

Elizabeth College Junior School

Pre-School

Prospectus



Elizabeth College Junior School
Pre-School

Elizabeth College Junior School
Acorn House



Elizabeth College Junior School (ECJS) is an integral part of Elizabeth College, with its own Headteacher, Management Team and Staff.

It consists of two departments, Acorn House and Beechwood. Acorn House houses the Pre-School for boys and girls from 2½ - 4 years of age and Pre-Preparatory department for boys and girls from 4 – 7 years of age. Beechwood houses the Preparatory department for boys and girls from 7 – 11 years of age.



Elizabeth College Junior School
Beechwood

ELIZABETH COLLEGE JUNIOR SCHOOL

REGISTRATION FOR PRE-SCHOOL

Parents are advised that early registration for a place on our waiting lists is advisable. Our Pre-School is an exciting and inviting setting and demand for places is high. Please note that the Registration Form for Pre-School is a different one to the Registration Form required for entry to Elizabeth College Junior School.

Children who are not yet ready to join Pre-School at the agreed start date, may be given up to half a term's grace, after which fees will be payable to reserve the child's place.

WHY CHOOSE OUR PRE-SCHOOL?

Our thriving Pre-School is situated on our Acorn House site, with its own secure entrance accessible only via electronic entry. Entry to Pre-School is keenly sought and parents are welcome to visit the Pre-School prior to registering their child. Open Days and Mornings take place throughout the year, but individual tours can be arranged by contacting the Pre-School Secretary (Tel. 01481 724993). Our registration lists fill up very quickly and it is advisable to register children at an early age.

Pre-School consists of three rooms: one for children aged 2 -3 (Wrens) and two pre-reception rooms for children aged 3-4 (Kingfishers). Each room can accommodate 24 children per day. Extra teaching spaces are available for the children and staff to use within the school. They have access to the School Hall (lunch is served here for Pre-School children), Music and Cookery rooms, as well as the School Library. It is important that all of the children can learn through play in an outside setting and the Pre-School Practitioners will work with the children in our Outside Classroom whenever it is practicable to do so.

Our Pre-School staff work hard to deliver the Early Years Foundation Stage Curriculum to the children. Activities are planned and resources are freely available. Each child is allocated a Keyworker, who will work closely with their children and who will also liaise with their parent and carers. The experiences that the children receive in Pre-School form the foundations upon which future learning can be built.

Pre-School staff are led by our Pre-School Curriculum Leader. She has a Deputy and Room Leaders who assist in the planning of the daily programme. The School's Early Year's Foundation Coordinator works closely with the Curriculum Leader through the year, delivering INSET training to all our Pre-School Staff. The Headteacher will support external training for all staff and is delighted that all of our Pre-School staff hold high level qualifications in childcare. We adhere to the staff pupil ratios as laid down in local legislation.

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ENTRANCE TO PRE-SCHOOL

Children may join Wrens during the academic year in which they have their 3rd birthday. Their second year will be in one of the two Kingfisher rooms, where they will have their 4th birthday, before moving onto full-time education.

Sessions available in the Wren room (children aged 2-3 years) are:

Mornings:– 9.00am – 12.00noon

Full days:– 9.00am – 2.30pm which includes a cooked lunch

Wren daily sessions are:

- Monday to Friday sessions (5 days*) or
- Monday, Wednesday & Friday sessions (3 days) or
- Tuesday & Thursday sessions (2 days)

*Parents should note that there are a limited number of 5 day places available in Wrens.

Only full-day sessions are available in the Kingfisher rooms (children aged 3-4 years) from 9.00am to 2.30pm. Cooked lunch is always a special part of the day:

- Monday to Friday (5 days)
- Monday, Wednesday, Friday (3 days)
- Tuesday, Thursday (2 days)

Parents should note that there are no half day places available in Kingfishers.

All children are expected to be 'clean and dry', as there are no nappy changing facilities in our Pre-School. They should be able to use the toilet with support. Parents are asked to bring a change of named clothing in a bag that can be left at Pre-School and used if necessary. However, for hygiene reasons, parents may be called on occasion to collect their child if they have had a toileting accident.

We encourage parents to allow their children to bring any comforters, such as a favourite soft toy or blanket. This is particularly helpful when settling the younger children.



Parents, who have formally accepted a place for their child in Pre-School, will be invited to an Information Evening in May of the term preceding their child's entry to Pre-School. At this meeting, parents will receive further information about day-to-day life in Pre-School, together with details of our familiarisation visits for the children with an opportunity to meet the Pre-School staff. A Pre-School Parents' Handbook is given to all parents.

