

# Holy Trinity Preschool

## Prospectus



Sessional and Day Care from Two Years to School Age



Holy Trinity Preschool  
Belle Vue Road  
Shrewsbury  
SY3 7LL

**Tel:** 01743 241195

**Email:** [htbvpreschool@outlook.com](mailto:htbvpreschool@outlook.com)

**Facebook page:** <https://www.facebook.com/holytrinityplaygroupshrewsbury>

We welcome you to our Preschool established for over 30 years. It is a not-for-profit organisation, run by qualified staff and part of Holy Trinity church.

Our faith, qualifications and experience mean we offer day care and sessional care in an environment where we can encourage what is important to you and your child. Whilst you as parents are the primary role models in your children's lives, we also wish to support you in this role. We wish for them to feel happy, confident and secure, to be sociable, kind and caring to others, to be independent with a clear sense of right and wrong, be eager to learn and have lots of fun experiencing Jesus' love in action.

We are situated close to the town centre in the community of Belle Vue, near to Coleham Primary school. We offer a stimulating outdoor area for every child to access each session as we believe outdoor experiences are as important to children as indoor.

Each child is allocated a Key Person who will liaise with you and record your child's development but all our staff are eager to welcome you and discuss your child's interests and achievements.

Although we are a Christian based group, all children and their families are welcome at Holy Trinity regardless of their faith and culture. Everybody here, adults and children, welcomes you into our friendly group.

**Shirley Corfield**

**Preschool Manager**



# Holy Trinity Preschool

## Terms and Conditions



### Sessions

Monday - Friday  
8.45-11.30 & 12.30-2.45

### Lunch Club\*

Monday - Friday  
11.30-12.30

### Fees

Full day (8.45am - 2.45pm)	£30.00
Morning session	£12.50
Afternoon session	£12.50
Lunch club	£5.00 *
Forest School	£4.00 per session
Hot Meal Wednesday	£2.50

- Forest School costs £4.00 per session. This is not covered by funding because it is an extra activity.
- Payment may be made by cash, cheque (*made payable to Holy Trinity Playgroup*) or electronic transfer.
- Fees are reviewed annually.
- When your child is eligible for funding you will be required to complete a form.
- Some 2-years-old families are eligible for 24U funding, offering 15 hours a week funded by the council. See <https://shropshire.gov.uk/early-years-and-childcare/parents-and-carers/childcare-funding/24u-funding/> for more details.
- Some 2-year-old families are eligible for working families funding. See [Upcoming changes to childcare support | Childcare choices](#)
- All children are eligible for 15 hours a week funded by the council **from the term after their 3<sup>rd</sup> birthday**. In the term your child is turning 3, please contact the Preschool office to complete the relevant forms to claim the 15 universal free hours.
- Any additional hours to those funded will be invoiced/paid for separately.
- Holy Trinity Preschool operates in line with Shropshire L.E.A and is not open on Bank holidays, P.D Days and annual school holidays. We have 5 PD days per year. These are not always the same as the local schools, so please check the newsletter for PD days.
- **Lunch is not provided except on Wednesdays. Please bring a packed lunch, clearly labelled with your child's name. We encourage families to provide a healthy and balanced lunch for their child.**



## Key Person system

It is important for parents and staff to work together to help your child to feel confident and secure in the group.



Our Key Person system gives each member of staff particular responsibility for a small group of children, ensuring that each child/family has at least one special adult to relate to, which can make settling into the group much easier. The Key Person will also maintain links with the children's home setting, working with parents through shared record-keeping to ensure that all children are supported in reaching their full potential.

## Organisation of sessions

Our group accepts children from the age of 2 onwards. Children attend by session and your child may attend whichever and as many sessions as you would like, providing that there are spaces available. Should you wish to alter the sessions your child attends or pick up further sessions then please approach a member of staff who will write your request in the Message book and you will be advised if the request is successful. Sessions are organised into child led/adult led routines with all activities focusing on children's interests and likes.

## Early Learning goals

Dependent on the number of sessions a week your child attends, they will be covering some or all of the government Early Years Foundation Stage Outcomes, the three prime areas being:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development

and the four specific areas:

4. Understanding the world
5. Mathematics
6. Literacy
7. Expressive arts and design





## Record-Keeping

Each child has a folder and observation book into which both staff and parents are invited to contribute items about what activities the children are enjoying and what achievements have been made. We will also keep an Assessment Profile of your child's achievement, which are available for viewing at any time.



