



Statement of Purpose

Group Name: Holt Under Fives Playgroup & Toddlers

Address: Chapel Street
Holt
Wrexham LL13 9DJ

Email: holtunderfivesplaygroup@gmail.com

Telephone: 07496 231275 – Work Mobile
0780 304 5024 – H Jowett (Out of Hours)
07535 795254 – S Jones (Out of Hours)
01829 270021 (Holt CP School Landline)

Charity Reg No: 1183100

CIW No: W140000762 (from start November 2014)

Background

Holt Under Fives is a day care setting based in Holt CP School in the centre of Holt village. This important family service has been in operation for over 40 years and has developed into a key contributor to the community of Holt and its surrounding villages. As well as the play space/work space for the children and staff, we have a kitchen with a fully closing door, 2 toilet cubicles, nappy changing space & mat, a lockable office space, lockable storage cupboard and access to a walled/fenced outdoor area (grass & paving) which is independent of the rest of the School.

We aim to provide a caring, fun and educational environment where each child is encouraged to develop and grow through play-based learning. Holt Under Fives is managed by a fabulous team of staff and a voluntary committee who use their experience and skills to ensure the smooth running of the setting.

Our Staffing team is Playgroup Leader, Helen Jowett, Playgroup Supervisor, Sarah Jones and Playgroup Assistant Zoe McWilliams. Mia Munnerley covers staff members when training or sickness cover are required. Our Registered Person with CIW (Care Inspectorate Wales) is Julie Suckley and Persons in Charge are Helen Jowett and Sarah Jones. All our staff are local, well qualified and value Holt Under Fives not only as a vocation, but as part of the local community.

Our latest inspection report from CIW is found with our Policies and Procedures or can be accessed via www.ciw.org.uk. Reporting from Estyn can be found at www.estyn.gov.uk. We were jointly inspected by CIW and Estyn mid-June 2019.

We are members of Early Years Wales (formally Wales Pre-School Providers Association). A copy of the Constitution is available for perusal – please ask.

Our committee includes Hannah Gill - Chairperson, Gemma Gaade – Secretary, Liam O’Neill – Treasurer, Fleur Barlow – Payroll Treasurer. We can advise that Hannah, Gemma and Fleur are going to be stepping and the search for a replacement volunteers are underway.

Admissions

Holt Under Fives is open to all boys and girls from the age of 2 years until they start school. We are registered with CIW (Care Inspectorate Wales) and can take up to 19 children. We utilise the Staff ratios of one adult for every four 2 year olds and one adult to every eight 3-4 year olds (National Minimum Standard 15).

Facilities cater for all children regardless of ability, ethnic origin, gender or cultural background, class and language (as per National Minimum Standard 16 and the Equality Act 2010). Children are offered places from the waiting list in line with the Admissions Policy. Children with additional learning needs may be accepted as a priority. Two places are always kept free in this case. The group is fully insured with public and employers liability which is clearly displayed.

Payment of fees is outlined on our Contract documentation. Please speak with Helen Jowett if you have any concerns/queries before signing off your Contract documentation.

Introduction/settling in for a child/children at Holt Under Fives is in accordance with our policy Parental Involvement – Settling in at Playgroup. A Contract between ourselves and a parent/carer will be agreed (paperwork to be completed before the child/children begin). Registration processes are in line with National Minimum Standards for Regulated Child Care (Revised March 2012) (Standard 2 and 5).

Our partnership with parent/carers is vital to the success of Holt Under Fives. We are sensitive to parents and children during the settling in process and accommodate parents for as long as they wish to stay with their child, whilst gently encouraging separation as the child is more settled.

Our Registration form details requests that parents/carers identify who will be collecting/dropping off individual children. If we are not happy that we can identify the person collecting the child as being one of those named on the form (or that we have been notified in advance and information exchanged to enable us to be confident in handing over the child) then we will keep the child at the setting until the primary parent/carer can be contacted and a solution worked out.

Our Admissions & Collections Procedure outlines how staff ensure children are secure and cared for as soon as they are passed over right up until hand over to a known, named contact.

