



# Newsletter

Spring Term 1 (January 2014)

[www.sprowston-nursery-playgroup.org.uk](http://www.sprowston-nursery-playgroup.org.uk)

Dear Parents and Carers,



May we wish you all a very happy and healthy New Year! We hope that everyone had an enjoyable Christmas and that Father Christmas brought you all some lovely things.

A big thank you to all of you for supporting our Christmas Parties and Concert last term. The children thoroughly enjoyed all of the lovely foods you provided for their parties. They were all captivated by the magic show in the morning (a few budding stars among us, I think!!) and enjoyed the visit from Father Christmas in the afternoon. It was also lovely to see so many of you at the concerts too, without you all we wouldn't have an audience, so thank you for coming along, we hope you enjoyed it.

We would like to welcome some new and some returning families to Playgroup this term. We hope you and your child(ren) will have an enjoyable time with us. If there is anything you are unsure of, please ask a member of the team, we like to think we are all a friendly and approachable lot!!

It would be great if you could encourage your children to bring in something for the 'interest table' which is related to our Term Topic, or a favourite book which we could share with the other children at story time. We will also be continuing with the 'Topic Diary' if your children would like to contribute with a picture about their Christmas Holidays, what they hope for the New Year or the weather.

## Bad Weather Closure

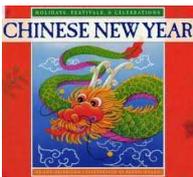
Playgroup will be closed if either of the local Infant Schools are closed due to **bad weather**. Listen to BBC Radio Norfolk for this information, or check the Norfolk County Council Website: <http://www.schoolclosures.norfolk.gov.uk/>

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**.



## Chinese New Year 2014 - Year of the Horse

31st January 2014

During the week commencing the 31st January, we will be talking to the children and running some activities relating to the Chinese New Year during the afternoon sessions of this week.

**If your child attends afternoons and you do not wish for them to take part in these activities, please inform a member of staff as soon as possible.**

### What we will be looking at with the children this half term:

**Week 1 & 2:** (7<sup>th</sup> Jan - 17<sup>th</sup> Jan) - Welcome to 2014 - Please bring in old Xmas catalogues for cut and stick pictures of what they got for Christmas. We will also have water/sand play and some chalk dabbers for the children to draw with.

**Weeks 3 & 4:** (20<sup>th</sup> Jan - 31<sup>st</sup> Jan) - Looking after Nature & Animals - During these 2 weeks we will be making Bird cakes -Please bring in dry pine cones for your child to make their birdie cake with. During the afternoon children will be celebrating Chinese New Year with noodles.

**Weeks 5 & 6:** (3<sup>rd</sup> Feb - 14<sup>th</sup> Feb) - Valentines - This fortnight we will be exploring the outdoors & developing our outside area further over the next term. Children will study Science and nature along with leaves & bugs on the builder's tray.

**Please remember your piece of fruit/healthy snack each week, our snack time is usually very popular! (No products containing nuts please to avoid risks to allergy sufferers)**

**Playgroup Clothing** - We try our best to change your children into their own clothing whenever we can when they need it; however there are times when it is not possible to do this and we need to change your child into clothes which are owned by Playgroup. If your child comes home in clothes which you have not provided for them, **please wash and return the items to playgroup as soon as possible**. We only have a small amount of clothing and underwear as we only have a small area to store them in, therefore we would be grateful for the return of items borrowed..

**Nativity Collections** - Thank you to all of you who were able to come and see the children's Christmas performance. We hope that you enjoyed it! Thank you for all of your donations made at the two nativity performances. Your generosity has raised a total of **£130** across the two days. This donation will go to 'Winston's Wish'. Thank You!



**Car Park Safety**- Please encourage your child to hold onto a grown-ups hand at all times when in the car park. The car park is a very busy place all children must be supervised by an adult at all times to keep them safe. Thank you for your co-operation.



**Important things we need to know about your child** - Please remember to keep us up to date with the following details about your child, and tell us of any changes **immediately**.

- Permission of who can collect your child
- Emergency contact persons and their up-to-date details
- Allergies (or suspected and undergoing investigation)
- Medication
- Change of address, home phone and mobile number

### **Safety First!**

#### **Arrival and collection of your children at Playgroup**

Could all Parents/Carers dropping their child off at playgroup ensure that their child has been marked in the register before you leave, both in the morning and on arrival in the afternoon.

Children will only be checked out of Playgroup if they are accompanied by their parent/carer or by an adult known to the child and only if Playgroup has been informed in advance. If any member of staff has any concerns, the parent will be contacted. Thank you.



**Lunchboxes** - It would help us greatly if you could name your child's lunchbox and any separate drinks containers/cartons clearly on the OUTSIDE. Many Thanks



into when

**Outside play** - We rely on you to provide your child with suitable clothing and footwear to take part in outside play. At this time of year, as well as a warm coat and gloves etc., children do need to bring in a pair of wellies to change we go outside. **All Items brought into Playgroup MUST be named**. Wellies need to be left on your child's peg in a named bag and **collected at the end of their session**.



## Diary for 1<sup>st</sup> half Spring Term



### January 2012

<i>Tuesday 7th</i>	<i>Playgroup re-opens for Spring Term (1) 9:00am</i>	
<i>Mon 27th - Fri 31st Feb.</i>	<i>Chinese New Year celebrations</i>	<i>Daily - PM children</i>

### February 2012

<i>Friday 14<sup>th</sup></i>	<i>Playgroup closes for Half Term</i>	<i>3:00pm</i>
<i>Monday 24<sup>th</sup></i>	<i>Playgroup re-opens for Spring Term (2)</i>	<i>12:00pm</i>



## Policy & Procedure Spotlight



Policies and procedures are a set of rules by which any group or organisation is run by. The parents or members at each Annual General meeting decide these rules.

The full set of policies is always available for you to read on the group notice board. It is important to remember that when you accept a place for your child at this group you also accept our policies.

Each half term we include in our newsletter one of our groups policies for you to read if you have any questions please speak with a staff member, this month's policy is:

### **PROMOTING POSITIVE BEHAVIOUR**

#### **Policy**

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.

### **Promoting Positive Behaviour Policy Cont. :**

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.

At Sprowston Nursery Playgroup we recognise our position as role models for the children in our care: partnership with parents/carers and sometimes our role as advocates of parenting; our close relationship with and respect of the committee without whom we could not exist: similarly as our links with other professionals in our sector and with other professionals and in our role as ambassadors for our group in the wider community.

### **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 Named Practitioner ', Penny Brown 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

(Role of Signatory)

Date for review