



Little Oaks Community Nursery



PROSPECTUS

Little Oaks Community Nursery
Wavendon Community Centre
Walton Road
Wavendon
MK17 8LH

Head: Mrs Caroline Ward MBE
01908 583826
info@littleoakswavendon.co.uk
www.littleoakswavendon.co.uk



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Welcome to Little Oaks Community Nursery

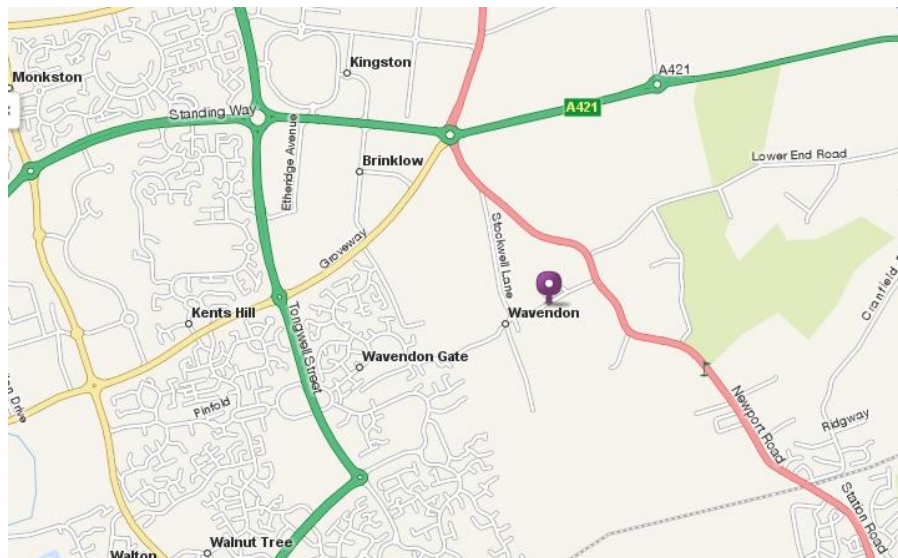


We are an established, thriving early years setting offering children an opportunity to learn through play within a safe, stimulating and nurturing environment. We are open to children in the Wavendon area and beyond between the ages of 2 and 5 years and have been for over 20 years. Little Oaks is committed to inclusion, equality and values diversity. We work in partnership with parents to help children learn and develop.

Little Oaks is a registered Charity (No. 1008361) and managed by a committee of mainly parents and a team of qualified, experienced practitioners. We are Ofsted registered and work within the Early Years Foundation Stage (EYFS) statutory framework and Charity Commission law following set policies and procedures to ensure we operate both legally and ethically. Children enjoy a wide variety of learning opportunities based on their individual needs and interests.

We are very proud to say that our Nursery Head Mrs Caroline Ward was appointed an MBE in the New Year Honours List 2013 for services to Education.

Little Oaks is located in Wavendon Community Centre in the village of Wavendon just outside South East Milton Keynes.



Session times are as follows:

Monday to Friday 9:05 - 12:05

Wednesday and Thursday 12:45 - 2:45








We run approximately to the local council's school term times.



Our Mission

At Little Oaks we promote the healthy development of social, emotional, physical and intellectual growth for the children in our care.

We aim to achieve this through:

-  providing each child with learning experiences which are structured, balanced and relevant to the child and related to the real world.
-  providing a rich variety of resources and activities planned to enable children to learn and develop through play.
-  offering a curriculum which takes account of and responds to the children's developmental needs allowing them to make progress related to their individual abilities.
-  ensuring the children have positive experiences of success at their own levels, to give them confidence and motivation for future learning.
-  providing a curriculum which promotes the 'Early Years Goals' and is shaped by the four guiding principles of the Early Years Foundation Stage (EYFS).
-  offering a curriculum which provides equal learning and development opportunities for all children within the nursery.
-  creating a partnership with parents and carers to support and enhance the development of the children.

