.

### **1115-1130**

Circle/story time

### **1130-1200**

Preparation for lunch. Supervise children washing hands & toileting. Collect packed lunches or a school dinner. The children are encouraged and not forced to eat their meal.

### **1230-1430**

Free play session with an adult led activity running alongside. Free choice of activities using inside and outside facilities. Also, the opportunity to join reception class in the foundation unit.

### **1430-1445**

Story time or singing/boogie mites/magical musical moments/rhythm time

### **1445-1700**

Home time

Throughout the day we share stories/music and energetic play. Timing throughout the day is flexible to the needs of the individual children and any unexpected outcomes.



## **Parental Involvement**

We welcome any parental involvement and recognise parents as the first and most important educators of their young children. We aim to support parents and carers and welcome them to visit the group at any time, with the opportunity for them to take part in all aspects of the running of the group, i.e. parent/carers rota, fundraising events etc.

We have an open door policy & you are welcome to arrange a time to come in & discuss your child with their Key Person. We request that you keep us informed of any changes to personal circumstances, e.g. change of address, telephone number.

We also ask that you keep us informed of any circumstances which could have an effect on your child's emotional wellbeing such as bereavement or illness. Parents and carers can add to Tapestry to keep us informed of your child's interests.

## **Uniform**

We ask that all children come to school wearing sensible footwear and clothes suitable for the weather. Children will get dirty so old clothes are advisable.

## **Enquiries**

If you have decided for your child to join us please feel free to contact Little Explorers who will be happy to discuss the needs of you and your child. You will be given a registration form to complete. Little Explorers may be contacted through Shalfleet CE Primary School, 01983 760269, option 2.



## **Safety - Policy and Practice**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult
- A book is available at each session for the reporting of any accident/incident
- All adults are aware of the system in operation for children's arrivals and departures and an adult will be at the door during these periods
- Children will leave the group only with authorised adults
- Safety checks on premises both indoors and outdoors are made before every session
- Outdoor space is securely fenced
- Equipment is checked regularly and any dangerous items repaired or discarded
- The layout and space ratios allow children and adults to move safely and freely between activities
- Fire doors are never obstructed
- Fire/heaters/electric points/wire and leads are adequately guarded
- All medicines and cleaning materials are stored out of reach of children
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- Hot drinks are not permitted in areas the children access – only the staffroom
- Fire drills are held at least once/twice a term
- A register of both adults and children is completed as people arrive so we have a list of all those present in case of an emergency
- There is no smoking on the school premises
- No mobiles or photographs are to be used/taken with children around unless authorised by the head teacher
- Fire extinguishers are checked annually
- Adult /child ratios are maintained in accordance to government guidelines
- Children who are sleeping are checked regularly
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children
- The premises are checked before locking up at the end of the day
- Procedures in place for failure to collect/missing child/complaints & safeguarding. All relevant policies available upon request, or by visiting our website [www.fosay.co.uk](http://www.fosay.co.uk)

IOW LADO c/o MASH, Hampshire County Council, Parkway, 94-96 Wickham Road, Fareham, Hampshire, PO16 7J, Telephone: 01962 876364, Email: [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

## **Health and Hygiene**

Our pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

### **Food**

- All meals and snacks provided will be nutritious and paying particular attention to children's dietary requirements
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet
- The pre-school observes current legislation regarding food hygiene and the handling of food
- Staff will not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble
- Staff will not smoke on the premises
- School dinners are available upon request.

### **Outdoor play**

- Children will have the opportunity to play outside throughout the day/year (either in the pre-school's own outside play area/Reception Class outside area/the school grounds, or on regular outings to parks or other community play spaces)

### **Illness**

- Parents are asked to keep their children at home if they have any infection and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell
- Parents are asked not to bring into the pre-school any child who has been either vomiting or had diarrhoea, or both until at least 48 hours has elapsed since the last attack
- Cuts or open sores, whether on adults or children will be covered with sticking plaster or other dressings
- If the child is on prescribed medication the following procedures will be followed:
  - \* If possible, the child's parents will administer the medicine. If not, then medication must be stored in the original container and clearly labelled with the child's name. A permission form must be completed
  - \* Where local regulations require it, guidance will be sought from Social Services before people other than the parents agree to administer medicines
  - \* All medications will be kept out of reach of children on a high shelf

- \* A medication book will be available to log in the name of each child receiving medication; date and time that medications was administered; together with the signature of the person who has administered each dose
- \* With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulae's, the position will be clarified by reference to the school's insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional
- \* The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed
- \* There will always be on the premises at least one qualified first aider trained to administer first aid to children



## **Information Sources**

- The pre-school will maintain links with the Health Visitor and gather health information and advice from the Local Health Authority Information Services and/or other health agencies
- Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school

## **Hygiene**

- To prevent the spread of all infections adults in the group will ensure that the following good practices are observed:
  - \* Hands washed after using the toilet and before handling food
  - \* Children with pierced ears will not be allowed to share each other's earrings
  - \* Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically
  - \* Individual towels available, or paper towels used and disposed of appropriately
  - \* Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted

## **Cleaning and clearing**

- Any spills of blood, vomit, excrement wiped up and flushed away down the toilet. Rubber gloves always used when clearing up spills of body fluids. Floors and other affected surfaces disinfected. Fabrics contaminated with body fluids thoroughly washed in hot water
- Spare laundered pants and other clothing available in case of accidents and polythene bags available in which to wrap soiled garments
- All surfaces cleaned daily with an appropriate cleaner



## Working Together

At Little Explorers we recognise that parents and carers are their child's first educator.

We are always striving to work closely with parents and carers to ensure consistency when recording your child's progress and development.

Effective partnerships with parents and carers are proven to enhance the learning and development of each child with whom we work.

In an effort to ensure you are always involved and able to contribute to your child's development and progress records, we will set up a Learning Journal on Tapestry, this can be accessed from home via the Tapestry App.

Here are some easy ways in which you can contribute to your child's development and progress records.

- Use Tapestry Online Learning Journal
- Talk to staff about what you and your child have been doing
- Tell staff if your child has learnt something new
- Have a read of your child's Learning Journey and then comment in the allocated box
- We are always available to talk so please come & see us anytime.

We appreciate any comments no matter how small or irrelevant you think they may be. Please see some examples by our post box but feel free to note/comment on anything concerning your child.

We find these extremely valuable.

Thank you for your support.

