

UNDER FIVES ROUNDABOUT
ST LUKE'S CHURCH CENTRE, VICTORIA ROAD, CAMBRIDGE CB4 3DZ
Registered Charity No 1027240

Operational Plan

A portfolio of policies and information on how we run
our groups
for staff, parents/carers and Ofsted.

Contents

1. Background Information
2. Aims and Objectives
3. Ofsted Report, Action Plan and Self Evaluation Form
4. Group Structure, Times and Term-dates
5. Committee Roles and Responsibilities
6. Staff Structure
7. Staff Training
8. Staff Management
9. Recruitment
10. Volunteers, Students and Parent Helpers (Volunteer Induction Sheet)
11. Visitors
12. Children
13. Activities
14. Information to Parents
15. Policies

1. Background Information.

Under-Fives Roundabout met for the first time on 3rd March 1980 in the Round Church Hall. The playgroup moved to its current premises at St Luke's Church Centre on Victoria Road in 1994 after the closure of the Round Church due to the congregation relocating to St Andrew's the Great.

Since those early days, although with many alterations over the years, Roundabout has run a pre-school for the older children and parent and toddler groups with a paid leader for the under threes. As of 2002, the pre-school has occupied the large upstairs hall at St Luke's and has gradually increased in size from 12 children to a maximum of 22. In September 2004, the pre-school separated into two age-related groups, with Playgroup accepting children aged from 2 years 9 months and the Pre-school caring for children in their pre-school year.

In recent years we have been considering the possibility of moving on to a local primary school site. This project is now being pursued urgently as we have received notice from the church centre to move out by Easter 2008. The plan is to move into our own purpose-built premises at Mayfield Primary School on Warwick Road. This will allow us to expand to offer a lunch club and afternoon sessions, and to comply with the Government guideline of moving to 3 hourly sessions once funding is in place in Cambridge.

2. Aims and Objectives.

Purpose – Under Fives Roundabout provides quality care and education for local children from 2 years 9 months through to school age.

Plans for Expansion – We are currently investigating the possibility of moving into our own purpose built facilities in the grounds of Mayfield School.

Extended Hours – Unfortunately at this time due to the restrictions on our tenancy in the church centre we are unable to offer lunch club facilities or to extend our sessions beyond 2.5 hours.

Training (2007)

- Sam Capes (Pre-school Leader) is currently studying for her Foundation Degree in Early Years Care and Education.
- Zoe Norman (Pre-school Assistant) achieved her DPP Level 3 in spring 2007.
- All of our pre-school and playgroup staff have trained in Child Protection as provided by the Early Years and Childcare Team.
- Karen Crane (Playgroup Deputy Leader and our named Equal Opportunities Rep) attended courses on equal opportunities for children

with English as a second language and a conference on the Disability Discrimination Act.

- Sam Capes and Zoe Norman participated in a positive behaviour management course run by Pam Vincent, Area Senco
- All of our staff, including toddler group leaders, and regular volunteers were encouraged to take part in a Musikgarten workshop 'Flower Pot Rock' for music and movement training which we held in-house in February.

Training (2007-2008)

- All staff will attend inhouse training on writing Individual Educational Plans.
- Sam Capes and Ludmila Stanleyova will attend a course on Speech and Language Disorders in Children
- Sam Capes (as SENCO) will also attend courses on Autism, Asperger Syndrome and Semantic Pragmatic Disorder and ADHD
- Karen Crane will renew her First Aid training in the autumn
- Liz Lord is becoming our designated Child Protection officer and will take the relevant course in March 2008; she is investigating a further day long course.
- Ludmila Stanleyova will take over Liz Lord's responsibilities as health and safety representative.

Meeting local need – Our parent and toddler groups provide support for young families and introduce younger children to a structured group.

3. Ofsted Report, Action Plan and Self Evaluation Form.

Ofsted Report – March 2007.



OFSTED REPORT 7 March 2007 ACTION PLAN

Excerpt:

THE QUALITY AND STANDARDS OF THE CARE AND NURSERY EDUCATION

On the basis of the evidence collected on this inspection:

The quality and standards of the care are good. The registered person meets the National Standards for under 8s day care and childminding. The quality and standards of the nursery education are good.

The full report is available on our noticeboard, in the Operational Plan, on www.ofsted.gov.uk or in printed form on request to staff or committee.

WHAT MUST BE DONE TO SECURE FUTURE IMPROVEMENT?

