

# Welcome to the Pre-School room.



Ringley Road Stoneclough Radcliffe  
M26 1FS Tel. 01204 571777

## at Wells House Kindergarten

## **WELLS HOUSE KINDERGARTEN.**

### **Pre-school room (approx 3-5 years)**

Welcome to the pre-school room. This booklet is designed to help parents have a greater understanding about the curriculum activities, which take place in this room. It is intended to give parents more information before each child moves on to this last and very important stage of their life at Wells House.

#### **Pre-School staff:**

Mrs Nicola Rostron NNEB is the Pre school officer

Miss Danielle Leach NVQ3 is the Pre-school officer.

Mrs Michelle Cook NNEB is the Pre school co-ordinator.

Mrs Cynthia Taylor is our music teacher

Andy is our French teacher

Mr Liam Pearce & Mrs Linda Pearce-Hicks are our swim teachers.

#### **Pre-School routine:**

Each child will have a settling in period in this room like in all the other units. This enables the staff to assess each individual child on a one to one basis and slowly introduce the routine and new friends. Once a child reaches 3-3 ½ we usually look at this transition, it does also depend on developmental stages of all areas. Also we are limited to a total of 19 children in the room at any one time. Staff in the room are available to show any parent around the room to explain the different areas of learning.

The children are all encouraged to continue to bring in slippers to wear throughout the day. Wellingtons, hats, gloves, scarf's, sunhats and sun creams are also needed the same as in the other units.

Play plans are also completed every week and are displayed in each room on their notice boards. They have the medium term planning incorporated into them along with certain key areas of play. Please feel free to read any of the planning as they take a lot of time and effort to compile and are for everybody's benefit.

#### **Circle time:**

In the Pre schoolroom we have circle time throughout the day. This is an opportunity for the class to come together in a circle to have a group discussion, sing songs, carry out recognition cards or read a story. This encourages the children to develop their concentration span ready for reception class.

### **Progress reports:**

These are completed by your child's key worker named on the back of this booklet. Each child has a file, which comprises of pieces of evidence to show your child's development. We have formal paperwork, which follow the foundation stage, which we complete and send onto the school your child will attend. All these forms are available for you to access at any time.

### **Workbooks:**

Although we carry out most of our learning through play. We do feel the need to be able assess each child's capability. We follow the Jolly Phonics scheme for our literacy and have developed workbooks to assess this knowledge. We also have a shape sheet for the child to draw pictures of various recognisable shapes. Number sheets are used to assess a child's level of number recognition and also the number as a quantity. Again all these are available for your access.

All our activities carried out will cover these areas of learning and will follow the stepping-stones guidelines. There are files situated in the office to show how we reach the stages in the planning.

### **Planning:**

At Wells House we have 3 areas of planning, long, medium and short term planning. These are

**Long Term:** this is the main aims under the early years foundation stage which each child will have had the opportunity to achieve during their time in the Pre school room. All these areas are linked into our medium term planning when we assess each child. Long-term plans are displayed on the planning board in the hallway.

**Medium term:** Our medium term planning is focused on our yearly themes. We change the themes each year to ensure a variety of opportunity. From the monthly themes we have main focus, which can consist of one per week or maybe two for the month this depends on the level on the focus. We also have festivals and celebrations, which we incorporate into the theme. These are all displayed in every room for all parents to access and read.

**Short term** planning: Staff complete activity sheets relating to activities to be covered in the up and coming month. These are prepared the month before and are displayed in the hallway with the long term planning. The activity sheets have a main aim and also cover all the different areas of learning, which children can achieve, from the activity. There are notes for assessment for the key worker to use.

We do allocate a number to each child and log that number on the plans for assessment to ensure confidentiality is upheld.

You will find that the Pre school routine is more structured then the past rooms in preparation for school. During the main times of curriculum activities the children are usually split into two separate groups. The groups can be split in various ways depending on the main activity. The children will come together at every mealtime, circle time, and outside playtime. This enables the staff to assess the children on a smaller level enabling one to one attention at times.

## **The Room Layout**

The first room as parents walk in is for all the messy and creative activities such as painting, playdough, baking, cutting and sticking. It has a lino area, which is to prevent slipping, and injury to the children. These are carried out on the two tables. There is also a sand tray, water tray and painting easel for the children to use at all times throughout the day. The equipment for these will be changed on a daily basis to develop a variety of experiences. This area also has a seated book corner where the children can have a quiet period to read or just sit and rest.

The back room is more spacious and enables the children more floor space where they can choose activities for themselves such as farm and animals, science equipment, garage and cars etc. The computer is also situated in this part of the room where the children can use the software such as Learning land, PC genius and many others. The children are shown the basic concept of computer usage. The area also has a role play area, which is changed on a monthly basis to link into the theme each month. This room also has a table area where children are free to express their literacy skills.

## **Daily information.**

Daily information is recorded in the pre schoolroom's handover diary. The daily menu and how much each child has eaten are recorded. Other issues such as accidents, achievements, wet accidents or any information relevant to pass on to parents is all recorded

Monthly reports are continued in this room and parental involvement is welcomed.

## **Sleeps.**

Most children are now past the stage for naps after lunch time, but if they do need one it can be arranged.

## **French:**

Every Friday morning, Andy comes into the nursery to teach the children French for an hour. The class is split up into two smaller groups. Group one will carry out singing, French words and phrases, listen to stories in French.

Whilst group 2 carry out cutting and sticking and colouring worksheets in French. The class then swap over and do the opposite activity. Wells House pays for this extra curriculum activity there is no charge to the parent.

## **Dancing.**

Every Tuesday morning for an hour Cynthia takes a small group of the children to carry out music and movement. The children learn all musical words, sing songs, move to music, express themselves freely and often have role-play through music. Again the groups are split up and then swapped over after half an hour. Again the nursery pays for this extra curriculum activity. There is no charge to the parent.

## **Swimming:**

Swimming takes place at a local private swim school called Ivy Bank. It is situated in Prestwich and is a small pool.

The children attend in groups of 5 on either a Monday, Wednesday or Friday afternoon. The children are encouraged to learn to be confident in the water, swim using the correct technique and will carry out various badges. There is a cost of £55 for 12 lessons which is payable by parents should they wish their child to attend.

The nursery provides transport along with the swim school, with both cars being fully insured for carrying children and also with a full MOT, and the driver having a full driving licence.

## **Education**

### **The Early Years Foundation stage** **Every Child Matters**

The DFEE have devised the foundation stage of learning, which they feel any child reaching 3 should be following. It will help the children to develop in all areas of learning ready for the transition from nursery to reception class. The curriculum for learning experiences is divided into the following areas:

- Language, Literacy and communication
- Physical Development
- Knowledge and Understanding of The World
- Problem solving, Reasoning & Numeracy
- Personal, Social and Emotional development
- Creative development

## **Working with parents:**

We feel it is very important to work with parents in all areas of the nursery but especially in the pre-school room. Parents are welcome into the nursery at any time to discuss any stages of development, or concerns with the key workers or the manager who is the pre-school co-ordinator. Should any parent wish to help in the schoolroom at any time this would be welcomed.

**Special Educational Needs:**

All activities carried out in Wells House will always be adapted for any child that needs extra help or support. We have a special educational needs policy, which we follow; this is displayed on the parent's notice board and is in parents' handbooks. Parents will always be involved if any child needed any additional support and special equipment can be accessed.

**Equal Opportunities.**

As in all rooms the pre schoolroom works under the equal opportunities. We encourage all children to participate in all areas of play. No child will be excluded from an activity because it is deemed "not right". We believe it is the child's own right to decide what they wish to play with.

