



PROSPECTUS
2024 / 2025

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Section 1 **Welcome**

We would like to welcome you to Friary Preschool which serves the needs of Catholic families living in Crawley and is an important part of the Church's Mission in the town. We are registered with Ofsted as a provider for two – five-year-old children and also registered with West Sussex County Council who provide funding for eligible two- and three-year-olds.

This prospectus will provide all the information that you will need for the time your child is with us. If you have any concerns or questions at any time please talk to us, as we are always happy to help.

Preschool Sessions - *Morning and afternoon sessions*

Our morning session is from 9.00am – 12.00pm and the afternoon session is from 12.00pm - 3.00pm. A whole day session is from 9.00am – 3.00pm. Depending on the amount of funding, you can decide which session(s) you require.

Friary Preschool reserves the rights to occasionally change children's sessions to accommodate all children admitted.

We are open 38 weeks of the year.

Fees

Morning/afternoon session fee is £18 and all-day session fee is £36 unless the child is eligible for 15h/30h free childcare.

Uniform

Uniform items are available but not compulsory.

T-shirts - £8 and Sweatshirts - £12

Our location

Friary Preschool is situated in a purpose-built building in the grounds belonging to the Catholic Diocese of Arundel & Brighton. It is on the same site as St Francis of Assisi Catholic Primary School and the St Philip Howard Centre. Friary Preschool has its own secure entrance.

Parking and transport links

Parking is available in Southgate Park which is opposite the school and Preschool site. Southgate Avenue can be crossed at the traffic lights near to the park. Friary Preschool is well served by buses: 1,2,10, 20 and 273.

Parish links

Friary Preschool is supported by the Catholic Parish of Crawley. **ATTENDING FRIARY PRESCHOOL DOES NOT GUARANTEE YOUR CHILD A PLACE AT ST FRANCIS OF ASSISI OR OUR LADY QUEEN OF HEAVEN CATHOLIC PRIMARY SCHOOLS.** The Governing Body of both schools are the admissions authority and West Sussex County Council co-ordinate the admissions arrangements for all community and voluntary aided schools in the County.

How to contact us

To contact the Preschool Manager, during preschool hours please call: 01293 403873.

Out of school hours please call: 01293 403873 and leave a message.

email: info@friarypreschool.co.uk

Website: www.friarypreschool.co.uk

Section 2

Our aims



- *To provide high quality care and education for children below statutory school age within a Christian learning environment.*
- *To promote the Gospel values of love, kindness, forgiveness and understanding through all relationships within the setting.*
- *To ensure the cultural and ethnically diverse needs of the parish community are understood, served, and celebrated within the Preschool.*
- *To celebrate the seasons and special feasts, of the Church year, in a developmentally age- appropriate way.*
- *To promote an environment that is fun, healthy, safe, secure, and welcoming to all our children and their families.*
- *To nurture self-confidence, self-esteem and encourage independence.*
- *To provide an environment where Equal Opportunities is evident for all.*
- *To ensure all children have the learning experiences and opportunities to access the Early Learning Goals.*
- *To assess children's development and progress on a regular basis.*

- *To work in close partnership with parents and carers and to build strong and supportive relationships.*
- *To help children make the transition from home to Preschool and then Preschool to school smoothly and confidently.*

Section 3

Information for Parents and Carers

How you can expect to be treated

As a parent or carer of a child attending Friary Preschool you can expect to:

- *receive a warm welcome*
- *be valued and treated with dignity and respect*
- *be listened to*
- *be consulted*
- *be kept informed*
- *be involved and included at all levels.*

Working together for your child

In our setting we maintain the ratio of adults to children that is set through the Welfare Requirements. This helps us to:

- *give time and attention to each child*
- *talk with the children about their interests and activities*
- *help children to experience and benefit from the activities we provide*
- *allow the children to explore and be adventurous in safety.*

How parents and carers take part in the Preschool

We recognise that parents and carers are their child's first and most important educators. When your child joins Friary Preschool the staff see themselves as partners in providing care and education for your

child. There are many ways in which parents and carers can take part in making the Preschool a welcoming and stimulating experience:

- *exchanging knowledge about their children's needs activities, interests, and progress with the staff*
- *contributing to the progress check at age two*
- *helping during sessions*
- *sharing their own special interests with the children*
- *helping to provide and look after the equipment*



and materials used in the children's play activities

- *taking part in events and informal discussions about the activities and curriculum provided*

- *joining in community activities in which the Preschool takes part*
- *building friendships with other parents and carers*
- *taking part in fundraising initiatives*
- *sharing information on Tapestry*

Attendance

As most of the children are funded when they start their sessions at Preschool, we must report of any long-term absence, holidays etc. to West Sussex County Council. If children are regularly missing sessions for no valid reason, they could lose their place at Preschool.

