



# Timsbury Pre-school

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Registered Charity No. 1026092



## **About Us**

Timsbury Pre-school is a registered charity run by a voluntary committee of parents of the children attending the Pre-school. It is based in a modern building with good indoor facilities and a large outdoor play area in a lovely rural setting.

Timsbury is an equal opportunity Pre-school affiliated with the Pre-school Learning Alliance. We are registered with Hampshire County Council and the Services for Young Children to accept children from the age of 2 years. One of our main aims is to help children become confident and secure in order to be better prepared for school.

Children are encouraged to develop at their own pace through high quality play which is tailored to individual needs. We provide a safe, happy, relaxed and stimulating environment in order for children to have fun, make friends and learn as they play.

Children leave Timsbury Pre-school to attend a range of Primary Schools around Romsey and the villages. These include: Braishfield, Awbridge, Cupernham, Halterworth and Romsey Primary.

## **Registration**

When your child is due to start Pre-school you will be asked to fill in a registration form and read our policy documents which set the policies and procedures of the group. If any details on your child's registration form change you are responsible for informing the supervisor.

## **Committee**

Timsbury Pre-school is run by a voluntary committee and relies largely on the kindness of parents with children attending the Pre-school. However, grandparents or other members of the community may also be on the committee. The committee play an important part in pre-school life from interviewing new staff, setting policies, and fundraising to name just a few of their responsibilities. Although it does involve giving up some free time it also comes with the advantage of having an input in your child's early education, and is a great way to make friends.



### Sessions Times

We have flexible start times and finish times.

Sessions can start at either 9.00am, 9.30am or 10.00am.

Children can finish the morning session at 12.00pm or 12.30pm.

If you wish for them to stay for lunch, then they can stay until 1.30pm.

We offer afternoon sessions, which can finish at 2.00pm, 2.30pm or 3.00pm.

**Monday:** Opening times 9.00am to 3.00pm  
Morning sessions: 9.00am or 9.30am start to 12.00pm, 12.30pm  
or with lunch 1.30pm  
Afternoon sessions: finishing times 2.00pm, 2.30pm or 3.00pm.

**Tuesday:** Opening times 9.00am to 3.00pm  
Morning sessions: 9.00am or 9.30am start to 12.00pm, 12.30pm  
or with lunch 1.30pm  
Afternoon sessions: finishing times 2.00pm, 2.30pm or 3.00pm.

**Wednesday: Closed**

**Thursday:** Opening times 9.00am to 3.00pm  
Morning sessions: 9.00am or 9.30am start to 12.00pm, 12.30pm  
or with lunch 1.30pm  
Afternoon sessions: finishing times 2.00pm, 2.30pm or 3.00pm.

PLEASE NOTE THAT THE THURSDAY AFTERNOON SESSION FROM  
12.30PM IS ONLY AVAILABLE TO CHILDREN AGED 3 AND OVER.

**Friday:** Opening times 9.00am to 3.00pm  
Morning sessions: 9.00am or 9.30am start to 12.00pm, 12.30pm  
or with lunch 1.30pm  
Afternoon sessions: finishing times 2.00pm, 2.30pm or 3.00pm



## **Fees**

Our fees are charged by the hour, payable half-termly. Please ask the supervisor for the current rate. You will be invoiced at the beginning of each term. Cheques should be made out to Timsbury Pre-school, or, payment can be made directly through your bank (details on the invoice). Prompt payment is appreciated. Other arrangements can be made confidentially if required.

We are a registered provider with the Early Years Education (EYE) funding in Hampshire so that funding claims can be made by the Pre-school for eligible 3 and 4 year olds. Your child is eligible for the funding at the beginning of the term after their 3rd birthday.

If your child is to start Pre-school before they are 3, a deposit of £40 must be paid to secure the sessions. This will be returned in full once they are eligible for the funding.

The fees provide the main source of income for the Pre-school, however we are unable to survive without a significant input from fund-raising activities organised by the staff and committee. For the Pre-school to be a success we do ask for parental involvement and support.

## **Notice**

We require a terms notice of your intention to reduce the number of sessions your child attends or if they are leaving the Pre-school before starting school at the statutory age. The notice is required to assist the Pre-school with financial planning and organisation. If notice isn't given, a terms fees in lieu of notice will be charged.



### **Key person System**

When your child starts at Pre-school, they will be assigned a key-person. This member of staff will take a special interest in your child and be responsible for keeping records of your child's learning and development by making observations of their progress, taking photographs and collecting examples of their work. These records will be shared with parents/carers.

They will also be your first point of contact to discuss any worries or concerns you have.

### **What to Bring**

Children will need a named bag with spare named clothes for when they get wet or muddy. If your child is still in nappies please ensure you provide these.

A warm coat and wellies are needed for outside play during the colder wetter months. If the weather is hot please ensure your child has a sun hat and sun cream is applied before they arrive.

If your child is staying for lunch, please provide them with a healthy packed lunch and a drink. We ask parents to avoid nuts and whole grapes/olives as these can be choking hazards. Please ensure lunch boxes are clearly named.

