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| **Welcome to Richmond Pre-school CIC Prospectus**      C/O South Benfleet Primary School  High Road, Benfleet  ESSEX SS7 5HA  Tel: 01268 753061  Website: [www.richmondpreschool.co.uk](http://www.richmondpreschool.co.uk)  e-mail: richmondpreschool@btconnect.com  Rated Outstanding by Ofsted 2022  Ofsted registration no. EY421247- Available to all children aged over 2 to 4 years old  Nemo room morning session: 8:45am to 11:45am  Nemo room afternoon session: 12:45pm to 3:15pm  Simba room morning session: 8:50am to 11:30am  Simba room afternoon session 12:30pm to 3pm |

**About Richmond Pre-school**



Richmond Pre-school has been playing a part in the lives of many local children for over 50 years. We are a Community Interest Company (C.I.C) not for profit organisation, operating for the benefit of the community, where we continue to re-invest our profits back into the company.

We were very proud to be awarded our 3rd consecutive Outstanding rating from Ofsted in May 2022 and we continue to strive to make learning relevant and fun for all our children.

The Pre-school is jointly run by it’s three directors, Maggie Catmull, Sarah Duffy and Katie Ramsey. We have over 20 practitioners and are proud of our dedicated, experienced, caring and highly trained team, with all staff regularly attending Paediatric First Aid and Safeguarding training and the majority are qualified in either a Level 2 or Level 3 in pre-school practise. Additionally, Katie (our SENCo) holds a degree in Facilitated Learning and Development, Maggie has a diploma (Level 5) in Leadership for Health, Social care, Children and Young people’s services and Sarah Duffy has an NNEB (Level 3) qualification. We have our own Bank staff too, so never need to use agency staff.

Our setting is a member of the Early Years Alliance and is registered with Ofsted. We work to the EYFS (Early Years Foundation Stage) curriculum and adhere to all the statutory requirements withing it.

Richmond Pre-school is committed to treat all children and their parents/carers as equals. We respect all our children as individuals regardless of sex, ability, cultural background or religion. Safeguarding is paramount and our dedicated Safeguarding officer ensures the setting conforms to all legal requirements of Child protection.

**Where are how to find us**

We are in the grounds of South Benfleet Primary School, High Road, Benfleet, Essex SS7 5HA. Please feel free to contact us if you have any queries.

Tel: 01268 753061

Website: [www.richmondpreschool.co.uk](http://www.richmondpreschool.co.uk)

e-mail: [richmondpreschool@btconnect.com](mailto:richmondpreschool@btconnect.com)

**Our Building**

* Our wonderful purpose built Pre-school building, along with the varied and extensive equipment available provides children with lots of different opportunities to learn through their play.
* We have sole use of the premises, during operational hours, providing two main rooms for the children both with child sized toilet areas and we also have an accessible toilet room. The huge and wonderfully equipped outside play garden can be accessed all year round and we have a kitchen area where we prepare snacks for the children. An additional multifunction room is used for small group child development sessions and chats/meetings with parents or carers and childcare professionals.
* Security is key in our setting. We have an automated front door system where visitors can only enter the building if let in by a member of staff and our internal doors have electronic passes to open them. The school car park is secured by automated gates, which are closed during our session hours. There is no parking on site unless by prior arrangement, if your child or yourself have mobility needs. Parking can be found alongside the local shops or within the carparks along Richmond Avenue.
* The building has a fully automated Fire Alarm system that is triggered manually or through heat and smoke detectors and we perform regular fire drills with the children

**Admissions and Starting With Us**



* We take children from 2 years old, providing we can offer a place and from 18 months old we can add a child to our waiting list by completing an Admission Request form. This can be found on our website, picked up in person at pre-school or we can email a form to you.
* Once a place is available, we will contact you and provide a full registration pack, so we will be fully aware of all your child’s needs before they start with us. We are a registered provider of free nursery paces, for both 3 & 4 year funding and 2 year funding. Eligible children are entitled to up to 30 free hours a week, with all children entitled to 15 free hours the term following their 3rd Birthday. Please see <https://www.childcarechoices.gov.uk/> to see what funding you may be entitled to.
* Prior to receipt of funding and for additional hours, we currently charge £8 per hour and an additional £8 for every day that a child partakes in Lunch club (this cannot be included in any funding offer and must be paid separately). Invoices are sent monthly, please note in case of absence, all fees must still be paid.
* We also appoint a key person to every child before they join us. They are responsible for monitoring the learning and development of their key child and will do this by getting to know both the child and their family and are available to chat about how your child is doing or discuss any concerns you may have, face to face or via the Tapestry system.
* Every child reacts differently when they start pre-school, some skip in without looking back, some are more reserved. Please be assured we are experienced in dealing with all situations. We don’t believe in letting a child get overly upset and will we will work together with you to find the best way to settle them.
* An optional uniform is available to purchase either new or pre-loved, consisting of burgundy t-shirts, sweatshirts and fleeces, which are good as we do a lot of messy play. However, simple clothes that are easy to wash and that children can remove and put on themselves to aid independence are just as good e.g elasticated waists.
* We can’t stress enough that children do not have to be toilet trained before they start with us. Just provide a named bag containing all the things we may need to change your child, but we do have spares if you forget !