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PARTNERSHIP WITH PARENTS

During your child's time in Pre-School, a record of development will be kept by your child's Keyworker. Each child is allocated a Keyworker who works closely to support your child's development, as he/she moves through each year. She will spend time working and encouraging your child during play activities, recording observations to build up a 'picture' of all the children in her care. Your child's Keyworker will liaise with you on a daily basis and is your first point of contact should you have any concerns. You will have the opportunity to meet your child's Keyworker at our Parents Evening during the Michaelmas Term. At this time, they will give you a verbal report on the areas of learning covered during this period. Written reports are sent home in the Lent and Trinity term. These inform parents of their child's achievements in the seven areas of learning. The Keyworker records her observations and these, together with photographs of the children and pieces of their work, form the basis of the Learning Journey Books that each child's parents are presented with at the end of the School Year. These books are to be treasured!

If, at any time, a child's development or behaviour causes concern, staff will meet with parents and discuss possible solutions to overcome these issues. Parents are always welcome, however, to discuss informally or formally any concerns or ask any questions when they deliver or collect their children each day. The Curriculum Leader will always see parents if requested.

THE PRE-SCHOOL CURRICULUM

The children, who attend Acorn House Pre-School, will be given the best possible start to their education. A child's experiences in their early years have a major impact on their future life opportunities. The curriculum is based on the Early Years Foundation Stage Framework. This covers three prime and four specific areas of learning.

The three prime areas include:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development

The four specific areas include:

1. Mathematics
2. Understanding of the World
3. Literacy
4. Expressive arts and design



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ABSENCE AND ADMINISTRATION OF MEDICINE

In the event of absence from Pre-School due to illness or accident, parents should notify the Pre-School Secretary by phone or e-mail. A reason for absence should be given, as infections can spread rapidly amongst young children. It should be noted that the Pre-School may contact parents who have not informed them that their children are unwell. Children who have been suffering with either vomiting or diarrhoea must be clear of symptoms for 48 hours before returning to Pre-School. We shall be grateful if parents will regularly check their child's hair for unwanted visitors. Sadly, these do appear from time to time.

In line with Elizabeth College's administration of medication policy, procedures are now in place that reflects the ages of our pupils. The administration of medication falls into three separate areas.

- Pupils who have medical conditions that, if not properly managed, could limit their access to education.
- Pupils who have been prescribed antibiotics, for example, who need to complete a course of treatment, but are no longer infectious and may return to School.
- Pupils who may require emergency medication. A severe allergic reaction, for example, will need immediate treatment.

In the first two cases above, the parents are asked to complete an 'Administration of Medicine' form, filling in full details of dates, timings and dosage. These are available from the Pre-School Secretary.

Parents of children who suffer from serious medical conditions should confirm these details in writing, preferably before they begin at Pre-School. For children who need Epi-pens, parents should provide the Pre-School with two Epi-pens on site at all times. Staff receive training in the procedures required to administer Epi-pens in emergency situations.

Parents who wish to access College policies can do so by contacting the Headteacher or by looking on the Elizabeth College website – www.elizabethcollege.gg.

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CATERING

Our Catering Manageress provides every child, who has lunch, with a well-balanced hot meal daily. Menus are planned on a four week rolling basis and parents can find copies of the latest menus on the Elizabeth College website (www.elizabethcollege.gg). They are also displayed in Pre-School.

Children who have diagnosed allergies, or who are intolerant to certain foodstuffs, can be accommodated provided that we have a doctor's letter confirming this. If you are concerned, you should speak to the Curriculum Leader. Children are helped to cut up their food. However, we have purchased specially produced cutlery for our younger pupils that are designed to assist in teaching the children how to use a knife, fork and spoon successfully. The cutlery is called 'caring cutlery' and it can be purchased by parents via the internet. The children eat their lunch in the School Hall each day.



UNIFORM

All children in Pre-School are expected to wear a uniform. The uniform is very simple and consists of a blue polo-shirt and a blue sweatshirt. During the summer months the children will need a sun hat. Uniform fleece hats and fleece jackets may also be purchased for the winter months. These are all available from Fletcher Sports.

All clothing should be clearly named. Trousers or skirts should be easy for children to manage when going to the toilet. Footwear should be both comfortable and suitable for purpose and, for safety reasons, children should not wear open toed sandals or Crocs.

VISITS

The information contained in this prospectus and on the website only offers you a small glimpse into all that we provide. We hope that you will take the time to arrange a visit and see for yourselves all that the children experience each day. Our Curriculum Leader, Mrs Liu, shall be delighted to show you our Pre-School in action.

Please contact the Pre-School Secretary on 01481 724993 or e-mail officepreschool@ecjs.gg to make the necessary arrangements