



# Welcome Newsletter

Oakengates Nursery School

[www.oakengatesnurseryschool.co.uk](http://www.oakengatesnurseryschool.co.uk)

[Oakengates.admin@taw.org.uk](mailto:Oakengates.admin@taw.org.uk)

## Welcome to our Nursery School

We would like to extend a warm welcome to all of our new parents and carers, We look forward to working with you while your child learns and grows at our setting.



[www.oakengatesnurseryschool.co.uk](http://www.oakengatesnurseryschool.co.uk)

Have you visited our new website yet?

You can find all the important information you need to know about our Nursery school on our website. This includes information about our Federated governing board, policies, our weekly newsletters, important dates and special events, charges for our daycare and wrap around session prices and lots more.

### Term dates for funded children 2019

Nursery closed to funded children except those on 30 hours stretched offer on PD Days.

**PD day Monday 2nd September**  
**Autumn Term**

Tuesday 3rd September to Friday 25th October

HALF TERM 28TH October-1st November

Monday 4th November to Friday 20th December

Just a reminder that a snack donation of £1 per week is requested from our preschool children and funded toddlers. Your contribution helps us to ensure that the children have access to healthy options at snack time each day.



### Uniform and book bags

If you missed buying uniform or a book bag at induction, the office will be open over the summer for you to do so.

Cash payments are necessary for uniform orders which is payable on order or receipt of uniform.

### CHANGES TO BOOKINGS

To avoid disappointment, please give 2 weeks' notice when requesting additional paid sessions or booking changes. Please request changes by letter or email to [Oakengates.admin@taw.org.uk](mailto:Oakengates.admin@taw.org.uk). Please note that we may not always be able to give you an immediate answer because staffing changes may need to be considered so adult/child ratios remain within statutory requirements.

The notice period to cancel your place at the Nursery is 4 weeks.

### LATE ARRIVALS/EARLY COLLECTIONS

Good attendance and punctuality prepares your child for the next stage of their education at school. A late arrival or early collection means that your child may miss out on valuable learning experience. Irregular routines can also cause your child distress. Therefore you will be required to give a valid reason when your child arrives late or an appointment card for an early collection. To avoid other children's learning being disturbed the admin staff will take or collect your child to or from the room.

## Helpful reminders

Please ensure you use the allocated parking bays at drop off and collection times. You may receive a fine if you park on the double yellow lines or use the disabled bays without a disability parking badge displayed.

**Session times are 8:45-11:45 morning session & 12:30-3:30 afternoon session**

Please ensure that all clothing is named including coats, hats and gloves.

Please telephone nursery when your child is absent so we know they are safe. For sickness and diarrhoea your child must not return to Nursery until 48 hours after the last episode. This prevents the spread of infections to other children and staff.

If your child requires medication the container **MUST** have a prescription label with your child's name clearly visible. For the nursery to administer medicine you will be required to complete a consent form. If your child has a regular medical condition you will also be required to complete a Health Care Plan.

Weekly newsletters will be on the home page of the website, if you require a paper copy they are available in Reception.

**PLEASE KEEP OUR CHILDREN SAFE WHEN ENTERING OR LEAVING THE BUILDING. CHECK THAT NO CHILDREN ARE NEAR BY AND THAT DOORS TO THE INNER ROOM ARE COMPLETELY CLOSED.**

## Ways you can help your child settle in

Starting Nursery for you and your child may be a brand new experience so your child's key person will be on hand to make settling in as positive as possible. However it is important that you also prepare your child for this transition. Below are some ways to help you:

- Talk with your child over the summer about the exciting experiences they will have at nursery, the other children they will meet and the name of their key person (use the welcome postcard to help you).
- When you first arrive at nursery, if you appear worried or anxious your child will sense this and feel the same. Be brave! Try to remain positive and upbeat to build your child's confidence.
- When it is time to leave, remind your child you are going, reassure them and let them know you will return. Calmly and confidently say goodbye and then leave. The key person will be on hand so they can begin to build a strong relationship with your child. If you are worried during the induction period you can call the nursery to check that your child has settled.
- At the end of the session spend time talking with your child about their learning and play during the session. The weekly newsletter will let you know about learning themes and special events.
- Your child can bring a transitional comfort object whilst settling in, however we advise that children do not bring toys or other special belongings into nursery due to the risk of them being misplaced. Often children need something that reminds them of you.
- Please arrive and collect on time, it is quite daunting for small children to arrive late when learning has started and their peers are involved in their learning. Welcome time is an important time for your child to socialise and make friends. Remember it can also be distressing for your child if you are not there to receive them at the end of the session.

## Stories, songs and Rhymes

We are passionate about children learning to enjoy stories, songs and rhymes so please ensure you take a story home at least weekly to share at home.

Each room will inform you of the songs and rhymes they are learning with the children and will provide you with song sheets, or you can access them via the website.

**Look out for our parent workshops and information about early reading and stories on our website and weekly newsletters.**