## What to wear



In order for them 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 remove their outdoor clothes, supporting their independence.

## Our Aim

We will provide a safe and secure environment and work within a framework which ensures equality of opportunity for all children and families.

We will offer your child:

- A tailored curriculum leading to approved learning goals.
- Individual care and attention made possible by a high ratio of adults to children.
- Fun and friendship with children and other adults.
- The support of a personal Key Person.
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.
- We welcome children with special needs and have an appointed member of staff who works closely with the family and other professionals.
- Learning in a Christian environment.
- Forest School, allowing children to take risks and attempt new challenges which will build confidence and adds a sense of excitement and adventure for the children.



## Links with schools

Holy Trinity Preschool is very fortunate to be situated close to Coleham Primary school and enjoys a good relationship with the school. At the appropriate time we offer a visit to Coleham school to give the opportunity of new experiences including play time in the playground. We do cater for children intending to attend other primary schools and aim to make their transition to school just as secure.

## Links with Home

Parents are welcome to come into our group and work, on a voluntary basis, with the staff and children once they have had a CRB check.

## A selection of our Policies and Procedures

### Special Needs Policy

We aim to have regard to the DfE Code of Practice on the identification and assessment of special educational needs, and to provide a welcome and appropriate learning opportunity for all children.

### Supporting parents with a child with SEN

- We will approach all parents with sensitivity.
- We will share all information with parents in an open and honest manner - when specific incidents need further discussion we will provide a comfortable private environment in which to do it.
- Parents will be involved in agreeing and setting strategies for support in the setting and how they can support these strategies at home.
- Parents' confidentiality will be respected at all times.

### 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 join, work in, or volunteer to help our organisation have an equal chance to do so.





### **Diet Policy**

We respect the fact that some families have differing beliefs, and some children have special needs, regarding food and drinks. We will endeavour to provide refreshments that are suitable for your child and would be grateful for as much information as you can provide on the subject as soon as possible.

### **Attendance Policy**

Allocated sessions will be invoiced for regardless of attendance (unless prior agreement has been arranged with the manager). Should you wish to alter your child's sessions in any way, please approach the Manager.

*A copy of all policies and procedures for parents to refer to are available in Preschool, situated on the shelf beside the corridor entrance.*

### **Ethos Statement**

The ethos of Holy Trinity Preschool is our motivation for all our work. It is to work together to extend Jesus' model of the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy and forgiveness, according to his teaching. We are inspired by his message, life and example through which God's unconditional love for all people is expressed.

Our ethos is given life through our relationships. The way we work together and behave with one another and those we seek to serve demonstrate and authenticate our ethos. It is through these relationships, with each other and those whom we seek to serve, that we practice our ethos.

The link between who we are and what we do cannot be broken.



## Holy Trinity Toddler Group

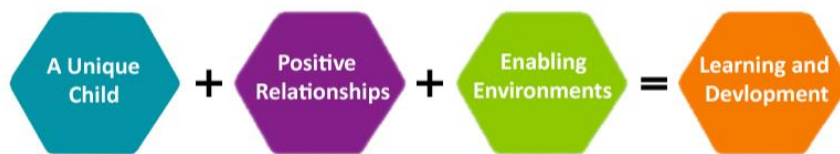
Held every Wednesday morning in the church hall, term time only, children with their parents / carers are welcome.

There is a small fee. Drinks and snack are provided. All welcome.





# The early years foundation stage



All children between the age of three and their first term in Year One at school are classified as being at the Foundation Stage, thus this is a

period usually covering not only their time at Preschool, but also the reception class in a primary school. The government has set out a series of early learning goals made up of outcomes, that the majority of children are expected to be able to achieve by the end of the Foundation Stage (not on leaving Preschool)!

## The three prime areas for learning:

### 1. Personal, Social and Emotional Development

These goals focus upon a child learning to work, play, co-operate with others and function in a group beyond the family. They cover important areas of personal, social, moral and spiritual development, including the development of personal values and an understanding of self and others.



### 2. Communication and Language

These goals cover important aspects of language and development. Children must be helped to acquire competence in English as soon as possible, making use, where appropriate, of their developing competence in talking and listening.

### 3. Physical development

These goals focus upon children's developing physical control, mobility, awareness of space and manipulative skills in indoor and outdoor environments. They include establishing positive attitudes towards a healthy, active way of life.



### The four specific areas of learning:



### 4. Understanding the world

These goals focus upon children's developing knowledge and understanding of their environment, other people and features of the natural and man-made world. They provide a foundation for historical, geographic, scientific and technological learning.

