



Located at
Acton Primary School
Lambert Drive
Acton
CO10 0US

Registered Charity No
#1027943

Playgroup - 01787 464270
WEB Page: www.actonplaygroup.co.uk
Email address: actonplaygroup@hotmail.co.uk
Facebook: Acton Playgroup

Management Committee Chairperson
Mrs Sabrina Elsdon

Playgroup Leader

Mrs Kim Farley

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”

Introduction

Welcome to Acton Playgroup - Situated to the rear of Acton Primary School.

The playgroup is part of the main school building, which makes it easy for the children to enjoy the many opportunities they have to take part in various school events and to meet their future teachers. Because of this, transition from playgroup to school life is made so much easier and it gives the children an excellent start to their education.

“Staff ensure seamless transitions for children. They make exemplary use of information from parents, feedback from the children's Reception teacher and their own observations. This helps staff to complement children's care, achievements and progress to the highest level.” – Inspection Report for early years provision – 22nd July 2019

**On behalf of Acton Playgroup Committee
We would like to welcome all parents/carers and children
to our setting.**

Our Mission Statement

Acton Playgroup is dedicated to the care and education of pre-school children and the principles of learning through play. Children learn best when they are healthy, safe and secure and when their individual's needs are met, and when they have positive relationships with the adults caring for them. At Acton Playgroup we strive to create a high-quality setting where everyone is welcome and included. A safe stimulating environment where children are able to enjoy, learn and grow in confidence.

Objectives

Acton Playgroup provides:

- a safe, stimulating and secure learning environment.
- a high standard of care and learning opportunities which actively promote all areas of children's development.
- child care which meets the diverse needs of the local community regardless of race, culture, religion, ability or means.
- children and their families with a provision that promotes equality and values diversity.

General Information

Acton Playgroup sessions are held at Acton Primary School in the Early Years Unit during school term time.

Mornings 8.45am to 11.45am

Lunch Clubs 11.45am to 12.30pm

Afternoons 12.30 pm to 3.30pm

There are places in Acton Playgroup for 24 children per session.

We accept children from the age of 2 to the rising 5's.

We are registered under the Early Years Development Plan which allows us to offer you a grant towards your child's education from the term after your child's 3rd birthday; we will inform you when your child becomes eligible for this grant. We are also able to offer free places for 2-year-olds. Please speak to a member of staff to see if you are eligible for this funding.

We are also members of the Pre-School Learning Alliance and are constantly kept up to date with all the current training requirements and issues in the field of childcare.

We are registered with Ofsted, who inspect our setting approximately every four years. A copy of our last report from July 2019 is available for you to read. Should you wish to have a copy of it, please do not hesitate to ask. The report is also available on our web site. www.actonplaygroup.co.uk

Members of Committee and Staff

We are a self-funding organisation run by a management committee made up of parents and volunteers.

Management Committee Officials

Chairperson	-	Sabrina Elsdon
Secretary	-	Emma Brewster
Treasurer	-	Danielle Parmenter

Other Committee Members

Sarah Biggs Courtney Prior Jessica Jackson

The Management Committee is elected at our Annual General Meeting, which is held in October. We welcome all new parents and are always very grateful for help with our fundraising events.

“The leadership and management of the playgroup are inspirational. The manager is incredibly knowledgeable, highly skilled and exceptionally committed. The leadership and management offered by the playgroup committee provide excellent support and guidance for the staff team.” – Inspection Report for early years provision – 22nd July 2019

Teaching Staff

Kim Farley - Lead Practitioner and Safeguarding Lead

Kim has worked as Playgroup Leader over 18 years and brings with her a wealth of experience from 24 years of working in childcare and education. Her area of expertise is Communication and Language and uses her passion and commitment to support, develop and enrich language skills.

Kim completed her Early Years Foundation Degree in 2013. She has worked for Suffolk County Council, Workforce and Development, which enables her to provide training for her team and Early Years Practitioners.

She has the following qualifications and experience:

- Early Years Foundation Degree Level 5 gained 2013.

