

PROSPECTUS

POLLYANNA PRE-SCHOOL CIO

REGISTERED CHARITY NUMBER:
1214009





WELCOME

Welcome! Pollyanna Pre-School CIO has been running from the community centre in the heart of Stoke Mandeville since 1983 (Previously Pollyanna Pre-School) and has nurtured generations of local children. The preschool is registered with and inspected by Ofsted and complies with the Welfare Requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) (2025).

Our charity run preschool has recently undergone the process to convert the charity structure to a Charitable Incorporated Organisation (CIO).

Our promise will continue through the CIO that we will deliver quality early years education to the children of our community. Our values and aim of our preschool will remain and continue to serve our local community for many years to come.



ABOUT US

Our Vision

At Pollyanna Pre-School CIO, we are committed to creating a nurturing, stimulating, and safe environment where young children can explore, learn, and grow.

Our Aim

At Pollyanna Pre-School CIO we aim to foster a love of learning and provide a strong foundation for future education in a warm welcoming atmosphere in which your child's confidence and independence can grow.

Our Philosophy

We believe that every child is unique and deserves a learning experience tailored to their needs. Our play-based approach encourages curiosity, creativity, and social development while ensuring that children develop essential early literacy, numeracy, and problem-solving skills.

Pollyanna Pre-School CIO adhere to the 1:5 staff/child ratio for children aged 2 and 1:8 for those 3 and above as appropriate with the Early Years Foundation Stage Safeguarding and Welfare requirements.

As of September 2026, we are open Monday to Friday 9.00am – 3.00pm. Term dates are available on our website. Offering up to 30 hours of government early years education funding per week.



EARLY YEARS FOUNDATION STAGE (EYFS)

The EYFS is formed with overarching principles, four of which are guiding principles that shape practice in early years. These are:

Every child is a unique child, who is constantly learning and can be resilient, capable, confident, and self-assured.

Children learn to be strong and independent through positive relationships.

Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.

Importance of learning and development. Children develop and learn at different rates.

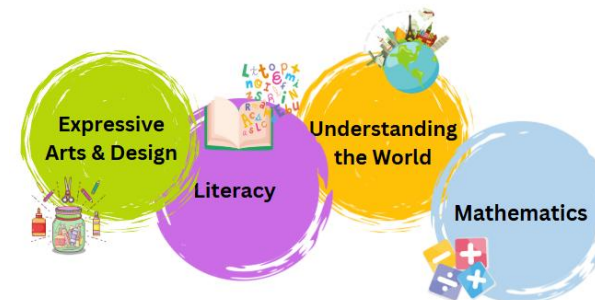


EARLY YEARS FOUNDATION STAGE (EYFS)

There are three **prime** areas of learning, which are particularly important for your child's development and future learning:



There are four specific areas of learning, through which the prime areas are strengthened and applied



Our curriculum is designed to support the development of children, focusing on:

- **Language and Literacy:** Encouraging communication, storytelling, and early reading skills.
- **Mathematics:** Introducing numbers, patterns, and problem-solving through interactive play.
- **Creative Arts:** Encouraging self-expression through music, dance, and art.
- **Physical Development:** Enhancing fine and gross motor skills through outdoor play and structured activities.
- **Personal, Social, and Emotional Development:** Promoting confidence, cooperation, and independence.



OFSTED
(2881420)

As we have recently converted to a Charitable Incorporated Organisation (CIO), we are now recognised as a newly registered charity. This change means that our current registration with Ofsted is also considered new, and therefore any previous inspection outcomes or gradings no longer apply to us under our new legal status. At present, the CIO does not hold an Ofsted grading and is officially classed as ungraded until a new inspection takes place.

However, Pollyanna Pre-School's Ofsted outcome and grading is presented in the next slide...

11th July 2024

This Provision is GOOD!

What is it like to attend this early years setting?

Children arrive at this inclusive nursery, happy and eager to start their day. They, along with their parents and carers, are greeted enthusiastically by a dedicated staff team. Children beam when they see staff members and they enjoy being in their company. Children understand the rules and routines of the nursery, helping to cooperate with each other, such as during tidy-up time. Children new to the setting are carefully inducted to make the transition as smooth as possible. Children quickly form strong relationships with their key person and enjoy comfort and cuddles when they are feeling tired or a little unsettled. The setting supports families very well and it follows the children's routines established at home. Children enjoy close, nurturing relationships with their familiar adult, and staff know the children very well. Staff plan challenging activities covering all curriculum areas to motivate and engage children in their learning. Additionally, they use props and resources to read stories expressively, capturing children's focus and attention. Children are confident communicators who use a wide range of vocabulary. Leaders and staff also provide great support for children with special educational needs and/or disabilities (SEND). They work closely with parents and professionals to gather all the necessary information and advice to create individual support plans for children with SEND. All children are well prepared for their next steps in learning and when they move to school.

