



Gaddesby School Community Limited Prospectus



Preschool Breakfast and Afterschool Clubs Holiday Club

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INTRODUCTION

Welcome to the prospectus of Gaddesby School Community Limited. GSC provide childcare and education and are registered as a Good provision by Ofsted the Government educational watchdog.

Gaddesby School Community is a Limited Company Co-Operative and is a not-for-profit organisation. The management committee is historically run by parent volunteers. GSC provides quality childcare and education at an affordable price to the families of Gaddesby and the surrounding communities. All parents are members of the Co-Operative and are therefore able to attend annual general meetings and have a voice in the running of our settings by voting on the election of directors and other important organisational issues. The company is registered in England & Wales (03084259) and has an annual report and full set of accounts prepared by professionals.

Based in the village of Gaddesby in Leicestershire, Gaddesby School Community (GSC) provides high quality childcare in three different settings – Preschool, Afterschool Club (after school and breakfast club) and Holiday Club. Preschool and Kids’ Club were established in 1995 with Holiday club being added in 2000.

Employees are processed by the Disclosure and barring service (DBS) and the Independent Safeguarding Authority (ISA). This process helps employers to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. GSC adheres to the General Data Protection Regulation (GDPR)

GSC Staff hold relevant childcare qualifications and attend regular training which keeps them up-to-date with current thinking about childcare and education. GSC support parents and volunteers in gaining accredited Childcare qualifications (LEVELS 2-7) some progressing to being employed by GSC. Our general manager has completed a Bachelor of Arts degree in early years’ studies and has Early Years Professional Status, our deputy manager holds a Level 5 and is undertaking ongoing Special Educational Needs training.

GSC preschool is available to all preschoolers from the wider community and provides care and education for children from the age of two until starting school. Preschool offers Free Early Educational Entitlement to all 2/3/4-year olds who meet the governments eligibility check, this includes the 30 hour extended entitlement. Pre-School is based at Gaddesby Village Hall which is situated next to Gaddesby Primary School and opens during school term-time only, open Monday to Friday 9am - 3pm, sessions are available either full day, morning or afternoon.

We can also accommodate preschool children at our breakfast, afterschool and holiday clubs once they are eligible for the 3 year old funding.

Out of school club provides care for children who attend Gaddesby Primary school offering breakfast club from as early as 7.45am (until school begins at 8.50am.) and Afterschool Club which starts at the end of the school day 15.10 until 16.30: 17.00 or 18.00pm.

Holiday Club is offered to all children from the wider community who are eligible for 3 year old funding and up to 11 years of age, and operates from Gaddesby Primary School. Running morning (8:00-12:30), afternoon (13:00-18:00) and full day sessions from 8:00 until 18:00.

GENERAL INFORMATION

The following information applies to all GSC clubs ...

Achieving Positive Behaviour

GSC believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children learn to consider the views, feelings, needs and rights of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

A named member of staff is responsible for our programme for supporting personal, social and emotional development, including issues concerning behaviour. It is our policy for staff to inform parent/carer of any behavioural issues as and when they occur. For any unwanted reoccurring behaviour staff will work with parents/carers to formulate supporting strategies. For any child who persistently refuses to comply with our rules, standards of behaviour or boundaries, a meeting will be arranged between the child (if appropriate), Keyperson, parents and GSC manager to agree how to precede.

Please ask to see our behaviour policy for more information.

Safeguarding Children

GSC has a duty under the law to help safeguard children against suspected or actual 'significant harm.' Our employment practices protect children against the likelihood of abuse in our settings. Staff adhere to our rigorous safeguarding policy and have regular training updates. GSC follow all requirements set out in (LRSCB) Leicester and Rutland Safeguarding Children's Board. For further information, please see relevant policies.

Information we hold about you and your child

GSC have procedures in place for the recording and sharing of information /data about you and your child that is compliant with principles of the General Data Protection Regulations (2018) as follows:

The data collected by Gaddesby School Community Ltd is...

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with GSC we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Special Educational Needs and Disability

As part of our policy to make sure the needs of the individual child are met we work to the requirements of the Special Educational Needs Code of Practice 2001. GSC has a responsibility to ensure positive attitudes towards diversity and difference, every child is included and not disadvantaged. If children learn from an early age to value diversity in others, they will grow up making a positive contribution to society.

Individual needs can vary from slight developmental delays or disabilities, to a child who requires full time extra support, where possible reasonable adjustments will be made. The reporting and monitoring procedures adopted by GSC are in line with the Government Code of Practice for Special Educational Needs. If a child requires additional support, an individual plan will be prepared by their key person/staff member, SENCO and parents. These plans will be regularly reviewed, and any activities will be adapted.

