



Section A Independent Examiner's Report

Report to the trustees

Charity Name
SOUTH HILL PARK PRESCHOOL

On accounts for the year ended

31-8-24 Charity no (if any)

Set out on pages

3-6 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 17-10-24

Name: JAMES ELLIOTT ACMA CGMA

Relevant professional qualification(s) or body

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

(if any):

Address:

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

South Hill Park Pre-School

Income and Expenditure for the period ended 31st August 2024

<u>Income</u>	Year Ended 31.08.24	Year Ended 31.08.23
Fees	36,509	36,786
Bad debts		
Grant Fees (Bracknell Forest Council)	159,134	124,082
Grant Fees (Milk Reclaim)	150	99
Grant Fees (HMRC)	0	0
	<u>195,793</u>	<u>160,968</u>
Fundraising activities (see note 1)	904	3,364
Donations	1,030	243
Registration fees deposits	0	0
Bank interest received	1,293	517
	<u>199,020</u>	<u>165,091</u>
 <u>Expenditure</u>		
Wages, Salaries	156,951	149,277
Employers NI	3,776	3,882
Pension Costs	3,163	2,700
Toys, books and equipment	1,013	2,795
Weekly Activites	2,733	2,854
Council Funded Projects	0	0
Other Expenses (see note 2)	26,741	37,042
	<u>194,377</u>	<u>198,550</u>
Surplus for the year	<u>4,644</u>	<u>33,459</u>
Retained Surplus brought forward	120,260	153,718
	<u>124,904</u>	<u>120,260</u>
 Represented by		
Fees due at year end	0	0
Cash at Bank Current Account	53,263	35,610
Cash at Bank 'Building Fund'	55,990	55,289
Cash at Bank 'Operating Reserve'	47,316	46,723
Cash in Hand	0	48
Prepayments	100	0
PAYE / NI / Pensions Liability	(2,143)	(14)
Fees paid in advance for next year	(30,983)	(22,356)
Creditors	(50)	(40)
Accruals	1,411	
Prior Year Adjustments to retained profit	0	5,000
	<u>124,904</u>	<u>120,260</u>
	0.00	0.00

Treasurer

Dated:

South Hill Park Pre-School
Income & Expenditure Accounts note 1

Fundraising Activities

	Income	Expenses	31.08.24 Surplus	31.08.23 Surplus
Sponsored Events	0	0	0	0
Photos / Videos	0	0	0	0
T-Shirts / Sweat Shirts	30	(1,799)	(1,769)	208
Fetes (Including Raffles)	2,635	(1,157)	1,478	2,686
Other Fundraising	1,918	(722)	1,195	469
	<u>4,583</u>	<u>(3,678)</u>	<u>904</u>	<u>3,364</u>

South Hill Park Pre-School
Income & Expenditure Accounts note 2

Other Expenses	Expenses	Subsidy Income	31.08.24 Net Expenses	31.08.23 Net Expenses
Milk	211	0	211	237
Healthy Snacks	768	0	768	699
Staff Training	5,466	0	5,466	5,875
Staff Purchases (Gifts)	1,278	0	1,278	1,192
Thank You Gifts	0	0	0	0
Insurance	2,155	0	2,155	1,863
Subscriptions	467	0	467	98
Water	0	0	0	0
Electricity	3,940	0	3,940	9,202
Telephone	780	0	780	2,397
Printing, Postage & Stationery	1,256	0	1,256	2,894
Staff Advertising	0	0	0	0
Staff Uniforms	118	0	118	673
Cleaning Materials & Waste Disposal	3,875	0	3,875	2,773
Premises Expenses	2,039	0	2,039	4,472
General Expenses	464	0	464	929
First Aid	165	0	165	0
Bookkeeping & Payroll Fees	2,214	0	2,214	1,539
Software & Internet	1,545	0	1,545	3,629
	<u>26,741</u>	<u>0</u>	<u>26,741</u>	<u>37,042</u>

SOUTH HILL PARK PRE-SCHOOL

Independent Examiners Report to the Trustees of South Hill Park Pre-School

I report on the accounts of the Trust for the year ended 31 August 2024 which are set out on pages 1 to 3.