Our day

The Preschool starts at 9.00am when a member of staff will open the main door to the Preschool. Staff will be there to welcome you and your child. After saying your goodbyes, the staff settle your child into the preschool and are happy to keep you informed on their well-being. All parents and carers should wait at the door to the preschool at both the start and the end of the day/session.

Before the day starts children are invited on to the carpet area, where all the staff sit with them, and we take the morning register.

They can then go and start to explore their day. During the day, their keyworker will encourage their involvement in different activities, both children initiated, and adult led, interact with them to develop their language and communication skills, and support them in their learning.

Collecting at the end of the session

At the end of the session the children are encouraged to collect their belongings from their peg, and sit down for a story, or for singing time. The children will be called one at a time as their parents/carers arrive to collect them. A brief handover will be provided so that you can talk to your child about their day.

Snack time

Snack consists of milk or water to drink and platters of fruits, raw vegetables, crackers, and breadsticks. We do our very best to encourage healthy eating and promote healthy habits for the children.

Daily fruit donation

Every morning the staff will leave a fruit bowl by the main door for children's contribution to snack time. We ask parents to encourage children to bring fruits to share or weekly donation of £2 towards the cost.

Lunch time

Lunch time is between 12.00pm to 12.30pm. Children bring their own lunch boxes. Sweets, chocolate, crisps, and other unhealthy food items are not allowed in children lunchboxes. Please be aware the Preschool is NUT-FREE zone therefore peanut butter/Nutella sandwich fillers are not allowed.

Lunch time is a very social experience for the children and great opportunity for staff to encourage good manners.

Allergies and safety

We request that any food allergies are mentioned on the registration form. To reduce the risk of choking we ask that small fruits like grapes and tomatoes are cut in half, lengthwise.

Collecting children from Preschool

Children must be promptly collected at the time their session finishes - 12pm or 3.00pm.

A late collection fee of £6 may incur if parents/carers are late to collect their child.

If the child is due to be collected by someone other than parent/carer the Preschool staff should be informed at the time the child is dropped off. The staff will ask for a password that the nominated person would submit on collection.

Children with special educational needs and/or disabilities

Friary Preschool is committed to ensuring that its provision meets the needs of each individual child and promotes positive attitudes to diversity. We provide an environment in which all children with special educational needs and disabilities are supported to reach their full potential. The setting works to the requirements of the 1993 Education Act and The Special Needs Code of Practice (2014).

We ensure all families feel included, safe and valued and we believe that all children should be listened to and respected. Gifted and talented children are appropriately challenged. We have due regard for the Disability Discrimination Act and welcome any child with diverse needs. Please feel free to ask to look at our local offer.

Our Special Needs Co-ordinator (SENCO) is **Olivia Galley**
Our deputy Special Needs Co-ordinator is **Marie Darlene Etienne**

Starting at our setting

- ***Stay and play sessions.***

Before starting in our setting, children will be invited to attend at 'Stay and Play' session. This is an opportunity for them to meet their key person and helps to ensure a smooth transition from home to Preschool.

The first days

We want all children to feel happy and safe with us. To make sure that this is the case, the staff will work with



parents and carers to decide on how to help individual children settle into the Preschool. Your child should soon settle into the routine, but we will always

telephone you if there are any problems. You are also very welcome to phone us if you feel concerned once you return home.

- ***Dummies and bottles***

For health and hygiene reasons we do not allow dummies or bottles to be brought into the Preschool.

- ***Clothing and shoes***

Please make sure that your child is dressed in clothing suitable for the various activities that take place at Preschool. They will go outside in all weathers to play and explore. In the summer, please include a sun hat and apply sun-cream to your child before Preschool. Please also provide sun-cream with your child's name clearly labelled on it so that we can apply additional sun-cream in very hot and sunny weather.

Please provide a change of clothes in case of an accident and a supply of nappies and wipes if required.

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to become independent. These include taking themselves to the toilet and taking

off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Footwear must be safe as your child might be playing on a climbing frame and slide, sit and ride toys or use our colourful parachute. Closed in shoes are essential to save them from getting scrapped when playing racing games or caught when using climbing equipment.

It would be helpful if cardigans, coats, hats, and shoes can be clearly labelled as children do not always recognise their own belongings. It is helpful if a spare set of clothes is provided.

