



# Newsletter

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February 2016

Dear Parents/Carers

We wish you all a lovely and restful break in readiness for the fun and activities planned for the remaining part of our Spring Term.

## **Website**

Please link into our website (shown below) to pick up information in respect of our curriculum planning:-

<http://www.kinsbournecommonnursery.com/#!/the-curriculum/n7mfh>

By double-clicking on the following links in this section, you will be able to access information as follows:

[Long Term Planning \(includes our Themes/Activities and Term Dates\) - 2016](#)

[St Mary's Medium Term Planning \(includes our current weekly provision linking up to respective themes\)](#)

[Kinergy Medium Term Planning \(includes our current weekly provision linking up to respective themes\)](#)

We have a range of information available across different sections of the Website such as term dates, other planning documentation and links to other settings. We have also downloaded an audio copy of our Nursery Story, 'The Six Special Friends' for you to share with your children if you wish! In addition, the animation for the story has now been completed and is available to play in conjunction with the narrator.

Regular updates/forthcoming events will be available to look at by linking into the 'News' page on the website and we would be grateful if you could take a moment to view this whenever possible. Deborah has also now set up a link to the TV screen at St Mary's Church Hall showing our website. When you arrive each morning, the weekly planning will be displayed. However, a hard copy will also be available should there be any technical issues. Obviously accessing our website in the normal way before arriving at nursery gives you the advantage of knowing what is being planned beforehand, but this is just an alternative way of sharing information should you not get chance to view documentation before coming to nursery. If you have any queries, please do not hesitate to speak to Deborah.

Please do not forget our colour coded 'show and tell' boxes so that your children can safely store whatever they choose to bring into Nursery. We encourage all parents/children to get involved with this by bringing in something from home that corresponds with either the colour or theme of the week. This acts as a great link between Home and Nursery and the children really enjoy talking about their items during Circle Time. **Could we please ask if only ONE item can be brought in by each child, thank you.**

### **Half Term Homework**

Please take a moment to gather some news or something that your child may have achieved over half term. It is always good to hear what the children have been up to and in many cases helps us with our planning.

### **Nursery Contact Number**

**The Nursery Phone Number is: 07956 463128**

Just so that new parents/carers are aware, in order to comply with Ofsted Regulations, we originally purchased a phone with no picture facilities for use. Unfortunately, we found that the phone rarely had RECEPTION and thus posed a serious safeguarding issue. In order to alleviate this problem, we have reverted back to a mobile phone that is more reliable.

Please make a note of this number should you wish to contact the NURSERY: **The number will also be DISPLAYED on the Blue Nursery Door.**

**If for any reason you are unable to contact the nursery, please Call Anna on 07956 659790 as back-up.**

### **Ofsted - Reminder**

Most of you will probably be aware that the new Ofsted Inspection Framework came into effect from 1 September 2015. One of the main changes is that we should now get half a day's notice before any inspection takes place. However, if an inspector is unable to make contact with us, they are still able to turn up the next day to carry out an inspection. Should you require more information on this, please follow the link below:-

<https://www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015#history>

### **Nursery books**

We will be leaving a box of books on a 'help yourselves' basis to take home at the end of the nursery session for parents to borrow should they wish. Please return the book when it is finished.

### **Outside play and weather update**

Come rain or shine, we will be using the outdoor area on a daily basis for a number of different activities with the children. Please ensure that your child has suitably named outdoor clothing (eg coat and hat), particularly as the weather is still wet and cold.

We are pleased to report that even when it snowed fairly heavily in previous years, the nursery managed to stay open. We reiterate that there would only be a need to close the nursery in extreme cases and when there may be a risk to the safety of the children, parents/carers and staff. Deborah and Anna will follow the local weather forecast and advice gleaned from Hertfordshire County Council. Parents/carers will be emailed or sent a text to advice of the situation on the morning of the snow. Please feel free to contact Anna on Mobile: 07956 659790 if for any reason you have not heard from us or if you are unsure before you set off to nursery.

**Easter Holiday Club – Monday 4 April 2016.**

The sessions will run from **9.15am- 1pm**. This gives an extra day of activities and fun for the children.

A hot lunch will be provided for the children of, for example, toast, crumpets, beans, sausages, followed by yogurt and fruit. The charge for each session will be **£26.00** per child. Unfortunately, the charge applies to all children as funding is not in place for the extra day.

Please let Anna know if you would like to book your child in for the Holiday Club. Lots of exciting arts and crafts will be made by the children to take home for the Easter Bunny!

**Siblings are also welcome to attend up to the age of 5 years old.**

### **Additional Sessions**

For those who may be interested in taking up additional sessions, please let us know as soon as possible as spaces do tend to go very quickly.

### **Thursday Full day Opening (Commencing 4 February 2016)**

Please e-mail Anna should you wish to put your child's name down for a full day. Places for this term will be limited (accounting for children already attending the morning session).

For your information, we are making the most of the Thursday afternoon sessions by taking regular walks with the children on the Common (weather permitting). However, we wish to reassure you that risk assessments will be carried out before embarking on such an activity.

### **Extension of outdoor area**

We are hoping that works for the outdoor area will be in place ready for the Summer Term 2016. Unfortunately, a recent survey has confirmed that one of the trees needs to be removed for safety reasons. Nonetheless, the Church Committee have recently received quotes and will be appointing a company to carry out the necessary works as soon as possible.

### **Snack & Toy Contribution**

Thank you to all parents who have previously made donations towards our snacks and nursery items. This really is very much appreciated!