Respective responsibilities of trustees and examiners

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

The examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examined by : JAMES ELLIOTT

Address :

30 CANNON HILL

BARHAM

RG12 7QB

Independent Examiner

Dated :

17.10.24





AGM Minutes 2024

Date - Thursday 17th October 2024

Venue – South Hill Park Pre-school 7.30pm

1. Welcome and apologies for absence

Unfortunately Sarah can't be here tonight but Donna is stepping in to read the report. Suzy our treasurer is also unwell tonight so Sandra our book keeper is coming in to read the treasurer report.

Attendees (Staff): Donna Hart, Helen Ford, Susan Harris, Ann Mullan, Kellie Martin, Karen Currie, Sue Marlow **Attendees (Committee):** Hannah Braggins, Kelsie Hodgson, Cathryn Leech, Becky Bird-Ison **Attendees (Parents):**

Apologies: Leona Newman, Mikayla Palis-Field, Chanonon Titley-Baker, Chris Risoli

2. Matters arising from the minutes of the last AGM

None raised.

3. Minutes of the last AGM proposed and seconded

Proposed by Hannah Braggins

Seconded by Kelsie Hodgson

4. Chair Report

I would like to take this opportunity to thank you all for coming and to also welcome all our new families and our returning ones. As a committee run Pre-School we cannot run without you. The purpose of the AGM is to: provide a summary of the year's activity; recruit a new committee and implement any changes. I will soon go through the Chair report, Sandra will go through the Treasurer's report and then Donna will read the managers' report. We will then address any other business or questions you would like to raise before the current committee resigns and we then elect a new committee. That will then be the end of the meeting although

we just ask that the new committee wait for a couple of minutes to discuss roles and to book in our first meeting which will be next week.

Next is Matters arising from the minutes of the last AGM. No additional business was raised at the last AGM. The minutes of our last AGM were emailed to all parents and staff. Does anyone have any questions regarding these?

For those of you who were present last year, do we agree that these minutes are an accurate representation of the meeting we held?

I will now go through the chair report So tonight, we look back at 2023-2024. During this year we have been lucky to have a small but mighty committee of just 7 members. We had 3 returning parents, myself, Cat and Suzy as well as Donna and Sarah. Cat without realising took over the role of events and has and continues to do an incredible job, Suzy stepped up when we needed a treasurer which we have been so grateful for. Kelsie and Becky joined us last year, Kelsie as secretary and Becky as our maintenance both of whom have been awesome in these roles. The whole committee have worked hard to come up with ideas and put them into action to raise funds for the Pre-School and allow the children and their families to have some extra fun.

Summary of the year- events

- We had a lovely dry Autumn sponsored walk at the lookout in October and a play in the park! The money raised was added to our fundraising thermometer to start our 50 th year celebrating.
- We also put on our first ever Quiz Night hosted by Crown wood community centre- this was a great night and was very popular- After a few glitches we managed to raise a small amount for the fundraising pot.
- Our first big fundraising event is the Christmas fair. We had our own Grotto with the real Father Christmas, outside stall holders, a Christmas raffle, mulled wine and our very popular tombola amongst other Christmassy games and food.
- The committee also put on a spring creation station, where families could take part in planting a seed, making cloud dough, decorating biscuits as well as an egg hunt and a chocolate treat at the end. This event was our first one and was very popular with both children and adults.
- Our second big fundraising event was the summer fair, as the Pre-School turned 50 in June we made sure we celebrated this by having a gold theme- we had afternoon tea, henna tattoos, Pimm's, Tombola, kids raffle and a hamper raffle including a wagon of wine! The sun shone and we had a great fundraising day.

