

The Trinket Box Pre-School



The Trinket Box Pre-School Ltd

Charity Registration Number: 1145468

Registered as company limited by Guarantee in England and Wales:
07767384

Prospectus

PLAY, LEARN and ACHIEVE

The Trinket Box where relationships are formed, new experiences are explored and confidence grows. All under the watchful eye of experienced staff in a safe and language rich environment.

The Trinket Box Pre-School Ltd

C/o Thorpe Greenways Schools

Greenways

Southend on Sea

Essex. SS1 3BS

Telephone number: - 01702 582533

Manager:- Annabel Topley Deputy Manager:- Natalie Sole

Charity Registration number:- 1145468

Registered as company limited by Guarantee in England and Wales

Registered Office: as above

Registered number: 07767384

Ofsted Registration Number:- EY445065

To view our OFSTED report, please visit www.ofsted.gov.uk and quote our registration number EY445065 or postcode.

Email Addresses:-

enquiries@thetrinket.org.uk

annabel@thetrinket.org.uk

natalie@thetrinket.org.uk

Website:- www.thetrinket.org.uk

History

The Trinket Box Pre School opened in 1999 and is run by a committee, primarily made up of parents. We operate from a separate building in the grounds of The Federation of Thorpe Schools and acquired charity status in November 2010.

In February 2012, we registered as a company, limited by Guarantee, in order to safeguard any financial outlay to our charity trustees.

We are committed to safeguarding all children, young people and vulnerable adults

At Trinket Box, we believe that knowledge is the key to great childcare practice and therefore, all staff are committed to continuing their professional development

Staff Team

Our team consists of the Manager, Deputy Manager, Learning Support Supervisor and Pre-school Practitioners. All practitioners are qualified to at least NVQ Level 2 in Childcare, Learning and Development. Each member of the team has a co-ordinating role to fulfil. We also have midday assistants who help with the lunchtime supervision of the children.

All team members job role and qualifications are on display in the foyer.

Our aims are:

- To provide high quality care and education for children below statutory school age;
- To work in partnership with parents/carers to help children to learn and develop;
- To add to the life and well-being of its local community;
- To offer children and their parents/carers a service, which promotes equality and values diversity;
- To continue our professional development ensuring that we always have fresh and innovating ideas to stimulate the children's learning;
- To provide a rich and varied environment.

Your child's aims are:

- To learn through play in a safe and stimulating environment;
- To receive generous care and attention, because of our high ratio of adults to children;
- To live, play, work, laugh and learn together with adults and friends;
- To build on what she/he already knows and can do in order to progress;
- To form a secure relationship with their key person who will follow their learning journey;

The Trinket Box Experience

- Open term time only (closed during school holidays and bank holidays plus staff training days)
- Open 5 days each week. Sessions are 8.45-11.45am and 12.30-3.30pm, with the facility to offer wrap around care.
- Age range - 2-5 years.

The curriculum provided by The Trinket Box

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. Development is not an automatic process however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments.

The Early Years Foundation Stage Curriculum, which the Trinket Box Pre School follows, is split into 4 themes:-

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Developing

The combination of the first 3 themes results in learning and development being achieved.

Each theme has an important principle that underpins effective practice in the care, development and learning of young children.

The principles and corresponding practice are as follows:-

Theme - A Unique Child

Principle - Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Practice - Practitioners:

- understand and observe each child's development and learning, assess progress, plan for next steps
- support babies and children to develop a positive sense of their own identity and culture
- identify any need for additional support
- keep children safe
- value and respect all children and families equally

Theme - Positive Relationships

Principle - Children learn to be strong and independent through positive relationships.

Practice - Positive relationships are:

- warm and loving, and foster a sense of belonging
- sensitive and responsive to the child's needs, feelings and interests
- supportive of the child's own efforts and independence
- consistent in setting clear boundaries
- stimulating
- built on key person relationships in early years settings

Theme - Enabling Environments

Principle - Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.