You can find the full report here: <https://reports.ofsted.gov.uk/provider/16/140849>



OUR SETTING

Facilities and Resources

Our preschool is equipped with modern learning materials, a safe outdoor play area which has been recently extended to accommodate our evergrowing community, and a welcoming environment where children feel comfortable exploring and discovering new things. We have recently extended the garden.





PRESCHOOL LIFE

A typical day looks a little like this in our routine:

Timing	Activity
9:00 – 9:15	Arrival & settling in
9:15 – 9:30	Morning Circle Time
9:30 – 11:15	Free flow / Outdoor / Indoor play / exploration / Rolling Snack
11:15 – 11:35	Adult-led activities & focused play
11:35 - 11:45	Tidy up time
11:45 - 11:55	Story time
12:00 – 12:30	Home Time / Afternoon Session Arrival / Lunch
12:30 – 12:40	Circle Time
12:40 – 14:15	Free flow / Outdoor / Indoor play / exploration / Rolling Snack
14:15 – 14:30	Adult-led activities & focused play
14:30 – 14:40	Tidy-up
14:40 – 15:00	Home time routine

Preschool Rules:

At Pollyanna Pre-School CIO,
we encourage children to follow
our preschool rules:





Online Learning Journal



At Pollyanna Pre-School CIO, we use Tapestry, a secure online learning journal, to record and celebrate your child's progress and achievements during their time with us. This interactive platform allows us to share photos, videos, and observations of your child's learning journey, providing a wonderful insight into their experiences at pre-school.

As a parent, you will have secure access to your child's journal and can view updates, leave comments, and even contribute your own observations from home. This partnership between home and pre-school helps create a more complete picture of your child's development.

We encourage you to regularly check Tapestry and engage with the posts. If you have any questions about using the platform, please don't hesitate to speak to a member of our team.

We look forward to sharing your child's learning adventure with you!

Parent Information

Key Person

We operate a Key Person system during your child's preschool journey. They are responsible for meeting the individual needs of the children in their care, including observing, monitoring and keeping progress records. This will help your child's key person to plan and prepare activities that will interest your child and support their development.

Staff are normally available at the end of each session to talk to parents, however, please feel free to make an appointment to see your child's key person at any time should you feel the need.

Snack & Lunch

We provide fresh fruit and vegetables with carbohydrates for snack twice a day. Children are offered milk / dairy alternative or water at snack times. We take dietary requirements into consideration to ensure all children are offered the same or an alternative.

As the setting does not have the facilities to provide hot meals, children are required to bring in a packed lunch if they are attending the afternoon sessions.



Parent Information

Parent & Committee Involvement

We value the input of parents and community members in shaping the preschool experience. Our preschool has an active committee that works closely with staff to enhance the learning environment, organise events, and support fundraising efforts. We encourage parents to participate in meetings and share their ideas to help us create the best possible experience for our children.

We believe in strong communication and collaboration with parents. Regular updates, meetings, and events ensure that parents stay informed and involved in their child's learning journey.



Equality of Opportunities

Pollyanna Pre-School CIO is an inclusive setting, which promotes and values equality of opportunity for all our children and families. A copy of our Equality of Opportunities Policy is available in our policy folder as well as our website.

SEND

In accordance with our Ofsted registration, we are required to have regard to the DfE's Code of Practice on the identification and assessment of special needs, and to provide welcome and appropriate learning opportunities for all children. We have one member of staff responsible for coordinating all special need measures and work closely with the Bucks Early Years Inclusion Team. A copy of our Special Educational Needs policy can be found in the policy folder and on our website.

Parent Information

Clothing & Uniform

We have a uniform bearing the preschool's logo, a red sweatshirt and polo shirt. These are optional; however, we do find that the children like wearing them.



You can order your child some uniform from PL Schoolwear:
<https://plschoolwear.co.uk/shop/aylesbury/pollyanna-pre-school>

Collection is free from their shop in PL Schoolwear, Unit 1 & 2, Goodchild Park Way, Aylesbury, Bucks HP18 0PE.



We ask parents not to dress their children in “best” clothes for their time at Pollyanna. Although aprons are provided for cookery, arts, crafts and messy play we cannot guarantee that their clothes will remain unspoiled. We ask that your child brings a bag of spare clothes into preschool daily for them to change into, if necessary, even if they are toilet trained.

Whatever the weather, we encourage learning and playing outdoors. Please ensure that your child has enough warm clothing, coat, and wellies for the wet months. In the summer, please ensure your child has a sunhat and is wearing sun-cream.

