



ADDRESS
Berriew School
Berriew, Welshpool
POWYS, SY21 8BA

Open During Powys School Terms
Monday-Friday 8.45am-3.00pm

Pre-school Mobile – 07495698789
Charity number 1178896

Statement of purpose (This is information about our provision)

To be given to parents/carers and read in conjunction with the operational plan.

Berriew pre-school aims to:

- Berriew Pre-school provides a safe and welcoming environment, where children's voices are heard and they have the freedom to make their own choices to become Creative, Independent Learners.
- Offer a wide range of play based activities, following children's interests and planning in the moment. We will be focusing on the health and well being of our children and concentrating on outdoor play based activities.
- Encourage and welcome parents/carers to be involved in their child/ren's learning Journey with us and in our community, committee run group in any way they feel able to do so.
- Support all children and their families who attend the setting and be inclusive of additional needs.
- Following welsh government initiatives and guidance including the foundation phase for children 3+ and Care and inspectorate wales CIW.

Berriew Pre-school follows Welsh Government initiatives by implementing: the Foundation Phase is a developmental curriculum for 3 to 7 year olds in wales. It encourages children to be creative, imaginative and to have fun and make learning more enjoyable and more effective. The Foundation Phase places great emphasis on children learning by doing. We are inspected by Estyn which is the education and training inspectorate for Wales. Its function is to provide an independent inspection



and advice service on quality and standards in education and training provided in Wales and CIW.

Legal status: Berriew Pre-school is managed by a voluntary committee

Berriew Pre-school is managed by a voluntary committee and is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide day care as a CIO..

The responsible individuals are : Mrs Jackie Pryce and Becky James

The person in charge on a day to day basis is: Claire Munslow

The committee officers are:

Chairperson: Becky James

Secretary: Abbie Evans

Treasurer : Becky James & Cheryl Ball

The list of full contact details for every member of the current committee is kept in the committee file in the locked playgroup filing cupboard (in line with CIW regulations).

The main contact for Claire Munslow / Jackie Pryce / Becky James is:

Claire Munslow : 10 Smithyfields, Bettws, Newtown, Powys, SY16 3DP

Tel: 07496606356

Jackie Pryce : The Talbot hotel, Berriew, Welshpool, Sy21 8PJ

Tel: 07964767757

Becky James : Pen y bank Bank, Berriew, Welshpool, Powys, SY21 8AP

Tel: 07595918945

Please contact these people for all enquiries.

Berriew Pre-school welcomes all children and is registered by CIW to care for 24 children between the ages of 2-8 years

Following Covid19 guidelines, during this period we welcome all 2+ and 3+ children, and will care for them in allocated keyworker groups.



CIW registration number is:
W14/00001377/O001/0001

We meet children’s needs as individuals and within groups as a provider of daycare.

Our latest inspection report by CIW can be seen on www.cssiw.org.uk (and the latest inspection report by Estyn can be seen on www.estyn.gov.uk).

Berriew Pre-school is covered by public liability and employer’s liability insurance.

Policy number RKK923151

Reference number 01-0039-B-08

Certificates are displayed on the notice board.

Our **admissions policy** gives details about how applications for admission to Berriew Pre-school are managed.

Operational hours:

Mon am	Tues am	Wed am	Thurs am	Fri am
8.45am – 3:00pm	8.45am – 3.00pm	8.45am- 3:00pm	8.45am- 3.00pm	8.45am- 3.00pm

Arrival and collection Parents/carers can be confident that Berriew Pre-school places the highest priority on their child’s safety and wellbeing while in our care. Parents/carers are responsible for informing Berriew Pre-school of any changes to details of named persons who can collect their child that day and record it on the signing in sheet.

Parents must be aware that only named persons who are in their household can drop off and collect their child during this period (see arrivals policy).

Berriew Pre-school Will not accept children who are unwell at the time of arrival or if anyone in their household is unwell and showing signs of Covid19 (see parents and staff covid19 declaration policy).

Berriew Pre-school may charge an additional fee each time a parent/carer fails to collect their child at the agreed time. No child is left unattended because a parent/carer fails to collect, two members of staff remain to supervise the child. Every effort is made to contact the parent/carer or emergency contact recorded on the signing in sheet. A child is not released into the care of any person without the written permission of the parent/carer. However, in an emergency situation, a telephone call from the parent/carer stating that another adult will collect the child may be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity on arrival, including the child’s password pre-arranged on the registration form. If all attempts to contact relevant adults fail, the Social Services duty officer is contacted who will be asked to advise what action to



take. The registered person/responsible individual is informed. If at any time when a child is collected there are concerns that to hand over the child may be placing them at some risk, the member of staff seeks advice from a manager/designated child protection officer Claire Munslow who will speak to the parent/carer, and do what is reasonable in the

circumstances to safeguard the child's welfare. In certain circumstances, the manager/designated child protection officer may advise the parent/carer that following handover, they will call the social services duty officer or police or relevant agency, and that the Berriew Pre-school child protection policy may be put into action. A record of the circumstances is made. A record of events when a child is not collected on time is kept. This records the date, time of collection, the name and address of any non-authorized person collecting the child, and any additional relevant information. A copy is given to the parents/carers.