The quality and standards of the care

To improve the quality and standards of care further the registered person should take account of the following recommendation(s):

- *enhance children's safety by ensuring the registers are always accessible in case of emergency*
- *ensure policies and procedures are updated to reflect current regulations, such as the complaints procedure and information given to parents about Ofsted*

The quality and standards of the nursery education

To improve the quality and standards of nursery education further the registered person should take account of the following recommendation(s):

- *continue to develop practitioner's knowledge and understanding of how children learn.*

ACTION PLAN (in response to recommendations):

The quality and standards of the care

- registers for playgroup and pre-school are taken outside and accessible at all times (as of 7.3.7)
- Policies and procedures are reviewed annually (scheduled review was 7.3.7 committee meeting). Complaints record already available (Operational Plan and Register) but up-dated from 'Day Care and childminding: guidance to the National Standards, revisions to certain

criteria October 2005' committing to reporting back on any investigations and actions within 28 days. OFSTED contact details up-dated on noticeboards and Operational Plan.

The quality and standards of the nursery education

- Continued focus on training and mentoring, more regular feedback sessions on this during staff meetings, more time for observation write-ups with instigation of outdoor play time rota for this purpose
- Subscriptions to be taken out to magazines (Nursery World, Practical Pre-School and Nursery Education) which will be circulated among the staff and committee

4. Group Structure, Times and Term-dates.

Group Structure

Our Toddler group runs on four mornings (M, T, Th, F) in the Ramsey Room. It caters for children over 13 months and their carer, younger siblings are also welcome. There are a maximum of 20 children in the group and the Leader guides the children and adults through the mornings activities.

Our Playgroup runs on five mornings in the Tibbets room. It caters for children from age 2 years 9 months up until their pre school year. There are a maximum of 12 children in the group with 2 qualified and experienced staff and a parent helper.

Our Pre-school Group runs on five mornings in the Wray Room (upstairs). It helps prepares children for school. There is a maximum of 22 children in the group with 3 qualified and experienced staff and a parent helper.

Times

The groups operate during the following hours. For term dates, see following page.

Group	Days	Start time	Finish time
Toddlers	M, T, Th	9:30	12:00
Playgroup	M, T, W, Th, F	9:45	12:15
Pre-School	M, T, W, Th, F	9:30	12:00

Please be prompt to collect your child, and if you are unavoidably detained contact the group Leader on their mobile number (issued at start of term). For policy on non-collected children, please see policy section.

(Please note: Playgroup opens on three days from the beginning of the autumn term, rising to 5 days when this becomes viable, usually in January. For September 2007, we are starting on Monday, Tuesday and Thursday).



Under Fives Roundabout
TERM DATES 2007 / 2008

AUTUMN TERM	(13 ½ weeks)
Start date	Monday 10 th September
Half term	22 nd to 26 th October
Last day of term	Wednesday 19 th December
SPRING TERM	(10 weeks)
Start date	Monday 7 th January
Half term	11 th to 15 th February
Last day of term	Thursday 20 th March
SUMMER TERM	(14 WEEKS)
Start date	Tuesday 8 th April
closed	May day 5 th May
Half term	26 th to 30 th May
Last day of term	Friday 18 th July
OPEN MORNING FOR NEW FAMILIES	Monday 2 nd June (provisional – to be confirmed nearer the time)

5. Committee Roles and Responsibilities.

Committee of Management
Description of Responsibilities and Roles

April 2004
Updated October 2006
Updated August 2007

**UNDER FIVES ROUNDABOUT
ST LUKE'S CHURCH CENTRE, VICTORIA ROAD, CAMBRIDGE CB4 3DZ
Registered Charity No 1027240**

Introduction

Under Fives Roundabout was established in February 1980 to provide playgroup and toddler group facilities. It is a registered charity and is governed by a standard form of constitution developed by the Pre-School Learning Alliance (of which Roundabout is a member). Although our staff run the various groups on a day to day basis, responsibility for running the charity as a whole rests with the Committee of Management. The Committee is the governing body of Roundabout and those who are elected as members of the Committee are the trustees of the charity. The Committee is recognised and established both by Roundabout's own constitution and by the Charities Act 1960 which defines the Committee as those people who have the general control and management of the administration of a charity.

