



Little Oaks Community Nursery



PROSPECTUS

Little Oaks Community Nursery
Wavendon Community Centre
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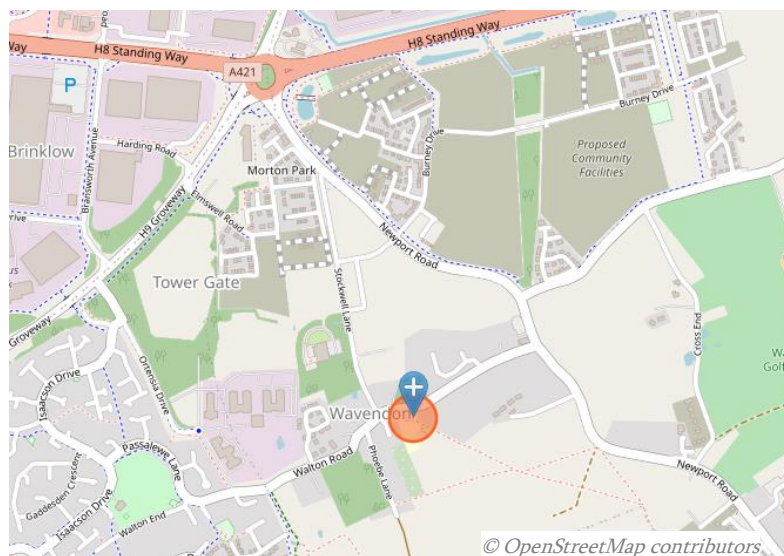
Welcome to Little Oaks Community Nursery

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 for the ages of 2- 4 years, and have been for over 30 years. Little Oaks is committed to inclusion and equality, and values diversity. We work in partnership with parents to help children learn and develop with their wellbeing at the centre of all we do.

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, in South East Milton Keynes.



Session times and fees are as follows: Monday to Friday

9:00am - 12:00pm - morning session -	£22.50 for 2 year olds
-	£21.00 for 3+ year olds
12:00pm – 3:00pm - afternoon session -	£22.50 for 2 year olds
-	£21.00 for 3+ year olds
9:00am – 3:00pm - all day session	£45.00 for 2 year olds
-	£42.00 for 3+ year olds

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 'Areas of Learning and Development' 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.
-  creating a welcoming, relaxed and knowledgeable environment, that safeguards and promotes the welfare of children.

We ensure high staff to children ratios which meet and exceed the EYFS safeguarding and welfare requirements of: 1 adult : 5 children for under 3's & 1 adult : 8 children ratio for over 3 year olds.

We are a member of the charity, Early Years Alliance (EYA) who are the largest and most representative early years membership organisation in England.



Our last Ofsted inspection in March 2022 rated the nursery as 'Good'.

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 2022:

"Children start their day with big smiles. Staff greet them happily and they eagerly settle to their play. Children enjoy a broad range of exciting learning opportunities that staff plan for them. All children, including those with special educational needs and those who speak English as an additional language, make good progress from their starting points."

"Children are fully involved in nursery developments. They share their thoughts and ideas about how to create new and exciting areas to play and learn."

"Staff get to know their key children very well from the outset. They gather information about children's unique prior experiences. This helps them to plan children's next steps in learning effectively. Children benefit from a wide range of opportunities to learn life skills."

"Managers have robust procedures to ensure that children are safe on the premises. All staff have a secure understanding of how to protect children's welfare."

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
- assessing and supporting their progress
- forming effective, friendly relationships with parents/carers
- keeping parents/carers informed on their child's progress and wellbeing at Little Oaks
- supporting parents to guide their child's development at home



Curriculum

Learning through play:

Our curriculum is planned around the Early Years Foundation Stage (EYFS) for children from birth to five years. <https://www.gov.uk/early-years-foundation-stage>

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 throughout the session. We organise our sessions so that the children can choose from 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 '**Early Years Foundation Stage Framework Information for Parents and Carers**', which can be downloaded from our website.

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 and interactions with the child. We also believe that parents know their child best, so use this shared information 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.

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



Annual Events

Each year Little Oaks organises the following events and activities:

Autumn Term:

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

Spring Term:

Pancake Races
Cooking Pancakes
Easter Fun Events

Summer Term:

Leavers' Sports Day
Leavers' Country Dancing
Summer Fun Events

Facilities

Little Oaks Community Nursery is based in part of Wavendon Community Centre, in the rural village of Wavendon. The nursery has sole rental of three large rooms linked by double doors, a corridor and six toilets, a kitchen area and a large outside area with two canopies, storage sheds, greenhouse and double guinea pig hutch. The nursery has sole use during opening hours to the adjoining hall, library area, meeting room, adult toilets and use of the adjoining outdoor all-weather multi-use games area. Children have access to our excellent range of equipment and resources in individual, small group and large group activities.