### 5. Mathematics

These outcomes cover important aspects of mathematical understanding and provide the foundation for numeracy. They focus on achievement through practical activities, and on using and understanding language in the development of simple mathematical ideas.



### 6. Literacy

These goals focus upon children's learning and competence in being read to and beginning to read and write and these skills must be supported and extended.

### 7. Expressive arts & design

These goals focus on the development of children's imagination and the ability to communicate and to express ideas and feelings in creative ways.












# WORKING IN PARTNERSHIP WITH PARENTS

We believe that parents are the most important people in a child's life and that they have a wealth of knowledge about the child's interests, behaviours, capabilities and skills. Our aim is to support parents in their essential role.

We believe that a successful partnership needs to be a two-way process, requiring knowledge and information to be shared and parents are welcome to support and contribute to Preschool in any way they can.

The relationship we hope to build with parents will be based on respecting each other and valuing each other's contributions.

We will meet the requirements of the Early Years Foundation Stage and Childcare register by:

-  Keeping children safe and helping them to thrive.
-  Making time to listen to parents and/or carers to learn about their child's feelings and identify any concerns; making sure there is two-way flow of information, knowledge and expertise between parents and Preschool.
-  Make policies and procedures available to all parents and/or carers.
-  Informing parents and/or carers about their child's progress and development, providing appropriate support for those whose English is an additional language.
-  Involve parents and/or carers in the observation, assessment and planning of their child's next steps.
-  Seeking parental feedback.
-  Ensure parents and/or carers are aware of the Early Years Foundation Stage (EYFS) and how we will work together to support their child.
-  Keep you regularly informed about the type of activities.
-  Share details with parents and/or carers about how to complain to Ofsted should the need arise (please see our Complaints Policy below).



# SHARING INFORMATION

Information you provide the Preschool may be divulged to Shropshire Children's Information Service who in turn will share with Shropshire Council. This information is subject to the General Data Protection Regulations.

We will listen carefully to parents' concerns and experiences.

We make known to all parents the systems for registering queries, complaints or suggestions.

We will invite parents to complete a parent assessment about their child.

We will produce a regular Newsletter, sharing with parents the events at Holy Trinity Preschool.

Notice boards in the corridor and outside display general information, photographs of staff, term dates, trips, special occasions etc.

We will invite parents to share special events with us such as Christmas, Easter, Harvest Festival and presentation of Leavers certificates.

We encourage parents to be involved with helping at sessions where appropriate.

All policies are available for all parents to read.

- We will offer parents the opportunity to share their child's progress and development through the key worker who will be available at planned termly meetings to discuss the individual needs of their child and these records will only be available to the parent/guardian.
- We will share information in a positive manner.

## **Making parents feel part of the session**

- We will greet all parents at the door with a smile and a personal hello.
- We will encourage parents to come into the setting with their child and stay to settle them in where appropriate.

# COMPLAINTS PROCEDURE

We aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

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 and we welcome suggestions on how to improve our group at any time. Most concerns can be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, the following procedure should be used.

## **How to complain**

- A parent who is uneasy about any aspect of the group's provision should first of all talk over any worries and anxieties with the Manager or one of the Deputy Managers.
- If this does not have a satisfactory outcome or if the problem recurs, the parent should put the concerns or complaint in writing to the Manager.
- The next stage is to request a meeting with the Manager. Both parents and the Manager should have a friend or partner present if required and an agreed written record of the discussions should be made.
- We will investigate all complaints and notify the outcome to the complainant within 28 days of receiving the complaint.
- A record of all complaints will be available to Ofsted on request. This record of complaint will be kept between Ofsted inspections.

## **Most complaints should be resolved informally or at this initial stage.**

- If the matter is still not sorted out to the parent's satisfaction, the parent should contact the chair/owner. At this point, if parent or group cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved. Staff or volunteers within the setting will be available to act as mediator if both parties wish it.
- The mediator will keep all discussions confidential. S/he will meet the group if requested and will keep an agreed written record of any meetings that are held and of any advice s/he has given.
- The involvement of a mediator represents the final stage in the complaints procedure.

## The role of the registering authority

- In some circumstances, it will be necessary to bring in the registering body, which has a duty to ensure registration requirements are adhered to and to ensure a proper investigation of the complaint followed by appropriate action.

To contact Ofsted to complain:

The National Business Unit  
OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

0300 123 4666

<https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Preschool and parents that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.