We are a member of the Pre-School Learning Alliance (PSLA). We ensure high staff to children ratios which meet and exceed the EYFS safeguarding and welfare requirements of:

1 adult : 4 children for under 3's & 1 adult : 8 children ratio for over 3 year olds.



The last three Ofsted inspections have returned a 'Good' Rating. The most recent in March 2011 rated us as 'Good with four **Outstanding** features'. The latest report can be viewed at the following internet address:

<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/141754>



Ofsted Comments from the latest report March 2011:

The management Team are very positive and enthusiastic in their approach. They stimulate the enthusiasm of staff who work very well as a team. Collectively they have high aspirations for the children. They are very passionate about providing an excellent range of stimulating and challenging experiences that enable them to thrive across all areas of learning. This common sense of purpose places the children at the heart of everything they do to promote inclusion, equality and diversity.

“Staff facilitate children's learning extremely well, providing excellent support enabling all the children to achieve as well as they can. Exceptionally good use of resources and highly effective partnerships with parents, is supporting the children to develop excellent skills for the future. “

“Children experience a fantastic range of highly stimulating activities inside and outside that provide excellent challenge.”

“Children's needs are exceptionally well met through highly effective partnerships between staff, parents and their children.”

Staff

We have a dedicated team of staff, all of whom have qualifications in line with Ofsted requirements.

All staff have enhanced DBS checks which are reviewed on an annual basis.

We have a staff training and development plan which is reviewed termly.

Key Person

Each child has their own Key Person who is responsible for:

- helping them settle into Little Oaks
- forming a good relationship with them
- understanding their preferred learning styles and interests
- supporting and tracking their progress
- forming effective, friendly relations with parents/carers
- keeping parents/carers informed on their child's progress and wellbeing at Little Oaks



Curriculum

Learning through play:

Our curriculum is planned around the Early Years Foundation Stage for children from birth to five years (a copy of which can be viewed on the Parent/Carers Table). We use the principles and structure of the EYFS to provide appropriate learning experiences to support children's individual strengths and needs.

Each session is planned, yet flexible, as we believe in the importance of responding to the needs and interests of the children and in creating a comfortable and happy atmosphere. The indoor and outdoor environment work together and are viewed as one learning area. Children have free-flow access to the outdoor area for over half the session in all weathers. We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion.

The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

For more detailed information please refer to the **'Parents' Guide to the Early Years Foundation Stage Framework'**, which can be downloaded from our website or found on the Parent/Carers Table in Little Oaks.

Planning, assessment and record keeping

By planning and observing the children we are able to provide activities that are;

- based on their own interests and needs
- educational and fun
- age appropriate
- suitable for progression

Each child's future learning is planned for in response to the information staff gain through their daily observations of the child. We also believe that parents know their child best, so use this shared information about the child's interests and development outside of Little Oaks to inform our planning. This helps us to ensure that every child's needs and interests are met, and they are able to enjoy a stimulating and challenging curriculum.

Parents are welcome to look at, and contribute to their child's records at any time:

- Each child has their own Learning Journey Book, which parents are encouraged to view and contribute to and which the child will keep.
- Each child has their own record book, where their key person will track their development against the EYFS 'development statements and early learning goals'.

Parents will receive a summary of their child's learning and development within the EYFS framework twice a year.



Annual Events

Each year Little Oaks organises the following events and activities:

Autumn Term:

Cooking Apple Crumbles
Harvest Food Collection
Christmas Cooking
Christmas Fun Activities
Christmas Nativity Concert
Christmas Party

Spring Term:

Pantomime Visit
Pancake Races
Easter Fun Events

Summer Term:

Outing
Leaver's Sports Day
Leaver's Country Dancing
Summer Fun Events

Facilities

Little Oaks is based in the rural village of Wavendon and runs from Wavendon Community Centre. The building has a large hall with a smaller room to the side, allowing the children to enjoy our excellent range of equipment and resources in individual, small group and large group activities. We have a large kitchen, which we use regularly for cooking activities and messy play. There are two changing rooms, which we utilise for quieter small group activities. There is a large secure outside play area, partially covered by a canopy; allowing free-flow access to outdoor learning in all weather. There is also a stage, which we use for our Christmas Nativity Concert and the building has a disabled toilet and five other toilets. Little Oaks backs onto a large public playing field, which gives us a wonderful large space to enjoy physical activities and explore the natural world.