- 'Elklan' Speech and Language Support
- Makaton level 3*
- Workshops in Autism and Special Needs
- SENCO - Special Education Needs Deputy Co-ordinator (playgroup)
- Dynavox communication aid**
- Communicate in Print
- Early Literacy Support (Year 1), Letters & Sounds
- Social emotional aspects of development (SEAD)
- Safeguarding Children
- Foundation Certificate in Food and Hygiene
- Paediatric First Aid
- Roles and responsibilities - Safe Guarding
- ICAN and ICAN enhanced
- PTLLS - Preparing to teach in the lifelong learning sector.
- Prevent
- E Safety
- Physical Development
- Tracking Progress from Starting Points
- Developing an Effective Team
- Committee Roles and Responsibilities
- Maths Development
- Observation and Assessment
- Signs of Safety
- Developing a Reflective Practice
- Safer Recruitment
- C.A.F
- WRAP Training
- Inclusive Practice
- FGM Awareness
- Food Allergy Training

* Makaton uses signs and symbols to teach communication, language and literacy skills to people with communication and learning difficulties

**Dynavox is a communication aid for children with no or limited speech, which requires programming for an individual child's needs

Joanne Holmes - Deputy Playgroup Leader and Deputy Safeguarding Lead

Jo has worked for Acton playgroup for 20 years and specialises in expressive arts. Jo is also our health and safety co-ordinator.

- NVQ3 Qualification in Childcare and Education
 - Foundation Certificate in Food and Hygiene
 - Safeguarding Children
 - Paediatric First Aid
 - Makaton*
 - Social emotional aspects of development
 - Health and Safety
 - Prevent
 - E Safety
 - Observation and Assessment
 - Developing a Reflective Practice
 - Safeguarding Roles and Responsibilities
 - Expressive Arts and Design
 - Music and Movement
 - Art in Early Years
 - Letters and Sounds for EYFS (Phase1)
 - Autism Awareness
 - Using Observations for Effective Next Steps Planning
 - Effective Use of the Early Years Pupil Premium
 - Sustained Shared Thinking in Early Years
 - FGM Awareness
 - Food Allergy Training
- *Makaton uses signs and symbols to teach communication, language and literacy skills to people with communication and learning difficulties.

Louise Mitchell - Early Years Educator and SENDCo

Louise is an experienced member of the team who has worked in Childcare for over 14 years and specialises in Special Educational Needs.

- NVQ4 Qualification in Childcare and Education
- Foundation Certificate in Food and Hygiene
- Safeguarding Children
- Paediatric First Aid
- Autism awareness
- Prevent
- E Safety
- Positive Behaviour
- Mathematics
- Makaton*
- Social emotional aspects of development

- SENCO NVQ
- Observation and Assessment
- Developing a Reflective Practice
- FGM Awareness
- Food Allergy Training

Tasha Ennis - Early Years Educator and Positive Behaviour Management Officer

- Makaton*
- Understanding and Addressing Behaviour
- Level 3 Childcare and Education
- Safeguarding Children
- Foundation Certificate in Food and Hygiene
- Paediatric First Aid
- Prevent
- Observation and Assessment
- Behaviour - Understanding Why?
- Developing a Reflective Practice
- FGM Awareness
- Food Allergy Training

Becky Judd - Early Years Educator

- NVQ level 3 in Early Years
- Safe Guarding
- Paediatric First Aid
- Prevent
- Food Hygiene
- FGM Awareness
- Food Allergy Training
- Introduction to EYFS

Charlotte Scott - Early Years Educator (in Training)

Charlotte joined our setting in November 2023 and is currently working towards her NVQ Level 3 in Early Years.

- Safe Guarding
- Paediatric First Aid

- Food Hygiene
- Food Allergy Training
- Prevent
- FGM Awareness

Ava Cooper - Early Years Educator (in Training)

Ava joined our setting in September 2024 and is currently working towards her NVQ Level 3 in Early Years.

