



Held at  
Acton Primary School  
Early Years Unit  
Lambert Drive  
Acton  
CO10 0US

Registered Charity No  
#1027943

Playgroup - 01787 377089 (ext 3)  
WEB Page: [www.actonplaygroup.co.uk](http://www.actonplaygroup.co.uk)  
Email address: [actonplaygroup@hotmail.co.uk](mailto:actonplaygroup@hotmail.co.uk)

**Management Committee Chairperson**

Mrs Nicola Ashworth

**Playgroup Leader**

Miss Kim Schwenk

"Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment"

## Introduction

**Welcome to Acton Playgroup** - Situated to the rear of Acton Primary School.

The playgroup is part of the main school building, which makes it easy for the children to enjoy the many opportunities they have to take part in various school events and to meet their future teachers. Because of this, transition from playgroup to school life is made so much easier and it gives the children an excellent start to their education.

Acton Playgroup is run by an independent voluntary committee and works in full partnership with Acton Primary School. This has brought Acton's children many benefits:

- Continuity of care and familiarity with teachers and a chance to take part in special days.
- Child orientated and friendly surroundings including an enclosed outside area with canopy to provide protection from the sun and rain.
- The shared use of up to date educational equipment, including computers.
- The opportunity to use the main hall and library.
- A lunchtime club for Early Years and Playgroup children. This gently introduces the children to a slightly longer day and to the hustle and bustle of school lunch times before the start of their formal education.

**On behalf of Acton Playgroup Committee**  
**We would like to welcome all parents/carers and children**  
**to our setting.**

## Our Mission Statement

Acton Playgroup is dedicated to the care and education of pre-school children and the principles of learning through play.

## Objectives

Acton Playgroup provides:

- a safe, stimulating and secure learning environment.
- a high standard of care and learning opportunities which actively promote all areas of children's development.
- child care which meets the diverse needs of the local community regardless of race, culture, religion, ability or means.
- children and their families with a provision that promotes equality and values diversity.

## General Information

Acton Playgroup sessions are held at Acton Primary School in the Early Years Unit during school term time.

**Monday, Wednesday, Thursday and Friday mornings 8.45am to 11.45**

**Monday - Friday afternoons 12.30 pm to 3.30pm**

There are places in Acton Playgroup for 24 children per session.

We accept children from the age of 2  $\frac{1}{2}$  to the rising 5's.

We are registered under the Early Years Development Plan which allows us to offer you a grant towards your child's education from the term after your child's 3<sup>rd</sup> birthday; we will inform you when your child becomes eligible for this grant.

"Overall the quality of the provision is outstanding"  
Inspection Report for early years provision – 10<sup>th</sup> February 2011

We are also members of the Pre-School Learning Alliance and are constantly kept up to date with all the current training requirements and issues in the field of childcare.

We are registered with Ofsted, who inspect our setting approximately every four years. A copy of our last report from February 2011 is available for you to read. Should you wish to have a copy of it, please do not hesitate to ask. The report is also available on our web site. [www.actonplaygroup.co.uk](http://www.actonplaygroup.co.uk)

## **Members of Committee and Staff**

We are a self-funding organisation run by a management committee made up of parents and volunteers.

### **Management Committee Officials**

Chairperson	-	Nicola Ashworth
Vice Chairperson	-	Duncan Mills
Secretary	-	Jennifer Denham
Treasurer	-	Kate Turner

### **Other Committee Members**

Lisa Franks	David Morgan
Lisa King	Jenna Gunn
Emma Bird	Trudy Fisher
Loveday Perceval-Maxwell	Claire Collier
Carol Bailey	Jacqueline Goodyer
Daniel Finn	Gary Ridgeon
Sarah Dorrian	

The Management Committee is elected at our Annual General Meeting, which is held in October. We welcome all new parents and are always very grateful for help with our fundraising events.

Strong teamwork and frequent evaluation of the playgroup's strengths and weaknesses underpin the playgroup's outstanding capacity to improve..."

Inspection Report for early years provision – 10<sup>th</sup> February 2011

## Teaching Staff

### Kim Schwenk - Playgroup Leader and Breakfast Club Co-ordinator

Kim has worked as Playgroup Leader for 5 years and brings with her a wealth of experience from 16 years of working in childcare and education. Kim also works in Acton Primary School as a Teaching Assistant, and has worked and trained alongside the Reception class teacher. She has the following qualifications and experience:

- Early Years Foundation Degree Level 5
- Working towards Early Years Foundation Degree Level 5 (1<sup>st</sup> year pass 2008, second year pass 2009, third year pass 2010)
- Specialist Teaching Assistant Certificate - school based
- 'Elklan' Speech and Language Certificate
- Makaton level 3\*
- Workshops in Autism and Special Needs
- SENCO - Special Education Needs Co-ordinator (playgroup)
- Dynavox communication aid\*\*
- Communicate in Print
- Early Literacy Support (Year 1), Letters & Sounds
- Social emotional aspects of development(SEAD)
- Safeguarding Children
- Foundation Certificate in Food and Hygiene
- First Aid - Basic Life Support consultancy
- Roles and responsibilities - Safe Guarding
- ICAN and ICAN enhanced
- PTLLS - Preparing to teaching the lifelong learning sector.

