

Instow Pre-School Prospectus





Instow Community Primary School and Pre-School
Rectory Lane
Instow
Bideford
EX39 4LU

Headteacher: Mrs Lucy Mardling

Telephone: 01271 860545
Website: www.instowcps.co.uk

Pre-School Leader: Mrs Sharon Goodwin

Open: Monday - Friday during term time
offering
morning/afternoon and all-day sessions



About us

Instow Pre-School is part of the Early Years Unit located on the Instow School site. The Unit comprises of Pre-School and Reception aged children.

Our Pre-School is a Governor Run Extended Service, managed by the Governing Body of Instow Community Primary School. We take children during the half term in which they turn three years old.

Background Information

Instow Pre-School was established in 1985 and was privately run for 31 years. During this time the Pre-School was located in the Parish Hall in Instow. When the owner retired in July 2016, Instow Primary School took over the management of the Pre-School under a Governor Run Extended Provision. In September 2021, following extensive efforts on behalf of the school to fund raise, a new building on the school site was completed allowing for our Pre-School to relocate and join the main school.

The Pre-School is managed by Lucy Mardling, the Head Teacher of Instow School. Sharon is the Pre-School Leader, responsible for the day to day running of the provision. She is joined by Lou, our Deputy Leader, and Abbi our Pre-School Practitioner.

We are located in a beautiful setting, which is at the top of a quiet hill, surrounded by green fields and having the most beautiful panoramic view of our estuary. We often take the children on outings to explore the local area and visit the local woods for our Forest School sessions. The Early Years Unit has a large outside play area which the children can access throughout the day. We are also able to use the main school's playground for lots of physical activities.

We provide an inclusive Pre-School for the Community, having a good reputation for offering excellent care for children of all abilities. Our ethos is to create a friendly and safe environment for young children to grow in confidence and discover the pleasure of learning through play.

There are no guarantees that our Pre-School children will be offered a place at Instow Primary School, as all applications for a Primary School place are dealt with by the admissions team at Devon County Council. However, many of our children do go on to attend the main school which allows for a very smooth transition between Pre-School and the first year of school in their reception class.

Our Aims

At Instow Pre-School we strive to create a warm and stimulating environment where learning is fun. We aim to provide a safe, secure and happy environment in which children can learn at their own pace. We encourage children to grow in confidence, self-esteem and independence.

We treat each child as an individual who has needs that should be met in an atmosphere that celebrates diversity, ensuring that all children feel accepted for whom they are. We will nurture your child's social and emotional skills and we will work in partnership with parents/carers, building firm relationships to ensure their child's learning and well-being is paramount.



Being on the school site and part of the Early Years Unit allows us to work closely with the Early Years Reception Teacher. We also build links with other Primary Schools so that the transition into school runs smoothly for all children and their parents/carers.

Opening Times

We are open 5 days per week, Monday – Friday, term time only, from 08.45 – 14.45, with the option of children staying an additional 30 minutes and being collected at 15.15. This brings our finish time closer to that of the main primary school, making it easier to collect older siblings.

We offer all day sessions or morning/afternoon sessions as follows:

All day 08.45 – 14.45 (with the option to stay until 15.15)

Morning only 08.45 – 11.45

Afternoon only 11.45 – 14.45 (with the option to stay until 15.15)

Those staying for an all-day or afternoon only session will need to bring a packed lunch or request a school meal. Our school meals are prepared on site and are currently charged at £2.60 per meal.

The Pre-School is registered for 12 children per session.

The Pre-School will take children, provided there are vacancies, no matter which Primary School the children may move onto.

As mentioned above, being registered with our Pre-School does not mean that your child will automatically be offered a place in the main school's reception class. All applications for Primary School places have to be made via the admissions team at Devon County Council. Please visit <https://www.gov.uk/apply-for-primary-school-place> for more information.