Further advice may be gained from the SENCO Inclusion support and any other outside agencies

Accidents and Incidents

Any accidents or incidents involving your child will be fully recorded in our appropriate register which you will be asked to sign. If your child suffers a head injury, even if superficial, it is our policy to inform parents/carers by telephone once the necessary and appropriate medical and first-aid procedures have been followed.

Medicine and Sickness

Children should not attend clubs if unwell, however if your child becomes ill at club you will be contacted to collect your child as soon as possible. During a half day session, we would not normally expect to administer any medication, including sun protection. However, should staff be required to administer short-term or long-term medication to your child, you will be asked to complete and sign a Medicine Administration Form instructing staff on dosage and procedure. Staff will only administer medicines prescribed by a doctor for that child and only when the medicine is within its use-by date and is fully named. However, fever and pain relief will be administered with prior written consent from parents. Two members of staff will be responsible for administering the prescribed medication to your child. It is your responsibility to notify staff of any changes to regular prescribed medication.

Lost or Damaged Property

Gaddesby School Community Ltd will not accept responsibility for the loss or damage to any property belonging to children whilst at Club. Parent/ carers should ensure that all children's belongings are **fully labelled**.

Customer Comments

Gaddesby School Community Ltd is committed to providing the best standard of service possible for children and their families. GSC encourages feedback whether positive or negative any comments are acted on constructively and treated with strict confidentiality. In addition, you can speak, or write, directly to the manager at any time. Periodically we also submit to parents an online survey form to solicit comments and feedback on various issues.

Complaints

GSC take all complaints seriously, aiming to bring all concerns to a satisfactory conclusion. We appreciate that most concerns will be resolved quickly by an informal approach, however if this does not achieve the desired result our complaints policy and procedure process is available.

Please speak to the manager for more information if required.

Collection Procedure

GSC collection procedure is designed to safeguard all children in our care. Children are only permitted to leave clubs with specifically named contacts on the membership form. If you require any alternative adult to escort your child, you must notify staff in advance. Please note that no child will be permitted to leave with any person under the age of 17. If a child has not been collected at the appropriate time, staff will call the emergency numbers given on the membership form. After thirty minutes if contact has not been possible appropriate measures will be followed according to our policy for The Uncollected Child. Parents will be responsible for any additional operational costs incurred through late collection.

staff ensure all children are registered on arrival and signed out upon collection. If an emergency arises and your child will not be collected at the specific time agreed, to avoid late payment fees you must telephone the setting.

Policies

GSC have comprehensive Policies and Procedures which underpin the high-quality service provided to our members and the local community. Policies are reviewed annually, adopted by staff and parents and easily accessible in our settings.

Cancellations and Changes to Contract

For anticipated absences we would appreciate at least 24 hrs notice to rearrange staff ratios (but please note all absences will be charged). For any permanent changes to contracts, one month's notice is required. (A change of contract form will need to be completed). The responsibility of this lies with the parent.

Contact Details

Gaddesby School Community Ltd
Gaddesby Primary School,
Ashby Road, Gaddesby,
Melton Mowbray,
Leicestershire LE7 4WF

Manager 07876055823 Preschool@gaddesbyschoolcommunity.org.uk
Office 01664 840970 finance@gaddesbyschoolcommunity.org.uk preschool - 07887575568 - only when in session Afterschool - 07789125452 - only when in session

PRESCHOOL PROSPECTUS

Ethos

To provide quality care and education for preschool aged children (2-4+) of Gaddesby and its surrounding communities. GSC aim to work in partnership with parents to assist children in their learning and development, helping to add to the spirit of the local community. We offer children and their families a service that is inclusive, promotes equality and values diversity.

Allocation

It is our intention to make our Preschool accessible to children and families from all sections of the local community. Places are allocated from the waiting list according to the month during which the child reaches 2 years of age.

If demand for Preschool places is high, then admission priority is given to siblings whenever possible.

Fees

Fees are payable termly, in advance, and are usually invoiced towards the end of the previous term. Fees must still be paid even if your child is absent. Although payment is requested termly, parents can arrange other payment schedules with the manager. The Free Eligible Education Entitlement (FEEE) allows 15 hours per week of free childcare for eligible 2-year olds and all 3 & 4-year olds, which equates to a maximum of 570 hours per year. To check if you are eligible for the extended entitlement (maximum of 30 hours per week - 1140 hours per year) parents need to check their eligibility on www.childcarechoices.gov.uk. Where funding is not received GSC fees apply. Please ask staff for further information.

Parents' Participation

Preschool recognises parents as the first and most important educators of their children. All staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making Preschool a welcoming and stimulating place for children and parents.

- Exchanging knowledge about their children's needs activities, interests and progress with staff.
- Contributing to the progress check at age two.
- Volunteering at sessions in preschool.
- Sharing their own special interest and hobbies with the children.
- Being part of the management committee.
- Taking part in and supporting preschool open sessions.

Preschool staff encourage parent volunteers, enabling them to gain a greater insight into day-to-day routines of their children.

The 'Key-Person' and Your Child

Every preschool child has an appointed key person- a member of staff who will be responsible for meeting the needs of that child and documenting their developmental progress via a 'learning journey book'. On your child's first day, they will help the child settle into preschool routines. Although children have a specific key-adult all our staff know and support all children throughout their time with us. GSC promote home links which are invaluable in building relationships.

Preschool Daily Routines

The routines and activities offered at Preschool are designed to help your child gain the social experience of being a valued member of a group and encourage the enjoyment of learning in a safe and caring environment with qualified and supportive adults. The health and safety of each child is

paramount, we believe that care and education are of equal importance, as are the promotion of children's confidence and self-esteem.

Preschool Sessions

Organisation of our sessions allows children to choose from a range of activities building up their independence and concentration. These include both adult led and child initiated activities which support the next steps in their development whilst promoting social skills.

GSC works in partnership with Gaddesby Primary School and share their extensive outdoor facilities, supporting children's health and physical development.

Snack Time

Staff support children's independence whilst promoting healthy choices. Snacks are provided mid-morning and mid-afternoon based on our healthy eating regime. Children attending a full day will need to bring a packed lunch which should include an ice-pack as our refrigerator cannot accommodate lunch packs. There is the option of a hot lunch from Gaddesby School Kitchen-for those parents choosing this option they will need to arrange availability/payment etc. directly with the school office. Although fresh water is available for the children to serve themselves, we encourage them to bring their own drinks in non-screw-top labelled bottles.

Clothing

It is important to realise that your children will get dirty at preschool and they should therefore be dressed appropriately in easy to manage clothing.

Preschool ask parents to dress children appropriately for the weather i.e. Coat: shoes that child can run/climb in: sun cream (already applied) and sun hats.

The Early Years Foundation Stage- Child Development and Learning

The provision for children's development and learning is guided by the Early Years Foundation Stage (DfES 2012/14). Our provision reflects the four overarching principles of the Statutory Framework for the Early Years Foundation Stage.

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent through positive relationships between practitioners, parents and carers.

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs.

Learning and Development

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early year's provision including children with special educational needs and disabilities.

Provision for Development and Learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

Areas of Development and Learning

Prime Areas

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

Specific Areas

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

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals.

The *Early Years Outcomes* guidance sets out the expected stages of progress a child makes along their learning journey towards the Early Learning Goals. Our specific planned curriculum supports individual children to develop the knowledge, skills and understanding they need to progress through these seven key areas:

Communication and language

1. Listening, attention and understanding.
2. Speaking.

Personal, social and emotional development

3. Building relationships.
4. Managing self.
5. Self regulation.

Physical development

6. Fine motor skills.
7. Gross motor skills.

Literacy

8. Comprehension.
9. Word reading.
10. Writing.

Mathematics

11. Numbers.
12. Numerical patterns.

Understanding the world

13. Past and present.
14. People, culture and communities.
15. The natural world.

Expressive arts and design

16. Creating with materials.
17. Being imaginative and expressive.

Our Approach to Learning, Development and Assessment

Learning through play

Research has shown that children learn through play and a range of experiences.

Characteristics of effective learning

All children engage with others and their environment through the characteristics of effective learning that are described in Development Matters the Early Years Foundation Stage guidance as:

- playing and exploring – engagement
- active learning – motivation
- creating and thinking critically – thinking

Assessment

GSC aim to provide for the characteristics of effective learning by observing and assessing how a child learns, being clear about supporting them in achieving their 'next steps'.

Information gained from observations, photographs and home links are documented in our learning journey books. Learning journey books are contributed to by parents and preschool staff, GSC knows that parents are the main carers and therefore know their children best. Progress summaries are completed twice yearly and are included in their Learning Journey. During transition, GSC forwards all information about a child's progress to their next setting.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development when a child is aged between 24 and 36 months.

- personal, social and emotional development
- physical development
- communication and language

The key person is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Transition to School

The transition to school is a milestone in the lives of young children. Preschool aims to alleviate the stress and tension by gradual integration with all Gaddesby School environments and uses shared playtimes and a diverse range of activities to enable Preschool children to familiarise themselves with school life. GSC staff work across all our settings, therefore children are already comfortable with them. For children who will attend other schools in the wider community, transition procedures for that particular school are followed.

The first days at preschool

GSC want your child to feel happy and safe with us. To make sure this is the case, the staff will work with you to decide how to help your child settle. This is further supported by our comprehensive induction which allows you and your child to come and experience preschool together before starting.

For any further information please do not hesitate to ask.

Thank you for taking the time to read the Preschool prospectus. All other information is included in our introduction page.

FOREST SCHOOL AT GSC PRESCHOOL

Forest school allows everyone, particularly children, the opportunity to learn through experience within a woodland setting in a hands-on approach, to develop their self-esteem and confidence

Forest School at GSC Preschool

GSC Preschool want each child attending Forest School to have the opportunity to develop an inquisitive and positive relationship with the natural world. Building confidence, self-esteem and respect for an ever-changing world in which we live. Every child will have the chance to achieve their full potential. Through positive outdoor play experiences, children will develop an appreciation for our wider natural world and a necessity for nature preservation, which we hope they will build on in later life.

Forest School Involves:

- Child initiated learning.
- Being outdoors.
- Confidence and self-esteem.
- Communication and social skills.
- Physical skills.
- Greater understanding and awareness of the natural environment.
- Natural motivation and a positive attitude to learning.
- The ability to recognise and manage risk.
- Healthier lifestyles.

Forest School Aims:

- To provide an opportunity for individuals to develop, to learn and to enjoy themselves.
- To provide a safe and non-threatening environment in which children can take risks, make choices, practise independence and initiate their own learning.
- To help children understand, appreciate and care for the natural environment.
- To provide ways of developing practical life skills in an outdoor environment.
- To develop self-esteem, confidence and a positive disposition to learning through the completion of small, achievable tasks.
- To meet the needs of children with all learning styles.
- To develop social and team working skills.
- To enable children to be independent, self-motivated and considerate.
- To be true to the forest school ethos and approach.
- To develop a secure, happy and welcoming environment.
- To provide stimulation and varied learning activities appropriate to the child's needs and stages of development.

OUT OF SCHOOL CLUBS PROSPECTUS

Introduction

Gaddesby School Community Out of School Clubs provides out-of-school care for children who attend Gaddesby Primary School and our Preschool provision. This provision is based within Gaddesby School and is registered with Ofsted, the government education watchdog which carries out regular inspections. The latest of which rated us as 'Good'

Breakfast Club

Breakfast Club has two opening times -7.45 am for our 'early bird' children and 8.00 am. All children have the choice of having breakfast in line with our Healthy Eating Policy. A variety of activities are offered until the start of school.

After-School Club

Club operates until 6.00pm. Half-sessions are available from 3:10pm until 4.30pm. Children attending after-school until 5 or 6pm will receive an afternoon snack comprising of two courses.

Ethos

- To work in partnership with Gaddesby school to develop and maintain a high quality, reliable and affordable childcare for parents of children attending school and /or GSC preschool (From when they are eligible for 3 year old funding up until 11 years of age).
- To support the development and education of the children providing the highest possible standards of care and by working in partnership with parents and the wider community
- To provide a safe, stimulating and creative atmosphere for our children with the emphasis being on Play, providing a combination of recreation time and enrichment activities designed to promote learning and include children's interests.
- To work within a framework that ensures equality of opportunity for all children and families.
- To ensure that parents are involved as much as possible in the club through consultations with the staff.
- To ensure that as a club we strive to meet best practice benchmarks through staff training and continuous learning.
- To promote children's healthy eating.

Activities

Children can enjoy a varied activities programme normally operating in the school hall with access to a large outdoor area. Children are supervised by qualified and experienced staff in a safe secure environment.

Snack time

GSC recognise the importance of a healthy lifestyle understanding that establishing a balanced diet in childhood promotes healthy eating habits for life. Staff aim to be good role models for this. GSC promote independence and make choices available suitable to the child's dietary requirements. Staff responsible for food preparation have the appropriate food hygiene qualifications. Drinks are readily available.

Bookings

At the start of each academic year allocation of places is on a first-come-first-served basis and parents of prospective attendees are advised to complete booking forms as early as possible due to limited places and high demand at certain times. Any permanent changes to your child's attendance must be requested via a booking form. Staff will ensure all children are signed out upon collection.