- Safeguarding
- Prevent
- Paediatric First Aid
- Food Hygiene
- Food Allergy Training
- FGM Awareness

Marie Patey - Early Years Assistant

Marie joined our setting in November 2023 and supports us at key times.

- Safe Guarding
- Paediatric First Aid
- Food Hygiene
- Food Allergy Training
- Prevent
- FGM Awareness

Victoria Mekni - Administrator

Victoria joined the team in March 2016 and brings with her over 21 years of management experience and financial expertise. Victoria is dedicated in ensuring the success of Acton Playgroup by using her skills to support the team and most importantly to support the parents and children who attend the setting.

- Prevent
- Safe Guarding
- Safer Recruitment

- Paediatric First Aid
- Food Hygiene
- Developing An Effective Team
- FGM Awareness
- Food Allergy Training
- Committee Led

The Early Years Foundation Stage

There are seven areas of learning and development that shape the education programme of our Early Years setting.

The prime areas consist of Communication and Language, Physical development and Personal, social and emotional development. These prime areas are those most essential for your child's healthy development and future learning. They ignite their curiosity and enthusiasm for learning.

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

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

These 7 areas are used to plan your child's learning and activities, ensuring these are suited to your child's unique needs.

Two-Year-Old Check

When a child is aged between 2 and 3 years, your Child's key person will review their progress providing a written summary of how your child is progressing against the 3 prime areas of learning. Parents are asked to contribute to this report as working in partnership is vital for the unique child's development. This check will highlight areas where your child is progressing well and any where they might need some extra help or support - and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors.

Lead Practitioner Scheme

Kim works closely with Suffolk County Council (early years workforce development) which provided opportunities for the local preschools to visit our setting enabling Kim to support and give suggestions on an effective Early Years setting.

Tapestry

We use Tapestry Online Learning Journals and Planning and Assessment Records to communicate with parents on a regular basis. Tapestry provides excellent opportunities for developing parent partnership. Parents are kept up to date weekly, with observations, assessments and ideas of how to support at home.

“Partnership working is excellent. Parents receive a wealth of information about the playgroup, their children's progress and ways to support learning at home. Parents are actively involved, for example, through questionnaires which lead to enhancements, such as to the outdoor provision.” – Inspection Report for early years provision – 22nd July 2019

PRIME AREAS

Personal, Social and Emotional Development

Children are provided with experiences and are supported to develop a positive sense of themselves and others. Children are individually supported in their development to gain confidence and independence. We promote co-operation between children themselves and with adults and children encouraged to participate in the group by sharing and taking turns. Through the use of role models, conversation and activities, the children learn acceptable ways to express their feelings and to respect the feelings of others.

Communication and language

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development

Children are given the opportunity to be active and interactive and to improve their skills of co-ordination, control, manipulation and movement. We provide opportunities to support the use of all their senses, enabling them to learn through the world around them while making connections between their experiences. All children are given the opportunity to use a wide range of equipment to develop their gross motor skills and their fine manipulative skills. They use scissors and other tools and develop pencil control. Adult supervision allows the children to develop safely, increasing their confidence and awareness

of their bodies. We have a range of equipment in our outdoor area where children develop special awareness.

SPECIFIC AREAS

Literacy

Literacy development involves encouraging children to link sounds and letters and begin to read and write. Children will have access to a wide range of reading materials. Within our setting books support all area of learning which will inspire the children's love of books.

Mathematics

All children are supported in developing their understanding of problem solving, reasoning and numeracy in a broad range of contexts in which they can explore, enjoy, learn, practise and talk about their understanding. Songs, games, books and puzzles help the children to become aware of number sequences. The adults in the group support the children as they become familiar with sorting, matching, sequencing, counting and shape recognition. They also learn to identify objects position, size, volume and number. Mathematical language is also introduced.

Understanding the world

The children are given time, space and opportunity to explore and experiment with a wide range of natural and manmade resources. This gives them the chance to learn and recognise differences, similarities and patterns in the world around them. Their learning will be supported by offering opportunities to encounter creatures, people, plants and objects in their natural environments and in real situations. We also take part in "Forest Schools activities" along with the reception class. This provides outdoor learning opportunities, where they learn to explore and understand their own environment. The children also learn to respect and accept those whose culture is different to their own. They are given opportunity to extend their technical and problem-solving skills and to use a range of tools safely.