Little Oaks has a securely fenced double plot allotment that we access from the playing field. The allotment includes raised beds, fruit trees, a summer house and nature area. This offers the children plenty of opportunities to explore and learn about their natural environment and enjoy digging, planting, caring for and watching a variety of fruit and vegetables grow. We have a chicken run which houses three chickens for the children to observe, help care for and collect eggs from. Children are then able to use the eggs they have collected and the produce they have grown, in their cooking activities. We have also been kindly invited to visit some of our neighbouring allotments and explore their wide range of plants growing.

Special educational needs and English as an additional language : Our Local Offer

Little Oaks is able to support children who have special educational needs or children who speak English as an additional language. We have a Special Educational Needs Coordinator (SENCO), Equality Named Coordinator (ENCO) and Early Language Lead Practitioner (ELLP) and established links with specialised external agencies.

If your child has special needs identified before starting at Little Oaks or if they speak English as an additional language (we believe being bi-/multilingual is a positive thing) the Nursery Deputy who is our SENCO, ENOC and ELLP will work with you to identify your needs and plan any additional measures



to support your child as necessary. Your child and you would remain at the centre of any planning and support that is put in place.

If, during your child's time at Little Oaks we consider there to be any special needs arising, the SENCO would discuss the issues with you and work with you to determine the best steps going forward.

Contact with any parties external to Little Oaks would only be made with your prior permission. In line with the 2014 SEND Code of Practice, we monitor and assess each child's learning, development, involvement and wellbeing to ensure the early identification of any emerging difficulties. We work in partnership with parents and any relevant external professionals to follow a graduated approach; regularly planning for, implementing and reviewing the support we give, using an 'assess-plan-do-review' process.

Behaviour management

Our approach at Little Oaks is to encourage positive behaviour, which is achieved through noticing and praising good behaviour. If any child's behaviour is unacceptable they will have a member of staff, where possible explain what is unacceptable and what would be the better alternative. In the case of poor behaviour of a serious nature parents will be informed. Further details can be found in our policy documentation.

Remember you are always welcome to speak to our Nursery Head at any time should you have any queries or wish to discuss your child's progress. Your child's key person is also very happy to chat at the start or end of the session and can arrange a formal meeting for another time if required.

Clothing

All the children wear a Little Oaks jogging suit as their uniform (jumper, trousers/shorts and t-shirt). Ordering and pricing information is available from our Nursery Head. We will be outside in all weathers so your child will also require a named pair of wellington boots for each session (we provide waterproof suits for wet weather). We feel this allows the children to become a team and leaves them free to be able to fully enjoy all aspects of learning through play both indoors and out.

Registration

On request after your visit to Little Oaks you will receive a registration form to be returned with a £10 enrolment fee. The fee is non-refundable. Children of grant age and siblings of children already enrolled are exempt from this fee.



Fees

Little Oaks is a registered Charity (No. 1008361) as such the timely collection of fees is essential to the smooth running of the organisation. Fees are due termly and payment can be made by cash, cheque, direct debit or childcare vouchers. Fees are only charged for days Little Oaks is open. No fees are charged for Bank Holidays, School Holidays or any ad hoc days that we are closed. Our local council offers to eligible 2 year olds and to all 3 year olds (the term after their 2nd or 3rd birthday) 15 hours funding a week. A copy of our fees policy is provided prior to enrolment.

Parent/Carer communication

To ensure parents and carers are kept fully informed of all our activities and special events we issue regular newsletters throughout each term. We welcome any feedback regarding Little Oaks and any ideas you might have regarding our topic and activities. Parents are encouraged to check the Parent/Carer Table and Notice Board for a wide variety of information: Planning / Policies and Procedures / EYFS document / information on other services etc.

