

ORCHARD PRESCHOOL, PLAYGROUP & HOLIDAY CLUB

TERMS OF USE OF LUSTLEIGH VILLAGE HALL & LUSTLEIGH ORCHARD

Commenced on: 14th November 2019

To be reviewed: August 2020

The terms set out in the document have been reviewed and agreed to by:

Orchard Preschool: Elizabeth Ruffles (Chairman of Orchard Preschool Management Committee)

Lustleigh Parish Council: *(name & position)* _____

Lustleigh Village Hall: *(name & position)* _____

Orchard Preschool, Playgroup & Holiday Club Details

Organisation Name: Orchard Preschool & Playgroup

Address: Lustleigh Village Hall, Lustleigh, Newton Abbot, TQ13 9TA

Charity Number: 1036897

Ofsted Registration Number: 106167

Main Contact: Liz Ruffles

Main Contact Position: Chairman

Main Contact Address: Brookfield House, Challabrook Lane, Bovey Tracey, TQ13 9DF

Main Contact Email Address: elizabethruffles@hotmail.co.uk

Main Contact Telephone Number: 07971 950316

Managers Name: Gemma Houghton

Email: orchardpreschool@gmail.com

Telephone Number: 01647 277546

Orchard Preschool, Playgroup, Nursery & Holiday Club

Charitable Purpose

We are a parent-involving community based group providing a safe, secure and stimulating environment for children. The preschool offers a tailored curriculum promoting the importance of outdoor play in the development of the child. Session themes centre around the natural environment with regular sessions held in our purpose made nature garden.

The aims of the Preschool, as set out in our constitution, are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by: 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 the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability; 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; Instigating and

adhering to and furthering the aims and objects of the Pre-school Learning Alliance. In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The focus for our activities remains centred on delivering the statutory framework of the early years foundation stage with a special emphasis on nature inspired learning through play. All activities must adhere to the policies and procedures set out by Ofsted. This benefits the children as they develop their social and emotional skills in an exciting and engaging environment, exploring the natural world through play. We have no religious affiliation and are open and welcome to all children and their families. We have excellent facilities and can accommodate children with disabilities and special educational needs. We seek to involve parents, carers and the wider community in the preschool, playgroup and holiday club, and hold termly activities directly involving the local community. We are very grateful to our parent volunteers who work very hard and make a big contribution to the overall running of the preschool and playgroup.

The pre-school and playgroup are overseen by a management committee made up entirely of parent volunteers. The management committee are responsible for the recruitment and retention of staff, the preschool and playgroups finances and equipment, and ensuring the welfare of all children in attendance. The committee forms the 'registered person' for Ofsted and has overall responsibility for ensuring all legal requirements are met. Parent volunteers are involved in the preschool, playgroup and holiday club in many other ways, from organising fundraisers, sharing hobbies and interests with the children, clearing out the cupboard to helping in the garden.

Orchard Preschool, Playgroup & Holiday Club Operating Details

1. Orchard operates a Preschool 4 days per week primarily from Lustleigh Village Hall
 - a. Preschool sessions operate on Monday, Tuesday, Wednesday & Thursday from 8.30am until 4.00pm
 - b. Orchard Preschool sessions take place for 38 weeks of the year, term time as follows:
 - i. Autumn Term – 9th September to 20th December 2019
 - ii. Autumn Half Term - 21st October to 25th October 2019
 - iii. Spring Term – 6th January to 26th March 2020
 - iv. Spring Half Term – 17th February to 21st February 2020
 - v. Summer Term – 14th April to 23rd July 2020
 - vi. Summer Half Term – 25th May to 1st June 2020
2. Orchard operates a nursery room 2 day per week primarily from Lustleigh Village Hall meeting room
 - a. Nursery sessions operate on Tuesday, Wednesday & Thursday from 8.30am until 4.00pm
 - b. Orchard nursery sessions take place for 38 weeks of the year, term times as above
3. Orchard operates a Playgroup, one morning per week primarily from Lustleigh Village Hall Meeting Room
 - a. Orchard playgroup sessions operate on Wednesday from 10am until 12noon
 - b. Orchard playgroup sessions take place for 38 weeks of the year, term times as above

4. Orchard operates a Holiday Club 3 days per week primarily from Lustleigh Village Hall
 - a. Orchard holiday club sessions operate on Tuesday, Wednesday & Thursday from 8.30am until 4.00pm
 - b. Orchard holiday club sessions take place for 8 weeks of the year, during the Easter and Summer Holidays, as follows:
 - i. Easter Holiday – 30th March to 9th April 2020
 - ii. Summer Holiday – 28th July to 3rd September 2020
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Orchard Preschool, Playgroup & Holiday Club – Terms of Use of the Village Hall