To celebrate the pre-school turning 50, we started the 50 for £50, we asked local businesses to donate £50 for a shout out on our social media pages, we had a great response as well as some very generous families who also offered to donate towards our thermometer total of £5,000 which we are almost there! Plans are already underway for this years Christmas fayre! Fundraising events are a vital part of the preschool committee's work and it is important we have as many people as possible on board to help, so all volunteers are welcome and encouraged. There are also other ways of making money for the Pre-School that we can all get involved in such as the Bracknell Lottery, easyfundraising and selling on our buy and sell Facebook page.

5. Treasurer Report and presentation of 2023-2024 accounts.

See Appendix 1: Accounts 2023–2024.

Annual Accounts

Copies of the draft annual accounts for the year to 31 st August 2024 are available for you to examine, please request a copy from the committee. These accounts will be reviewed by an independent examiner and may be subject to some minor adjustments. The accounts show that through the year we had total income of £199,020 and with costs of £194,377 which leaves a surplus for the year of £4,644. This is an increase of the prior year of £38,103. This is driven by an increase in the funding from BFBC, which increased by £35,000 versus the previous year. Parent fees remained flat versus the previous year.

Building Fund and Reserves Policy

At the end of the year, there was £53,263 in the current account which is mainly fees paid in August which covers the Autumn term (£30,983), the remainder was retained income. In line with the requirements of the Charity

Commission, we must be clear about why we have additional money in the bank. Our reserves policy states that we aim to keep between 3-and 6-months operating costs as an operational float to protect the Pre-school against any unforeseen problems (e.g. urgent repairs or late payment of fees by the Council.) This is represented by the Building Fund, and at the end of the accounting period these reserves stood at £55,990. This amount is to fund major projects to update our provision and to save towards a replacement for the current Pre-school building when necessary. The second reserve is the Operational Reserve, this is to cover any potential redundancy costs were the Pre-School to have to close. I would like to recommend that this amount is reviewed in the new financial year to make sure that there is enough to cover the current levels of service and wage rates. The current balance is £47,316.

Fundraising

We had several fundraising events earlier in the year which brought our total fundraising surplus this year to £904, a reduction on last year's surplus of £3,364. This has been driven by the lack of Easter event and no Coronation event this year, which were good fundraisers in the previous year. Donations received from our £50 for 50 to celebrate our 50 th year raised £700. We are incredibly grateful for all the support for this event. We do our best to ensure that fundraising money is spent directly on equipment & resources, or training, to benefit the children rather than being consumed on general running costs. Our committee put a huge amount of effort into our fundraising events, if you can help us in any way, we would really appreciate it.

Budget

Once the accounts for last year have been completed an itemised budget for the coming year

will be drawn up by the Manager and discussed with the Committee. As always it is important that we make sure the building is well maintained as it is now over 23 years old. This year we are keen to develop the garden area and outdoor resources, with the possibility of including forest school activities and training. Continuing to develop the support given to children who are not on track and with additional needs is high in the Pre-schools agenda and will be done through increased training and additional resources. Money has also been allocated toward a BA graduate childrens development and learning course for our Deputy Manager Donna.

Funding and Fees

The current rate for 3- & 4-year-olds is set at £5.99 per hour for this academic year, eligible funded 2-year-olds have a base rate of £8.63. These figures include an extra 14p per hour quality supplement on top of the base rate due to our Manager, Sarah, being level 6 qualified. We are pleased to be able to support working parents and offer the 30 hours of funding as well as the universal 15 hours for all other funded children. Our fees have increased slightly this year to £8.50 per hour for our two-year-olds and £7.50 per hour for our 3-4 year old children who attend more than their funded hours, this was necessary due to the national minimum wage increasing and a decision we did not take lightly. Whilst the preschool is in a reasonable position financially the reserves are limited, any fundraising ideas are welcome as we need to maximise our income to ensure we maintain the preschool as a great place for your children to grow and develop. If anyone can help, please do let us know.