The Role of the Committee

The role of the Committee is to make sure that the organisation is successful in working towards its aims and objectives. It must see that all resources are used entirely for the pursuit of Roundabout's purposes (which are set out in the constitution document), and are used efficiently and effectively to that end. The Committee takes an overview of the work of Roundabout, is responsible for employing the staff who work for Roundabout and sets the overall framework of policies within which the staff operate.

The Committee's role consists of:

- **giving direction** - setting and reviewing the direction and mission of the organisation, making overall plans and monitoring progress. Making major decisions about the organisation and planning its future. Steering the organisation through good and bad times and maintaining a long term overview;
- **managerial responsibilities** - getting the best out of all the people (staff and volunteers) who are working to achieve the organisation's aims and objectives. Giving direction, seeing that there is adequate supervision of work and ensuring that the needs and interests of relevant people and beliefs are taken into account when making decisions. Appointing staff and acting as a responsible employer in contractual relations with them;
- **legal responsibilities** - seeing that the organisation abides by its governing instrument and obeys the law, and taking legal responsibility for the organisation and all its actions;
- **financial responsibilities** - ensuring that the assets of the organisation are held in trust for the beneficiaries and that financial matters are properly managed; ensuring that there are adequate resources to carry out the organisation's activities, and that money and property are used to best effect. Making sure there are sufficient resources to keep the organisation going and to develop its work.
- **making the organisation accountable** - accounting for the work of the organisation to any body, group or individuals with an interest in it. This includes all sorts of communication about the organisation; and
- **managing itself** - making sure that the committee functions well, that meetings are effective and that all members are fully involved.

Division of roles between Committee and Staff

The Committee is responsible for:

- the organisation as a whole;
- setting the overall aims and objectives, policies and strategy which provide a framework for the staff and volunteers;
- safeguarding the values and purposes of the organisation and ensuring our activities contribute to achieving our objectives; and
- employing the staff and providing recognition and feedback to staff and volunteers.

The employed Leaders are responsible for:

- carrying out the work of the Pre-School, Playgroup and Toddler Group as appropriate;
- reporting regularly on achievements and progress;
- making decisions, where the power to do so has been delegated;
- providing information and advice on issues, problems, future plans and policy matters and making recommendations for the Committee to consider; and
- advising and informing the Committee so that it is able to carry out its governing role.

To help the Committee and staff work well together, it is important that Committee members:

- share a vision for the organisation, which is also shared by the staff;
- understand their role as trustees, so that they do not interfere inappropriately in the day-to-day running of the organisation;
- have confidence in the abilities of the staff and willingness where appropriate to back the judgement of their staff in the event of problems, provided they have been kept informed; and
- receive good information for the decisions they have to make.

On joining the Committee

A certain amount of official paperwork needs to be completed by members joining the Committee:

1. The Ofsted DC2 form needs to be completed. For Section 1, our OFSTED Ref No is 221852. The proper name is Under Fives Roundabout, and the address is St Luke's Church Centre, Victoria Road, Cambridge CB4 3DZ. The registered person is "Committee of Management". The completed form needs to be sent to Ofsted.
2. Ofsted will then send you a criminal records bureau check form. This needs to be filled in and 3 forms of ID shown to the chair of the committee so that s/he can validate them and send the form back to Ofsted.
3. We also have various declarations to sign, including eligibility to a member of the committee, confidentiality statement and a commitment to equal opportunities.

How the Committee works

Our constitution requires that we have three elected officers (Chair, Secretary and Treasurer) and not less than 2 nor more than 9 elected members and, if the Committee so decides, not more than 3 co-opted members. At least 60% of the elected or co-opted members must be parents or guardians of children in groups run by Roundabout. The quorum required at Committee meetings is not less than half the Committee, including two of the elected officers. Committee members are elected annually at the AGM and can stand for more than 10 consecutive years.

The Chair ensures that the organisation as a whole sets and sticks to its policies and priorities; is the spokesperson of the group e.g. to the press; makes essential or emergency decisions between Committee meetings; is on call to help with any difficulties faces by staff or volunteers; supervises and supports staff and is involved in staff recruitment. The Chair will (in the absence of a Vice-Chair) also plan meetings and the AGM, follow up matters arising from the minutes, run meetings, etc.

The Secretary takes and produces accurate minutes of Committee meetings and circulates these following the meetings with action points to be followed up.

The Treasurer oversees and records all financial transactions, banks income and pays expenses; reports to the Committee at each meeting; monitors the financial position of the organisation; and liaises with the independent auditor preparing the end of year accounts.