The large secure outside play area has a variety of equipment including a slide, house, mud kitchen, ride on vehicles, sand tray, water tray, climbing equipment and resources to support learning and development across all areas. The area is partially covered by two canopies which gives children access to outdoor learning in all weather. The secure adjoining all-weather multi use games area enables an excellent space and safe surface for physical activities. Little Oaks is situated by a large public playing field, providing the nursery with direct access to a wonderful green space to enjoy physical activities and explore the natural world.

We rent a securely fenced double plot allotment that we access from the playing field. The allotment includes, raised beds, trees, a summer house, and chickens.

The allotment offers plenty of opportunities to explore and learn about the natural environment. Children enjoy digging, planting, caring for and watching a variety of fruit and vegetables grow. We have a chicken run which houses two 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.



Special Educational Needs and Disabilities English as an Additional Language : Our Local Offer

Little Oaks is able to support children who have special educational needs or disabilities 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 or disabilities 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 needs and plan any additional measures to support your child as necessary. Your child and you 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 this 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 a child's behaviour is not appropriate, a member of staff will calmly address the situation. They will stop any hurtful actions, acknowledge the child's feelings, gather information to help the child to reflect/regain control and resolve the situation. All staff use this intervention consistently. In the case of significant challenging behaviour parents will be informed so we can work together to address the unwanted behaviour. The Nursery Head is our Behaviour Coordinator. Further details can be found in our policy documentation.

Remember you are always welcome to speak to our Nursery Head or Deputy 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 polo-shirt). Ordering and pricing information is available from our Nursery Head/Deputy. We will be outside in all



weathers so your child will also require a named pair of wellington boots for each session and appropriate coat for the 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 £20 enrolment fee. The fee is non-refundable. Children receiving nursery funding 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. A copy of our fees policy is provided prior to enrolment. Fees cover all childcare and daily activities at the nursery. If additional optional activities are planned, details of any specific extra payments will be issued as appropriate. Fees are due termly and payment can be made by bank transfer and childcare vouchers or if necessary, by cash or cheque. Fees are only charged for days the nursery is open. Fees are payable if your child is absent from nursery for any reason. No fees are charged for Bank Holidays, School Holidays or any ad hoc days that the nursery is closed. Our local council offers to eligible 2 year olds and to all 3/4 year olds (the term after their 2nd or 3rd birthday) 15 hours funding a week. 30 hours free childcare is also available from the local council to qualifying 2-4 year olds. There are no added fees i.e. top-ups applied to funded hours.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

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/carers are encouraged to check the outdoor Parent/Carer Stand and Notice Board for a wide variety of information: Planning / Policies and Procedures / EYFS document / information on other services etc.

In the outdoor Parent/Carer Stand 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 on the outdoor display board.

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

We also have a secure private forum where parents/carers can use the current parent/carers login details to access photos of what we have been enjoying at nursery, plus our curriculum planning and 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 suitability checked by Ofsted and are required to sign a Code of Conduct and Confidentiality Agreement. All parents and carers are welcome to attend the committee's 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 in the outdoor Parent/Carer Stand. 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 Early Years Alliance best practice. They are reviewed regularly and formally adopted through the committee. Any parent/carers wishing to see the policy and procedure documents can do so at any time (a copy can be found in the outdoor Parent/Carers Stand). We have a no-smoking and no-vaping policy both indoors and outdoors at Little Oaks. We also have a use of mobile phones policy and ask that you do not use your mobile phone when dropping off or collecting your child.

Safeguarding Children

Little Oaks adheres to the legislative requirements and expectations to safeguard and promote the welfare of children, young people and vulnerable adults. We follow guidance from our Local Safeguarding Partners (LSP).

The Deputy Head is our Designated Safeguarding Lead (DSL) 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 our Safeguarding Lead ensures all staff, students and volunteers have a personal copy and receive regular 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 the initial part of the session you are welcome to help them settle. 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 times, lunch time, clothing, collection, 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 30 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 love how organised your setting is, it is very reassuring as a parent to see how well cared for our children are."

"A welcoming, caring and friendly nursery. I feel as if I am leaving my child in the care of family."

"So many activities for children to explore and choose from. The nursery feels welcoming. All the smiles from everyone makes our day knowing our children will be in good hands."

"I have been very well informed of my children's development and given clear advice and support..."

"The staff make this nursery amazing, they really know their children and it is easy for parents to have a word with them if they have any queries. Mrs Ward and her staff make the nursery have a real heart and in turn it is a very positive environment for the children to be in."

"We moved house recently and my sons behaviour became challenging during this time. Pre-school were open, honest and most importantly supportive and non-judgemental."