

## 4. PRE-SCHOOL STAFF

### 4.1 Pre-School Staff Overview



We exceed the legal requirements for ratios of adults to children at the Pre-School, as set by the Statutory Framework for the EYFS (DFE 2012). This helps us to:

- give time and attention to each child
- talk with the children about their interests and activities
- help children to experience and benefit from the activities we provide
- allow the children to explore and be adventurous in safety

Our staff consist of a Pre-School Manager (Kirsten Pole), Early Years Adviser, Deputy Manager, Key person staff and Assistants. Not all staff are full-time.



Staff attend relevant training courses to keep their skills up-to-date and to develop new ones. All staff attend 'safeguarding children' training on a regular basis and all senior staff have up-to-date First Aid certificates. Through our Early Years Adviser, Alison Austin, we keep up to date with best practise and constantly seek ways to improve the Pre-School further.

In addition, there is are Administrators responsible for the financial and administrative affairs of the Pre-School.

### 4.2 Key Person System



On starting at the Pre-School, your child will be assigned to a 'key person'. This will be a qualified member of staff, who will build up a special relationship with your child and will be responsible for making sure your child is happy and feels secure whilst at Pre-School. Your child's key person will help your child settle in, and throughout your child's time at the Pre-School will keep you informed of your child's progress and help them benefit from the offered activities.

Where staff work part-time we operate key person partnerships. This means that your child may have two key persons, who will work together, to oversee your child's care and education.



Through the 'Parental Communication Book', which is filled in periodically by parent and key person, you and your child's key person will be able to have a continuous dialogue on your child's progress, concerns, important events and achievements. This enables your key person to see into the life of your child and use this to assist with their ongoing assessments and to help their development whilst at Pre-School.

### 4.3 Assessment, Parent Evenings and Reports



We assess how your child is learning and developing by observing them frequently. We use information from observations plus photographs, videos and examples of your child's work to document their progress. We believe that parents know their children best and ask you to contribute to this by sharing information about what your child is doing at home and how they are being supported by you in their development. This can be verbally with your child's key person, by writing in the Parental Communication Book or adding a home observation onto Tapestry.

## 4. PRE-SCHOOL STAFF continued



We make periodic assessment summaries of children's achievements based on our observations. These assessments are undertaken on an ongoing basis and are regularly updated. Observations are recorded and shared by using Tapestry, an online assessment toolkit. You will have a Tapestry account created when your child starts at pre-school and you can access their achievements, learning and development, as well as having the ability of adding your own home observations at any time.

A detailed two-year report for each child is completed according to their development in the three prime areas six weeks after your child has started at pre-school. This is written in compliance with the requirements of the revised EYFS 2012.

### 4.4 Talking to Staff



If you need to speak with a member of staff, please speak to your child's key person as a first point of contact.

If you need to see the Pre-School Manager in private, please wait until the children have gone in to the Pre-School. Alternatively, please phone the Pre-School Manager and make an appointment.

Parent evenings are held once a year, whereby you meet with your child's key person to discuss their progress. Parents evening for older children is in February and for younger children it is in July.