



Update

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May/June 2018

Dear Parents and Carers,

In this Update you will find information on:

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Rainbow Theatre Group

You may already have heard about the wonderful visit we had last week from the Rainbow Theatre Company. They performed several traditional tales with the children's support: Goldilocks, 3 Little Pigs, 3 Billy Goats Gruff and Little Red Riding Hood. It was lovely to see the confidence of our children in helping to act out these stories. We hope this event has a lasting impact on them and gives them a taste of what plays and performances are all about – you might even notice an increase in “dramatic” play at home! Do look at the photographs of the day on our Facebook page.

Ducklings

Our duck eggs arrived on Monday and some may even have hatched by the time you get this letter. They will remain outside my office door (and present a huge distraction over the next fortnight) but will be going into group times as they get older and more robust!

We have never had ducklings before and, as with all living things, we need to treat them with gentleness and respect. It would be helpful if you could encourage your child to be fairly quiet and not crowd the ducklings when viewing them, and to move away

after a little while to allow other children to be able to see them.

Summer is here!!!

The warm weather is here at last and we need to make sure that all our children are safe in the sun. Apparently, the UV strength of the sun in May is the same as it is in August, so please make sure your child is well prepared for the sun when you bring them into Nursery and bear in mind that even cloudy days have the potential to turn into sunny ones.

Sun hats:

We do have some Nursery sun hats but not enough for everyone and in any case children often feel happier wearing their own. If your child is bringing their own hat into Nursery, please do make sure it is clearly named.

Sun cream:

We expect parents of children in Nursery School to apply sun cream at home before bringing them to school in the morning or afternoon. For children who are here all day we strongly advise the use of a brand that lasts all day – there are now quite a few types on the market, available from Boots and other well-known chemists.

For children in our Up to 3s' Nursery, we also expect children arriving in the morning or afternoon to have had high factor sun cream applied at home. If they are staying all day we will re-apply our own Factor 50 sun cream at lunchtime.

Sandals

These are lovely for warm weather but are not really suitable for the rough and tumble of the Nursery Garden, where toes can easily be stubbed or have things dropped on them. We would advise all our parents to send their children to Nursery in closed toe shoes – trainers, doodles and crocs all fit the bill.

I would like to reassure parents that staff are very aware of the need to keep children safe in the sun. They watch carefully for signs that children are getting too hot and send them inside to cool down if necessary. We also make sure that cool water and milk are in plentiful supply both inside and outside.

Summer Fair

Our Summer Fair is rapidly approaching and will take place on Friday 15th June from 5.00pm to 7.00pm. This is always a great event so please keep the evening free to listen to great music, eat food from a range of stalls, and take part in the games, activities and raffles.

This year we are fundraising to buy new books for the Nursery School and Up to 3s'.

A display will be up in the foyer shortly and you will have the opportunity to:

- Volunteer to help run a stall
- Sponsor a book for the virtual library on the noticeboard outside Reception (£5 for a big book, £2.50 for a smaller book)

We are also asking for donations towards the following stalls:

- Raffle (new or very nearly new toys, bottles of spirits and wine, perfumes and bathroom “smellies”, anything else that you think someone would like to win)
- Adult tombola (tins, bottles, “smellies” etc)
- Children’s tombola (good quality toys and books)
- Garden stall (plants and other gardening items)
- Cake stall (your child will be bringing home a paper plate just before the Fair which we would be grateful if you could fill with cakes).

Please hand any donations to in to the office

Last Day of Term

The last day of term is Tuesday 24th July, and this will be the day that we hold our Leavers' Ceremony, to say goodbye to all the children who are departing to Primary School.

Just so you can plan ahead, the timings for our Leavers' Ceremony on the 24th July are as follows:

- Parents of children attending morning sessions and end of the week D group children (in Yellow and Purple groups) are invited to come to the Nursery at 11 a.m. This, of course, is not a day that many children in Wendy and Eve's groups normally attend, so we would ask that these children are brought into Nursery at 10.45 am on that day.
- Parents of children that attend in the afternoon and beginning of the week C group children (in Yellow and Purple Groups) are invited to attend at 2:00 p.m.