- ***Jewellery***

For health and safety reasons children may only wear stud earrings but not hoop earrings. Watches are acceptable but necklaces and bracelets made from small beads are not to be worn.

- ***Coins and small objects***

Please do not allow children to bring coins or very small object to Preschool. This is for obvious health and safety reasons.

Please note that Friary Preschool cannot take responsibility for any items brought from home that may become, lost, damaged or stolen. To avoid any unnecessary upset and distress please do not allow your child to bring items from home to Preschool.

Please be aware that we are a 'No Smoking' establishment which includes the surrounding grounds and premises. Thank you for your co-operation.

Section 4

Children's development and learning

- ***Our approach to learning, development and assessment***

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing them with interesting and enriching activities that are appropriate for their age and stage of development.

Friary Preschool follows the Statutory framework for the early years foundation stage which specifies requirements for learning and development and for safeguarding children and promoting their welfare.

The Early Years Foundation Stage (EYFS) seeks to provide:

- **Quality and consistency** in all settings, so that every child makes good progress, and no child gets left behind.
- **A secure foundation** through planning for the learning and development of each individual child and assessing and reviewing what they have learned regularly.
- **Partnership working** between practitioners and with parents and carers.
- **Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

Guiding principles that shape practice in early years settings				
<i>A Unique Child</i>	Constantly learning	Resilient, capable and confident	Keeping Safe	Health and Wellbeing
<i>Positive Relationships</i>	Learning to be strong and independent and respecting each other	Parents as Partners	Supporting Learning	Key Person
<i>Enabling Environments</i>	Teaching and support from adults	Responding to individual interests and needs	Building learning over time	Strong partnership between staff and parents
<i>Learning and Development</i>	Play and Exploration	Active Learning	Creativity and Critical Thinking	Areas of Learning and Development

Areas of development

The Areas of Development are divided into three Prime areas and four Specific areas:

Prime Areas	Specific Areas
<i>Communication and language</i> <i>Physical development</i> <i>Personal, social, and emotional development</i>	<i>Literacy</i> <i>Mathematics</i> <i>Understanding the world</i> <i>Expressive art and design</i>

For each area, the practice guidance sets out the Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education. The practice guidance also sets out in 'Development Matters' the likely stages of progress a child makes along their learning journey

towards the early learning goals. We use this guidance when we assess children and plan for their learning.

We assess how the children are learning and developing



by interacting with them frequently and completing some observations. We use this information to plan their learning. We believe that parents and carers know their children best and we ask you to

contribute to our assessments by sharing information about what your children like to do at home.

Tapestry

We use the online learning journal ‘Tapestry’ to share with parents and carers what their children have done at Preschool using photos and video. It is a secure way for you to upload any photos of exciting things your child may have done or made outside of Preschool. When your child joins us, you will be given an e-mail to activate your secure account.

We make regular assessment summaries of children’s learning journeys based on our ongoing development records. These form part of a child’s record of achievement. Assessment summaries also take place during times of transition such as moving to school.

Learning through play

We have a full range of play equipment to stimulate and educate children through play allowing them the opportunity to play both indoors and out. Children are

learning all the time and for them 'playing' is learning. They explore, investigate, discover, create, practise, rehearse, repeat, and consolidate their developing knowledge, skills and understanding and attitudes. Many of these aspects of learning are brought together effectively through playing and talking.

Promoting British values

In our setting we promote our British Values of democracy, the rule of law, individual liberty, mutual respect, and tolerance. We do this in an age-appropriate way by embedding them into our everyday practice and encouraging children to:

- Take turns to share.
- Listen to one another, to wait before speaking and how to have a conversation.
- Manage their behaviour and feelings.
- Be kind, helpful and respectful of others.
- Develop empathy, tolerance and understanding of others.
- Make friendships.
- Be polite and say please and thank you.
- Use appropriate table manners.
- Listen during story and singing time.
- Take responsibility for resources and make decisions about their own learning.
- Feel part of the parish and local community through visits by the Parish Priest and to St



Francis of Assisi Catholic Primary School

- Learn about our British occasions, festivals along with traditions and celebrations of the wider community.
- The Preschool will share stories, provide resources and activities that reflect and value the diversity of our children's experiences, faiths, traditions, and cultures encouraging active participation by our parents to assist us.

Key person and your child

When your child starts at Friary Preschool a staff member is allocated who will take a special interest in your child's development and who will work with you to keep their Learning Journey, a record of their time at Preschool. This is your Keyworker and your child's champion while your child is with us. You and your keyworker will collect information about your child's needs, activities, interests, and achievements. This information will enable us to identify your child's stage of progress. You and your keyworker will then decide on how to help your child move on to the next stage on their learning journey. The Keyworker system was initiated to support children through the Early Years Foundation Stage, in developing their potential at their own pace. Your Keyworker will track your child's learning and will monitor milestones that are reached.