5. Orchard Preschool, Playgroup & Holiday Club operates primarily from Lustleigh Village Hall.
6. Orchard Preschool hires the Lustleigh Village Hall, Meeting Room, Kitchen & Common Areas to enable the ongoing delivery of the charities purpose, as described above.
7. Our hire agreement is made on an annual basis to guarantee all sessions.
8. During the hire sessions, Orchard Preschool will, to the best of their abilities, conform to the Lustleigh Village Hall hirers agreement. See appendix 1.
9. Orchard Preschool, Playgroup & Holiday Club agrees to be flexible with their session booking to accommodate other reasonable individual, group and organisation bookings taken throughout the year that would not have a detrimental impact on the safeguarding of the Children during its operating hours.
10. During its operating hours, Lustleigh Village Hall has given permission for Orchard Preschool to lock the Village Hall doors to ensure that we are fulfilling our Safeguarding Policies, protecting the children in our care.
11. When the Village Hall is shared with another hirer, Orchard Preschool will ensure that the door is unlocked and that the booked space is in an appropriately clean and tidy state for its users.
12. Orchard Preschool has been gifted the use of the Village Hall storage cupboard for the safe storage of all its resources and equipment. Orchard Preschool will endeavour to keep this space tidy and accessible, with clear access to the fire exit through the cupboard.
13. Any person wishing to access the Village Hall during our bookings will be asked to sign in to the Orchard Preschool visitor's book as part of our safeguarding procedures for both the children and adults who are in the setting during our booking.

Orchard Preschool, Playgroup & Holiday Club – Terms of Use of the Lustleigh Orchard Nature Garden

Lustleigh Orchard Nature Garden is a community space owned by Lustleigh Parish Council. Permission was given by the Parish Council in 2009 for Orchard Preschool & Playgroup to utilise the area to help aid the delivery of its 'Charitable Purpose', as stated above.

Orchard Preschool, Playgroup and Holiday Club agrees to adhere to the following terms when using this space;

14. Orchard Preschool & Playgroup is permitted to use the Lustleigh Orchard Nature Garden during its term time sessions (as specified in term 1.b.)

15. Orchard Preschool & Playgroup is permitted to use the Lustleigh Orchard Nature Garden during the hours each term time session is in operation (as specified in 1.a)
16. Orchard Holiday Club is permitted to use the Lustleigh Orchard Nature Garden during the session dates specified in term 4.b
17. Orchard Holiday Club is **only** permitted to use the Lustleigh Orchard Nature Garden from **8.30am until 12noon** on the days specified in term 4.b
18. Orchard Preschool, Playgroup and Holiday Club must seek the express permission of the Parish Council should they wish to use the Nature Garden outside of the dates and times stated above i.e for fundraising or PR purposes. Notice of additional use will be added to the Parish Council minutes and communicated to the village residents via the Parish Magazine.
19. Orchard Preschool, Playgroup & Holiday Club are permitted to temporarily lock the gate at the entrance to the Nature Garden but must leave the gate unlocked outside of session times in order for the wider community to access it.
20. Orchard Preschool are permitted to retain the following items in the Nature Garden, and use them only as described below;
 - a. Wooden fence, entrance archway and gate - to remain erected and in good condition around the agreed parameter of the Nature Garden
 - b. Vegetable and flower planting beds in a variety of sizes and positions throughout the Nature Garden – to plant fruit, vegetables and small plants as part of the early years learning, development and play curriculum
 - c. Wooden raised pond approximately 1m x 2m x 60cm in size – to encourage pond life and plants as part of the early years learning, development and play curriculum
 - d. Wooden Mud Kitchen and a variety of role play cooking and home making type equipment - part of the early years learning, development and play curriculum
 - e. Willow Dome – To act as a shelter and calm space as part of the early years learning, development and play curriculum
 - f. Sand pit - part of the early years learning, development and play curriculum
 - g. Story corner wooden chair and log seats - part of the early years learning, development and play curriculum
 - h. Wooden circular tree seating and bench – practical element of the garden space
 - i. Wooden storage containers – practical element of the garden space to store learning and play resources
 - j. Shade – to protect the children from the elements throughout the year. Must be made from a natural coloured material – greens, browns, creams. Must be taken down at the end of each session.
 - k. Variety of small learning, play and gardening equipment – stored away in the storage cupboards outside of sessions. Whenever possible, equipment sourced must be environmentally friendly and made from materials that do not make a high pitch sound when played with.
 - l. Reading and writing learning resources i.e chalkboard trees – part of the early years learning, development and play curriculum.
21. The Nature Garden must be left in a tidy condition at the end of each session
22. The Nature Garden must be risk assessed for damaged caused by use by the wider community at the start of each session
23. Soft landscaping inside the Nature Garden parameter must be maintained by Orchard Preschool and must consist only of carefully and, where possible locally sourced, mud, grass and non-toxic woodchip and typical indigenous planting that would be expected in the Devon countryside.