We recommend that suitable footwear be worn at all times (not flip flops) and **all clothing must be clearly labelled with your child's name.** Pollyanna Pre-School are registered with “Stikins” who provide simple name labels that will allow us to earn a small commission on any order quoting our fundraising code: 35558

Parent Information

Social Media

You can find out what the children at our setting have been getting up to regularly. You will be able to find us on Facebook and Instagram.

We will try our utmost best to ensure that children's faces are not posted onto any of our social media platforms. If you do not wish for your child(ren) to be included in any social media photos, please ensure this is stated on the consent form during the registration process.



Follow Us On



www.facebook.com/PollyannaPreSchool



[@pollyanna_preschool](https://www.instagram.com/pollyanna_preschool)



Admissions & Fees

Admissions: At Pollyanna Pre-School CIO, we strive to make the admissions process smooth and transparent for families.

Our admissions criteria are on a **first come first serve** basis, with a few circumstantial exceptions which are listed in our admissions policy.

Fees: Our private fees for non-funded children and funded children taking additional hours are £7.50 per hour. If applicable, fee invoices are generated half termly and for the first half term, your first invoice is emailed to the main parent contact. Invoices are then emailed to the preferred bill payer provided via Tapestry invoicing thereafter.

Consumables are chargeable for funded places at the following rate: a fee of £2 per single session (morning or afternoon) or £2.50 per full day session will be charged.

Where parents/carers are unable or unwilling to pay, we will ask for parents to supply their own snack, wipes and ask for product donations to ensure we are able to maintain the pre-school to a high-quality standard. Families in receipt of government financial support ie. Universal Credits or Early Years Pupil Premium will be exempt from consumables fees.

There is a £25 admissions fee which is refundable within the first few weeks of the child starting at Pollyanna Pre-School CIO for children eligible / accessing the government funded hours with our preschool.

Fees are payable half-termly.

The table on the following page shows when you can access the working parent funded support:



Admissions & Fees

When your child is 9 months old	When you can get your hours from	When to apply
1 September to 31 December	Term starting on or after 1 January	The term before 1 January
1 January to 31 March	Term starting on or after 1 April	The term before 1 April
1 April to 31 August	Term starting on or after 1 September	The term before 1 September

Funding Code Validity Dates

Validity dates affect when the funding is accessible. Please see below the example for Autumn funding:

Validity Start Date	Must be on or before 31st August
Validity End Date	Must be on or later than 1st September, or start date (if after start of term)
Age of Child	Must be the relevant age by 31st August

Enrolling with Pollyanna Pre-School CIO

- We welcome children aged 2 until reception school age to join our preschool. Our enrolment process includes:
- Completing and submitting our online application form on: www.pollyannapreschool.org.uk/admissions
- A tour of our facilities
- £25 admissions fee is required as part of enrolment. This is refundable upon starting with us should your child be eligible for government childcare funding.
 - *(Families that are in receipt of government financial support are exempt from the admissions fee)*
- 2x Settling-in Sessions
 - First session will be scheduled for an hour. You will be given your child's new starter forms at this session.
 - Second session will be scheduled for two hours, which you will be able to leave your child for the period providing we have received your completed new starter forms.
- After the settling-in sessions, your child will start their regular sessions. If additional time is needed to help them settle, their key person will work with you to create a tailored support plan.
- Where possible, we will arrange a home visit for each new starter to support families and children familiarise with their key person
- Our intake of new children is half termly





Helping Pollyanna Pre-School CIO



Pollyanna Pre-School CIO is run by volunteering parents who help with the running of the preschool and help organize fundraising events. Without the committee, the preschool would not be able to legally operate and support your children in this lovely village setting.

Donating to Pollyanna Pre-School CIO: The aim of Pollyanna Pre-School CIO is to enhance the development and education of children through purposeful play in a safe, caring, happy and stimulating environment following the principles of the Early Years Foundation Stage. This is achieved by providing a wide range of activities suitable for the age and stage of children in their care and by promoting all aspects of their development.

We are a non-profit making charity, and we rely heavily on government funding. Current funding levels were set by the government most recently in April 2026. This rate does not consider significant cost increases including new pension contribution rules and successive annual rises to the national minimum and living wages and other factors that are required to ensure the smooth running of the preschool.

There are a few ways that you can support Pollyanna Pre-School CIO to raise funds towards the children's equipment and activities, and some that won't even cost you a penny!! With all the online shopping, there are some companies that will donate a percentage to charities such as us.

Community Centre

Eskdale Road

Stoke Mandeville

Bucks

HP22 5UJ

Phone: 01296 256000 / 07746 750945

Website: www.pollyannapreschool.org.uk

- Manager (Emma) manager@pollyannapreschool.org.uk
- Deputy Manager (Dawn) deputy@pollyannapreschool.org.uk
- Administrator (Esther) admin@pollyannapreschool.org.uk
- Chair (Nikitta) chair@pollyannapreschool.org.uk

Contact Us

