



We believe in
the best start
for every child



Dingley's
Promise

Prospectus



Welcome to Dingley's Promise!



At Dingley's Promise we are passionate about ensuring every child achieves their full potential.

We have been providing life changing support to young children with Special Educational Needs and Disabilities, and their families, across Berkshire since 1983. We grew from a pioneering group of parents in Reading who wished to support fellow families of children with SEND. We became a registered charity in 1988, and now we have centres in Wokingham, West Berkshire (Newbury), and Reading.

We have become recognised as experts in the field of Early Years provision for children with SEND and contribute to national conversations and campaigns, including lobbying the government to improve services for children with SEND and their families. Since 2018 we have been training early years practitioners across the country to make them more inclusive of children with SEND. As well as having a national impact, we remain true to our beginnings and keep the voice of families at the heart of everything we do.

Our centres and family support service are run by highly trained, professional, dedicated and caring teams that are committed to helping each child develop the skills and confidence they need for the future. You will have our full support from day one at Dingley's Promise, right through to when your child transitions either to a mainstream early years setting or to school. From the very beginning, we will share with you our Entry Exit Pathway that will be the basis for your child's transitions during the early years, and we encourage you to be involved in that journey throughout your time with us.

We look forward to working with you and your family, and celebrating your child's successes together!

Catherine McLeod MBE
Chief Executive



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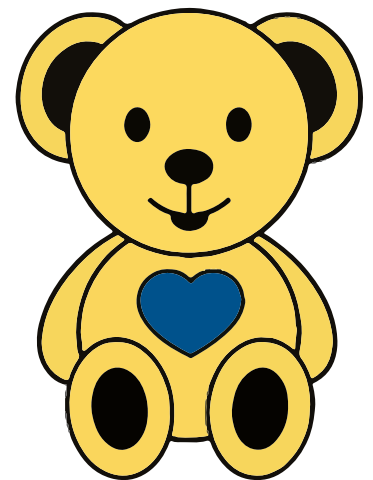


*"Dingley's Promise
has made us feel like
we fit in, they
understand and
never judge"*
- Parent



Our mission

We deliver life changing support to under 5s with special educational needs and disabilities (SEND) and their families, by providing specialist Learning Through Play, family support & advice, and training to mainstream settings.



About us

The Trustee Board

The Trustee Board is responsible for the overall governance of Dingley's Promise, and delegates day-to-day management to the Chief Executive Officer, who is supported by a Fundraising and Communications Manager and the Centre Managers.

The Trustee Board has a range of duties including:

- Establishing the aims and policies of the organisation
- Creating and advising on the organisation's budget
- Ensuring relevant government guidelines are followed

The Board meets six times a year. We also have an Annual General Meeting, which all parents/carers are welcome to attend.

Membership

All parents and carers are given an opportunity to become members of Dingley's Promise. As a member this entitles you to vote at general meetings including the Annual General Meeting. It costs nothing to become a member, but as Dingley's Promise is a company limited by guarantee, each member would be obliged to contribute £1.00 if Dingley's Promise had to be wound up with any outstanding debts. Please see your Centre Manager for Membership forms.

Volunteers

We are very grateful to have many volunteers who support Dingley's Promise in many different capacities. Some work in the sessions and support us with the children, whilst some give their time to support fundraising and events. If you would like to become a volunteer then please speak to your Centre Manager. A full induction will be given and training is available.

"The challenge of the work is amazing. When I get home after a day at work I know I have achieved something good and I always feel proud to represent Dingley's Promise as a company and an organisation"

- Member of staff

Our services

Learning Through Play Sessions

Activities for children with special educational needs and disabilities aged 0-5 years from 9.15-14.45* on weekdays (except Friday afternoons).

Funding and Entitlements

We accept 2,3 & 4 year old funded children. While we do not charge any fees for the first 15 hours of nursery sessions, due to high costs of providing specialist support, we ask that parents consider making a voluntary contribution towards the cost of our work. Usually we do not provide more than 15 hours for any child, but if it is possible we will charge fees for any hours above the 15 hour free government entitlement. We do not offer the 30 hour entitlement.

Family Support

Dingley's Promise aims to support the whole family. Our family support services offer a whole family approach. We can offer advice, information, support and guidance on a number of areas, as well as signposting to different services and supporting parents and carers at meetings with other professionals.

Playschemes

Each centre runs a number of holiday playscheme sessions for children who attend the setting and any siblings aged 8 or under.