Little Butterflies After School Club

If you are looking for after school provision, there is an After School Club which operates Monday to Friday, term time only, from the school hall. This club is not run by the school, it is provided by a local Nursery - Little Butterflies Day Nursery and is for preschool and school age children. They are able to accommodate a maximum of 5 preschool age children. A member of staff from Little Butterflies collects children from our setting at 3.15pm and takes them to the school hall. The club runs until 5.45pm. Parents will need to fill out a registration pack before booking any sessions. These packs are available from the school office as well as directly from the nursery. Please contact Little Butterflies Day Nursery if you need any further information. Their contact details can be found on the poster below.



Starting Pre-School

Children can start Pre-School, unaccompanied by an adult, from the half term in which they turn three years old. Some children have already been to a nursery/child-minder, or have been looked after by a relative and are quite happy to be left straightaway. Other children may initially need a familiar grown up close by whilst they get used to their new surroundings. It is up to each family to make the choice and we will work with you to help your child settle in.

Keyworkers

Our Pre-School has a keyworker system. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's keyworker will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the Pre-School, their keyworker will help your child to settle and throughout your child's time at the setting, they will help your child to benefit from the Pre-School's activities. Children need to feel they have someone they can rely on and their keyworker will take a special interest in them, ensuring they are happy and enjoying their Pre-School experience. The keyworker will share information with you, about your child's achievements, on a regular basis.



Records of Achievement

The Pre-School uses an online tool called Seesaw to record your child's achievements. Photographs are taken of your child's learning and development and recorded in your child's online journal. You will be able to see photos showing the activities your child has been part of, either individually or with their friends. Seesaw allows you to comment on the journal entries and even add your own photos to show your child's development and skills at home. Sharing information in this way allows us to celebrate your child's achievements and work together to plan your child's next steps in order to develop and make progress. Also sharing these photos at home with your child allows them to tell you about the activities they have been involved in and helps to develop your child's language skills and build their self-esteem.

A Typical Day at Pre-School

Although each day varies with an assortment of different activities, for example, play dough, craft activities such as cutting and sticking, painting, cooking, exploring the outside, using the iPads, we do like to have a basic routine, as we find our children respond well to this, and it can be a comfort to them in knowing what to expect next.

08.45 – Children arrive

08.45 – 09.30 – Discovery Time (Free choice play)

09.30 - 09.45 – Circle Time (Group comes together for a turn taking/sharing activity with either a phonics or number focus)

09.45 – 11.30 Discovery Time

10.00 – 10.30 – Rolling snack time opens

11.30 – Tidy up time

11.40 – 11.50 Whole group story/songs

11.45 – Home time for some children/Welcome some children for the afternoon session

11.50 – Toilet/wash hands - Lunch time

12.30 – 13.00 – Quiet activities on the carpet (stories, puzzles followed by some songs)

13.00 – 14.30 – Discovery Time

14.00 – 14.30 – Rolling snack time opens

14.30 – Tidy up time

14.45 – Home time for some children

14.45 – 15.15– Story time/song time/dancing



15.15 – Home time for everyone

Please note these times are approximate and activities can change to take advantage of good weather, visitors, or a child's particular interests etc.

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to 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.

Learning and Development

Children start to learn about the world around them from the moment they are born. The care and education offered by Instow Pre-School helps children to continue to do this by providing all the children with interesting activities that are right for their age and stage of development.

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) statutory framework is a set of standards which all early years providers must meet to make sure children are given the optimum opportunity to progress and develop, in a safe and healthy environment. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, pre-schools, nurseries and school reception classes (from birth to 5 years old).

Whilst your child is in the Early Years Foundation Stage, they will experience activities which will help them progress in their development and learning. The Early Learning Goals establish expectations for most children to reach by the end of their reception year. These goals are organised into seven areas of learning and provide the basis for planning and assessment throughout the EYFS. The seven curriculum areas of learning are made up of three prime areas and four specific areas.

