

Busy Bees (Marshalswick) Ltd



Mondays to Fridays 9.15am-12.15pm

Daily lunch club and early club (8.45am)

**Monday, Tuesday, Wednesday and Friday
sessions
from 9.15am-3.00pm**

Ofsted 'Outstanding' grading (2010, 2015)

Introduction

Busy Bees was opened in 1994. We have a Preschool for rising 3 to 4 year olds and a Nursery for rising 4 to 5 year olds.

We follow the Early Years Foundation Stage (EYFS) Curriculum and ensure that the Principles of the EYFS are put into practice in our setting. Every child is seen as unique, positive relationships are established and an enabling environment is offered. This allows all children to learn and develop. We also ensure that the five outcomes for children highlighted in the Government Green Paper 'Every Child Matters' and 'Helping Children Achieve More' are an integral part of everything we provide at Busy Bees.

The EYFS identifies seven areas of learning and development. Three of these areas are prime areas which are central to all others areas of learning and development. These prime areas are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

At Busy Bees a stimulating environment is provided to ensure that children learn and develop in these prime areas through play and exploration, through first hand experiences and by interacting with others. We respond to how children learn and encourage active learning where children are involved and learn skills of concentration, perseverance and satisfaction. We support children in using their minds effectively by talking about ideas and what they think and encouraging the development of critical and creative thinking. We use Makaton sign language throughout the setting to support the development of speech and language. We have introduced Letters and Sounds into our daily routines and use a range of large and small group activities to promote phonic awareness and listening skills. Our broad and balanced curriculum develops a variety of skills, knowledge and understanding and ensures that children engage

in activities which support the children's learning in the four specific areas of the EYFS. These areas are dependent on the learning that has taken place in the prime areas and the four specific areas of learning and development are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

Busy Bees is run by fully qualified staff with a ratio of 1 adult to four children with our 2 year olds and younger three year olds and with a ratio of 1 adult to a maximum of 6 children with our funded children. This enables all children to receive individual attention and to develop their full potential.

The Preschool

Our Preschool has the use of two large rooms and free access to the outside area. One room is used for 'creative play' such as play-dough, sand and water, colouring, drawing and painting; the other room contains the home corner, puzzles/games, small world toys such as playmobil or dolls houses, construction toys such as cogs and wheels, stickle bricks and shape sorting etc. Available floor space is used for larger toys such as duplo, brio, cars and building bricks.

Each half term follows a theme, which is discussed at registration time and again at the end of the morning. During the first part of the morning the children are able to participate in an adult directed activity using a variety of media which reflects the particular theme and each week there is a cookery session. The children have a chance to socialize with their peers and indulge in imaginative and experimental play with the wide selection of toys, games and equipment on offer in both rooms and outside.

After the 'free play' session the children are all encouraged to help with tidying up in preparation for snack time. Before snack the children take part in a Letters and Sounds session.

The children are offered a healthy snack with milk or water to drink. The day's snack is displayed in the foyer and water is available throughout the day.

Following snack time the children take part in small group time activities which include music, French, language activities, active play and dance. This is followed by story time.

After this the children have an outside play session and are able to access the wide range of toys and equipment available and take part in a variety of circle and traditional games which promote learning across the prime areas. To finish, all the children join together to sing songs and rhymes before being collected by parents and carers. In addition, we have a lunch club which operates from 12.15pm until 1.00pm everyday and we are open until 3.00pm on a Monday, Tuesday and a Friday.

The Nursery

Our Nursery opened in September 1997 and received glowing recognition from Ofsted in November 1997. We use the upstairs room of the Church Hall for our Nursery. It is a large bright room with plenty of space for creative, experiential and physical play as well as areas for quieter play such as a book corner and computer area.

As with the Preschool, the Nursery has a half-termly theme which incorporates the full range of learning objectives from all areas of learning and development. Our themes include celebration, food, journeys, mini beasts and the senses. All the children receive individual attention to prepare them for school. They are encouraged to write their own names and to develop number, pre- reading and writing skills.

The Nursery children take part in a weekly 'forest school' activity session in Sherwood Park and woods. We also offer a weekly mindfulness session.

Ofsted stated that "children make exceptional progress within the EYFS."

Family Involvement

We encourage parents, grandparents and carers to become involved in the education of their child, and to regard Busy Bees as a partnership with the home environment. Whilst parents are not asked to help at Busy Bees on a regular basis, we do encourage them to become involved in our themes and encourage their children in a supportive manner. If parents, grandparents or carers possess any skills, hobbies or jobs that they are willing to share we would love to hear about them! Observations of the children are shared regularly with parents and they are welcome to discuss their child's progress, or any other matter relating to Busy Bees, at any time. Nursery children are provided with a comments book which liaises between Busy Bees and home. This book records the child's progress and allows parents, siblings, grandparents and carers to write any comments or suggestions for us to see.

