



# Autumn Newsletter



October 2018

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. We have been hearing back from children and families who have just gone to school about their transitions and we are looking forward to seeing many of our previous Pre-schoolers at Fun Pack over the October half term. In nursery, many of our older children have 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 have been very busy over the last few months at nursery and 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 15<sup>th</sup> September. We were so pleased that so many families were able to join us for the day, and it was lovely to see the children who had just gone to school. 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 has so far raised a record-breaking £2,252 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 a new shelter in our garden being our top priority.

Our next Sub-Committee event will be the disco, usually held in February at the school hall. More details about this event will follow in the New Year.

## MacMillan Cake sale

We would like to thank you for your amazing donations to purchase our cakes in aid of MacMillan at the end of September. We raised a fantastic £221.11 from the cake stall for the charity.

## Open Evening

We will be holding our annual open evening on Wednesday 7<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.

We will be sending out a separate letter nearer the time with more information about this event.

### Staffing News



We have welcomed and said farewell to a few staff members over the last few months. **Barbara Oakley**, our Administrator at the beginning of the week, decided to retire in August. **Kate Stacey** will be taking on Barbara's job share role with Angela from this week.

**Gemma Dunn**, the cook at the beginning of the week also decided to leave us for a term time role. We are currently recruiting for this post, but we are lucky enough to have **Lizzie Allars** currently cooking our lunches and teas on a Monday and Tuesday, whilst we continue with our recruitment. Lizzie regularly cooks teas for around 45 children in Fun Pack.

Last week we also welcomed **Sue Humber** to our team as a full time Kitchen Assistant. Sue has worked in a variety of roles within the kitchen and hospitality environment.

**Sharon Farr** has taken on the role of Senior on a temporary basis within our Pre-school room on a Thursday and Friday each week. Sharon has a good deal of experience with the age group, having worked in Pre-school for the last year, and across the nursery. Sharon will continue in Pelicans two mornings in a week and will be working in breakfast club Tuesday – Friday.

We welcomed **Lauren Start** to the team at the beginning of summer as a full time roving Nursery Assistant. Lauren started her Level 3 qualification in September and works in all rooms across the nursery with all age groups.

**Chloe Dover** successfully completed her level 2 qualification in the spring and has decided in September to go back to college one day per week to obtain her Level 3. We have additionally welcomed **Xenia Roads** as a new Apprentice at nursery. Xenia has just started her Level 2 qualification.

**Claire Window**, our Nursery Deputy and leader of the Caterpillar room, got married in June and now has the surname Cundell. We would like to wish Claire and Matt congratulations and many years of happiness.

We are delighted to be able to let you know that **Chloe Van Wijk**, Nursery Nurse in the Caterpillar room is expecting her second child at the end of the year.

We would like to congratulate **Philippa Beeby**, who successfully completed her BA Hons in the summer, with her graduation yesterday!

### Revised Menu

As announced, Lizzie Allars will be taking on the role of cook on a Monday and Tuesday whilst we recruit for Gemma's post. We will be operating on a slightly revised menu from this week (w/c 8<sup>th</sup> October); when we have a new cook in post they will be working on a new winter menu with Faye (our cook at the end of the week). Please find our slightly revised menu attached to this email.

### 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 31/12/18) 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 2019). These rules are determined by the DfE and HMRC, and I'm afraid we have no power to change this.

### Photographs

CI Photography will be visiting on Wednesday 10<sup>th</sup> October to take photographs of all the children who are present. If it is not your child's normal day in nursery, but you would like a photo taken, please let us know.



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 again attended our BBQ to take family portraits. 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. 4 Children, supported by the Department for Education, have produced guidance for parents around learning and development within the Early Years Foundation Stage. The link to which can be accessed here:

[https://www.foundationyears.org.uk/files/2015/09/4Children\\_ParentsGuide\\_Sept\\_2015v4\\_WEB1.pdf](https://www.foundationyears.org.uk/files/2015/09/4Children_ParentsGuide_Sept_2015v4_WEB1.pdf)



### 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.

### Institute Children's Christmas Party

The Babraham Sports and Social Club will be holding its annual Children's Christmas party on Saturday 1<sup>st</sup> December. The event will be held on the Institute, in the Cambridge Building and all families who attend the nursery are welcome to attend. Please see the attached poster for more information and to book a place.

### 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 be 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 may 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

Babraham 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. Your support in following these procedures is greatly appreciated, as this minimises the risk of spreading infections in nursery to other children in nursery and to our staff team. I have attached the guidance from Public Health England for your information.

#### Dates for your diary

Wednesday 7<sup>th</sup> November 2018 – Open Evening

Friday 5<sup>th</sup> July 2019 – 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**

Head of Nursery

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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