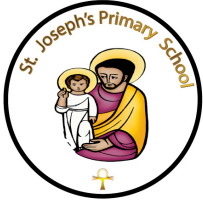
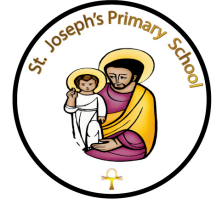


St. Joseph's Catholic Pre-School



Trinity Square, South Woodham Ferrers, Essex. CM3 5JX.
Headteacher: Mrs. Sarah Ginzler-Maher
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website: www.stjosephscatholicprimaryswf.org



School Mission Statement

*Through our loving God we follow
in the footsteps of St. Joseph
who helps us to be gentle, caring and hardworking.
As we learn together, we love value and welcome everyone.*

Dear Parents

Thank you for your interest in St. Joseph's pre-school. We are very proud of our pre-school, which gives a special dimension to our whole school. The facilities offered are of an excellent standard, the environment is delightful and the care and attention given to the children is second to none.

It is our experience that the children who have attended the pre-school are very well prepared for entry to Reception Class – the start of more 'formal' learning. Ours is an inclusive school and we see ourselves as serving the community, welcoming applications from all faith traditions and ethnic backgrounds. We are especially supportive of children with special needs.

Of course the only way for you to make a decision is to come and see our pre-school in action. Please contact the school office and the Pre-school Manager will be happy to show you around.

In the meantime, if you have any queries please do not hesitate to contact me.

Yours sincerely

Mrs. Sarah Ginzler-Maher
Headteacher

Welcome to Pre School

- *We aim to ensure that the children meet the Early Years Foundation Stage in an enjoyable and enthusiastic way, we like to promote the importance of learning through play.*
- *To encourage confidence so that the children will be able to make choices and decisions regarding their activities.*
- *We aim for Christian values to be very much part of the children's socialising skills.*
- *To respect that every child is an individual with their own very important requirements*
- *To recognise that learning needs are identified and supported appropriately*
- *We hope to give the children a sound preparation for Reception Class and to involve them in school life where possible.*
- *To ensure that their pre school experiences are happy and fulfilling giving them lots of happy memories to take with them as they develop and celebrate school life at St. Joseph's.*
- *The pre school has had a very successful OFSTED report and these standards have been maintained if not improved.*



Our Values

- *St. Joseph's is a Catholic School with a true Christian ethos, and welcomes applications for admission from different faiths and traditions.*
- *We expect that children from pre-school will continue their education at St. Joseph's. This gives continuity to a child's educational experience and allows a child to build on established friendships.*

Special Needs

- *The pre-school staff are fully trained to support and accommodate children with special needs.*

Standards of Behaviour

- *As with the main school, here in Pre-School standards of behaviour are high, based on a mutual respect and courtesy for one another, as per our school's Golden Code of Conduct:*
 - *Be forgiving and polite from morning to night*
 - *Respect others*
 - *If you have nothing kind to say, say nothing at all.*
 - *Use your hands to help, not hurt.*
 - *Take care of your school and the belonging of others*
 - *Work hard, be organized and always do your best.*
- *We encourage simple rules to encourage a happy and safe learning environment*

Welfare, Health & Safety

- *Every effort is made to ensure the children have a safe and caring environment, with all of the staff holding a first aid certificate.*
- *If a child should become ill we will do our very best to make contact with either the parent or guardian. If emergency treatment is required the Headteacher will act in 'loco parentis'*
- *If your child is absent could you please contact the school office who will inform pre-school staff of your child's absence.*

Policy for Sick Children

- *Emergency contact numbers are regularly updated by the school's office*
- *If a child appears not to be well but a parent feels that they may be all right to attend a contact number/mobile must be given to the pre-school staff.*
- *A sick child will be compassionately cared for and the child may lie down on a floor cushion.*
- *Sick bowls are kept within easy reach and clearly labelled.*
- *There are appropriate disposable gloves, cleaning equipment*

and spare clothes kept within pre-school allowing us to deal with any problem a child may have

- *We ask that children do not return to Pre-school until 48 hours after their last bout of sickness/diarrhoea.*



Our Facilities Are:

- *A purpose built room with everything at a child's height*
- *Wonderfully bright and welcoming*
- *Children have access to all activities e.g., puzzles, games etc.*
- *Self contained toilets and washing facilities within the room*
- *A safe and secure outdoor play area, including a climbing frame and a variety of wheeled toys.*
- *Use of the school's main hall*
- *The main school outdoor play equipment*
- *Integration with the School, such as attending Foundation Stage Assembly to celebrate the children's work.*



