

Appendix 5

Recommendations for Pre-School Education at Shell affiliated schools

Shell schools are expected to provide Pre-school education.

As per current International Mobility policy, eligible employees are entitled to some level of Pre-school support (please refer to the International Mobility policy for further details or consult SESD).

Pre-school education at Shell schools aims to provide children with a social community and the educational experiences which develop a positive approach to life and learning.

The pre-school provision in Shell Schools:

- Is called Pre-school in accordance to the vocabulary used in the International Mobility policy.
- Brings together children from the term they turn three to the term they turn four years old.
- Has trained professionals.
- Provides a structured and appropriate early years setting
- Has adequate and safe accommodation in accordance to HSSE regulations.
- Provides a maximum of 12.5 hours a week.
- Is well resourced with age appropriate equipment and materials.
- Delivers a curriculum in the English language. In case of different streams within the school, each of the languages of these streams will be spoken by one of the assistants or the teacher.
- Contributes to continuity within the school by working closely together with the Early Years department of the school.

The Pre-School Curriculum in Shell Schools

There are different educational programmes* available for this age group. It is up to the different schools to decide which programme they are to use, as long as they adhere to the curriculum recommendations.

It is recommended that the curriculum:

- Focuses on play as an essential gateway to learning.
- Is planned with careful attention to safety, exploration and growth.
- Is topic based; taking into account the themes of the EY programme.
- Responds to the child's ability and interests.
- Introduces the children to a wide range of stimulating activities which enhance their social, emotional and cognitive development.
- Provides the children with rich learning environments indoors and outdoors.
- Is organised so there is a balance between planned guided activities and free choice play.
- Works closely with families and provides feedback on the child's development.

It is recommended that Shell schools consult Improve Education on the suitability of the proposed curriculum which should be using the philosophy of the IPC IEYC Curriculum.

During a Pre-School session a child could experience:

- Circle time
- Singing
- Stories
- Creative play – e.g. sand, water, blocks, paints, dough, etc
- Outdoor play
- Structured play
- Role play

Recommendations for Policy Admissions Pre-School

The school year runs from 1st September until 31st August. Admission dates are as follows:

Date of 3 th birthday	Date of admission
1 st September – 31 st December	Beginning of Term 1
1 st January – 30 th April	Beginning of Term 2
1 st May – 31 st August	Beginning of Term 3

The child is expected to be toilet trained.

According to facilities available, the school can decide to allow younger children or give extra assistance in case of toilet training, (however this is an extra facility and is not required for Shell schools).

In case of admitting children that need toilet training, regulations on hygiene should be made according to HSSE standards.

School needs to communicate the school policy on admissions for pre-school clearly in the school guide/ school handbook.

Children leave Pre-school when they are admitted in Nursery

Recommendations for Policy Staffing Pre-school

To ensure consistent quality across Shell schools Pre-school provision we recommend that:

- Each pre-school class should have at least one qualified teacher, supported by at least one teaching assistant.
- There should be a maximum ratio of one qualified teacher to 20 children supported by teaching assistants (teaching assistant ratio 1 to 8 children wherever possible).

The teacher should hold a recognised teaching qualification – ideally with an early year’s specialist element in training or experience. The minimum requirements or equivalent of N.N.E.B. (U.K. qualification for early years/nursery teaching)

Recruitment of teachers is organised in a procedure as prescribed in the Shell handbook Section 5.01.

The head teacher and early years' team are expected to be able to make their own professional judgement on the appointment of teaching assistants, to make sure that the child/adult ratio is met. If assistants are not qualified or experienced, they should be willing to take an in-service and/or distant training if offered.

Like all teachers in Shell schools, the Pre-school teacher should be provided with a job description setting out general and specific responsibilities. The format and content of job descriptions are a matter for local decision but Improve Education have produced model job descriptions which may be adapted to suit individual schools.

It is recommended that in case of different streams within the school, each of the languages of these streams will be spoken by one of the assistants or the teacher.

It is recommended that there should be strong links between all early years' staff (pre-school, nursery and primary one).

Recommendations for Policy Health & Safety Pre-School

Pre-School health & safety recommendations:

- All children have the right to enjoy learning in a safe, healthy and secure environment. To ensure consistent quality across Shell schools pre-school provision we recommend that
- The teacher(s) and assistants should be aware of the nature of both what constitutes a hazard and what constitutes risk.
- That at least one of the teachers or assistants (per 10 children) is fully qualified in first aid.
- That all pre-school equipment is specifically age appropriate.
- That the equipment meets a recognised safety standard such as that of the UK or EU.
- That in the event of an accident or incident, staff is fully conversant with Health & Safety procedures such as first aid, fire drill/evacuation and who to contact for immediate support, if required.
- The building/location where the pre-school is situated is appropriate to the age group and meets health & safety standards with regard to (natural) light, warmth and cleanliness and safety equipment such as first aid kit(s) and fire extinguishers.
- That the building/facility has age appropriate facilities such as toilets and wash basins
- That outdoor equipment above 60 cm has an impact absorbing surface around it.

Recommendations for general Health and Safety precautions for Pre-school

	People	Energy	Activity	Contact	Environment
Place	Security to keep children in and intruders out	Fire prevention measures. Safe electricity/gas supply. Shade from sun outdoors	Enough space. Suitable floors/surfaces, light, ventilation, drainage etc.	No trip hazards, unstable heavy items, sharp projections, burn hazards	Enough fresh air; warmth. Not too much noise. No vermin/poisonous plants
Equipment	Equipment selected to be suitable for age strength and abilities of user	Fire safety equipment as advised by specialist. Safe gas/electric appliances etc.	Equipment selected to be suitable for the activity en maintained in good repair.	Large items out of the way. No sharp edges, rough surfaces, etc.	Make sure that other equipment cannot cause any harm.
Activity	Activities suitable for age, strength, perception, knowledge, skills etc.	Precautions against burns, scalds, excessive noise, dazzling, sunburn etc.	Remember that unsafe acts cause more accidents than unsafe places	Falls onto the head or from height are the most dangerous.	Be alert for fumes, harmful plants/animals, infections, poisons, sharp items etc. Suit activities to weather.
Control	Children supervised discreetly to prevent harm without inhibiting learning	Inspection/testing of fire safety equipment, gas and electrical appliances, etc.	Monitor activities to check that all risks are adequately controlled	Slowing children down will reduce the number and severity of collisions	Control ventilation, lightning temperature, shade etc. as necessary
Emergency	Everybody must know what to do in the event of illness or injury	Everybody must know the fire drill: raise the alarm and evacuate everybody fast.	Make sure that the emergency procedures cover activities away from base.	Children are vulnerable to fractures. Assess contact injuries very carefully.	Make sure that the emergency services can always attend unobstructed.