Practice - Enabling Environments:

- value all people
- value learning

They offer:

- stimulating resources, relevant to all the children's cultures and communities
- rich learning opportunities through play and playful teaching
- support for children to take risks and explore

Theme - Learning and Development

Principle - Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Practice - Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development. They foster the characteristics of effective early learning:

- playing and exploring
- active learning
- creating and thinking critically

Development Matters is a guidance which supports each child's learning and development. It is divided into 3 prime areas and 4 specific areas, as follows:

Prime areas -

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

Specific areas -

- literacy;
- mathematics;
- understanding the World;
- expressive arts and design

Personal, social and emotional development



These children are helping each other to complete a puzzle.

This area of children's development covers:

- Making relationships;
- Self-confidence and self-awareness;
- Managing feelings and behaviour

Physical development



Playing ball with one another while playing outside to get the heart racing!

This area of children's development covers:

- Moving and handling;
- Health and self-care

Communication and language



These children are listening to a story using props!

This area of children's development covers:

- Listening and attention;
- Understanding;
- Speaking

Literacy



This child is mark making.

Children form marks prior to handwriting skills.

This area of children's development covers:

- Reading;
- Writing

Mathematics



These children are working together to place the numbers on the bottles in the correct order while singing 'Ten Green Bottles'

This area of children's development covers:

- Numbers;
- Shape, space and measure

Understanding the World



The children use the interactive white board for a variety of activities. This helps them with their knowledge of technology, as well as other areas of development covered in the activity.

This area of children's development covers:

- People and communities;
- The world;
- Technology

Expressive Arts and Design



These children are engaging in imaginative role-play based on own first-hand experiences, such as building work!

This area of children's development covers:

- Exploring and using media and materials;
- Being imaginative

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. The Trinket Box uses the Early Years Foundation Stage Framework to provide a range of play activities which help children to make progress and foster the characteristics of early learning. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

Forest School

At Trinket Box we recognise the vast benefits of outdoor learning. During your child's time with us, he/she will have the opportunity to take part in Forest School sessions with an expected fee (see fee section).

The ethos of Forest School is child led and promotes personal, social and emotional development which is the foundation for all the other areas. Activities include learning boundaries, safe tool use, risk assessing for themselves and being aware of the environment. Parents'/Carer's authorisation will be requested if you are paying for your child to participate. Our Forest School Leaders are Natalie Sole (aka Natalie Newt) and Kealey Wright (aka Kealey Kangaroo).



These children are taught about fire and safety as part of their forest school programme. We cook bread or toast marshmallows at our last session!

Visitors

At Trinket Box, we offer additional activities for the children. Amongst our regular visitors are TinyTales Storytellers, Mad Science and Zoo Lab. There is an expected fee to participate (please see fees section)



Your aims-how you join in!

The Trinket Box recognises parents/carers as the first and most important educators of their children. Contained in your enrolment pack is a membership application form which should be completed as confirmation that you are a member of the pre-school. This gives you the right to vote at our Annual General Meeting (AGM).

During your child's time with us, he/she will be allocated a key person(s) who is responsible for monitoring your child's development. All the staff look upon themselves as co-workers with you in providing care and education for your child. There are many ways in which you can take part in making the pre-school a welcoming and stimulating place for all, such as:

- Promoting our Trinket Box house rules (see in pack)
- exchanging knowledge about your child's needs, activities, interests and progress with the key person (s);
- helping at pre-school sessions;
- sharing your own special interests and skills with the children;
- helping to fundraise, make and provide equipment;
- taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- building friendships with other parents in the pre-school.
- supporting us with pre-school trips.
- Supporting or joining our committee .

The Key Person's aims are:

- To have special responsibility for working with a small number of children and to form a bond with them.
- To work collaboratively with other staff, should your child attend mixed sessions and be the responsibility of two key persons.
- To give your child reassurance to feel safe and cared for.
- To work with you to ensure that we are meeting your child's particular needs and interests.
- To act sensitively and help your child to settle into pre-school life, giving him/her the confidence to explore and try out new things.
- To help your child access the Foundation Stage curriculum by learning through play.

Learning journey

The pre-school keeps a learning journey for each child, in the form of a folder containing drawings, copies of reports, achievements and any photographs or information received from parents/carers.

Staff will also keep a record of your child's progress through a computer programme called Target Tracker. This monitors their development and we use photographs and comments to link to all the Development Matters statements.

Reports are produced from Target Tracker and we give you a disc containing all the photographs taken of your child, once a year.