**Health Issues and Specific Educational Needs and Disabilities**

* We have experience in dealing with a wealth of medical conditions and staff are regularly trained in paediatric first aid including the use of inhalers/spacers and epi-pens. If your child requires special medical support, we will discuss their needs with you and put all the necessary procedures in place for when they start with us.
* Our Special Educational Needs and Disabilities co-ordinator (SENCo), Katie works in conjunction with families, staff and health professionals to help meet the specific needs of any children who’s learning and development may have become impacted or require additional support in our setting.
* All our staff are here to help, so we encourage parents to speak with their child’s key person, should they have any concerns or would like some advice and support.

**Curriculum and Learning**

* We provide a full and varied curriculum covering all 7 areas of development as laid out within the Early Years Foundation stage (EYFS) Curriculum. These are Communication and Language, Personal Social and Emotional Development, Physical Development, Literacy, Mathematics, Understanding the World and Expressive Arts & Design. More information can be found at [www.gov.uk/early-years-foundation-stage](http://www.gov.uk/early-years-foundation-stage) .



* We have up to a maximum of 40 children per session, split between Simba room for our younger children and Nemo for the older ones, always with the appropriate staff to children ratio – 1 adult to 4 children for under 3 years and 1 adult to 8 children for over 3 years. Both rooms are decorated with letters, numbers and pictures for the children to discover plus bright display boards of their work.
* When the younger ones start in Simba room, the emphasis is on settling them in, teaching our routines, showing them where everything is and encouraging independence through choice of play and learning to play alongside others - all eventually leading to making friends. They learn through songs and rhymes, cosy book areas for stories, inquisitive toys to explore, mark making discoveries and evolving role play opportunities all within their play.
* By the time children move up to Nemo room, they have gained confidence in self-care, friendships, are emerging in mark making/writing. They are developing a stronger use of language to communicate effectively and are beginning to make good choices, as well as questioning what they can see around them and challenging themselves on what they can achieve. We actively help our Nemo children with their transition to school, encouraging their skills in self care, including toileting and getting dressed, being able to access everything in their lunch box, how to understand and manage disputes with others, turn taking and tidying up after themselves. We also, where possible, accompany them on school settling in sessions.
* Both rooms have access to separate parts of our wonderful garden. All equipment is age and stage appropriate, being a little lower in Simba e.g. small slides, ride on toys, sand and water play to Nemo with trikes, scooters, wobbly bridge, rope swing, large climbing frame, all encouraging turn taking, balance and dexterity.
* On occasions, with appropriate authorisation, the staff take some children out of the building e.g. to visit the local shops, a care home or the library.

**Healthy Eating**

* We actively promote healthy eating and have a rolling snack bar that operates both in the morning and afternoon sessions.



* A different selection of savoury snacks including breadsticks, crackers, cheese are available and we always provide fruit and/or vegetables (e.g. apples, bananas, carrots and cucumber).
* Milk and water are offered as drinks and water is always available to the children throughout the session.
* From Monday to Thursday we have a lunch club available (limited numbers) where children bring their own pack lunch to eat. We encourage healthy pack lunches and have handouts with some great ideas for nourishing lunches and healthier foods to try for all the family.

**Day to Day**



* We offer children a wide variety of activities, via topics of the week and also child led learning (extending ideas children come up with during play, into learning opportunities). The garden is all weather, so we get everyone out there as much as possible !
* Staff regularly observe the children – recording observations, photos and videos to their personal record on Tapestry, our online learning journal package. These records are monitored to ensure each child is encouraged to meet their full potential for each age and stage of their development and activities are planned to help progression.

**Richmond Pre-school- Our vision statement**

We believe in giving all children the best start they deserve. The Early Years are the most formative years in a child’s life and we aim to make every child’s pre-school experience at Richmond a happy one, filled with fun, challenges and memorable experiences, as this is how children learn best.

We want the children in our care to develop and grow and we do this by providing them with an interesting and stimulating curriculum, and well-resourced environment that captures their imagination enabling them to thrive. Our skilled staff will encourage independence and provide your child with meaningful experiences, all delivered through play, setting them up with all the skills they need for their onward journey to school.

Safety is paramount and our purpose built building has a secure pass entry on all doors as well as a fully equipped garden with safety flooring. We recognise that children also need to take a few risks in order to grow, so we provide activities that are open ended to provide measured risk taking, so that we can stretch children’s ability to problem solve. This way they learn how to overcome barriers whilst building confidence and self-esteem. We foster a *‘can do’* attitude to learning.

We want our children to feel safe here and for you to feel safe leaving them in our care, so we work hard at building good relationships with you. We treat every child as an individual, however we do think it is important to follow a structured routine and have clear rules and boundaries; this also helps children feel secure.

We are inclusive and appreciate the importance for every child to benefit from a diverse mix of abilities and cultures within our environment. It teaches us all tolerance, empathy and helps to value differences and recognise similarities. We want the children in our care to respect one another, themselves and the friends they make.

Most of all however, we care for all of the children here with us and we care for you, their families too. We recognise that you, their parents and carers are the child’s first and most enduring educators and know that a supported and happy family makes happy children. We aim to help you wherever we can - to become involved with your child’s learning, offering advice, guiding you through difficult times and sharing the good times together.