



ST JAMES CHURCH PRE-SCHOOL CIO

St. James' Church Centre, Kingfisher Drive, RG5 3LH

PROSPECTUS 2025

Welcome to St. James Church Pre-School

Readiness for pre-school

Starting pre-school is an important step for both you and your child. We welcome children to the pre-school from the age of 2 years until they start school.

Session times

Mornings: Monday, Tuesday, Thursday and Friday

8:45 a.m. to 12 noon

Wednesday

8:45 a.m. to 11:45 a.m.

Afternoons: Monday, Tuesday, Thursday and Friday

12.45 p.m. to 3.45 p.m.

On a Wednesday afternoon, when there is no pre-school, you are welcome to bring your child to the St James' Church Toddler Group from 1.00pm – 2.30 pm.

We offer lunch club on Mondays, Tuesdays, Thursdays and Fridays from 12.00 – 12.45 pm.

We offer breakfast club every day from 8:15 – 8:45 am.

We also offer an early drop-off facility for each morning session from 8.45am, except for Wednesday, as session starts at the early time of 8:45.

Waiting List and Admissions

A child's name may be registered on the waiting list at any age by calling into pre-school or the Church Office and filling in a registration form. A registration fee of £20.00 is charged.

We usually recommend that children start with at least 2 sessions per week, but we will discuss with the Parent/Carer what is most appropriate for individual children.

Ethos and Aims

The children are at the heart of everything we do.

Our aim is to make our families feel welcome and confident with the care and support we provide for their child during a most important stage of their life. We value them as individuals. Where possible we provide for children with additional needs.

Pre-school provides a safe place for children to learn through play as part of a group. It also provides the opportunity:

- To be the first step away from the home
- To enable children to learn the basic skills they need in preparation for the next stage of their education
- To encourage children to share
- To help children to make friends
- To develop different and imaginative ways of learning through play at their own pace
- To develop independence.

Learning through Play

Play is a very important part of a child's development. We provide activities and learning opportunities which will enable a child to develop in the following areas:

- Personal, social and emotional development
- Communication, language and literacy
- Understanding the world
- Physical development
- Mathematics

- Literacy
- Expressive art and design
- Outdoor learning

These areas make up the 'Early Years Foundation Stage'. Staff observe the progress of the children during their time at pre-school and keep a record of their achievements using the Tapestry online learning journal. We encourage parents/guardians to contribute to their child's records. When a child leaves pre-school, these records will be forwarded to their next setting.

The activities provided in a session are carefully chosen to give the children many and varied experiences and to be consistent with the overall curriculum plan. The activities will include:

Role play	Mark making	Sand & sensory
Water play	Small world	Books
Music & movement	Puzzles	Story time & story sacks
Cooking	Construction	Snack time

We also have large play equipment for indoor and outdoor use.

Children are taken on walks to the nearby lake, which helps their knowledge and understanding of the natural world, as well as the local shops.

Community links are fostered through visits from representatives from services such as the local Community Police and the Fire Service.

Staff

Our staff are trained and experienced professionals with qualifications in Early Years Care and Education. This includes a thorough understanding of the Early Years' Foundation Stage.

Staff interests include nature and the environment; health and wellbeing; and expressive art and storytelling. They use their wide-ranging gifts and

skills in a variety of ways to support and encourage the children in their individual development.

Our small nurturing environment with strong staff/child ratios ensures that no child is overlooked. We never have more than 20 children per session, along with 4 staff members plus a manager on site.

Most of our staff have children of their own so between them they have dealt with most eventualities and are always ready to lend a listening ear to any parent with concerns or questions.

Behaviour

We aim to encourage an atmosphere where all children feel part of the group. We use positive methods to promote good behaviour and kindness. This includes praise, redirection and anticipating challenges.

Settling In

Before your child starts pre-school, the setting manager will contact you to arrange for you and your child to visit a session. This will give you the opportunity to meet the staff and other children and to see the pre-school in action.

Most children settle quickly into pre-school, but some may take a little longer and may need you to stay with them. The staff will be aware of each child's needs and will be very happy to talk to you about the best way to ensure that your child fully enjoys pre-school. Early difficulties are usually overcome so please do not be too quick to withdraw a child.

We require 4 weeks of fees prior to your child's start date.

