



Trinity Hall Kindergarten Pre-school Nursery

Holy Trinity Church Hall

Hermon Hill

South Woodford

London E18 1QQ

Founded In 1967 The Kindergarten Is open 9.15 - 12.15 Monday to Friday For children aged 2 to 5 Years

CONTACT NUMBERS

Office & Admin: 020 8506 0098
Manager: Mrs. Cassidy: 07958-789303
Assistant Manager Mrs. Karen Stanton: 0794 6535081
THK. II Manager Mrs. Jenny Willis: 077953 86358

Our OFSTED inspections for 2008 and 2011 were awarded OUTSTANDING. Achieved by only 2% of nurseries in the borough. OFSTED setting No. 128489

[Homepage](#)

Details of our last OFSTED inspection are available from our Web site www.nursery1.co.uk

PROSPECTUS AND POLICIES [To print off right click select print](#)

AIMS OF THE PRESCHOOL

At Trinity Hall Kindergarten, we aim to:

Enhance the development and education of children under statutory school age

Encourage parental involvement. Provide a safe and stimulating learning environment. Reflect and value the different cultures that make up our community. Promote equal opportunities for all our children.

WHAT WE OFFER

At Trinity Hall Kindergarten, we offer a high quality curriculum designed to cater for the needs of young children. We follow the Foundation Stage curriculum for 3-5yr olds, and cover the six areas of learning. These are as follows; Personal, social & emotional development Communication, language & literacy development Mathematical development Knowledge & understanding of the world Physical development .Creative development.

For each area there are Early Learning Goals. These goals state what is expected of children by the end of the Reception Year at school.

For each learning goal, there are Stepping Stones, which describe the stages through which children pass to achieve the goal. At Trinity Hall Kindergarten, the progress of each child is tracked using a scrapbook to record their efforts. The older children are encouraged to help with this!

Play is extremely important to young children and provides them with many essential skills that they will need as they grow older. It helps them to learn and develop through talking and doing.

We provide a wide range of play activities which enable the children to reach their goals. In some of these activities children decide how they will use the activity and in others, the adults will lead

Staff

We maintain a high Staff Ratio throughout, allowing plenty of scope for individual care. Qualified and experienced Staff are available at all times, including a First Aider.

Each child is allotted a Key Worker who will work closely with the parents or carers, informing them of their child's progress and achievements, discussing future plans and objectives together. All information is held in strict confidentiality, with respect for parents and carers concerned. All records or reports are available for parents to see and Key Workers are free any morning for discussion as required. Parents are advised that if they wish to discuss a confidential matter they should make this known first to the key person who will arrange a meeting at a mutually convenient time in private.

Admissions

Parents are advised to complete the enclosed Entrance Form as early as possible, to place their child's name on the Waiting List. Parents may visit the Nursery prior to entry to familiarise the child with the surroundings, meet and observe the staff and children in session. A waiting list is kept. Parents will be notified prior to the term or time that they are of age to start. Parents are responsible to inform of us any changes in telephone No's, all new contact details and addresses provided. The nursery will not accept any responsibility for failure to contact if information is not updated by parents after the enrolment form information is in place.

Behaviour and Discipline

The variety of activities provides good stimulation for the children in our care. They are normally so busy enjoying the new experiences, they have little time or inclination for behaviour problems. However if a situation arises, possibly caused by a minor frustration, staff will at NO TIME use physical force to correct a child. A short spell at another activity will usually allay the frustration. Persistent behaviour problems will be discussed with the Parents or Carers and we ask for your support in dealing with the situation together.

Trinity Hall Kindergarten Prospectus

Special Needs

Through careful observation and record keeping by our Key Worker system we aim to identify at an early stage any Special Educational Needs, or areas of concern. Key Workers report to our Special Needs Co-ordinator and Manager, so that full discussions may take place with Parents, Carers, Outside Professionals, or advisors as deemed necessary. Development plans to meet the needs of each child may then be drawn up and if required, help and assistance may be given to every Parent to find the most suitable school for their child to continue their education.

Parent/Carers Involvement

Parents/Carers are more than welcome into the nursery at any time. Each child will be allocated a key worker for assessment purposes. We try to keep parents up to date with what is going on in nursery. We do this by sending home newsletters and putting up notices. We also hold parents mornings, which will give you the opportunity for us to discuss your child's progress with his/her key worker.