Three Prime Areas:

- Personal, Social and Emotional Development (Self-Regulation, Managing Self, Building Relationships),
- Physical Development (Gross Motor Skills, Fine Motor Skills),
- Communication and Language (Listening, Attention and Understanding, Speaking)

Four Specific Areas:

- Literacy (Word Reading, Comprehension, Writing),
- Mathematics (Number, Numerical Patterns),
- Understanding of the World (People, Culture and Communities, The Natural World, Past and Present)
- Expressive Arts and Design (Creating with Materials, Being Imaginative and Expressive)

New Curriculum 2021

The new EYFS Framework became statutory in September 2021. We follow the statutory framework alongside guidance such as 'Development Matters' to plan learning and experiences for our children. If you would like to find out more information, please visit the following sites:

EYFS Statutory Framework – effective September 2025 -

https://assets.publishing.service.gov.uk/media/687105a381dd8f70f5de3ea9/EYFS_framework_for_group_and_school_based_providers.pdf

Personal, Social and Emotional Development



This involves helping children to become confident; show appropriate self-respect; form good relationships with adults and children. Helping them to work as part of the group and independently; to concentrate and persevere in their learning and to seek help where needed; to explore new learning and show ability to initiate new ideas and to solve simple practical problems. The children learn to demonstrate independence in selecting an activity or resources and in dressing and personal hygiene. Children learn to be sensitive to the needs and feelings of others; take turns and share fairly. They

express their feelings and behave in appropriate ways, developing an understanding of what is right, what is wrong and why. They treat living things, property and their environment with care and concern. They have developing respect for their own cultures and beliefs and those of other people. They learn how to look after their bodies, including healthy eating and managing personal needs independently.

Communication and Language

Involves giving children opportunities to experience a rich language environment. The development of children's spoken language underpins all seven areas of learning and



development. Reading frequently to children, and engaging them actively in stories, non-fiction, rhymes and poems and then providing them with extensive opportunities to use and embed new words in a range of contexts will give children the opportunity to thrive.

In small groups children learn to listen attentively and talk about their experiences. They pay attention and are able to communicate with other children and adults. They use a growing vocabulary with increasing fluency. They listen and respond to stories, songs, nursery rhymes and poems.

Physical Development

Involves providing opportunities for children to be active; to move confidently and imaginatively with increasing control and co-ordination and an awareness of space and others; to use a range of small and large equipment and balancing and climbing equipment with increasing skill; to handle appropriate tools, objects, construction and malleable materials safely and with increasing control and confidence. Gross motor skills provide the foundation for developing healthy bodies and social and emotional well-being. Fine motor control and precision helps with hand-eye co-ordination which is later linked to early literacy.

Literacy

It is crucial for children to develop a life-long love of reading. Children enjoy books from our well stocked book corner and learn to handle them carefully. They know that words and pictures carry meaning and that, in English, print is read from left to right and from top to bottom. They begin to associate sounds with syllables and with words and letters. They recognise their own names and familiar words. They begin to recognise letters of the alphabet by shape and sound. They are able to use a pencil and hold it effectively to form recognisable letters and begin to write their name.



Mathematics

Involves giving children opportunities to use mathematical language, such as circle, in front of, bigger than and more to describe shape, position, size and quantity; to use language such as 'greater' or 'smaller', 'heavier' or 'lighter'; to recognise and recreate patterns. Giving them opportunities to learn and take part in number rhymes, songs, stories, counting games and activities; to compare, sort, match, order, sequence and count using everyday objects; to recognise and use numbers to 10 and are familiar with larger numbers from their everyday lives; to begin to use their developing mathematical understanding to solve practical problems and to talk about and explore 2D and 3D shapes.

Understanding the World



Involves giving children opportunities to talk about where they live, their environment, their families and past and present events in their own lives and to show an interest in different occupations; to explore and recognise features of living things, how to respect and care for the natural environment and look closely at similarities, differences, patterns and change; to talk about their observations; to explore key features of the life cycle of plants and animals; to begin to learn about their own cultures and beliefs and those of other people and to begin to understand that there are other countries in the

world with similarities/differences to where we live.