\* Makaton uses signs and symbols to teach communication, language and literacy skills to people with communication and learning difficulties

\*\*Dynavox is a communication aid for children with no or limited speech, which requires programming for an individual child's needs

### **Lisa Ford - Deputy Playgroup Leader**

Lisa had 8 years childminding experience before joining Acton Playgroup as a Playgroup Assistant.

- Early Years Foundation Degree Level 4
- Working towards Early Years Foundation Degree Level 5 (1<sup>st</sup> year pass 2008, second year pass 2009, Third Year pass 2010)
- NVQ3 Qualification in Childcare and Education
- Foundation Certificate in Food and Hygiene
- Safeguarding Children
- Social emotional aspects of development
- First Aid - Basic Life Support consultancy
- Makaton\*
- Observation and assessment

\*Makaton uses signs and symbols to teach communication, language and literacy skills to people with communication and learning difficulties.

### **Joanne Holmes - Playgroup Assistant**

Jo has worked for Acton playgroup for 6 years and specialises in music and movement.

- NVQ3 Qualification in Childcare and Education
- Foundation Certificate in Food and Hygiene
- Safeguarding Children
- First Aid - Basic Life Support consultancy
- Makaton\*
- Social emotional aspects of development

\*Makaton uses signs and symbols to teach communication, language and literacy skills to people with communication and learning difficulties.

### **Carol Walker - Playgroup Assistant**

Carol moved from Cornwall having worked within the early years foundation stage.

- NVQ3 Qualification in Childcare and Education
- Safeguarding Children
- First Aid - Basic Life Support consultancy
- Social emotional aspects of development
- Observation and assessment

**Lexis Frost - Lunch time Assistant**

**Sarah Boast - Lunch time Assistant**

**Ann Horsley - Breakfast Club Volunteer**

**Lisa Edwards - Manager, Administrator and Payroll Clerk.**

Lisa worked for Barclays bank for 20 years and brings a wealth of financial knowledge. Lisa is also the Parish Clerk to Acton Parish Council.

### **The Early Years Foundation Stage**

"Children's individual needs are met exceptionally well in this outstanding playgroup. Staff use the skills they have learned through high quality training to provide captivating learning experiences and a safe environment"

Inspection Report for early years provision – 10<sup>th</sup> February 2011

### **Communication, Language and Literacy**

Children are encouraged to extend their vocabulary by talking, and listening to each other and to adults, and by taking part in activities in small groups. They also develop their communication skills by responding to stories, rhymes and songs.

They are helped to understand that written symbols carry meaning and when they are ready, are encouraged to draw and write symbols for themselves. We also encourage the recognition of their name, and when they are ready we help them to write the letters of their name.

They are encouraged to enjoy all types of books and to become familiar with books as a source of reference with stories and pictures.

"The high priority staff give to children's language development underpins their learning and creativity so they are self assured..."

Inspection Report for early years provision – 10<sup>th</sup> February 2011

## **Every child a Talker(ECaT)**

From June 2009, because of Kim's extensive knowledge and experience of language and communication, Acton Playgroup were fortunate to be part of a 2 year programme to support children's communication and language with particular emphasis with working close with parents, and developing ways of working with children that will have a long lasting impact. The results from working on this initiative have been outstanding.

"Children's high levels of confidence and ability to communicate contribute significantly to the joyful atmosphere..."

**Inspection Report for early years provision – 10<sup>th</sup> February 2011**

## **Personal, Social and Emotional Development**

Children are provided with experiences and are supported to develop a positive sense of themselves and others. Children are individually supported in their development to gain confidence and independence.

We promote co-operation between children themselves and with adults and children encouraged to participate in the group by sharing and taking turns. Through the use of role models, conversation and activities, the children learn acceptable ways to express their feelings and to respect the feelings of others.

"Staff are skilled, not only in promoting language development, but also in supporting and enriching children's self-chosen learning...to help them become independent and make decisions"

**Inspection Report for early years provision – 10<sup>th</sup> February 2011**

## **Problem solving, reasoning and numeracy**

All children are supported in developing their understanding of problem solving, reasoning and numeracy in a broad range of contexts in which they can explore, enjoy, learn, practise and talk about their understanding. Songs, games, books and puzzles help the children to become aware of number sequences. The adults in the group support the children as they become familiar with sorting, matching, sequencing, counting and shape recognition. They also learn to identify objects position, size, volume and number. Mathematical language is also introduced.