Hours

Playgroup is open Monday, Wednesday, Thursday and Friday each week during term time (Wales) from 9.00am – 3pm. Sessions run from 9am-11.30am, 11.30am-12.30pm (lunch) and 12.30pm-3pm. On Tuesday’s our Baby & Toddler session runs (9.00am – 11.00am) then we run our lunch and afternoon session. Holiday details and training days will be included in updates provided by our Playgroup Staff.

Holt Under Fives will discuss the number of sessions appropriate for a child to attend in a day with their family. Occasionally due to parents/carers work commitments and if their child has been in a Private Nursery setting for a large part of their time after 6 months of age, a 2 year old would be able to remain with us from 9.00am – 3pm (with no set nap time). More often families with 2.5 year olds upwards will consider more sessions after 11.30am. Please ask for details in relation to funding opportunities for 3 year olds (WCBC Early Entitlement) or 30 hour Childcare Offer.

Those who attend Holt CP School's Nursery class in the morning (aged 3 ½ - 4 ½) will walk through Holt CP School with the class teacher or teaching assistant to the connecting door of Holt Under Fives at 11.30am. They will attend lunch/lunch and afternoon sessions. Parents/carers can collect their child at 11.30am, 12.30pm or continue our care into the afternoon hours to 3.00pm.

3 - 4 ½ aged children may stay at Holt CP School's After School Club (Coolcats) if spaces are available. It is the responsibility of Holt Under Five's Staff to pass over these children to Coolcats' Staff at 3.00pm.

Services – Implementation of New Curriculum for Wales

Holt Under Fives embraces the New Curriculum for Wales which looks to “create in children positive disposition towards learning”. We support your child/children to become:

- Ambitious, capable learners
- Ethical, informed citizens
- Enterprising and creative contributors
- Healthy, confident individuals

Every child is unique and for holistic, meaningful learning to start Holt Under Fives have staff that are skillful, observant and interested. We provide learning experiences in environments that are engaging, exciting and effective. The four purposes listed above are embedded through five development pathways:

- Belonging
- Physical development
- Communication
- Well-being
- Exploration

With their experience, staff members embrace teachable moments that happen naturally whilst encouraging and supporting your child/children's investigation of our setting space. Literacy (language and communication), numeracy and digital competence and are successfully integrated in our application of the five development pathways.

We do have a structure to the session but children can hit the ground running as we do not have a together time until later on in the morning. Just before snack time we put resources where they belong and come together for registration, singing and Ticw time (story about Ticw the teddy in Welsh). Development of self help skills is through taking off coats and bags and hanging on their own peg through to pouring our own milk or water at snack time. Time outside is always encouraged and although we are not able to offer free-flow access, we organise staff availability to work with your child/children inside or out.

Resources utilised indoors to contribute to our exciting environment include loose parts. These are items that can be moved, combined, repositions, lined up, taken apart and put back together to contribute to your child/children's exploration and engagement. We have sand, water, small world characters, construction blocks, home corner accessories made of metal, pottery, wood and real kitchen implements. Jigsaws, threading, shape and matching together with group board games are always accessible. Our extensive book collection is varied and includes interactive options. We have space for quiet, reflective time and plenty of floor space to spread out and "go big" with activity.

We are fortunate to have the use of a fully fenced/walled in large garden for the children to play in at the front of the setting. The children have their own garden, where they experience the growing process (vegetables, fruit, herbs and flowers) which they are encouraged to explore, taste or cook during Playgroup.

This outdoor space includes a mud kitchen, water station, sandpit, large and small loose parts, climbing cube, jumping off platform, teepee and cushions/blanket, small world resources, books, easel and mark making.

Your child/children's individual needs and preferences are noted and actioned as necessary by staff members from registration paperwork. Through conversations at the time of registration with yourselves we will know if you are working with any health professionals or support services who's working practices we can encompass at Holt Under Fives in order for learning experiences to be as accessible as possible.

National Minimum Standard 4 "Meeting of Individual Needs" will be adhered to through the legislative framework created by the Additional Learning Needs and Educational Tribunal (Wales) Act 2018, the ALN Code for Wales and regulations made under the Act. Holt Under Fives by operating within this statutory framework will provide support to overcome barriers to learning in order for children in achieve their full potential. Please note that the ALN system began under a phased commencement in September 2021.