This term (January- March 2016), we would greatly appreciate the Snack and Toy Contribution to go towards outdoor play equipment

A donation form is attached for all parents who wish to contribute £20 for the term. Many Thanks in advance.

### **Makaton – Language Programme**

The nursery staff continue to show the children basic Makaton signs throughout the sessions e.g. at snack and singing sessions. Makaton is a language programme using signs and symbols to help people communicate. We use basic Makaton signs as part of our inclusive practice and wanted to make you aware of this as the children may use the signs they have learnt in nursery at home.

### **Speech and Language ‘Drop-in Clinics’**

For those of you who may not be aware, the system for referring children for speech and language therapy has changed and there are now a series of drop-in clinics for parents/carers who may have concerns. More information about this service is available on the following link:-

<http://hct.nhs.uk/media/1331/east-north-and-west-hertfordshire-2016-drop-in-clinic-timetable-january-march-april-spring-term.pdf>

## WellComm Toolkit

Deborah Campbell recently attended a workshop in respect of the WellComm Toolkit which is a speech and language aid for initial screening and intervention in the early years. Recognising its value, Deborah and Anna have taken the decision to purchase the kit (costing £384) and will be obtaining further guidance as soon as possible from local speech therapists on how this can be applied with children who may struggle with communication and language in our setting.

## Training Update

Refresher First Aid Courses are being undertaken for three members of our staff (Susana Fernandez Gallego, Charlotte Darbyshire and Michelle Roberts) on 20 and 27 February 2016. We are pleased to confirm that after completion of this training, all staff will be First Aid qualified.

We are also pleased to announce that Michelle Roberts has registered to undertake training with respect to the Diploma for Early Years Workforce (Early Years Educator) CACHE Level 3 (QCF). The Nursery will be supporting her throughout this process.

## Policy & Procedures

All policies are available on our website. We also hold a hard copy which is located at nursery on a daily basis. Please contact Anna or Deborah should you require further information or have any queries in this respect.

## Fire Drills

Each term we shall be running through the fire evacuation with the children at St. Mary's Church Hall and the Scout Hall. We will notify you when this happens. It takes little time to do but ensure we are prepared in case of a worst case of a real fire!

## Complaints procedure

Your child's key worker should be your first point of contact regarding any concerns you may have about your child. However, Deborah or Anna will be available to speak to should you wish.

## Fee Increase for January 2017

In line with inflation, staff costs, and recent high rental increases, we are sorry to have to announce that our fees will now rise from £22 per morning to £24. The full day rate for a Thursday will be £44. This will be effective from January 2017. Please note that we have tried to keep our charges to a minimum, but the increase has been unavoidable as we need to ensure that the Nursery continues to be a viable concern. As most of you are aware, the Nursery does not charge Top Up Fees on the Funded 2/3/4 year old children and therefore their place will continue to be free as soon as you meet the appropriate criteria. We hope you understand our reasons for this. Lunch Club Fee's will remain the same at £8 per session.

## Inset Days

There are a total of three nursery inset days which have been scheduled throughout the year. Please note that we have tried to keep these to a minimum but are obliged under government regulations to ensure staff have sufficient time to participate in planning meetings and thus comply with the expectations of The Revised Statutory Framework for the Early Years Foundation Stage (DfE, 2014).

## New Term Dates:

| <b>Autumn Term 2015</b> |                          |
|-------------------------|--------------------------|
| Inset day               | Friday, 4 September 2015 |
| Term begins             | Monday, 7 September 2015 |

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| Term ends   | Friday, 18 December 2015                        |
| Half term   | Monday, 26 October to Friday, 30 October 2016   |
| Christmas Holiday Club  | Monday, 21 December 2015                        |
| <b>Spring Term 2016</b>   |   |
| Inset day   | Monday, 4 January 2016                          |
| Term begins   | Tuesday, 5 January 2016                         |
| Term ends   | Friday, 1 April 2016                            |
| Half term   | Monday, 15 February to Friday, 19 February 2016 |
| Easter Holiday club   | Monday, 4 April 2016                            |
| <b>NB:</b> in conjunction with local primary schools, the nursery is closed on the bank holidays ie Good Friday, 25 March 2016 and Easter Monday, 28 March 2016. The nursery will re-open on Tuesday, 29 March for four days followed by the Easter Club. |   |
| <b>Summer Term 2016</b>   |   |
| Inset day   | Monday, 18 April 2016                           |
| Term begins   | Tuesday, 19 April 2016                          |
| Term ends   | Friday, 22 July 2016                            |
| May Bank Holiday  | Monday, 2 May 2016                              |
| Half term   | Monday, 30 May to Friday, 3 June 2016           |
| Summer Holiday Club   | Monday, 25 July 2016                            |

## POLITE NOTICE

Please do not put food in your child's bags as nursery staff are conscious that there may well be allergic reactions for other children who come into contact with such products.

Please also remember to include a complete change of clothing as there are a number of activities that are inevitably likely to be messy. All clothes should be named where possible. Drinks bottles should also be named as we do not want them getting mixed up with others.

We would also be grateful if you could regularly check your children's bags to make sure that you have provided us with sufficient nappies/pull ups if they are not yet potty trained. Whilst we have some spare nappies/pull ups at nursery, there will not be enough to accommodate all children, should the need arise.

## Final Note

Thank you for reading this newsletter and apologies to those parents/carers who may have already received some of this information. This duplicate information is for those parents/carers and children who are new to nursery.

Best Wishes

Deborah Campbell BA Early Years (Open), Anna Gay (Msc Social Work Practitioner, Bsc (Hons) Social Care)

§ the Nursery Team

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