



Registered Charity: 1033338  
Ofsted Number: 131131



The Village Hall, Clements Lane, Marsh Gibbon  
[www.marsh-gibbon-pre-school.com](http://www.marsh-gibbon-pre-school.com)  
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## Our Mission Statement

Marsh Gibbon Pre-School welcomes all children along with their parents/carers. We include and cater for all ethnicities, cultures or religions, home languages, social and economic backgrounds, learning difficulties or disabilities, genders or abilities. We encourage parents/carers to be fully involved in their education. We believe that children should grow, learn and develop in a stimulating, friendly, caring and safe environment where each child is treated as an individual, being supported and praised for their efforts, not just their results.

## Aims and Objectives of Marsh Gibbon Pre-School

- To create a warm, friendly environment where children can play, learn and discover. Recognising the individuality of each child and their personal learning needs.
- To help each child become enquiring, self-thinking, self-motivated independent individuals, thus easing the transition to school.
- To have clear expectations of behaviour from all our children.
- Our staff aim to devote their time to all aspects of a child's growth and development, intellectual, language and literacy, physical, emotional and social.
- To provide high quality care and education for our children.
- To meet the Revised Early Years Foundation Stage Guidelines (2017). The majority of these are outlined in our Policies and Procedures, which are regularly reviewed and updated.
- To provide a developmentally appropriate curriculum to meet the needs of each individual child.
- Our curriculum is based on the 'Development Matters' requirements of the Practice Guidance for the Early Years Foundation Stage (Department for Education, 2014) which covers curriculum planning for children from naught to the end of their reception year at school.
- To encourage development through personalised learning, learning through your child's interests and needs.
- To work as partners with parents in their children's learning, celebrating and valuing parents as their child's first educators.
- We aim to encourage open pathways of communication between parents, staff and the committee. To ensure everyone feels involved in decision-making and are aware of changes in policies and procedures.
- Take account of children's and families needs with regard to race, culture, language and religion.
- To work closely with the community and local schools to encourage smooth transitions.
- To formulate and encourage equal opportunities for both children and adults.
- To identify staff training needs, to ensure their continued professional development and support such training as far as possible.
- To ensure that we meet all government requirements for funded children.

## Our Curriculum

Our curriculum is based on the requirements of the Revised Early Years Foundation Stage (Department for Education, 2017) which sets the standards for Learning, Development and Care for children from birth to five.

### How my child will be learning?

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first that are essential for your child's healthy development and future learning. These are:

- Communication and language
- Physical development
- Personal, social and emotional development

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.



These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside (DfE, 2014).

When your child is between 2 and 3 years old, your child's key person will give you a written summary of how your child is progressing against the 3 prime areas of learning:

- communication and language;
- physical development; and
- personal, social and emotional development.

This is called the progress check at age 2. This check will highlight areas where your child is progressing well and any area they might need some extra help or support. You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).

(A detailed curriculum for each of these areas is available on request or visit [www.foundationyears.gov.uk](http://www.foundationyears.gov.uk) for more information)

Staff:

Megan Neal – Pre-School Leader

Tracey Benton – Pre-School Deputy Leader

Karen Maciejewski

Balli Tiwana

Helen Pearson

Julie Cronin

Amy Haslam

Responsible for:

Designated Safeguarding Officer

Deputy Designated Safeguarding Officer  
Health and Safety  
Planning Co Ordinator

SENDCO + Behaviour Management



Marsh Gibbon Preschool is led by a team of highly qualified staff, the manager has completed a BA Honours Early Childhood Studies Degree and has gained Early Years Professional Status and the acting leader and acting deputy leader have both completed a BA Honours Degree in Early Years. Our Pre-School Practitioners are all trained to a minimum of NVQ Level Three. We also have trained Special Education Needs Co-ordinators, we all hold First Aid, Safeguarding and Food Hygiene. We regularly attend Buckinghamshire training courses and internal training to maintain outstanding quality.

