

Codicote Pre-School
St Giles Parish Centre
Bury Lane
Codicote, Hitchin
Hertfordshire. SG4 8XX



Tel. 07542 285412

5th January 2017.

Dear Parents/Carers



.....to the first half of the Spring term. I hope you all had a wonderful Christmas, many thanks for all our gifts and cards at the end of last term, they were very much appreciated.

Also a very big welcome to Bobby, Kye, Esme, Seth, Elise, Rory, Jack, Dylan, Lily, Charlie G, Isabelle, Noah, Ernesto, Evie S, Ethan & George A as they and their families start their Pre-School life with us.

I try to only send out one main letter every half term so consequently it tends to be quite a long one!!!! Please read it all as it contains important information for you and your child and you may need to refer to it later on.



Here are a few details about the staff.

I am level 6 qualified with a BA Hons in Early Years Education. I have worked as Leader of the Pre-School since April 2010 and have worked in Early Years for 28 years. Louise Bates, our deputy has worked for the Pre-school since September 2010 and is Level 4 qualified. Sharon Smith is Level 3 qualified and has worked for the Pre-School for 9 years. Jan Clark is just completing her 5th year with us and is also Level 3 qualified. We all work five days a week. Becky Bick started volunteering with us a few years ago whilst studying her level 2 qualification, she then went on to complete her level 3 and works five days a week with us. Elley Harris, also level 3, is back with us 1 day a week and she has been with the Pre-School for 9 years. Martine driver is level 3 qualified and joined us in April 2015, she has previously worked in early years settings for 5 years after being a volunteer, also for 5 years. Chris Whitbread who worked with us many years ago has returned on a Tuesday to help with our large numbers, she is level 3 qualified. To cover staff absence, Beth Whitbread works with us. Beth also works at Codicote School.

Both lunch clubs are staffed by Sharon, Becky and Chris. The afternoon sessions are staffed by Myself, Louise and Jan on a Tuesday and Louise, Jan & Martine on a Thursday.



Your children will have the following person as their key worker this half term:

| | | | | |
|-----------|------------|------------|-----------|----------|
| Becky | Louise | Sharon | Jan | Martine |
| Zara | Evie D | Mabli | William R | Flynn |
| Blake | Bobbie | Sonny | Rosie | India |
| Sophie R | Charlie D | Bella | Dylan | Poppy |
| William U | Bertie | Oscar | Lily | Ariana |
| Isla | Esme | Seth | Charlie G | Mikey |
| Mollie | Darcie-Rae | Elise | Isabelle | Evie S |
| Bobby | Sienna | Rory | Noah | Ethan |
| Kye | | Jack | Ernesto | George A |
| Seb | | George R O | Sophie C | Niall |



The topics that we will be covering this half term are Winter, Chinese New Year, Wheels, Transport and Transporting. Details of topics, activities, reminders for the interest wall and any other relevant information will be placed on our two notice boards which are outside the entrance door on the wall and in the entrance hall to the left of the door. Weekly notices are also placed on the outdoor whiteboard – please keep an eye on these.

We will be continuing to teach the children sign language this term and the 'sign of the week' will be posted on the outdoor whiteboard. We will also be focusing on a letter of the week, teaching the children the phonic sound of the letter and going over what words start with that letter.

We have an 'interest wall' where we display pictures based on the topic of the week. Please send any pictures you may have, in with your child for us to display.

The themes for the interest wall this half term are:

- W/C: 2/1 – Pictures and Photos of Winter.
- W/C: 9/1 – Pictures and Photos of Winter.
- W/C: 16/1 – Pictures and Photos of Winter.
- W/C: 23/1 – Pictures and Photos of Chinese New Year/ Roosters.
- W/C: 30/1 – Pictures and Photos of Transport and Wheels.
- W/C: 6/2 – Pictures and Photos of Transport and Wheels.

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School Closure

We do not take the decision to close Pre-School lightly but there may be occasions such as adverse weather conditions where we do need to close. **If, due to snow/adverse weather Codicote School closes, we also will close.** In the event of Pre-School having to close due to bad weather etc... Herts County Council have put all settings onto their website which I will contact. Therefore in the event of snow etc.... please look at: www.hertsdirect.org/eycclosures All schools are listed alphabetically and it will state whether we are open or closed. I will also endeavour to send out an email to you all, update the website and Facebook page. All this obviously relies on the internet working ☺

If closure is due to other circumstances beyond our control e.g. no water etc... We will follow our own guidelines rather than Codicote School's as their circumstances may be different.



