



# LLANFAES C.P. SCHOOL

Beilihelig Road, Brecon, Powys, LD3 8EB

Headteacher: Mrs C North (RI)

Deputy Headteacher: Mrs A Morris (RI)

Setting Leader: Miss C Bailey



## LLANFAES CAMAU BACH LLANFAES LITTLE STEPS Statement of Purpose

Llanfaes Little Steps/ Camau Bach is a setting for children of the age of 3 and 4 years. We are registered with Care Inspectorate Wales (CIW Registration Number W02000387). We are registered for 21 children. The setting is based at Llanfaes CP School and is managed by the Setting Leader, Headteacher and a designated group of the school Governing Body. It is provided through Powys County Council. The responsible individual is Mrs C North and Mrs A Morris and the person in charge is Miss C Bailey.

Llanfaes Little Steps/ Camau Bach is open during school term times. It does not operate during school holidays.

From the term after your child's 3rd birthday, children are entitled to 10 hours funded by the Welsh Assembly Government (WAG). This can be taken as 2 hrs per day over 5 days. Our funded sessions are 9:00 - 11:00 am or 1:00 - 3:00pm.

The aim of Llanfaes Little Steps/ Camau Bach is to provide quality, accessible 3+ funded sessions as well as offering all day wrap around care if required. We follow the curriculum for funded non maintained nursery settings to provide engaging experience in a welcoming effective environment  
The **Vision** of the setting is:

### WATER

**Well Being      Ambitious      Together      Evolving      Respecting**

#### The Setting

The setting is based in a designated Llanfaes Little Steps/ Camau Bach unit with direct access to an enclosed outdoor play area. Access to the setting is through double wooden doors past the canteen. Please do not park in front of the canteen area only in designated parking bays. Also contained within the unit are toilet and wash facilities. In addition to the main designated accommodation the group have access to the school hall we use for lunchtime and physical activities such as music and movement. We also have access to the school grounds including the field. We have no pets within the setting.

General access to the unit is through their own entrance which is security protected and is used exclusively as an access for the "Llanfaes Little Steps/ Camau Bach" children.

All visitors are to use the main school entrance and sign in.

The setting is open from 9am to 3pm and children can access the After School Club until 5.15pm at a cost of £7.50. The Welsh Assembly Government funded hours are 9:00am - 11:00 am and 1:00pm - 3:00pm. Additional hours can be accessed at a cost of £6.40 per hour.



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Children can access the school Breakfast Club from 8am at a cost of £2.00. The setting is only open during school term. Parents agree to arrive with their child 9.00 - 9.10am, or 1:00 for funded hours. Under normal circumstances parents agree to collect their child at 11:00am or 3:00pm for funded hours

## Staffing

Staff are appointed by the Management Body and are responsible to that body. Contracts and salaries are maintained with the support of Powys County Council Personnel and Payroll Department. Sufficient staffing is available to ensure that at least two members of staff are on duty at all times. The ratio of one member of staff to a maximum of 8 children is maintained and the largest number in one group will be 8. The person in charge (Miss C Bailey) is on duty at all times.

Mrs C North (Responsible Individual)



Mrs A Morris (Responsible Individual)



Miss Jessica Parry - Setting Leader (ALNCO) (Currently on Maternity Leave)





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Miss Courtney Bailey - Acting Setting Leader



Miss Billie Pfeiffer- Setting Assistant



Mrs Elisa Parry - Setting Assistant





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## Admission Policy

All children are entitled to 10 hours per week from the term after their third birthday funded by the Welsh Assembly Government. All applications for a place as a 3-year-old in the setting need to be made via Powys County Council. Please visit

<https://en.powys.gov.uk/article/1158/Applying-for-a-School-Place> for applications.

Admissions will contact parents directly with the sessions that have been allocated.

## Language

The main language of the setting is English although incidental Welsh is used and the development of a Welsh vocabulary is encouraged. Where children are from homes where other languages are used as the first means of communication then the setting will make every effort to provide appropriate support both for the child and in communicating with the parents.

## Routines

Children will arrive for the start of their funded hours 9:00am - 11:00 am for morning session or afternoon sessions 1:00pm - 3:00pm. The children access a range of activities such as playdough, sand, water, cosy corner, home corner, painting, outdoor play, forest fun, small world, messy play etc.

Mid-morning and mid-afternoon there will be time for a snack with fruit (provided by parents) and drink (provided by parents). Parents should come to the Little Steps/ Camau Bach entrance to collect their children.

- Arrive in school, settle in.
- Registration/ dinner register. Carpet time
- Children led play
- Toilet and hand washing
- Snack time
- Children led play
- Story and song time
- Home time

## Registration Details

A full registration form will be completed by parents on entry and this information will be recorded on a secure data base similar to that set up for the main school. Only the school secretary and Llanfaes Little Steps/ Camau Bach staff will have access to the data.

