



# Ladybird Playgroup Thriplow

## Prospectus

Ladybird Playgroup, School Lane,  
Thriplow, Royston,  
Herts, SG8 7RH

CIO Charity No: 1162435

Tel: 01763 208055

Email: [ladybirdplaygrouphthriplow@gmail.com](mailto:ladybirdplaygrouphthriplow@gmail.com)

Website: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)



## Feedback from Parents

- Do you and your child feel welcome, supported, safe, treated fairly and with respect?  
**100% Yes**
- Do you feel communication between yourselves and Ladybird is good, receive emails and newsletters from Ladybird and feel tapestry is a useful resource?  
**100% Yes**
- Are you happy with the range of facilities available at Ladybird both indoors and outdoors and is there a good range of activities and topics covered at Ladybird  
**100% Yes**

Ladybird Playgroup is a vibrant and fun setting. We provide Early Years Foundation Stage guided care and development for up to 24 children, aged two and a half to school age. It has been running for over 25 years and is now operating in a modern purpose-built building in a rural setting, on the Thriplow Primary School site.

The playgroup is a Charitable Incorporated Organisation (CIO) run by the management and voluntary parent Trustees. It has a dedicated staff of appropriately qualified and experienced workers, employed in accordance with Cambridgeshire County Council and Young People Services.



## Aims of Ladybird Playgroup

Our aims are to enhance the development and education of all children under statutory school age. By effectively communicating with parents, this enables parents to understand what we provide for their child.

This is achieved through offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in all activities of such groups. Thus, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.

- a) To provide a rich and varied learning experience for all children between two and a half and school age, through the Early Years Foundation Stages statutory framework. We ensure that we take into account individual needs to achieve effective learning for all children.
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- c) Instigating and adhering to and furthering the aims and objectives of the Early Years Alliance.





## The Playgroup Setting

Ladybird Playgroup is situated within the grounds of Thriplow Church of England Primary School in a building constructed for the purpose in 2011.

There is a small outdoor play area with a safe play surface which is fenced off and has a child resistant gate. This area is always kept closed and secure.

The downstairs of the building comprises of a front lobby, main playgroup room with a secure kitchen area for food preparation. Accessible children's toilets, and hand washing facilities. There is a large room upstairs, and a small office area.

To the rear of the main playgroup room are sliding doors which lead on to a sectioned off area in the wildspace.

Appropriate measures have been taken to ensure the security of children and staff within the premises.

Alice McGinty (Early Years Practitioner) has completed the Health and Safety course and is the designated Health and Safety Officer. All staff are paediatric first aid trained.

## Ladybird Management

Ladybird Playgroup is a Charitable Incorporated Organisation (CIO), which is run by voluntary parent Trustees and a great team of qualified staff. The Committee is involved in planning and running fundraising events such as the Christmas Party; reviewing/agreeing the Playgroup's policies and procedures and much more besides.

### ***Staff Members***

Sharon McGinty - Lead Practitioner  
Michelle Fairweather - Deputy Lead Practitioner  
Alice McGinty - Early Years Practitioner  
Georgie Sims - Early Years Practitioner  
Sarah Williams - Early Years Practitioner  
Karen Brogan - Relief Early Years Practitioner  
Angela Mulholland - Administrator

### ***Committee Members***

Sarah Wells - Chairperson  
Meghan Bonner - Treasurer  
Kate Noble - Secretary  
Ann Robertson - Fundraiser  
Tracey Dervish - Policy Lead  
Anya Kothari - Committee Member  
Caroline Short - Committee Member  
Sharon McGinty - Committee Member  
Michelle Fairweather - Committee Member



## The Playgroup day

The day-to-day operation of Ladybird Playgroup is the responsibility of Sharon McGinty (Playgroup Manager / Lead Practitioner) who is employed in line with the Cambridgeshire County Council requirements.

Enjoyable quality play and care will be provided for children aged two and a half years to school age during school term time only. The playgroup sessions will be available from 9.10am to 2.50pm (Due to COVID-19 - to return to 9am-3.15pm when COVID-19 restrictions lift) for a sessional fee, per child, of (current on 1<sup>st</sup> September 2020):

9.10am - 1pm: £20.00

12pm - 1pm (This slot is unavailable currently due to COVID-19): £5.00

1pm - 2.50pm: £11.25

Due to the COVID -19 restrictions placed on early years and educational facilities, we are currently asking parents and guardians to drop their child / children off at the main gate to the school between 9.10/9.20am where Ladybird staff will meet and greet the children and will safely escort them to the building.

At the end of the session, the child or children will be escorted by Ladybird staff to the main gate where they will be collected by their parent or guardian at 1pm for a morning only session or between 2.50/3pm for a full day session.

All children are being asked to bring in a healthy snack and are offered a choice of milk or water to drink. It is anticipated that Ladybird Playgroup will return to offering the snack from January 2021 in accordance with COVID-19 guidelines. Adult led, structured activities as well as free play are initiated during the day, both inside and outside, linked to the children's interests.

Ladybird Playgroup provide Early Years Foundation Stage guided care and development for up to 24 children per session.

Parents must have their child's/children's sessions pre-booked half termly and paid for in full when the relevant bills are issued. We work on a first come, first served, basis and parent or guardians will have plenty of reminders and opportunities to access the sessions they require.

We offer both 15 hours and 30 hours funded places to all eligible children attending the setting.



