



NEWSLETTER JUNE - JULY 2017

Dear Parents/Carers,



We hope you enjoyed the half term break and another bank holiday. Hopefully you and your children had a good break, spent some quality time together or maybe lucky enough to take a holiday!

Being the final half term before the end of this academic year we have lots to share with you and many dates for your diary!

Summer Outing

Our trip to Moors Valley was fantastic and a huge success all round. Children and their parents enjoyed walking around the Gruffalo trail and play trail. The children had such fun on the bus with lots of them falling asleep on the way home ! Luckily the weather was kind too.



Topics

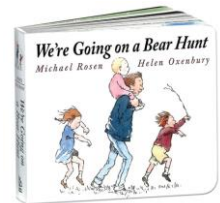
Please look out for Wendy's e-mails that she sends every week with a rundown of topics planned for the children. If you have any ideas or would like to come in and help you are more than welcome, pop by and let us know.

Sponsored Bear Hunt and obstacle course

During the week of **Monday 12<sup>th</sup> June** the pre-school children are invited to take part in a sponsored Bear Hunt. Based on the story book the children will be hunting for the bears whilst having to complete an obstacle course.

This is a sponsored event and all profits will be added to the Twiggs Lane Pre-school Fundraising pot to help pay for new equipment.

Any amount of sponsor money is hugely beneficial to the pre-school and we are sure that the children will enjoy taking part in this event.



Longdown Mobile farm visit – Wednesday 21<sup>st</sup> June



We are pleased to say that we will be welcoming Longdown Mobile Farm to Twiggs on **Wednesday 21<sup>st</sup> June between 10.30am and 1.30pm**. We are all really looking forward to this experience.

**If your child does not attend on a Wednesday session we would like to invite you to share in this experience. Please come along after 12.00. Parents/ carers will have to accompany their child/children please**

## Twigglets only Picnic



All of the children (Twigglets) who are starting at Marchwood Infants School in September are invited to an early years foundation stage picnic on the green behind the Marchwood Church, along with the current reception year children and their teachers. This will take place 12.30 – 2.30 on Monday 17<sup>th</sup> July. An invitation will follow for this soon.

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## Leavers Party

All of the children (Twigglets) who are starting at Infants School in September are invited to a 'Leavers Party'. This will take place from 1pm until 3pm on Wednesday 19<sup>th</sup> July at the pre-school and **is in place of the normal Twigglet session**. The children will be running fun races and singing songs – light refreshments will be offered, so it cannot be missed! All the children are presented with a few special things to celebrate their achievement at Twiggs Lane Pre-school. Invitations to children and parent(s)/carer(s) will follow soon.



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## End of Year Picnic



**The pre-school warmly invites everyone to our End of Year Picnic on Friday 21<sup>st</sup> July at 12 o'clock in the pre-school garden**

If your child doesn't normally attend on a Friday afternoon you & your child are warmly invited. If your child does attend on a Friday afternoon and you can't attend it, just let us know. Siblings are welcome to come along too. Please bring a picnic lunch and a blanket or deckchair if you wish! Having a get-together with everyone is always a really lovely way of saying goodbye before the summer break.

We hope to see you - and the sunshine please! ☺ - from 12 o'clock. This is the last day of term.

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## Directors & Fundraising Team

In September 2017 (date and time tbc) we will be holding our annual AGM to discuss last year's event and financial report. This is a really good opportunity for you all to come along to discuss, and learn more about the pre-school. We would also like to appoint directors and a fund raising co-ordinator to work alongside the team.

This is a fantastic opportunity to be involved with your child/children pre-school – **YOUR VOICE COUNTS !**

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## Fees

Invoices for this half term will be sent out this week. We ask that all fees are settled in full by **Friday 14<sup>th</sup> July** at the latest to help us prepare for our end of year accounts. Should you have any problems or queries regarding your invoice for your child's fees, please do not hesitate to contact Jane - Thank you. [twiggfinance@hotmail.co.uk](mailto:twiggfinance@hotmail.co.uk)



Please ensure that you complete a holiday form for planned absences. Just ask a member of staff.

