



Scalliwags Pre-School CIO
www.scalliwags.org



Our Prospectus

The Nursery Unit, Paddock Wood Community Centre, Paddock Wood, Kent, TN12 6EB
The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL
Registered Charity No. 1179340
Ofsted Registration Nos. 2831937 and 2686577



Scalliwags Pre-School CIO

Paddock Wood Setting:
The Nursery Unit,
Paddock Wood Community Centre, Maidstone Road,
Paddock Wood,
Kent, TN12 6EB

East Peckham Setting:
The Village Hall,
Bush Road,
East Peckham,
Tonbridge,
Kent, TN12 5LL

Our Trustees

Tracey Brechtelsbauer	Begnat Robichaud	Clare Sharp
Chairperson	Bursar	Secretary
Safer Recruitment Prevent Duty Level 3 Safeguarding Children	Safer Recruitment Prevent Duty Level 1 Safeguarding Children	Safer Recruitment Prevent Duty Level 1 Safeguarding Children

01892 835980

admin@scalliwags.org

www.scalliwags.org

Our Management Team

Carly Austin	Tracey Brechtelsbauer	Victoria Ridge
Early Years Manager (PW), DSL	Executive Manager	Early Years Manager (EP), DSL, QTS
CACHE Level 3 Early Years Educator Designated Safeguarding Lead training Level 2 Health & Safety Level 2 Food Hygiene Paediatric First Aid	BA Dual Hons Economics and German Diploma in Teaching English as a Foreign Language Safer Recruitment trained Level 3 Safeguarding Children	BA Hons Sociology with Education Designated Safeguarding Lead Training Level 2 Health & Safety Level 2 Food Hygiene Paediatric First Aid.
	Jane Beattie	
	Executive Assistant	
	Senior Secretarial Certificate (SSC) Level 1 Safeguarding Children	

Our East Peckham (EP) Team

Jane Perry	Kelly Watson	Victoria McCulloch
Deputy Early Years Manager SENCo, Deputy DSL	Early Years Practitioner	Senior Early Years Practitioner, QTS
Level 3 Early Years Educator Level 2 Food Hygiene Level 3 Safeguarding Children Paediatric First Aid	Level 3 Early Years Educator Level 1 Safeguarding Children Level 2 Food Hygiene Paediatric First Aid	BA Hons Primary Education Level 1 Safeguarding Children Paediatric First Aid

Our Paddock Wood (PW) Team

Rachel Genty	Jenny Phillips	Charlotte Traynor
Deputy Early Years Manager Room Leader SENCo, Deputy DSL	Room Leader, QTS Planning Lead EAL Co-ordinator	Room Leader, SENCo
Level 3 Early Years Educator Level 3 Safeguarding Children Level 2 Health & Safety Level 2 Food Hygiene Paediatric First Aid	BA Hons Film Studies Level 3 Safeguarding Children Level 2 Health & Safety Level 2 Food Hygiene Paediatric First Aid	BA Hons Childhood Studies Level 3 Safeguarding Children Level 2 Health & Safety Level 2 Food Hygiene Paediatric First Aid

Olivia Noble	Steff Wicker	Ellie Moore
Early Years Practitioner	Early Years Practitioner	Early Years Practitioner
Level 3 Early Years Educator Level 1 Safeguarding Children Paediatric First Aid	Level 3 Diploma for Children and Young People's Workforce Level 1 Safeguarding Children Paediatric First Aid	Level 3 Early Years Educator Level 3 Safeguarding Children Paediatric First Aid

Jade Oliver	Helen Morris	Janice Godley
Early Years Practitioner	Early Years Practitioner, in training	Early Years Practitioner – Bank
Level 3 Early Years Educator Level 1 Safeguarding Children Level 2 Food Hygiene Paediatric First Aid	Level 1 Safeguarding Children Paediatric First Aid	Level 3 in Playgroup Practice Level 1 Safeguarding Children Paediatric First Aid

	Megan Salter	
	Lunchtime Supervisor	
	Level 2 Early Years Practitioner. Level 1 Safeguarding Children, Paediatric First Aid	

A Warm Welcome

Scalliwags Pre-School CIO has been established for over 35 years, and we now operate from two settings, Paddock Wood and East Peckham. We are an experienced Pre-School, well known to the local community.

Children are encouraged to develop independence with the support of warm and passionate staff. Our curriculum is organised to ensure that children lead and find their own voice, as well as integrating current events whether that be Christmas, Diwali or the King's Coronation!

We take pride in celebrating our community and cultural focus. We are a local neighbourhood Pre-School, with staff rooted in and around the area, most of whose children have attended the Pre-School themselves.

