



# Forest Room Newsletter Spring 2019



HAPPY NEW YEAR!

Welcome back, we hope you all had a lovely Christmas and enjoyed the wonderful gifts the children made during their festive activities. The staff really excelled themselves this year and did some fantastic craft activities which the children really enjoyed taking part in. Thank you once again for all the lovely cards and gifts we received. The Spring Term promises to be just as exciting, it is packed full of exciting topics, activities and new programmes.

## CONFIDENTIAL RECORDS

It is vitally important that records are kept up to date. We rely on you to pass this information on to us. If your address/telephone/mobile/email/emergency contact numbers etc change or any dietary/allergy/medication needs your child may have changes, these must also be recorded and up dated on a regular basis. We can only act on the information we have been provided with.

## NAME LABELS

It is vital all your child's belongings are clearly named. bags, clothes, drink bottles, shoes, hats, gloves, comforters. This helps staff recognise instantly whom things belong to, trace belongings if left or lost, but more importantly helps your child recognise their own name and belongings ready for developing independent skills. Due to problems last term with items not being named, we have purchased a marker pen which we will use should items not be named.

## OPEN DOOR POLICY

If you have any concerns or questions about any aspect of our provision, please share them with us. We want everyone to be happy and confident at Cornmeadow Early Years & Families and we can only make this happen when the partnership between us is honest, happy and trustworthy. We have a number of ways in which to contact us or feedback your thoughts: -

- Speak to Lorraine or Karen
- Speak to your child's key person
- Telephone us on 01905-455396 any time between 7.30am & 6pm
- Email us on [lorraine@cornmeadow.co.uk](mailto:lorraine@cornmeadow.co.uk)
- Send a message in your child's Daily Diary
- Comments/Compliments/Complaints form in the foyer & box to post in

## DROPPING OFF & COLLECTING PROCEDURES

Please let the Manager/Deputy know if anyone different is dropping or collecting your child. We have clear policies, practices and procedures, which you would have received with the Admission Documents to read and sign. Family or friends who pick up on a regular basis will have their photograph taken and placed in our Photographic Evidence book. Legislation also requires that we hand children over to a responsible adult, this means someone over the age of 16.

**WE HAVE A DUTY & RESPONSABILITY OF CARE AND WILL THEREFORE NOT LET ANY CHILD LEAVE WITHOUT PARENTAL CONSENT**

## EASTER & SUMMER HOLIDAY CLUB

Booking forms are now available on the website. Last year we experienced high attendance, so places are limited. Don't leave it too late and be disappointed.



## **NATIONAL BOOK WEEK**

Week beginning 28<sup>th</sup> January we will be focusing on BOOKS. We will be looking at a variety of favourite story books, who the characters are, depicting what might happen next, how to handle books respectfully etc and inspiring children to have a love of reading. We would love to invite any family member to come in and spend some time with the children reading and sharing favourite stories. If you can spare 15 or 30 minutes during the week that would be amazing, please speak to Julie as to what day you could offer.

## **WORLD BOOK DAY**

This year we will be celebrating World Book Day on Thursday 7<sup>th</sup> March. This will be a dress up day when children can choose a character from a book and come dressed as them, they can also bring the book in to read and share with friends.

## **SPARE & SUITABLE CLOTHING**

Please can your child have a suitable coat each day, as we try and access the outside area as much as possible. Footwear can cause difficulties in physical development and participation in certain activities within the setting especially boots or heavy soled shoes. Lightweight and flexible footwear with heel and toe protection is the best for indoors and outdoors. Due to our beautiful outside play surface the children don't need heavy shoes for outside play. Doodles, trainers or lightweight shoes are ideal. Last term we had a number of accidents due to falling in heavy weighted shoes and boots, plus standing on fingers and toys when playing. We advise your child brings in their bags at least one set of clothes, due to accidents, spillages etc. They also need to wear really warm clothing for Forest School, leggings, joggers, jumper, fleece, thick socks is recommended, although we provide waterproof suits they don't hold the warmth very well.

## **HOME TOYS**

We are experiencing a lot of toys coming in from home and this is causing a few issues: -

1. They get lost
2. They get broken
3. The owners don't like to share
4. Mixed up with our toys
5. Children getting upset

We are also preparing children in readiness for school and as I am sure you are aware no home toys go into school. Therefore please try and support your child by making the right choice and leaving them safe at home.

## **DAILY DIARIES**

Thank you for helping us with the diary system of putting them by your child's name at the tables in the morning. By putting them on your child's table in the morning means the staff can check them during registration and then place them on the practitioners work station later.

