

PRE SCHOOL OPENING TIMES

Pre-School Opening Times

The Pre-School is open during West Sussex County Council school term times.

Mornings:

Monday to Friday 8.45 am – 12.15 noon

Morning sessions are available to children who are already 3 years old by the start of the Autumn term on the 1st September.

Afternoons:

These sessions normally begin after the Autumn half term holiday.

Monday and Wednesday 1.00 pm – 3.30 pm

Thursday 1.00 pm – 3.30 pm

Afternoon sessions are available to children who will have their 3rd birthday during the Autumn and Spring terms. The afternoon sessions are more suitable for the younger children as the group is smaller and the sessions are slightly shorter.

The afternoon group will be given priority in choosing morning sessions for the following September.

Contact Numbers

01444 473940

Our website

<http://www.stpaulspreschoolhh.co.uk/>

Free Entitlement and Fees Payment

All children are eligible for the Free Entitlement the term after they become 3. Information will be provided should you decide to register with us. You may use your Free Entitlement at more than one setting. A supplementary charge is due for extra time beyond the core entitlement. In addition parents are requested to contribute £2.00 each half term to help with baking and snack time.

To ensure your child's place and guarantee staffing, the first half term's fees will be due one half term before your child starts at Pre-School – you will be notified by post. Subsequently fees are payable termly or half termly as you prefer.

Fees are reviewed annually and parents are notified of any changes at least one term in advance. If you have any difficulty with payment, please speak in confidence to the Supervisor, or to the Chairman of the Management Committee, who can be contacted via the Pre-School.

If you do not take up a place which you have accepted or wish to remove your child, we require a full half term's notice in writing to this effect. UNLESS THIS NOTICE IS GIVEN, WE WILL HAVE TO RETAIN ONE HALF TERM'S FEE PAYMENT. We are unable to waive fees for absences due to sickness or holidays

If you have any queries or wish to see the Pre-School Policies, please contact the Supervisor, Tracey Flanagan who will be happy to help you. You are welcome to visit the Pre-School during any session.

We hope you and your child will be very happy with our provision. If, however you have any concerns or complaints, please speak or write to Tracey, the Supervisor, in the first instance, or the Chairs of the Management Committee. Ofsted may be contacted on 0300 1231231.

St Paul's Pre-School

PROSPECTUS



“Outstanding”

Ofsted 2011

**THE ARUNDEL & BRIGHTON
DIOCESAN TRUST IS A
REGISTERED CHARITY**

No.252878

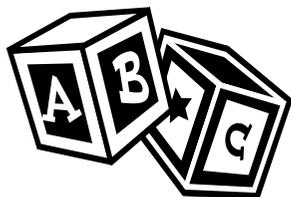
**THE PRE SCHOOL IS OFSTED
REGISTERED**

WELCOME TO ST. PAUL'S PRE SCHOOL

St. Paul's Pre-School (originally St. Joseph's) moved to its lovely yellow rooms in October 2002 – becoming part of St. Paul's Parish group and serving the local community. The Pre-School is part of the Diocese of Arundel & Brighton and is supported by a committee of staff and parents.

We can offer 30 places in the morning sessions and 24 places in the afternoon sessions. We are registered and regularly inspected by Ofsted to ensure quality of provision. Our last inspection was May 2011 and the outcome was "outstanding".

At St. Paul's Pre-School, our Christian beliefs are the foundation of our ethos. We are fully committed to an inclusive provision and practice.



Our Approach

Our provision is guided by the principles of The Early Years Foundation Stage (DfE 2014). We build our practice on the four guiding themes of :

A Unique Child

Positive Relationships

Enabling Environments

Learning and Development

We recognise that children are competent learners from birth who develop and learn in a variety of ways. We aim to provide a setting which supports and extends this and plan to give children time and space to grow in a secure and happy environment.

Our Philosophy

We aim to:

- Offer equal opportunities to all, regardless of gender, ability, race, colour, background or origin. We welcome children with additional support needs.
- Provide security, stability & care.
- Enable children to enjoy positive relationships – learning to work, play and co-operate with others.
- Promote children's health and physical development.
- Develop open and honest relationships with parents – we value and encourage your involvement,
- Offer children a broad range of play experiences and provide rich and stimulating opportunities to investigate and explore.
- Organise our environment to promote positive outcomes for children, building on their interests and progress – we wish to challenge with a wide range of interesting activities supported by quality resources.



Admissions Procedure

The admissions policy is agreed by our Pre-School Management Committee.



Children are admitted from 3 years of age.

Provision is primarily for the children of St. Paul's Parish.

All admissions are approved by the Management Committee in November for the following academic year. In the event of over subscription, our policy is to admit children according to and in order of the following criteria:

- Baptised Catholic children who have siblings on roll at the Pre-School.
- Baptised Catholic children who have siblings at St Joseph's Primary School.
- Baptised Catholic looked after or previously looked after children.
- Baptised Catholic children resident in St Paul's Parish.
- Other baptised Catholic children.
- Other looked after or previously looked after children.

Non-Catholic children whose parents wish them to be a part of the distinct Christian nature of our community.

If there are more applicants who meet the criteria than the Pre-School can accommodate, places will be allocated in order of the date application forms are received by the office.

Please note that applications for Catholic children must be accompanied by a copy of their baptismal certificate.

Applications for the next academic year should be received by the 31st October. Applications received after this date will be treated on a first come/ first served basis should any places remain.

In exceptional circumstances admission will be at the discretion of the Management Committee.

Application forms are available from the Pre-School Administrator. We suggest a donation of £20 accompanies the application to contribute towards pre-school costs.