Codicote Pre-School is run as a non profit making charity and any help you can give is greatly appreciated. Each week we are now providing over 120 healthy and nutritious snacks to the children including a variety of fruit, cheese, crackers and breadsticks. Therefore please can the parents of the children who receive free sessions due to the 2 & 3 year old grant consider giving a voluntary weekly contribution of £1 to cover the cost of providing snack for the children. There will be a pot for this on the hatch. Many thanks.

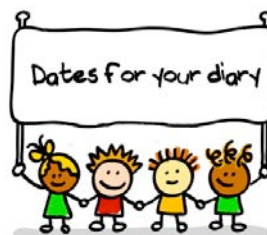


We have story sacks and Buggy Buddies in a 'library' that we are able to lend to you to read to/play with your children. Ideally the lending period would be Monday to Friday or Friday to Monday (but I know this cannot always be the case depending on the days the children attend).

The story sacks are: Mrs Honey's Hat, The Very Hungry Caterpillar, The Bad Tempered Ladybird and Owl Babies. These all come with the story and various props.

The Buggy Buddies are: Baxter the Bee, Breeze the Butterfly, Luna the Ladybird, Pipo the Ant, Poncho the Caterpillar & Webster the Spider. These all come with a soft toy and activity cards.

If you wish to borrow any of these, please ask.



- Friday 6th January 2017 – Pre-School opens for the Spring term.
- Friday 10th February – Pre-School closes for half term.
- Monday 20th February – Pre-School opens after half term.

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As well as our 5 mornings a week, we are now open on Tuesdays and Thursdays for Lunch club 12.30-1.15, cost £3.50 and Afternoon sessions 1.15-3.45, cost £11. Please contact me if you would like to add any of these sessions. Children can attend all day i.e. 9.25am – 3.45pm. Any of these hours can be taken over the 15 hours free entitlement. These afternoon sessions are also available to any children who go to Nursery in the morning and want to come back to us in the afternoon.



As you know, Pre-School is a registered charity and as such, we have to fund-raise to buy new equipment and resources. This year the committee are organising a number of events and need your support so please help us out with these. I will send details out as soon as I receive them.



Due to changes in safeguarding policies, parents/carers are not allowed to enter the Pre-School whilst talking on their mobile 'phones. Please can you finish your call before entering Pre-School. This is to protect all the children from photographs being taken on mobiles and distributed.



- Please can I remind you that if children are sick or have diarrhoea they are to be kept off from Pre-School for 48 hours after the last bout of sickness or diarrhoea. Also if the children are prescribed antibiotics they are to be kept at home for the first 48 hours that they are taking the medication.
- If your child is away from Pre-School because they have an illness that is infectious, please can you let us know as soon as possible so that we can make other parents & carers aware. If your child will not be attending Pre-School through illness or holiday etc, we would appreciate a telephone call or an email, thank you.

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- Due to burglaries from the church we have to lock the gate at the top of the drive at the end of the session when staff leave, therefore please can you leave promptly. If you want to stay later and drive to Pre-School, please can you park your car in one of the surrounding roads so that staff can leave on time and lock the gate.
- Please can all fees either be given to myself or staff at Pre-School. Please do not leave fees in the letterbox at the end of the drive as this is not 100% secure. Many thanks.
- Please can you remember that due to safeguarding regulations, drawstring bags are now not allowed in Pre-School. Please remember that as we share the building, the coat pegs must be emptied every day.
- Please can you remember to sign your child in and out at the beginning and end of every session and leave an emergency contact number for the morning.
- If someone other than yourselves and is not known to us, is collecting your child, please remember to write this down in our 'child collection book'.
- Book bags are available to buy from Pre-School at the cost of £3.50. Please can you put your child's book bag in the red box by the coat pegs.
- Your child's safety is our primary concern, therefore if you leave Pre-School when a member of staff is not 'manning' the door, please can you tell us so that we can lock the door after you. The children cannot open the door from the inside but it can be opened from the outside if it is not locked.
- Please can you ensure all coats, sunhats, gloves and wellies etc... are named.
- Due to the risk of strangulation, please do not send your child into pre-School wearing necklaces and scarves etc.



On the hatch near the signing-in book there is a 'comments box'. Your views are very important to us therefore this is for you to give suggestions of anything you would like us to be doing or just purely a comment to tell us what you think we are doing well. It can be signed or anonymous.

and finally...

..... If you have any questions or concerns at all please feel free to come and talk to me at the beginning or end of a session and thank you for reading this letter.

Kind regards

Claire Bailey
Codicote Pre-School Leader