



# STEPPING STONES PRE-SCHOOL





## The Oaks

The Oaks is a Nursery and Activity Centre for boys and girls from 3 – 11 years old. It has no religious affiliation - we value parents and pupils of all faiths and none.

*My intention is that the Centre aims to work with parents to help children grow into caring, well-balanced individuals who have a good understanding and strong commitment to develop:*

- ❖ *personal qualities that help the society in which we live*
- ❖ *an appreciation of others*
- ❖ *the tools for a healthy lifestyle*
- ❖ *tolerance and compassion to build a positive future*

Christine Redgrave, Proprietor, 2011



Dear Parents,

Thank you for your interest in Stepping Stones Pre-School at The Oaks. The aim of this booklet is to show you the facilities and opportunities we offer.

Stepping Stones started many years ago as the nursery department of Eastcourt Independent School in Goodmayes. Over time its popularity grew so that we now want to expand, allowing more flexibility for working parents and preparing children not only for Eastcourt but also for any other school they wish to attend.

We hope that this information proves useful and encourages you to want to know more. If that is the case do contact us. We would love to hear from you.

Yours sincerely,

# Personal, Social and Emotional Development



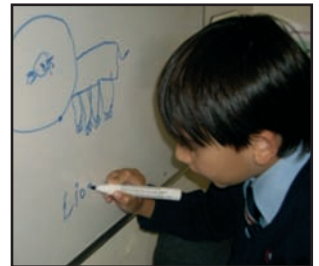
- ❖ we have a positive approach to learning and discovery about the world about us
- ❖ we have confidence in ourselves; we want to do things and we value our own achievements
- ❖ we can get on, work and make friends with both children and adults
- ❖ we understand and follow the rules which we need to help us look after ourselves, other people and the environment
- ❖ we can dress and undress ourselves and look after our personal hygiene
- ❖ we are respected, and respect other people



# Communication, Language and Literacy



- ❖ we can speak and listen to another person, or in small or large groups
- ❖ we are always adding to our vocabulary
- ❖ we can use words to describe what we do
- ❖ we are getting to know the sounds and letters of the alphabet
- ❖ we listen to and talk about stories
- ❖ we can handle books and know the kind of things they contain
- ❖ we know the purpose of writing and can make our own attempts at it



# Problem-solving, Reasoning and Numeracy



- ❖ we are building up ideas about quantity, using counting to find out how many
- ❖ we discover patterns of numbers and objects
- ❖ we find out about measure, using apparatus for length, weight and time
- ❖ we learn how to find a result by adding more or taking away from the amount we already have
- ❖ we use maths in everyday situations, at mealtimes, playtimes, story-times





# Creative Development



- ❖ we use paint and materials to make pictures and objects we can recognise
- ❖ we listen and react to different kinds of music and have a chance to use instruments to make our own
- ❖ we dance together or on our own as exercise, as expression of how we feel, as a discipline to work with others, and as a reaction to the music we hear
- ❖ we speak and write sounds and words for entertainment and for self-expression
- ❖ we listen to and tell stories together to better understand how others feel, or how we would feel
- ❖ we pretend and role-play to experience moods, feelings, and narratives for ourselves



# Physical Development



- ❖ we use apparatus and music to help gain control over big movements we can make with arms, legs and bodies
- ❖ we get better at running, jumping, hopping, skipping, rolling, climbing and balancing
- ❖ we learn how to control small movements we make with our arms, wrists and hands
- ❖ we get better at using tools, writing implements, objects and materials
- ❖ we learn how to look after our bodies and why it is so important





# Knowledge and Understanding of the World



- ❖ we find out about the natural and man-made world
- ❖ we learn to select and use the right tools for a task
- ❖ we begin to understand about past and present in our own lifetime and beyond
- ❖ we find out about our own and other cultures through stories, music, art and dance
- ❖ we learn about our own locality, its special features, and the wider world
- ❖ we learn about computers and other IT devices and how to use them



# Staff Profiles

We have 4 qualified playleaders associated with the centre.