Expressive Arts and Design

Involves enabling children to explore sound, colour, texture, shape, form and space in two and three dimensions; to respond in a variety of ways to what they see, hear, smell, touch and feel. Through art, music, dance, stories and imaginative play they show an increasing ability to use their imagination, to listen and to observe. They use a widening range of materials, suitable tools, instruments and other resources to express ideas and to communicate their feelings.

What to expect in the Early Years Foundation Stage - a guide for Parents

Please visit the website below where you will find a booklet giving you more information on the Early Years Foundation Stage and how you can support your child during these vitally important years.

<https://foundationyears.org.uk/wp-content/uploads/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf>

Further resources to support you with your child's development including ideas of activities you can do with your child can be found by visiting the following websites:

Foundation Years - <https://foundationyears.org.uk/2019/09/resources-for-parents/>

Hungry Little Minds - <https://hungrylittleminds.campaign.gov.uk/>

Tiny Happy People - <https://www.bbc.co.uk/tiny-happy-people>

Instow School Website

We regularly update the Pre-School page with information and pictures to show some of the activities that the children have been involved in. If you would like to have a look, go to Instow School's website, click on the 'Children' tab and select 'Class Pages' from the drop-down menu. Here you will see the 'Pre-school' tab. You will be given a password to access this area.

What to Wear

We have Pre-School t-shirts and jumpers available to purchase from www.schoolthreads.org. These are navy blue in colour with our logo on the front. These are ideal for everyday use at the Pre-School; however, your child may choose to wear their own clothes.

Due to the nature of the activities taking place throughout the sessions, your child may get messy, so please dress him/her in easily washable clothes which allow easy movement. We provide protective clothing for the children when they play with messy activities, but sometimes they still get messy. Please choose clothes with simple fastenings to make using the toilet as easy and as independent as possible. **Please label all items clearly with your child's name.** At each session, please bring in a bag containing a spare set of clothes for your child and nappies, nappy bags and wipes if they are needed.

We regularly take the children out on walks where we explore the local environment, so your child will need a pair of wellies and waterproof trousers, which can be kept in Pre-School in case of need. We ask that your child always wears/brings a waterproof coat to each session. Your child may also need these items when playing outside on a rainy day.

What to Bring to each Session

- A water bottle
- Waterproof coat
- Bag with a change of clothes (nappies, wipes, disposable nappy bag must be provided for your child (if applicable))
- A packed lunch (if staying all day, or afternoon only session, unless having a school dinner)
- In warmer weather – sun hat and sun cream
- Waterproof trousers and wellies (these items can be left at Pre-School in case of need)

How Parents can take part in Pre-School

Instow Pre-School recognises parents as the first and most important educators of their children. All our staff see themselves as co-workers with you in providing a high quality of care and education for your child. There are many ways in which parents can take part in making the Pre-School a welcoming and stimulating place for children and parents;

- Exchanging knowledge about their child's needs, activities, interests and progress with the staff
- Helping at sessions
- Parents who have a particular interest or skill they feel they can share with the children are encouraged to do so by taking part in the sessions

- Joining in the community activities arranged by Instow School and Pre-School Parent, Teachers and Friends Association in which the Pre-School takes part
- Building friendships with other parents in the Pre-School

Medical Issues

Please keep your child at home if he/she is ill or infectious. Please phone the Pre-School by 09.00 every day that he/she is ill and will not be attending school. We have fully trained paediatric first aiders on the school site at all times. We will always contact you immediately if your child suffers anything more than a trivial injury, or if we have any concerns about his/her health. We will inform you at the end of the session if your child has had a minor accident, bump or graze at the Pre-School.

Listed below are some common childhood ailments and the procedures you should take regarding the child's attendance at Pre School.

