



Newsletter

Summer Term 1(April/May 2014)

Dear Parents and Carers,

Welcome back to Playgroup after a lovely sunny Easter!!! We hope that you had a lovely break and made the most of the sunshine!! We hope that the Easter Bunny was kind and left you all lots of chocolate eggs to enjoy. This Half-term is 4 weeks and 3 days long, and we have lots to pack in! We have our visit to the Castle, please remember to check later in the Newsletter the day your child should attend!! Our Parent Information Mornings are on the last Thursday and Friday of this Half Term. Finally, please take some time to read through our Transition Policy at the end of the newsletter as we are approaching the time when we start making working with you and the local schools to help a smooth onward journey to their school. Thank you.

People who help us

Week	Dates	Subject	Activities	Please bring in
1 & 2	23rd -2 nd May	Fire & Police Service	Fire and police collage, & traffic light biscuits	
3	6 th May (Closed 5 th Bank Holiday) - 9 th May	Doctors, Nurses, Dentists & Opticians	Healthy sandwiches,	
4 & 5	12 th -23 rd May	Library, School & Castle	Crown's, Tiara's & Shield making, Painting with toothbrushes & Sand textured castles	Kitchen roll tubes

Parents Information Mornings - We were delighted with the great turn out for our October Parent's mornings. We had some brilliant feedback and the staff really felt it helped them to get to know you all. We intend to hold follow up mornings on the 31st May and 1st June. We will run the same appointment system as last time and letters will be sent out to you nearer the time.



We have invited teachers from our main feeder schools, and also representatives from schools close to the Sprowston area, and we hope they will all attend. This would be a great opportunity for you to get to know them and ask any nagging questions you may have about your child moving on to school.

Castle Visits

Our castle visits are all planned. Just as a reminder we will meet children at the main **entrance doors of the Castle at 9.50 am.**

Children who attend on Tues/Thurs am will visit on Monday 12th May

Children who attend on Wed/Fri am will visit on Monday 19st May

You should collect your child from the main castle doors at 12 pm prompt.

Parent Help Rota The Parent help Rota is now available for this half term.....we value all of your help and support, and the children love seeing their Mum/Dad/Nanny/Granddad involved. Please sign up for as many mornings as you can spare. Thank you..

Safety First! - Arriving/Leaving 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. We know how keen the children are to get into playgroup and see their friends, but it is really important that the staff member with the register has seen your child and is aware they are here. When you are leaving after dropping off your child/children in the mornings please ask a staff member to lock the main lobby doors securely behind you in order to keep all of the children safe and at lunch times when collecting your child/children you must leave by the doors at the end of the hall to ensure that a staff member registers your child out.



Please also ensure that while waiting to come into playgroup, your child(ren) stay with you at the entrance and are not allowed to play around the bicycle racks and near the sheds. These areas are not safe to play around.

Afternoon Sessions -

- If your child is staying all day, their named lunch box should be taken into the Kitchen area (Paint Room) where any items needing to be kept chilled, can be suitably stored in our Fridge. (Please Note; any items to be refrigerated need to be clearly labelled with your child's name).
- **DO NOT LEAVE PACKED LUNCHES ON COAT PEGS.**
- When arriving for afternoon sessions (if your child was not there for the morning) please make sure your child is registered with the staff member at the entrance before taking their lunch box into the Busy Room.
- In addition to this (and not as a replacement), our afternoon children are also encouraged to use a 'self registration system'. This is located inside the door to the Busy Room. By encouraging self-registration, children are given a sense of independence, recognition of their name and also time. Normally a staff member is beside the self-register, but if not, please encourage your child to find their 'person' and move them from the 'Home' section into the 'School' section. Thank you.

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 Learning Stories - The Keyperson responsible for your child is able to share their learning story with you at any time. You are able to take it home and add photo's or information or to share it with your child's other playgroup/nursery/childminder if you so wish, just please remember to return it so that your child's Keyperson can keep it up to date.

Sainsbury's Vouchers - We are still collecting these - we have collected loads so far - Please keep them coming in. Thank you

Staff Training - Last Term all of the staff and Regular Helpers updated their Safeguarding training. Our Safeguarding policy will be updated following on from this.