Expressive arts and designs

Children are encouraged to use a wide range of resources to express their ideas, curiosities and feelings. They are provided with opportunities to explore and share their thoughts, ideas and feelings through music and movement, dance, and imaginative role play. Artistic activities give the children an opportunity to explore colour and texture and to develop their manipulative

skills. Children join in with singing action songs and responding to music and stories.

“Children thrive in the playgroup and are exceptionally eager to learn. They are animated and enthusiastic, and take delight in the rich, varied and imaginative activities. Children are provided with optimal challenge which enables them to have the very best possible chance to succeed.” – Inspection Report for early years provision – 22nd July 2019

Clothing

Acton Playgroup does not have a policy regarding school uniform but leave the choice to the parents. However, a Playgroup T-Shirt is available should you decide to purchase one, they are available from the Playgroup room. The children do take part in some messy activities and by wearing a Playgroup T-shirt the children save spoiling their home clothes. We do ask that sensible shoes or trainers be worn. During the summer months the children enjoy lots of outside activities. We are reluctant to send children out in the sun without hats, so please send your child with a named sun hat and apply the necessary sun cream/ protection before your child attends the session. We do have a supply of sun hats, if your child does not have one and we encourage them to wear hats whilst playing in the sun. We ask that children do not wear jewellery or earrings while at playgroup for their own safety. Acton Playgroup accepts no responsibility for lost or damaged jewellery.

Absences and Illness

If your child is unwell, please keep them at home until they have been free of illness for at least 48 hours. Inform our Playgroup Leader by telephoning 01787 464270. Should your child become ill during a session we will contact you or your nominated emergency number.

Head Lice

It is unfortunate, but during your child's time at Playgroup or school they are very likely to come into contact with head lice. In order to keep on top of this problem, we ask you to be vigilant and to regularly check your child's hair with a nit comb. Should you find any nits, please inform a member of staff who will put up a general notice informing parents to check their children's hair. We inform parents because if your child has lice then it is likely that they picked it up from another child and so the process goes on. By keeping in touch about any breakouts we aim to reduce the problem occurring. There are various treatments available that, combined with a nit comb, will control and eradicate head lice.

Session Times and Fees

Acton Playgroup runs sessions every Morning from 8.45am - 11.45pm and every afternoon 12.30 p.m. to 3.30 p.m. Lunch Club joins the two sessions, running from 11.45am - 12.30pm. Our sessions are £18.00 each with lunch clubs at £4.00 each and are payable every half term in advance.

****From April 2024 a Sustainability Fee of 50p per session (max £1 per day) will be charged****

Invoices are issued at the beginning of each half term and payment must be made by bank transfer. Should you ever experience any difficulty in meeting your fees please do not hesitate in contacting our Administrator who will assist you in any way she can, in the strictest confidence.

Food and Nutrition

Snacks

During the session we provide your child with a healthy snack. We also provide a drink of either milk or water. Should your child have any dietary requirements, please inform a member of staff and make sure you state any allergies or dislikes you may have on your child's Enrolment Form. These details along with other information allow us to support and encourage your children while they settle into their new environment.

Lunch Time

For children attending Playgroup and Early Years, lunch time begins at 11.45am and ends at 12.30pm. Members of staff supervise the children's activities and lunch in the playgroup room. The children sit at their own special tables with the Lunchtime assistants to eat lunch.

This benefits the children by gently introducing a slightly longer day, when they are approaching full time school, while working in partnership with parents to provide a healthy lunch. By eating with their peers, children get used to the routine of eating as a group.

A lunchtime session costs £4.00. You may either send your child to Playgroup with a packed lunch or they can have a cooked lunch. School, cooked lunches are charged at £2.30 each and are payable, in advance, by bank transfer.