6. Staff Report

Thank you, Hannah, and thank you all for being here tonight. The staff and I are grateful you have taken the time to come and support us. My job this evening is to provide a brief update on staffing, training, the children and to give a brief outline of our plans for this coming year.

Staff

I would like to start by saying a big thank you to the staff team. This year has been successful thanks to your hard work and dedication to your roles. I want to thank you for going above and beyond to ensure that the children's needs are met and their experiences at Pre-school are not only fun but both exciting and valuable. The compliments the staff have continued to receive from families and external colleagues is testament to their passion and the high-quality care that they provide. I honestly couldn't ask for a more hard-working group of people to work with.

There have been some staff changes since our last AGM, with Jessica leaving us for pastures new over the summer. She has taken a role in a local primary school as a TA in order to be closer to her son. Anu has decided to take an extended maternity leave with her son Aryan, and we are currently in discussion to see when she would like to return. Our most recent employee is Andrea, who joined us at the start of term to do our cleaning. She has slotted in beautifully to our group and leaves the place looking sparkling, so thank you to Andrea for joining us.

Staff training

Having a fully qualified and experienced team is one of our strengths here at the Pre-school and something we do not take lightly. We invest heavily in staff training because there are proven links between a graduate led workforce and children's improved outcomes.

I have now successfully completed two years of the foundation degree in Children's Learning and Development and began the third and final year of my BA at the end of September. I will be attending Reading university for a full day on a Friday until May.

All staff have continued to update their essential training as needed, First aid, Safeguarding and Basic food hygiene and amongst us last year we also completed courses on the early years curriculum. This year there are plans for further curriculum training, including intent and implementation, OFSTED readiness and refreshers on 5 to thrive.

Children

As always it was emotional saying goodbye to all the children leaving at the end of last term. 25 children went off to 9 different schools within the area. The majority again went to Birch Hill Primary, followed by Crownwood. Children also went to St Margaret Clitherow, Jennetts Park, Wildridings, the Pines, Harmans water, Holly Spring and St Michaels.

17 children returned this year and we have 28 new starters, so we now have 45 children on roll, with a further 3 children joining us in January.

Plan for this year

Last year we worked closely with professionals from the Child Development Centre, Speech and Language as well as the Educational Psychologist to make sure the children with Special Educational needs received the best support possible. We applied for Educational Health Care Plans and were pleased to see the assessments happening before the children started school. Something that is not always a given. As part of their transitions, their key person and I went into their new schools to hand over key information to their teachers and ensure that they were prepared for this change.

As well as our usual fun and activities, this year we have been able to welcome 5 Ducklings to the Pre-school which we hatched from Eggs. The children loved watching the process (as did the staff!) and spoke about Rosie, Ralphie, Chugga, Nicely and Steve for many weeks after they had left. The Ducklings were rehomed by one of our parents on their sister's farm, and the

pictures we have seen show them doing very well which is so nice! We would love to repeat this process this year with our new cohort so if anyone would eventually like some lovely Ducklings please let me know..... ! We have also invited external coaches who ran football sessions and music classes for the children. This term we have also restarted visiting the library and are looking forward to the Pantomime trip in December and inviting parents in for a Christmas sing along.

Tooth decay is also still a problem amongst young children, so last year we spent time promoting good oral health. There was a visit from a dental nurse who talked to the children about brushing their teeth and good food choices. We bought and used resources and books with the children that instigated conversations where staff could talk to the children about visiting the dentist and brushing their teeth. We also provided information to parents via facebook and leaflets and gave each child a toothbrush and toothpaste to take home. This is something we will continue doing this year. Online Safety also continues to be high on the agenda and is something we will continue to work to to promote to our children and families.

During the year, we worked with volunteers again from Syngenta and Allegis during the holidays, to do gardening, painting, carpet cleaning and repairing. The help we have received from volunteers via INVOLVE has been invaluable and hopefully we will continue working with them. However, this year our new committee will also be re-introducing parent maintenance weekends, where parents will be invited to come in and help with some of the smaller DIY jobs that need doing around the place. We are so grateful for any support given by parents on jobs big or small.