Parents Guide for safeguarding children. Child protection and complaints

This information is available in our prospectus, please refer to page 3. Parents can contact the OFSTED offices on 08456 404040 OFSTED National Business Unit, Royal Exchange Buildings, St Anns Square, Manchester M2 7LA

Special Points

In order to ensure a healthy eating policy, we request that parents provide one piece of fruit per session. We will provide a choice of milk, or water and each parent to supply 1 kitchen towel roll and one pack of baby wipes per half term. Sensible footwear should be worn for safety on climbing equipment.

Fees

Fees are £12.00 per session from September 2011, due on the first day of term for a four week period and thereafter **four weekly in advance. There will be no reductions for absence.**

Termination:

Four weeks notice is required should a child be removed from the nursery. If it is not possible to give notice of the termination, then four weeks times the number of sessions per week becomes payable.

We are currently able to offer **free places** to all children for the term after their third birthday. Their entitlement is 15 Hours per week French tuition is available at a cost of £18.00 per half term.

Equal Opportunities Policy

We, at Trinity Hall undertake to welcome and care for all children in our establishment equally, to value and respect their individual needs, and to share in their experiences equally regardless of gender, race, religious or cultural background. We will work towards the development of each child and by providing a happy and caring environment, promote their well-being and self-esteem. Similarly all Staff will have mutual respect for each others values, working together as a team for the benefit of all children in their care.

Anti-Bias/Anti Discriminatory Policy

All children are valued equally regardless of gender, culture, race, religion, or ability. We value diversity and adapt our curriculum accordingly to meet the needs of all our children.

Policy on uncollected children

If a child is not collected at the end of the session and no contact can be made with either parent, carer, or the emergency contact number given, two staff members, one of whom will be the Manager will stay with the child.

If after thirty minutes the child has still not been collected the Manager will then contact OFSTED Early Years Dept. who will take action on the situation.

Policy on Sick Children

- 1) If a child has an infectious or contagious illness they must be excluded until such time as allows them to return.
 - 2) No child should be sent to the nursery if they have had a vomiting attack within the previous twenty four hours, or are suffering from Diarrhoea, or Conjunctivitis, or any other ailment that is likely to be transmitted.
 - 3) If a member of staff feels that a child has a temperature, or is generally unwell this will be discussed with the Manager, or Deputy Manager, then the parent can be contacted to arrange early collection of the child.
- All our policies and practices are available in written form and available to view on request.

Information for Parents - Safeguarding Children

Child protection.

We are required by law to inform the relevant agencies of any concerns that we have about a child who is or may be at risk of harm. Should this occur you would be informed by the Nursery Manager of our concerns and the actions to be taken.

If a member of staff has an accusation made against them then the Nursery Manager or Deputy should inform our local safeguarding unit and Ofsted. The member of staff may be suspended, until investigations are complete.

Policy on staff protection

We intend to create in our nursery an environment in which staff are safe from both physical and verbal abuse and can carry out their duties without reprisal from parents/carers. Your child's place may be withdrawn if you do not abide by this policy.

Compliments, Comments and Complaints

We are always happy to listen to any compliments, comments or complaints you may have about the Nursery. If you have any complaints about the service being offered by the nursery please discuss this in the first instance with the manager. If you are not satisfied with the outcome of the discussions or actions please put your complaint in writing to the nursery manager who will respond to your complaint within 14 days or less. In the event that you are dissatisfied with the outcome after you have followed the correct procedure you may contact either, or both organisations below.

All organisations and professionals have a duty to keep children safe. Redbridge Local Safeguarding Children Board (LSCB) is a statutory body established by the Council as a children's services authority, under the Children Act 2004.

What should you do if you have concerns about a child's welfare?

If you have concerns about a child's welfare or suspect that a child is being neglected or abused, please telephone Redbridge Council LSCB on:020 8708 3885 from 9.00am to 5.00pm or 020 8553 5825 (after 5.00pm) You can also contact by email CPAT.referrals@redbridge.gov.uk

If you want to make a complaint or have a concern about any service Ofsted inspects or regulates (8.00am to 6.00pm)

OFSTED

Picadilly Gate

Shore Street

Manchester

M1 2WD

0300 123 1231

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