



# Autumn Newsletter



Dear Parents,

Welcome to the autumn edition of our newsletter. We would like to welcome our new families who have joined us at nursery over the summer and into autumn and thank our previous families for their lovely pictures of the children in their school uniforms; we have lots of lovely photos of the children looking very grown up in their school uniforms! Our older children in each group have also been moving to their next room and settling into their new routines; if you have any queries please see your child's key person or the Senior in the room. We now feel nursery is beginning to settle and we are looking towards the winter and Christmas period! But first, here is an update on what has been happening and what there is to look forward to over the coming weeks.

## Nursery Barbeque

On behalf of the Babraham Parents Sub-Committee and the staff at the nursery, I would like to thank you all for attending, joining in and supporting Babraham Nursery at our annual barbeque on Saturday 16<sup>th</sup> September. It was lovely to see so many families joining us, even with the weather being less favourable than previous years. A special thank you goes to all the local companies for their kind and generous donations of prizes for our raffle.



The Barbeque this year raised an amazing £1100 in fundraising for the nursery. The Parents Sub-Committee will soon meet to discuss how to use the fundraised monies to support nursery, with the development of the garden being our top priority.

We have had a number of new parents join the committee, which was crucial for the group to be able to continue, thank you. If you, too, would be interested in joining the Committee, please let me know.

## Open Evening

We will be holding our annual open evening on Wednesday 8<sup>th</sup> November from 6:15pm – 7.45pm. There will be the opportunity to talk to all staff within The Nursery and visit rooms that your child may soon be moving to. Each base room will be set up with the types of activities that the children enjoy, and that perhaps you do not see at drop off and collection times each day. There will be the opportunity to look at your child's Learning Journey and to discuss your child's interests and development. Please note this is an adult only event.

A local teacher will also be joining us for the event, and hopefully someone from the local Children's Centre. We will be sending out a letter next week with more information about this event.



## Staffing News

We welcomed **Chelsea Brinkley** to the team at the beginning of this month. Chelsea has previously worked with babies at a nursery in Suffolk, where she also gained leadership experience. Chelsea has taken on the role of full time Senior in the Ducklings Room to ensure continued consistency for the youngest children in our care. **Lizzie Allars** has returned to her role as Nursery Nurse in the Pelican room Monday-Thursday and Fun Pack Deputy in the holidays.

**Gill Edgar**, the full time Nursery Nurse in the Pre-school room, has now also taken on the Senior role at the end of the week opposite Dee. **Chloe Van Wijk** has taken on the role of Nursery Nurse in Pre-school on a Thursday and Friday, covering Maternity Leave.

We are currently recruiting for two posts in the Caterpillar room, one full time and one part time. These posts are to replace **Emma Edwards**, who has decided not to return after Maternity Leave, and **Lizzie Turner**, who was working on a short-term contract in the Caterpillar room, is now going to work in a variety of settings to develop her experience in a number of caring environments. We wish both staff well, and we will still see Lizzie here in Fun Pack and as bank staff at nursery.

We are delighted to be able to let you know that **Carla Hunt**, the full time Nursery Nurse in the Ducklings, is expecting her first child in early 2018.

## Nursery Parking

We realise parking can be quite difficult at key times of day in nursery, but we would be really grateful if people could refrain from parking on the double yellow lines and on both sides on the road. This is for the safety of the children and other pedestrians as they arrive and depart the setting. Many thanks for your cooperation in this matter.

## Funding for 3 and 4 year olds

May I please take this opportunity to remind families who are in receipt of the extended entitlement for early years funding, that their code from HMRC must be validated every three months in order for the funding to continue. Unfortunately, if a code is not revalidated by the parent with HMRC within the timeframe set by HMRC, the funding will be withdrawn.

If your child turns three this term (before 31/12/17) and you think you may be eligible for the extended entitlement, please ensure you are in receipt of an eligibility code from the HMRC before the middle of December. Any applications after 31<sup>st</sup> December will not be eligible for the extended entitlement until the summer term (April 2018). These rules are determined by the DfE and HMRC, and I'm afraid we have no power to change this.

## Building works

I would like to thank you for your continued support whilst we are having our new toilets built for the Squirrels Den and Pelican room. We are really excited with how this small change will affect our provision and improve independence for our older children in toileting. Whilst the work is progressing steadily, the builders are running slightly behind schedule, of around a week or so, as much of the initial works needed to be carried out in the evenings or at weekends. We anticipate that the bathroom will be completed in the early part of November.