Management of Behaviour

We encourage the children to develop self-discipline and an awareness of the needs of others. This is achieved primarily through example and guidance of the staff who provide positive role models and all of whom are experienced in the development and education of young children.

Staff are consistent in their management of behavior and have all been trained in the Hertfordshire Step On therapeutic approach to behaviour. Desirable behaviour is praised and positive alternatives are offered to undesirable behaviour. Under no circumstances will a child's behaviour be corrected using physical force. However, they may be separated from the group for a short time, if it was felt necessary to diffuse a situation. The child would be given one to one support in seeing what was wrong. It will always be made clear that it is the behaviour that is unwelcome and not the child. We liaise with parents. Should

a problem arise, this will be tackled in partnership with the child's parents/carers and Busy Bees.

Equal Opportunities and the Curriculum

We appreciate the individuality of each child and realise that treating every child the same will not provide all children with equal opportunities, due to the vast range of development of the children. We provide activities, resources and experiences which include and enable all children. In planning the curriculum we recognise that we communicate values and attitudes, as well as skills and knowledge. The curriculum is designed to be accessible to and reflects all sections of society. We provide a wide range of equipment to promote and reflect cultural diversity, for example cooking utensils, dressing up clothes, jigsaws, musical instruments etc. We have books that challenge stereotypes and provide positive role models. We also talk about a range of festivals relating to different faiths.

Special Needs

The DFEE Code of Practice definition states that 'A child has special educational needs if they have a learning difficulty, which calls for special educational provision to be made for them. A child has learning difficulties if they have a significantly greater difficulty in learning than the majority of children of the same age.' At Busy Bees, we aim to ensure that every child has equality of opportunity to develop into a responsible independent learner, in order to attain their full potential. Carol Jakubowski is our Special Educational Needs Coordinator (SENCo). Sue Clayton is our Deputy SENCo.

We also recognise that children who are particularly gifted may have special educational needs, although current legislation does not take account of this. However, we address the needs of these children by providing stimulating, challenging tasks to extend these children and, therefore, meet their needs.

Staffing and Training

Busy Bees staff are well trained, experienced educators. Caroline Upton has a Masters degree in Early Childhood Education and has achieved the DCSF post graduate qualification of Early Years Professional Status. (EYPS). She is a qualified mindfulness teacher. Jane Sykes (Manager) has a first class honours degree in Early Childhood Studies and is an EYP. In addition, Carol Jakubowski (Deputy Manager) has also achieved EYPS.

We operate a key worker system which means that each child has a special adult to relate to. Staff use observations and assessments of the children to build on existing knowledge, skills and experiences. We value on-going training and are reflective practitioners. Busy Bees took part in the first round of the Effective Early Learning Project which is a national project aimed at improving the quality of learning in Early Years settings and both our Preschool and Nursery were amongst the first settings in Hertfordshire to receive Quality Standards Awards. We won a £5000 BT Education Award for a Project on Creative Computing which enabled us to purchase a range of ICT equipment and access appropriate training. We also took part in the National Artwork Project and had our large scale weaving on display at the Children's Gallery in London. In 2007, we received runner up for Childcare Team of the Year. We are part of the Every Child a Talker programme and are currently supporting the Speech and Language Therapy department at University College London (UCL) with new research. Staff are trained in the read, write, inc phonics programme and have undertaken training in mindfulness. A mindfulness approach is used in the setting to encourage children's cognitive development through focused attention and supports their self and social awareness and the acquisition of emotional intelligence.

In both May 2010 and in July 2015, we achieved an outstanding grade from Ofsted for all aspects of our provision.

“Children thrive because they are cared for by exceptionally knowledgeable and experienced staff.”

Busy Bees has full recognition of the Early Years Services and complies with the rules and regulations set out by them. As an Early Years provider we are obliged to report any concerns that we may have about a child. Safety checks on the building are regularly carried out and our activities and equipment are risk assessed.

All staff are fully conversant with the Fire Drill procedure. In addition, staff are trained First Aiders. Parents are informed of any accident and a record of such incidents is kept.

Current fees are £21.00 a session (reviewed once a year). There is government funding available the term after your child is three, (from the age of two for low income families). Lunch club from 12.15-1.00pm is £5 a session and early club from 8.45-9.15am is £5. Afternoon sessions from 1.00-3.00pm are £12. We are registered for 2, 3 and 4 year old funding and for the 30 hour funding entitlement. We are also registered with a range of childcare voucher schemes.

For further information, including a copy of our full range of policies, please contact Caroline Upton on:

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