Staff and parents/carers working together on their children's learning journey is one of the ways in which The Trinket Box and parents/carers work in partnership. This helps us to celebrate each child's achievements. This should include milestones that they have reached at home as well as with us. We like to use 'Wow' slips which can be completed at home for such milestones, then displayed on our 'Wow Window', before being added to your child's folder. We encourage you to submit any relevant photographs, drawings or other paperwork. You can also email the management team with photos and a brief explanation, if you wish something to be added to the learning journey. Your child's key person will work with you to keep this record. Both of you will then decide on how to help your child to move on to the next stage. You will be given the opportunity to meet with your child's key person twice a year on an appointment basis. However, you can chat informally to him/her at the beginning or end of any session.

The session- the FUN starts here!

The pre-school organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The

children have the opportunity - and are encouraged - to take part in outdoor activities on a daily basis. We operate an all-weather outdoor policy and the door will always be open to our garden area to enable the children to access outside at all times. As the pre-school is situated on the school grounds we also have access to the school playing fields, environmental area and playgrounds. A newsletter will be issued each half term detailing what is currently happening within the setting, including fundraising news and dates for your diary, this is also on our website: www.thetrinket.org.uk

We do also have a closed group Facebook page for parents and will upload forthcoming events and any other 'child friendly' information that may be of use to you. Running alongside that, we have a public fundraising Facebook page where we will advertise any events that the public may be interested in, either by donating or attending. We will let you know the relevant link in due course so you can request to be a member of the closed group.

Snack Time

The pre-school operates a 'rolling' snack bar system which encourages snack time to be a social time. This enables the children to choose when they have snack during an allocated time slot in the session. It promotes independence and allows friends to sit together and socialise. We promote healthy eating and plan the snacks so that they provide the children with healthy and nutritious food.

Do tell us about your child's dietary needs and we will make sure that these are met. We will provide milk and fruit/vegetables together with a variety of other foods (dependant on allergies). These may include pitta bread, houmous, toast, biscuits, yoghurt or tortilla chips and dips. The snack provided each day will be displayed, along with any allergens which the snack may contain, on our pre-school windows. A charge for snack is incorporated into our expected fees (see fees payable section). However, if you prefer to bring your own child's snack, please ensure it is a fruit or vegetable. We do not allow any other snacks where the contents cannot be monitored due to child allergies within the pre-school. There is a facility to purchase a piece of fruit daily for 30p or a child lunch for £1.50 (please ask for more details).

If your child prefers to drink juice we do ask that you provide this in a cup labelled clearly with their name, on a daily basis. We cannot stress enough the importance of labelling drinks so please help us by doing so. This aids confusion, quarrels and upset amongst the children and enables staff to monitor refreshments allowed for children with allergies.

We try and do varied activities with the children but we do have to be mindful of the childrens allergies when cooking in order to keep all children safe.



Here, children are helping to cook some shortbread biscuits for the children to eat at snack time.

Policies and Procedures-where to find them

Copies of the policies and procedures are kept in folders situated on the shelf in the foyer at all times, they can also be found on our website.

There is also a complaints book located there. If you have cause for complaint, please do not hesitate to discuss this with the manager and she will do her utmost to resolve the matter to your satisfaction. The pre-school's policies help us to make sure that the service provided by the pre-school is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents.

The Management Committee of The Trinket Box Pre-school

We would like to welcome you to Trinket Box. We are all parents of children who currently attend or have attended Trinket Box.

What do we do?

- We manage the pre -school finances, employ and manage the staff
- We make sure that the pre-school has, and works to, policies which help it to provide a high quality service
- We make sure that the pre-school works in partnership with the children's parents/carers;
- We assist with fundraising events

Why do we do it?

We are committed to providing stimulating and learning activities for the children. Though our role is voluntary, it is a very rewarding one. It is a great way to meet new people and be involved in your child's education.

How do I join?

It isn't all serious, we meet approximately once a month during the day though you might see us all chatting in the playground. Please don't feel you can't do it if you have younger children as we tend to bring our younger ones along. If you are interested in joining the committee or want to find out more, please feel free to approach a committee member at our open day or let Annabel know and we will be in touch. There are no financial implications as we are a company limited by guarantee. The role however does mean you are a company director and charity trustee.