Many members of the Committee will not have specific roles to carry out, but the views, opinions and ideas of all members will carry equal weight in discussion and decision-making. The Committee relies on the goodwill of all members in undertaking tasks on behalf of the Committee from time to time.

There are, however, certain areas in which particular members of the Committee may choose to undertake responsibility. For example:

- **Publicity**

At key times of year (e.g. summer term in preparation for the following September) we need to distribute posters advertising both the Pre-School and Toddler Groups, with contact numbers. Posters can be displayed in local shops, libraries, churches, schools etc and distributed to Roundabout families to display. Fliers can also be put in the racks at the Central Library (£2.50 per 100 for a period of 6 weeks) which is probably worth doing in July and September. External publicity is also required for events such as the Summer Fair.

Within Roundabout, advance notice is required of events such as cake sales (ensuring that more than a week's notice is given so that all Toddler Group families are aware of it), visitors to Roundabout, other fundraising events, items for sale (e.g. t-shirts) etc. In addition it is helpful to provide feedback information e.g. on the total money raised.

- **Fundraising**

We have a programme of regular events e.g. cake sale each half term, Christmas events, summer fair, Easter coin collection, sale of t-shirts/sweatshirts, production of handprint tea towels etc. This needs to be planned, maintained and supervised, with individuals delegated to carry out tasks where appropriate.

In addition, we are able to apply for considerable grant funding from bodies such as Awards for All, Rag, Co-op Community Dividend, Lloyds TSB Foundation, local Council bodies, etc. Where particular needs arise for equipment, application forms will need to be completed and appropriate cases made for grants to be awarded. Following any award, feedback and completion of project forms are also required.

Welcome

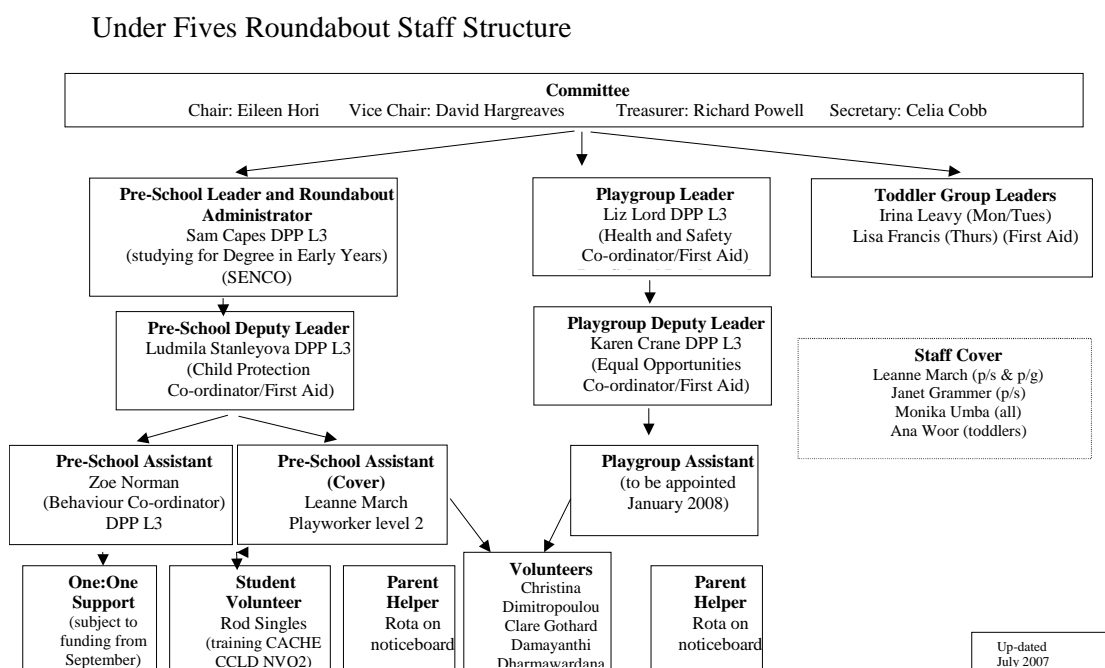
We are delighted that you have joined the Committee. Your help is essential to the work of Under-Fives Roundabout generally and will also enable you, if you have a child at Roundabout, to contribute to the running and development of the organisation to which your child belongs.

