



Layham Playgroup CIO

Prospectus



Layham Playgroup CIO

Layham Village Hall,
Church Lane,
Lower Layham
Suffolk IP7 5LZ

Registered Charity 1160254
Ofsted number EY498133

Creative, friendly, unique.

A special place to learn and play.

Welcome to Layham Playgroup

Layham Playgroup CIO was setup in 2015, it's aim is to ensure the continued running of Layham Playgroup, which had been established for more than 40 years as a parent run committee. Layham Playgroup has always been a small, friendly, traditional playgroup set amongst beautiful countryside and farmland. We felt this was something special and unique and worth preserving.

Our Trustees are:

Chairperson	Sharon Foxwell
	Claire Andrade
Manager	Michelle Elmer

We offer structured play for 2 -4 year olds in a stimulating environment and encourage and support their development in all aspects of the "Early Years Foundation" curriculum

Our aim is:

- 🌻 to enhance the development and education of children under statutory school age in a parent-involving, community-based group.
- 🌻 to provide a safe, secure and stimulating environment.
- 🌻 to work within a framework which ensures equality of opportunity for all children.

Inline with the Prevent Duty guidance we promote 'British Values' of

Democracy, Rule of Law, Individual Liberty, Mutual respect and Tolerance.

We aim to demonstrate these through our Personal, Social and Emotional Development, as well as our Vision below



LAYHAM PLAYGROUP

We offer your child:

- 🌻 a specially tailored curriculum following the "Early Years Foundation Stage."
- 🌻 individual care and attention made possible by a high ratio of adults to children.
- 🌻 fun and friendship with children and other adults.
- 🌻 the support of a personal key person .
- 🌻 opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.

Layham Playgroup meets at the following times:

Monday	09:15/30 – 12:15/30		Lunch Club 12:30 – 13:30
	12:30 – 15:30	or	09:30 – 15:30
Tuesday	09:15 – 12:30		
Thursday	09:15 – 12:30		
Friday	09:15 – 12:30		

Our Staff

Michelle Elmer	Manager Child Protection Officer SENCO	NVQ – Level 4
Elizabeth Chisnall	Deputy	NVQ – Level 3 NNEB
Jenna Lacchin	Assistant	Diploma in Early Years

All of the above members of staff are approved by Ofsted, police checked and complete regular training in The Early Years Foundation stage. They all have Safeguarding training, and are all qualified in First Aid and Food Hygiene.



Settling In, Arrivals and Departures

All children will settle at a new playgroup in their own time. Our friendly staff work together with you as parents to help your child to feel safe and secure in their new environment.

To assist with this we split the arrival time so that the younger children are able to settle before the older ones arrive. We also aim to greet each child individually and encourage them to separate from their parent/carer by showing an interest in a toy they have brought in and explaining what activities are available.

At home time the departures are again split with the younger children leaving first at 12:15, enabling the older children to participate in "Rising 4s", which provides 15 minutes more structured, learning based activities before they leave at 12:30. At both departure times, our farewell song signals to the children that it is time to go home and again they are given a warm and personal "goodbye".

A slide-show of the photos taken during the session is put onto the computer at home time, giving parents/carers an idea of what their child has been doing at playgroup, enabling them to discuss it further with their child as they leave.

Arrivals and departures are important events for both parents and children and by adding a personal touch we hope to make playgroup a very happy experience. Should anyone other than the usual parent/carer be collecting your child you must inform a member of staff and complete the necessary paperwork. We will not allow a child to leave the playgroup until we have the necessary permission.

Key Person

When your child starts at Layham Playgroup they will be allocated a "key person". This member of staff will have particular responsibility for your child including completing their individual "Learning Journey", which records their progress at playgroup through observations, photos and examples of their work.

Snacks

- 🌻 Upon arrival a snack bar is available offering cereal and milk, if needed.
- 🌻 Each child has their own water bottle which is available throughout the morning for them to access when needed.
- 🌻 Midway through the session we offer the children refreshments of either milk or water together with a light snack of fruit, vegetables and either breadsticks or biscuits. Please inform us of any special dietary requirements or food allergies your child may have. This is a sociable time, where the children sit together to eat their snack. Snack time starts with a 'Thank you' prayer



Lunch Club

We offer a lunch club where the children bring in their own healthy packed lunch and sit and eat with their friends in a social environment. The fun then continues until 13:30. (Minimal numbers required)