Reports

You may be aware that some keyworkers have been out of Nursery School quite a lot recently – this is because they are writing reports.

If your child is leaving us at the end of this term, you will receive their final report from their keyworker some time towards the end of June. Although the writing of so many reports is quite a time consuming task for keyworkers, it is always a pleasure to see how much progress children have made during their time with us. From starting with us as quiet and unsure three year olds we pass them on to primary school as confident and independent children who are capable of so much – although we have to acknowledge that you have played a much bigger part in this than we have. We hope you are pleased with your child's report when you get it but if you have any queries please talk to me (Jenny), Ruth or your child's keyworker.

Up to 3s' children also have reports. These are written and shared with you just after your child's second birthday.

Drop-In Session for Nursery School Children

There will be a drop-in session on Wednesday 4th July from 4.00 - 5.30pm, particularly for parents who have concerns about their child's transition to primary school. There will be no formal appointments but please let your keyworker know if you plan to "drop in" on this evening.

Up to 3s' Parent Consultations

Parent consultations for children attending our Up to 3s' Nursery will take place on Wednesday 6th June. This is an opportunity to meet with your child's keyworker to discuss your child's progress, talk about what their "next steps" will be and to share any concerns or anxieties that you might have. Please see your child's keyworker to sign up for a slot.

Prompt Pick-up and late charges

We are very grateful to a parent who has recently pointed out that there is a discrepancy between the Late Collection Policy on our website and what we actually do when parents are late collecting their child, so we will now amend our policy.

I'm sure you will understand that late pick-ups can present us with a real problem, in that they disrupt the Nursery day and put us at risk of exceeding the legal ratio of children to adults.

It is particularly important that children who stay for the last session of the day are picked up promptly by 6.00 pm. Staff have usually been on the premises since 7.45 am and any delay to them being able to leave promptly at the end of the working day is unacceptable.

Consequently, the following charges apply to late collections:-

- Over 10 minutes late pick-up from any session in Nursery School or Up to 3s' will incur the cost of the next session and a £5 administration fee to cover time spent adjusting registers etc
- Pick-up any time after 6.00 pm will incur an automatic charge of £20 per child

Having said this, we are aware that genuine emergencies do occur from time to time and we are able to exercise some leniency at our discretion. Please let us know as soon as possible if you have an emergency situation which would prevent you picking up your child on time.

Administration of Medicines

We have recently updated our Administration of Medicines policy and the new version will appear on our website shortly, as soon it has been approved by our governors. In the meantime, all parents and carers should have received a letter summarising these new arrangements, which we have put in place on the basis of advice from West Sussex County Council. If you have not yet received a letter please speak to your child's keyworker or Ruth or myself.

In addition to the above, you will shortly receive new Piriton and Calpol forms to complete if you would like to give general permission for either of these medicines to be administered to your child at Nursery. The forms are very similar to those that you will have signed previously with one important change: we ask you to inform us if you have given Calpol or Piriton to your child at home either during the night or before they have come into Nursery. This is important information for us as it ensures that we do not exceed the stated dose over a 24 hour period.

GDPR

You will be aware of the new data protection rules that have come into force for all organisations this May and, in common with many companies, we will now be asking you to confirm how you would like us to communicate with you and reaffirm any permissions that you may have given us in the past.

I would also like to take this opportunity to reassure you of the key principles that guide how we gather and hold the data that you share with us:

- We will only ask you for information that we actually need

- We will always keep your data securely and for the statutory amount of time that we need to hold it for
- We will never share your data with a third party unless we are legally required to do so
- When you give us permissions in relation to your child, for instance photographic permissions or permission for Calpol and Piriton to be administered, it is your right to retract your permission at any time and we will remind you of this regularly through our newsletters

Our new GDPR policy will be available on the website shortly, once approved by governors, and I would encourage you to read it as it gives more detail about how we hold and use your data.