In order that you have as full as possible a knowledge and understanding of the organisation and its work, please take the time to read the following important documents:

- the constitution;
- Toddler Group and Pre-School booklets;
- statement of Policies and Standards dated February 2004; and
- Roundabout Policy document (revised March 2004).

Thank you for joining us.

6. Staff Structure



7. Staff Training.

Training

Member of Staff	Position	Responsibilities	Training
Sam Capes	Pre-School Leader	SENCO	DPP Level 3 (2004) Foundation Degree in Early Years (on-going) SENCO First Aid Child Protection (2007) Strategic Behaviour Management Musikgarten 'Flower Pot Rock'
Ludmila Stanleyova	Pre-School Deputy Leader	Child Protection co-ordinator	DPP Level 3 (2005) Child Protection for Designated Personnel (2006) First Aid Strategic Behaviour Management Musikgarten 'Flower Pot Rock'
Liz Lord	Playgroup Leader	Health and Safety co-ordinator	DPP Level 3 (2004) Child Protection (2007) First Aid Fire Warden Training Strategic Behaviour Management Musikgarten 'Flower Pot Rock'

Karen Crane	Playgroup Deputy Leader	Equal Opportunity co-ordinator	DPP Level 3 (2006) Equal Op (July 2006) First Aid (2004) DDA Training Equal Ops: English as a Foreign Language Child Protection (2006) Strategic Behaviour Management Musikgarten 'Flower Pot Rock'
Zoe Norman	Pre-School Assistant	Behaviour Management co-ordinator	DPP Level 3 (2007) Child Protection (2007) Strategic Behaviour Management Musikgarten 'Flower Pot Rock'
Leanne March	Pre-School Assistant (cover)		Playworker level 3 (2007) Child Protection (2007)
Janet Grammer	Pre-school Assistant (cover)		
Monika Umba	Cover		
Lisa Francis	Toddler Group Leader	Thursday	(First Aid)
Irina Leavy	Toddler Group Leader	Mon/Tues	Musikgarten 'Flower Pot Rock'

Training plans for 2007-2008 (as of July 2007)

All staff will have in-house training on writing IEP (Individual Educational Plans) in September.

Sam Capes (SENCO – Speech disorders):

- Autism, Asperger Syndrome and Semantic Pragmatic Disorder
20th September
- Speech and Language Disorders in Children
18th October
- ADHD
15th November

Ludmila Stanleyova

- Speech and Language Disorders in Children
18th October

Liz Lord (changing for H&S to Child Protection)

- Child Protection for Designated Personnel (booked for March 2008 – earliest date available)

Karen Crane

- First Aid (to be booked)

Zoe Norman

8. Staff Management.

Staff Management

We provide a staffing ratio in line or higher than the requirements of the National Standards for Day Care to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. The ratios are 1:4 for under 3s and 1:8 for over 3s.

Our staff are extremely well qualified (the majority to DPP level 3, including leaders and deputies) and we carry out checks for criminal and other records through the criminal records bureau in accordance with statutory requirements. All staff undertake child protection training and a first aid course.

All staff have job descriptions which set out roles and responsibilities. In addition to informal discussions, we carry out annual appraisals of all staff at the beginning of the summer term.

Please see Staffing and Employment Policy in the Policies section for more detail.

Meetings

Committee members and staff attend Management committee meetings every half term in the evenings.

Staff meet half termly to plan and discuss other issues, each group meets informally weekly to go through short term plans.

9. Recruitment.

Staff Recruitment

We have a separate recruitment file with procedures.

We advertise on Opportunity Links and at the Job Centre. Interested candidates are sent a job description and an application form. Candidates are then shortlisted, usually by the chair and pre-school leader. Interviews are carried out by two committee members and one or both of the group leaders. References are taken up, sometimes before the interview if appropriate and the candidate has given approval, and a criminal records bureau check is carried out. All members of staff are given a contract. There is a probationary period of a month after which there is a review.

We have an induction plan which includes familiarising the new member of staff with our policies and procedures, particularly health and safety, fire drill and child protection.

Under Fives Roundabout is committed to the principles and practice of equal opportunities.

10. Volunteers, Students and Parent Helpers (Volunteer Induction Sheet).

Volunteers, Students and Parent Helpers

We are fortunate to have a number of regular volunteers and students on placements. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training. A daily register for staff and children is kept in Playgroup and Pre-School, detailing any visitors and volunteers present with their arrival and departure times. Please see Student Placement Policy in the Policies section for more details.