Our 'Staff Qualifications and Training Courses Attended' folder is available at every session on the notice board in the foyer.

Child Ratios

We maintain high adult: child ratios at all times. The minimum levels the Pre-school operates at are 1:4 for two to three year olds and 1:8 for three to five year olds.

Starting Age

We accept children between the ages of two and five years. Our intake is usually termly therefore Children may start in the term closes to their second birthday however we will take Children during the term at the managers discretion.

Please Note: **We do take Children in nappies** so please do not worry about this or rush your Child to be potty trained. We are highly experienced at supporting you and your Child through the big step of toilet training.

### Opening Hours

We are open Monday – Friday from 8.15 until 3.00

Our session hours are:

Monday 9-12, 9-1, 12-3, 9-3

Tuesday 9-12, 9-1, 12-3, 9-3

Wednesday 9-12, 9-1, 12-3, 9-3

Thursday 9-12, 9-1, 12-3, 9-3

Friday 9-12, 9-1, 12-3, 9-3



### Breakfast Club

We run a breakfast club from 8.15 each morning which you can access as and when you need it or you can book in advance termly. We offer a range of breakfasts and activities all supervised by our friendly and qualified practitioners. Breakfast Club costs £4.00 (you can use funding if applicable, however a £1.50 supplement will be charged to cover food costs).

### Lunch Clubs

We also offer a daily Lunch Club facility for those children wishing to extend their ½ day session. This runs from 12.00 until 1.00 at a cost of £5 per session. Please provide a healthy lunch box and drink if your child is attending the Lunch Club. Please provide only what you would expect your child to eat. **Please avoid Nuts due to allergies and no sweets please!**



### Snacks

We provide a morning and afternoon snack for all children which is included in the session fees. We provide a carbohydrate and fruit for snack which promotes healthy eating and a balanced diet. A choice of milk or water is also provided at snack. All allergies are taken into account when planning the termly snacks, we plan the snack menu with the Children so they get a say in what we provide. The most popular snack is 'croissants and strawberries'!

A snack menu can be found in the foyer and it is emailed out each term.

### Snack Bar

We run a snack bar during our morning and afternoon sessions. We have created a little café and the children come in small groups to have their snack when they are ready. The snack bar opens at 10am and shuts at 11am in the morning and it opens at 1.15pm and shuts at 2.15pm in the afternoon. The children enter, take their name off the board, wash their hands and enjoy a small group snack. Then they place left over food in a recycling food bin and put their cup and bowl in a bowl to be washed up. During this time the Children are encouraged to cut their own fruit, prepare their own snack, pour their own drinks and they have an opportunity to take their time and talk as much as they want with the support of an adult. We are seeing such a huge difference in the level of interaction at snack time and it really helps all Children to interact well with one another.



### Illness

The Pre-school reserve the right to refuse entry to children who are unwell or suffering from infectious diseases. Details of exclusion times for various illnesses can be found at the back of this prospectus and on the notice board in the foyer. Please note that children should not return to Pre-School unless at least 24 hours have elapsed after having a General Anaesthetic.

### Medicine

We will only administer medication that has been prescribed by a Doctor or Dentist. If any medicine needs to be administered during a session, a form needs to be filled out. Please note that if you have given your child any medicine before arriving at Pre-School it is important to tell us so we are aware of when it may wear and the child may show signs of illness during the session.

### Jewellery

With regard to the health and safety of your child and other children, jewellery is not allowed to be worn by your child whilst they are attending a Pre-School session. If your child's ears are pierced, please ensure earrings are taken out or stud earrings are worn. Please do not put staff in the difficult situation of asking you or your child to remove such items

### Outside Play

In all weathers children are able to spend time outside in the play area. The children are encouraged to participate in a



range of activities including bike and trike riding, running, ball games, sand and water play, growing plants and gardening, being explorers, science activities and soft play equipment.

