



## NEWSLETTER January - February 2022

**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!

Welcome back to you all, we hope you had a lovely Christmas and new year and enjoyed spending time with your families.

We would like to also give a warm welcome to our new families whose children have started with us this month, we hope your children enjoy their time at Twiggs just as much as we will enjoy looking after them and watching them grow.

### Staff

There have been some changes to staffing since September, please see below current staffing

Kirsty – Preschool Manager

Becky – Deputy Manager

Please contact us by email on [info@twiggslanepreschool.com](mailto:info@twiggslanepreschool.com)

Sadie – Cabin Room Leader

Emma – Pre School Room Leader

Wendy – SENCO Practitioner

Karen – Practitioner

Laura – SENCO Practitioner

Vicki- Practitioner

Suzie- Practitioner

Evie – Level 3 Apprentice

Please take a look at our website [www.twiggslanepreschool.com](http://www.twiggslanepreschool.com) and view our meet the team page if you are unsure who anyone is to familiarize yourself.

Sadly we have said a goodbye to Jane our finance controller, Jane has gone back to her familiar background of insurance , we will all miss Jane but wish her all the best in her new role.

Kirsty and Becky have now taken on all things admin so any questions please ask

Anything invoice related please contact Becky on [becky.copland@twiggslanepreschool.com](mailto:becky.copland@twiggslanepreschool.com)

### Topics

Since coming back in January our topics have been me and my world, family and friends and Winter, the children have enjoyed activities around this . In the coming months the children will be taking part in valentines day activities, mothers day , , chinese new year , pancake day and bird watching to cover bird watch month. We try to plan our activities around the childrens interest and at times,

their interests take over and our planning will head in a different direction following the children's lead. Activities vary between the cabin and preschool room to ensure we are providing age appropriate activities for the children to meet their next steps. If you have any questions about the planning please speak to a member of staff.

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### **Social distancing/Covid**

With covid cases on the rise in our preschool and community please can we ask when dropping off and collecting your child, please respect social distancing guidelines when speaking with staff members. Staff have been provided with PPE, and you may see them wearing masks and sometimes face shields when letting children in and out, this to protect the staff and yourselves.

When collecting children from the cabin please come into the garden to wait, where possible please keep all children with you, as we may have other families collecting children at the same time.

If your child is displaying any symptoms of covid please do not bring them into preschool, you will need to follow government guidance on testing and isolation.

We are also finding children and staff are not displaying the typical symptoms of covid so if your child is unwell or you are unsure please do not bring them in whilst we are trying to tackle this outbreak in the setting.

Staff are doing all they can to deep clean the preschool to minimize infection.

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### **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. If you have any ideas for fundraising events, we are keen to hear them.

We are hoping to give more information regarding our next fundraising idea in the next couple of weeks!

If you have any suggestions please speak to Kirsty!

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### **Famly**

If anyone has any issues accessing Famly please let us know, we have sent out a questionnaire and would really like your feedback on how you are getting on with it and anything you need help with.

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### **Lending Library**

We have a lending library that can be used by families, we have books relating to various things that you might find useful, new baby, moving house, separation anxiety, getting rid of dummies, using the potty, having two homes and more. If you would like to borrow any books please speak to Kirsty, you will need to sign the books out and return when you are finished with them.

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### **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 will be sent out in the next couple of weeks for the summer term, should you have any problems or queries regarding your invoice for your child's fees, please do not hesitate to contact Becky by email on [becky.copland@twiggslanepreschool.com](mailto:becky.copland@twiggslanepreschool.com)

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## **Drop off and Session times**

Please be reassured that the staff will do everything they can to settle your child, and we often find children like to make you feel bad for leaving them but have often stopped by the time you get to the gates! We will never let a child get so distressed in our care, if your child is not settling, we will call you and let you know.

Please keep to your child's session times as we have staff members who need to drop off and collect their own children at the surrounding schools which understandably, they don't want to be late for.

We understand sometime situations arise which means you may be late to pick up however it is important you communicate this with us or try and make alternative arrangements again letting us know who will be collecting your child as without this we can't let your child go.

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## **Parking**

Parking has continued to be an issue in Twiggs Lane and especially outside the preschool, please can we ask you not to park in the car park outside preschool gates as this is staff only. The school have given permission for some parents to park in there quickly due to medical or personal reasons which we are aware of but apart from that it is only to be used by staff.

Whilst on this matter please do not park across the wooden gates as this is an emergency exit and needs to be clear at all times, also please do not park on the yellow lines next to the blue fencing as this is not only illegal but a hazard to other vehicles accessing the road and bypass and our families .

Anyone parked on double yellows will have their number plate passed to the relevant authorities.

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## **Health & Safety**



Please remember we operate a NO NUT/SHELLFISH (crabsticks) 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.

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## **Complaints Procedure**

If you have any reason to make a complaint against a member of staff you must speak to the preschool manager, Kirsty immediately. If you however, have a complaint against the preschool manager you must speak to the chair of the board of directors, Hayley is contactable on

[Hayley.broomfield@twiggslanepreschool.com](mailto:Hayley.broomfield@twiggslanepreschool.com)

The matter will be dealt with in the strictest of confidence. If you wish to contact Ofsted directly to make a complaint about the setting you can visit their website [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### 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 [info@twiggslanepreschool.com](mailto:info@twiggslanepreschool.com)



### Dates for your Diary

<u>Friday 18<sup>th</sup> February INSET Day Preschool will be closed</u>	<u>Half Term 21<sup>st</sup> February -25<sup>th</sup> Pre school will be closed and open again on Monday 28<sup>th</sup> February</u>
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Please remember our door is always open, so if you do have any questions or concerns about anything, 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