In order to maintain a staffing ratio higher than the requirements of the National Standards, we ask that Playgroup and Pre-School parents help for a few sessions each term (relative to the number of days attended). Helpers can be mums, dads, grandparents, relatives, nannies, childminders etc. When helping we would like you to ...

- Help set up activities
- Help with snack time and washing up
- See what's going on each half term
- Join in
- Assist the children in their activities
- Have fun
- Help clear activities away
- Sing loudly when required
- Assist staff as directed

Please note that due to DfES regulations you are not permitted to accompany any child to the toilet during the session. If you would be willing to be police checked, please speak to your group rep or committee member.

Please uphold our confidentiality policy while helping at Roundabout.

Thank you for your help – it is greatly appreciated.

Under-Fives Roundabout

Volunteers in Pre-School and Playgroup

April 2004
Updated February 2007

Useful contacts:

Sam Capes, pre-school leader	0773 941 8874	
Liz Lord, playgroup leader	0776 236 3514	
Eileen Hori, chair of Management Committee	01223	512093
horifamily@ntlworld.com		

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ST LUKE'S CHURCH CENTRE, VICTORIA ROAD, CAMBRIDGE CB4 3DZ
Registered Charity No 1027240

Introduction

Under Fives Roundabout was established in February 1980 to provide playgroup and toddler group facilities. It is a registered charity and is a member of the Pre-School Learning Alliance. Although our staff run the various groups on a day to day basis, responsibility for running the charity as a whole rests with the Committee of Management, a group of parents who form the governing body of Roundabout.

What we do

Roundabout runs a pre-school group 5 mornings a week from 9.30 a.m. to 12 noon and a playgroup for younger children aged from 2 years 9 months on 3-5 mornings a week from 9.45-12.15. It also runs Toddler Groups on three mornings a week. We employ a minimum of three staff per session in the pre-school group, two per session in playgroup, and one leader per session in the Toddler Group. In the pre-school and playgroup there are parent helper rotas under which one or two parents per day are asked to stay and assist the staff in the group. We are very grateful for additional help from volunteers who give time to be involved in the pre-school and playgroup.

What might a volunteer be asked to do?

The group leaders plan and run the activities of the group each morning and will direct parent helpers and volunteers to where they are most needed. However, as a general guide, you might be asked to:

- help set up and later clear up activities
- join in and assist the children with their activities (whilst allowing the children to do the activities for themselves);
- sing loudly;
- prepare fruit for snack time and wash up afterwards;
- help supervise outdoor playtime.

Please note that under no circumstances will you be allowed to spend time alone with a child or to accompany them to the toilet unless you have been CRB-checked.

On becoming a volunteer

A certain amount of official paperwork needs to be completed by any adult regularly helping in the group.

Firstly, each volunteer needs to be police-checked. You will be given a Criminal Records Bureau (CRB) form, and should fill in sections A, C, D and in section H, nos 66-68. You also need bring in originals of three identity documents, including passport/driving licence (or equivalent), plus two others showing your name and current address, such as utility bills, council tax, etc. If you can bring photocopies of these at the same time, that would be very helpful. The Committee chair will check your identity documents and sign the photocopies as true copies.

It is important that you declare any reason why you may not be eligible to work with children, and also let us know of any relevant health conditions or allergies, etc. We will ask you to fill in a Health Declaration form.

In addition, it is essential before you begin volunteering with us that you read and understand our Health & Safety and Child Protection policies and are aware of the procedures set out within them. Please ask one of the pre-school group leaders if you have

any questions about these policies. We will go through health and safety and fire safety procedures with you at an early date. In order that you have as full as possible a knowledge and understanding of the organisation and its work, please also take the time to read the Pre-School and/or Playgroup booklets, the statement of Policies and Standards and the Roundabout Policy document. We can give you paper copies of these or you can find them in our Operational Plan outside both the pre-school and playgroup rooms.

Welcome

We are delighted that you have offered to help us. Your help is essential to the work of Under-Fives Roundabout generally and will also enable you, if you have a child at Roundabout, to contribute to the running and development of the organisation to which your child belongs. If you have any questions or if there are any matters with which you need assistance, please do not hesitate to raise them with one of the pre-school group leaders or with the Chair of the Committee of Management.

Thank you for joining us.