Family Education

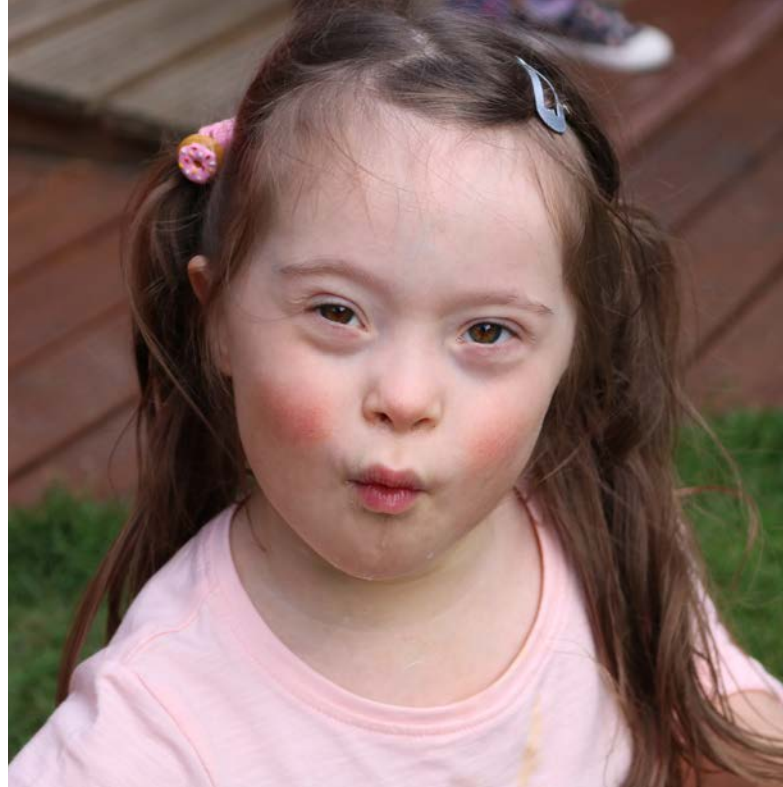
Offering training courses for parents/carers, stay and play sessions and joint sessions with professionals to help families learn more about how to support their child's development.

Supporting Providers

We are committed to helping mainstream early years settings become as inclusive as possible, and regularly provide advice and support when requested. We also deliver accredited and non-accredited training courses to mainstream nurseries to help them support as many children with SEND as possible, building a more inclusive early years sector.

* Please contact individual centres for times





Dingley's Promise Learning Through Play session

Every session is planned to help each child achieve their full potential. Our general structure across all three centres is:

- Welcome
- Visual timetable
- Song time
- Bubble time
- Story time
- Adult initiated and child initiated play
- Indoor / outdoor play
- Tidy up time
- Snack time
- Goodbye

Having a familiar routine at each of our sessions helps the children feel settled and starts to prepare the children for school.

For any children who require additional support, we have specialist seating available and we encourage any equipment given

to families by their Occupational Therapist or Physiotherapist to be used in session. We will try our best to supply any necessary specialist equipment and furniture. We also welcome children with walkers, feeding or oxygen tubes.

Snack

We provide a varied healthy snack each day which includes fresh and dried fruits and vegetables. Milk and water is also provided. Any donations towards snack would be gratefully received, including bringing in items that can be used for snack time.

If your child attends an all day session we encourage parents/carers to provide a healthy packed lunch. Please speak to a member of the team if you require any further support with this.



Information for parents and carers

Settling in

The settling in period is important for both you and your child in order to feel safe and secure about the environment. All parents and carers are encouraged to visit the setting during the weeks leading up to your child starting. During these visits we will work with you to decide on the best induction to the setting that meets the needs of your child. A home visit will also be arranged with your child's key person so that key information can be exchanged and relationships start to be built. You may also be contacted by one of our Family Support Workers.

Key Person

Each member of staff is key person to a small number of families. This allows staff to monitor, record and plan for your child individually. Your key person will work with you, and other specialists will be incorporated in an Individual Learning Plan (ILP), Support & Achievement Play Plan (SAPP) or Early Years Individual Plan (EYIP) to ensure that your child is able to meet their full potential.

This is reviewed regularly with you, where current targets and assessments can be discussed. Your key person will also be available at the beginning and end of a session to exchange information and discuss any concerns that you may have or changes to routines.

Entry and Exit Pathway

We use our Entry and Exit Criteria as a guide to support successful transitions. Throughout the process we will encourage families to be involved and supported to ensure that they are happy with the transition process and understand it. This will be shared with you at your initial home visit and reviewed after 6 months.