Sun cream - We have had a lovely warm spell recently, hopefully this will stay with us! If your child attends a full day at playgroup, please remember to provide them with a named sunhat. We are more than happy to re-apply sun cream to your child after their lunch. The sun cream must be:



- Brought in **and** taken home again every session (we are not able to store it)
- Placed in our 'sun cream' tray on the lunch trolley, **not left in your child's bag**
- Clearly labelled with your child's name

We also need to have received your signed permission to apply the sun cream. Thank you for your co-operation.

Old Pots & Pans appeal



Our New Sand Play Area & Temporary use of a Sensory Suitcase - Just before the holidays we have converted an old area of flowerpots into a larger sand play area in our garden for the children to use. We are appealing to anyone who would be kind enough to donate any old pots/pans/frying pans/wooden spoons for the children to use in this area. If you have any, please bring them into playgroup, we would be very grateful. Thank you.

Also, we have been awarded the use of a Sensory Suitcase for this term by Norfolk County Council, for taking part in their Sensory Project 2014. The Suitcase contains £2,000 worth of sensory equipment and will be a great resource for those children who find sensory exploration fun.

Toys from home - We are a fortunate playgroup who has lots of lovely toys and resources for the children to enjoy, that there is no need for children to bring their own toys from home to play with. Please only encourage your child to bring in one item to be used for show and tell in the afternoon. This item should be clearly labelled with your child's name and for the remainder of the session stay on your child's name card.



Diary of Events for 1st half Summer Term 2012



April 2012

Wednesday 23rd *Playgroup re-opens for 1st half Summer Term* **9:00am**

May 2012

Monday 5th	<i>Closed due to Bank Holiday</i>	
Wednesday 7th	Committee Meeting-All welcome!	8:00pm (Busy Room @ Playgroup)
Monday 12th	Castle Visit - Tue/Thur am children	Arrive at castle 9.50am collect 12.00pm
Sunday 18th	Garage Sale	See letter for details
Monday 19th	Castle Visit - Wed/Fri am children	Arrive at castle 9.50am collect 12.00pm
Thursday 22nd	Parents Information Morning -Tue/Thur am parents to attend	9:30am to 11:30am (appointment system)
Friday 23rd	Parents Information Morning - Wed/Fri am parents to attend	9:30am to 11:30am (appointment system)
Friday 23rd	<i>Playgroup closes</i>	3:00pm

June 2012

Monday 2nd	<i>Playgroup re-opens 2nd half Summer term</i>	12:00pm
Friday 20th	Playgroup BBQ Night - Bakers Lane	6:00pm - 9:00pm



Policy and Procedure Spotlight



TRANSITION POLICY

Policy

At Sprowston Nursery Playgroup we organise transitions around the needs of the individual child. We understand that we have a statutory duty to ensure continuity for children during periods of transition. We believe that smooth transitions support the personal, social and emotional development, learning and future success of every child.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The Supervisor is responsible for ensuring the Transition Policy becomes effective practice. This person will be required to reflect on the transition practice as part of the setting self-evaluation process on an annual basis. Parent's views on transitions are sought, verbally and in questionnaires and are used to plan for transitions. We continue to build on good relationships with external agencies to make it easier to access help and support for children who have identified additional needs as they enter our setting.

EYFS Themes, Principles & Practices.

A Unique Child: <ul style="list-style-type: none">Value & Respect all Children and families equally.	Positive Relationships: <ul style="list-style-type: none">Build on Key person relationships in early years.
Enabling environments: <ul style="list-style-type: none">Value all peopleValue learning	Learning and Development: <ul style="list-style-type: none">Personal Social and Emotional Development

Procedures

- We allocate a key person before the child starts.
- The key person is responsible for settling the child into our setting.
- It is our policy to accept that each child is an individual and this necessitates individual care and support specific to each child.

Transition from home into Sprowston Nursery Playgroup

We value the parent as the first educator of their child

- We invite parents to supply photographs of their child and family to display in the setting. These help the child to keep home in mind and show families that we value them in our setting.
- Parents are welcome to come and visit our setting, by appointment.