Section 5

Safeguarding and welfare requirements

Our setting has a statutory duty to inform Children's Social Care to help safeguard children against suspected or actual 'significant harm' at home or elsewhere. Our setting has a policy and procedure to safeguard children. These are in line with the guidance of the Local Safeguarding Partnership.

Our employment practices protect children against abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff. All staff members receive annual safeguarding training.

We can offer support to help families in difficulty by referring them to appropriate agencies who can provide specialist advice, guidance, and support.

In this digital age we are also very aware of the need to be vigilant concerning online safety and therefore have signposted some links that parents may find useful.

[Childnet](#) & [Safer Internet Centre](#) – Resources include "Didgiduck"

[Think U Know](#) – online resources for parents and professionals.

There are many other online resources, and we are happy to provide links on request.

Designated Safeguarding Lead: **Maryen Peiris**
Deputy Designated Safeguarding Lead: **Olivia Gailey**

Policies and procedures

Copies of some of the Preschool's policies and procedures are available separately on request and others are readily available for you to view at any time on our parents' and carers' Information board. Our policies are reviewed and updated annually by the Preschool Manager and staff and approved by members of the management committee. This enables us to ensure that the service we provide is a high quality one which is continually striving to improve.

The Preschool's policies are listed at the end of this prospectus.

Section 6

Leadership and Management

- **Preschool Manager**

Our **Preschool Manager** is Maryen Peiris who is responsible for the children's learning and development and the overall quality of the provision.

- **Preschool Administrator**

Our **Preschool Administrator** is Magdalena Bray who is responsible for the Preschool admission process, session changes and termly enrolments.

- **Management Committee**

The Management Committee is responsible for the strategic direction and improvement of the Preschool on behalf of the Parish and Diocesan Trustees.

Member of the Management Committee for the school year 2024/25 are:

Fr Raymond Tumba: Chair & Crawley Catholic Parish Priest

In attendance at Committee Meetings

Sarah Kilmartin: COO A & B Diocese

Maryen Peiris: Preschool Manager

Maria Cowler: Former Head Teacher

Ana Andrade: Local Authority Governor for St Francis of Assisi Catholic Primary School

Magdalena Bray: Preschool Office Administrator

• **Staff who work in our setting**

We are proud of our friendly, highly qualified, and experienced staff team. Our manager and supervisory team, who run the daily sessions have many years of experience in childcare. All the staff take regular training to ensure their qualifications remain up to date.

Our team is made up of:

Maryen Peiris Preschool Manager	NVQ Level 3 CACHE Level 4/ Montessori Diploma
Olivia Gailey Preschool Deputy Manager	NVQ Level 3 in Children's Care & Learning
Meseret Christmas Preschool Practitioner	Level 3 Diploma for Children and Young People Workforce (Early Years Practitioner)
Magdalena Pieniadz Preschool Practitioner	CACHE Level 2 Certificate in Childcare
Gaelle Casimir Preschool Practitioner	Level 3 Diploma for Early Years Educator (RQF), CACHE Level 2 (QCF)
Swati Limbachiya Preschool Practitioner	Level 3 Diploma for Early Years Practitioner
Anoja Lorage Preschool Practitioner	Level 3 Diploma for Early Years Practitioner, TQUK Level 3 in Supporting Teaching and Learning
Marie Darlene Etienne Preschool Practitioner	Level 3 Diploma for Early Years Practitioner, CACHE Level 2 (QCF)
Magdalena Bray	Preschool Administrator

- **Parish Chaplain**
Fr Raymond Tumba is the Chaplain of the Preschool.
- **Early Years Adviser**
Nicola Holman is the West Sussex Early Years Adviser who visits the Preschool and provides advice and guidance to the staff.
- **Learning opportunities for staff**
- Staff are provided with opportunities for continuous training through online courses and by attending training sessions provided by the West Sussex Development and Childcare Partnership. This enables us to keep fully up to date with the best early years practice and continually improve the provision we offer to the children.
- **Students on placement**
The Preschool provides training placements for students from Crawley College who want to qualify as early years practitioners. They are supervised by the preschool manager and qualified staff members.



Ofsted

Friary Preschool is regularly inspected by OFSTED with our most recent inspection having taken place on 20th September 2018 where OFSTED judged us to be good. A copy of the report is available on request.