### **Dress**

The children have the opportunity to take part in 'messy play' activities, we therefore suggest they come dressed for mess!

Although we don't have a uniform, Pre-school T-shirts are available to buy from the supervisor.

**Please make sure your child's clothing is named.**



## Our Daily Routine

All sessions begin at 9.00am. Parents need to sign their children in (the clipboard is in the foyer). Children need to hang up coats and bags and find their name labels in their trays. Parents are welcome to come and settle their children in the hall.

**9.00am - 9.40am - Free play (inside only)**

**9.45am - 10.00am - Circle time**

Welcome song and theme related discussion/activity

**10.00am onwards - Free play.**

The Pre-school is set up with 'free-flow' activities for the children to take part in. Children will have access to indoor and outdoor activities, where experiences will be planned by the children's spontaneous free-play.

**10.30am - 11.00am - Snack bar**

Parents are asked to provide a healthy snack for their child to put in the communal snack box, this will be shared amongst all children at snack time.

Milk and water are provided by the pre-school. The children are encouraged to pour milk or water for themselves. The children are also encouraged to clear away their plates and cups.

Children are free to come to the snack table when they want to and have their snack without interrupting their play. We will always ensure that the children have washed their hands before having their snack. The children are encouraged to chat about what they have been doing during the session, or about family and home life. We always provide toast and butter. Sometimes, we give the children the opportunity to taste different vegetables, fruit and food from different cultures.

**11.00am - Focused activities and Key person group time**

**12.10pm - Circle time for stories, songs and rhymes.**

**12.30pm - 1.30pm - Lunch time and quiet activities.**

**Afternoon session to 3pm - Inside and outside play.**



## Curriculum

Timsbury Pre-school follows government guidelines for the curriculum which are known as The Early Years Foundation Stage. These set the standards for learning, development and care for children from birth to five.

It has been designed with four guiding principles:

1. Every child is a 'Unique Child'
2. Children learn to be strong and independent through 'Positive relationships'
3. Children learn and develop best in 'Enabling Environments'
4. Children learn and develop in different ways and rates

There are three 'prime' areas of Early Learning Goals:

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

We also provide support in four specific areas of Learning:

1. Literacy
2. Mathematics
3. Expressive Art and Design
4. Understanding the world

The Early Learning Goals state what is expected that children will know, and be able to do, by the end of the reception year of their education.



The *Development Matters* guidance sets out the likely stages of progress a child makes along their learning journey towards the Early Learning Goals. Children will be at different stages in these areas, depending on their age and stage of development. While your child is with us, their key person will assess how your child is learning and developing by observing them frequently. We use information we gained from observations, as well as photographs, to document their progress and where this may be leading them. Your child is an individual and we will take this into account when planning and differentiating activities for your child's individual needs.

Free play within the pre-school offers your child an opportunity to explore, question, develop and use their curiosity in a safe and secure environment. The adults will support your child's learning through planned play and extension of spontaneous opportunities.

Both indoor and outdoor areas will be used regularly. Your child will work in large and small groups, and each experience they have will help them develop a range of competencies. Parents are the first and enduring educators and understand their children best. We therefore want you to share your information with us, to help us plan appropriately for your child. Parent consultations will hopefully help you to understand the EYFS better. We can also put you in touch with other useful organisations - please ask!

### **Tapestry**

We use an easy to use online learning journal called Tapestry. It allows us and parents to record, track and celebrate your child's progress at Timsbury Pre-school.

During the sessions, we will capture your child's experiences by recording photos, text and videos. You as a parent can instantly access these on your phone, PC or tablet; allowing you to see what your child has been learning that day. As a parent, you can also post those special moments at home. We often discuss these with your child at Preschool.





### **Illness**

If your child appears off-colour, has a high temperature or has vomited during the past 48 hours, please do not bring him/her to Pre-school. Please phone or look at our sickness policy, if unsure.

If your child becomes unwell during the session, you will be contacted to collect him/her. Please let the supervisor know if you have administered any medication to your child before bringing them to Pre-school.

### **Collecting Children**

When picking up your child, we request that you wait in the foyer where a member of staff will bring your child/children to you. Please check in your child's tray for correspondence and anything your child has made during the session. Please pick up promptly.

Could parents please inform a member of staff if a child is to be collected by any person other than themselves. We will ask for this person to provide the security password.

### **Comfort toys**

Whilst we are happy for children to bring along comfort toys we suggest that they do not bring along other toys as loss or damage could be upsetting.

### **Birthdays**

We celebrate children's birthdays as near to the day as possible. We are often asked if children may share a cake etc. with their Pre-school friends. We are happy to do this.

### **Newsletters/Information**

Regular newsletters are sent to parents (in trays) or placed on the Pre-school notice-board with information about forthcoming events. (Help and suggestions are always appreciated!)

Information about each day's session will be displayed on the board.



### **Extra Activities**

We arrange visits from people from the local community such as police officers, vets, dentists, artists etc. If you think you could help with this in any way, please speak to the supervisor.

If you have any questions or require any additional information, please speak to the supervisor who is always happy to help.



Last updated: February 2023