Illness	Recommended period to be kept off Pre School
Sickness, diarrhoea, food poisoning	The child should be kept at home for at least 48 hours following the last bout of illness
Head lice	You should regularly check your child's hair for lice (once a week). If lice or nits are found you should comb the child's hair with a 'nit comb' and conditioner. The child may attend Pre-School as long as the above treatment is administered. The Pre-School staff should also be notified so that they can alert other parents to be vigilant.
Hand, foot & mouth	Your child should be kept at home until feeling better -there is usually no need to wait until the last blister has healed, provided they are otherwise well.
Scabies	Scabies is infectious. Child should be kept at home until treated
Impetigo	This is highly contagious and children should be kept at home until scabs have dried and fallen off or 48 hours after antibiotic treatment.
Chickenpox	The child should not attend Pre-School for at least five days from onset of rash AND until all lesions have crusted over.
Conjunctivitis	May not be required to be kept away – take GP's advice
Slap Cheek	Not required to be kept away from Pre-School unless your child is feeling unwell
Mumps, Measles and Rubella	Must not return to Pre-School until at least 5 days after diagnosis or longer if unwell.
Whooping cough	Keep at home for at least 2 days from commencing antibiotic treatment or 21 days if no antibiotic treatment

Fees

15 Hours Early Years Funding

All children receive up to 15 hours free Early Years Funding per week (for 38 weeks of the year) from the term after their third birthday (570 hours over 38 weeks). The school year is slightly longer than 38 weeks, so if your child has accessed all their funded hours during the autumn and spring terms, they will have used their full entitlement of hours before the summer term ends. This will mean that some of their hours during the summer term will be charged at the hourly rate detailed below. We will let you know during the first part of the summer term how many funded hours your child has available for the remainder of the school year and how many hours you may have to pay for.

30 Hours Working Entitlement Funding

Some working families may be able to claim an additional 15 hours of free funding per week giving them 30 hours of free Early Years Funding per week (1140 hours over 38 weeks of the

year) subject to eligibility. Please refer to the HM Government website www.childcarechoices.gov.uk.

Recent changes:

- From **April 2024**, eligible working parents in England with children aged 2 - access to 15 hours childcare
- From **September 2024**, the 15 hours childcare offer expanded to eligible working parents in England with children between 9 and 23 months old
- From **September 2025**, eligible working parents in England with children between 9 months up to school age - access to 30 hours childcare.

As mentioned above, the school year is slightly longer than 38 weeks, so if your child has used all their available hours throughout the year, additional hours will be charged at the hourly rates quoted below.

We will ask you to complete some paperwork and we then claim your funded hours direct from Devon County Council each term.

If your child is not eligible for a funded place, or if you wish to book additional hours over your child's funded entitlement, our charges are:

Two-year-olds	£5.50 per hour
Three-year-olds	£5.00 per hour
Four-year-olds	£5.00 per hour

The above fees continue to be payable if your child is absent from the Pre-School.

We also have a termly charge per child for consumables which covers materials for activities, kitchen consumables such as fruit/snacks etc. This does not cover a packed lunch for your child.

Our termly charges are:

For children attending three or more sessions per week	£12.00 per term
For children attending two or less sessions per week	£10.00 per term

The Pre-School is registered with Devon County Council for Two-Year-Old Funding. Depending on financial status, some parents may be able to claim this funding for their 2-year-old. To find out if you qualify you will need to visit www.devon.gov.uk/twoyearoldfunding or call 0345 155 1013

Payment of Fees

Pre-School runs on a self-funding basis, so we rely on prompt fee payments to be able to meet our running costs.

Fees can be paid termly, half termly or weekly. If paying termly/half termly then an invoice will be issued at the beginning of each term/half term and payment is required within two weeks of the invoice date. If paying weekly, payment is due on the first session of the week which your child attends. Payments by cheque, made payable to 'Devon County Council', are the preferred method, however, if paying by cash, please ensure that we receive the correct money as we do not hold cash on the school site.

We are registered to receive payments from HMRC Tax-Free Childcare Accounts and we are also registered with some Voucher Schemes; please speak to Sharon for details.

