



Crossbow Pre-School

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At Crossbow Pre-School, we are here to give your child a happy and healthy start in life by providing high quality early years education that meets your child's needs and interests. We hope this guide gives you an introduction to how we will go about this, using the Early Years Foundation Stage Framework (EYFS).

Key Person

Your child's will be given a Key Worker and Secondary Key Worker before their first day at Pre-School, Your child's Key Worker will then work closely with your child to help him/her settle in, building up their confidence and independence. All staff at Crossbow has a Key Worker role, so please feel welcome to talk to any member of our team whenever you feel the need.

Through daily observation the Key Worker will ensure that the care we provide meets Key Children's needs. Your involvement and partnership is essential. So we will keep you regularly informed of your child's progress and in turn, the information you provide about your child's interests, development and home experiences will help us to build on your child's development journey.

Please log on to Tapestry regularly and discover what your child is learning. You can then like the post or comment on the post, and add your own post, so we can discover what your child's is learning at home.

You will meet with your child's Key Worker formally twice throughout the year, but your child's Key Worker & Cathy are available to listen and give help during any session so please share any concerns or celebrations whenever you need to.

Our Staff Team

Cathy Avery - Leader/Manager

Holly Gaull - Deputy

Greg Wood - Special Educational Needs Coordinator

Nikki Salmon – Early Years Practitioner

Wendy Bidwell - Early Years Practitioner

Rosey Simpkins - Early Years Practitioner

The Early Years Foundation Stage (EYFS)

This is a legal framework which provides a set of requirements that we adhere to, to ensure all children from 2½ to 4¼ are safe and our provision supports them to reach their full potential.

Our Policies and Procedures explain in detail the steps we take to satisfy the requirements of the EYFS in our everyday practice. These can be viewed on our website, within Pre-School and hard copies can be made available if required.

Can we please direct your attention to some of our Policies and Procedures titled: Fees & Grants, Admissions, Information Sharing, Nut Free, No Smoking, Safeguarding Children & Child Protection, Settling in and the role of the Key Person in the setting and Late Collection.

We are a member of the Pre-School Learning Alliance, we work in partnership with professionals and we are building professional networks with neighbouring Pre-Schools, Nurseries and Schools.

We are regularly inspected by OFSTED and this report which graded us 'Outstanding' can be viewed through Crossbow Pre-School or by visiting www.ofsted.gov.uk/inspection-reports/find-inspection-report

Areas of Learning and Development.

There are seven areas of learning and development and three Characteristics of Effective Learning within the EYFS, through which your child will gain knowledge, learning skills and show understanding. These areas form the basis of the activities we provide for your child, alongside with their unique interests and needs, teamed with your child's Key Worker's observations.

The seven areas are split into two sub areas:

Prime

Communication & Language Physical Personal, Social and Emotional

Specific

Literacy Mathematics Understanding the World Expressive Arts & Design

Updated 19/02/2018

Building confidence in Prime areas is particularly important for children, as it enables them to progress well in the Specific areas.

How we assess your Childs progress.

We observe your child throughout the session to identify their interests, how they learn and their progress in each learning and development area. As you know your child best we need your observations and for you to share information, concerns and to work in partnership by adding comments when and where needed and to talk to your child's Key Worker especially at our twice yearly progress reviews/parent meetings. Please tell us your views and opinions by attending our Committee Meetings that offer a warm welcome to all parents, carers and grandparents and by completing surveys or using our suggestion box situated in the hallway window sill.

Tapestry

On Tapestry you will see observations, photos, and videos, Development Summaries, Two Year Old Checks and Transition Documents. The choice of record keeping will vary throughout your child's time at Crossbow as many are age dependent, your child's Key Worker will be happy to answer any questions you may have.

Two Year Old Progress Check

This is completed between the age of two and three and it is an EYFS requirement. Here at Crossbow many of our Two Year Old Checks are completed in term three after Christmas, but your child's Two Year Old Check may be completed earlier or later depending on your Childs DOB and how long they have attended Crossbow. Please ask your Child's Key Worker and they will tell you when your Child's is due to be completed.

Your child's Key Worker will prepare a summary of development in the Prime areas of development based on observations, Tapestry entries and parent feedback. These will be shared with parents during a pre-arranged meeting. During these meeting celebrations and concerns will be discussed and next steps will be planned to assist your child in their development journey.

The review may show that your child is progressing at a faster or slower rate in a particular area; this will generally be a normal part of your child's unique developmental journey, influenced by their interests and experiences. Where we have concerns, we will carry out further observations and may seek your consent to share the review with other professionals where we feel their support would benefit your child and assist them in reaching their potential both at Crossbow and in their reception class.

Transition Documents

These are completed within term six for our leavers and are presented to your child's reception teacher after they have been shared, discussed and parents have given their consent. This helps reception teachers to plan for their new intake and your child, so your child's needs are met from their first day.

Development Summaries

These are used instead of Transition Documents or Two Year Old Progress Checks and show a summary of your child's development in all seven areas of learning. These are completed in terms three and six.

Parent & Key Worker meetings are offered when Transition Documents, Development Summaries or two Year Old Progress Checks have been completed.

Contact Us

We aim to ensure Crossbow is friendly and welcoming for all families and want you to feel comfortable to approach us anytime. This can be done by speaking to your child's Key Worker, any member of staff or Cathy (Pre-school Manager) during any session or by phoning us on 07928381976 or 01454 773289 Monday to Friday or you can leave a recorded message, or email Cathy at cathy.crossbowpreschoolmanager@gmail.com. Emails and telephone messages are responded to swiftly throughout term times and are responded to in a timely fashion during school holidays.