Voluntary Contributions

Many parents give us a generous voluntary contribution when their child starts Nursery. These are then used to pay for a lot of little extras - for the books Santa gives to the children each Christmas, the daffodils for Mother's day, the leavers' gifts at the end of the Summer term etc

However, it's a sad fact that in the present economic climate which has resulted in significant budget cuts, we are increasingly reliant on your voluntary

contributions and yet over the last few years they seem to have dwindled considerably.

Unfortunately, we are now in a position where we will have to re-consider whether we can continue to provide some of the “little extras” unless we can raise a bit more income through voluntary contributions.

I am fully aware of the many financial demands that parents of young children have, and I certainly don't want this to seem like an extortion racket, but from now on children will be given an envelope each term for you to make a voluntary contribution should you wish to do so. Please don't feel that it is the expectation that you donate large sums – just give what you can afford and remember that lots of small amounts add up to quite a lot of money!

Staff news

We would like to welcome Polly Adamowicz to our staff in the Up to 3s'. Polly has worked with us for some time as a bank Nursery Assistant, but with the completion of her Early Childhood Studies Degree, she has now joined the staff on a more permanent basis and will be with us until April next year.

I also have a change of name to announce! Hayley Munt, our Up to 3's Manager, got married at the end

of April and is now Hayley Beaumont. We wish the new Mr and Mrs Beaumont health and happiness in their new life together.

I think everyone has heard by now that Ruth Campbell will be our new Headteacher from September. I know Ruth is a very popular choice with all our parents and children and her passion, commitment and professional knowledge will mean that Chichester Nursery School will be in very safe hands in the years to come.

The fact that Ruth has been appointed as the new Head, reminds me that my days as Headteacher are numbered but I will save my Goodbyes until the last newsletter of the year in July!

Book amnesty

Have you got any Chichester Nursery School books lurking in book cases or under beds at home?

In particular we are interested in books that have come home in book bags but are actually Library service books that are on loan to the Nursery School. The Library Service has asked us to collect in as many of these books as possible and we need your help.

We will be having a **Book Amnesty** in Nursery from **Monday 4th to Friday 8th June** and there will be a labelled box in the lobby area for you to place returned books in. Please don't place books directly in the book boxes in Nursery as they will get mixed up with books that have already been accounted for.

Booking in for Holiday Club during the Summer break

This is an early reminder to all our working parents who would like their child to attend Nursery School sessions over the Summer holiday break, that these need to be pre booked. Forms will be available from the office from Monday 4th June onwards and need to be returned by Monday 18th June.

Should we have a large number of children wanting places, it may be that we are unable to accept children for whom forms have been submitted late.

If your child occupies a "stretched" 15 hour place, please let us know if you do not intend them to come in on certain days and we will not charge you for lunch on those days. However, as lunches are pre-ordered and staffing ratios worked out well in advance, you will not be able to change your mind nearer the time.

Dates for your diary

Mon 28 th May to Fri 1 st June inclusive	Nursery School Half-term.
Mon 28 th May	Bank Holiday – Up to 3s' closed as well as Nursery School
Mon 4 th June	Forms available for booking Summer Holiday daycare
Mon 4 th to Fri 8 th June	Book amnesty
Wed 6 th June	Up to 3s' Consultation Evening
Fri 15 th June	Summer Fair 5-7 pm
Mon 18 th June	Last day for forms to book Summer Holiday daycare
Wed 4 th July	4.00 – 5.30 pm Drop In session for parents of children transferring to primary school
Tue 24 th July	Leavers' Ceremony and last day of term for Nursery School children (pre-booked care available over holiday period)
Mon 27 th to Friday 31 st August inclusive	Summer shut-down week – Up to 3s' Nursery closed
Mon 3 rd September	Up to 3s' and Nursery School closed for Inset day
Tue 4 th September	Additional closure date for Nursery School to allow staff to pay home visits to new starters. Up to 3s' Nursery open
Wed 5 th September	First day of Autumn term for Nursery School children