

ELIZABETH COLLEGE JUNIOR SCHOOL PRE-SCHOOL

Prospectus



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

Acorn House houses the Pre-School for girls and boys from 2½ to 4 years of age and the Pre-Preparatory department for girls and boys from 4 to 7 years of age

Beechwood houses the Preparatory department for girls and boys aged 7-11 years

Elizabeth College Junior School Pre-School
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The Independent
Association of
Prep Schools

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Headteacher's Welcome

Aim High, Be Kind, Be Brave

I am delighted that you are interested in Elizabeth College Junior School (ECJS) Pre-School and hope that this prospectus helps to answer some of your questions. If you have not already had the opportunity, I would encourage you to book a tour to see our Pre-School in operation and allow us to answer any further questions you may have.

Appreciating that happy children achieve, helps us all to focus on what is most important in the early years of the educational experience for all pupils. I could write about the strength of our pastoral care systems or academic excellence, but the truth is that children are happy if they make friends at school and if they are treated and treat each other with kindness and compassion. My message to parents, staff and pupils is always to aim high, be kind and be brave.

Pupils in the early years show excellent independence and investigative skills
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Aim High Developmental progress and readiness for School.

Be Kind Compassion and empathy. Enjoy sharing and playing together.

Be Brave To try new activities and make the most of the wonderful opportunities on offer.

We look forward to welcoming you to Pre-School for a visit soon.

Richard Fyfe
Headteacher

Our Aims

We aim to provide a caring, nurturing and stimulating environment where children can thrive and learn in their early years in a happy, secure setting. Every child is given the same opportunities to experience a well-balanced and stimulating range of activities across all areas of the Early Years Foundation Stage curriculum. We strive to build strong relationships with parents and carers and recognise the importance of parents and staff working closely together ensuring every child feels a valued member of our community.

Pastoral care is excellent. ECJS pupils develop into confident and well-rounded members of the community
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About our Pre-School

Our Pre-School was established in September 1999 and was originally situated on the first floor of Acorn House. In September 2005, the Pre-School re-located to the ground floor where it remains today and continues to offer a varied and exciting curriculum for all the children in our care.

The Pre-School uses two main classrooms along with a variety of other rooms and outdoor areas. The Wren Room is for children who celebrate their 3rd birthday during the academic year. The Kingfisher Room is for children who celebrate their 4th birthday during the academic year.

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. We access the highest quality Early Years provision with inspiring indoor and outdoor areas that will provide a broad, balanced and creative curriculum to encourage each child to develop to their full potential. We combine free flow play with both planned and structured teaching having the emphasis on fun, with play being at the heart of the children's learning. We offer a caring and nurturing environment in which the children feel safe, secure and valued.

The children access many rooms within Acorn House. This helps them to become familiar with its layout for activities such as lunch, music, cookery, library and the hidden garden.

Partnership With Parents

During your child's time in Pre-School they will be allocated a member of staff as a Keyworker. The Keyworker has special responsibilities for working with a small number of children, encouraging them during play activities and observing and recording their development and progress. This then enables them to share information with parents and carers. The Keyworker is responsible for keeping your child's Learning Journey book up to date which includes a development and progress report at the end of each term. Parents and carers are given the opportunity to view and discuss their child's development and progress report and Learning Journey book through the academic year and can arrange to speak to their Keyworker or a senior member of staff at any time.

Communications with
parents are excellent
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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. In addition the Curriculum Leader is always happy to meet with parents as we promote an open door policy throughout the setting.



Staff

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. 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, her Deputy and Room Leaders who assist in the planning of the daily programme. The Pre-School Curriculum Leader reports to the ECJS Headteacher and also works closely with the School's Early Year's Foundation Stage Phase Leader. All Pre-School staff hold high level qualifications in childcare and a number of years experience and are supported by ECJS to gain relevant qualifications and attend Continual Professional Developing training. We will always meet or exceed staff pupil ratios as laid down in local legislation. All staff will have the appropriate level of safeguarding training, First Aid training and will be subject to DBS checks.

The Pre-School Curriculum

Children who attend ECJS 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.



