



Newsletter

February 2018

Dear Parents/Carers

We wish you all a lovely and restful break in readiness for the fun and activities planned for the remaining part of our Spring Term.

Term Themes

Website

Please link into our website (shown below) to source information in respect of our curriculum planning:-

<http://www.kinsbournecommonnursery.com/#!the-curriculum/n7mfh>

By double-clicking on the following links in this section, you will be able to access information as follows:

Long Term Planning (includes our Themes/Activities and Term Dates) – 2017/2018

[St Mary's Medium Term Planning \(includes our current weekly provision linking up to respective themes\)](#)

[Kinergy Medium Term Planning \(includes our current weekly provision linking up to respective themes\)](#)

We have a range of information available across different sections of the Website such as term dates, other planning documentation and links to other settings. We have also downloaded an audio copy of our Nursery Story, 'The Six Special Friends' for you to share with your children if you wish! In addition, the animation for the story has now been completed and is available to play in conjunction with the narrator.

Regular updates/forthcoming events will be available to look at by linking into the 'News' page on the website and we would be grateful if you could take a moment to view this whenever possible. Deborah has also now set up a link to the TV screen at St Mary's Church Hall showing our website. When you arrive each morning, the weekly planning will be displayed. However, a hard copy will also be available should there be any technical issues. Obviously accessing our website in the normal way before arriving at nursery gives the advantage of knowing what is being planned ahead of time, but this is just an alternative way of sharing information should you not get chance to do this. If you have any queries, please do not hesitate to speak to Deborah.

Please do not forget our colour coded 'show and tell' boxes so that your children can safely store whatever they choose to bring into Nursery. We encourage all parents/children to get involved with this by bringing in something from home that corresponds with either the colour or theme of the week. This acts as a great link between Home and Nursery and the children really enjoy talking about their items during Circle Time. **Could we please ask if only ONE item can be brought in by each child, thank you.**

Half Term Homework

Please take a moment to gather some news or something that your child may have achieved over half term. It is always good to hear what the children have been up to and in many cases helps us with our planning.

Parents/Carers Feedback

We would be really grateful if you could spare some time to e-mail Anna with your experiences of your child/children attending our nursery so that they may be posted onto our website for future reference.

Nursery Contact Number

The Nursery Phone Number is: 07956 463128

Just so that new parents/carers are aware, in order to comply with Ofsted Regulations, we originally purchased a phone with no picture facilities for use. Unfortunately, we found that the phone rarely had RECEPTION and thus posed a serious safeguarding issue. In order to alleviate this problem, we have reverted back to a mobile phone that is more reliable.

Please make a note of this number should you wish to contact the NURSERY: **The number will also be DISPLAYED on the Blue Nursery Door.**

If for any reason you are unable to contact the nursery, please Call Anna on 07956 659790 as back-up.

Ofsted - Reminder

One of the main changes to the Ofsted Inspection Framework which came into effect from 1 September 2015 states that we should get half a day's notice before any inspection takes place. However, if an inspector is unable to make contact with us, they are still able to turn up the next day to carry out an inspection. Should you require more information on this, please follow the link below:-

<https://www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015#history>

Nursery books

We will be leaving a box of books on a 'help yourselves' basis to take home at the end of the nursery session for parents to borrow should they wish. Please return the book when it is finished.

Outside play and weather update

Come rain or shine, we will be using the outdoor area on a daily basis for a number of different activities with the children. Please ensure that your child has suitably named outdoor clothing (eg coat and hat), particularly as the weather is still wet and cold.

We are pleased to report that even when it snowed fairly heavily in previous years, the nursery managed to stay open. We reiterate that there would only be a need to close the nursery in extreme cases and when there may be a risk to the safety of the children, parents/carers and staff. Deborah and Anna will follow the local weather forecast and advice gleaned from Hertfordshire County Council. Parents/carers will be emailed or sent a text to advice of the situation on the morning of the snow. In the event of closure, notification will also be posted on our website. Please feel free to contact Anna on Mobile: 07956 659790 if for any reason you have not heard from us before you set off to nursery.

Outdoor area

The Nursery Team have been looking at different ways of offering more outdoor experiences. For your information, many nurseries today offer free flow; this allows children to independently choose to move between the different environments. For some settings free flow can pose challenges as they may be based upstairs and have to find ways of accessing the outdoors, whereas settings based on one level (like us) have more opportunities of incorporating outdoors in their free flow. Free flow offers children many learning and development opportunities and it enables practitioners to fully embrace the use of the whole environment. With this in mind, The Kinsbourne Common Nursery and Pre-School will be adopting this approach at certain times during the academic year, particularly during periods of dry and warmer weather conditions.