Section 7

Sickness

We are unable to care for children who are sick, particularly any child showing symptoms of an infectious illness. Please see Parents' and Carers' Notice Board for incubation times of various infectious illnesses. If your child is suffering from any of the illnesses listed below, please do not bring them to Preschool:

- **Conjunctivitis – children can return 48 hours after starting antibiotic treatment.**
- **Diarrhoea – children should stay at home until 48 hours after their last bout.**
- **Sickness – children should stay at home until 48 hours after their last bout.**
- **Impetigo – children can return 48 hours after the start of treatment.**
- **Chicken Pox – children can return when their scabs are dry.**
- **Hand, Foot, and Mouth – children should stay home at least 5 days after symptoms appear.**

Prescription/Non-Prescription Medication

These will be administered at the discretion of the Preschool Manager. Written consent and guidance for the administration of medicines must be provided by the parent or carer. It is preferable for prescribed medicines to be prescribed in dose frequencies which enable them to be taken outside Preschool hours.

Ongoing Health Conditions

Medication for ongoing health conditions can be administered following the completion of a health care

plan. Parents or carers must give written consent and guidance for the administration of medication. Health care plans must be kept up to date.

Section 8

Health and Safety

A specific Health and Safety Policy is available but some of the main points are as follows:

- A fire drill is held regularly to ensure all staff and children are familiar with appropriate procedures.
- A First Aid kit is always available. In the event of a serious accident, action will be taken immediately, and the parent/carer informed as soon as possible. Individual records are kept of all accidents and incidents.
- Parents and carers must inform staff of any change in persons collecting their child. Staff will not let your child leave the premises with any person unknown to them, so it is essential that they are informed in advance.
- Children who need support with going to the toilet are always taken and supervised by an appropriate member of staff.
- If your child is not yet toilet trained, please provide nappies and baby wipes.
- Please let staff know when you are toilet training so that they can support you.
- If a child has an 'accident' they will be treated with sympathy and understanding.

Section 9

Outings

Before we take the children off the premises, we always get written consent from parents/carers to inform them when and where the visit will take place. A Risk

Assessment is always carried out before any visit takes place.

Section 10

Admissions

- As Friary Preschool has been set up to meet the needs of Catholic families living within the Crawley Parish, priority is given to baptised Catholic children.
- Admission is open to non-Catholic families living within Crawley Parish if places are available.
- Although Friary Preschool operates a September and a January intake, applications will be considered at any time during the school year if places are available.
- A limited number of places are available for children from the age of two years and nine months and above.
- Please refer to the Admissions Policy for details of the Admissions criteria and Oversubscription criteria.

Section 11

Leaving

- If your child is leaving Friary Preschool, six weeks written notice must be given to the office.
- If a child leaves in the middle of a term, fees must be paid for the remainder of that half term.
- For government funded children transferring to another setting, please seek advice from the Preschool Office Administrator.



Section 12

Complaints Procedure

If a parent or carer has a complaint they should, in the first instance, contact the Preschool Manager. If the matter cannot be resolved at this stage, then it should

be referred to the Friary Preschool Management Committee, via The Friary Parish Office.

Section 13 Our daily routine

- 9.00** – Welcome children, circle time, meet and greet children and staff, morning register, talk about the days of the week, date, month, and the morning prayer.
- 9.15** – Free play indoor/outdoor. Children have access to a vast range of resources and activities to support their learning. Adult led experiences and free play.
- 10.10** – Tidy up/ time for snack/ wash hands.
- 10.15 – 10.30** – Morning snack/ milk/ water/and platters of fruits.
- 10.30 – 10.45** – Story time: large group, small group and 1:1.
- 10.50 – 11.30** – Free play indoor/ outdoor adult led, and child led activities.
- 11.30** – Tidy up time.
- 11.35** – Songs, games – large group activities.
- 11.50** – Wash hands for lunch time.
- 12.00 – 12.30** – Lunchtime.
- 12.00** – Home time/ end of the morning session/ goodbye song.
- 12.30** – Afternoon children arrive/ meet and greet/ afternoon register.
- 12.45** – Free play – Adult led, and child led activities.
- 02.15** – Afternoon story time.
- 02.30** – Song time, circle games etc.
- 02.50** – Getting ready for home/ encouraging children to wear coats, hats etc.
- 02.50** – Afternoon snack/ milk/ water/ and platters of fruits.
- 03.00** – Home time/ end of all-day session/ goodbye song.
- 03.20** – Getting ready for home/ encouraging children to wear coats, hats etc.
- 03.30** – Home time/ end of the afternoon session/ goodbye song.