A variety of activities are offered covering the whole age range and stages of development. Opportunities for creative and challenging play and development are offered. These are planned with individual children as well as the whole group in mind to maximise their enjoyment and to further develop their social and behavioural skills as well as their academic progress.

Some of the topics covered include date specific activities. Examples include Chinese New Year, Diwali, and Christmas. In addition, subject areas linked to children's interests are covered, such as, pets, firefighters, and vehicles. Topics which are inclusive for families are also covered, such as Dad's week and Mother's Day Tea.

Suitable activities are provided for the pre-school age children in their year before school, such as a structured PE session (this proves VERY popular!) and weekly library book loans, to help prepare them for 'big school'. We do 'stepping up' activities, which include watching school plays in the school hall and having story time in the 'Ants' reception classroom.

Ladybird Playgroup is on the Thriplow Church of England Primary School site but it is not a direct feeder playgroup for the school. The playgroup welcomes children from all faiths and religions. It should be noted that the Playgroup performs a Christian based Nativity at Christmas.





## **Settling New Children In**

Each child has a key worker, who will get to know them well and be their main carer at Playgroup. The key worker will ensure that your child is settling-in well and making lots of friends. We work closely with parents to find out about their child and respond to their likes and dislikes.

Parents are always welcome and actively encouraged to come along for a play session with their child. Just speak to your key worker to organise this. We also welcome parents who have an interesting vocation or hobby, such as playing an instrument, to attend a session and give a short talk or demonstration to the children. *Unfortunately, due COVID 19 we are not able to facilitate the above at this time. We are able to offer 1.1 Saturday visits to support the induction of new children.*

## **Children's Development**

At Ladybird Playgroup, we work closely with parents to learn about the children and to provide updates on their development and progress. We use the Tapestry Online Journal to record the children's development. Parents are asked to sign up so that they can see what their child's key worker has written. Parents can also contribute their own observations.

## **Policies and Procedures**

Policies and procedures for Ladybird Playgroup are developed and documented with the support of the Early Years Alliance and are updated on a rolling basis. These are readily available for all parents and staff to access. Parents and staff are expected to make themselves aware of the contents of these policies and abide by them.



## Optional uniform

Playgroup uniform is available to buy from our uniform supplier Total Clothing Shop. Second hand uniform can be bought from the Playgroup office. Please ask a member of staff for details.

## Fees

Fee are charged per session. Please refer to the '[Admissions](#)' section of our website for an up-to-date breakdown of current fees.

Extra sessions can sometimes be accommodated on a one-off basis and just need to be booked in, in advance.

*Prior to COVID-19 we operated a Breakfast Club from 8am to 8:50am, daily, unfortunately we have taken the difficult discussion to suspend this service, we are reviewing this decision every 6/8 weeks. We aim to reopen Breakfast Club as soon as COVID-19 restrictions are lifted and allow for it to be operated safely.*

When Breakfast Club is operational it provides a service for children four years and over to accommodate the onsite primary school children at a cost of £5.00 for the first child and £4.75 for any siblings per session.

## Funding for Early Years Education

All 3 and 4 year old children are entitled to 15 hours funding, from the term after their third birthday. Some 2 year old children are also eligible, beginning from the term after their second birthday. Please see the [Cambridgeshire County Council](#) website for details. Application forms, to apply for funding, are available from the Playgroup office.

We offer up to 30 hours of funded childcare per week for working parents who meet the Government's eligibility criteria. Please use the following link for more information: <https://www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/free-30-hours-childcare-for-working-parents/>





## Results of the Parent Questionnaire\*

- Do you and your child feel welcome, supported, safe, treated fairly and with respect?  
**100% Yes**
- Do you feel communication between yourselves and Ladybird is good, receive emails and newsletters from Ladybird and feel tapestry is a useful resource?  
**100% Yes**
- Are you happy with the range of facilities available at Ladybird both indoors and outdoors and is there a good range of activities and topics covered at Ladybird  
**100% Yes**

*"Thank you!"*

*"Ladybird's have accommodated us brilliantly in the COVID aftermath"*

*"Ladybird have been a lifesaver for me and my husband as keyworkers during the pandemic. This helped try to keep a normal life as possible and made things much easier. We are forever grateful."*

*"Thank you for all your hard work this year. X has loved going to Ladybird and looks forward to returning"*

*"I think the staff are amazing and provide me with a real lifeline during lockdown both in and out of the setting. I don't know what I would have done without them"*

*"Thank you to everyone, X always has the best time at Ladybird's and you will be missed when she goes to school"*

*"As stated before Ladybird staff are outstanding and offer an excellent service"*

*"Well done everyone! Ladybird is a very special place indeed. I shall miss being part of it but we wont be far away!"*

\*21 families responded



## Admissions - How to Apply

Please download the playgroup Booking Form (PDF) from [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk), fill in your child's details and return the completed form to [LadybirdPlaygroupThriplow@gmail.com](mailto:LadybirdPlaygroupThriplow@gmail.com) or by post to:

Ladybird Playgroup  
School Lane  
Thriplow  
Royston  
Herts SG8 7RH

If you have any questions or queries about the Booking Form, please don't hesitate to contact us on 01763 208055.

**If you need any more information, please contact Ladybird Playgroup using the details on the front page. We look forward to getting to know you and your child and welcoming you very soon.**