### P.E

A P.E company called 'Action Kids' come in every Monday afternoon to carry out our P.E sessions. They are a well known company that specialise in early years. They use the 'Early Years Foundation Stage' framework to plan their sessions, but most importantly they are so much fun! We do ask for a small contribution from parents to enable us to run this activity.

### Pre-School Garden

We have created an allotment at the back of our play area where we grow all year round. The children nurture the garden all year and take what they grow home.

### Outside Activities

Practitioners regularly plan outside fun and educational activities such as tree rubbing, leaf collages, and bug hunts. We also use the park and the all weather pitch which are located opposite the village hall. We also enjoy short walks to the local pond and feed the ducks, we take our snacks often and have a picnic by the pond. Also during the summer term we arrange events like sponsored trike rides, sports days and visits from community services, e.g. fire and police services.

### Preparing for School

In preparation for school between January we operate a lending book library for those children that are leaving for school in the July of that year. We also run a speech and language programme (Rusty the Robot) which is full of activities that gives nursery and reception class children the skills they need for their future learning Listening, Attention, Memory and Sequencing.

### Learning Journals

A 'Learning Journal' is created for each child by the child's 'Key Person' which is a book filled with photographs, copy of art work showing development and progress and written observations. These are available for all parent/carers to see during feedbacks and during sessions upon request. You will be given the Journals at the end of your Child's time with us.

### Liaison with School - Transition

Records are passed on to school when the child leaves along with a 'Leavers Report' which summarises each child's development and progress. These records are available for parents to see on request but are shared each term with the parent during feedback sessions.

The Reception class teacher(s) at feeder schools such as Marsh Gibbon/Twyford/Grendon Underwood and a number of Bicester primary schools are invited to visit us to meet their perspective children and read to the children at story time to familiarise themselves with the children. Children attending Marsh Gibbon School usually have a day in the Reception class during the term before they join, in order to become familiar with the school environment. In the summer term we visit the School for a full day, when we have exclusive use of the reception class facilities.



### Clothing

Please remember that "messy" play is normal at Pre-School, therefore appropriate indoor and outdoor clothing is requested. Children often have difficulty with buckles, braces etc. (especially in an emergency so please give this due consideration). Pre-School T-shirts and Sweatshirts can be purchased. **In summer children should have sun screen applied before attending Pre-School and should have a named sun hat with them at every session.**

Please always label clothing and shoes!



### Behaviour Management

We believe in encouraging positive behaviour. We use various ways of praise, verbal praise, stickers, stamps, reward charts and certificates. If a child does demonstrate unwanted behaviour then, he/she will be gently spoken to about when and why their behaviour was inappropriate, encouraged to say sorry if appropriate and then made aware of alternate approach. If the problem is re-occurring, the staff will work very closely with the family to come up with a consistent approach to resolve it.

Apple Tree – We have a group reward chart and each child makes an apple which then has a photograph of them on it and throughout the session we will reward your Child if they achieve something, their kind or play nicely. The Children can also put each other on the 'Apple Tree' for good behaviour.

Respectful Barney and Bertie Bears – Barney and Bertie are our respectful friends who help us to be respectful to one another by helping us to share, helping us be kind and being there for us when we are feeling a little sad. If a child has been particularly respectful during a session they will be chosen to take Barney or Bertie home as a treat for the evening.

Feelings system - Each morning the Children choose an emotion picture and put it on their tray name card. Each Child's key person will find out how their key Children are feeling and help support them if they need it or talk to them about their feelings. The Children can change it throughout the day as and when their feelings change.

Wish Tank – As a pack away setting sometimes it is hard to promote choice so we have come up with a 'Wish Tank' so that if a Child wants to do a certain activity or have a specific piece of equipment out and we cannot offer it straight away they go and write on a fish what they wish for (with an adults help) and then they place it on the 'wish Tank' which we then use when planning or setting up the following day.