What to bring

Your child will need:

- A drinking bottle with their name on

- Indoor shoes or slippers
- Suitable outdoors clothes, including a coat
- Wellington boots on wet days
- Sun hat in the summer
- Spare nappies/pull-ups and wipes, if applicable.

In the summer, please apply sun cream to your child before bringing them to the pre-school session.

Please send a spare set of clothes for your child as accidents do happen.

Collecting children

Please remember that your child is your responsibility until a staff member signs them into the pre-school. At the end of the session the child will be handed back and is then your responsibility again.

Please collect your child promptly at the end of each session and always inform the manager if anyone other than the known parent or carer of the child will be collecting them and sign the relevant form. We should like to stress the importance of this for the safety and wellbeing of all children.

In the event of a child not being collected from pre-school at the end of a session two members of staff will remain with the child. If the parents or emergency contact cannot be reached after one hour, staff will telephone the appropriate person at Wokingham Social Care Department through their Social Care Duty Team.

Please remember to inform the manager of any changes of home and emergency contact addresses, and telephone numbers (including mobile phone numbers).

Security

We provide a safe place for children to learn through play. Please help us to keep it safe by keeping the outside gate closed and bolted at all times. People visiting the setting will be recorded in our visitors' book.

Only staff, committee members and recorded visitors are allowed in the pre-school area during pre-school sessions.

Health and Safety

Young children are prone to various illnesses. Please notify pre-school if your child is absent through sickness or for any other reason.

With tummy bugs you should allow a clear 48 hours before letting them return to pre-School. For exclusion periods for other illnesses, please see the notice board.

When a child becomes ill during pre-school, we keep them as comfortable as possible until a parent or carer can collect them.

Please use your discretion when sending your child back to pre-school after any illness, however minor.

Children do occasionally pick up head lice whilst socialising. Should you notice this problem, please inform the staff who can give advice on dealing with it and discretely alert other parents to be on the lookout also.

First Aid materials are available, and all staff are Paediatric First Aid trained. Accidents, however minor, are recorded in an accident book and parents are informed and asked to countersign that they have received information about the accident and about any treatment given.

Basic hygiene rules are observed at pre-school. Staff and children wash their hands after using the toilet facilities and before handling food and drink.

Smoking is not permitted in any part of the building, the pre-school garden or on any pre-school walks or outings.

Fire drills are carried out every half term.

We recommend that where children have hair longer than collar length, parents should encourage them to wear it tied back at pre-school. If children have pierced ears, it is advisable to remove earrings for pre-school sessions to avoid damage to the ear.

Parental Involvement

We encourage parents to be involved with their child at pre-school whenever possible, from helping them to settle in, following their progress through the online Tapestry system, to becoming members of the committee.

For the Management Committee please contact the Chair.

Events during the year include:

In the Autumn term we hold a short Harvest service in the pre-school room and invite parents to join us.

At Christmas every child has the opportunity to be in a simple nativity play. This takes place in the church in front of parents during a pre-school session.

We take a stall at the Woodley Christmas Extravaganza and Summer Extravaganza every year to help fundraise and be involved with the local community.

Anniversary

St James Church Pre-School CIO took great joy in celebrating its 50th anniversary in 2024. It was originally set up by a group of mums from the church who saw a need for a 'playgroup' for young children and families within the community.

Whilst it has changed in many ways over the years, its main focus remains: to provide a small caring environment based on Christian values which enable children to flourish and grow in every way.

Ofsted

Ofsted have rated us as '**Good**' with these commendations:

"Children enjoy spending time in this warm and welcoming pre-school. They settle well and display good levels of emotional well-being as they play harmoniously with their friends.

"Staff have a good understanding of the children in their care. They invest time in getting to know them before they start attending. This helps to build trusting relationships so that children feel safe and secure"

"The staff team promote children's independence well"

"Staff encourage children to work together during learning experiences to form friendships and further build on their personal, social and emotional development"

Parental Feedback

"The staff at St. James' Pre-school made my daughter very welcome and she bonded very well with her key person. My daughter has gained in confidence thanks to their help"

"I would like to say how wonderful all the teachers have been at St. James' Pre-school. It has been a fantastic introduction to school life for them both and they have thoroughly enjoyed their time there!"