Our Morning Routine




- 09:15/30 **ARRIVALS** –The children find their name and put it on the board and settle in to one of the activities on offer for that session.
- 09:45 **REGISTRATION TIME** – We sit in the book corner, speak about the weather, topic of the day and what is on the table that day. We may split the group to work on numbers, shapes or colours.
- 10:00 **FREE PLAY TIME** – Children choose between indoor or outdoor play, which toys to play with and which activities to do. The craft/activity table is offered and a member of staff assists with the activity of the day.
- 10:45 **5 MINUTES TO TIDY-UP TIME** – We prepare the children to finish their activities.
- 10:50 **TIDY-UP TIME** – Children are encouraged to help tidy away the toys.
- 11:00 **SNACK TIME** – Children collect a cup and their name mat at the table and sit down. They have a choice of healthy snack and either milk or water to drink, which they pour themselves from a jug, encouraging independence and social skills. Staff sit at the tables with the children.
- 11:15 **GO TO BOOK CORNER** – As the children finish snack they are encouraged to sit in the book corner to look at books together.
- 11:20 **STORY TIME** – We encourage the children to sit and listen to a story related to the theme of the day.
- 11:30 **OUTSIDE PLAY/QUIET INDOOR ACTIVITY** – Children choose to either play outside or stay indoors and do puzzles, board games or drawing.
- 12:10 **END OF SESSION** – The younger children have a treasure sack where they show and tell about their special toy and then sing their farewell song. At this time the older children are taken by another member of staff to do more focussed learning activities, then they have their “End of Session”.
- 12:15/
12:30 **CHILDREN COLLECTED** – Parents are encouraged to see what their child has been doing during the session.







Early Years Foundation Stage

We use the practice guidance of the Early Years Foundation Stage (EYFS) Framework, which was revised in 2014, to plan and provide a range of play activities which helps children to make progress in each of the following 7 areas of learning and development:

Children will mostly develop the **3 prime areas** within their time with us, these are

-  Personal, social and emotional development
-  Communication and language
-  Physical development

As children grow, the prime areas will help them to develop skills in **4 specific areas**, these are

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

Some of the activities are adult-led whilst in others the children decide how they will use the activity.

The EYFS covers children from birth until the age of 5. Nurseries, playgroups, reception classes and childminders all follow the EYFS framework.

The Learning Journey

Your child's key person will frequently observe their development in all areas of the EYFS. Their observations, along with photos and examples of their work are documented in your child's individual Learning Journey which you, as a parent, are also encouraged to contribute towards. You are welcome to discuss your child's Learning Journey with their key person at any time.

Policies

Our policies help us to ensure the service provided at Layham Playgroup is a high quality one. Staff and parents work together to adopt the policies and all have the opportunity to take part in their annual review.

We have the following policies that you may read at any time:-

1.0 Child Protection

- ☉ Children's rights and entitlements
- ☉ Safeguarding children and child protection
- ☉ Looked after children
- ☉ Uncollected child
- ☉ Missing child
- ☉ Online safety

2.0 Suitable people

- ☉ Employment and staffing (including vetting, contingency plans, training and development)
- ☉ Student placements
- ☉ Disciplinary procedures

3.0 Staff qualifications

- ☉ Induction of staff, volunteers and managers
- ☉ First aid

4.0 Key person

- ☉ The role of the key person in the setting and settling-in

5.0 Staff: child ratios

- ☉ Staffing

6.0 Health

- ☉ Administering medicines

- ☉ Managing children with allergies, or who are sick or infectious (including reporting notifiable diseases)
- ☉ Recording and reporting of accidents and incidents (including procedure for reporting to HSE, RIDDOR)
- ☉ Nappy changing
- ☉ Food and drink
- ☉ First aid
- ☉ Food hygiene (including procedure for reporting food poisoning)

7.0 Managing behaviour

- ☉ Achieving positive behaviour
- ☉ Physical intervention

8.0 Safety and suitability of premises, environment and equipment

- ☉ Health and safety
- ☉ Maintaining children's safety and security on premises
- ☉ Supervision of children on outings
- ☉ Risk assessments
- ☉ Fire safety and emergency evacuations
- ☉ No-smoking
- ☉ Manual handling policy
- ☉ Equipment and resources

9.0 Equal opportunities

- ☉ Valuing diversity and promoting equality
- ☉ Supporting children with special educational Needs
- ☉ British Values

10.0 Information and records

- ☉ Admissions
- ☉ Parental involvement
- ☉ Children's records
- ☉ Provider records
- ☉ Transition
- ☉ Confidentiality and client access to records
- ☉ Information sharing
- ☉ Working in partnership with other agencies
- ☉ Making a complaint
- ☉ Fees



Making Choices

Here at Layham Playgroup we involve the children in making simple choices for example:

- 🌻 Children are regularly encouraged to choose a story book at story time.
- 🌻 Children are given choices at snack time with milk or water and a choice of fruit or vegetables.
- 🌻 After registration they are encouraged to choose a friend with whom to play.
- 🌻 They are informed of the activities on offer and encouraged to choose what they would like to do.
- 🌻 There is a trolley which offers them a free choice of activities.
- 🌻 During circle time the children are encouraged to pick songs or nursery rhymes for the group to sing.
- 🌻 They are encouraged to bring in objects or books related to the topic which they can show to the group.
- 🌻 Children are also encouraged to talk about themselves and any special outings, events or celebrations and they may bring in objects, cards, certificates etc. to show to the other children.

We always support the children in their decision making and encourage them to gain independence.

A Parent's Choice

Now that you have read about Layham Playgroup we hope that our unique blend of traditional, structured play in a rural setting appeals to you as a parent.

If your choice is Layham Playgroup, please complete and return the enrolment form at the back of this pack.

Should you wish to find out more or come and see us in action, please contact us on Mobile 07999 866419 or email us at admin@layhamplaygroup.co.uk

We look forward to welcoming you and your child!