Assessment

When a child is aged between 2 and 3 years old, and at the end of the academic year when your child turns 5 there are assessments that take need to take place. These assessments are based on the EYFS practitioner observations that take place in the setting and are used for parents, practitioners and teachers to support children's learning and development.



Partnerships with Professionals

Dingley's Promise works with the other professionals involved with you and your child, to make sure that everyone is working together and that common targets are produced. We would appreciate it if you would bring in copies of reports from other professionals. We have regular visits from other professionals where they come to observe children at another environment. Sometimes a child may attend a private nursery or another pre-school. It can be beneficial for everyone if visits are made by Dingley's Promise staff to the other settings, and we welcome the other settings staff to visit us at Dingley's Promise.

Clothing

At Dingley's Promise we like to provide children with different learning experiences which may involve the children getting messy. We also try to ensure that the children go outside during the sessions during all weathers. Therefore we ask that each child brings with them to session a named bag with the following named items:

- A change of clothes
- Suitable outdoor clothing
- A raincoat or splash suit
- In summer, a sun hat and sun cream
- In winter, hat, scarf and gloves

Dingley's Promise t-shirts are available to buy for your child from your centre. Please ask the staff for more details.

Transitions

When your child is ready to leave Dingley's Promise, or is starting another setting, we try to support the transition for the whole family and make it a smooth process for your child. We will work with you as the parents, any professionals involved with your child, and the new setting. This can also include your child's Key Person supporting transition visits to the new setting with your child.

Keep reading for more information

Policy and Procedures

You are welcome to read our policies and procedures at anytime. These can be found on our website at **dingley.org.uk**, or paper copies are available at the centres.

Our key policies and procedures are:

- Safeguarding
- Complaints
- Uncollected child
- Social Networking
- No smoking
- Managing sickness or infectious children
- Confidentiality

We would encourage all parents and carers to familiarise themselves with all of the policies and procedures for the setting.

Illness and infectious disease

Please notify us if your child contracts an infectious disease or head lice, etc. This enables us to put up notices advising other parents to be aware that these infections are around.

If your child has had sickness and / or diarrhoea you should not bring your child to the setting until at least 48 hours after they are clear of the infection. If your child is generally unwell please keep your child at home. Many of our children have low immunity and we work hard to keep infections controlled. If your child will not be attending a Dingley's Promise session please do telephone to let us know, so we do not wait for them. We have a list of excludable diseases and current exclusion times, which is available in each setting and it is also available at:

www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

Safeguarding

Dingley's Promise works with children, parents/guardians and the community to ensure the safety of children. Every child has the right to be safe. We aim to create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or social background. We want to help children to establish and sustain satisfying relationships within their families, with peers and with other adults.

Legislation

- The Children's Act 1989
- The Children's Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Young Person's Act 2008
- Data Protection Act 1998

Dingley's Promise has set procedures for contacting the Berkshire West Safeguarding Children Partnership regarding safeguarding children. A copy of the Area Child Protection Guidelines, 'What to Do', is displayed on the centre's noticeboard, reinforcing to parents/carers that Dingley's Promise has a professional and moral duty to report any concerns regarding the safety and well-being of a child, and if necessary make a referral. If a report is made to the Local Safeguarding Children Board (LSCB) Dingley's Promise staff will act within the recommended guidelines in deciding whether the parents/carers should be informed at the same time as the referral. This will depend upon the nature of the concern.

Confidentiality

Dingley's Promise practitioners are easily identified by their uniform and the distinctive logo on their tops. We aim to ensure that all parent/carers can share their information in confidence and that it will be used to

enhance the welfare of your child. We respect confidentiality in the following ways:

- To ensure that Data Protection is maintained, personal information about children, families and staff is kept in a locked cupboard.
- Information containing children's personal details and development are not accessible to other parents.
- Staff will not discuss personal information given by parents with other members of staff, except on a need to know basis when it affects the well-being of the child.

Dingley's Promise staff work closely in partnership with other key professionals. For the benefit of the child, practitioners from different settings may exchange information. Your consent for this will be sought at registration.

News and Information

Dingley's Promise has a termly newsletter that goes out to parents/carers which includes details of what is happening in the centre, and updates from the Fundraising and Communications Manager, Chair of Trustees and Family Support Workers. It will also include any other events and activities taking place. There are also notice boards that are in the centres which will display up-to-date information.

Our website, www.dingley.org.uk, will also allow you to keep up-to-date with news, activities and events from across the organisation – you will need to ensure you opt in via our website to be able to receive regular updates. There is also a parent zone that has a number of printable resources available that you may find of use.