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Keyworker staff will be in place on set days during this period, so as to prevent spreading of covid19, Staff have read and understood all policies and procedures, These Policies and procedures are to ensure that children's and staffs safety and wellbeing are paramount at all times. Please note 'Shielding staff should also follow the shielding guidance and therefore should not attend work. Clinically vulnerable adults are also advised to be very stringent in following social distancing and hand hygiene advice, and may need to work from home, following individual risk assessment' Staff take part in twice weekly LFD testing and record results.

Facilities available: Berriew pre-school operates from a demountable classroom on the school site which has 2 secure outdoor areas. Facilities include 3 childrens toilets, low sinks, 1 staff toilet, baby changing facility, kitchen area with double sink, resource and office storage. The demountable has windows all the way around this will help with ventilation through the setting to prevent the spreading of covid19, we will also have an open door policy for the children to access outside as much as possible throughout the day. We will not be able to provide every child with appropriate clothing for outdoor use, so It is parents responsibility to ensure their child brings appropriate clothing for that day e.g water resistant coat/suit or sun hat, We ask that all children have a weather proof suit and wellies clearly labelled and left in pre-school for them to use when needed.

We will no longer have access to the school hall for dinner so will use the ample space in the demountable for lunch and snack times.

Services offered include snacks and drink, throughout the day milk and water in line with our healthy eating policy, Children's individual needs and preferences are noted and recorded as they register to join the provision. Children who stay for lunch and choose not to have a hot school meal, please bring a labelled packed lunch and



drink. (see Covid19 lunchbox policy) Hot lunches available, all parents to pre order hot lunches weekly and pay via Bacs with the reference of their child's name and lunch.

Activities offered are from a wide range that are planned to suit children's age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy www.wales.gov.uk/childrenyoungpeople/. And Foundation Phase skills.

We will be focusing on child's health and wellbeing and encouraging play based activities outside, We are beginning to plan in the moment and follow children's interests. Play resources will be cleaned throughout the day and steamed and sanitized after each session, Hard to clean items will be cleaned and recorded on our cleaning list. Activities are risk assessed and children are encouraged to contribute to any review or evaluation of their experiences as they are able and willing.

A sample of a typical day's routine is: We will focusing on childrens health and well being.

8.45am-9.30am Self registration/ children's choice of indoor/ outdoor play	9.30-10.30am Hand washing social/ rolling snack time Indoor/ outdoor free flow play	10.30-11.15 Children's interests/ choice Indoor/ outdoor free flow play	11.15-11.30 Group time songs and rhymes/ story and sharing news Incorporating welsh	11.30-11.45 Some 3+ home time and welcome 2+ children
11.45-12.30 Toilet/ hand washing lunchtime	12.30-2.00pm Welcome 2+ children Childrens interest/ choice free flow indoor/ outdoor play	2.00-2.30 Hand washing 3+ rolling snack Indoor/outdo or free flow play	2.30-2.45 Hand washing 2+ rolling snack 3+ preparing for home time	2.34- 3.002+ group time Songs/ rhymes story Incorporating welsh 3.00pm 2+ home time

The language used: Berriew pre-school is an English medium setting. Staff use welsh during the session, Welsh and English books are used each session, Welsh



of each week.

and English words displayed and the children sing in both alongside group time sessions, We have incorporated a welsh Wednesday to encourage children and staff to use as much as possible during the day. We have a welsh phrase of the week and celebrate welsh with an award/certificate at the end

Parental involvement: We believe that parents/carers are the main carers and educators of their children and as such should be involved in all aspects of the provision, We encourage parents input with their child's learning journey with us. The lasting benefit of parental involvement in a child's development and pre-school education is now clearly supported by academic research, as well as providing a lot of pleasure for parents/carers and their children.

At Berriew pre-school the safety of our Children, parents and staff is paramount, so we will not allow parents/carers into the setting, We do understand some children will find this difficult and will need their parents/carers to help settle them into our setting and encourage parents to join in with their child's play and help to settle their child in the outdoor area, ensuring parents and staff follow covid 19 guidelines and keep a safe 2m distance when doing so.

Training: membership of Wales PPA ensures that Berriew Pre-school is kept up-to-date with current developments and initiatives in the field of childcare and education. We receive small talk, Wales PPA's magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents/carers. The provision also has access to other publications from Wales PPA. Staff attending relevant training courses, workshops, and continued professional development. Berriew pre-school works with the support of Wales PPA, foundation phase team and cymryd-rhan powys business support to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, events and training pathways, and parents/carers are kept informed about these.