### Rights Respecting Settings Award (RRSA)

Marsh Gibbon Pre-school have recently been acknowledged by Buckinghamshire County Council for delivering high quality practices that raise Children's self-esteem and enable Children to make choices. As a result of this we have been selected and funded to take part in achieving an award from UNICEF known as 'The Rights Respecting Setting Award' (RRSA). 'The Rights Respecting Setting Award (RRSA) recognises achievement in putting the United Nations Convention on the Rights of the Child (CRC) at the heart of a school's planning, policies, practice and ethos. A rights-respecting school not only teaches about children's rights but also models rights and respect in all its relationships: between teachers / adults and pupils, between adults and between pupils.

The RRSA is a UK-wide initiative for all children and all those working with or for children in formal education. It is being successfully implemented in all settings – Primary, Secondary, Special Needs and Pupil Referral Units – across England, Wales, Scotland and Northern Ireland.

The universality of the UN Convention on the Rights of the Child (CRC) provides a clear link for pupils between building up their rights-respecting school, understanding their rights and the need for children's rights to be realised everywhere. Children and young people in rights-respecting schools develop a stronger sense of the need to act for global justice (UNICEF 2012).

We are a Level One Rights Respecting Setting.

### Special Educational Needs

We aim to provide, with appropriate support, an environment where children of a mixed range of abilities can reach their potential through integration into normal Pre-School sessions.

### Inclusion Visits

We are visited termly by a member of the Inclusion Team from the Early Years Department where our Pre-School Special Educational Needs Co-ordinators are able to discuss and get advice on special educational needs.

### Early Years Network Meetings

We have the opportunity of 'networking' together with other Pre-Schools and Nursery Leaders termly, led by Early Years representatives in the aim to provide continuity of methods and ideas with Buckinghamshire.



## Funding – Universal 15 Hours and Extended 15 Hours Funding

The term after your child turns 3 years old he/she will be entitled to up to 15 hours of universal free entitlement per week; your child may also be entitled to up to 15 hours of extended free entitlement per week on receipt of an eligibility code from HMRC. Your child is expected to attend for the hours claimed if your child does not attend regularly your provider may be asked to repay funding. Your provider will ask you to confirm and record the reason for non-attendance and extended non-attendance will be notified to BCC. You may choose to enrol your child at two or more providers to access up to 15 hours of free entitlement per week but at not more than two providers in one day.

### Eligibility rules for the Extended 15 hours free childcare:

- Your child will be aged 3 or 4 when the scheme starts in your area (term after they are 3).
- Both parents must be working - or the sole parent is working in a lone parent family.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage this includes parents receiving disability allowances.
- Each parent must have an annual income of less than £100,000.
- You live in England



## 2 Year old Funding

We also take funded two year olds – Please contact your local council website to see if you are eligible. Once you have a code please give it to us and choose your Childs sessions and we will claim on your behalf.

Please note that priority will continue to be given to FE (Funded entitlement) eligible children over unfunded children when offering session places and lunch clubs. Please note that this FE funding can only be split across a maximum of 2 providers at any one time.

## Fees

We invoice by the hour at an hourly rate of **£5.70 for 2 year olds** and **£5.30 for all 3 and 4 year olds**. Invoices are given out each half-term and immediate payment is expected. Preferred payment is by 'direct bank transfer' although cheques can be made payable to 'Marsh Gibbon Pre-School'. Fees are not refunded for holidays and sickness, except in exceptional circumstances.

For each child who joins us, a one-off “Registration Fee” of £20 is charged, this goes towards administration and set-up costs and is payable in the half term before the child takes up their place.

We do except Childcare vouchers.

### Unexpected Pre-School Closure

In the unexpected event of the pre-school having to close due to a situation out of its control, such as severe weather conditions, problems with the village hall building etc, no refund for sessions or lunch clubs will be given during this time to enable the pre-school to cover its basic ongoing continuing costs.

