



NEWSLETTER September-October 2018

This is a very busy time of year; we ask that you please check children's book bags after each session for any letters. Many Thanks

Welcome!!

We would like to welcome back all our returning families and children, also to all our new families and children that have joined us this term! Children are settling in well to the preschool routine, getting to know each other and the staff has been busy getting to know all the children too!

Staff

We would like to introduce you to the team at Twiggs, Wendy Clarke is our Preschool Manager, Kirsty Harkins is our Trainee Manager, Becky Copland has joined our team as Deputy Manager, Sharyn Curtis is our Senior Practitioner, Karen Goodson and Emma Gibbs are our Practitioners, Natalie Coxall is our Junior Practitioner and Jane Garner is our Admin and Finance Controller who can usually be found in the office! If you have any questions or concerns you would like to direct to Jane please contact her on twiggfinance@hotmail.co.uk alternatively please give the preschool a ring.

Topics

This half term we will be looking at All About Me topic, this will include lots of Personal, Social and Emotional Development with the children settling into preschool, getting to know each other and developing their social skills, sharing and taking turns with their friends.

Look out for our weekly e-mails that include what theme we are looking at for the following week. If you aren't on e-mail you can check the whiteboard and look in your child's book bag. Please don't hesitate to speak to any of the staff for further information for any of the topics. Also, if you have any ideas we are always open to suggestions and improvements so please feel welcome to stop by and have a chat.

Opening Hours

Our opening hours from September 2018 are 8am – 4pm, within these times we have session times which are as follows:

8/9am – 12noon

8/9am – 12:30pm including Lunch club

12noon – 3/4pm including lunch club

12:30 – 3/4pm

8/9am – 3/4pm all day sessions

It is important that you stick to your session times as our staff ratios are worked out on the basis of children's sessions. If you collect late at the end of your child's session you will be charged a late fee of £1 per minute. If you know you are going to be late please ring and let us know, many thanks for your cooperation.

AGM

On Thursday 13th September we held our Annual General meeting. Thank you to those parents that were able to join us, and to those who have indicated on the slips sent out that they would like to be members and/or help with fundraising.

The main purpose of this meeting was for the current directors and staff to talk about what happens behind the scenes. We also elected new members and appointed 2 new directors to replace Jo Slocombe who has stepped down now their children have moved onto infant school. Our current directors and staff introduced themselves and Wendy and Kirsty took us through the topics covered in the past year. This included Christmas performance, Mother's Day and Father's Day celebrations, our annual trip and the visit from The Longdown Mobile farm.

We are very happy to report that Laura Shergold, Alexis Scott-Thompson and Wendy Clarke have put themselves forward to join Chris Fort Chairperson, Jane Garner Secretary, Kirsty Harkins Staff Director, Dan Harkins Director and Carly Sargent Director on the board of directors.

Fundraising Team

The Pre-school's fundraising events are the key to enable us to buy wonderful new equipment for the children; in particular those items that are costly. In order for our events to run smoothly we need a team of parents who can meet up periodically to discuss the next fundraising event, think up new ideas, prepare for and help run events.

We need new faces to come forward to join our team – as they say 'many hands make light work' and it's a great deal of fun too! If you would like to join the team please drop us an e-mail so we can put you on the parent helper/fundraising team list. Thank you to those parents who have already offered their help!

Tapestry

To all our new children, can we please ask that Tapestry permission letters are returned with parent/carers email addresses so we can put the children on to our Tapestry system and staff can begin to record their observations for their key children. If you have not received a Tapestry letter please speak to a member of staff and we will get one to you.

Photographer

Hallet Photography will be at pre-school on Saturday 20th October 10.00am – 11.00am

They will be here to take child and family portraits. We have used Hallet for many years and parents have always been very pleased with their quality. They make for lovely Christmas presents too!

Timeslots are available to book – pop into pre-school or ring to book your time

OFSTED

You may be aware we had our OFSTED inspection on Thursday 13th September, when the report is published we will circulate this for you to see. Many thanks to the parents/carers and childminders that spoke to the inspector!

Lending Library

Please find inside the door used for drop off, we have our Lending Library and Parent Information Board. This area is used to provide resources that you might find useful, and any information that might be of interest to you. Please take a look when you can, we hope you will find it useful!

Which Door?!

When dropping off your child for their session we ask that you use the blue door through the blue gates, for an afternoon drop off the gate will be locked however a member of staff will come and unlock the gate at your child's drop off time.

When collecting your child, we will see children out through the side door. Can we please ask parents/carers to stand back from the door allowing staff room to see the children out, if you need to speak to a member of staff please could you stand to one side and a member of staff will be with you as soon as they can. Our priority at the end of the time is ensuring children are collected safely, and we will speak to parents/carers as soon as we can.

We please ask that you respect the Infant School too at this time of day, Year 2 children start to gather their belongings for the end of the school day, and therefore staff have to close the blue door at times to ensure the safety of all children on site. We will try to ensure children use the toilet before the end of the day as this is a busy time of day and we try to avoid (where possible) children coming back to use the toilets as it disturbs the Infant school as well. Many thanks for your understanding

Name everything!

Please can you ensure that all your child's belongings are named, this includes lunchboxes, water bottles, welly boots, coats and anything else! Can you also double check that you have all your child's belongings when you collect them. This is really helpful to the staff

Fees

Invoices have now been sent out, should you have any problems or queries regarding your invoice for your child's fees, please do not hesitate to contact Jane - Thank you. twiggsfinance@hotmail.co.uk

Health & Safety



Please remember we operate a NO NUT policy due to allergies.

If your child requires an inhaler please could you ensure that you supply us with their inhaler in a sealed plastic tub clearly labeled with their name. All prescribed medication should be handed to a staff member.

Many Thanks.



Contact Details

Please remember to let us know if you move house or change your telephone number or e-mail address. We need to keep our contact details 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

Dates for your Diary

*Saturday 20th October 10am-11am Hallet
Photographer (please book a slot)*

*Monday 12th November INSET Day Preschool
will be closed*

There is a list of dates for your diary for the whole year 2018/19 displayed on the notice board. 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.

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