We have a clear welcome procedure;

- All children and their parents are invited to come for a visit prior to the child's given date of beginning Playgroup. They will be introduced to their own 'key person' who is ultimately responsible for their settling in procedure.
- Parents are always most welcome to stay at Playgroup for as long as they feel their child needs them in order to be happy and at ease in their new environment. If the child finds it impossible to settle the parent will be advised and alternative arrangements will be made to suit the child.
- We use pre-start visits to explain and complete with his/her parents the child's registration records.
- We collect essential information through a registration form as well as information from the parents about the child's needs, likes, dislikes, routines and development, allergies, medical and dietary requirements in the form of a 'Getting to Know Me' form. It assists the key person in understanding the emotional needs of the child and enables them to match the home routine of the child within our setting, wherever possible.
- Full copies of our policies are available to parents on our noticeboard and parents may borrow a hard copy to read on request. Our half termly newsletters highlight individual policies. Parents understand the availability of our policies as they are told in person on their arrival in setting, and this message is reiterated in our regular newsletters.

We create an environment in our setting that reflects the needs and interests of the child

- We use boards to display information about what happens in the setting and we use photographs of children at play to effectively engage with parents. We also have a series of scrap books documenting special occasions, trips, visits, celebrations and everyday life in our learning stories bookcase.
- We allocate all children with a peg identified by their name and a picture. The child also has a name card where a favourite toy, book from home, photographs, or comforter can be stored, helping the children to feel more secure. Children who stay to lunch have a 'little person' with their own picture which is moved from home to school and back.

We support children who have identified additional needs as they enter our setting (please refer to our Special Educational Needs and admissions policy).

Transitions between settings, rooms and key people

We produce Learning Stories that document children's next steps.

- Learning stories are easily available for children and parents to look through or borrow, and are displayed in a bookcase in our 'Busy Room'.
- Parents are positively encouraged to add information to the Learning Story, which key persons subsequently build on and extend within the setting.
- 'All About Me' forms are sent out termly for parents to complete, which are used in children's Learning Stories and subsequent planning.

We organise displays and have parent information mornings to help parents understand how young children learn and develop, which helps parents to enhance learning opportunities at home.

- Key Person also takes responsibility for telling the parent or carer about events in the day that have been important for the child, which we find to be a highly valuable way of communicating information with parents.

Managers show that they value smooth transitions by giving time for staff to support children and families

- Staff are organised to enable Key Persons to be available at handover times to talk to parents.
- The Supervisory team monitor the effectiveness of daily or weekly communication between parents and child (And on a less frequent basis with different settings the child may be attending or additional support agencies for a child or families).

We continue to support children with additional needs (as detailed in our Special Educational Needs Policy).

We endeavour to share as much information as possible with other settings or carers, in the case when a child attends more than one setting. Parents are invited to be involved in this important process in order to achieve the best understanding of the child that we can.

As our children progress to afternoon sessions, we provide parents with a leaflet explaining how the sessions differ from morning sessions, so that parents can assist in preparing the children for the changes, before they attend.

Transition from Sprowston Nursery Playgroup into school

Sprowston Nursery Playgroup aims to maintain good relationships, built on professional respect, with all local feeder schools.

- Staff from local feeder schools are invited to visit the child within our setting during the Summer Term prior to transition, to make the Key Person in the receiving school aware of the likely emotional needs of the child.
- Teachers from local feeder schools are invited to our parent information mornings in October and May.
- We arrange visits to local feeder schools, accompanied by Playgroup staff, in the Summer Term.
- A 'Record of Transfer from Pre-School to School' form, identifying key information about your child with links to the EYFS, will be completed by your child's key person and sent to your child's new school, when they leave Playgroup. This document also includes a section for the thoughts of the child and the thoughts of the parents/carers at this stage of the child's journey.
- We display pictures of local feeder schools in our setting.

Learning Stories are given to the child and parent/carers, and recommended to share with new key person in school.

We organise (if necessary) and attend a 'transition meeting' for those children with identified additional needs, with the support of our Early Years Support Teacher. Parents and carers, staff from feeder school and key persons are invited, alongside any other relevant professionals, in order to ensure the child's needs can be met in school.

In the summer term, we read a variety of books aimed at preparing children for moving onto school and also provide role play opportunities for the children, using uniforms and book bags etc from local feeder schools.

An annual 'Leavers Concert' is organised in the Summer term, where key children, parents and carers, are invited to embrace the changes ahead, whilst giving all the chance to say 'thanks' and 'goodbyes'.

A full copy of our Policies and Procedures is always available for you to look through on our Noticeboard, which is on the stage in the mornings and in the foyer in the afternoons. Please also feel free to speak to either the Supervisor or either of the Deputy Supervisors should you have any queries about any of our policies.