

# NEWSLETTER

## Autumn 2015



### **Latest News & Events**

Grandparents Day is celebrated this month in the UK. We plan to mark the occasion by inviting all grandparents to afternoon tea at nursery, where they can enjoy cold drinks (no hot tea unfortunately!) and cakes with their grandchildren. The date has been changed to that previously advised at the start of the year and will now take place on **Thursday 15<sup>th</sup> October, at 3.30pm**. Please let us know who will be attending.

The photographer will be at nursery on **Thursday 22<sup>nd</sup> October** to take some shots that may make the perfect Christmas present! If your child is not normally in nursery on Thursdays, please feel free to bring your child in to have his/her photo taken. Also please let us know if you do not want your child's photograph taken.

We are having a Halloween Fancy Dress party on **Friday 30<sup>th</sup> October**. It would be great if you could send your child into nursery dressed for the occasion!

Parents Evening – we would also like to give you advance warning of our next parents evening which is scheduled for **Thursday 10<sup>th</sup> December**. This will be an opportunity for you to discuss your child's development with his/her key person and we hope that you will be able to make it.

Other **dates for the diary in December** are as follows:

- Toddler sing along – Friday 11<sup>th</sup>
- Christmas party day – Wednesday 16<sup>th</sup>.
- Preschool Christmas show – Friday 18<sup>th</sup>

A new version of the **Early Years Foundation Stage (EYFS)** came into effect last month. You are unlikely to notice any significant changes but thought we would take the opportunity to provide more information on the work your child's key person does to support his/her development in line with the early years framework:

- When your child starts nursery we ask for your help in establishing starting points for

him/her. We use this information to identify 'next steps', which are the developmental milestones we will work towards with your child.

- Your child's key person then plans specific activities for each day to help him/her achieve the identified next steps. Where possible we try to ensure these activities are in line with your child's current interests and this is where your input is really useful. The planning information is displayed on the wall in each room, and updated weekly. Feel free to look at this and provide input.
- Your child's key person observes your child when he/she is engaged in planned activities, recording what your child is doing, and evaluating the success of the activity. Often photographs are taken and put with details of the observation in your child's learning journey. These are discussed with you at parents evenings but are available at all times if you would like to see them. It would be great if you could provide any comments or suggestions when you see the learning journey.
- As activities are completed and developmental milestones reached, your child's key person plans more 'next steps' in order to ensure your child continues to be stimulated and develop.
- It would be great if you could tell us of any of your child's achievements at home – we can include these in our learning journeys. We really appreciate it if you are able to reply to the weekly email sent out by most rooms, with details of weekend activities and photos. These are used by our staff at circle time and for ideas for our planning.

We plan to hold a phonics workshop for parents soon. More details to follow.

## Staff News

There have been a few changes to staff roles and responsibilities over the last few months. Katie has stepped down as **Deputy Manager** so that she can focus solely on her lovely baby room! Until we fill the role permanently, Sam Baker will be Acting Deputy Manager with Katie being Acting Third in Charge. We will update you as soon as we can.

Toni Reeves from the baby room also has a new job role. She is now our '**Equality & Diversity Officer**', ensuring that we provide the children at nursery with a broad range of experiences and learning opportunities from across the world.

New recruits in the last couple of months include Sophie Moss & Sophie Taylor. **Sophie Moss** is newly qualified at Level 3, and is working in the Tweenie Room. **Sophie Taylor** is currently studying for her Level 3 and is working as a volunteer on Thursdays in our Baby Room.

## Staff Profile



In every edition of our newsletter, we like to provide a profile of individual staff members so that you can get to know us better. This time it is the turn of **Nina McLean**.

Nina joined the team in March 2013 as a nursery nurse in the Toddler Room, and transferred later that year to work in preschool. Since July of this year she has been Acting Room Leader in Preschool. Nina is qualified to NVQ Level 3 in childcare, and has 5 years' experience of working in nurseries locally. Nina lives in Stretford, and in her spare time enjoys socialising and reading books on a wide range of topics!

## Policy Information

As you would expect, we have a raft of policies at nursery relating to all aspects of the nursery operations. These are available to view at nursery any time, and if you would like to see them, please let us know. We also like to provide a summary of key policies in our newsletters. Here are the main points taken from **Staff training and development** policy:

*The nursery highly values its staff. It is in the interests of the nursery, the children, their families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children. To facilitate the development of staff we:*

- *Coach, lead and offer encouragement and support to achieve a high level of morale and motivation*

- *Promote teamwork through ongoing communication, involvement and a no blame culture to enhance nursery practice*
- *Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff*
- *Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas.*
- *Encourage staff to further their experience and knowledge by attending relevant external training courses*
- *Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within the nursery*
- *Develop a training plan addressing both qualifications and continuous professional development needs of the nursery and individual staff*
- *Promote a positive learning culture within the nursery*
- *Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning*
- *Provide inductions to welcome all new staff and assign a 'work-buddy' to coach and support new staff*
- *Offer ongoing support and guidance*
- *Offer varied information sources including membership to local and national organisations, resources, publications and literature to all staff.*

## Please note.....

All rooms except the Baby Room produce a weekly newsletter which is emailed to parents on Fridays. (Baby parents receive a weekly journal instead). If you are not getting these emails, please let us know.

We are currently conducting a parent questionnaire and would really appreciate your feedback. Blank forms are available at nursery.

Please remember to close the stair gates at nursery for the protection of all children.

Please remember that the nursery closes at 6.30pm and all children should be off the premises by this time so that staff can go home!