## Health & Safety



With the weather brightening up and the temperature increasing please make sure you put some named **sun cream** and **sun hats** in your child's book bag.

Cool packs in lunch boxes please.

Suitable footwear should be provided for outside play.

The children have access to water throughout the day however it is really important that you keep them well hydrated before arrival please – Thank you

## Contact Details

Please remember to let us know if you move/change any contact details to ensure our records are up to date. We need to keep these up to date for correspondence & in case we need to contact you urgently. If you don't receive communication via e-mail and you would like to please let us know. [twiggsfinance@hotmail.co.uk](mailto:twiggsfinance@hotmail.co.uk)

## Dates for your Diary

Please look out for Wendy's weekly theme/topic e-mails and information on the white-board too

<i><u>Week commencing 12<sup>th</sup> June</u> Sponsored Bear Hunt obstacle course</i>	<i><u>Wednesday 19th July</u> Twigglets Leavers Party 1pm – 3pm Invites to follow</i>
<i><u>Friday 23rd June</u> Inset Day – pre-school closed</i>	<i><u>Friday 21st July</u> End of Year Picnic Pre-school garden @ 12 noon</i>
<i><u>Monday 17<sup>th</sup> July</u> Twigglets Early years foundation Picnic</i>	<i><u>Monday 4<sup>th</sup> September 2017</u> Open Day for new families– Inset Day</i>
<i><u>Twigglets school visits</u> 19.06 – 26.06 - 3.07 and 10.07</i>	<b>Tuesday 5<sup>th</sup> September 2017</b> <b>** First day back**</b>

Please remember our door is always open, so if you do have any questions or concerns about anything, or if you would like to help out, please speak to us.

As this is our last newsletter of this academic year, we would like to take the opportunity to wish everyone an enjoyable summer and especially wish all our Twigglets lots of luck for their start at BIG school! We also look forward to welcoming back our new Twigglets in September 2017!

**\*\* A HUGE Thank you to everyone for your help and support at all of our fundraising events this past year – we simply couldn't do it without you! \*\***

## Staff & Directors

### Twiggs Lane Pre-school

Incorporated as a company limited by guarantee in England & Wales. Registered Office: Twiggs Lane, Marchwood, Southampton, Hampshire, SO40 4ZE.  
Company Registration No. 7512922 - Charity Registration No. 1141697

# **Directors - Roles & Responsibilities – Twigg Lane Pre-school**

Here's a list of the key roles and responsibilities for Chair, Treasurer and Secretary.

The vast majority of the day to day administrative tasks and general running of the pre-school behind the scenes is undertaken by the Administration and Finance controller, with the support of the Pre-school Manager & Registration Secretary.

Please have a read through, would you would like to become involved?

## **Role of Chair**

- to help facilitate and chair meetings of the pre-school; including directors meetings, open meetings and general meetings such as the AGM
- to liaise with fundraising co-ordinator
- to set the agenda for meetings - together with the other directors
- to appraise the pre-school manager
- to support other directors and authorise the work of the treasurer

## **Treasurer**

- to ensure directors are aware of the financial position of the charity, providing them with up to date accounts at directors meetings (prepared by the finance & administration assistant)
- to ensure that all directors are aware of their financial responsibilities and comply with the charity's finance procedures and those required by the Constitution
- to present the accounts to the members at the AGM - together with the administration and finance controller
- to prepare an annual budget - together with the administration and finance controller with support from the pre-school manager
- to liaise and work with the administration and finance controller with any matters that may need assistance and support.

## **Secretary**

- Prepare the agenda and attend all directors meetings
- to take comprehensive minutes at all directors meetings, type up in a timely manner and circulate to all directors and staff
- to support the fundraising team with fundraising matters - together with the Chair and administration and finance controller when appropriate

Should you wish to discuss these roles in further detail with the current chair, secretary or treasurer of the pre-school, please send us an e-mail to [twiggfinance@hotmail.co.uk](mailto:twiggfinance@hotmail.co.uk)

## **Parent directors**

As well as all the above roles we are also looking for parent directors to support with the running of the pre-school

Many thanks your support is appreciated