



DELPH PRE-SCHOOL PROSPECTUS



Delph Primary School, Denshaw Road, Delph OL3 5HN

Telephone Number: 0161 770 7603

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Updated September 2025

Session Times

Delph Pre-School has sessions at the following times;

- Mondays 8:45-11:45 or 8:45-3:15
- Tuesdays 8:45-11:45 or 8:45-3:15
- Wednesdays 8:45-11:45 or 8:45-3:15
- Thursdays 8:45-11:45 or 8:45-3:15
- Fridays 8:45-11:45 or 8:45-3:15

Staff

Pre-School Leader & SENDCo
Early Years Practitioner
Playworker

Mrs Claire Holt
Mrs Monika Okoli
Mrs Debby Jones



Charges

Morning Session	£16.50 (£5.50 ph)
Full-day	£35.75 (£5.50 ph)
Enrichment Contribution	£10.00 each term

Pre-School is a non-profit making organisation. Charges are made simply to cover costs. The daily charge is payable despite absence for sickness and holidays.

If you no longer require a place at Pre-School, a notice of 4 weeks is required.

Every 3 and 4-year-old is eligible for free childcare for up to 15 hours per week and working parents are entitled to 30 hours. This becomes available in the term **after** their 3rd birthday. Further benefits are expected during 2024- please ask Mrs. Holt for details.

We sometimes arrange special activities. On these occasions, we may ask for a contribution towards expenses.

Admissions

Admissions to Pre-School are administered by the Governing Board. The present maximum number of children per session is 18, dependent upon staffing ratios. Children must be turning 3 years old in the term they start Pre-School.

Priority will be given to children who:

1. have exceptional medical or social circumstances.
2. already have a place from the previous academic year

3. are eldest
4. have siblings already in attendance at Pre-School or Delph Primary School
5. have closest geographical proximity to Pre-School

Delph Pre-School is a self-funding, voluntary early years provision. Please note that admission to Pre-School does not guarantee a place in Delph Primary School, for which the primary school admissions process still applies.

If you would like your child to join our Pre-School, please contact Mrs. Holt to arrange a visit and put your child's name on the waiting list. Providing that places are available, children may join us at September, January and Easter term times, during the term they reach 3 years old.

Settling-In

It is very important to us all that your child settles well at Pre-School and feels confident and secure. We can offer up to two half days as 'taster' sessions and these will be agreed with you in advance. You are welcome to arrange further 'taster' sessions, but these must be paid for in line with our current session fees.

We work with you to form a strategy that is best for your child. We recommend 'short goodbyes and long hellos'. If your child struggles to settle, shortened or staggered session times can be arranged.

Keyworkers

As the Early Years Foundation Stage (EYFS) states, each child will be assigned a keyworker. Your child's keyworker has responsibility for working with them and a small group of other children; getting to know them, assessing their development and building special relationships with them and you. However, all staff will interact and respond positively to any child, regardless of keyworkers.

Personal Information

To help us meet the individual needs of your child effectively, it is important that we are given as much relevant information as possible. All information is kept confidential in accordance with the Data Protection Act.

To help us keep your child safe, please let us know of any changes in circumstances or contact details as soon as possible.

Early Years Foundation Stage (EYFS)

We follow the EYFS framework which details statutory requirements for your child's care and guidance on how and what they should be learning. It is a flexible curriculum specially designed for children from birth to 5 years and reflects each child's unique needs and interests.

If you would like more information on the EYFS, please ask a member of staff or refer to the following documents:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2.pdf

Planning

Learning at Pre-School is play-based with a variety of activities to help your child develop. We have both structured and free play where your child is given invitation and inspiration to play and the means to develop their ideas independently. There is opportunity for them to come together as a whole group for discussion, story and singing. We also have time for focused activities in smaller adult-led groups and chance for them to engage one-to-one with staff.

We aim for Pre-School's atmosphere to be friendly and informal where learning is fun!

We have dedicated, communication friendly areas within the setting, available both indoors and outdoors, where different kinds of learning may take place;

- Fine and Gross Motor and Sensory play
- Investigation & Discovery play
- Construction and Small world play
- Role play
- Creative play
- Story play
- Mathematical play

Play in these areas can often overlap as the children develop their own ideas. We use your child's interests and development to inform much of our planning, but will also include broad interests and important events such as;

- Seasons
- Special Occasions eg Mother's and Father's Day, Birthdays etc
- Festivals from different cultures and faiths
- International, national and local events eg; Olympics, Saints days, band contest etc...



Assessment, Recording and Reporting Achievement

We aim to keep you well informed about your child's progress. We continually engage with and observe your child so that we get to know them well and can provide activities to embed and challenge their developing knowledge and skills. We use Tapestry, an online recording system, to record your child's time with us to which you can contribute. We also hold two formal parent evenings each year.

Equal Opportunities

All children are welcome to Pre-School. No distinction is made on grounds of gender, race, class or ability, either for the purposes of admission or for the provision of activities. We believe that every child is unique, with their own distinctive set of talents, abilities and pace of learning. We firmly seek to value our Pre-Schoolers as individuals and to recognise their potential to achieve.

Special Educational Needs and/or Disability (SEND)

We have an agreed policy for identifying and meeting children's special educational needs within the normal setting. If necessary, appropriate advisory agencies may be contacted e.g. Additional Educational Needs Support Service, Speech and Language Therapy Service and Hearing/Visually Impaired Services and additional advice from the Area AEN Advisor. We will involve you at every stage and no referral will be made without your consent. Should you have any concern regarding your child's progress, please discuss this with Mrs. Holt, who is the setting's SEND Co-Ordinator (SENDCo).