Joint Facilities with Trinity St. Mary's

- *The Pre-School is a joint venture with Trinity St. Mary's C of E School. This works well as at present St. Joseph's have the morning sessions with TSM's having the afternoon sessions.*
- *All the amenities are shared with displays and role-play corners agreed by the joint staff who enjoy this arrangement.*

The Curriculum

- *In accordance with DfES recommendations our curriculum is based on the Early Years Foundation Stage. This gives children the opportunity to learn by exploring, playing, negotiating, watching, copying and demonstration.*
- *The seven areas of learning are:*
 - Prime Areas:*
 - *Personal, Social and Emotional Development*
 - *Communication and Language*
 - *Physical Development*
 - Specific Areas:*
 - *Literacy*
 - *Mathematics*
 - *Understanding the World*
 - *Expressive Arts and Designs*
- *We encourage the children to join in all areas of the curriculum. The emphasis is upon structured learning through play. Lively stories encourage language and listening skills, games support number recognition, while plenty of painting, play dough and construction are all very important to encourage fine and gross motor skills.*
- *The curriculum is delivered in a stimulating and happy environment. We have now introduced very basic French, the children learn their numbers, colours, days of the week plus some everyday words, which they thoroughly enjoy.*
- *To ensure continuity of curriculum comprehensive records are kept on the children's progress within the curriculum. These will be duly passed on to the teacher in Reception Class.*
- *Policies are available to read.*



A Pre-School Session

Pre-School starts at 9.00 a.m. where the main front door to the school is opened by Mrs Murray to welcome both the children and their parents or carers.

On entry to the classroom the children are warmly greeted by Mrs Keogh and Mrs Dickinson and are invited to self-register; this is where the children are encouraged to find their own name card and place it into the basket. They then put their school bag into their tray and, with encouragement and support, hang up their coat independently on to their named peg.

*The classroom is set out daily with a variety of attractive and stimulating activities that support the seven curriculum areas outlined in the Early Years Foundation Stage. With the emphasis on **learning through play** the children independently select the activities in which they wish to participate, often using the facilities to create their own initiated games. Through such stimulating child-led play, the children develop important skills in communication, understanding and problem solving; this in turn, encourages them to become independent learners both in their thinking and decision-making. They learn how to play co-operatively with their peers and enjoy sharing ideas to extend the games.*

The children also have the opportunity to take part in adult led activities that further support their developing skills; they enjoy exploring and experimenting in activities such as painting (using a variety of techniques), craft work (supporting scissor control for example) and cooking (making cakes, biscuits or tarts) as well as taking part in topic based activities. The children also enjoy engaging in games that support their early numeracy and literacy skills which is often reinforced during whole class activities.

Daily, the children are able to extend their play ideas to the structured outdoor area; they enjoy participating in activities to improve gross motor mobility such as climbing and balancing as well as honing their skills when using small apparatus such as bats, balls and hoops. The children also have a chance to take part in whole class games or structured tasks during our weekly session in the school hall.

Mid morning, a 'snack bar' is provided; set out as a buffet the children are able to select from a variety of food consisting of fruit or vegetables and wholewheat bread snacks such as rolls, crackers and bread sticks; they are also provided with a drink of milk or water. The children enjoy helping to set out the food and once a week a group of four children help to prepare a specific snack such as sandwiches or a fruit salad.

The morning session ends at 12.00 p.m. In preparation for home time the children settle on the carpet for a story followed by songs and rhymes; musical instruments are regularly used which the children delight in. We say our morning prayer and then prepare the children ready to meet their parent or carer.



Parents Association

They are a team of hard working fund raisers who spend a great deal of time organising fun activities such as discos, parties and a summer spectacular to raise funds for the school. The funds raised enable us to purchase and improve facilities throughout the school especially with regards to the computer suite and library amongst many other items.

Each class has two parent representatives who have regular meetings with the head teacher to discuss various matters arising within school life and these parents work closely with the P.T.A.

We hope as new parents you will be generous and support the association. Who knows they may encourage you to be on the committee.



St. Joseph's Pre-School Committee Members

*Pre-School Manager
Mrs. Sarah Ginzler-Maher - Headteacher
Representative from the Board of School Governors*

Complaints Procedure

Should a parent/carer have a complaint concerning the staff or standards in pre-school they may either discuss the matter with:

In the first instance:~ Pre-school Manager

If this would be considered inappropriate they may have an appointment to discuss the matter with:

Mrs.Sarah Ginzler-Maher

If such concerns need to be taken further the Board of Governors may be approached

or OFSTED may be contacted on Tel: 08456 404040

*OFSTED
Royal Exchange Buildings
St. Ann's Square
Manchester
M2 7LA*