"My daughter had a wonderful time at Pre-School and grew fond of all the staff. She loved the garden, finding snails and looking for frogs! She loved the Snow White outfit. It's a shame to be leaving"

“The pre-school team have been exceptional in understanding my son and developing his imagination. His vocabulary and numerical skills are utterly wonderful; I know it is owed a great deal to the staff of St. James. I am confident that being part of St. James Pre-school has prepared him well for his new adventure. It will be a sad goodbye to the hardworking and dedicated team.”

Fees

The fees for the school year 2024–2025 are £16.00 per session. However, once a child has reached the age of 3 years by the **start** of a term, they are then funded by Wokingham Borough Council. Some two-year-olds are also eligible. This funding may be shared across two settings. A breakfast club session is £5 per day, a lunch club session is £5.00 per day and early drop-off is £2.00 per day.

Fees are payable in advance at the beginning of each half term. Fees can also be paid weekly, or monthly, or by the Childcare Voucher Scheme. Refunds cannot be given for sickness or for holidays taken in term time. All invoices are issued through Tapestry in the 2nd week of term.

A half term's notice to withdraw a child from pre-school must be given in writing to the manager, or fees will be charged.

Moving on

Most children stay with us until they start Reception (Foundation 2).

Each child is different. Some benefit from a small environment more than others. Frequent changes can be difficult for young children.

Nursery schools and pre-schools all follow the same Early Years Foundation Stage (EYFS) set by the government. Our staff are fully qualified to work with all children from birth to the age of five.

Questions about moving on

If a Nursery School offers a place to your child, do you have to take it?

You can defer it. You won't risk losing the place. Each term they will offer places to the oldest children on their waiting list first.

Will a place in a Nursery School give my child a better chance of getting a place in the linked Primary School?

The catchment area for the school is different to that of the Nursery and will still apply.

Will a place at Nursery School give my child an educational advantage when they start school?

All placements offer the same basic curriculum. At St James Church Pre-school CIO we prioritise a child's emotional and social development which is foundational to academic learning. Different children flourish in different settings.

Records

Pre-school is required by Ofsted to keep full details of the children attending the group. These include home, work and emergency contact numbers. These details are open to inspection by the parents/guardians of the individual child and Ofsted.

Some records are stored in a secure cupboard for security and confidentiality. Some information relating to admissions, registration and contact details is held on secure cloud-based storage to which only a few people have access.

Organisation

The pre-school is a member of the Pre-School Learning Alliance and is run by a committee, which consists of:

- A Chairperson

- Parent members
- The manager
- Trustees as appropriate
- Church members.

The committee employ the staff who are responsible for all the children in their care and day-to-day activities.

A copy of the constitution and all our policies and procedures are kept in the parent pack ring binder in the pre-school cloakroom. The Supervisors will be pleased to show you these documents if you wish to see them. Policies and procedures are also on the web page.

Complaints Procedure

St James Church Pre-school CIO enjoys good relationships between staff and parents.

Parents are encouraged to discuss any concerns or anxieties they may have about their child or any aspect of our provision with the pre-School Supervisor.

We find that the vast majority of concerns can be dealt with informally.

Staff are not expected to respond to issues outside of normal working hours other than to make an appointment.

Should it not be possible to resolve a concern informally, parents may make a formal written complaint to the Pre-School Chairperson via email or by letter via the church office.

For further details, please refer to our complaints procedure policy which is to be found on our web page and in the parent pack folder in the pre-school cloakroom.

Useful Information

For information and general enquiries, please phone:

Pre-school mobile	07305 399689
St. James' Church office	8.15 am – 4 pm Monday – Friday 0118 9662568 9.30 am – 1.00 pm Monday - Friday
Email	jamespre-school@outlook.com
Website	www.st-james-pre-school.com

Admissions

Miss Jo Brown	stjamesadmissions@hotmail.com
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Manager

Mrs Elaine Hawkes	jamespre-school@outlook.com
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Chairperson

Mrs Nicola Tivey	chairstjamespre-school@outlook.com
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Treasurer

Mrs Hilary Reed	treasurerstjamespre-school@outlook.com
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Admin to the Committee

Mrs Penny Foreman	treasurerstjamespre-school@outlook.com
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