The Pre-School is run by an elected Committee which comprises a minimum of three Trustees (all currently ex parents of Scalliwags). The Committee are responsible for reviewing policy and practice and work closely with the Executive Manager to ensure the best possible care for the children at our Pre-School. Our Annual General Meeting, at which point the Committee for the following year is elected, is usually held in term 6. A folder of our policies is available, at the Setting, for you to borrow and read at your leisure or can be viewed via our website.

Our Aim

To provide a fun, stimulating and secure environment where children can develop individuality and independence, whilst learning through play. In our community-based provision, we work very closely with parents and carers to help achieve the best possible outcomes and to ease the transition to life at primary school.

We wish you a very warm welcome to Scalliwags Pre-School and wish your child every success in their early years.

Tracey, Carly and Victoria

The Management Team

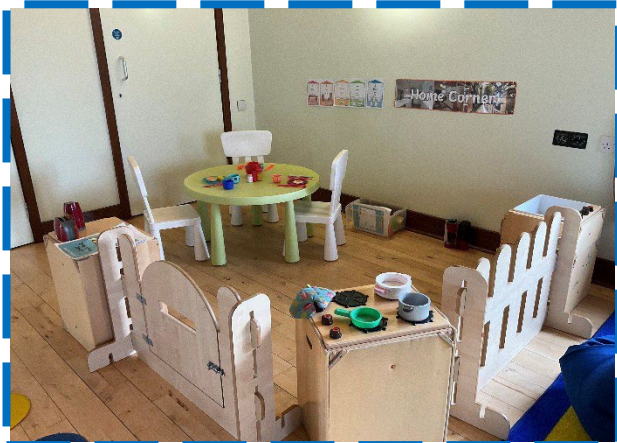
Paddock Wood



Session Times in Paddock Wood

	From	To	From	To
Monday	9.00am	12.30pm	12.30pm	3.30pm
Tuesday	9.00am	12.30pm	12.30pm	3.30pm
Wednesday	9.00am	12.30pm	12.30pm	3.30pm
Thursday	9.00am	12.30pm	12.30pm	3.30pm
Friday	9.00am	12.30pm	12.30pm	3.30pm

East Peckham



East Peckham Forest School

Children that attend the Scalliwags setting in East Peckham have the opportunity to attend Forest School on Wednesday mornings. We attend East Peckham Primary School and are supported by their Forest School teacher, Mrs Wheddon.

The children are able to access the natural environment in all weather, allowing them to develop a relationship and build experiences with the natural world.

Forest School puts emphasis on practical skills and practitioners will teach skills and topics that fall within the national curriculum. Topics covered are weather, minibeasts, environment, keeping safe outdoors and building.



Forest School provides hands on experiences in a natural environment.



Forest School benefits lots of children who may find a classroom setting challenging to learn in, as it provides ample space for physical freedom, and the opportunity to use our 'outdoor' voices. This style of learning provides a safe, supportive environment that may be better suited to some children's preferred learning styles.

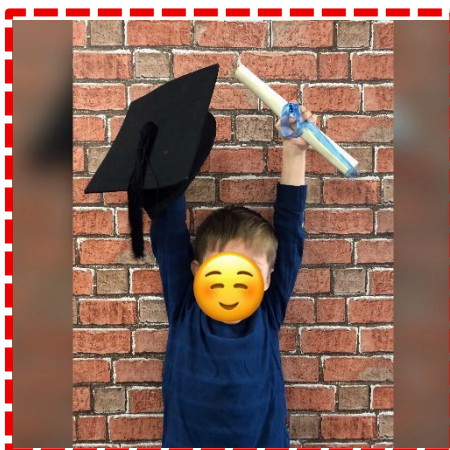
Forest School provides plenty of opportunities for physical development, from fine motor skills to gross motor skills, and lots of fun exercises too. This helps to develop an awareness of our bodies; our physical capabilities and limitations.



Session Times in East Peckham

	From	To	From	To
Monday	8.45am	12.15pm	12.15pm	3.15pm
Tuesday	8.45am	12.15am	12.15pm	3.15pm
Wednesday	8.45am	12.15am	12.15pm	3.15pm
Thursday	8.45am	12.15am	12.15pm	3.15pm
Friday	8.45am	12.15am	12.15pm	2.15pm

Your Child's Early Education



Ethos

Children can attend either full or half days, although our older children are encouraged to attend for at least one full day in preparation for primary school. The daily sessions cover the seven main areas of development and allow the children to be active learners whilst thinking critically and learning through play. Our children are encouraged to investigate, communicate and engage in the activities around them. To grow in confidence and become independent individuals. Staff model words, behaviour and respect, they support child lead activities and initiatives and nurture the enquiring mind.

Keyperson

The keyperson system gives each member of staff particular responsibility for just a few children. They will make observations and take photographs of your child; these records will be kept in a folder. The keyperson maintains links with the child's home and the setting, working with parents through shared record keeping ensuring that all children are supported in reaching their full potential. Parents will be invited to attend regular consultations to discuss their child's progress and view folders.