Concerns and Complaints

We work hard to provide the very best possible care and education for your child. However, should you have any concern about any aspects of Pre-School provision, please speak to Mrs. Holt in the first instance. If you are not satisfied at this stage, then the matter should be brought to the attention of the School's Headteacher, Miss Swaby. If the matter is still unresolved, the Governing Board ought to be contacted in writing, via the school office.

If you feel a need to contact Ofsted, then please refer to their website. A formal log of all complaints will be recorded (in line with our Complaints Policy).

Healthy Eating

Pre-school has a healthy eating policy. All children should bring their own water bottle which is available throughout the session and food served at snack time is always healthy and cow's milk is provided for each child. We ask that no other snacks be brought into Pre-School, unless as part of an approved special dietary requirement.

Birthdays are celebrated and made special at Pre-School. Any sweet treats will be given out for the children to enjoy at home under your guidance.

Parents and Pre-School

Parents know their children best, so we value your input in your child's learning. We seek to work in full partnership with you to ensure the maximum educational benefit for your child. This can only be done effectively if there is trust between school and home.

We have an 'open door' policy where you are always welcome into Pre-School at any time. Simple, quick messages may be given to staff at the beginning or end of the school day. For longer discussions, you can make an appointment with Mrs. Holt or your child's keyworker.

We welcome parental support within Pre-School. You can become involved in a range of activities where we shall be delighted with the help offered. We are sure that you will find it a most rewarding experience!

We make every effort to keep you well informed about Pre-School; our pages on the Delph Primary School's website are updated regularly. We fundraise throughout the year for Pre-School, often joining the school's fundraising ventures and organise our own!

Clothing

There is no uniform required for Pre-School. However, from September 2024, we are encouraging our families to purchase a Delph red polo shirt, cardigan/jumper/fleece. This is so our Pre-Schoolers feel part of our school. Items with our school logo can be purchased from: **Simply Schoolwear**, Chew Valley Road, Greenfield, Oldham, OL3 7JJ. 01457 872515 OR online from **myclothing.com** Our school logo items are available for direct delivery to your home: myclothing.com/collections/delph-primary-school-16152



We often do messy activities such as water play and painting and use our outdoor space in every session. Therefore, we also ask that you provide weather-appropriate outerwear eg; waterproof coats, wellies, and hats/scarves/gloves, sun hats and shoes/trainers. Velcro fastenings on footwear are easiest for both staff and children to get themselves ready for play. A spare set of clothing and underwear is needed in case of accidents or spillages, etc. All clothing and footwear should be clearly marked with your child's name.

We encourage our children to be responsible for their belongings. Pre-School does not accept responsibility for lost items of property, although staff will do their best to help your child to locate these. For reasons of hygiene, long hair should be fastened back. We suggest that jewellery is not worn, and earrings should be of the small 'stud' or 'sleeper' variety.

Pre-School Behaviour Management

We expect and model good behaviour and manners at Pre-School. We encourage self-discipline and an awareness of the needs of others. Behaviour management is based on positive reinforcement where children are rewarded with praise for good behaviour. Unacceptable behaviour is dealt with in a variety of ways including; distraction, 'jollyng-on', verbal expression of disapproval and supervised time-out. We ask parents to support us in establishing and maintaining good patterns of behaviour.

Health, Safety and Security

Pre-School is subject to: school Senior Leadership Team (SLT) monitoring, visits from Local Authority Early Years Team, OFSTED inspection, the Health & Safety Team and other recognised agencies to support us to keep your children safe and secure.

At Pre-School, all staff have an enhanced DBS check. External exit doors and gates are kept locked during sessions; parents wishing to access Pre-School during session times should do so via the main entrance to school.

Only prescribed medicines can be administered and stored by Pre-School staff. (If your child needs medication, including inhalers, you will be asked to sign a parental consent form giving staff permission to administer your child's medicine and details will be recorded.)

If your child is sick or injured in an accident, then we will care for them in a sensitive, prompt and appropriate manner. Where it is judged that we need to contact you, we will do so as soon as possible - it is therefore essential that we have up-to-date contact information.

We don't let anyone other than an agreed person collect your child. To ensure complete safety, together we can arrange a password for people other than an agreed adult to collect

your child. No child is allowed to leave the premises during Pre-School hours unless accompanied by an adult.

We ask that you consider the safety of all children when stopping to drop off or pick up children by car. Please do not stop outside the school gates or within the yellow zigzag lines. Please note that we do not accept responsibility for children who arrive at Pre-School before 8:45 a.m.

Child Protection

The welfare and safety of children in our care is of the greatest importance to us. Where we are concerned that any child may be subject to ill-treatment, neglect or other forms of abuse, we are obliged to follow the Oldham Child Safeguarding Procedures in line with our Child Protection Policy.

Attendance

Regular attendance at Pre-School is very important for your child's development. If your child is unable to attend, please let us know by ringing the school office before 9:30am.

Community Links

We make occasional local visits and benefit from special visitors to the school. We have strong links with school, particularly with the reception class.

As part of Delph Primary School's Ofsted judgement, we have been judged 'good' and we continually strive for excellence.

We aim for your child to have a meaningful and stimulating experience at Delph Pre-school!

