



# Newsletter

Spring Term 2 (Feb/March 2019)

Dear Parents and Carers,

Welcome back to Playgroup, we hope that you all had a fun half term! Please take a few minutes to read through the newsletter, it contains lots of important dates and information for you. This half term we will be looking at:

Weeks	Dates	Activities	Please bring in
1	25 <sup>th</sup> Feb	Ice a Biscuit, Make A Puppet. Role Play- Puppet Theatre.	
2	4 <sup>th</sup> March	Ice A Biscuit, Make a bookmark Role Play- Puppet Theatre.	
3 & 4	11 <sup>th</sup> & 18 <sup>th</sup> March	Special Person Card, Miniature Gardens. Role Ply- Garden Centre	Plastic food trays (mushroom container style) Bedding plants (lots of them !)
5 & 6	25 <sup>th</sup> March & 1 <sup>st</sup> April	Make an Easter Card, Make a cress man , Easter crafting. Role Play- Hairdressers	Yoghurt pots, Easter crafting accessories, empty shampoo/hairstyling bottles.

## Items for Show and Tell (PM sessions only) -

Please bring items for Show & Tell during the afternoon sessions only.

If your child attends an all-day session, the item **must** be named and placed in the show and tell box in the busy room upon arrival in the morning at playgroup. Staff cannot be responsible for items getting lost or damaged, therefore please do not allow children to bring anything too valuable. Please also stress to your child that the items they bring are for show and tell only and not general play. We have plenty for them to do and play with and we have found that other children's toys can cause upset among the children. Show and tell is something we try to do every afternoon and the children do benefit from it. Show and tell also helps communication and language skills, so please continue to bring items.

## Important things we need to know about your child:

Please remember to tell us immediately about any of the following changes relating to your child:

- Permission for who can collect your child
- Emergency contact persons & their up-to-date details
- Allergies/Health conditions (or suspected, undergoing medical investigation)
- Medication
- Change of address, home, work and mobile telephone numbers

## Sharing of Your Childs Tapestry Account.

Don't forget to regularly look at your child's tapestry journal and see what they have been up to at playgroup. Remember that you are also able to add photos, days out, special occasions and stories to this journal. We hope that you are all enjoying looking though your child's activities and achievements at playgroup.



## World Book Day

We will be celebrating world book day this year on Thursday 7<sup>th</sup> and Friday 8<sup>th</sup> March 2019. All children are invited to come to playgroup dressed as their favourite book character. We will be collecting optional donations of £1 towards the 'World Book Day' charity. Please note that we will have our dressing up trolley out on these days for the children to use, but we don't have enough for everyone to use!

## **Help Wanted - Parent Rota**



As you are aware, we run a Parent Rota help system where we ask all parents/grandparents/friends to sign up and come into playgroup to help us 2 mornings per half term (in accordance with our Policies and Procedures). We are very fortunate that we have such extensive premises and we are able to have a lot of equipment and activities available at each session for the children, but the more we have out, the more adult help we need. We are a community based, charity run

playgroup, and do not make a profit, and we appreciate your help in being able to provide as many opportunities for your children as possible. The time spent in playgroup helping is usually a very rewarding time for both the child and parent. The Parent Rota for this half term is available on the stage **now** and the rota for the next half term will be available shortly. Please sign up and come in and give us a hand!- it really is an enjoyable experience! Thanks for your support



**Lunchboxes/School bags/Coats** - It would help us greatly if you could ensure your child's lunchbox, any separate drinks bottles/cartons and school bag are **CLEARLY NAMED** on the **OUTSIDE**. Many children have the same lunchbox or school bag. Coats need to be named on the inside. Un-named items cause confusion and upset. Please also remember not to put any nuts/nut products in lunch boxes due to allergies. Many Thanks.

## **Safety First !**

If you are sending your child with cherry tomatoes/grapes for lunch please can you ensure that they are cut in half longways. We have all seen the awful stories of children choking on whole grapes/tomatoes and we do not want this for any of our children. You can appreciate the fact we don't have the time to check up to 26 children's contents of their lunchbox before they sit down to eat. Your support in this matter is appreciated.



**Waiting List** - We are in the process of updating our waiting list in preparation for offering places to new children for a September start. If you have any friends or relatives in the area who have a child/children who are about to turn 2½/3 - we would love to hear from them! Please give them our details to contact us and register their child in either of the following ways:

**Telephone:** 01603 441529

**Email:** [info@sprowston-nursery-playgroup.org.uk](mailto:info@sprowston-nursery-playgroup.org.uk)

Alternatively, **download** a waiting list form from our website: [www.sprowston-nursery-playgroup.org.uk](http://www.sprowston-nursery-playgroup.org.uk)

Don't forget to register any younger children you may have, to be sure they are also on our waiting list! Our policy at the end of the newsletter explains our admissions procedure.

### **30 hour Funding.**

All 3 & 4 year olds currently receive 15 hours per week of government funded childcare.

Some of you may not be aware of the recent changes that have been implemented by the government.

If you are eligible, 30 hours of government funded childcare is available for 38 weeks of the year (just like the existing 15 hours scheme). Here at Sprowston Nursery Playgroup we are able to accept children with additional funding dependent on availability of spaces.

To qualify, you, and any partner, must each expect to earn (on average) the equivalent of working 16 hours a week at your national minimum wage (£120 at the National Living Wage, less if you are on the National Minimum Wage)

You can't get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.