Our staff has been working closely with Deb Roberts (Wrexham Early Entitlement Team) and access training opportunities presented by them. Deb has now been allocated to different settings but she is co-ordinating handover to her new colleague Eleanor Roberts. Their guidance and sharing of working practices contributes to Holt Under Fives service offering. This team also provides links to speech & language specialists and ALN professionals. Our staff are happy to discuss the learning environment we provide or our working practices with you either at the setting or at a venue selected by yourselves.

With guidance from Playgroup staff, all children will be supported in the assessment of risk during play and exploration activities. Community life and experiences outside the setting are embraced. Full risk assessments are carried out and permission received from parents/carers. Staff organise play and learning opportunities within other areas of Holt CP School – the children love their time spent in Rebecca's Garden, peddling and scooting on the playground and climbing on the play equipment. These experiences also provides familiarity of the environment that they may access during the next step of their learning journey.

Snack time provides a range of healthy food and milk or water is available to the children throughout the session (see Food & Diet (including Oral Hygiene) Policy).

Language

The language used at Holt Under Fives is English with Welsh incorporated through songs/rhymes and simple spoken phrases. Should a family not utilise these languages in the first instance, support would immediately be sought to ensure the Registration process and subsequent care of the child/children is successful.

Staffing Team

The staff we employ work to or exceed regulatory requirements at all times. They are DBS checked to an appropriate level. They work to child/adult ratios that ensure the highest care of children attending our sessions (National Minimum Standard 15).

All our staff have or are working to recognised childcare qualifications and attend regular courses to keep their knowledge up to date. Courses are offered by Early Entitlement Team, Wrexham Family Information Service and Early Years Wales. Practical advice and initiatives are also reviewed through Early Years Wales publications and events.

With a wide range of other life experiences, staff have a mature and well-rounded approach to childcare. They provide each child with the security, stability and continuity of care they need in the early years.

Policies are in place relating to student placements, volunteers and visitors to ensure a child's wellbeing and safety.

Staff produce a newsletter to update everyone on Playgroup matters (events for Baby & Toddlers will also be covered when appropriate). Parents/carers are invited to come along with their skills and enthusiasm. Staff work in conjunction with the committee in relation to fundraising events.

Record Keeping

The five development pathways of the New Curriculum for Wales (belonging, communication, exploration, physical development and well-being) are used holistically and we use a Planning in the Moment approach. This method of working ensures children in our care can be supported to make progress at their own pace when accessing their preferred learning environment. Interactions between children and staff are recorded afterwards, thereby ensuring no interruption to the exciting, engaging experience which was first initiated by your child/children. Observation of your child/children undertaking daily routine activities (songs/rhymes, storytime, physical literacy) assists our staff in their working practice to "make effective cross-curricular connections to deliver a broad and balanced curriculum, drawing on children's previous knowledge and experiences as well as their current fascinations".

Holt Under Five's have a duty to record some information that is shared by the Local Authority, Estyn and CIW.

All records are kept in line with our Confidentiality Policy and the General Data Protection Regulation (GDPR), stored in a lockable cabinet in a locked office area and available for discussion with parents/carers at a suitable time for all parties.

Note: Holt Under Fives registered with the ICO (Information Commissioners Office) from 25 May 2018 in relation to the GDPR. Yearly registration is required and our Certificate is displayed on the noticeboard

Parents/Carers

All parents/carers are actively encouraged to come along/comment/volunteer to help within the setting or with fund raising activities and attend committee meetings. We would however highlight that our service does need to make decisions in relation to unforeseen incidents (at the very extreme the pandemic) which may alter flexibility for parents/carers to access our sessions.

We display artwork, pictures of experiences in and out of the setting, regularly pass over work (pictures, writing, cutting etc) and at the close of your child's journey with us, a photographic record is passed over. Our involvement in relation to the transition process from Playgroup to the next setting your child/children attend is key. We already have an established transition programme with Holt CP School however, will work with any setting to enable the next part of the learning journey to be smooth and positive as possible.

Please utilise our suggestion box or complete questionnaire documentation when Staff or committee pass it over to continue the development of the services provided by Holt Under Fives.

Policies & Procedures

All policies are designed to offer the best possible environment and experience for the children and families in our group. They are in line with National Minimum Standards and relevant legislation in areas of operational practice, complaints/concerns and outline procedures in event of an emergency. The policies are reviewed regularly and updated as necessary with CIW informed when required.