**Mrs Jane Forbes** is the person most often dealing with day-to-day enquiries. She also coordinates the Art Workshop and is very keen on projects making use of recycled materials.

The planning and overseeing of the Stepping Stones curriculum is coordinated by **Mrs Linda Sumner**. She works closely with **Mrs Lesley Morgan** and the playleading team.

Mrs Sumner and Mrs Morgan assisted and subsequently organised the Stepping Stones group at Eastcourt School. They have seized the opportunity to develop their success with these part-time groups into a more flexible full and part-time timetable in the surroundings offered by the Oaks.

**Mrs Vikki Pontefract** designed and now leads the Performing Arts section. An experienced and talented dancer/teacher, she has a wealth of experience across the age range from 3 - 18+, nurturing many of our pupils at Eastcourt from their first steps in this field right through to successful careers.

**Mr Ian Greenwood, Mrs Christine Redgrave** and **Miss Emma Redgrave**, all qualified teachers and playleaders, complete our experienced team, sharing their time between Eastcourt and The Oaks.

## Registration and Admission

Please register early so that we can consider you for a 3+ place. If you want to join Eastcourt School, indicate this on the form so that you are invited to the screening sessions in December. Late applications are considered if a vacancy occurs, but these children are not automatically included in the Eastcourt screening process. There is no provision for EAL or SEN pupils at Eastcourt.

## Fees

Fees are listed on a separate sheet, payable each month. Payment is made before 6pm on the first of each month, by cash or cheque at the Oaks or Eastcourt Office. Vouchers are accepted, paid in the same way. Late payments incur penalties, and you will be asked to pay any bank charges caused by cheque irregularities.

## Hours

The full range of options are listed on a separate sheet. We are open from 7.30am to 6pm throughout the year.

## Attendance, Absence

Parents should telephone the Centre about any absences before 9 o'clock on the first day. A written note will be needed on the child's return.

## Breakfast, Lunch, Tea, Snacks

Sample weekly menus are enclosed, showing the choices on offer.

## Reports and Parents Days

A detailed written report is sent to parents at the end of the Summer Term, and a copy forwarded to the child's primary school. Informal assessment is ongoing, providing information about development in all areas of learning. Parents are welcome to speak briefly to staff when they deliver or collect children. Staff make appointments to see parents once a term to discuss general progress, but may see parents informally as necessary. Appointments can be made for longer meetings, but any concerns which are not routine should be dealt with immediately.

## School Rules and Policies

A copy of the Oaks Rules is available for inspection in the office during open hours, as are policies covering Behaviour, Equal Opportunities, Complaints, Bullying, Child Protection, Educational Visits, Admissions, Health and Safety, Disability, Emergency, Sex and Relationship Education, and Recruitment and Selection.

## Uniform

We have attempted to minimize the amount of uniform needed (see separate list). Children wear tracksuits with PE kits underneath for warm weather. They should have a waterproof coat/jacket and wellington boots.

## Contacting Us

The first point of contact at The Oaks Centre is the Administration Officer during opening hours. The telephone number is 0208 597 9171. An answer machine is available during out-of-hours.



*The 247 bus runs from Barkingside to Romford (stop on Collier Row Road) and the 62 bus runs from Barking to Collier Row (stop at City Pavilion), both 3 minutes walk from The Oaks.*

## The Oaks Activity Centre

Collier Row Road, Romford, Essex RM5 2DD

Telephone: 0208 597 9171 Email: [oaksactivitycentre@btconnect.com](mailto:oaksactivitycentre@btconnect.com)

Website: [www.oaksactivitycentre.co.uk](http://www.oaksactivitycentre.co.uk)

email: [oaksactivitycentre@btconnect.com](mailto:oaksactivitycentre@btconnect.com)

Telephone: 020 8597 9171