



Registered Charity 1155711

11 September 2025

Dear Parents and Carers,

I am delighted to introduce myself as the new Pre-School Manager at St Martin's Pre-School. It is truly an honour to join such a vibrant and caring community, and I'm excited to begin this journey with you and your wonderful children.

With years of experience in early childhood education and a deep passion for creating nurturing, play-based learning environments, I am committed to ensuring every child feels safe, supported, and inspired to grow.

Over the coming weeks, I look forward to getting to know each of you and working closely with our dedicated staff to provide the very best early learning experience for your children. Communication and collaboration with families are at the heart of everything we do, so please know our door is always open, whether you have a question or simply want to say hello.

We have many exciting activities planned this term, and I can't wait to see the children explore, learn, and thrive together. I'll be sharing regular updates and photos (with permission) so you can stay connected with all that's happening at the pre-school.

I look forward to building strong relationships and a joyful, inclusive environment where every child can shine.

Best wishes,

Helen

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 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.

Morning sessions end at 11.45am 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 posters on the notice-board or the reception doors daily, letting you know what the children have been doing that morning and afternoon. It would be wonderful 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.

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 do so soon so you are able to see all our exciting experiences.

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 as our staff spend the majority of their time playing with, and teaching your child and writing daily notes, or recording observations takes them away from being able to do this. 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.

A weekly memo will be updated to Tapestry which is a short summary of what we have been doing at pre-school that week. We will start this from next week.

Your child's key person will also write a 'Proud Cloud' when your child does or achieves something special! These Proud Clouds are displayed on the grid outside; you are welcome to take your child's cloud home with you to celebrate their achievement.

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 9.30am (morning children) or 1:00pm (afternoon children) then we are legally obliged to contact you for the reason for their absence. 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 a temperature. Children must not attend Pre-School if they have had any episodes of diarrhoea or vomiting in the previous 48 hours.

Labels

Please ensure that all your child's clothing is clearly labelled, including your child's lunch box/bag, snack box and forest school attire (if applicable).

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. Any items left in the buggy park or on the school site are left at your own risk.

Forest School

We will be attending Forest School on a Thursday and a Friday morning each week. Please can you provide your child with wellington boots and puddle suit / waterproof trousers. Please ensure these are named and sent into pre-school in a named carrier/ drawstring bag, which we will keep here at Pre-School and send home half-termly to be washed.

Snack and Lunch Boxes

At St Martin's Pre-School we are a nut free setting, this includes spreads such as peanut butter and Nutella. Please can you place your child's snack in a separate container to that of their lunch box and ensure that all snack boxes, lunch boxes and lunch bags are clearly labelled on the outside. At pre-school we only serve milk and water to children, 'Fruit Shoots' are not encouraged. As we are unable to heat food up for the children, please ensure that any lunch provided can be eaten cold or from an insulated flask.

As we continue to encourage our children to make healthy choices, below are some ideas of what can be included. We ask that chocolate bars and cakes are not sent in lunch boxes.

Snack

Snack should be a small pot/ container, approximately a cup size.



- Fruit (please ensure fruit such as grapes and strawberries have been cut into quarters).
- Vegetables (please ensure these have been cut into bit size pieces to alleviate and risk of choking).
- Breadsticks or crackers.
- Yogurt pots or pouches.
- Banana with name written on.

Lunch boxes

Below is a guide for portion size when packing lunch boxes.



- Carbohydrates such as a sandwich, roll, pasta or wrap.
- Protein such as chicken, egg, beef, pork etc.
- Dairy such as cheese and yogurt.
- Fruit or vegetables.

Funding Queries

If you have any queries regarding your child's universal funding, working parent's 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

Best wishes,

St Martin's Pre-School Team