



Regent House Preschool

Statement of Purpose

1. At Regent House Preschool, we aim to provide, in partnership with Parents/Carers, a safe, caring and stimulating environment which enhances the development and education of children as they learn through play.
2. We strive to foster positive attitudes towards learning and encourage the development of each child's confidence and self-esteem through engagement in age/stage-appropriate play and opportunities developed to stimulate imagination and interest.
3. We consider each child as an individual and value the qualities they bring to our Preschool. We strive to create a nurturing environment that supports and encourages children to reach their full potential. In our endeavours to fulfil this commitment to the children, we will work closely with Parents/Carers.
4. We aim to provide the children with a nurturing, happy and secure environment that supports their well-being and allows them to experience a broad and balanced curriculum that builds on their individual needs and interests.
5. At Regent House Preschool, children will begin to explore their school environment whilst building and establishing positive relationships with staff and other children. This supports the seamless transition from Preschool to P1.
6. The children will be encouraged to become respectful problem-solvers capable of independent decision making, taking part in collaborative play which values everyone regardless of race, gender, cultural background or additional needs etc.
7. We believe that 'play is the work of the child' and is the way in which children discover new things about the world around them. In our safe, nurturing, family atmosphere we will help support each child with answering all the 'wondering' questions which pop up!

Our Aims

At Regent House Preschool, we aim to provide, in partnership with Parents/Carers, a caring, stimulating and inclusive environment which enhances the development and education of each child as he/she learns through play.

We consider each child an individual and value the qualities he/she brings to our Preschool. In our happy, safe, nurturing, family atmosphere we will support and encourage each child to reach his/her full potential and answer all the 'wondering' questions which pop up!

At Regent House Preschool, children will begin to explore the school environment whilst building and establishing positive relationships with staff and other children. This supports the seamless transition from Preschool to P1.

Our Learning Environment:

In Regent House Preschool, we provide the children with opportunities to choose between a wide range of activities and develop skills through repetition. We carefully create a learning environment that is responsive to the children's learning needs and interests.

Learning is informal and is intended through play. This encourages the children to learn 'how to learn' and develop a positive attitude to support them with the transition to a more formal learning environment.

At Regent House Preschool we aim to promote the children's learning by:

- Fostering self-esteem and self-confidence to help children feel valued as individuals, develop independence and reach for the stars;
- Encouraging children to learn more about their feelings/emotions and talk about how they feel;
- Nurturing each child's motivation, natural curiosity, imagination and creativity;
- Encouraging children to extend thinking and problem-solving skills;
- Encouraging children to form positive relationships, social skills and respect for others;
- Encouraging each child's love for books, songs and rhymes; and
- Providing opportunities for children to develop co-ordination, balance and body awareness.

Most of all we hope each child has fun while learning and developing through play!

Admissions Policy

Regent House Preschool is open to all children from 2 years 10 months to 4 years. We enrol pupils regardless of religion, race, culture, social class, ability or disability, as outlined in our Equality and Equal Opportunities Policy. At Regent House Preschool we offer fee paying places for our two Preschool classes. We are registered with SEHSC Trust to enrol a maximum of 16 pupils per class.

When making a formal application, Parents/Carers may indicate on which days, they wish their child to attend.

If you require further information, please speak with the Head of Preparatory and Preschool Miss L. Halliday or the Preschool Manager, Miss C. Auld.

Hours of Opening

Regent House Preschool is open during term time - Monday to Friday from 09:00 to 13:00.

Contact Information

Preschool staff may be contacted via:

Telephone: 028 9181 3234

Email: office@rhs.newtownards.ni.sch.uk / ldickson825@rhs.newtownards.ni.sch.uk
cauld304@c2ken.net (Miss Auld – Ladybird Class Teacher / Preschool Manager)
tthompson835@c2ken.net (Mrs. Thompson – Butterfly Class Teacher / Preschool Deputy Manager)

Writing: Circular Road, Newtownards, County Down BT23 4QA

Facebook: @rhsprep

Website: www.regenthouse.org.uk/preparatory

Communication

We use an app called Seesaw to communicate with Parents/Carers. On Seesaw, we will share with Parents/Carers what their child has been getting up to in Preschool through photographs and videos of creative and sensory activities, play, seasonal events etc. There is also a feature that allows Parents/Carers to message us.

