



# GODSHILL GRIFFINS PRESCHOOL

Welcome pack.

Welcome to Godshill  
Griffins, we hope that you  
and your child enjoy our  
short booklet that explains  
all the important first  
information that you will  
need, before they start their  
journey with us.



**GODSHILL GRIFFINS**  
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# WELCOME!

Dear parents and children,

Welcome to Godshill Griffins Pre-School

**This prospectus will give you all the information you will need for the time your child is with us. If you have concerns or questions at any time please talk to us, we are always happy to help.**

We are a small, local setting situated within Godshill Primary School, and form part of 'Stenbury Federation'. Stenbury Federation has formed since the emergence of three small village Schools:

- Godshill
- Chillerton & Rookley
- Wroxall



The aims and objectives of Godshill Griffins Pre-School are:

- To provide high quality care and education for children aged Two-Four years of age, through mature, highly experienced staff, who provide commitment and consistency for both you and your child.
- We aim to work very closely with Parents/carers as we not only understand the importance of parent partnerships, but we value your knowledge of your child, and recognise that you are formally your child's first educator.
- We value diversity and strive to provide equal opportunities to all our families, by creating an environment that nurtures stability, consistency

and a feeling of belonging, this helps to ensure that each individual is given the opportunity to reach their full potential.

- We acknowledge and respect every child's unique and special talents.
- We provide a rich, caring environment where your child's key person will plan exciting and challenging activities based around their individual interests and the topic of the term.
- Add to the life and well-being of the local community.

We are registered with Ofsted as a provider for 2-5year old children and are also a local authority run school enabling us to provide funding for two and three year olds. We are happy to report that we have recently (2017) been inspected by Ofsted who has stated that the standard of the early years provision has been assessed as 'Ofsted Good'.

Godshill Griffins Pre-School endeavours to ensure that your child develops and reaches their full potential and we record all observations and assessments of your child, using an online learning journal called 'Tapestry'.

Tapestry is a fun and interactive way for both you and your child to sit and look at, add comments, observations and wow moments or simply watch how your child is spending their day at pre-school. It works alongside the learning outcomes set out in the Early Years Statutory Framework, and is a fantastic way especially for parents who work long hours, to check in with what is going on, allowing you to be kept 'in the loop'.



Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- Valued and respected
- Kept informed
- Consulted
- Involved
- Included at all levels



We aim to ensure that each child:

- Is given generous care and attention, because of our ratio of qualified staff to children.
- Has the chance to join with other children and adults to live, play, work and learn together.
- Is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do.
- Has a personal key person who makes sure that each child makes satisfying progress, or is able to identify where a child may need additional support or help to achieve a learning goal.
- Is in a setting that sees parents as partners in helping each child to learn and develop.
- Is in a setting in which parents help to shape the service it offers.

**Our staff:**

Manager	Kirstie Mace
Acting Deputy Manager	Marie Seaman
Administrator	Leigh Mannix
Qualified Practitioners	Chantelle De'ath, Lesley O'Sullivan, Kate Mckenzie
SENCO	Kirstie Mace & Marie Seaman
Safeguarding Officers	Kirstie Mace

**Opening times:**

We are open termly, Monday-Friday from 8:50am-2:50pm

Breakfast club (8am-8:45) and After school club known as Fun zone (3pm-5pm) are available through the main school. Should your child be requiring this service please contact:

Mrs Knight or Mrs Mannix on: 01983 840246

Please do ensure you give them plenty of notice due to a high demand and staff/child ratios.

### **Charges and Funding:**

All children qualify for government funding from the term after their third birthday although some children will also qualify for two year old funding, from the term after they turn two, for more information on whether you qualify for two year old funding please see the Isle of Wight Council Website for more information. We accept 30 hours funding also.

Charges are £4.00 per hour or £24.00 for a full day.

Morning and Afternoon sessions are also available- Please see booking form included in this pack.

Booked sessions with extended non funded hours will need to be paid for weekly. If this is exceeded your child may only be able to receive their funded sessions until payments are brought up to date.

### **Daily Routine:**

Opening Times:

8:50am-2:50pm daily, term time only

Breakfast club (School Hall) 8:00 am onwards. Please contact Mrs Mannix to book your child in to ensure you are allocated a space.

Fun zone runs from 3-5pm. Again this is run in the main school and will need to be booked in advance. Please see Mrs Mannix.

### **Arrival:**

The pre-school doors will be opened at 8:50am everyday where you will be welcomed in by a member of staff. The children will each receive a named peg to hang their coats and bags. There is a blue rack in the entrance hall where you can place your child's lunch box; we recommend that you put an ice pack into your child's lunch box as we do not have the facilities to put them into a fridge to keep cool.

### **Illness:**

To help to keep the Pre-School healthy, we ask that all children are kept at home for 24 hours after sickness or 48 hours for sickness and diarrhoea.