Policies and procedures: Berriew Pre-school has produced a file of policies and procedures that describe arrangements for dealing with routine operational practice, complaints, concerns, and any emergency that may occur during operational hours. They are designed to ensure effective and safe management of our service and to offer the best possible environment and experience for the children and families who attend the setting. The policies and procedures are developed and maintained in line with and/or exceed national minimum standards and regulations. They are reviewed regularly (at least annually) and updated (and CIW informed of any changes) as necessary.

We have New policies and procedures that describe arrangements for dealing with Covid19. We will keep updated with new guidelines to implement these into our policies <https://gov.wales/protective-measures-childcare-settings-keep-childcare-safe-html>

All Covid19 policies and procedures will be emailed out to all parents alongside the statement of purpose and the Covid19 declaration form. There will be a parent's checklist for you to sign to say that you have read and understood all policies and



procedures, before your child can attend. All staff read and sign to say they have read policies.

Equal opportunities and Additional needs We challenge discrimination where it may be perceived in the way, Berriew Pre-school operates - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and

available for use by children and their parents/carers. Offering children activities that give them the opportunity to explore, value and acknowledge similarities and differences between themselves and others, and learning about the impact of discriminatory remarks and behaviour. We Operate an effective participation policy that ensures children's views are listened to, acted on and feedback given to children. We Welcome and provide support as needed to staff, students and volunteers, parents/carers and visitors who have additional/special needs. We Welcome children with additional/special needs who may be start at the setting (in line with our admissions policy) after full consultation with parents/carers, staff, referral scheme co-ordinators and any other relevant agency workers involved. We include children with additional/special needs and in routine activities, adapting our resources to meet the specific needs of the child wherever possible.

In the event of an emergency policies and procedures are followed. Parents are contacted as soon as safe to do so. In the event of having to leave the setting site, refuge will be taken at the Talbot Hotel and parents contacted to collect children.

Fees (see also: admissions and registrstion policy): Fees are: £8.75 per session of 2.5 hours and lunch club is £3.50 for 1 hour and are paid half termly - in advance by bacs transfer, cash or cheque.

Snack Fees are requested at 50p per child per session for funded children to enable us to provide a wide variety of healthy snacks including childrens choices.

Fees are payable if a child is absent without notice or for a short period of sickness/family holiday.

Parents/carers are advised to speak to Jackie Pryce/ Chairperson or Claire Munslow Leader/Manager about payment of fees in cases of prolonged absence.

A child's continued place at Berriew Pre-School is dependent on continued payment of fees. We have a late fee payment of £20 in place.

Starting in the provision: Berriew Pre-school acknowledges the importance of parents/carers and staff working together to help children settle in the provision and develop confidence to participate in all the activities offered. Some children take longer than others to settle. The treatment of each child as an individual is our main concern. We encourage new parents to join in with our daily home activities and welcome you to the parent's messenger group. New parents/cares are welcome to join in their childs play when outdoors and help to settle their child before leaving. Staff/keyworkers will ensure all new parents receive a phone call to inform them of their childs progress.

Observations, assessment and record keeping: Berriew Pre-schools staff take a reflective approach to their work, using observation as a tool to follow childrens



interests and plan in the moment and ensure children's needs are met. The progress of children is assessed by observation and recorded in their learning journeys. Berriew Pre-school has a duty to share some information with the local authority, CIW and in the case of the Child Development Assessment Profile, the Welsh Government. Our records are kept in line with our confidentiality policy and are available for discussion with parents/carers at any time. We use a Wellcomm toolkit to assess children's progress on arrival into 3+ to inform keyworkers. Keyworkers update children's learning journey's every half term, which then updates their FP's and identifies areas for future focus and ideas for parents support at home.

Complaints are dealt with following our complaints policy and procedures. Please see policy. In the first instance any concerns or complaints should be made to the preschool leader or the chairperson if needed. Procedure will then be followed. At any time, a parent can contact CIW about a registered service and at any time while a complaint is being resolved, the complainant has the right to complain to CIW.

Regional contact details for CIW are:

CIW (west) Tel: 03007900126

Email: ciw@gov.wales

Address: Welsh Government office, Rhydycar Business Park, Merthyr Tydfil,
CF48 1UZ

The terms and conditions are set out in the contract and registration form between parents/carers and Berriew Pre-school and implicit within our policies and procedures.

The contract must be signed and the registration form must be completed by parents/carers before their child attends.

Samples of the contract, registration form and the full set of policies and procedures are available from Claire Munslow: playgroup leader/Manager or Becky James Chairperson, they are available in PDF or on the website.

CIW and parents/carers are informed of any changes to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. (This statement of purpose is supported by Berriew Pre-school operational plan and any changes to one will be reflected in the other.)

If changes to the Statement of purpose are made when reviewed parents and committee will be sent a copy of renewed document.



This **Covid19 statement of purpose** for Berriew Pre-school was passed for use

On:

By:

Position:

Date of planned review: