

WELCOME TO 'COALWAY EARLY YEARS'



At 'Coalway Early Years' we offer outstanding education and care for children aged 2, 3 and 4 years. We are open term time, 38 weeks of the year following the term times and inset days in line with Coalway Infant and Junior Schools. The Playgroup is a committee run, non-profit making charity and is registered with Ofsted under the Children's Act 1989. At our last Ofsted inspection on 9th May 2018 we were awarded 'Outstanding' in all areas.

We have two base rooms – Our pre-school room ('Penguins') room is for our children in the final year of playgroup prior to starting school, and our starter room ('Squirrels') is for our 2 year olds and younger year olds. Several times throughout the day the children all come together as a larger group in our spacious garden area. This allows us to be able to meet the varied needs of the different age groups during focused time in the base rooms, whilst ensuring that the children benefit from coming together regularly as a whole community.

In our rooms, we provide a large, open plan environment with 'zoned' areas that focus on the various aspects of the curriculum, for example art, mark-making, and construction. In addition we provide quieter, more enclosed spaces for cosy, reflective learning opportunities such as role-play, conversation and story telling. Our large outdoor play area provides fun and challenging teaching and learning opportunities that include a "mud kitchen", large sand-pit, gardening area, outdoor creative arts area, and "loose parts" to promote problem solving and construction on a larger scale.

We have our own Nature Area in the school grounds and are very lucky to also be able to access a wide range of other environments and experiences provided by the schools - this includes use of the school hall and field for P.E, a large 'trim-trail', and playground area for riding bikes.

We balance our daily routines between extended periods of child-led play to help the children develop their own ideas and interests, and adult led experiences that enable us to offer more focused teaching activities - these include 'Story-Making' sessions, small group activities and Circle Times.

Our aim is to provide stimulating, open-ended activities that promote social interaction, independent learning and critical thinking skills. We are continuously evaluating and improving our learning environment to ensure we maintain outstanding teaching and learning so that every child attending is able to fulfil their potential.

Session Times

We are open Monday to Friday during term-time and you may choose from full day sessions (9am to 3pm) or half day sessions (9am to 12pm; 12pm to 3pm). We also work closely with 'Coalway Kids Club' who offer extended care for children from the term after their third birthday, supporting families who need 'wrap around care'.

Daily Routine

A typical day at 'Coalway Early Years'

09.00 Welcome and registration

09.15 Indoor play session

10.00 Snack time

10.30 'Free-flow' play session between the indoor and outdoor areas. During this time some children may join with the adults for small group activities

11.40 Brief tidy up followed by a whole group activity

12.00 Lunchtime and changeover

13.00 Whole group activity such as 'Story-Making'

13.15 'Free-flow' play session between indoor and outdoor areas

14.30 Big tidy up time!

14.45 Refreshments followed by a whole group activity

15.00 Home-time.



Curriculum

At Coalway Early Years we follow the Early Years Foundation Stage curriculum (EYFS). The fundamental principles of the EYFS are that every child is unique, and that by providing positive relationships and an enabling environment we can promote the learning and development of every child to reach their full potential. The EYFS is based on quality, play based learning that adapts to the needs, interests and abilities of every child.

The curriculum focusses on three 'prime' areas of learning – personal social and emotional development; communication and language; physical development – and four additional 'specific' areas of learning – literacy; mathematics; understanding the world; expressive arts and design. The prime areas underpin all our activities and must be developed in order for children to build the more refined skills that form the specific areas.

In addition, the curriculum focusses on *how* children learn by exploring the three Characteristics of Effective Learning – playing and exploring (engagement); active learning (motivation); creating and thinking critically (thinking). As practitioners, we observe how children learn and support them in developing skills in all of these three areas

For more information about the EYFS please visit www.foundationyears.org.uk and search 'What to expect when' for a free parent guide to the curriculum.



During play sessions we provide a range of exciting, educational and stimulating activities and experiences to support children's development in a playful way. Adults support the children using a 'scaffolding' approach - this means that they will provide lots of support and guidance initially when children are learning new skills or tackling new activities then, as the child's knowledge and skill grows, they will gradually withdraw the level of support to enable the children to become capable, independent learners. Although our routine is fairly set to help children feel secure and settled, we do vary it a little to suit the needs of different children, and to allow for experiences such as PE sessions in the school hall, visits to our Nature Area and special events.

We use direct teaching during whole and small group times to introduce a variety of skills linked to the curriculum:

'Letters and Sounds' – this teaching program helps us to support children in developing the skills they need to prepare them for learning to read and write when they start school.

'Story-Making' – based on an initiative developed by children's author Pie Corbett, we focus on a simple story each half-term period and help children to learn it by using a range of exciting, playful techniques.

Maths skills – we support children's mathematical development in a range of ways including direct teaching using strategies such as *'Numicon'*.



Assessments and Planning

In early years settings we use a combination of formative and summative assessments in respect of your child's development. Key adults will observe the children engaged in a variety of activities, both child-initiated and adult-led, in order to make judgements about their stages of development within the different areas of the curriculum. We use an electronic learning journey for each child using the *Tapestry* assessment tool. Upon registration we will assist you with setting up login details for this tool. This system is completely secure and cannot be publicly viewed. Parents and other family members are encouraged to contribute to this learning journey by uploading comments and photographs.

Key adults use these observations and assessments to plan for your child's 'next steps' in learning, which we facilitate through a variety of child and adult led activities and other experiences.

Staff

All the staff at Coalway Early Years are suitably qualified and highly experienced. All staff hold certificates in Child Protection training and Paediatric First Aid. We are committed to the continuing professional development of our team, and staff members regularly attend external and internal training, meetings and forums to keep their knowledge and practice up to date. Full information about our staff team and structure can be found on our parent notice board and website.

Key Person Approach

At Coalway Early Years we value strong, supportive partnerships with the children and families who use our service. When your child joins our playgroup, they will be assigned a key adult who will help to settle them in and spend time talking with you about your child's needs, interests and abilities. They will act as your continuous main point of contact for any advice, support or information you may require whilst your child attends our playgroup. Your child's key person will introduce themselves to you at the earliest opportunity after your child starts playgroup.



Committee

Coalway Early Years is a committee run, non-profit making charity. The committee are a group of volunteers, including parents, who hold regular, informal meetings to discuss the running of the group. help to make decisions based on our improvement plan and oversee the playgroup budget. If you are interested in volunteering for this role we invite you to contact Marie Ridgway, our Manager. We are committed to safeguarding children and as such all volunteers are required to undergo a DBS check.

Partnership with Parents/Carers

Developing close, supportive partnerships with the parents and families of the children who attend our setting is a key part of our practice. At the enquiry and registration stage we will work closely with you to ensure we obtain detailed information about the needs and interests of your child and your aspirations for them.

We encourage parents and families to take an active part in supporting our playgroup. As a committee run charity, we rely heavily on fundraising to boost our income and run several activities linked to this throughout the year.

Some of the activities we currently offer to support our partnership with parents are:

- Free introductory sessions – we offer the opportunity for you and your child to visit the setting prior to starting with us and to join us for some short ‘taster’ sessions.
- Parents evenings/open days – these may be linked to information sharing about our practice or curriculum, to discussions about your child’s development, and to discuss transition to school when the time comes.
- Support for parents of children with special education needs and/or disabilities – our SEND Coordinator, Sarah Rawlings, will support you with making the right decisions for your child, sign-posting to other agencies, and creating plans for targeted support.
- Family Support – Sarah is also an experienced Family Support Worker and can help parents with a variety of issues, such as sign-posting to other agencies, support with filling in forms (for example, for school), support with personal issues and concerns.
- Sharing of information – we ensure that you have access to lots of information about our day to day practice and your child’s development through notice boards, a weekly newsletter, our diary, website, Facebook page and your personal access to your child’s electronic learning journey via *Tapestry*.

Funding and Fees

Your child may be eligible for childcare funding according to their age and your circumstances. More information can be found regarding this by visiting our website. Alternatively you can email our Finance Officer, Jo Young, at ceyfinance@outlook.com who will be happy to help you and answer any questions. Our fees for non-funded places are £4.85 for 2 year olds and £4.60 for 3 and 4 year olds.

Snacks and Lunches

Mid-morning the children are offered a healthy snack consisting of a choice of fruit and/or raw vegetables, a savoury item, and milk or water to drink. Please provide a named bottle of water for your child so that we can ensure drinking water is available to the children all day.

If your child stays for lunch you must provide them with a healthy choice lunchbox and a suitable drink. **Please note that we do not permit fizzy drinks, chocolate or sweets in children’s lunchboxes.**



Clothing

We do have an optional uniform which can be purchased online via www.myclothing.com.

Please bear in mind that in line with the EYFS curriculum we actively encourage messy play that may include using sand, water, mud, paint, glue and other items –



as such PLEASE do not send your child to playgroup in their best clothes! Although we do ask the children to wear protective clothing for messy play, they will inevitably at times get paint, mud, water etc on their clothes. We do not want them or us to have to worry that they are wearing their best clothes and might get into trouble from their parent or carer! We can and will not prevent your child from taking part in this if it is their choice to do so, and we ask parents and carers to be supportive of this even if they are not keen themselves!

NB: Please provide a NAMED bag of NAMED spare clothes to be left at playgroup!

Please also ensure that your child comes to playgroup equipped for the weather as follows:

Autumn/Winter	Spring/Summer	Wet Weather
<ul style="list-style-type: none"> ✓ Warm layers ✓ Warm, waterproof coat ✓ Hat, scarf, gloves (if very cold) 	<ul style="list-style-type: none"> ✓ Layers ✓ A light waterproof coat for showers ✓ Sun hat ✓ A named bottle of sun-cream 	<ul style="list-style-type: none"> ✓ A named pair of wellies ✓ We provide full waterproof cover-ups for when the garden is very wet or muddy. 

Other equipment your child might need or wish to bring

- **Nappies/pull-ups** – if your child still wears nappies or pull-ups, we ask you to provide spare nappies, wet wipes and disposal bags in your child’s spare clothing bag. At the appropriate time, your child’s key person will work closely with you to support you and your child with toilet training.
- **Medicine and medical equipment** – if your child has a medical condition that requires treatment during their time at nursery (for example, asthma, skin conditions) you will need to inform us and complete appropriate medical permission forms. Asthma inhalers and any other on-going medication must be given to your child’s key person NOT left in their bag or drawer. If they require other periodic medication this must be prescribed by a medical professional and we will ask you to complete a permission form.
- **Toys and comforters** – we ask that you do NOT bring toys or comforters into playgroup. We find that they are distracting and children become very upset if they get lost or forgotten! Your child’s key person will work with you to support you with settling and weaning children off such items.

Policies

All our policies, which ensure that we abide by legal and statutory requirements and underpin the procedures of our practice can be viewed at the setting or via our website.

Further information

For more information please visit our website at www.coalwayearlyyears.co.uk or our Facebook page.



If you have any queries please do not hesitate to get in touch. We look forward to welcoming you and your child to ‘Coalway Early Years’!

