



ADDRESS
Berriew Pre-school,
Berriew School
Berriew,
Welshpool
POWYS,
SY21 8BA

Open During- Powys School Terms
Monday-Friday 8.45am-3.30pm
Email berriewplaygroup16@gmail.com
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 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.

Berriew pre-school aims to:

- Offer a wide range of play-based activities, by creating an enabling environment for children to freely explore and make their own choices.
- We follow children's interests and plan in the moment. We will be focusing on the health and wellbeing 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 Learning for children 3+ and Care and inspectorate Wales CIW.

Berriew Pre-school follows Welsh Government initiatives by implementing: Foundation Learning- a non-maintained curriculum for 3 to 7 year old's in Wales. We encourage children to be creative, imaginative and to have fun and make learning more enjoyable and more effective.

The Foundation Learning, 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: Jackie Pryce

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

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, outside of the setting)

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
9.00am – 3:00pm	9.00am – 3.00pm	9.00am- 3:00pm	9.00am- 3.00pm	9.00am- 3.00pm

Early Morning drop off and late collection- will be available for siblings of Berriew CP school on request, this is to aid with the health and safety of the school car park and the numbers of Parents around school site at one time.

We are following school hours and will offer below times at an extra charge. Please speak to a member of staff to arrange.

Early morning drop off 8.45am

Late collection 3.30pm

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 so we can record it on the register.

Berriew Pre-school Will not accept children who are unwell at the time of arrival, and appreciate to be informed of illnesses via phone call only.

Berriew Pre-school may charge an additional fee each time a parent/carers fails to collect their child at the agreed time.

No child is left unattended because a parent/carers fails to collect, two members of staff remain to supervise the child. Every effort is made to contact the parent/carers or emergency contact recorded on the registration form.

A child is not released into the care of any person without permission of the parent/carers. However, in an emergency situation, a telephone call from the parent/carers 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. Berriew pre-school welcomes students on placement, volunteers and visitors who enrich the experiences of children. Policies and procedures ensure that children's safety and wellbeing are paramount at all times.

Staff have input into putting together policies and have read, understood all policies and procedures, These Policies and procedures are to ensure that children's and staff's safety and wellbeing are paramount at all times.

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 allowing in lots of natural light, an outdoor sheltered/secure cloak room for children to use independently, we also have an open door policy for the children to access outside as much as possible throughout the day, with a sheltered play space to be able to use and go outside in any weather.

We will not be able to provide every child with appropriate clothing for outdoor use, It is parents responsibility to ensure their child brings appropriate outdoor clothing for that day e.g. coat, hat 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, However in case of emergency, we do have spare suits and a Hat box, to ensure all children are prepared for the weather, and to explore outdoors.

Services offered: include snacks and drink, we have a 3 week rolling snack menu, which changes seasonally and is on display in parent's notice board, throughout the day we offer 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 lunchbox policy)

Hot lunches are available, all parents are to pre order hot lunches weekly and pay via Bacs with the reference of their child's name and lunch. We believe we can offer



a more authentic/calmer dining experience for all in the ample space in the demountable for lunch and snack times, so will no longer use the school hall, However, we will ensure children have chance to experience school lunch times in the summer term, as part of transition into school.

Activities offered - We will be focusing on child's health and wellbeing and encouraging play-based activities, adding teachable moments and offering invitations to play and learn.

We plan in the moment and follow children's interests, we will continue to observe children and record teachable moments onto their learning Journeys- We believe by following the children's lead we will give them the confidence to become Creative, Independent Learners.

We believe Parents input into their child's learning is paramount and encourage parents to share any interests with us.