NB: We hope to be very close now to obtaining planning permission from St Albans County Council in respect of laying Astro Turf in our outdoor area. Unfortunately, it has taken considerably longer than we originally thought due to a Council condition placed upon us to produce a Method Statement detailing how the tree located there will be protected. This has since been completed by a local arboriculturist and sent to the Council. The Council will be responding to this in due course.

Easter Holiday Club – Thursday 29 March 2018.

The sessions will run from **9.15am- 1pm**. This gives an extra day of activities and fun for the children.

A hot lunch will be provided for the children of, for example, toast, crumpets, beans, sausages, pasta followed by yogurt, fruit and an Easter treat. The charge for each session will be **£28.00** per child. Unfortunately, the charge applies to all children as funding is not in place for the extra day.

Please let Anna Know if you would like to book your child in for the Holiday Club. Lots of exciting arts and crafts will be made by the children to take home for the Easter Bunny!

Please let Anna know if you would like to book your child in for the Holiday Club.

Siblings are also welcome to attend up to the age of 5 years old. (Please discuss this with Anna/Deb if you are interested.)

Additional Sessions

For those who may be interested in taking up additional sessions, please let us know as soon as possible as spaces do tend to go very quickly.

Tuesday Full Day & Thursday Full day Opening

Please e-mail Anna should you wish to put your child's name down for a full day. For your information, we will be making the most of the Tuesday & Thursday afternoon sessions by taking regular walks with the children on the Common (weather permitting). However, we wish to reassure you that risk assessments will be carried out before embarking on such an activity.

Snack & Toy Contribution

We would like to thank all parents who made a donation towards the snacks as well as the purchase of toys for the children (September –December 2017). This really is very much appreciated.

This term (January –March 2018), we would be really grateful if a further Snack and Toy Contribution could go towards new resources for the children. A donation form is attached for all parents who wish to contribute £30 for this term.

Many thanks in advance.

Makaton – Language Programme

The nursery staff continue to show the children basic Makaton signs throughout the sessions e.g. at snack and singing sessions. Makaton is a language programme using signs and symbols to help people communicate. We use basic Makaton signs as part of our inclusive practice and wanted to make you aware of this as the children may use the signs they have learnt in nursery at home.

Speech and Language ‘Drop-in Clinics’

For those of you who may not be aware, the system for referring children for speech and language therapy has changed and there are now a series of drop-in clinics for parents/carers who may have concerns. Should you have any concerns, please contact Deb for further information.

WellComm Toolkit

All staff members have received training in respect of the WellComm Toolkit (a speech and language aid for initial screening and intervention in the early years). Nursery purchased the kit two years ago (costing £384) with the aim of using it for nursery children struggling with communication and language.

Staff Training Update

Anna continues to update her Social Work Qualification in line with her Professional Body (Health & Care Professions Council) HCPC) by accessing safeguarding training organised by the Herts Early Years team. Deborah, Tanya and Soni have also completed the same training. General safeguarding training has been carried out by the rest of the nursery team and will be updated when appropriate.

We are pleased to confirm that all staff members have a current paediatric First Aid qualification.

Tanya Fisher has completed a ‘Letters and Sounds Course’ (19 October 2017) which looked at different strategies of teaching the children in this area. Tanya continues to be the Nursery Morning Deputy.

Sonal Zala has completed an accredited SENCo (Special Educational Needs Co -Ordinator) training course which is a relatively new qualification organised by the Hertfordshire Early Years Team. Soni not only is our Setting SENCo, but has also recently undertaken the position of Afternoon Deputy.

Sharon Hogan has carried out a six week course in respect of Elklan. Elklan was established in 1999 by two experienced speech and language therapists Liz Elks and Henrietta McLachlan in response to a demand for training to be delivered by speech and language therapists to education staff to enable them to be more effective in their support of children with speech, language and communication needs (SLCN). Other staff will also be undertaking this training in due course.

Michelle Roberts continues to carry out her Diploma for Early Years Workforce (Early Years Educator) CACHE Level 3 (QCF) training. The Nursery will continue to support her throughout this process.

All staff members have completed Food Hygiene training. Health and Safety Training will be organised as soon as possible.

