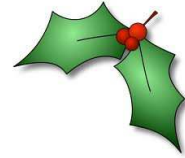




Newsletter



Autumn Term 2 (Nov/Dec 2013)

www.sprowston-nursery-playgroup.org.uk

Dear Parents and Carers,



Welcome back to playgroup after a lovely, if not changeable, week's break. We hope that those of you who were able to attend the Parents Information Mornings before half term found them to be a useful time for both you and your child, and that you have enjoyed looking through your child's learning journey and seeing what they get up to when you are not around!!!! A big thank you also to those of you who supported the Photographers Day during half term.

This will be a very busy half term with lots of 'Christmassy' activities, and yes, lots of glitter!!!! Don't forget to look towards the end of the newsletter at the calendar of important forthcoming events for the Autumn Term. Cut it out and pop it on your notice board as a reminder!!

Our topic this half term is Journeys.

Bad Weather Closure

Playgroup will be closed if either of the local Infant Schools is closed due to **bad weather**. Listen to BBC Radio Norfolk for this information, or check the Norfolk County Council Website:

<http://www.schoolclosures.norfolk.gov.uk/>

Our name will **not** be listed amongst the school closures, so listen for either:

'Sprowston Infant School'

or

'Cecil Gowing Infant School'.

If either of these is mentioned or listed then Playgroup will be **closed**.

Weeks	Dates	Subject	Activities	Please bring in if you can
1 & 2	4 th Nov - 15 th Nov	Journey in to space (& Bonfire Night)	Painting with glittery paints, Firework fun pictures	
3,4 & 5	18 th Nov - 6 th Dec.	Santa's Journey To the north pole	Christmas bags, Christmas cards, Calendars, hand print painting	
6 & 7	9 th Dec - 20 th Dec	Nativity Journey	Making Donkey, sheep & reindeer masks, Mince pies/Jam Tarts (week 7)	



Photographer's Day:

Thank you to all who came along and all who helped on the day. The photographs should be ordered by 13th of November. We are pleased to announce that the stalls on the day raised **£117.72!** Don't forget to return your photograph orders to Playgroup with payment (either cheque made payable to 'Tempest Photography', the correct cash amount or your card details) by Wednesday 13th November 2013. Please Note: You should order through Playgroup, orders made either online or after this date will incur additional charges.

Key rings: Don't forget that we are also selling key rings which are the perfect size for the small photographs which will be in the packs. Priced at just 75p each, they make a great stocking-filler. Just pop the correct money in an envelope marked 'Key rings' with your child's name and the number of key rings you would like on the front.

Playgroup Committee AGM - Tuesday 12th November at 8:00pm



Our Playgroup Annual General Meeting will be held in the Catton room on Tuesday, 12th November - 8pm start. The meeting will include reports from our Chairperson, Treasurer and staff on the past years activities. Some of our Policies have been updated and some new ones added. A copy of these is out on the stage for you to view and will need to be agreed by parents at the AGM.

Diwali - The Festival of Lights: 4th -7th November



As part of our inclusive environment, we like to run some activities on our afternoon sessions to help the children understand and celebrate other religious celebrations. If any parents who have some knowledge of Diwali and would like to be involved in these afternoons, please speak to either Carol or one of the Assistant Supervisors to express your interest. Please Note, that due to the nature of the afternoon sessions, we do not have space for extra siblings to attend with you. **If your child attends any of these afternoons and you do not wish for them to take part in these activities, please inform a member of staff as soon as possible.**

We are supporting Children In Need Fund Raising Event 2013

Who says Pyjamas are just for wearing in bed we will be asking the staff and children to wear theirs to playgroup on Thursday 14th and Friday 15th of November and asking for a donation of £1 to wear their pyjamas to Playgroup, we will donate the money raised to Children in Need to help support children here in the uk. However please ensure that your child is suitably clothed to ensure their safety and comfort throughout the day, if necessary please provide a change of clothing in their bag, should they need to change during the session.