Our Facebook, Twitter and Instagram pages are another source of information. Please take the time to read our social networking policy that is in place to help us safeguard

the families, staff and children in the setting when using the social media sites.

Parent Feedback

We encourage parents/carers to offer their thoughts, comments, suggestions, and feedback to support us in knowing what's going well, and what isn't going so well for your child and family. We have comments boxes in each of our centres, you can also complete the regular parent surveys.

Fees

We are committed to ensuring that no child will miss out on our services because their family cannot pay, and to ensure this is the case we have a range of bursaries available to families in different circumstances.

| Service | Full bursary | Special bursary | Standard bursary | Actual cost |
|--------------------|--------------|-----------------|------------------|-------------|
| 3 hour session | £0 | £10.50 | £30 | £57 |
| Session per hour | £0 | £3.50 | £10 | £19 |
| Sessions per day | £0 | £15 | £45 | £95 |
| Holiday playscheme | £10 | £10 | £30 | £50 |

Families in receipt of passport benefits (child tax credit, income support, jobseekers allowance (income based), employment and support allowance (income based) or pension credit), **and who have an annual income of under £16,190**, are automatically eligible for a full bursary and will not have to pay for services (except playschemes).

Dingley's Promise has to raise 59% of its annual target from voluntary donations, with the remaining coming from statutory sources. We therefore encourage all families to consider making a regular donation to Dingley's Promise to support the work that we do.

The Early Years Foundation Stage

We follow the Early Years Foundation Stage, which sets standards for the learning and development and care of children from birth—5 years old, and supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

You can access information about the EYFS at:

foundationyears.org.uk or gov.uk/early-years-foundation-stage

The prime areas of learning are:

- Communication and language
- Physical development
- Personal, social and emotional development

The specific areas of learning are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and designs

Your child's key person will use an online learning journal called Tapestry to record all the learning and development of your child following the EYFS standards, whilst at the setting. Parents and carers are given their own login to the system so that you can see your child's progress and offer your own feedback.



How we achieve

A unique child



Positive
relationships



Enabling
environments



Learning &
development



Support us

How Can You Help?

There are so many ways you can contribute to making sure the life changing work of Dingley's Promise continues.

- Make a donation to us via our website www.dingley.org.uk/donate/
- Volunteer your time and skills
- Get involved in our events
- Become a Friend of Dingley's Promise

For more information on how to get involved, please see our web page dingley.org.uk/support-us.

The Difference Your Support Can Make

To make a donation, please visit dingley.org.uk/donate/ which allows you to make one off or a regular payment to us.

So what does your support mean?

- £12.64 provides one hour of support for one child.
- £70 provides a full day of sessions for one child.
- £1170 provides a half day session for one child for a whole academic year.

(This includes support for the whole family)

Volunteering

Would you like to build your CV, make a difference, or just want to keep yourself busy? You might like to become a Dingley's Promise volunteer!

We are also looking for people who are interested in becoming Trustees of Dingley's Promise. In particular, people with experience of overseeing nursery operations, HR professionals and fundraising professionals. Please contact our CEO, Catherine McLeod at catherine.mcleod@dingley.org.uk for more information.

Our volunteers are part of our team, and are included in all staff activities and events. We couldn't do everything we do without the fantastic people who volunteer with us!

Get In Touch

If you have any fundraising ideas, or would like some more information, please follow us on social media or contact fundraising@dingley.org.uk.



Contact

Wokingham Centre

Norreys Avenue (on the site of All Saints Primary School), WOKINGHAM, RG40 1UX

Telephone: 0118 977 1234

Switchboard: 0118 978 7173

Email: admin.wokingham@dingley.org.uk

Reading Centre

Kennet Walk Community Building, Kenavon Drive, READING, RG1 3GD

Telephone: 0118 327 7424

Email: admin.reading@dingley.org.uk

West Berks Centre (Newbury)

Poplar Place, NEWBURY, RG14 1NA

Telephone: 01635 552458

Email: admin.westberks@dingley.org.uk

General Enquiries

Telephone: 07940 259 355

Email: admin@dingley.org.uk



@dingleygroup



@dingleypromise



@Dingley



Dingley's Promise

Search Dingley's Promise on YouTube for resources, story time videos, activity demos and much more!



"Without the signposting from Dingley's Promise
we wouldn't have known other services existed"

- Parent

dingley.org.uk



The Queen's Award
for Voluntary Service



Registered with
FUNDRAISING
REGULATOR

Dingley's Promise is the working name of Dingley Family and Specialist Early Years Centres, a company limited by guarantee and a registered charity.
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