On the Parent/Carer Table there is a folder which contains photographs and information about each committee member, staff member and all students and helpers. There are also photographs of all these people in the front entrance.

Our website is updated regularly with important dates and is another helpful reference for parents and carers.

We also have a secure private forum where parents can use the current parent/carer login details to access our curriculum planning, plus lots of other information regarding how we support children's learning, development and wellbeing.

Committee

Our Committee is an elected group of Trustees most of whom are parents. The committee has overall responsibility for Little Oaks and works to ensure it achieves its aims effectively. Committee members are DBS checked and are required to sign a Code of Conduct and Confidentiality agreement. All parents and carers are welcome to attend the Committee Annual General Meeting (AGM) and stand for election to the group. The AGM is held in November.

Details of members of the committee are available on the Parent/Carer Table. Should you wish to speak with the committee you are able to do so at any time (our committee members wear bright yellow lanyards, to make them easily recognisable to you).



Policies and Procedures

All Policies and Procedures comply with Ofsted requirements and Pre-School Learning Alliance best practice. They are reviewed regularly and formally adopted through the committee. Any parent/carer wishing to see the Policy and Procedure documents can do so at any time (a copy can be found on the Parent/Carers Table). We have a no-smoking policy both indoors and outdoors at Little Oaks.

Safeguarding children

Little Oaks adheres to the legislative requirements and expectations to safeguard and promote the welfare of children. We follow guidance from our Local Safeguarding Board (LSCB).

The Nursery Head is our Safeguarding Lead and the committee chairperson is our Safeguarding Officer. Our recruitment and employment practices, policies and procedures ensure children against the likelihood of abuse at Little Oaks.

We have a policy and procedure for Safeguarding Children and Child Protection and the Safeguarding Lead ensures all staff, students and volunteers have a personal copy and receive training.

General Information

First Sessions

It is very important to us that your child is happy at Little Oaks from their very first day. We are used to helping new children settle in and find new playmates but if you feel your child would be happier with you being present for some/all of the first few sessions you are welcome to stay. Please discuss your preferences and plan the best approach for your child with our Nursery Head.

It is always helpful for staff if parents can make us aware of any major changes in the child's home life, like a recent house move for example.

Welcome Letter

When starting at Little Oaks, further information (daily requirements; snack time, clothing, collection, birthdays, absences, medication administration etc...) is detailed in the '**Welcome Letter**', which is provided when registering.

In Summary

Little Oaks has served the Wavendon area and beyond for over 20 years. We are committed to offering your child a safe, caring, stimulating, varied and fun environment in which to start their journey into formal education. We strongly believe in ensuring that all children and their families feel welcomed and valued at Little Oaks and that no one is discriminated against for any reason. Please contact us if you have any questions about Little Oaks or would like to arrange a visit.

We look forward to welcoming your child and you at Little Oaks.



What some of our parents have said about Little Oaks:

"I would highly recommend Little Oaks as an exceptionally warm and caring nursery environment. My children have been very happy with the setting, as have I. Thank you."

"The nursery team provide an amazing environment for children to thrive."

"I can't think of enough words to describe how pleased I am with Little Oaks. My daughter attends speech therapy so finds communication difficult. Little Oaks have supported and encouraged her since she started ... I could not have asked for more. I would highly recommend this setting to anyone."

"Our son has only been at Little Oaks for a short time but I feel that he has got so much out of the sessions ... Staff are friendly and go out of their way to help."

"Mrs Ward is a fantastic leader of Little Oaks and I think the activities and 'learning' is subtle but outstanding. I would have no hesitation in recommending the nursery to other mothers."

"We feel that Little Oaks offers our child so much ... The experience, especially in science with the animals Mrs Ward brings in and the experience on the allotment is excellent ... The staff are very warm and friendly, there is never any concern and the welfare of your child is paramount. It is like leaving your child with family."