Prime areas:

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

Specific areas:

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

Children are encouraged and supported in all areas of the curriculum to explore and extend their learning through well planned purposeful play experiences, based on children's needs and interests, both indoors and outdoors. These activities offer opportunities for children to develop and begin to make sense of the world around them. While having fun with the passion and enthusiasm of the staff, this has a positive impact on all the children's learning.

The early years curriculum is well supported by a wide range of excellent indoor and outstanding outdoor experiences
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Daily Routine

ECJS Pre-School opens Monday to Friday from 9.00am to 2.30pm. A normal day would comprise:

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|--------------|--|
| 9.00 – 9.15 | Arrival of children and registration |
| 9.00 – 12.00 | Child initiated play / free flow play Snack Time Creative & Sensory activities Outdoor physical activities Musical or physical activities Story / Music / Singing / Interactive Board Interest Table |
| 12.00 | Lunch |
| 1.00 | Child initiated play Creative & Sensory activities Outdoor physical activities Story |
| 2.30 | End of Pre-School Day |

Catering

Our catering team provides every child, who has lunch, with a well-balanced 2 course hot meal daily. Menus are planned on a rolling basis and copies of the latest menus are emailed and handed out to parents at the beginning of each term. Menus are also displayed in Pre-School.

We cater for children with food intolerances, religious beliefs and special dietary requirements. We ask that parents put in writing any of these requests.

If you have any concerns, you should speak to the Curriculum Leader. Children are helped to cut up their food. However, we have purchased specially produced cutlery that is 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. Children eat their lunch in the Acorn House Hall which is a daily sociable event.





Registration for Pre-School

Entry to Pre-School is keenly sought and early registration for a place on our registration 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 different to the Registration Form required for entry to Elizabeth College Junior School. Our Pre-School not only feeds the Reception classes at Elizabeth College Junior School, but also a wide range of States run Schools around the Island.

Parents and prospective pupils are very welcome to visit the Pre-School prior to registering their child. Individual tours can be arranged by contacting the Pre-School Secretary (Tel. 01481 724993).

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.



Entrance to Pre-School

Children may join Wrens in the September during the academic year in which they have their 3rd birthday. However, any child can start during the academic year, if there is availability. Their second year will be in the Kingfisher room, where they will have their 4th birthday, before moving onto full-time education.

Wren room (children aged 2-3 years) times are:

- Mornings:– 9.00am – 12.00noon
- Full days:– 9.00am – 2.30pm which includes a cooked lunch

Morning sessions can be extended to the full day at any point

Sessions for Wrens 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.

In the Kingfisher room (children aged 3-4 years) all children attend for a full day from 9.00am to 2.30pm, which includes a two course cooked lunch. Kingfisher sessions are:

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

All children are expected to be 'clean and dry', as there are no nappy changing facilities in our Pre-School. The children should be able to use the toilet with support and will be taken to the toilet regularly. Parents are asked to bring a named change of clothing in a bag that can be left on their peg 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 in any comforters, as this is particularly helpful when settling in the younger children.

Parents who have formally accepted a place for their child in Pre-School will be invited to an Information Evening during 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. You will also receive a personal pack containing the Pre-School Parent handbook together with permission slips to sign and any further information required. There will also be an opportunity to meet the Pre-School staff and ask any questions that you may have.



Early Birds' Sessions are available in Pre-School for up to 20 children each day. This enables parents to deliver their children to Pre-School from 0830, where they will be supervised safely. An extra charge is levied for this session.



Uniform

All children in Pre-School wear a simple uniform which consists of a blue polo-shirt and a blue sweatshirt. During the summer months the children will need a sun hat. You may choose to purchase uniform fleece hats and fleece jackets for the winter months. These are all available from Fletcher Sports. Second hand uniform is available in the setting.

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.

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 headlice. Sadly, these do appear from time to time.

In line with Elizabeth College's administration of medication policy, procedures reflect 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 Pre-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.

Copies of all School policies are available on the Elizabeth College website – www.elizabethcollege.gg - or from the Headteacher. In addition, the Pre-School policies are available to view in the main foyer.

Visits

The information contained in this prospectus and on the website can only offer 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, would 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.