Once your child is on the register then fees are payable for all sessions regardless of attendance. If you are having problems with the payment of fees, please come and talk to us.

Withdrawals

Four weeks notice must be given to withdraw a child from Instow Pre-School or to reduce the number of sessions attended. School holidays are not counted as part of any notice period.

School Dinners

If you would like your child to have a hot meal at lunch time, a school dinner is available for you to order. The cost is £2.60 per meal. Please refer to the weekly newsletter for the daily menu. Newsletters can be found on the school website under the 'News and Events' tab. Please let us know if your child would like a school dinner when you drop them off in the morning, along with their choice of main meal and dessert. We kindly ask that dinners are paid for in advance. The preferred method of payment is via the school's Parentmail website; however, we do accept cash/cheque in a named envelope. (Further details about Parentmail will be given to you on registration).

Meet the Team – please see our website for photographs

Lucy Mardling – Head Teacher Instow School

- Joined Instow School in September 2022
- Senior Safeguarding Lead

Sharon Goodwin – Pre-School Leader

- Joined Instow Pre-School in September 2008
- NVQ Level 3 Diploma in Children and Young People's Workforce
- Designated Safeguarding Officer
- SENDCo (Special Educational Needs and Disabilities Co-ordinator)
- First Aider
- Key Worker

Louise Cook – Pre-School Practitioner

- Joined Instow Pre-School in January 2017 (Support/cover for staff absences due to training courses/sickness)
- From February 2018 joined Pre-school on a permanent basis
- NVQ Level 3 Children's Learning and Development qualification
- First Aider
- Key worker

Abbi Vincent – Pre School Practitioner

- Joined Instow Pre-School in March 2018, at the time was also working at Instow Primary School as 1:1 support worker (started in 2013)
- NVQ Level 3 Diploma in Children and Young People's Workforce
- Key worker

The Pre-School staff members have a wealth of experience, which is backed by a variety of qualifications in the childcare field, which include NVQ Level 2 and Level 3 qualifications. Each member of staff has also undergone an Enhanced Disclosure and Barring Service Check. All of our staff hold a First Aid Certificate (Paediatric or First Aid at Work) and have received Food Hygiene training. All staff are given the opportunity to undertake appropriate training to update their skills and underpin their knowledge and understanding of the needs of preschool children.

Policies

The Pre-School policies are available on the Instow School Website. Please visit the home page and select the 'Key Information' tab, then scroll down to 'Pre-School Policies'. These policies help us to make sure that the service provided by the Pre-School is a high quality one and that being a member of the Pre-School is an enjoyable and beneficial experience for child and parent alike.

Special Educational Needs

As part of the Pre-School's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The Pre-School works to the requirements of the Special Educational Needs and Disabilities (SEND) Code of Practice (2014). If you inform us early enough of your child's needs, we can help to arrange the specific requirements. We also need to learn and build upon the specific knowledge and expertise from you regarding any special care for your child. You will be encouraged to stay until you feel happy with the group and are confident to leave your child with us.

Confidentiality

All verbal information and written documents concerning the children shall remain confidential between their parents/carers and the staff. All written records shall be kept in a locked cabinet with access allowed only to permanent staff. Individual children's records are available for parents to see on request. If we have any concerns regarding a child, we may need to involve an outside agency, but we will only do this once we have discussed any concerns with the child's parents/carers and obtained their permission/consent to take our concerns further. Parents/carers must respect our confidentiality rules and not discuss anything they may have heard or seen with any other persons.

Safeguarding Children

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about a child are discussed with their parents/carers first, unless we have reason to believe that it is not in the child's best interests.

Further Questions

We hope that this prospectus has answered your questions about Instow Pre-School. We recognise that starting your child at any Pre-School can be a worrying time for both you and your child, so if there is anything that you are unsure of, or would like further details on, then please do not hesitate to get in touch.

Pre-School Team
September 2025