## Photographs

CI Photography visited the nursery earlier this week to take individual photographs of all the children who were present, and also those families who came into nursery especially for the event. We hope the proofs will arrive soon and that you enjoy the photographs. We saw some beautiful smiles on the day from some children, although others were a little shy! The nursery receives a percentage of all sales of photographs, all of which is added to the fundraising pot and used to benefit the children and improve our setting further.



CI Photography also attended our BBQ to take family portraits for the first time. This was well received by the families who used the sessions and is something we could look at offering again in the future.

## Reports and Learning Journeys

The staff team are currently writing termly reports on each of their key children. The headings are based around the areas of learning and development as described in the Early Years Foundation Stage. This report is a four monthly summary of your child's progress at nursery. We will, as usual, send out two copies of the report home; one to keep and the other to sign, comment on and send back to nursery. Reports will be available at the end of October.

Every child in nursery has their own personal Learning Journey file, held in their current base room. This file begins when each child starts nursery and displays each child's individual progress linked within the Early Years Foundation Stage. It contains photographs, ongoing observations, termly reports, notes from home (such as Lily pads and sharing leaves). When your child leaves the setting, this will go home with you to keep. At any time you are very welcome (and warmly invited) to look through the file. If you would like to take the file home over a weekend to look at it, we ask, for the purposes of Ofsted, that you sign it out of the room and on returning sign the file in again.

## Christmas events

We are currently beginning to think of our Christmas events and activities at nursery. Each room will be having a family event, which you will receive details of in our Christmas newsletter. Pre-school will also be holding their annual play, with music and costumes!

We will also be having a party (including a visit from Father Christmas) for the children in the Squirrels Den, Pelican room and Pre-school and a festive Christmas munch where the whole nursery comes together. More information around these events will be in our Christmas newsletter.



## Mobile Phone and Camera policy

All early years settings are legally required to have both a mobile phone and camera policy for use with parents, staff and others who access the setting. This is to safeguard and protect the children who are in our care. We would like to thank you for your continued support in ensuring these policies are adhered to at all times.

We would like to take this opportunity to remind current parents and inform our new families of our mobile phone policy for parents and visitors:



**Please note 'Babraham Nursery insists that all parents and external individuals who come on to nursery premises refrain from using mobile phones at all times. Photographs should never been taken on mobile phones on nursery premises during nursery hours'.**

Similarly our photograph policy aims to balance our safeguarding responsibilities with the natural wish that all families like to take photographs of their child at special times and of key milestones. We feel that nursery is an integral part of the community and our families' lives. Therefore our policy states:



**'We recognise that during the year Nursery events such as the BBQ, Sports Day, birthdays (special events) or the Christmas Play parents wish to take photos/recordings of their child using their own devices. We are happy for parents to do this. We ask that whilst we would prefer that they only take photos/recordings of their child, we recognise that at times other children may also be captured in the image or recording. If a parent does not wish their child to be photographed by another parent or non-Nursery device then they need to inform Babraham Nursery in writing. In this instance that child will remain with a nursery member of staff who will ensure that that child is not photographed or videoed by another parent or non-nursery device**

Photographs are used regularly to support child observations, and as part of recording the children's time at nursery. At nursery we feel that photographing and capturing children in play is a valuable tool in observation. These images are stored in children's files. Parents who are not happy with this should inform us in writing.

Infection control guidance

The nursery, in line with all childcare settings and schools, follows the guidance set by Public Health England with regards to infection control. This guidance also states the period a child should be kept away from the setting should they become unwell. I have attached the guidance from Public Health England for your information.

Dates for your diary

Wednesday 8<sup>th</sup> November – Open Evening

Babraham Nursery will be open as usual on Friday 22<sup>nd</sup> December and will then remain closed until we re-open on Tuesday 2<sup>nd</sup> January 2018.

Friday 6<sup>th</sup> July 2018 – Nursery Closed for Staff Training Day (no fees will be charged for this day).

If you would like to contact me, give feedback or have a general discussion, please feel free to pop into the office. Alternatively, you could call the nursery or send an email to the address below. If you would like newsletters and updates to be sent to a different email address, please email me [alison.bishop@babraham.ac.uk](mailto:alison.bishop@babraham.ac.uk) and I will update our mailing list.

Kind regards,

Alison

Nursery Manager

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**HOLIDAY/ABSENCE FORM**

Please complete this form to register holidays or any other periods of absence.

Name of child ..... Base Room .....

My child will be absent from.....to.....(inclusive)

Signed.....Name.....Date.....

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Office use only

Base Room  Computer  Diary