Play resources will continue to be cleaned, steamed or sanitized when needed and on a rota basis, which will then be 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 Early drop off free play 9.00am-9.30am Self registration/child ren'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 reflection time songs and rhymes/ story and sharing news Incorporating welsh	11.30-11.45 Some 3+ home time welcome some 2+ children for lunch
11.45-12.30 Toilet/ hand washing lunchtime	12.30-2.15pm Welcome 2+ children- settling in time Childrens interest/ choice	2.15-2.30 Tidy up time Hand washing 3+ rolling snack	2.30-2.45 Hand washing 2+ rolling snack 3+ group reflection time/	2.45- 3.00 Songs/ rhymes story 3.00pm home time 3.00-3.30pm



	free flow indoor/ outdoor play			Late stay play outside
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The language used: Berriew pre-school is an English medium setting. Staff use Welsh during the session and are working towards the Welsh Active Offer. Welsh and English books are used each session, Welsh and English words displayed and the children sing in both English and Welsh in 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 incorporated non-negotiable Welsh words for staff to use throughout the day/routine and celebrate Welsh with an award/certificate at the end of each week.

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. All parents have the opportunity to join our secure Berriew pre-school messenger group, where we share information and photos. We encourage Parents input with their childrens learning Journeys, sharing interests, likes/dislikes at home and offer a phone call/catch up to discuss children's progress further. We offer a Parents stay and play session "Berriew Wildlings" every Thursday morning 9.00-10.30am, where New parents/Carers and children can join us for play based activities and have a chance to see the setting and meet staff members as well as gain confidence..

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.

There will be a termly declaration for all parents to sign, to say they have read and understood our policies, and will adhere to them.

All new parents/carers will receive an email prior to starting with us with our statement of purpose and registration form as well as any policies referred to in this statement of purpose. They will also receive information on where to find all of our policies and procedures.

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 needs. We Welcome children with additional 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 needs and in routine activities, adapting our resources to meet the specific needs of the child wherever possible.

In the event of an emergency: It is the policy of Berriew pre-school to ensure all children and staff are safe.

We do this by; making sure all are aware of our emergency evacuations procedures, by having regular fire drills/reverse fire drills. Observations are recorded in our Fire Drill File and any suggestions made clear to all staff members during regular staff meetings.

In the event of an emergency, Policies and procedures are followed. (Please see Health and safety and emergency evacuation policy) 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, Berriew, Parents will be contacted and informed to collect from there.

In the event of an emergency, If a child is not feeling well enough to be at pre-school, their parent/carers will be contacted and required to collect their child as soon as possible, If a child's condition worsens to such an extent that staff members are concerned, and suspects urgent medical treatment is required, then the parent/carers will be notified immediately and if necessary call 999 for an ambulance to take the child for such treatment or receive medical advice.

Fees (see also: admissions and registration policy): Fees are: £5.00 per hour and



are paid half termly - in advance via bacs transfer.

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 children's choices.

Fees are payable if a child is absent without at least 2 weeks 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 welcome new parents to the parent's messenger group, where we will share photos/videos of daily activities and celebrate Wow moments as well as a parent's weekly newsletter.

New parents/Carers are encouraged to fill out a One-page Profile given out in our Welcome Pack to help us comfort, support and settle your child into pre-school. As well as puzzle piece for you to decorate together at home to represent your child's interests to then be added to our Belonging Display. "At Berriew Pre-school we ALL FIT TOGETHER!"

Staff will ensure all new parents receive a phone call to inform them of their child's progress.

We also have a new Parents stay and play session every Thursday morning 9.00am-10.30am. "**Berriew Wildlings**". Where siblings of children already in our setting or new parents wanting their child to start at the provision can come along and join in outdoor activities and have the opportunity to speak to other parents and staff members and for children to play alongside their peers with the confidence of having their parent/carer there too. Please speak to a member of staff for more information.

Observations, assessment and record keeping: Berriew Pre-schools staff take a reflective approach to their work, using observation as a tool to follow children's 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 staff of children's progress.

All staff work together as a team to update children's learning journey's every half term and identify areas for future focus as well as ideas for extra support at home,



This is shared with parents/carers and a follow up phone call is offered to all parents upon receiving their child's learning Journey to discuss progress.

Complaints: *It is the policy of Berriew Pre-School to share our achievements, reflect on our work and look for ways to improve our service. We welcome suggestions and constructive criticism from all who use our service and aim to resolve any complaints quickly and informally.*

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; The complaint is acknowledged within 3 days and will be resolved within 14 days.

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 Jackie Pryce/Becky James, RI/Chairperson, they are available in PDF or on the website.

www.berriewpreschool.com

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.