Playgroup Christmas Parties: Thursday 5th & Friday 6th December, 10am - 2pm



Children who normally attend playgroup on Thursday mornings should come to the **Thursday** Party and children who normally attend on Friday mornings should come to the **Friday** Party. **Children should arrive at 10am and be collected at 2pm on their party day.**



There will be no afternoon sessions on these days. Lists for food donations will be put out on the stage nearer the time.



Christmas Nativity Concerts: Thursday 19th and Friday 20th December

This year our Playgroup Christmas Nativity Concerts will be held on Thursday 19th and Friday 20th December. We welcome all friends and family to attend the concert on the day your child normally attends playgroup. **Please be seated by 11.20 am.** We will be making a small collection for 'Winston Wish' at these events. **Please note: Afternoon sessions on nativity days will start at later time of 12:15pm.**



Car Park Safety

Please ensure your child(ren) have a firm grip of your hand as you arrive and leave playgroup. Please also remember to drive and park with care and consideration. The car park is always very busy with people coming and going!!!

Craft and Junk Modeling Items

Thank you so much for your continued support in bringing in your empty cereal boxes, yoghurt pots, and kitchen rolls etc.. before they reach the wheelie bin, the children really do enjoy stretching their imagination and being creative in 3D!! There are, however, some items we would ask that you do not bring in for hygiene, health, safety and allergy reasons. These are:

- Egg boxes
- Toilet roll tubes (kitchen roll tubes are fine)
- Polystyrene
- Any cereal, cake etc.. boxes which clearly contain nuts or peanuts
- Chocolate or sweet wrappers

If you are unsure as to whether an item is suitable, please just ask one of the team, we'll be happy to help. Thank you

Healthy Snack Time: We'd like to thank all parents for their continued support in providing their child with a weekly piece of fruit/ vegetable or other wholesome snack for them to share with the group at snack time. Please remember to bring any pre-packed items with their original packaging to allow us to check the ingredients & prevent any risks to those children who may have allergies.



Operation Christmas Child - Shoebox Appeal 2012: We are supporting the 'Shoe box gift



campaign' organised by 'Samaritans Purse' again this year. In past years, parents have been very generous in donating a covered shoe box full of small gifts suitable for a child. If you would like to donate, you can do so by picking up a leaflet from Playgroup or if you want to know more talk to any of the team. I'm sure you'll agree that our own children are very lucky at Christmas time compared to many others. Involving your child with this relatively small gesture will help them to understand what Christmas is really all about! The deadline for leaving your donations is **Wednesday 6th November 2013.** Thank You

Parent's Information sharing morning's Thank you to all who came along to our information sharing mornings. We raised **£33.50** from cake sales to be donated to '**Winston's Wish**' and face painting raised **£15** to be donated to '**The Willow Foundation**' charities which both help bereaved families & Children. Staff & parents previously said how valuable this time is to share information with parents about their child's progress.

Some parents have asked for information on how our group promotes positive behaviour between the children attending playgroup.

With this in mind we will continue to display the group rules in the busy room to remind the children of these during the day i.e. using kind hands and kind words when playing with other children at playgroup. Please ask a staff member for more information or take a look at these rules on the wall in the busy room, you can encourage your child to use these at home too!



Outdoor Play & Wellie Bags

We rely on you to provide **named** clothing and footwear to take part in outside play. At this time of year children do need to bring in a pair of wellies to change into when we go outside. These need to be **named**, brought each time your child attends and left on their peg in a **named** bag. We do have nylon drawstring '**Wellie bags**' available for purchase. They are available in a variety of colours priced at just £1.75 each (£2.00 if you would like one with a reflective strip). Rain wear is also available to buy for only £7.50. Please ask a staff or committee





Policy and Procedure Spotlight



Each time we publish a newsletter we try to include one of our group Policies. This time we have included our **Promoting Positive Behaviour Policy**
A full set of our Policies and Procedures are available on the Noticeboard.

PROMOTING POSITIVE BEHAVIOUR

At Sprowston Nursery Playgroup we believe that an atmosphere of care and respect, in which rules provide a secure framework for everyone's activities, will help children build up positive patterns of behaviour. We believe that children should be free to develop their play and learning without fear of being hurt or hindered by anyone else.