If your child will be absent from school, please telephone or email to let us know on: 840838. Or email: [godshill.griffins@yahoo.com](mailto:godshill.griffins@yahoo.com) Thank you

## Godshill Griffins Flexible Nursery Routine.

Time	Activity
8:45-8:50 a.m.	Preschool opens and children and families are welcomed in. Activities are set out but children can have free choice.
9:10 a.m.	<p>Circle time. The children are encouraged to come together for the mornings register. They will be encouraged to show and tell anything they have brought in, or talk about something they have done or achieved.</p> <p>The children are then encouraged to take part in a language-focused activity or a maths activity.</p> <p>Children are then supported to sit and listen to instructions given to them for them to know when they can leave the circle e.g. the beginning found of their name or a colour etc.</p>
10-10:30 a.m.	<p>'Snack bar' time. Children are encouraged to help prepare snack with a practitioner, count the cups and bowls or help wipe down the tables. Once this is done Snack time is called, the children can the free flow to the table after washing their hands; practitioners are attentive and encourage social skills by promoting language. After a child has finished and washed their hands they are able to join back in with the mornings activities.</p> <p>Nappies/potty time is carried out by key people to support attachments.</p>
10:30-11:20 a.m.	Adult led activities are offered but children are also able to free-flow between indoors and out.
11:20 a.m.	<p>L.E.G groups (Language enrichment group) are carried out for those that need or simply want to join in.</p> <p>Outdoor area gets tidied away, children are then encouraged to line up ready to go in and help with the tidy up.</p>
11:30 a.m.	Tidy up time- Tidy up song is played; children are encouraged to help put the toys away. Practitioner's then take the children in small groups to wash their hands for lunch. Once the children have washed their hands they sit in the story/music area for group story/song time, whilst practitioners get the tables ready for lunch time.
11:50 a.m.	End of morning session: Lunch time: Children who are having a school dinner line up with a practitioner ready to go down to the hall to choose and collect their lunch. Children having a packed lunch are invited to get their lunch boxes and drinks and sit at the table. Children arriving for lunch are greeted with their parents by a member of staff. Staff and Children talk freely at lunch and discuss healthy food choices etc.
12:15-12:30 p.m.	Once children have finished their lunch they are supported to pack their lunch boxes away and put their plate in the sink. The Children are then encouraged to choose a quiet activity or book, whilst their friends finish and so the grown -ups can tidy up.

12:50 p.m.	Some Children go home- Parents are greeted and invited in, practitioners are there to answer questions or for general chat.
1:00-2:15 p.m.	Activities resume- adult led is encouraged but children can again free flow between outdoors and in choosing an activity of their choice. Maths or language activities are offered again in small focused groups or 1:1
2:15 p.m.	Tidy up song is played again; children are encouraged to help tidy the preschool inside and out.
2:30 p.m.	The children return to the story area for a final activity of either a story, song time or if they are feeling energetic still a Boogie Mites session. We then end the day with a reflective chat about their day. We then all sing the goodbye song to each other.
2:50-3:00 p.m.	End of preschool day. Preschool door is opened to parents/carers. Parents are greeted by a member of staff. Staff are available to discuss the children's day, answer any questions etc. Children staying for after school club 'Fun Zone' will remain in the preschool with staff until 3pm when 'Fun Zone' has opened.

### **Snack and Lunch time:**

A selection of fruit and a breadstick/rice cake are offered to the children along with Milk or Water.

Being a small setting we are very limited in our budget. For this reason we ask parents to provide fruit for their child.

Children can bring in a home packed lunch, or a school dinner can be ordered on the day, although this will need to be ordered before 9:15am and there will be a charge of £1.85 per meal. All school meals are cooked by Caterlink.

We follow the guidelines from Eat Better, Start Better, for food brought in from home, as displayed in the entrance hall. For more details, please see

<http://www.childrensfoodtrust.org.uk/pre-school/eat-better-start-better>

**Sleep:**

We have a quiet area for children who need a snooze or just want a little quiet time.

**Nappy Changing facilities:**

For children who are not yet ready to use the toilet, we change nappies. We ask that all parents provide nappies/wipes in a named bag, kept on your child's peg. When you feel that they are ready for potty training, let us know and we will happily support you in achieving this.

Nappy sacks will be provided by us.

**Clothing:**

We recommend that children wear 'play clothes' to preschool and not their best clothes. This is due to a range of activities available; we cannot guarantee that they will not get messy. We ask all parents to provide a change of clothes each session that they attend as we do not have a lot of spare clothes.

**At the end of the day:**

The doors will be opened by a member of staff every day at 2:50pm, where you will be invited in to collect your child.

If you need any more information that is not included within this pack, please ask a member of the Griffin Team 😊



