



September 2024

Dear Parents

Welcome to all the children and families returning to pre-school, and to those starting with us for the first time!

Over the first weeks of the autumn term, we will concentrate on settling the children into pre-school, together with teaching the children our routines, and our 'good choices'!

If you have any questions or concerns, please do speak with us at drop off or collection times. If you would like to have a quick chat with your child's key person, we will always try to facilitate this. Sometimes, this may be easier at collection times, as drop off times are normally quite busy.

Suzie, our Deputy Manager is also our Designated Safeguarding Lead. If you have any concerns, or would like to have a chat with her in confidence, please just let us know.

### **Drop Off and Collection at Pre-School**

We will open our doors for the start of the morning session at 8.45am and for the afternoon session at 12.15pm. Please be mindful that we share our building with Club Vale, who run the before and after school clubs for the school. For this reason, please do not gather in the pre-school entrance, as it makes it difficult to show the children in or out smoothly and safely.

While you are waiting for the doors to open at drop-off or collection times, please will you form a queue going down the pathway alongside our building. Please leave space clear on the path for other families who are using the school site to pass – thank you.

Please do collect your child on time! Morning sessions end at 11.45am, Lunch Club at 12.15pm and Afternoon sessions at 3.15pm. Due to the number of children we are showing out at the end of the school day, we open the doors at 3.10pm and begin sending children out to parents who are waiting.

### **Keeping you Informed!**

The team display two posters on our lollipop notice-board or the reception doors daily, letting you know what the children have been doing that morning and afternoon. Last year, we asked if parents could share a photo of the posters daily on the WhatsApp groups, so

that families who cannot collect their child in person can see what has been going on. Perhaps one or two parents could do this again this year?

Please note that management and staff are not on the WhatsApp groups; these are set up and run by families, so that you all get to know one another. Some of you will have children at school together for the next 15 years!

### **Tapestry – Our Online Learning Journal**

All families have now been set up on Tapestry. If you have not already activated your account on Tapestry, please will you do so soon.

Your key person will record your child's 'Wow Moments' on Tapestry, and you will receive a short written observation each half term too. Please note that we do not use Tapestry as a daily/weekly diary. Our staff spend the majority of their time playing with, and teaching your child – not writing a diary, notes, or recording observations! This enables your child's key person to get to know your child really well, and plan activities, to develop their next steps.

As you know your child best, we would welcome your input to Tapestry. The sort of information we would like to see would reflect the interests and learning of your child during their play and interactions outside of pre-school. This enables our practitioners to gain a broader view of your child and develops our ability to support their learning and wellbeing whilst at pre-school.

Please note that Tapestry is your child's individual learning journey and should be used to record information about your child only. Please do not use Tapestry to correspond with the pre-school, as we cannot respond via this platform.

Teri, our Pre-School Manager, adds a Memo to Tapestry each Friday, which is a short summary of what we have been doing at pre-school that week.

Your child's key person will also write a 'Wow Bubble' when your child does or achieves something special! These Wow Bubbles are displayed on the reception area windows daily, and a photograph will be uploaded to your child's Tapestry too, which you can review half-termly.

Occasionally we will display a few photos of special activities on the reception area windows too.

### **Absence**

Please ensure that you inform us (preferably before 08.45) if your child is unable to attend Pre-School. If we do not answer, please leave a message on our answerphone 01372 721 111. If we have not heard from you by 9.15am (morning children) or 12.45pm (afternoon children) then we are legally obliged to contact you and find out where your child is. This obviously takes time out of session, so please do try to remember to call or text us. All absences are recorded to comply with safeguarding regulations.

Please do not send your child to Pre-School if they have any symptoms of an infectious illness, or has a temperature. Children must not attend Pre-School if they have had any episodes of diarrhoea or vomiting in the previous 48 hours.

Please do not give your child Calpol before coming to Pre-School.

### **Sun Protection Cream**

Please apply sun cream before bringing your child to Pre-School. For children who are staying all day, we will re-apply Child's Farm Sun Cream, at lunchtime on sunny days.

### **Labels!**

Please ensure that all your child's clothing is clearly labelled, including your child's lunch box and snack box.

### **Buggy Park**

We ask that if you are leaving buggies in the buggy park that you fold them up. Child scooters can only be left in the scooter parks (there is a scooter park at the end of the garden area, near the Ashley Road entrance or alternatively next to the site manager's house near to the Infant School). Please do not leave trikes or bikes, unless in the school bike rack. Buggies or pushchairs cannot be brought into the building. Any items left in the buggy park or on the school site are left at your own risk.

### **If you have any questions .....**

If you have any queries regarding your child's universal funding, working parents entitlement, tax free childcare, fees, admissions, sessions, policies or procedures, please just let Nancy, our Office Manager, know. Nancy is at Pre-School every day except Friday and her email address is [admin@stmartinspreschool.com](mailto:admin@stmartinspreschool.com)

Best wishes

St Martin's Pre-School Team