

**WROUGHTON**

Parish Church Hall

Priors Hill

Wroughton

Swindon

Wiltshire

SN4 0RT

Reg. Charity No.291748

**PRE-SCHOOL**

28th August 2019

**Dear Parents and Carers**

Welcome to the start of the autumn term for Wroughton Preschool. We hope that you have all enjoyed a good break over the school holidays with your friends and families. We are looking forward to welcoming you and your children through our doors starting from Monday 2nd September. We have listed our term dates for the year at the end of this letter for your reference.

**Our Team**

The familiar faces of Celeste, Jenny, Heidi, Charlotte and Danniella will welcome you and your child into Preschool each day. Remember, that we are there to help you and your child to settle into preschool so please feel free to come and talk to us at any time. I will continue as Room Supervisor and Katie will continue to be Admin Supervisor. If you have a child based query or want to talk about your child you can contact me at [zenaw.wps@outlook.com](mailto:zenaw.wps@outlook.com) or on 01793 812888. If you have an administrative query, please contact Katie at [wroughtonpreschool\_enquiry@live.co.uk](mailto:wroughtonpreschool_enquiry@live.co.uk) or on 01793 798000.

**Term Themes**

We have lots of exciting topics and activities planned for this term;

Week 1 – All about me

Week 2 –My favourite things

Week 3 – My family

Week 4 – Where I live

Week 5 - Harvest festival

Week 6 - Farm Animals

Week 7 – Tractors

Please look on the whiteboard board located outside the preschool door for further details on activities planned.

**Interactive learning diary**

Your child’s Learning Journey is on the Interactive Learning Diary (ILD). Your child’s key person will put observations, photos and videos on this for you to see. Please make sure you have signed up to this, you will be given a password which is in your child’s tray. We ask that you contribute to the ILD by adding photos, video’s etc. of your child’s achievements at home, we may not see your child do various things at Preschool that they can do at home. Please can you make sure the child is in the photo and not just what they are doing. This could be counting, putting on their shoes, learning to ride a bike, swim or go on holiday. Speak to your child’s key person if you are not sure what to add.

**Water Bottles**

Please can you ensure that your child’s water bottle is clearly labelled with your child’s name, that it only contains water and that you collect it at the end of each day. **Please ensure that you provide a separate drink in your child’s lunchbox for lunchtime.** For any new starters, you can purchase a water bottle for £2.00.

**Key person**

Your child may have a new key person this term because of the change of days your child comes to pre-school or the change in working patterns for the staff. Please be assured that all members of staff work very closely together and information for all children is shared.

We also ensure that the children are happy to come to any member of staff for help and support so that any changes which may occur, (for example if a member of staff is off poorly), the children feel secure and happy.

You will be given your child’s learning journey (a report on their progress and next learning steps) after half term, with an invite to come and talk to your child’s key person regarding their progress on Tuesday 12th November.

To help support your child in pre-school (early years foundation stage – EYFS), there is an overview for parents on [www.foundationyears.org.uk](http://www.foundationyears.org.uk)

**IMPORTANT – update of consent form**

We must always keep our records accurate, so if you were with us last term, we would ask you to reconfirm your consent, or otherwise, regarding the taking of photos and also to confirm any changes to your contact details.

A form will be in your child’s tray.

**Parking outside A&K**

The council have received a complaint that people are parking on the cross hatching, this is the dropped kerb in front of the AK building opposite Preschool. Please do not park there.

**Health and Safety**

* We would like to take this opportunity to remind parents/carers of the following for the security of your child as well as all the other children:
* Please DO NOT use the Preschool car park, this is for the safety of your children.
* **NO** mobile phones or any other electronic device with cameras to be used within the preschool or used to take photographs of your children playing outside.
* No leaning over the wall to the preschool playground or picking your child up when they are in the playground.
* Ensure that the staff member at the front door is made aware when someone else is collecting your child, that you have signed the register to that effect and given us a password that the person who is collecting the child will know. We will **not** give your child to someone unless they have that password. This is not to offend or cause embarrassment, but our job is the safety of your child. In the event of an emergency and you are unable to collect your child please phone us on 01793 812888.

**Help Needed**

Wroughton Preschool is a committee run charity and parental support is vital for our Preschool to be successful. While the committee will always need and welcome new volunteers, more practical, day-to-day support is needed. We need parents and family members coming in to do the little things that can really make a difference to the running a session. We feel this contributes to the whole atmosphere of the preschool, and is one of the things that make Wroughton Preschool such a special place in our community.

* The team have to set up and clear down the school each day. If someone else is there to read the children a story for part of the session, help run an activity or a singsong, or even just wash up the paint pots, this is a big help in the running of the Preschool. **We ask that parents put their name down to help out once a term so please put your name down on our rota on the Committee notice board.**
* We also need help washing the towels each week. **All you need to do is put your name on the rota displayed on our notice board.**
* **Snack donations** – our budget is limited therefore we rely on parent donations to supplement this. A packet of biscuits, crackers, cheese or some fresh/dried fruit each term from each family is really appreciated.
* **AGM evening** – Tuesday 8th October (Information will follow). This is an opportunity for you to find out more about how the Preschool operates and perhaps if you would like to, join our committee.

**We will legally have to close if we do not have a full committee.**

**Top Tips to make get the most out of Preschool**

* Clearly label your child’s clothing, coats, hats, gloves, scarves, bags and lunchboxes.
* Provide a change of clothes in their backpack in case of a ‘little accident’.
* Always bring a waterproof coat to Preschool as we go outside in all weathers. We all know how the British weather changes so quickly!
* If you arrange for someone else to collect your child – Please let us know and complete the change of collection form. We will **not** release your child unless this has been prearranged and they have the password you have provided.
* If your child wears Wellington boots to Preschool, please provide soft-soled indoor shoes for your child to change into on arrival.  This reduces the risk of mud and mess being brought into Preschool. Velcro on shoes rather than laces is far easier for the children to manage independently.

**Wroughton Preschool term dates:**

**Term 1** – Mon 2nd September – Wed 23rd October 2019

AGM to be held Tues 8th October

**Term 2** – Mon 4th November – 20th December 2019

Parent Consultations to be held Tues 12th November 2019

**Term 3** – Mon 6th January – Fri 14th February 2020

**Term 4** – Mon 24th February – Fri 3rd April 2020

**Term 5** – Mon 20th April – Fri 22nd May 2020 (Closed on Fri 8th May – Bank Holiday)

**Term 6** – Mon 1st June – ?? July 2020 (Finishing Date TBC)

**We look forward to seeing you during w/c 2nd September!**

Kind regards

Zena Warburton

Room Supervisor