If there isn't a management committee, Trinket Box cannot remain open so please be encouraged to get involved!

Free Early Years Provision (Universal Funding)

We adhere to the local authority's code of practice whilst delivering the free early years provision. This states that all children become eligible for the free early years provision the term after their third birthday using the following national cut off dates 31st December, 31st March and 31st August. All children receiving free early years provision are entitled to 570 hours taken over a minimum of 38 weeks. We are open for at least 38 weeks per academic year. Parents are able to split the free provision between two settings if necessary, providing that the total number of hours claimed does not exceed the 570 hours due per year. The Trinket Box pre-school is able to offer the provision flexibly in the following way over a 38 week period (term time only):-

- 5 x 3 hourly sessions per week (am or pm or mixture of the two)
- 3 x 3 hourly sessions plus wrap around care of 45 minutes per day plus 1 x 3 hour session
- 2 x 3 hourly sessions back to back to give a 6 hour day, twice a week, plus one other 3 hour session (this enables the child to stay over the lunchtime at no additional wrap around charge). For this option parents are asked to choose one of the following time slots (9.00am-3.00pm/9.30am-3.30pm). Parents can either provide a packed lunch for their child or purchase a school packed lunch for an additional £1.50. This is payable on a daily basis at the point of order in cash.
- 2 longer Pre-school days (8.45-3.30pm). This would only enable you to use 14 hours of your allocation and so one hour would be forgone.

30 Hours Offer (Extended Funding)

In addition to the early years free provision (universal funding) some working families may qualify for additional funding (extended funding) to help with childcare costs should they meet the following criteria:

- each parent (or the sole parent in a single parent family) earns on average, the equivalent of 16 hours on the national minimum wage per week, and no more than £100,000 per year.

Whilst we endeavour to meet all parents needs, we do have limited childcare places overall. Therefore places, once the admission criteria is met, will be on a first come first served basis. Priority for the 30 hours will be given to all eligible parents if your child is already doing 30 hours with us prior to September.

The government are also offering for qualifying families 'Tax Free Childcare' through National Savings and Investments which will eventually replace the childcare voucher schemes. For every £8.00 saved in a special account, the government will top up by £2.00. We are registered to receive funds from this type of account. There is an online eligibility checker for the above.

The link for this is:

<https://childcare-support.tax.service.gov.uk/>

If you qualify for the extended 15 hours funding, making your funding upto 30 hours, you must have an eligibility code issued by HMRC. This is valid for 3 months and then you must re-check your eligibility every 3 months from then on. The codes must be given to us to validate, together with your National Insurance number and this must be entered onto your funding form each term.

If your circumstances change and you for instance lose your job and are no longer eligible, there will be a grace period to allow you to 'become eligible again'. If within that timeframe you have not become eligible again, the extended part of your funding will cease and the universal part (15 hours) will only be applicable. You will have to stipulate on your funding form where you are claiming each type of funding if the 30 hours is being used.

There is also an HM government website which can be used to calculate your best childcare options. This is called Childcare Choices and the link for this is

<https://www.childcarechoices.gov.uk/>

Early Years Pupil Premium

In addition to the free early years provision (universal funding), the government have introduced 'early years pupil premium'. This is a funding amount that can be claimed by us to help support the children. The aim of the early years pupil premium is to help narrow the attainment gap between young children from families on a very low income and their peers, setting them on a path to a more successful future. Only some families will be eligible and the qualifying criteria is set out below:

Qualifying Criteria- you will need to be in receipt of one or more of the following benefits:

- Income support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

There is a section on the funding form relating to Early Years Pupil Premium.

Fees

The fees for paid sessions are £14.00 per session.

The 'wrap around' charge is £3.50. This is for the extra 45 minutes (or upto 45 minutes) in the day that can be accessed over and above 6 hours funding. If this is accessed within your funding an additional hour will be claimed as funding is not split into increments of less than one hour.

Expected Additional Charges Payable (detailed on the enrolment form)

Nursery Year (year leading upto school age) -an expected additional charge of £25 per term (this incorporates snack, a 6 week forest school session plus charges for visits from outside companies like Tinytales and Zoolab). Failure to pay this expected fee will mean that you will provide your own child's snack daily and that your child will not participate in extra curricular activities such as visits and forest school.