24. No musical instruments are to be used inside the Nature Garden by Orchard Preschool, Playgroup or Holiday Club.
25. No organised group singing activities (i.e. MusikGarten) should take place in the Nature Garden by Orchard Preschool, Playgroup or Holiday Club.
26. Gentle singing to help comfort children or as a teaching method (i.e 1,2,3,4,5... once I caught a fish alive...) can take place in the Nature Garden during session hours, but careful consideration must be given to volume levels wherever possible.
27. No permanent potting shed should be erected in the Nature Garden by Orchard Preschool, Playgroup or Holiday Club.
28. No fire pit should be erected in the Nature Garden by Orchard Preschool, Playgroup or Holiday Club.
29. All equipment retained in the Nature Garden must be kept in good condition and is the responsibility of the Preschool to maintain.
30. All plants and trees, with the exception of the apple tree, currently growing in the Nature Garden are to be maintained by Orchard Preschool.
31. The apple tree inside the Nature Garden remains part of the Orchard and is to be maintained by the Parish Council Orchard maintenance team.
32. All common areas outside of the Nature Garden parameter fence are the responsibility of the Parish Council and will therefore be maintained by the PC Orchard maintenance team.
33. The stone wall remains the responsibility of the Parish Council and Melrose Terrace residents. However, Orchard Preschool will ensure that any plant growth that affects the boundary is maintained by its staff and committee.

Orchard Preschool, Playgroup & Holiday Club – Terms of Use of the Lustleigh Orchard

Lustleigh Orchard is a community space owned by Lustleigh Parish Council. Permission was given by the Parish Council in 2009 for Orchard Preschool & Playgroup to utilise the area to help aid the delivery of its 'Charitable Purpose' statement, as stated above.

Orchard Preschool, Playgroup and Holiday Club agrees to adhere to the following terms when using this space;

34. Orchard Preschool & Playgroup is permitted to use the Lustleigh Orchard during its term time sessions (as specified in term 1.b.).
35. Orchard Preschool & Playgroup is permitted to use the Lustleigh Orchard during the times each term time session is in operation (as specified in 1.a).
36. Orchard Holiday Club is permitted to use the Lustleigh Orchard during the session dates specified in term 4.b.
37. During the Holiday Club sessions, Orchard Preschool must not use the area of the Orchard surrounding the Nature Garden after 12noon (the path leading to the Nature Garden and beyond down to the leat provides a natural boundary).
38. Orchard Preschool, Playgroup and Holiday Club must seek the express permission of the Parish Council should they wish to use the Lustleigh Orchard outside of the dates and times stated above i.e for fundraising or PR purposes. Notice of additional use will be added to the Parish Council minutes and communicated to the village residents via the Parish Magazine.
39. Orchard Preschool, Playgroup and Holiday Club must be considerate of other users of the Orchard at all times and be mindful of ensuring that core spaces including the play park, slide and bench areas are still usable by the general public when in session.
40. The Orchard must be left completely clear of all equipment at the end of each session.

41. Music and Movement sessions that take place in the Orchard must take place by the slide or at the end of the Orchard near the wooden bridge over the leat. Careful consideration must be given to the surrounding residents and organised group sessions will take place no more than once per week for the duration of 1.5hrs maximum.
42. Gentle singing to help comfort children or as a teaching method (i.e 1,2,3,4,5... once I caught a fish alive...) can take place in the Nature Garden during session hours, but careful consideration must be given to volume levels wherever possible.
43. It should be assumed that if an activity has not been covered by the terms of this agreement, permission should be sought from the Parish Council for that activity to be incorporated into the sessions, should the Orchard or Nature Garden be used for its delivery.

Procedure for change requests and complaints

Should a member of the public believe that Orchard Preschool, Playgroup and Holiday Club have not adhered to the terms of use during the period of this agreement, in the first instance a statement should be submitted by email to Orchard Preschool, Playgroup and Holiday Club using the email address on page one.

The Manager at Orchard Preschool, Playgroup and Holiday Club will respond directly by email.

If there are repeat breaches of any of the terms set out in this agreement that relate to the use of the Nature Garden or Lustleigh Orchard, a statement should be sent to the Parish Council Clerk.

If there are repeat breaches of any of the terms set out in this agreement that relate to the use of the Village Hall, a statement should be sent to the Village Hall Secretary.

If the Parish Council or Lustleigh Village Hall committee believe that the statement is correct, Orchard Preschool, Playgroup and Holiday Club will be contacted directly and could be asked to cease the activity in question, unless they can expressly explain how the activity works within the terms set out within this agreement.

If there are repeat breaches of any of the terms set out in this agreement, the Parish Council or Lustleigh Village Hall committee can cease this agreement with reasonable working notice, minimum 3 months.

Should Orchard Preschool, Playgroup and Holiday Club wish to make changes to this agreement, they must wait until the next review date. Any change requests must be submitted at the relevant Parish Council meeting, discussed by the councillors and voted on before entered into the next agreement.

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