



# Newsletter

Summer Term 1 (April/May 2019)

Dear Parents and Carer's,

Welcome back to Playgroup after a lovely Easter!!! We hope that you had a lovely break. We hope that the Easter Bunny was kind and left you all lots of chocolate eggs to enjoy. This Half-term is 5 weeks long, and we have lots to pack in!

## People who help us

Week	Dates	Activities	Please bring in
1 & 2	23 <sup>rd</sup> April-3 <sup>rd</sup> May	Make a Stop and Go Sign, Road Sign Biscuits, Role Play Police Station	Red & Green Tissue Paper
3&4	7 <sup>th</sup> May-17 <sup>th</sup> May	Fire Engine Collage, Fire paintings, Doctors Role Play	
5	20 <sup>th</sup> May-24 <sup>th</sup> May	Healthy Eating Cut and Stick, Gloop, Vets Role Play	Paper Plates

## **People Who Help Us.**

This half term we are looking at people who help us. Hopefully we will have the local emergency services come and pay us a visit! We are also hoping to have a Dentist and Nurse/Doctor to come and talk to the children.



**Parents Information Mornings** - We were delighted with the great turn out for our October Parent Information Morning. We had some brilliant feedback and the staff really felt it helped them to get to know you all. We intend to hold our next Parent Info Morning on Monday 20<sup>th</sup> May. 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.

## **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. For some of you this will be the last term to help before your child goes off to big school !! Thank you.

## **School Allocation.**

All children who are transferring to School in September should have had their school allocation from Norfolk County Council. Please return the questionnaire sent out to you before Easter to enable us to start the transition procedure for each child.

## Easter Treasure Hunt.

We hope you all enjoyed taking part in the Treasure Hunt over the Easter Holidays. Please remember to return your sponsorship form and any monies you collected. We really do appreciate all of the support in this fundraiser.

**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/children stay with you at the entrance and do not 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 lunchbox **clearly named on the outside** 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, 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 number
- If your child is unwell and unable to attend playgroup, please ensure that you contact us on 01603 441529 at your earliest convenience to inform us of their absence.

**Sun cream** - Hopefully the sun will soon come out for us and we can all enjoy some warm weather!!! If your child attends a full day at playgroup, please remember to provide them with a named sunhat and 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.

**Toys from home** - We are a fortunate playgroup with lots of lovely toys and resources for the children to enjoy, 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 put in the Show and Tell box kept in the Busy Room.

#### Attention New Parents:

- **Internal Mail System:** Our internal mail system works in the following way. Staff will leave letters and other information with your child's work on the tables in the hall at the end of each morning session. Each child's work is labelled with a laminated name card, which should be left at playgroup for future use.



#### Waiting List

- Do you have a child who may be approaching playgroup age?
  - Would you like their name added to our waiting list?
  - Do you know of anyone requiring a place at playgroup?
- If you do please feel free to see Amanda or please pass on our details to a friend.

#### 30 Hours Funded Childcare.

For those of you that have children returning to us in September, you may be aware of the 30 hours funding available to some families. To find out if you are eligible please visit HMRC childcare choices website ([www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)), it may be helpful to have at hand your NI number, P60's and pay-slips. If you are successful in your application you do not have to use the full 30 hours, lots of our parents currently use 18 hours over 3 days. The choice is yours on how many hours you use and we can work together to try and accommodate your needs as best we can. Any queries or advice you may need please feel free to speak to Amanda.

Needed For Next Half Term Please!

We will need empty 2 litre plastic bottles, empty fruit shoot style bottles,



#### Diary of Events for 1st half Summer Term 2019



#### May 2019

Wednesday 8th	Committee Meeting All Welcome	8:00pm (Busy Room @ Playgroup)
Monday 20th	Parent Information Morning	9.15am until 11.15am



# Policy and Procedure Spotlight



## Transition 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.

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 very difficult to settle, we will discuss with the parent, strategies to support the child and parent during the transition. The parent will be advised and alternative arrangements will be made to suit the child.
- We use pre-start visits as an opportunity to explain and complete with parents their 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 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. 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 'hot air balloon' with their own picture and name on which is moved from morning to afternoon 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/tapestry, which key persons subsequently build on and extend within the setting.
- 'All About Me' focus sheets forms are sent out termly for parents to complete, which are used in children's Learning Stories/tapestry 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 Persons also take 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 staff 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. Attached to this is a copy of the EYFS Areas of development which have been highlighted throughout the child's time at playgroup to show their stage of development.
- We display pictures of local feeder schools in our setting.

Learning Stories/Tapestry information are given to the child and parent/carers also transition forms 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'.