Pre-School Year and Preceding Years - an expected additional charge of £15 per term (this incorporates snack and charges for visits from outside companies like Tinytales and Zoolab). Failure to pay this expected fee will mean that you will provide your own child's snack daily and that your child will not participate in extra curricular activities such as visits.

Fee Payment

Fees must be paid in advance or on the day that your child attends. We regret to advise that fees must still be paid if children are absent through either sickness or holiday. If your child has to be absent over a long period of time, please talk to the manager. Fees are also chargeable if the pre-school has to close for reasons beyond its control eg. flood or adverse weather conditions.

Fees can be paid by cash or cheque (made payable to 'The Trinket Box Pre School Ltd'), by direct payment to our bank account, childcare vouchers and payments from the new tax free childcare accounts. Please ask the manager for more details.

Invoices for fees can be arranged either monthly, half termly or termly, please request this from the manager at enrolment or via email (annabel@thetrinket.org.uk).

For your child to keep his/her place at the pre-school you must pay fees or we must receive government funding for nursery education. **If fees fall into arrears we reserve the right to action our non payment of fees policy which states that the Trinket Box may refuse entry for your child.**

Starting at The Trinket Box Pre-School

The first days

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school.

Clothing and Footwear

The pre-school provides protective clothing for the children when they play with messy activities. However on occasions they may get dirty, so please do not send them in wearing their best clothes. Children revel in messy play so be warned!! A change of clothes, together with underwear should be brought into pre-school daily in case of accidents or a supply can be left on your child's coatpeg. It is your responsibility to check that your child has adequate supplies with them.

The pre-school offers a uniform of a polo shirt, fleece, shower proof coat and/or legionnaires cap, which is not compulsory. This can be ordered through the Manager or Deputy.

Children should wear closed in shoes at all times, as this is more suitable when using climbing equipment, playing in the wooded area and playing on the cars and bikes (sandals are not suitable). As we go outside in all weathers please ensure that there is a pair of wellington boots and suitable outdoor clothing in your child's bag as the weather deteriorates. This can be left permanently on your child's peg. All items should be clearly labelled with your child's name.

The pre-school encourages children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Also the need sometimes arises for them to change their footwear and 'converse' style footwear are often troublesome to little hands. Clothing/footwear which is easy for them to manage will help them to do this.

How to enrol your child at Trinket Box

- We hold a waiting list for pre-school places. In order to be placed on the waiting list, a registration form must be completed and a registration fee of £3.00 must be paid, unless a funded place is being sought, in which case there is no registration fee.
- We arrange our waiting list in order of birth date, oldest child first but in accordance with the following criteria:-
 1. Looked After Children in the care of the Authority;
 2. Children who live in the catchment area of the school and have a sibling attending The Federation of Thorpe Schools or the Trinket Box Pre-School;
 3. Children who live in the catchment area of the school;
 4. Children who live outside the catchment area of the school and who have a sibling attending The Federation of Thorpe Schools or the Trinket Box Pre-School;
 5. Children who live outside the catchment area of the school.

Proof of address will be required in the form of a utility bill, less than 3 months old (gas, electric, water or council tax) at enrolment. If this is not forthcoming then the pre-school has the right to withdraw the place for re-allocation.

- Please note that the number of places for two year olds varies as it depends on the number of children over the age of three years on roll within the setting. It is an Ofsted requirement for staffing to reflect the correct adult to child ratio at all times and this governs the amount of children attending each pre-school session.

Feedback

The Trinket Box Pre-School hopes that you and your child enjoy being a member of the pre-school and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions. If you would like to leave us some feedback, please use the facility on our website, link below:

(<http://www.thetrinket.org.uk/feedback.php>)

The Trinket Box Committee value the Trinket Box staff team and like to recognise their dedication and hard work. We therefore have a **'Staff Member of the Month'** scheme.

If you feel that a staff member is going over and above their job role, please take the time to nominate them. Nomination slips are kept in the foyer or you can email us on the addresses below:
(annabel@thetrinket.org.uk or natalie@thetrinket.org.uk)