We also have a Facebook page and website that is shared with the Preparatory Department. Here we will share artwork displays and photographs.

Parents/Carers will have the opportunity to give permission / refuse for their child's image to be shared.

Every month Parents/Carers will receive a newsletter detailing important dates and information, what their child will be learning in Preschool, ways they can support their

child's learning at home etc. Parents/Carers will also receive a copy of the monthly songs & rhymes and vocabulary page which we will be using in Preschool. Important information will be shared with Parents/Carers via email e.g. newsletters, permission slips for visitors.

We will also have a Curriculum Evening around September to provide Parents/Carers with more information about the Preschool Curriculum and life at our Preschool.

Routine

Routine is an essential part of both the settling-in process and ensuring children feel secure in their environment. It is important to have a routine as it encourages children to feel safe and develop independence, confidence, self-control and time management skills etc.

Please find information on our routine below:

- Preschool begins at 9:00am each morning when the children hang their belongings in the cloakroom. The children are greeted at the Preparatory doors by the Preschool Team.
- The children take part in Welcome Time each morning to get them ready for the day, singing our Welcome Song and talking about the daily calendar etc.
- The children engage in free play throughout the morning in their classrooms, which are set up with exciting and engaging activities, from crafts and playdough to jigsaws and fine motor activities, from small world and construction play to mark-making and role play. Using music, the children and staff work together to tidy up the resources after play.
- The children join together for stories, Circle Time, songs and rhymes each day.
- The children also have the opportunity for prolonged outdoor and physical play in a variety of outdoor areas to develop their motor skills and explore the world around them using their senses etc.
- The children wash their hands and then sit together to have their snack and lunch each day, making new friends and developing their communication skills.
- At home time, the children gather together in the cloakroom to put on their coats and wait until Parents/Carers arrive.

Charges and Fees

Each daily session comprises of four hours. Parents/Carers are still required to pay fees if their child is absent. In cases of prolonged absence, Parents/Carers should

consult the school governors in relation to fee payment. Exceptional circumstances will be considered at the discretion of the school governors. Each child's attendance at the school is conditional upon continued payment of any necessary fees.

Please see our Attendance Policy for more information.

Please contact our secretary (ldickson825@rhs.newtownards.ni.sch.uk) for more information regarding charges and fees.

Registration and Insurance Information

Regent House Preschool is registered with the South Eastern Health and Social Care Trust and is inspected annually to ensure correct implementation of the guidelines contained within the Minimum Standards Guidance. Public Liability Insurance for Regent House Preschool is provided by the Education Authority. The certificate is displayed in the setting and a copy is available from EA, upon request.

Role of Parents

Regent House Preschool is run by a Board of Governors. Throughout the year, the Board of Governors is responsible for reviewing both policy and practice, for the employment of staff, fundraising and dealing with issues that arise. The day-to-day running of the Preschool is carried out by qualified teaching staff.

Every year we host induction and familiarisation sessions to inform and include Parents/Carers who play a vital role in the life of Regent House Preschool. These sessions support children in developing their familiarisation with their new environment.

Policies

Before their child commences Regent House Preschool, Parents/Carers are informed of the Preschool policies and their consent is requested in an authorisation form:

Some of these policies and forms include:

- Medical Record Collection
- Pick-up Authorisation
- Assessment, Observations and Record Keeping
- Positive Behaviour & Managing Aggression and Challenging Behaviour Policy
- Social Networks, Mobile Phones and Photography and Videography Policy and Permission

- Intimate Care
- Safeguarding Children and Child Protection
- Infection Prevention and Control

All Parents/Carers are advised to read each of the policies and complete the relevant authorisation form in the Pupil Profile Booklet. Parents/Carers will be asked to sign a form to confirm they have received these policies and that they have read the Safeguarding Children and Child Protection Policy.

Hard copies of all these policies are available, upon request. We also encourage Parents/Carers to discuss any issues they are concerned about with the Preschool Manager (Miss C. Auld), before giving consent.

We recognise consent may be withdrawn through the year. In this case we ask the Parent/Carer to provide a written letter of retraction of consent to the Manager, Miss C. Auld.

Although this list includes some of our most important policies, it is not exhaustive. The remaining policies are all available online on our website www.regenthouse.org.uk/preparatory or printed copies can be requested from the Manager.