"Excellent resources support children's high quality learning as staff provide a well-organised, stimulating environment..."

**Inspection Report for early years provision – 10<sup>th</sup> February 2011**

## **Knowledge and understanding of the world**

The children are given time, space and opportunity to explore and experiment with a wide range of natural and manmade resources. This gives them the chance to learn and recognise differences, similarities and patterns in the world around them. Their learning will be supported by offering opportunities to encounter creatures, people, plants and objects in their natural environments and in real situations. We also take part in "Forest Schools activities" along with the Reception class. This provides outdoor learning opportunities, where they learn to explore and understand their own environment. The children also learn to respect and accept those whose culture is different to their own. They are given opportunity to extend their technical and problem solving skills and to use a range of tools safely.

"Over the year children learn about different foods, festival, celebrations and cultures from around the world..."

Inspection Report for early years provision – 10<sup>th</sup> February 2011

## **Physical Development**

Children are given the opportunity to be active and interactive and to improve their skills of co-ordination, control, manipulation and movement. We provide opportunities to support the use of all their senses, enabling them to learn through the world around them while making connections between their experiences.

All children are given the opportunity to use a wide range of equipment to develop their gross motor skills and their fine manipulative skills. They use scissors and other tools and develop pencil control. Adult supervision allows the children to develop safely, increasing their confidence and awareness of their bodies.

We have a range of equipment in our outdoor area where children develop special awareness.

"Outdoors children can climb, slide, jump and balance well...staff have undergone extra training in outdoor learning..."

Inspection Report for early years provision – 10<sup>th</sup> February 2011

## **Creative Development**

Children are encouraged to use a wide range of resources to express their ideas, curiosities and feelings. They are provided with opportunities to explore and share their thoughts, ideas and feelings through music and movement,

dance, and imaginative role play. Artistic activities give the children an opportunity to explore colour and texture and to develop their manipulative skills. Children join in with singing action songs and responding to music and stories.

“Children are also encouraged to be spontaneous with their play...”

Inspection Report for early years provision – 10<sup>th</sup> February 2011

## **Clothing**

Acton Playgroup does not have a policy regarding school uniform but leave the choice to the parents. However, a Playgroup T-Shirt is available should you decide to purchase one, they are available from the Playgroup room at £3 each. The children do take part in some messy activities and by wearing a Playgroup T-shirt the children save spoiling their home clothes. We do ask that sensible shoes or trainers be worn.

During the summer months the children enjoy lots of outside activities. We are reluctant to send children out in the sun without hats, so please send your child with a named sun hat and apply the necessary sun cream/ protection before your child attends the session.

We ask that children do not wear jewellery or earrings while at playgroup for their own safety. Acton Playgroup accepts no responsibility for lost or damaged jewellery.

## **Absences and Illness**

If your child is unwell please keep them at home until they have been free of illness for at least 72 hours. Inform our Playgroup Leader by telephoning 01787 377089 Ext. 3. Should your child become ill during a session we will contact you or your nominated emergency number.

## **Head Lice**

It is unfortunate, but during your child's time at Playgroup or school they are very likely to come into contact with head lice. In order to keep on top of this problem, we ask you to be vigilant and to regularly check your child's hair with a nit comb.

Should you find any nits, please inform a member of staff who will put up a general notice informing parents to check their children's hair. We inform parents because if your child has lice then it is likely that they picked it up from another child and so the process goes on. By keeping in touch about any breakouts we aim to reduce the problem occurring. There are various

treatments available that, combined with a nit comb, will control and eradicate head lice.

### **Session Times and Fees**

Acton Playgroup runs sessions every afternoon Monday to Friday 12.30 p.m. to 3.30 p.m. In addition we do Monday, Wednesday, Thursday and Friday mornings 8.45 a.m. to 11.45 a.m.

Our sessions are £8.00 and are payable every half term in advance. Invoices are issued at the beginning of each half term and you can pass your payment a member of staff at the end of any session. Should you ever experience any difficulty in meeting your fees please do not hesitate in contacting our Administrator who will assist you in anyway she can in the strictest confidence.

### **Food and Nutrition**

#### **Snacks**

During the session we provide your child with a healthy snack. We also provide a drink of either milk or water. Should your child have any dietary requirements, please inform a member of staff and make sure you state any allergies or dislikes you may have on your child's Enrolment Form. These details along with other information allow us to support and encourage your children while they settle into their new environment.

Acton Playgroup also runs an extra service for both Playgroup and school children. Breakfast Club and Lunch time Club have been set up to help working parents/carers and also give parents/carers at home a little more time.

"Snack time is a very social occasion when children and staff sit together and talk about what they have been doing..."