11. Visitors.

12. Children.

Children

At Roundabout we operate under a keyworker system with each child allocated a member of staff. This gives parents a direct point of contact should they wish to discuss their child's progress or any issues which may affect their child or any other person at the preschool. Parents are able to either talk to their keyworker at the beginning or end of the session or, alternatively, arrange a more private consultation either via the telephone or out of hours.

The keyworker will observe and record their allocated children's progress, which will be presented to the parents each term in the form of a personal diary. The diary will contain conversational observations as well as some craft and photographs. Each child is provided with their own drawer, where necessary, their own book bag and are encouraged to find their own name on arrival to place on their peg.

Each child's personal details will be kept in a file, in a lockable filing cabinet. This file will contain name, address, family details, medical details, where appropriate, as well a list of emergency contacts and permission forms, for parents/carers to sign on admission. Permission from parents/carers for photographs to be taken in the setting; restraint of the child under extreme circumstances; emergency medical treatment to be given; a change of clothes to be provided; is requested before their child is left at the setting. Should correspondence from outside agencies be applicable, these will also be kept with the child's file. The preschool will keep this file for at least five years.

At Roundabout we adhere to the child protection policy and at no time will any child be left with a person other than CRB checked staff. Any concerns staff may have surrounding a child's safety will be discussed confidentially with the parent/carer, then, if necessary, with the appropriate agencies.

13. Activities.

Activities

At Roundabout we offer a wide range of age appropriate activities, giving all of the children every opportunity to develop. The plans are changed on a weekly or fortnightly basis and are on view in each room and clearly state what activities are to be provided. Each activity is differentiated in order to cater for individual needs, with adult support provided as and when necessary. Through observing and recording the varied levels of development and understanding the children have, the staff plan each session thoughtfully, ensuring specific activities will assist in the positive development of each child.

Throughout the year we cover a variety of themes such as seasons, space, families, jungle, dinosaurs, and castles. Incorporated in these themes are mathematics, graphics, literacy, knowledge and understanding of the world, an introduction to varied religions and faiths, ICT and many opportunities to develop each theme to its extreme.

The emotional and physical development of the children in the setting is given a high priority. At Roundabout we endeavour to instil a strong sense of fairness and respect for others, by displaying such behaviour in our every day communication with one another. Role play is an important part of a child's' development and this is offered every day in various forms.

Physical development is incorporated into the planning through outdoor play as well as indoor obstacle courses. We have recently introduced a dance half hour which is led by the 'Lane Academy'. This is currently being offered on occasional Fridays during the session. Other physical activities include painting in various guises (large scale/small scale/easel/mixing/printing), dough, clay, sand, water, corn flour, oats, pasta, rice and shaving foam. The staff rotates the availability of such things in order to encourage the children to try different textures.

We have numerous visits from various professionals, who share their specialised knowledge with the children. These have included a Doctor, the Fire service, a lady to talk about Hannuka, an Oral health specialist, as well as an Indian lady who demonstrated how to put on a Sari amongst other things. We encourage parents to share their professions with the children and welcome any contributions in this way.

This particular year has included visits from the Oral Health specialist, a children's Doctor, a new mum and her baby, a teacher and two pupils from the local hearing impaired unit, a postman, and a magician.

Throughout the year we aim to visit our local library, local park and walk to the post box. We try to include a coach trip around the end of the academic year, this year we will go to the Botanic Gardens. Past trips have included Hamerton Park Zoo, the Sedgwick Museum, Wimpole Hall, The Butterfly Place and Milton Country Park. The children enjoy these trips immensely and the staff incorporate relevant themes into the daily planning in order to extend the children's learning following the trip.

14. Information to Parents.

Information to Parents

We communicate with parents in a number of ways:

- Group booklets set out vital information for new parents
- Half termly newsletters keep parents up to date with events and fundraising
- Termly helper rotas with contact details
- Letters/ notes home from Leaders about specific news/events for your child's group
- Notices on individual Group noticeboards (outside Playgroup and Pre-School) and main noticeboard (in foyer on wheels)
- Informal feedback from staff at end of sessions
- For a more private discussion about a specific issue or concern, please don't hesitate to speak to your leader to arrange a telephone call at a mutually convenient time.
- Group Reps provide a link to the Management Committee, they will make announcements and can be contacted regarding Committee issues.

15. Policies.

Statement of Policies - Please see separate Policies document available on website

Statement of Standards - Please see separate Standards document available on website