### Termination of attendance

Please note that the pre-school needs to be given notice of a child leaving. The notice period is half a term and fees will need to be paid up to the end of the notice period, whether the child attends school or not. Pre-school will assume your child will leave pre-school in the July before the academic year they turn 5 unless told otherwise.

### Fundraising

A great deal of time and effort goes into fundraising events and staff and committee voluntarily give a great deal of their time to ensure we provide the best facility and equipment we can for your children. Although we do receive some Government funding we are a registered Charity and need your ongoing support. Throughout the year we hold a number of events – some regular, such as a sponsored trike ride, and some ‘one-offs’. All dates are advised in our regular half-termly newsletter and we would be grateful if you would mark the upcoming dates in you diaries and on your calendars and tell others about our events too!

### Drop Off and Collection

When dropping off a child you must sign them in and state clearly who is collecting the child at the end of the session. If you need to have your child collected by an adult other than yourself, please inform the Pre-School staff beforehand. You may be asked to give us and the person collecting a password so that the person collecting can be identified when collecting by staff. No unauthorised person will be permitted to take your child away from the premises.

### Parents/Carers Concerns

Parent/Carers with concerns regarding the safety and/or care of their child should initially bring their anxieties verbally to the attention of the Pre-School Leader and then if necessary in writing to the Leader and Chair of the group. If no solution can be reached via these routes, parents have the right to contact Buckinghamshire Early Years Development and Childcare Partnership (EYDCP) at County Hall, Aylesbury and of course Ofsted (contact details can be found on the back page).

### Key Person

Your child will be nominated a member of staff as your child’s “key person” who will oversee them becoming familiar with our setting and help them to feel confident and safe within it. The key person will also monitor their development and ensure their needs are catered for within the setting. Throughout your child’s time with us, all members of staff will work with, observe, help settle and comfort (if necessary) your child.

### Settling-in Information for Parents

Parents are welcome to stay for all or part of the first few sessions depending on their child's needs. A named member of staff, key person, will be allocated to you and your child who will help your child settle in and be the first point of contact

for any concerns or worries along with the Pre-school manager/Deputy. Any day-to-day information should be passed on to the member of staff on door duty between 8.55am and 9.15am.

The cloakroom is on the left of the entrance lobby for the childrens' bags and coats to be hung up. Toilets are on the right hand side. There is a notice board in the foyer giving information about the Pre-School, pictures and information of the staff, notices and a copy of the parent helper duty rota and snack menu.

Each child has a named tray for their art or craft work to be taken home. Letters for the parents are also put in these trays. Please check it at the end of each session.

### The Committee

The Pre-School Trustees and Committee have the overall responsibility for ensuring that it runs successfully in accordance with its aims. The Committee is formed at the Annual General Meeting (usually September) of parents of Pre-School children and meets once every half-term with the Pre-School Leader and Deputy. For your information and encouragement a list of Committee roles and responsibilities can be found at the end of this prospectus.

### Annual General Meeting

Usually held in September each year, the main purposes are to reflect on the past year and plan for the next. The Chair, Treasurer and Pre-School Leader all deliver their reports on the previous year and elections are held for the roles of Chair, Vice-Chair, Treasurer and Secretary. Other roles, such as Fund-Raising Co-ordinator, Publicity Officer and Parent Duty Rota Co-ordinator are voluntary and are also filled during the AGM.

The Pre-School constitution requires us to have at least 30% of our members present to elect a Chair, Vice-Chair, Treasurer and Secretary and form the new Committee.

**NB:** Without a Committee, we fail in our constitution and are in danger of losing our charitable status. If this were to occur we would have no choice but to close our fantastic

Real lives are at stake here – our staff, your children and you will all be directly impacted. PLEASE make sure you, or your representative, attends this meeting. Your ongoing involvement and financial support are vital to the existence of the Pre-School!