Aim

To support social skills by all adults modelling behaviour, through activities, role-play and stories.

We build self-esteem and confidence in all children, by recognizing their emotional needs through close and committed relationships with them.

Children are given individual support from an adult to try and rectify inappropriate behaviour by finding out what was wrong and working towards a better behaviour pattern. Adult handling of behaviour problems vary according to the child/children's level of understanding and maturity.

Procedures

- Physical punishments such as smacking or shaking, sending out of a room by themselves or a naughty chair are never used, nor any of them threatened to a child.
- Children are never labelled because of their behaviour.
- We ensure that all children are praised for positive behaviour.
- We give reassurance to any child who is directly affected by another child's behaviour.
- In cases of serious misbehaviour, the problem is dealt with immediately, but by means of explanation rather than personal blame. In any case of misbehaviour it is always made clear to the child/children that it is the behaviour, not the child that is unwelcome at Playgroup.
- This five step planned approach is followed by all staff at playgroup in order to promote children's positive behaviour.

Step 1 Staff observes the situation and swiftly and calmly intervenes where necessary to stop harmful behaviour.

Step 2 Staff will acknowledge the feelings of all those involved.

Step 3 Staff will give all those involved the opportunity to say what has occurred.

Step 4 Staff will clarify the situation and suggest ideas for resolving the problem together. These solutions may include for example, acknowledgement of feelings and explanation of what is un- acceptable behaviour.

Step 5 Staff will follow this up by giving support as deemed necessary.

- Incidents involving deliberate acts by a child that cause injury or upset to other children or adults, or damage to property, equipment and belongings, will be recorded in our incident book. Details recorded are:
 - Name of child causing the incident
 - Date, time and place of incident

- Circumstances in which it occurred
 - Nature of any injury/damage caused
 - How staff have dealt with the incident/child
 - Name of any witnesses and the person who has dealt with the incident
 - Any follow up actions to be taken
- Parents are notified as soon as possible following the incident and are asked to sign the incident book. A copy of these details will be given to the parent.
 - Other incidents that are recorded in the incident book are when accidents occur and the level of injury caused is significant enough that further action is required. In this case it will be the name of the child involved in the accident that will be recorded.
 - We will monitor incidents termly to assess whether we need to change our practice or environment to help reduce the number of incidents occurring.
 - Any persistent negative behaviour will be closely monitored and recorded by the 'key person' and the Groups nominated 'Behaviour Management Team' and with the parent's support a plan of action will be drawn up.
 - By these means we work towards a situation in which children can develop in an atmosphere of mutual respect and encouragement.
 - Bullying

'Bully' and 'bullying' are not words we would use in front of our playgroup children. However we recognise that in some instances children's behaviour may reflect bullying tendencies, we take this very seriously. Bullying involves the persistent physical or verbal abuse of another child or children. If a child's behaviour is showing bullying tendencies, staff would work with Parent's/Carers to help the child adopt more acceptable ways of behaving.

This policy was adopted at a meeting of Sprowston Nursery Playgroup.

Held on

Signed on behalf of the pre-school



Diary of Events for Autumn Term



November

Monday 4th	Playgroup re-opens for Autumn Term (2)	12:00pm
Tuesday 12th	Committee AGM and Meeting	8:00pm (at playgroup in the Busy Room)
Mon 4 th – Thursday 7th	Diwali Week	Pm sessions

December

Thursday 5 th	Tues/Thurs am children's Christmas Party	10am –2pm No PM Session
Friday 6 th	Wed/Fri am children's Christmas Party	10am –2pm No PM Session
Thursday 19 th	Tues/Thur am children's Christmas Concert	Children arrive 9am – parents seated by 11.20am (PM session starts at 12.15pm)
Friday 20 th	Wed/Fri am children's Christmas Concert	Children arrive 9am – parents seated by 11.20am (PM session starts at 12.15pm)
Friday 20th	Break for Christmas Holiday	3:00pm

January 2014

Tuesday 7th	Playgroup re-opens for Spring Term (1)	12:00pm
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