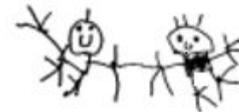


Holmewood, Maytree and Triangle Nursery Schools' Federation

Executive Headteacher: Rachel Hedley

Maytree, The Weir Link and Tree House Children's Centres
Children's Centre Strategic Partnership Manager: Bettina Wilhelm-Exley



Holmewood

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Autumn Newsletter 1

WELCOME

Welcome to the autumn term and a special welcome to the many new children and families who have joined us this term. It can be a very big step for children and families and we work closely with you to manage the process sensitively, ensuring your child is happy and comfortable with the separation and new routines

We remind you that there is not a set timescale for settling-in as children are all very different and experience has shown us that with patience and by working together we will achieve a positive long-term outcomes for children. Parents and carers need to feel relaxed and familiar with us so please speak to staff or pop in to the office to ask about any concerns or questions you may have.

Listening to the views of children, parents, carers and other users helps us maintain high a quality provision which not only meets national early years requirements, but is responsive to our community. Your views are important to us and we invite you to share them using our comment box outside the office; by email admin@holmewoodnurseryschool.org.uk or by leaving a message with the office. We do have a complaints procedure in place and full details are published on our website, but it is our priority to ensure that we respond to your questions and deal with any concerns quickly and effectively.

BREAKFAST AND AFTERSCHOOL CLUB

We provide both Breakfast and After School Clubs for children who attend Holmewood Nursery School either on a full or part time basis. The cost is £6.00 for breakfast club (7.45am – 9.15am) and £12.00 per session for after school club (3.15pm – 6.00 pm), paid half termly in advance. The clubs can be used on an ad hoc basis provided there is space on the day you wish to use the provision. If you are interested in finding out more or if you decide that you would like to use our Breakfast and/or After School Club on a regular or ad hoc basis, please come in to the office to collect a registration form.

Please let us know if you would be interested in us setting up a holiday playscheme.

ATTENDANCE & PUNCTUALITY

Please remember to let us know as soon as possible if your child is going to be late or absent. When starting, nursery children will get colds, viruses and other childhood ailments and we understand this may cause you concern, but it is quite normal as their immune systems develop. You must always inform the school whenever your child is absent advising of the reason for absence. Children must not come to school if they are unwell and if they have vomiting and/or diarrhoea they **must stay at home for 48 hours** after the last bout of illness - this is Health Protection Agency advice to prevent the spread of illness. Occasionally children may get head lice and although there is no need to keep your child away from school, you must ensure they are treated to eradicate any nits or lice and that you inform a member of staff.

Attendance Times:

Main Nursery	Two Year Olds
Mornings: 9.15am until 11.40-11.45am	Mornings: 8.45am until 11.45am
Afternoons: 12.45 until 3.00-3.15pm	Afternoons: 12.30pm until 3.15-3.30pm
Full-Time 9.15 until 3.00-3.15pm	Full-Time: 8.45 until 3.15-3.30pm

Children must attend nursery every day. Please be punctual when bringing and collecting your child, you should ring the school if you are late and always let us know when someone is collecting your child, other than the usual person. **Remember to go the office to register if you arrive at 9.25am in the morning or 12.55pm in the afternoon as you are late.**

FULL-TIME ARRANGEMENTS

Please follow the key-person's advice for settling on your child's full day. The dinner menu is displayed at the entrance to the hall so that you can see what your child has eaten each day. You must notify your child's key-person of any allergies or dietary restrictions to ensure their needs are catered for and they are safe from any allergic reactions.

School starts at 9.15 am and dinners are ordered at 9.30. If you are late and we have not been notified a dinner will not be ordered and therefore it may not be possible for your child to stay for lunch on that day. Please be punctual and always advise us of any absences or lateness.

Once you have details of your child's full-time day, please collect either payment envelopes or a free dinners form from the office, (further information on free meals entitlement is also available from the office).

SCHOOL DINNERS

The cost of school meals is £2.35 per day. All school meals should be paid in advance.

Payments must be made on Mondays using envelopes available from the office with full details of name, class, amount and date or by BACS (Natwest Account Number: 61821624; Sort Code: 60-03-36; Payment ref: child's name lunch money). Any change or credits for absences will be carried forward on your child's account.

A member of staff is available in the office everyday from 9.30am to 3.00pm to advise on dinner money payments and free meals.

VOLUNTARY SCHOOL FUND

The voluntary school fund helps buy extra items to enhance the classroom resources for the children. We also use income to pay towards the cost of outings, cooking ingredients for activities, garden and allotment resources, children's Christmas party and entertainer and many other activities. Your £2.00 (full-time) or £1 (part-time) voluntary donation should be dropped in the classroom tins every Monday. If you prefer to pay a sum in advance, you can pay by cash, cheque or standing order; please speak to the office for information.

CHILDRENS EMERGENCY CONTACT DETAILS

Emergency contact details must be kept up to date so we can always contact you easily, don't forget to let us know of any changes. **You must provide at least 2 other emergency contacts on the form** in case we are unable to contact you (**make sure your contacts are able to get here quickly and willing to come in your absence if needed**).

During unplanned closures or emergencies we need to contact you quickly, in addition to telephoning, we may use texting and/or emails – remember to update contact details with the office immediately should any changes occur.

CAMERAS & MOBILE PHONES

We operate a no cameras/mobile phones policy. We ask that you **do not use your mobile phones or cameras anywhere on the school/children's centre premises**. If you need to make an urgent call, we ask that you kindly make the call outside of the school's main security gates.

No Bags and Back Packs

Please remember that, for health and safety reasons, we operate a '**No bag or backpack rule**'. Every child is supplied with a nursery school bag on their peg into which emergency change of clothes can be placed. In the two year olds, each child has a basket. There are also separate bags available for children attending breakfast and afterschool clubs.

Snacks and Sweets

Children must not bring in snacks or sweets as they may present a serious health hazard to other children with allergies. If you bring your child a snack at the end of their session, they should not be given until you have left the school premises.

Thank you for your help and co-operation.

DIARY DATE:

Friday 28th September 9.30am World's Biggest Coffee Morning in aid of MacMillan Cancer Trust.