To register your child, simply complete our membership form, contract and permission letter and return them to the address shown. We can then arrange an induction meeting for you and your child. Late collections will carry an extra charge unless staff are notified of genuine delays.

Fees

Current pricing details are available on the downloads page at www.gaddesbyschoolcommunity.org.uk.

As GSC is a not-for-profit organisation, fees are kept to a minimum whilst maintaining the high standard demanded. Prices are reviewed annually.

For any absences, we would appreciate at least 24 hours' notice. Please note that you will be charged for all absences. GSC need to know if you are changing your child's attendance in any way.

Key-person

Although Afterschool Clubs are not required to provide key-person support, children on the early years register (children under 5) are monitored by sensitive attentive adults who create environments which support young children and enhance play. Observations are used to contribute to the child's record of learning helping to identify where a child might be in their own development pathway. Reflection ensures that environments continue to be as responsive and thoughtful as possible and that activities are adapted to suit all ages and activities.

The first days at Out of School Clubs

Staff will be on hand to answer any queries and will work with your child to help him or her settle into club, supporting your child in making the most of the activities on offer and making new friends. Out of School Clubs are a chilled-out experience for your child which we hope they will enjoy leaving you worry free.

Thank you for taking the time to read the Out of School Clubs prospectus. All other information is included in our introduction page.

HOLIDAY CLUB PROSPECTUS

Introduction

Gaddesby School Community Holiday Club provides daytime care for all children in the community from when they are eligible for 3 year old funding, up until the age of 11 during selected weeks of the school holidays.

Open between 8.00am and 6.00pm, the club has many educational and play activities to keep young minds busy. The all-day and afternoon sessions include an afternoon snack. Children bring their own packed lunch and parents are reminded to add a small ice pack as the school refrigerator cannot accommodate lunch boxes.

Our club is based within Gaddesby School and is registered with Ofsted, the government education watchdog which carries out regular inspections, the latest of which rated us "Good". Allocation to places is on a first-come-first-served basis.

Ethos

- To maintain a high quality, reliable and affordable childcare service, ensuring our parents have total peace of mind.
- To provide quality childcare for working parents of children who are eligible for 3 year old funding, up until the age of 11 in the local community, by building a safe and stimulating Holiday Club where parents and children are at the centre of our organisation.
- To provide a combination of recreation time and enrichment activities designed to promote learning and include children's interests.
- To work within a framework that ensures equality of opportunity for all children and families

Activities

Arts and crafts

Games

Competitions (e.g. pool, dance-mat)

Outdoor activities, sports and games

Water-play (weather permitting)

'Chill-out' time

Cooking

Drama

ICT & Games Console (limited times)

Music

Dance

Gardening

Staff

Staff have relevant childcare qualifications and are experienced childcare workers. All staff are offered regular training and updates on childcare issues including paediatric first aid, health and safety, risk assessment.

Bookings

To register your child - complete the online registration package and booking form returning them to
Gaddesby School Community
Gaddesby Primary School
Ashby Road
Gaddesby; Leicestershire
LE7 4WF

Alternatively return to finance@gaddesbyschoolcommunity.org.uk

A visit can then be arranged if required for you and your child. For further information, you can contact our manager on 07876055823/01664 840970

For further information please visit www.gaddesbyschoolcommunity.org.uk

If your child is absent from a booked session of Holiday Club, please notify us as soon as possible by telephoning 01664 840970 or 07789 125452

Parents and carers must ensure all children are registered on arrival and signed out upon collection.

Opening Times

All day session	8.00am until	6.00pm
Morning session	8.00am until	12.30pm
Afternoon session	1.00pm until	6.00pm

Thank you for taking the time to read the Holiday Club prospectus. All other information is included in our introduction page.

DIRECTORS and ADVISORY BOARD MEMBERS

Thank you for reading the prospectus of Gaddesby School Community Ltd

Gaddesby School Community Ltd
C/O Gaddesby Primary School
Ashby Road
Gaddesby
Melton Mowbray
Leicestershire
LE7 4WF

Office 01664 840970 General Manager 07876 055823

preschool@gaddesbyschoolcommunity.org.uk
finance@gaddesbyschoolcommunity.org.uk
www.gaddesbyschoolcommunity.org.uk

Ofsted help line 0300 123 1231

Directors

Leigh Fox
Mike Kitching
Katie Stansfield

Advisory Board Members

Linda Dunmore
Elizabeth Hadfield
Emma Jones
Lisa Wilkinson
Loreta Matthews