The policies are kept in a separate folder and are available at any time. Emailed versions are offered at the beginning of the Registration process. Any comments and suggestions are welcomed. Updates to Policies & Procedures are forwarded through to parents/carers.

Parents/carers should read through and sign their agreement to our Policies and Procedures, essential privacy information and permissions regarding email/text correspondence and preference regarding Facebook usage prior to completion of the Registration process.

Complaints

Parent/carers are encouraged to discuss any aspect of Playgroup with us, and we will always respond positively and constructively to any feedback. We have a detailed Procedure in place to allow parents/carers to raise any concerns or

complaints and to be confident that all matters raised will be taken seriously (National Minimum Standard 19). A personal copy of this procedure is issued to all parents/carers at the time of registration (where possible by email to reduce paper use and promote good environmental choices).

For matters unresolved by this process, parents/carers are welcome to contact CIW on:

Tel: 0300 7900126 Email: CIW@gov.wales

Address: CIW (Care Inspectorate Wales)
North Wales Region, Government Offices
Sarn Mynach
Llandudo Junction
Conwy LL31 9RZ

Please note we have a separate Safeguarding/Whistle Blowing Policy and work with SPOA (Single Point of Access team for Safeguarding/Whistle Blowing referrals in Wrexham). The Policy also refers to PREVENT.

In the Event of an Emergency

The Playgroup Leader/Playgroup Supervisor will give clear instructions on the route to be used to leave the building to gain access to the assembly point. If safe to do so, they will have put on a high visibility jacket which will be stored just inside the office space.

The Playgroup Leader/Playgroup Supervisor will lead the exit from the building, taking with them (if safe to do so) the register, emergency contact numbers and Visitors Sheet. The other member(s) of staff will ensure that all the children and visitors follow on in an orderly fashion.

All staff, children and visitors will congregate at the assembly point – directly opposite the main entrance to the setting on the grass by the neighbours fencing. The register and Visitors Sheet will be checked. (If it has not been possible to bring this documentation, a headcount must be undertaken of staff, children and visitors to ensure all present).

Should the assembly point be unsafe, the Playgroup Leader/Playgroup Supervisor will lead children and other staff members to the grass area the other side of the railings to the Community Centre car park. We are also permitted to utilise Bellis' Country Market which is safely away from our setting in order to convene to contact parents/carers and await collection of the children.

The Fire Brigade and/or appropriate emergency service will be contacted.

Note: Our full Emergency Evacuation Procedure is to be reviewed before sign off of contract and registration paperwork (as previously mentioned, a paper copy is in the setting and an emailed version provided upon request).

Terms & Conditions

Terms & Conditions are set out in the Contract between parent/carer and ourselves. The Contract must be signed and Registration form completed before any child/ children begins their time with us. (Please refer to the heading Policies & Procedures on page 6). Signatures and completed paperwork will also be required in relation to the 30 hour Childcare offer.

Contract and Registration documents are available from Helen Jowett, Playgroup Leader or Sarah Jones, Playgroup Supervisor. When possible, Policies & Procedures are emailed through to parents/carers to assist the admission and settling in process. As mentioned previously, a paper copy of these are available at the setting to be taken and read at any time.

Any parent/carer and CIW will be informed of changes to documents at the time of review or through developments in operational practice or amendments in National Minimum Standards/legislation. Our Quality of Care Report is available on request; a copy is kept in the setting.

Please see our Operational Plan in support of this Statement of Purpose. Any changes to one will be reflected in the other.

Date March 2023

Contact Information

Work Mobile
Work Email

Tel: 07496 231275
holtunderfivesplaygroup@gmail.com

Registered Person

Julie Suckley Tel: 01829 271267
Mob: 07713 886558

Persons in Charge

Helen Jowett Tel: 0780 304 5024
Sarah Jones Tel: 07535 795254

Staff

Playgroup Leader Helen Jowett Tel: 01829 270477
Mob: 0780 304 5024

Playgroup Supervisor Sarah Jones Mob: 07535 795254

Playgroup Assistant Zoe McWilliams

Playgroup Assistant Mia Munnerley