As part of our Health and Safety policy all packed lunch boxes must contain a freezer pack to ensure food is kept cold. We will check every lunch box and place a pack in should you have forgotten.

Policies

At Acton Playgroup the policies we hold include:

Admission and Registration
 Absence Policy
 Behaviour Management
 Safeguarding Children and Procedures
 Confidentiality
 Complaints Procedures
 Equal Opportunities
 Health and Hygiene
 The use of Mobile Phones
 Nappy changing
 Parental Involvement
 Safety and Practice
 Settling in
 Special Needs
 Staffing and Employment
 Student Placements
 Transition
 Lock Down
 Prevent

All these policies are annually reviewed and adopted by the Management Committee. They are available at all times for you to read during our sessions and can be located in a folder by the parent's information board. However, if you would prefer your own copy, please provide an email address and the policies can be forwarded to you direct.

A Note on our Admission Policy

Acton Playgroup will always try to accommodate children (regardless of race, religion or attainment) who live in Acton. However, we do welcome children from outside our catchment area and will always try to find them a place as soon as possible. Attending Acton Playgroup does not naturally mean admittance to Acton Primary School.

A Note on our Absence Policy

We ask parents/guardians to keep the playgroup up to date with your telephone number, including mobile phone if you have one, and other details for emergency contacts.

Be responsible for the safety and well-being of your child/children whilst they are not in school.

Inform the playgroup of any prearranged absence, e.g., attendance at an hospital appointment or other unavoidable event, prior to the absence taking place.

Inform the playgroup of your child's absence between 8.30 am and 9.15am on the morning of the first day of absence via the playgroup telephone on 01787 464270. Respond promptly to contacts from the playgroup.

If no contact is established during a period of absence the playgroup will arrange a home visit to check the situation. If the child is not found and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. Working in partnership with parent and carers, we can improve protection for children.

A Note on our Special Needs Policy

Acton Playgroup follows the D of E code of practice on Special Needs.

Children with special needs are welcome to attend Playgroup after consultation with their parents, Playgroup Leader and Key person. If it is felt that a child's needs cannot be met at Playgroup without a learning support worker, funding will be sought to provide one. We liaise with staff, therapists, health visitors, psychologists, social workers and paediatricians to ensure the child's specific needs are met.

My Learning Journey

While your child is with us, we are required to keep a record of their achievements. These records are your assurance that we are teaching your child all aspects of the Foundation Stage that we are required to cover, and to ensure we are meeting the criteria laid down by the Foundation Stage. Observations are uploaded weekly onto the children's Tapestry Online Learning Journals, where parents can comment on their child's week.

With your permission these records are passed your child's next education provider. This ensures that your child benefits fully from the greater continuity and partnership between Acton playgroup and Acton Primary School. If your child will not attend Acton Primary then a transition meeting will be set up with their next environment to ensure that details are shared.

Copies of these records are shared with you at Parents evenings which are held during the year and you are free to inspect your child's records at any time, simply speak to Kim or your child's Key Worker. We will explain the records and answer any questions you may have.

“The key-person system is extremely effective and well established. Children develop exceptionally close relationships with staff and very strong friendships with their peers. They develop high levels of emotional security within the nurturing, secure environment.”
– Inspection Report for early years provision – 22nd July 2019

Finally

Should you ever have a concern relating to Acton Playgroup, you can speak to our Playgroup Leader in confidence. If you feel that it is of a serious nature, you can contact a member of the Management Committee in the strictest confidence (all contact details are available from the Playgroup). We are always available to answer any questions however big or small.

We hope that your children will enjoy their time at Acton Playgroup. Should they move on to Acton Primary School we are confident that the transition will be made easier for children and their parents because of the benefits and advantages of being in the school building during their time at pre-school. We also have an excellent transition with all nurseries and reception classes, making visits, encouraging teachers and teaching assistants the opportunity to see the children in their familiar preschool environment.

“Teaching is outstanding. Staff are well qualified and use their expert knowledge to reinforce the skills children require for successful learning in primary school and beyond.” – Inspection Report for early years provision – 22nd July 2019