

TILLINGHAM PRE-SCHOOL NEWSLETTER



SEPTEMBER 2021

Well we are now well into the first half term of the school year and we have been blessed with fabulous weather which we hop will continue! We are pleased to welcome back Archie to our pre-school and also have some new children who have joined this term and so a big welcome to Benjamin, Ethel, Evie, Florence, Francesca, Halle, Maddison, Orin, Sloane, Teddy and Woody, we hope that they all enjoy their time with us. Please remember that even though you are still unable to enter the building for the moment we are all still available should you need or want to speak to your child's key person face to face.

IMPORTANT REMINDER TO ALL PARENT/CARERS

FOOD AND DRINK

**WE ARE A NUT-FREE PRE-SCHOOL.
PLEASE DO NOT BRING ANY
SNACKS/DRINKS INTO PRE-SCHOOL OR
LEAVE FOOD/DRINKS IN THEIR BAGS.
IF YOUR CHILD ATTENDS LUNCH CLUBS
PLEASE ENSURE THEIR LUNCH IS FREE
FROM ANY NUTS OR PRODUCTS THAT
'MAY CONTAIN NUTS'.**

**If you are unsure or have any questions
please ask a member of staff.**

MEDICINES

**IMPORTANT - IF YOUR CHILD IS
TAKING ANY MEDICATION WHICH MAY
NEED TO BE ADMINISTERED DURING
THE SESSION PLEASE DO NOT LEAVE
IT IN YOUR CHILD'S BAG.
MEDICATION SHOULD BE IN A BAG OR
BOX CLEARLY MARKED WITH THE
CHILD'S NAME AND HANDED TO A
MEMBER OF STAFF WHO WILL ASK
YOU TO COMPLETE A FORM TO GIVE
US PERMISSION TO ADMINISTER THE
MEDICINE AND DETAILS OF DOSAGE
NEEDED.**

CLOTHING AND FOOTWEAR

Despite the recent beautiful weather, we are now in Autumn and the weather can be very changeable. Please ensure your child has a coat and welly boots with them as well a pair of indoor shoes such as trainers. The door will remain open throughout the morning to allow free-flow play for the children so please dress them appropriately as it will feel cool indoors as well as outdoors.

TERM DATES

Autumn Term:

1st September 2021 - 17th December 2021

Half Term 25th - 29th October 2021

Spring Term:

4th January 2022 - 1st April 2022

Half Term 14th February - 18th February

TERM TIME HOLIDAYS & ABSENCES

Please ensure that you give at least one months notice of any term time holidays. This is so we can adjust child:staff ratios, resources and plan accordingly. **If you fail to do so you will still have to pay for your child's sessions even if they do not attend.**

FEES

PLEASE CAN YOU ENSURE THAT ALL FEES ARE PAID WITHIN **3 WEEKS** OF THE BEGINNING OF TERM, INCLUDING ANY OUTSTANDING FEES FROM LAST TERM. THIS IS TO ENSURE THAT FUNDS ARE AVAILABLE TO BE ABLE TO PAY STAFF, PAY HALL HIRE FEES AND BILLS, PROVIDE SNACK, PURCHASE NEW EQUIPMENT AND RESOURCES, FUND END OF TERM PARTIES AND ENTERTAINMENT ETC.

If you pay the full amount you can now pay by BACS but please remember to return the invoice slip to Karen/Annette once paid.

If you have any difficulties with fees please speak, in confidence, with Karen or Annette.

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HOME/SCHOOL LOG BOOKS

Your child's home/school log book has been replaced in their red school bag with a 'Parents Comments Book'. Your child's key person will keep their home/school log book and write in it about their day at least once a week at home and will send you a copy via messenger/text/email. We found that this worked really well last term and there was more feedback received from parents. It also gives the staff more time during the session to play with and to settle in the new children. Parents can use the new 'Parents Comments Book' to write to us or pass on messages for that day as our mobile phones are not available during the session.

LEARNING JOURNEY (Your child's learning and development record)

Please remember that these are available for you to look at, take home and add to at any time. Please speak to your child's key person if you would like to take a look at them. It would be lovely to see photos and comments of birthday parties, family events, days out or holidays added. These pictures and comments do help us to get to know and make closer relationships with your child and so are important for your child's well-being and learning/development at pre-school.

CONTACT DETAILS

Don't forget if you change any of your contact details please let us know so that we can amend our records. It is so important to have these up to date so that you can be contacted in an emergency.

IMPORTANT: Please telephone daily on 01621 778803 (from 8am) to let us know if your child is going to be absent due to sickness or other reasons. We do have to keep a record for Essex County Council. Please DO NOT use Facebook to inform us.