



## **Ladybird Playgroup Thriplow**

# **Prospectus**

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

CIO Charity No: 1162435

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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 years to Primary school age. It has been running for over 30 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 years to school age, through the Early Years Foundation Stages statutory framework. We ensure that we consider 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 Learning 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 a front lobby, main playgroup room with a secure kitchen area for food preparation. Accessible 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 onto The Wild space, a wild meadow.

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. There is always paediatric first aid trained staff on site.

## **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 recruitment, planning and running fundraising events, reviewing/agreeing the Playgroup's policies and procedures and much more besides.

### ***Staff Members***

Sharon McGinty – Lead Practitioner  
Alice McGinty – Deputy Early Years Practitioner  
Georgie Sims – Deputy Early Years Practitioner  
Rachael Bray - Early Years Practitioner  
Karen Brogan - Early Years Practitioner  
Gemma Tompkinson – Finance

### ***Committee Members***

*See list on website or poster in setting.*



## **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 child led play and care will be provided for children aged two years to school age during school term time only. The playgroup sessions will be available from 09:00 to 15:15 for a sessional fee, per child, see Fees (current 2025):

09:00 – 12:00

09: 00 - 1:15

09:00 - 15:15

Ladybird Playgroup provides 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 parents 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, giving opportunities for creative and challenging play and development daily. These are planned with individual children's Next Steps and interests as well as the whole group in mind to maximise their enjoyment and further develop their social and behavioural skills as well as their academic progress. The children are encouraged to make their own play choices throughout their sessions.

Some of the topics covered include date specific activities. Examples include Chinese New Year, Easter, 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.

We provide weekly library book loans, to encourage shared literacy at home. During the Summer term we have transition activities, which include watching school plays, visits and storytime to Thriplow School 'Ants' reception classroom. All efforts are made to organise similar transitions to other schools.

Ladybird Playgroup is on the Thriplow Church of England Primary School site, but it is not a direct feeder for the school.



The playgroup welcomes children from all faiths and religions.

Examples Below:



Luna new Year



Diwali



St. George's Day

## **Settling New Children In**

Each child has a Key Worker and Buddy allocated to them, who will get to know them well and be their main carers at Playgroup. The Key Worker will ensure that your child is settling-in well. 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. 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. We organise 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 children's development. Parents are asked to sign up so that they can see what their child's Key Worker has written. Parents are encouraged to contribute their own observations.

## **Policies and Procedures**

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



## **Optional uniform**

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

## **Fees**

Fees 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.

Breakfast Club provides a service for children aged 3 years and over to accommodate the onsite primary school children. Sessions for Breakfast Club run from 8am to 9:50. Early Bugs (without Breakfast) is from 8:30. Discounts are offered for siblings.

## **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. Qualifying 2 year old children are also eligible, from the term after their second birthday. Please see the [Cambridgeshire County Council](#) website for details and Updates. 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 have been a lifesaver for me and my husband.*

*"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 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 won't 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](tel:01763208055).

**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.**