Curriculum

We aim to support each child to develop their full potential, working at their own individual pace. The keyperson system enables us to plan a curriculum tailored to the needs and interests of each individual child. Our curriculum covers the seven main areas of the early learning goals and education programme as set out in the Early Years Foundation Stage (EYFS) Framework, by making full use of our indoor and outdoor facilities.

Areas of Learning and Development

Personal, Social and Emotional Development

- ✓ Making relationships
- ✓ Self-confidence and self-awareness
- ✓ Managing feelings and behaviour

Children build relationships with each other through play and develop ideas together. They are encouraged to share interests and show each other respect for others around them, including staff. Children are guided to manage their feelings, including recognising, and expressing emotions.

Physical Development

- ✓ Moving and Handling
- ✓ Health and Self-care

Children's physical development is encouraged in different ways, for example when out and about on outdoor excursions or practicing their fine motor skills through peeling fruit.



Communication and Language

- ✓ Listening and attention
- ✓ Understanding
- ✓ Speaking

Children grow their ability to communicate through small group conversations, story-telling and singing. Children are guided to listen carefully and be curious; asking questions about what sessions involve. Staff ask children to share their thoughts and feelings and repeat new vocabulary to expand their language.

Literacy

- ✓ Reading
- ✓ Writing

We tell stories, and real stories as well as singing rhymes. We have a good library of books available for the children. Children have ample opportunity for mark making. We use various resources and materials for children to practise their fine motor skills.

Understanding the World

- ✓ People and Communities
- ✓ The world
- ✓ Technology

Children learn about their own culture and the practices of others to enable them to thrive in a diverse environment. Parents and extended families are invited to celebrate and share their special days with us. The photo to the right shows a child colouring in a picture from Diwali, as well as our project in growing beans in line with Jack and The Bean Stalk.



Expressive Arts and Design

- ✓ Exploring and using media and materials
- ✓ Being imaginative

In circle time, children sing and dance and express themselves with each other and staff. Children design and make constructions using a variety of different materials and tools; often making their own little masterpiece.

Mathematics

- ✓ Numbers,
- ✓ Shape, space and measure

Children enjoy games, stories and rhymes to develop their counting skills. Children have available to them lots of different objects as well as play such as water or sand to engage shape learning. They learn the mathematical names of different shapes.



Characteristics of Effective Learning: -

Playing and exploring – engagement

Finding out and exploring.
Playing with what they know.
Being willing to 'have a go'.

Active learning – motivation

Being involved and concentrating.
Keeping trying.
Enjoying achieving what they set out to do.

Creating and thinking critically – thinking

Having their own ideas.
Making links.
Choosing ways to do things.



Fees, Funding and Admissions

Funding

Our Executive Manager and Executive Assistant are here to support and help with any Funding.

What you are entitled to is available to be found on the government website, in which you can fill out a self-assessment: <https://www.beststartinlife.gov.uk/eligibility-checker>. However, we have made a small summary below to assist you with what might be available.

You will need to complete a Parent Declaration form for any funding your child may receive. 30-hour codes should be renewed every three months.

FF2 2-year-old funding	If you have a household income of £15,400 or receive any of the following benefits: income support, job seekers allowance, working tax or child tax credits, you may be able to get two-year funding. You can also be entitled if your child has an EHCP, is a looked after child, or claiming Disability Living Allowance.
15 hours funding	All three- and four-year-olds are entitled to 570 hours of funded early education per year, which is usually taken as 15 hours a week. This universal entitlement starts from the start of the full first term after they turned 3.
30 hours funding for working parents	Working parents may be entitled to 1,140 hours of funded early education, from aged 9 months. You must apply for a code, and this is refreshed every 3 months. Please note that Scalliwags accepts children from 2 years.
Tax Free Childcare	The Government's Tax-Free Childcare scheme means that for every £8 you pay into this account, the government will pay £2 to the provider. If you are eligible, you will need to set up an online childcare account which will have a TFC number to provide to our Executive Manager / Assistant.
Childcare Vouchers	This might be offered by your employer as a company benefit.

Please note the following cut off dates for Universal funding and Working Families funding for 3 & 4 year olds: -

- Children who turn 3 between 1st April & 31st August, funding is available from September.
- Children who turn 3 between 1st September & 31st December, funding is available from January.
- Children who turn 3 between 1st January & 31st March funding is available from January.

Please note the following cut off dates for Working Families funding for 2 year olds: -

- Children who turn 2 between 1st April & 31st August, FF2 funding is available from September.
- Children who turn 2 between 1st September & 31st December, FF2 funding is available from January.
- Children who turn 2 between 1st January & 31st March FF2 funding is available from January.