### Parent Helpers Role

We hope to have one parent helper per morning and afternoon session. They are expected to be there between 9am-12.00 and 12.00pm-3.00pm. Duties are clearly laid out in the daily activities plan in the kitchen hatch. This is usually as a second helper on one of the busy activities. If your activity has no children on it feel free to float between busier activities. The parent helper also helps clear up activities and the kitchen area.

Due to Safeguarding restrictions, parent helpers are unable to take children to the toilet, including their own.

### Policies and Procedures

Copies of our Policies can be found hanging on the notice board at all times when we are in session. You are welcome to discuss or view our procedures at any time.

### Data Protection

During your child's time with us at Marsh Gibbon Pre-School we will be carrying out observations and assessments on your child to monitor their progress. These records, on occasion, may be shared with other professionals (you will be informed).

We also take photographic evidence of children carrying out activities, playing, etc. Be assured that any photographs are taken for Pre-School/parental use only and will not be released to third parties without parental permission.

Some information regarding your child is now held on computer files by the Pre-School Leader and a few members of the Committee, for organisation purposes, etc.

Lastly, Photo and Video camera consent- we do allow parents to take photos and videos at special events, which may include your child. If you have any objections please let the Pre-School Leader know

## Infection Control

DISEASE AND INCUBATION PERIOD	INFECTIOUS PERIOD	PERIOD OF EXCLUSION FROM PRE-SCHOOL
Chicken-Pox and Shingles 13-21 days	1-2 days before to 5 days after spots develop	Until spots have crusted over <u>and</u> child feels well
Conjunctivitis	During active infection	None
Diarrhoea and Vomiting Few hours – few days	While having symptoms of diarrhoea and vomiting	Until free of symptoms for 48 hours. In severe cases until stool samples test clean
Influenza	24-72 hours	Until child feels well
Fifth Disease/Slapped Cheek	Before onset of rash	
Glandular Fever 4-6 weeks	While virus present in saliva	
Hand, Foot and Mouth 3-5 days	During acute stages	
Head and Body Lice Eggs hatch in 1 week	As long as Eggs or Lice remain live	Once treated may return to Pre-School
Herpes Simplex (Cold Sores)	During infection	Once treated and sores have crusted or cleared
Common Cold	Whilst having symptoms	None
H.I.V. Infection (variable)	Not infectious under normal Pre-School conditions	None
Impetigo 4-10 days	As long as septic spots are discharging pus	Until responding to treatment <u>and</u> the spots have dried up
Cryptosporidiosis	1-2 weeks	Free from symptoms for 48 hours and feels well
Measles 7-14 days	1 week before first symptom until 4 days after onset of rash	Until 4 days after onset of rash <u>and</u> child feels well
Meningitis 23-25 days	Clinical cases are rarely infectious	Until child feels well and medical ok is given
Mumps 12-25 days	7 days before and up to 9 days after onset of swelling	Until child feels well
Ringworm 4-10 days	As long as rash is present	None once under treatment
Rubella (German Measles) 16-18 days	1 week before and at least 4 days after onset of rash	Until child feels well (if contact is pregnant woman, seek advice from GP)
Scabies Few days to 6 weeks	Until mites and eggs are destroyed by treatment	Until day after treatment
Scarlet Fever and Streptococcal Infection	Day sore throat starts until 24 hours after antibiotics started	Until child feels well/5 days after antibiotics are started
Thread Worms 2-6 weeks for life cycle to complete	When eggs are shed in the faeces	None after the treatment has started
Whooping Cough (Peruses) 7-10 days	2-4 days before until 21 days after start of coughing	After antibiotics have been taken for at least 5 days. Cough can last for months but non-infectious after 25 days)

## 'HAPPY HANDS'



"Things that make us happy"

Children tell us what makes them happy at Pre-School and what behaviour is accepted.  
Here are some of the things they say:



- Saying "please" and "thank you".
- Asking nicely for toys and equipment.
- Sharing and taking turns with toys and equipment.
- Looking after toys and equipment.
- Talking nicely to other children and adults.
- Listening to others.
- Letting other children play our games.
- Help to tidy up at tidy up time
- Sitting still on our mats at group time.
- Walking calmly around the hall.

