



St Bernadette's Bees Preschool
St Bernadette's Catholic Primary School
Tile Barn Close
Farnborough
Hampshire
GU14 8LS
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Prospectus

St Bernadette's Bees Preschool is a registered charity (number 1207753). The company is run by a Board of Trustees.

Ofsted grading 2806023

We re-registered in October 2024 and have not been inspected yet.



Our Mission

Our mission is to fully develop each child's potential in a safe, caring, fun and inclusive environment. The first five years of a child's life are so important, and we aim to support every child's early years journey through a range of opportunities and experiences whilst meeting the guidelines of the Early Years Foundation Stage.

St Bernadette's Bees takes pride in its reputation, and we strive to uphold and promote values and principles which encompass equality, fairness and honesty.



Our Staff

We offer an adult child ratio which are 1:8 for children aged 3 – 4 years and 1:5 for children aged 2 - 3 years. Our staff are dedicated practitioners who strive to encourage every child to reach their full potential. Our staff bring an abundance of experience supported by a range of qualifications. Each staff member has undergone an enhanced DBS check. All staff are first aid trained within the first 6 months of starting with us and complete safeguarding training. They are given training opportunities to update their knowledge and skills.



About us

We are a term time preschool open for 38 weeks offering childcare from the age of 2 years. We are open Monday – Friday offering the following sessions;

Morning – 8.30 am-11.30am

Afternoon – 12.00 pm-3.00 pm

All day – 8.30am-3.00 pm.

Lunch time session – 11.30am-12pm

St Bernadette's Bees Preschool consists of a large main room with access to the garden area which we encourage the children to use in all weathers.

We believe that every child is unique. That's why we work with you to customise the childcare based on the needs of you and your child. We'll sit down with you, listen to your requests and prepare a customised plan.



Admissions

If you wish to apply for a place for your child at St Bernadette's, the process is very straightforward.

We want you to be fully happy when you place your child in our care and as such our admissions procedure gives you numerous opportunities to visit and ask questions before making your decision.

There is a three-step process which can be found on our website under the Parents heading.

A £40 joining fee for non-funded children is required for your child. This fee is for peg, name tags and online learning journal. Once we receive your application you will receive an invoice for this fee. NB your child will not be fully registered until this has been received.



Key Person Approach

The key person system gives each member of staff the responsibility for a particular group of children, their key family. This system ensures that each child and parent have one adult to whom they can relate and receive pastoral care whilst away from the family environment. In addition, the key person is ideally positioned to tailor the group's curriculum to the unique needs of each individual child. The key person maintains links with the child's home and works with the parents through shared record keeping, ensuring that all children are supported in reaching their full potential. Staff work closely together which ensures

that if your child's key person is not available, they will be able to share the care and knowledge of your child.



Curriculum, planning and assessment

At St Bernadette's Bees Preschool, we understand that every child is unique and that they develop at their own rates in their own way. Children aged 0-3 years will develop the 3 prime areas first. When they turn three, the prime areas will help your child develop skills in the four specific areas. Children who start at 3, will develop skills in all seven areas of learning. The Early Years Foundation Stage (EYFS) is centred on seven areas of learning.

Prime areas

Personal, social and emotional development

Communication and language

Physical development.

Specific areas

Literacy

Mathematics

Understanding the world

Expressive art and design.

We take regular observations of children as they play to highlight their current interests. We use these observations to plan activities and future learning opportunities. We use Tapestry as our online learning journal to document children's learning and development. It allows us to work with the child's family to share information and to record the child's time at preschool and at home. Parents and carers are given individual log-in details to access their child's account. Staff are given their own secure log-in, we can then upload photos, observations and assessments. Once saved, parents will be able to view this information via the app. We encourage you to comment and add to your child's records. We also carry out two-year progress checks.



The role of the parent

We recognise the importance of a successful parent-preschool partnership. Parents are the first and foremost educators of their children. We have an open-door policy where all staff and management are available for you should you need us. We also offer

- Parent meetings to discuss your child.
- Time to talk at drop of and collection times.
- Opportunities for you to share your expertise and skills within the setting.

We use numerous ways to communicate with our parents including emails, Facebook, newsletters as well as face to face handovers.



What does our child need to bring each day?

- Appropriate clothing. We advise you to 'dress for mess' as the preschool provides plenty of messy play opportunities and the children do at times get dirty.
- Spare clothes, please ensure they are named. It is also helpful to supply spare shoes. If your child is potty training, please supply extra clothing.
- Weather appropriate clothing. Waterproofs and wellington boots in the rain, hats and gloves in the cold and sun cream and sunhats in hot weather.
- Nappies and wipes, and nappy cream if needed.
- Healthy snack for the morning session.
- Healthy lunch for the afternoon session.
- Healthy snack and lunch if your child is staying all day.
- We follow a NO NUTS policy. Please check ingredients of food provided before including it in your child's snack/lunch.
- A named water bottle.



The first days

A child who is tense or unhappy will not be able to play and learn so it is important for parents and staff to work together to help children feel confident and secure in the group. This may take longer for some children than others and parents should not feel worried if their child takes a while to settle in. We work to the individual needs of each child as to how we settle them, working closely alongside the child and the family.



Special educational needs

We take account of any individual needs that a child may have as part of the nursery policy. This makes sure our provision meets the needs of each child. The setting works to the requirements of the Education Act (1993) and The Special Needs Code of Practice 0 to 25 (2014). The settings Special Educational Needs/Disability Co-ordinators (SENDCO) are Joanne Davey and Elise Savage.



Safeguarding

Everyone working with children and young people has a duty of care to keep them safe and protect them from harm. The Children Act 2004 places a responsibility for us to safeguard and promote the wellbeing of children and young people. Staff are made aware of our responsibilities regarding Prevent Duty, FGM (female genital mutilation and CSE (child sexual exploitation.) We have a duty to report any concerns to a designated member of staff and/or to the local children's service. Our Designated Safeguarding Lead is Joanne Davey.



Funding and Fees

Each child is eligible for 15 hours early years grant funding from the term after their third birthday.

If your child's third Birthday falls between

1st April – 31st August – They are eligible from 1st September

1st September – 31st December – They are eligible from 1st January

1st January – 31st March – They are eligible from 1st April

Some children will be eligible for an extra 15 hours. Please check your criteria by visiting <https://www.childcarechoices.gov.uk/> It is your responsibility to reconfirm your eligibility to HMRC every three months and to provide us with your 30 hours code.

We also accept children in receipt of two-year-old funding and Working Families Entitlement. If you meet the requirements and have a successful application, you will be given a unique reference number which you will need to provide, enabling us to claim funding for your 2-year-old. More information is available at <https://www.childcarechoices.gov.uk/>

All non-funded children and children who take up additional hours will be charged at the hourly rate.



Policies and procedures

All our policies are designed to offer the best possible experience for children and their families and to ensure your children are kept safe while in our care.

Our policies include - admissions, behaviour management, complaints, general data protection, debts, inclusions and equal opportunities, health and safety, illness and exclusion, medication, lost and uncollected children, safeguarding and child protection, special educational needs and disabilities, social media and partnership with parents. There are also a

range of other policies and documentation available. Parents can request to see the policies at any time.

We review our policies annually and welcome comments and suggestions from parents.

A copy of our policies is available.