The Pre-School is registered with KCC for the Free for Two Scheme (FF2). This is not a universal offer and is subject to meeting certain criteria. Parents are advised that a child's eligibility is based on certain criteria which can be explained by the Settings' office staff or found through the link above.

Please note the following cut-off dates for Free For 2 Funding: -

- Children who turn 2 between 1st April & 31st August, FF2 funding is available from September.
- Children who turn 2 between 1st September & 31st December, FF2 funding is available from January.
- Children who turn 2 between 1st January & 31st March FF2 funding is available from January.
- The Pre-School can apply for Early Year's Pupil Premium on behalf of eligible children.
- Please use the link on the previous page to check for eligibility for any of the Government's current childcare funding options.

Funding Pattern of Delivery

- East Peckham 9.15am-3.15pm
- Paddock Wood 9.30am-3.30pm
- The first 30 minutes of the day are not covered by funding but charged at £3.50 a time.
- These charges are entirely optional and are not a condition of accessing a funded place. Parents can choose to delay the day by half an hour and just attend for the funded hours as per the pattern of delivery above

Fees

- Fees are currently £7.00 per hour; sessions total 3.5 hours in the morning and 3 hours in the afternoon. Fees are to be paid in advance, per half term.
- Flexible payment plans are available, please see the Executive Manager to discuss your needs. Fees continue to be payable if a child is absent without notice, or for a short time. In cases of prolonged absence, parents should consult the Management Committee about fee payment. Each child's attendance at the Pre-School is conditional upon continual payment of any necessary fees.

Admissions

- Due to popular demand, it is often necessary for us to operate a waiting list for children wishing to be enrolled. We arrange our waiting list according to the following:-
- Looked After Children;
- Date at which application was received;
- Siblings already attending the setting;
- Date of birth;
- The vicinity of the home to the setting.

Places will be offered in accordance with our Pattern of Delivery for Funded and non-funded (fee paying) places.

We would advise parents to put their child's name forward at the earliest opportunity.



Culture and Celebration



Scalliwags

Community



Experience



Policies

We operate under a strict set of policies which are reviewed on a regular basis. A hard copy is always available for parents/carers to view (please ask any member of staff). Our current policies can also be viewed on our website.

Discriminatory Behaviour/Remarks

They are not acceptable in the Pre-school. We aim to be sensitive to the feelings of the victims and help anyone responsible to overcome their prejudices.

Food

The Pre-school will meet medical, cultural and dietary needs. The Pre-School provides healthy snacks twice a day and children who attend the morning session or all day are invited to bring in a packed lunch. Children are encouraged to only have water in the drink bottles.

Language

We will endeavour to meet the needs of families whose first language is not English. Any bilingual/multilingual children or adults would be a benefit to the Pre-school. They will be valued and respected in the Pre-school.

Additional Needs

The progress of children is monitored 3 times a year, with particular attention paid to Personal, Social and Emotional Development, and Physical Development. Activities encourage these skills, and individual planning by key persons means there is a continuous circle of Observation, Assessment and Planning.

Should the Progress Tracker Indicate that a child is not progressing for their age/stage then the keyperson /SENCo will arrange to speak to the family so that together, we can help your child by putting specific strategies in place. We will also work with outside agencies such as Speech and Language and Specialist Teaching Services to ensure the appropriate levels of support are in place for your child.

We are proud of our accumulated knowledge from experience over the years; our SENCo has a wealth of expertise in supporting the individual's Keyperson to complete Support Plans and prepare EHCPs.

The number of staff in the Pre-school enables us to provide individual attention to each child. We work in close liaison with other professionals across the range of additional needs. If you would like to discuss the pre-school's ability to meet your own child's special needs, please talk to the Early Years Managers, SENCo or your child's keyperson.

Role of Parents

We recognise that parents are the first and most important educators of their children. Our Pre-school aims to support parents in their role.

Parents are welcome to:

- visit the pre-school as part of people who help us theme;
- be part of our stay and play activities, sports day events, leavers' celebrations;
- give feedback any time, but in particular through parent/carer questionnaires to help shape how the management team make decisions about the pre-school;
- attend our AGM, parents' evenings and any other parent meetings;
- attend training workshops and conferences run by the Early Years Alliance, KCC and the NHS;
- assist with fund-raising.

Parents are required to:

- communicate any changes in circumstances;
- ensure that their child's attendance is regular;
- support the Government initiative for early years healthy eating by providing a healthy and balanced packed lunch with age-appropriate portion sizes;
- share with staff any developmental concerns they may have;
- share with staff any professionals who become involved with the care of their child or family;
- Pay any invoices in a timely manner.

If you would like further information or wish to arrange a visit, please speak to a member of staff who will happily organise this for you.

We look forward to welcoming you and your children at Scalliwags.

With best wishes,

The Team at Scalliwags Pre-School CIO

Tel: 01892 835980
admin@scalliwags.org

Last updated on 13 March 2026