BUT MOST OF ALL

HAVING FUN WITH OUR FRIENDS AT  
PRE-SCHOOL



## Marsh Gibbon Pre-School

### Key Committee roles and their responsibilities:

The Committee are the trustees of the pre-school, the people entrusted with the overall responsibility for ensuring the group runs successfully in accordance with its aims. Each half term they attend a meeting to share the planning and decision-making of the Pre-school. They also organise social and fund-raising events.

#### CHAIRMAN

- Maintain friendly relations between staff/committee/parents
- Line manager to the Pre-School Leader
- As the 'Nominated' person of the Pre-School, ensure the Statutory Framework for the Early Years Foundation Stage is met in conjunction with the Pre-School Leader
- Annual review and update of the Prospectus, Operational Plan and the Policies and Procedures with the support of the rest of the committee
- Ensure there is an up-to-date business plan for the setting
- Chair half-termly meetings
- Interview and recruit new staff members in conjunction with the Pre-School Leader
- Support the work of the Treasurer and other Committee members
- Make decisions between meetings when needed in consultation with other Committee members
- Annual appraisals with management staff
- Set annual budget with the Treasurer
- Decide annual pay review with other members of the committee
- Attend training courses relevant to committee role
- Provide a comprehensive handover and initial support

#### TREASURER

- Arranges group insurance and maintains inventory
- Opens bank account. Changes signatories when required
- Collects fees. Claims for milk refund. Ensures government funded monies have been paid into account
- Pays all bills and staff wages
- Sets a budget for the pre-school and a three year forecast
- Work with the Chairman to ensure there is an up-to-date business plan for the setting
- Reports to the Committee at every meeting on the financial state of the pre-school
- Keeps accounts
- Prepares the books for annual auditing and arranges with an accountant for them to be audited in plenty of time for the AGM
- Ensures the group is registered with the tax office (PAYE)
- Attend training courses relevant to committee role
- Provide a comprehensive handover and initial support

#### CHILD PROTECTION OFFICER

- Ensures the safety of both staff and children as detailed in the relevant policy
- Attends training courses and renews as required relevant to the role

#### HEALTH AND SAFETY OFFICER

- Ensures the health and safety of both staff and children as detailed in the relevant policies
- Attends training courses and renews as required relevant to the role.

#### VICE-CHAIRMAN

- Maintain friendly relations between staff/Committee/parents
- Support the work of the Chairman
- Arrange Pre-School trips
- Support the work of the Treasurer and other committee members
- Act as Chairman when they are on holiday or are unable to perform the role.
- Be responsible for overseeing any new projects decided by the Committee
- Organise leaver's presents, Christmas presents etc
- Attend training courses relevant to committee role
- Provide a comprehensive handover and initial support

#### SECRETARY

- Prepares the Agenda for the meetings and books the location
- Takes and distributes the minutes
- Reads out correspondence at the meetings
- Keeps the copy of the signed Constitution and takes it to each meeting
- Informs Committee members of the date, time and place of each meeting
- Deals with, and keeps copies of all correspondence
- Attend training courses relevant to committee role
- Provide a comprehensive handover and initial support

#### VOLUNTARY PARENT HELPER ROTA CO-COORDINATOR

- Responsible for organising a parent helper per session.
- Informs parents of their allocated days/time to help per half term
- Provides the Pre-School with a spread sheet outlining the parent rota

#### PUBLICITY

- Attend each meeting to collection information for newsletter, add information from staff meetings
- Produce half termly Newsletter following each meeting
- Help with any advertising/publicity.