Deborah Campbell and Anna Gay have completed 'Families First' training (12 October 2017). 'Families First' is a process which looks at providing early help to families, overcoming problems before they get worse which can :

- enable children to live and thrive in a family environment
- contribute actively to finding solutions to the issues they face
- give families choices to find the right kind of support for their needs in the local area
- recognise and build on the strengths of the family and improve their situation with our support

'Families First' ensures all key partner agencies take a joined up approach and together, make the best use of their resources to help children, young people and families.

Chloe Highsted will be carrying out 'Steps' training (22 February 2018). 'Steps' is a behaviour management approach that adopts the following principles:

- Shared focus on inclusion of all children within their educational settings
- Shared values and beliefs across communities
- Shared communication, diversion and de-escalation
- Shared risk management
- Shared reparation, reflection and restoration

Chloe will also be completing training in respect of an 'Introduction to the Early Years' (27 February 2018) as part of her continued professional development.

30 hours' free childcare

Please check your eligibility for the 30 hrs provision and let Anna know ASAP if you qualify. You can find all the information and useful link on our website.

<http://www.hertsdirect.org/services/edlearn/css/parents/>

Fire Drills

We will continue to undertake Fire Drills on a termly basis with the children (both at St Mary's Church Hall and the Scout Hall). We will notify you when this is to be carried out with the children. In addition, we will discuss this with the children the previous week so that they have an idea what to expect. It takes little time to do but ensures we are prepared in case of a real fire!

Policies & Procedures

All policies are now available on our website and we will let you know as soon as the updates have been completed. The Policies and Procedures Folder is at Nursery on a daily basis. Please contact either Deborah or Anna should you have any queries.

Complaints procedure

Your child's key worker should be your first point of contact regarding any concerns you may have about your child. However, Deborah will be available to speak to should you wish.

Inset Days

There are a total of three nursery inset days which have been scheduled throughout the year. Please note that we have tried to keep these to a minimum but are obliged under government regulations to ensure staff have sufficient time to participate in planning meetings and thus comply with the expectations of The Revised Statutory Framework for the Early Years Foundation Stage (DfE, 2017).

Term dates are listed below:

Spring Term 2018	
Inset day	Wednesday, 3 January 2018
Term begins	Thursday, 4 January 2018
Term ends	Wednesday, 28 March 2018
Half term	Monday, 12 February to Friday, 16 February 2018
Easter Holiday club	Thursday, 29 March 2018
Summer Term 2018	
Inset day	Monday, 16 April 2018
Term begins	Tuesday, 17 April 2018
Term ends	Friday, 20 July 2018
May Bank Holiday	Monday, 7 May 2018
Half term	Monday, 28 May to Friday, 1 June 2018
Summer Holiday Club	Monday, 23 July 2018

Deborah will be completing the 2018/2019 Term Dates/Curriculum Planning as soon as possible which will be uploaded onto the Nursery Website.

POLITE NOTICE

Child Collection

If your child is to be picked up by someone else, please inform us and where possible sign the 'Child Collection Book' to say that this is going to be the case. We also ask that you provide the relevant password to the person who will be collecting in your absence (put on your Registration Form before starting at our setting). Please remember to do this as we will not release a child without this information but will nonetheless make every effort to make contact with you to clarify the situation. The safety of our children has to be considered by the setting at all times. Once we are familiar with those collecting your child on a regular basis, there will be no need to ask for this information. However, please bear in mind that some staff will not always know the person collecting the child when other staff may do and your co-operation to provide the appropriate password would be appreciated when this is the case.

Toileting

Please ensure that when children are dropped off at the nursery, they have been appropriately toileted i.e. a visit to the toilet if toilet trained or a clean, dry nappy if still in nappies. This will allow the staff to concentrate on the care of children who may need adult support at this time, instead of staff immediately having to change children who have been left with soiled nappies or needing the toilet.

Thank you for your assistance with this matter.

Food

Please do not put food in your child's bags as nursery staff are conscious that there may well be allergic reactions for other children who come into contact with such

products. Likewise medication that may need to be taken by your child during a nursery session should be given to a practitioner so it can be left in a safe place (our kitchen cupboard) and out of reach of little hands.

Please also remember to include a complete change of clothing as there are a number of activities that are inevitably likely to be messy, all clothes to be named where possible.

Final Note

Thank you for reading this newsletter and apologies to those parents/carers who may have already received some of this information. This duplicate information is for those parents/carers and children who are new to nursery.

Best Wishes

Deborah Campbell BA Early Years (Open), Anna Gay (Msc Social Work Practitioner, Bsc (Hons) Social Care)

& the Nursery Team

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