As you can imagine its quite a task routing through bags to find them in the cloakroom.

Messages, letters or leaflets will also be sent home from the Key Person via the Daily Diaries, so please check on a regular basis.

The diaries also assist us in a daily headcount as to how many children are attending, so it is also vital if you do forget it to let a staff member know.

## **REGISTRATION TIME**

This term we have changed our timetable slightly to accommodate new activities. We would really like to get registration started by 9.10am. Therefore once your child has settled at their key table it would be great if you could leave the classroom as soon as possible. If you need to speak to a member of staff then this would be better conducted out in the foyer or my office. If we have started registration your child will be welcomed by their key person and escorted into the room, so as to avoid any disruption.

At 12noon & 1pm if you are dropping or collecting its vital that you are on time due to other activities starting. We will do our best to work with all our parents on this matter, but as you can appreciate we have a very busy timetable of activities which we want all the children to partake in & have a good learning experience.

To help with starting times we will be opening the doors 5 minutes to the hour.

## SCHOOL APPLICATION

Hopefully by now you have all submitted your application for a primary school place in September 2019. The cut off date was January 15<sup>th</sup>, you will not hear anything until April. This can be a stressful time for you, but we strongly recommend that you try not to discuss this in front of your child, as they may start getting anxious. Please be assured that we are here to support you, give advice or signpost you to the right people.

## GDPR & CHILDRENS NAMES

As you may be aware in May 2018 these regulations came into force and this is why we had to re-do all our admissions forms and produce Data Protection Policies. We have revised our Privacy Policy to include the following statement:-

- Share information for activity purposes within the setting e.g. name pegs, sharing your child's name with peers for social purposes (birthday invites, Christmas cards, starting school) only first names will be displayed or given out.

## MAIN DOOR, CAR PARK & GATES

Due to safeguarding and security there are only certain members of staff who can open the front door. Please don't think staff are ignoring you if they don't open when passing, they will get someone in authority to do so immediately. If you are waiting in the foyer please don't open the door if the door bell goes or someone is waiting outside or the, again this is a safeguarding and security issue.

Parents have brought to my attention the single gate that opens onto the public pathway that sometimes it is open. Concerns about children running onto the road have been raised. If possible please remember to close it. We have had a few issues with children and adults walking across the car park when cars have been moving, please can you use the small gated entrance which is for pedestrians only.

Once your child has been signed and handed over to you they are in your care and the responsibility is yours. It is very difficult for us to police children once they have evacuated the classroom into the foyer or outside, but we are mindful and try to work in partnership with all families.

## POPPY APPEAL 2018

Thank you for supporting the Royal British Legion Poppy Appeal in November 2018.

With your help we raised

**£185.66**



## Contact Details

Telephone – 01905-455396

Email – [lorraine@cornmeadow.co.uk](mailto:lorraine@cornmeadow.co.uk)

Fees – [annette@cornmeadow.co.uk](mailto:annette@cornmeadow.co.uk)

General – [hello@cornmeadow.co.uk](mailto:hello@cornmeadow.co.uk)

Website – [www.cornmeadow.co.uk](http://www.cornmeadow.co.uk)

## DATES FOR YOUR DIARIES

Spring term starts – 7<sup>th</sup> January 2019

Half term – 18<sup>th</sup> – 22<sup>nd</sup> February 2019

National Book Week – 28<sup>th</sup> January 2019

World Book Day – Thursday 7<sup>th</sup> March 2019

Spring Term Finishes – Friday 12<sup>th</sup> April 2019

Easter Holiday Club – 15<sup>th</sup> 16<sup>th</sup> 17<sup>th</sup> 18<sup>th</sup> 23<sup>rd</sup> 24<sup>th</sup> 25<sup>th</sup> 26<sup>th</sup> April 2019

Summer Term Starts – 29<sup>th</sup> April 2019



# Curriculum Topics

These are the topics we are covering during the weeks leading up to half term. We hope this will help you to support your child's learning, interests and experiences within the home environment. If you would like any help, support, ideas or resources please speak to your child's key person, we want to work in partnership with you so your child gets the best start in their early education.

Date	Topic	Book of the week	Colour	Letter	Number
7/1/19	Winter Wonderland	Snowbears	White	e	0
14/1/19	Winter Wonderland	How big is a Million ?	Black	h	1
21/1/19	Recycling	Let's recycle	Grey	r	2
28/1/19	National Story Telling Week	Various Stories	Blue	m	3
4/2/19	Chinese New Year Festival	Gung hoy fat choy (Song)	Red	d	4
11/2/19	The Farm	Old Macdonald – Story version	Yellow	g	5