And finally, a big thank you to our committee for their support and input last year, it has been a pleasure working with all of you. We have really enjoyed the lovely events you organised for our families and the money you helped raise will allow us to continue developing the Pre-school and the experiences we offer. This year we hope to focus on our outdoor environment, extending the opportunities for the children to be outdoors in all weathers and developing a deeper understanding of the world around them. Without our committee we would not be able to continue doing the things we do and I am now looking forward to seeing some of our new parents on the Committee and to working with them towards another successful year.

Chairman closing statement

For all our new parents/carers your children will probably be just starting their Preschool adventure, getting involved with the Committee is such a rewarding way to be involved in your child's journey. Without a Committee team the Pre-school cannot run. This is a legal requirement. We have to have a committee in order to keep it open. If we do not have all 3 official roles filled, we would be forced to close the setting.

Kelsie's son is in his second year with her youngest due to start in January so she will be standing for re-election. Cat's daughter is also in her first full year so she will be standing for re-election.

ANY parent / carer can be part of the Committee, we just require you to complete a DBS check certificate and then you can have your say. Committee members are the charity trustees of the pre-school and together they are responsible for the overall management and smooth-running of the setting. This can mean anything from organising a fundraising event to reading and agreeing new policies for the Pre-School. We meet once every half term, in the evening and during the meetings we discuss formal and informal matters. I have been so proud and happy to have been involved as the chair of the committee. I thank all the committee for all their help, exciting ideas, commitment and hard work behind the scenes every term and I would encourage anyone to get involved because we do have lots of fun!

Thank you.

7. Proposed changes in Policies

See Appendix 2: Policy Changes.

8. Any other business

None raised

9. Resignation of current committee

Current committee resigned at 19.49pm

10. Election of new Committee

Beth Davis proposed by Donna Hart seconded by Catheryn Leech

Catheryn Leech proposed by Hannh Braggins seconded by Donna Hart

Charlotte Flores proposed by Catheryn Leech seconded by Kelsie Hodgson

Claire Bowden proposed by Donna Hart seconded by Kelsie Hodgson

Kelsie Hodgson proposed by Hannah Braggins Seconded by Donna Hart

Dissolved committee 19.49pm

New committee elected at 19.50pm

11. Meeting closed

Meeting closed at 19.51 pm

Appendix 1.

Income and Expenditure for the period ended 31st August 2024

Year Ended Year Ended

Income 31.08.24 31.08.23

Fees 36,509 36,786 Bad debts

Grant Fees (Bracknell Forest Council) 159,134 124,082 Grant

Fees (Milk Reclaim) 150 99 Grant Fees

(HMRC) 0 0 195,793 160,968

Fundraising activities (see note 1) 904 3,364 Donations 1,030 243

Registration fees deposits 0 0 Bank interest received 1,293 517

199,020 165,091

Expenditure

Wages, Salaries 156,951 149,277 Employers NI 3,776 3,882

Pension Costs 3,163 2,700 Toys, books and equipment 1,013 2,795

Weekly Activities 2,733 2,854 Council Funded Projects 0 0 Other

Expenses (see note 2) 26,741 37,042

194,377 198,550

Surplus for the year 4,644 33,459 Retained Surplus brought

forward 120,260

153,718 124,904

120,260

Represented by

Fees due at year end 0 0 Cash at Bank Current Account 53,263

35,610 Cash at Bank 'Building Fund' 55,990 55,289 Cash at Bank

'Operating Reserve' 47,316 46,723 Cash in Hand 0 48 Prepayments

100 0 PAYE / NI / Pensions Liability (2,143) (14) Fees paid in

advance for next year (30,983) (22,356) Creditors (50) (40) Accruals

1,411

Prior Year Adjustments to retained profit 0 5,000

124,904 120,260

0.00 0.00

Treasurer Dated:

Page 1

South Hill Park	Accounts note 1
Pre-School	Fundraising
Income & Expenditure	Activities
31.08.24	31.08.23
Income	Expenses
Surplus	Surplus

Sponsored Events	0	0	0	0	Photos / Videos	0	0	0	0	T-Shirts / Sweat Shirts	30	(1,799)
(1,769)	208	Fetes (Including Raffles)	2,635	(1,157)	1,478	2,686	Other Fundraising	1,918	(722)	1,195	469	(3,678)

South Hill Park Pre-School
Income & Expenditure Accounts note 2

31.08.24 31.08.23

Other Expenses Expenses Subsidy Net Net Income Expenses Expenses

Milk	211	0	211	237	Healthy Snacks	768	0	768	699	Staff Training	5,466	0	5,466	5,875
Staff Purchases (Gifts)	1,278	0	1,278	1,192	Thank You Gifts	0	0	0	0	Insurance	2,155	0	2,155	1,863
Subscriptions	467	0	467	98	Water	0	0	0	0	Electricity	3,940	0	3,940	9,202
Telephone	780	0	780	2,397	Printing, Postage & Stationery	1,256	0	1,256	2,894	Staff Advertising	0	0	0	0
Staff Uniforms	118	0	118	673	Cleaning Materials & Waste Disposal	3,875	0	3,875	2,773	Premises Expenses	2,039	0	2,039	4,472
General Expenses	464	0	464	929	First Aid	165	0	165	0	Bookkeeping & Payroll Fees	2,214	0	2,214	1,539
Software & Internet	1,545	0	1,545	3,629										

Appendix 2.

South Hill Park Pre-School Policy Changes

AGM – October 2024

The following policies have been reviewed since the last AGM. This will either be a scheduled annual review or will be a change due to developments and changes within Pre- school, changes in current thinking and / or changes in legislation. In the left-hand column, you will see

the named policies; in the right-hand column you will see the changes. All policies have been discussed and agreed by the staff and committee. Please remember that parents can request for a policy to be reviewed at any time and be involved in the review if they want to be.'

Admissions	<ul style="list-style-type: none"> ● Minor grammatical and word changes. ● Added word 'targeted' to clarify the type of two year old funding. A non-refundable registration
------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>fee is charged when your place is offered. This registration fee is charged for all children except those receiving <u>targeted</u> two-year old funding.</p> <ul style="list-style-type: none"> ● Removed wording: 'Children can attend for a minimum of two sessions per week (2.5 or 3 hours per session) and a maximum of 37.25 hours per week (8:30 – 3:45 each day).' ● Added explanation of late pick up and maximum time - 'Children can attend for a minimum of two sessions per week (2.5 or 3 hours per session) and a maximum of 35.00 hours per week (8:30 – 3:30 each day) Where requested and available if a child is booked in for late pick up, this will be a maximum of 37.25 hours. (08.30-15.45 each day).'
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Arrivals and Departures	<ul style="list-style-type: none"> ● Changes made: the words 5 minutes from the following sentence have been removed - 'The main gate is open for parents to come into the garden 5 minutes before the children go home.'
-------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Behaviour	<ul style="list-style-type: none"> • Changes made to reflect the inclusion of the 5 to thrive model onto our approach to behaviour: <p>‘Staff have attended training on the ‘5 to thrive’ model and apply this to support children using 5 steps, each designed to support positive feedback processes for the child. The model</p>
-----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>includes five steps which are ‘talk, play, relax, engage and respond.’ Further information on this can be found here: <u>Five to Thrive - An attachment-based approach to positive parenting.</u>’</p>
Broadmoor Alert Procedure	<ul style="list-style-type: none"> • Removed wording - ‘Since decommissioning their 13 sirens, they are working closely with Thames Valley Police to’. This is no longer needed as it happened so long ago.
Complaints	<ul style="list-style-type: none"> • No changes made
Confidentiality	<ul style="list-style-type: none"> • No changes made