#### FUNDRAISING CO-COORDINATOR

- To adopt fundraising events which traditionally work well and think of new ideas
- To be responsible for overseeing all major fund raising events with the support of the rest of the committee
- To liaise with other members of the fundraising sub-committee
- 

#### OTHER COMMITTEE MEMBERS

- Ensure the safety of both staff and children
- Prepare notices
- Fund-raising
- Attend training courses relevant to committee role
- Provide a comprehensive handover and initial support.

## Parents/Carers Responsibilities

1. To inform Pre-School immediately of any changes in address, contact telephone numbers, doctor's details etc. and any changes in your child's health.
2. To inform Pre-School in detail of any illnesses, allergies, health problems your child has.
3. To inform Pre-School if someone other than yourself is collecting your child at any time and to complete a 'Child Collection Permission Form'. In the case of an unexpected incident after dropping off your child, such as your car breaking down, please ensure you call us on 07927 244913 if you need someone else to collect in an emergency as we will not release your child to them unless we have been informed by yourself by telephone.
4. To keep your child from Pre-School and to inform Pre-School immediately if your child contracts an infectious disease.
5. Not to return your child to Pre-School until 48 hours have elapsed from their last vomiting or diarrhoea episode
6. To inform Pre-School if your child has any prominent/serious cuts, bruises, scalds etc to their body when they enter a session at pre-school and to complete an 'Incident/Accident' form.
7. To deliver your child promptly at the start of each session
8. To collect your child promptly at the end of each session i.e. 12.00 , 1.00 or 3.00pm.
9. Be responsible for your child once they have been released from the committee room to you at the end of the session and to leave the hall promptly so that the staff can safely tidy away the equipment.
10. To inform a member of staff if you are leaving the building after the outside doors have been locked. This ensures the doors are locked again after your exit.
11. To inform Pre-School of any planned absences.
12. To arrange cover for yourself if you need to change your allocated 'Parent Helper' Day and to inform Pre-School as soon as possible if you are unable to come in on your day due to illness or an accident, etc.
13. To be available from 9.00 a.m. until 12.00 noon when on morning 'Parent Helper' duty and 12.00 pm until 3.00 p.m. if on an afternoon session.
14. Whilst on helper duty, please do not reprimand your own child in a way that may cause other children to be upset or alarmed.
15. Whilst on helper duty, not to let any child including your own, into the kitchen area, unless we are carrying out a children's activity in the kitchen.
16. Whilst on helper duty, not to take any child including your own, into the toilets unless a member of staff is with you in case another child is in the toilets or enters the toilets whilst you are in there.
17. Not to enter the kitchen area, unless you are the designated helper that session or a member of the committee who needs to check for post, etc.
18. Do not use your mobile phone whilst helping, it needs to be on silent in the kitchen area at all times.
19. To name clothing that may be removed such as cardigans, fleeces, jumpers, coats, hats, scarves, gloves and wellies as well as rucksacks, lunch boxes and drinking flasks, etc.
20. To send your child to Pre-School with suitable clothing for the weather, i.e. sun hats, winter coat, etc.
21. To sun cream your child before they attend Pre-School when the weather is hot.
22. If providing lunch, to provide only what you would expect them to eat.
23. If bringing items to Show and Tell please ensure they are relevant to the week's theme - no weapons please.
24. To remove any jewellery before the session, and if ears are pierced, to either remove the earrings or change to studs. Please do not put staff in the awkward position of asking your child, or you, to remove such items.
25. To take care and drive slowly when entering the car park and not to park in front of the ramp by the main door.

Thank you for reading our prospectus and should you at anytime have any suggestions or concerns about your child or our Pre-School please do contact either the Pre-School Leader or the Chairman who will be happy to discuss them with you in confidence.



Marsh Gibbon Pre-School is a member of the Pre-School Learning Alliance and is a registered charity.

Our Ofsted Unique Reference Number is 131131

Ofsted can be contacted on 0300 123 1231

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