



The Aims of our Pre-school

Children benefit from a caring and supportive environment where each child is known and nurtured. Guilden Morden Pre-school aims to do this by being small, friendly and community based. It is managed by Guilden Morden Primary School and is led by a small and carefully selected team of staff.

We provide a safe and stimulating environment where children learn through play. Children love coming to our Pre-school where play and learning are carefully integrated. Progress and development is normally rapid in all areas and we encourage the children's natural curiosity and love for learning. Children can meet and make friends, play with new equipment, learn to share and improve their patience, while their confidence grows. This all provides wonderful preparation for moving up to primary school. Our Pre-school sessions are planned around the children's interests and areas of development.

We treat each child as an individual with individual needs, abilities, like and dislikes. These are taken into account when planning sessions and we provide activities between which children can move freely. This encourages decision-making whilst ensuring all early learning goals are offered in exciting ways which stimulate the children's learning.

We also work closely with parents/carers, incorporating their ideas, thoughts, past experiences, skills and time, to make our Pre-school fully respect the needs, feelings and cultural backgrounds of all those associated with it. Above all, we aim to offer a full range of interesting and motivating activities to ensure that the children enjoy their time in Pre-school and benefit from a variety of experiences and achievements.

Management and Administration

Guilden Morden Pre-school is part of Guilden Morden Church of England (C) Primary School and is managed by the Governing Body of the school. The Pre-school is approved by and registered with Cambridgeshire County Council and is part of the Pre-school Learning Alliance.

The Governing Body is responsible for reviewing both policy and practice, for the employment and appraisal of members of staff and all financial issues. All our policies are designed to offer the best possible experience for the children in the Pre-school. They are reviewed on a regular basis and comments and suggestions from parents are welcome. A copy of all policies is kept in the setting. If you would like a copy, please ask.

Session Times

The Pre-school sessions are held four mornings and two afternoons a week: Monday, Wednesday, Thursday and Friday mornings and Monday and Thursday afternoons. More sessions could become available if there becomes a demand for them. Sessions start at 9.05 am until 12.05 pm. We offer a lunch club on these mornings; this extends the session from 12.05pm to 1.05 pm. The afternoon sessions are then from 1.05pm to 3.05pm. A packed lunch must be provided for your child if staying for the lunch hour or your child can have a hot school dinner for £2.25.

Admission and Attendance

Children may attend Guilden Morden School Pre-school from the age of two. You can choose to

send your child to all or some of the sessions. The Pre-school management committee or leader will be happy to discuss any aspect of our admission procedure with you.

The children need to wear clothing suitable for playing freely and safely. Pre-school t-shirts, polo shirts and sweatshirts are available to order. Children are encouraged to make the most of the wonderful recreation ground and school facilities.

It is important that a responsible adult, known by the staff, brings your child to and collects him/her from Pre-school. Staff will not permit persons unknown to them to take your child home from Pre-school.

Pre-school Curriculum

The sessions are planned by our team of experienced staff, who have a range of qualifications, including NVQ levels 2, 3 and 4 in Childcare and Education, Advanced Child Protection, Learning Support, First Aid, Food Hygiene and Special Educational Needs awareness. Staff training is on-going; staff are sent on relevant courses which will further benefit and enhance the Pre-school. This ensures the needs of the children are catered for in the best possible way. In addition to this, as part of our membership of the Pre-school Learning Alliance, we receive regular practical advice and up-to-date information.

Our Keyworking system provides each child and his/her family with a personal contact. The Keyworker observes, monitors and records each child's individual development in confidential documents (available to parents on request and at termly parent meetings). Verbal feedback sessions on the children's progress are given at the end of each term. This system enables the Pre-school staff to plan sessions that are both motivating and stimulating for all our children. All sessions are designed within the framework of the Early Years Foundation Stage, offering a curriculum that enables children to progress towards the early learning goals, set out to develop each child's ability in the areas of: Communication and Language, Personal, Social & Emotional Development; Physical Development, Expressive Arts and Design, Mathematical Development; Literacy and Understanding the World.

Library

We also offer a library service, where the children are invited to choose a book each session from our wide selection, to take home to read. They are then able to exchange the book for another the following session. The aim of this service is to encourage the children's enjoyment of reading books and listening to stories.

Fundraising

Guilden Morden School Pre-school receives no financial support from central or local government, except for the statutory funding of 3 year olds and economically disadvantaged 2 year olds by the Local Authority. All income from fees, grants and fund raising is used to benefit the children attending the Pre-school. Fund raising is therefore vitally important. Our Pre-school is totally dependent on the parents of the children who attend. Parents are required to support all Pre-school activities; whether it is helping at or attending fundraising events or donating prizes for raffles.



Fees

We charge £5 per hour for 2year olds and £4.50 for 3-4 year olds. All fees are made payable in advance.

Documentation

[Application form](#)

[Prospectus](#)

[Uniform order](#)

[Permission slips](#)

[Registration form](#)

Admissions and Waiting List

Policy Statement

It is our intention to make our Pre-school accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Over Subscription Admission Criteria

When the Pre-school sessions are running at full capacity, a waiting list is held. This is held by the Governing body and is run according to several criteria. These are explained below, in order of priority:

- a) Living in the catchment area for Guilden Morden Primary School with a sibling at the Pre-school at the time of admission;
- b) Living in the catchment area;
- c) Children living outside the catchment area who have a sibling at the Pre-school;
- d) Children living outside the catchment area who have a sibling at Guilden Morden Primary School;
- e) Children living outside the catchment area but with a strong familial link to Guilden Morden, e.g. parent, grandparent, aunt, uncle living in the catchment area.
- f) Children living outside the catchment area.

If there are a number of children on the waiting list, other eligibility criteria are then examined; these are: time on the waiting list and birth date. Time on the waiting list takes priority over birth date. If two or more children have been on the waiting list for the same amount of time, then birth date will be taken into account i.e. an older child takes priority.

Thank you for considering Guilden Morden Pre-school for your child. Should you require further information or wish to visit a session, please contact Kristy Carter (Pre-school Leader) on 01763 853911 or email Pre-school@guildenmorden.cambs.sch.uk.