Curriculum	<ul style="list-style-type: none"> • No changes made
Employment and Staff Training	<ul style="list-style-type: none"> • No changes made
Equal Opportunities	<ul style="list-style-type: none"> • No changes made
Fees	<ul style="list-style-type: none"> • Changes made to the wording regarding 2 year old funding, to reflect the government changes made in April 2024: • 'Parents of two year olds may be eligible for 15 funded hours through targeted two year old funding or working parent criteria. Please see the Bracknell forest website for more details regarding this by following this link. Early years entitlements Bracknell Forest Council (bracknell-forest.gov.uk). If you are eligible for

	<p>funded hours for either criteria, you will be given a reference number which will need to be shared with us.'</p> <ul style="list-style-type: none"> ● Clarification of which 2 year old funding and addition of EYPP in the following sentence. 'The registration fee is charged for all children except those receiving targeted two-year old funding or EYPP'. ● Changes made to clarify that all funded children (2 & 3,4 year olds) are invoiced a service charge - 'We also charge a service charge for funded children aged 3 & 4 years old, which is included in your invoice'. ● Changes made - 'Our fees, including service charge, are reviewed by the Pre-school Manager and Committee every spring each year. <ul style="list-style-type: none"> ● Changes made - It is likely that they will increase by a small amount each year and this increase will come into force each September April. ● Remove Fees will not normally increase at any other time of the year. <ul style="list-style-type: none"> ● Changes made - If we have to increase fees or the service charge during the year for reasons beyond our control and for the best interest of the Pre-school's financial stability, parents will always be given 28 days advance notice of this.
Food and drink	<ul style="list-style-type: none"> ● Minor grammar and word changes made

Health	<ul style="list-style-type: none"> ● Changes made- Parents are asked on their registration forms if they would like their child to have their own or the Pre-school's sun cream
--------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>(children's factor 50) applied during the session. If they would prefer for their child to use their own, they are asked to provide this and leave this in their bag at all times. They should also sign a 'permission to apply' form. Should parents wish for their child to use the Pre-school suncream (children's factor 50), this should also be indicated on their registration form.</p>
Hygiene	<ul style="list-style-type: none"> ● No changes made
Nappy Changing and Toilet Training	<ul style="list-style-type: none"> ● Remove word - We aim to treat all children as individuals and consequently our nappy changing procedure differs for each child. ● Added - 'Except in the event of a student learning this procedure, in which case they will be closely supervised by a permanent qualified member of staff'. To recognise that there might be times when a student needs to change a nappy as part of their course and learning.
Oral Health Policy	<ul style="list-style-type: none"> ● Add the words / events to the sentence - i.e-special occasions / events.
Parents as partners	<ul style="list-style-type: none"> ● No changes made

Photographs and videos	<ul style="list-style-type: none"> ● No changes made
Safeguarding	<ul style="list-style-type: none"> ● Added - At their home visit, parents are asked to confirm who has parental responsibility for the child in order to assess who is allowed to collect if parents are separated, and this is discussed where necessary to ensure that the information is understood.

Safety	<ul style="list-style-type: none"> ● No changes made.
Settling in	<ul style="list-style-type: none"> ● Added more examples of written information - These include written information (email information, access to our website, a Welcome Booklet and other literature) ● Change of wording to the following: 'We run show round visits on an individual basis and an Open Morning in the Summer term for new parents and children where they are introduced to our practices and procedures and we can answer any queries'. ● Change Information session to Open Morning to reflect the session we now hold.
Social Media	<ul style="list-style-type: none"> ● No changes made.
Special Educational Needs (SEND)	<ul style="list-style-type: none"> ● No changes made.

Student Placement

- **Minor word and grammar changes only: The Pre-school Manager will ensure that students attending the setting meet the 'suitable person' requirements.**