**Inspection Report for early years provision – 10<sup>th</sup> February 2011**

#### **Lunch Time**

For children attending Playgroup and Early Years, lunch time begins at 11.45 and ends at 12.30pm. Members of staff supervise the children's activities and lunch in the main hall. The children sit at their own special table with Carol Walker the Lunch club Co-ordinator and Lunchtime assistants to eat lunch.

This benefits the children by gently introducing a slightly longer day, when they are approaching full time school, while working in partnership with parents to provide a healthy lunch. By eating in the main hall in this way children get used to the surroundings and routine before school becomes full time so that lunchtimes are not so daunting.

A lunchtime session costs £2.00. You may either send your child to Playgroup with a packed lunch or they can have a cooked lunch. This is an extra £2.10 and must be booked the day before on a booking form available from a staff member.

As part of our Health and Safety policy all packed lunch boxes must contain a freezer pack to ensure food is kept cold. We will check every lunch box and place a pack in should you have forgotten.

### **Breakfast Club**

This is for children attending Early Years and full time school and is run by Kim and Ann. The session cost is £2.50 and booking forms are available from the school office.

The sessions are from 7.30 a.m. to 8.45 a.m. every morning during school term time. Children may be dropped off during this time and will be able to enjoy games, art and craft and other activities along with a nutritious breakfast. We supply cereals, toast, spreads, and milk and fruit juice. The children are encouraged to play an active role in their breakfast preparation and eat healthily. This is a valuable social time for the children, giving them the opportunity to chat to their peers. A quiet area is available for children to complete homework.

### **Parent Rota**

If you would like to be a Parent Helper during one of our sessions we have a Parent Rota. Put your name down on the list and see your child in our Playgroup environment.

# **Policies**

At Acton Playgroup we have policies on:

Admission and Registration  
Behaviour Management  
Safeguarding Children and Procedures  
Confidentiality  
Complaints Procedures  
Equal Opportunities  
Health and Hygiene  
The use of Mobile Phones  
Nappy changing  
Parental Involvement  
Safety and Practice  
Settling in  
Special Needs  
Staffing and Employment  
Student Placements  
Transition

All these policies are annually reviewed and adopted by the Management Committee. They are available at all times for you to read during our sessions and can be located in a folder by the parent's information board. However if you would prefer your own copy, please do not hesitate to ask and a copy will be supplied to you.

## **A Note on our Admission Policy**

Acton Playgroup will always try to accommodate children (regardless of race, religion or attainment) who live in Acton. However we do welcome children from outside our catchment area and will always try to find them a place as soon as possible. Attending Acton Playgroup does not naturally mean admittance to Acton Primary School. If you live in Acton, your name is passed on as a matter of course. However if you live outside Acton you would be advised to contact the school office for advice and put your child's name down for a place.

In both cases it is always best to put your child's name down in case your child accidentally misses being passed on.

### **A Note on our Special Needs Policy**

Acton Playgroup follows the D of E code of practice on Special Needs.

Children with special needs are welcome to attend Playgroup after consultation with their parents, Playgroup Leader and Key person. If it is felt that a child's needs cannot be met at Playgroup without a learning support worker, funding will be sought to provide one. We liaise with staff, therapists, health visitors, psychologists, social workers and paediatricians to ensure the child's specific needs are met.

“...it gives very effective support to all children, including those with special educational needs and/or disabilities and those who speak English as an additional language...”

**Inspection Report for early years provision – 10<sup>th</sup> February 2011**

### **The Learning Journey**

While your child is with us we are required to keep a record of their achievements. These records are your assurance that we are teaching your child all aspects of the Foundation Stage that we are required to cover, and to ensure we are meeting the criteria laid down by the Foundation Stage.

These records are passed on to Mrs Payne, the Early Years and Reception Teacher, when your child begins their formal education.

This ensures that your child benefits fully from the greater continuity and partnership between Acton playgroup and Acton Primary School.

Copies of these records are shared with you at Parents evenings which are held during the year and you are free to inspect your child's records at any time, simply speak to Kim or your child's Key Worker. We will explain the records and answer any questions you may have.

“...observations and photographs are entered in each child's learning record, which gives parents and staff a very clear picture of the excellent progress made by the time the children leave”

**Inspection Report for early years provision – 10<sup>th</sup> February 2011**

## **Finally**

Should you ever have a concern relating to Acton Playgroup, you can speak to our Playgroup Leader in confidence. If you feel that it is of a serious nature, you can contact a member of the Management Committee in the strictest confidence. (All contact details are available from the Playgroup) We are always available to answer any questions however big or small.

We hope that your children will enjoy their time at Acton Playgroup. Should they move on to Acton Primary School we are confident that the transition will be made easier for children and their parents because of the benefits and advantages of being in the school building during their time at pre-school .

“Excellent partnerships with parents, other professionals and the school enhance children’s learning and welfare significantly.”

**Inspection Report for early years provision – 10<sup>th</sup> February 2011**