Your child can start in their childcare place the term after they turn 3 years old and have received a valid 30 hours code, **whichever is later**. Term start dates are 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.

You may get asked for further information as part of your application, **so apply well ahead of the start date for each term**.

To keep your 30 hours free childcare place you need to check your details are up to date every 3 months.

To see if you are eligible visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk), and have to hand your payslips, P60s and national insurance number. If you need any more advice or guidance please feel free to see Amanda who will be happy to help you.

### **Lego Vouchers.**

Please spread the word around to family and friends that we are collecting the daily Lego vouchers printed in the Eastern Daily Press and Evening News. We could be in with a chance to win £50 worth of new Lego for our children! Please help us by collecting as many vouchers and placing them in the container in the foyer.

### **Co Op Voting**

Help to support Sprowston Nursery Playgroup by becoming a member and voting for our cause.

Visit [coop.co.uk/membership](http://coop.co.uk/membership) or pop into store on Sprowston Road and register.

Each member who registers to vote for us will help us to receive much need fundraising for new tables and chairs for the children.



## **Diary of Events for 2<sup>nd</sup> Half Spring Term 2019**



### **February 2019**

Monday 25<sup>th</sup>      Playgroup re-opens for Summer Term (1)      9am

### **March 2019**

Wednesday 6<sup>th</sup>      Committee Meeting Busy Room      8pm

Thursday 7<sup>th</sup> &

Friday 8<sup>th</sup>      Dress up day for World Book Day      9am-3pm

### **April 2019**

Friday 5<sup>th</sup>      Playgroup closed for Easter Holidays      3pm

Tuesday 23<sup>rd</sup>      Playgroup re-opens for Summer Term (1)      9am

# Policy and Procedure Spotlight



## Special Educational Needs

Our Playgroup aims to have regard to the Department for Education, Early Educations and childcare guidance 2014, together with the SEND 0-25 years code of practice 2014 on the identification and assessment of SEND (Special Educational Need and/or Disabilities) and to provide a welcome and appropriate learning opportunity, for all children. Please see our Admissions Policy and our Equality and Diversity Policy for more information.

Our system of observation and record keeping which operates in conjunction with parents enables us to monitor children's needs and progress on an individual basis. Our aim is to provide for the developmental needs of each child within the group.

## **Procedure**

- The needs and progress of children who have Special Educational Needs SEND are monitored by the groups Special Educational Needs Co-Ordinator SENCO and Key person.
- We work closely with parents of all children in the group to ensure that:
  1. The group uses the knowledge and expertise of the parents in planning provision for the child.
  2. The child's progress and achievements are shared and discussed with parents on a regular basis.
  3. Parents know the identity of the group Special Educational Needs Co-Ordinator -Rachel Barrett
  4. Parents are aware of the arrangements and inclusion of children with Special Educational Needs and disability (SEND)
- If parents are aware of a difficulty with, or have concerns about, any area of their child's development, prior to their child starting at Sprowston Nursery Playgroup, they should bring this to the attention of their child's key person or our SENCO or the Supervisor, Carol Clarke during their pre-start visits.
- Should we identify that a child is not making expected progress there will be a graduated approach to helping the child, that will usually follow a step-by-step process:
  1. Assessment of the child's development will be shared with Parents. Parents will be advised of our observations and concerns and asked for some further information by their key person. We will continue to monitor the child and parents will be kept updated. Should progress continue to be delayed we will:
  2. Add the child to our Inclusive Practice Log and our Special Educational Needs Co-ordinator will meet with the parents to collect further information from them including details of any other professionals already working with the child. In agreement with the parent, a plan will be drawn up to help the child progress, with up to 3 specific targets and the support and actions required, for the child to achieve these. This can include an Inclusive and or an intervention achievement plan, play plan, behaviour plan



- and/or a child specific Risk Assessment. Should progress continue to be delayed we will:
3. Staff will meet with parents to review the plan and discuss if we will need to seek advice of external professionals i.e. our Local Authority Early Years Advisor who may be able to provide specialist advice about supporting a child's specific needs and work together with parents/carers to ensure all the child needs are being met. Professionals may include therapists, health visitors, psychologists, social workers, paediatricians and portage workers. Parents will be made aware of and included in meetings between external professionals and our staff. It may become necessary to apply to the Norfolk County Council or other independent professional bodies for funding for additional resources and/or staff member to be employed to help support the child and the setting
  4. A child could need help for only a short time or for a longer period, or possibly for the whole of their education. If a child at Sprowston Nursery Playgroup is identified as someone who may need ongoing support at school, we may help by supporting any application to the local authority for an Educational Health and Care needs assessment (EHC). This is an assessment of a child's educational, based on specialist advice, which is considered by the local authority so that a plan can be made which will set out the provision that will need to be made for the child at school.
  5. We will support Transitions to school for a child who requires some additional support which may include extra visits to the school, teacher to visits to the setting, meeting with parents, playgroup staff and receiving school staff?
- Our staff attend whenever possible, training on special needs arranged by Norfolk County Council and other professional bodies.

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



Don't forget that if you lose or throw away your newsletter, there is always a copy for you to view on our website at: [www.sprowston-nursery-playgroup.org.uk](http://www.sprowston-nursery-playgroup.org.uk).