Under GDPR, the following data only will be retained:

- Name of child
- Address



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- Date of Birth
- Home Telephone number
- Mobile Telephone number
- Email
- Child's Doctor
- Any Medical or Dietary Needs
- Emergency Contact Numbers
- Consent form for local visits.
- Consent form to access internet

## **Additional Data**

Under GDPR, all parents are also required to complete a consent form regarding photographs, communication and personal data.

## **Behaviour and Sanctions**

We follow the Incredible Years policy of praise and encouragement. However, the setting does have a Behaviour Policy which identified expectations and procedures for developing a level of self-discipline. The policy includes sanctions which may be implemented in order to support the policy. Such sanctions will involve the withdrawal of certain activities and may ultimately lead to exclusion. In all instances parents will be kept informed of any sanctions implemented and the reasons for the action.

We hope that the policy provides a firm but fair structure for creating a happy, relaxed atmosphere. We believe that relationships should be built on trust and understanding. We are concerned about the wellbeing of our children and wish to create an atmosphere in which the child feels safe and secure in the knowledge that any problems which may arise will always be attended to promptly and with appropriate degrees of sensitivity and firmness. We work on praising positive behaviour.

## **Emergency Arrangements**

In the event of unforeseen circumstances which would cause us to close the setting at short notice the following arrangements will be put in place.

In the event of snowfall, power failure, or any other emergency which causes the closure of the setting during opening times, we will:

- Attempt to contact parents by phone so that they may collect their children.
- Attempt to contact parents or named relatives or friends who have been approved to act on parent's behalf in emergency situations.
- A Schoop message sent out.



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- The school website will be updated to provide information relevant to any closures. Parents of children in Llanfaes Little Steps/ Camau Bach can access this at [www.llanfaes.powys.sch.uk](http://www.llanfaes.powys.sch.uk)
- In the last resort, where it is impossible to contact a responsible person, staff will ensure that children are kept safe and secure at the setting until contact is made.
- If a parent is late collecting their child a charge of £6.40 per every half hour will be made.

## Equal Opportunities

As a setting we believe that all children are equal and deserve equal opportunities and it is our policy to ensure the reality. In order to achieve this, we give access to equal opportunities for all of our children regardless of sex, ethnic background, home language, physical abilities or needs.

## Complaints

If you have a complaint about any aspect of the setting, please:

- discuss it with Llanfaes Little Steps/ Camau Bach staff or Headteacher as soon as possible
- if the matter remains unresolved it should be brought to the attention of the setting's managing body
- in the final instance to CIW or the Early Years Partnership (contact details for these agencies are set out below).

All complaints will be recorded and acted upon. Parents may have access to the complaint form.

## Terms and Conditions

If a parent is late collecting their child a charge of £5.00 per every half hour will be made. Invoices for extra hours are sent out at the start of each half term and are to be paid 2 weeks after invoices are sent via cash or cheque. If money is not paid there will be a reminder letter sent out for monies to be paid as soon as possible. If there is still an outstanding balance, your child's extra hours will be reduced to educational hours only.

## Policies

Llanfaes Little Steps/ Camau Bach has policies on the following:

- Equal Opportunities
- Health and Safety
- Additional Learning Needs
- Child Protection and Safeguarding
- Behaviour Policy
- Accident and Incident policy
- Admissions
- Complaints
- Confidentiality & GDPR
- Exclusion of ill children



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- Medication
- Nappy changing
- Outings
- Social Media

Parents may have free access to all of the above policies simply by making a request to Llanfaes Little Steps/ Camau Bach Staff. This document will be reviewed every 12 months.

## Important Contact Details

CIW will be informed when any changes to the setting are made.

The following people may be contacted at any time with any queries, questions or complaints:

**Mrs Catherine North**

Headteacher

Llanfaes CP School

Beilihelig Road

Brecon

Powys

LD3 8EB

Tel: 01874 623326

E-mail: [office@llanfaes.powys.sch.uk](mailto:office@llanfaes.powys.sch.uk)

**Miss C Bailey**

Llanfaes Little Steps/ Camau Bach

Llanfaes CP School

Beilihelig Road

Brecon

Powys

LD3 8EB

Tel: 01874 623326

E-mail: [office@llanfaes.powys.sch.uk](mailto:office@llanfaes.powys.sch.uk)

**Mrs Jackie Williams**

Chairman

Llanfaes Little Steps/

Camau Bach Governing Body

4 Waunberllan

Llanfrynach

Powys

Brecon

Early Years Partnership

School Services

County Hall

LD1 5LG

Tel: 01597 826111

**CIW - Welsh Government**

Government Building

Picton Terrace

Carmarthen

SA31 3BT

0300 7900126