Deployment of Staff

Regent House Preschool operates a ratio of 1:8 (1 staff member to 8 children). Under certain circumstances, where an additional or special need is recognised, this ratio will be subject to change to meet the needs of individual children as much as possible.

Range of Resources

Examples of resources available in Preschool:

- Safe outdoor play environment and access to a range of outdoor equipment e.g., mud station, climbing frame, wooden boat & fairy bridge
- Water and sand play equipment e.g., various sized scoops, funnels, buckets, bowls, spoons
- A range of creative resources e.g., paint, scissors, glue, junk materials, mixed media, pencils, paper
- A variety of tabletop activities e.g., various sized puzzles & jigsaws, threading resources, counting/sorting/matching games
- iPads for developing early technology skills

- A range of imaginative play resources e.g., dressing up costumes, role play equipment, puppets
- A variety of topic-themed fact and fiction books
- A variety of sensory play materials e.g., playdough, foam, slime

Please note all Parents/Carers will have the chance to view our range of resources available on open days/Preschool tours.

Activities Provided

Examples of activities provided in Preschool:

- Engaging in water/sand play
- Creative activities e.g., painting, collaging, drawing, colouring, experimenting with junk materials and tools
- Constructing with Duplo, Interstars, blocks etc.
- Listening and joining in with songs & rhymes
- Listening to stories and taking part in Circle Time discussions
- Exploring and playing simple percussion instruments
- Going outside to ride tricycles, run, jump, catch etc
- Playing imaginatively at the role play area e.g., home corner, shop, hospital, beach
- Dressing up in a variety of costumes
- Browsing books in the calm area
- Tabletop activities e.g., counting, sorting, matching, making patterns, threading resources, putting jigsaws together
- Investigating natural and man-made resources on topic themed interest tables
- Moulding and manipulating playdough
- Engaging with sensory activities e.g., foam, slime, gloop
- Carrying out science experiments

Inspection

Regent House Preschool is inspected annually by the South Eastern Health and Social Care Trust Early Years Team. During the inspection time, Parents/Carers will

be notified and may be selected, at random, to complete a questionnaire for the inspectors. This is to ensure the Preschool meets the minimum standards of care, as is a requirement for all Preschools. For further information, Parents/Carers should consult The Minimum Standards for Day Care and Childminding. Regent House Preschool is also regulated and inspected by The Education and Training Inspectorate (ETI).

Other Professionals

We have our own independent Early Years Specialist, Mrs. N. Coulter, who provides us with advice, training and support, at any time, if required. In addition, we have a Registered Social Worker, Ms. M. Maxwell, from our local HSS trust.

Our Statement of Purpose is linked to our:

- Attendance Policy & Infection Prevention and Control Policy – containing guidance and procedures on illness, attendance and exclusion from the setting etc.
- Confidentiality and Consent Policy; Data Protection Policy; Assessment, Observation and Record Keeping Policy; and Social Networks, Mobile Phones and Photography and Videography and Permission Policy – containing guidance and procedures on sharing and storing information about a child etc.
- Complaints Policy – containing guidance and procedures if there is a concern or complaint etc.
- Equality and Equal Opportunities Policy – containing guidance and procedures on how we value and respect others etc.
- Exclusion Policy – containing guidance on exclusion.
- Intimate Care Policy – containing guidance and procedures on providing intimate care etc.
- Management of Medicines Policy – containing guidance and procedures on medicines administered within Preschool etc.
- Play Policy; Maintenance and Replacement of Play Equipment Policy; and Outdoor Policy – containing guidance and procedures on how children learn through play in Preschool etc.
- Positive Behaviour & Managing Aggression and Challenging Behaviour Policy & Anti-Bullying Policy – containing guidance and procedures on managing behaviour (rules, rewards and consequences) etc.
- Safeguarding & Child Protection Policy – containing guidance and procedures for safeguarding children within the setting etc.

- Special Education Needs and Inclusion Policy – containing guidance and procedures on how children with additional needs are accommodated for within the setting etc.

Our Statement of Purpose links to other relevant policies that can be found on our website www.regenthouse.org.uk/preparatory or printed copies can be requested from the Preschool Manager.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

18/11/22

14/05/23 - 21/08/23

Approved by BOG:

21/11/22

21/09/23