



## Holm Early Learning and Childcare Newsletter – September 2018



**Nursery direct line: 01463 251 921**

**Absence line: 01463 251 920**

We would like to extend a warm welcome to all of our Nursery parents. We look forward to working with you while your child is in our setting.

### **Dropping off and picking up**

This year our Flexible Model of Nursery means that our Early Learning and Child Care (ELCC) setting is open between 8am and 5.45pm. Can we please ask that families arrive and leave at the allocated times, as this means we stay within our ratios of care and that the safety and care of the children is not compromised. Please ensure you complete the drop off/pick up sheet in order that we have a clear understanding of who is collecting your child from nursery. We will display this in the cloakroom for you to put down the name of the person next to your child's name. If the person changes throughout the course of the day you **must** phone the nursery on **01463 251 921** and let us know. Thank you for your co-operation with this matter.

### **Outdoor Learning**

Please make sure your child has suitable clothing every day for outdoor learning. Please also provide a spare change of clothing for your child as at times there can be spillage during learning sessions with water, sand, outdoor play etc.

### **Lunches**

When your child arrives in the morning, if they are staying for lunch, they will be asked to make their lunch choice by putting their name on the orange or blue board. The children will leave the nursery building at 12pm and will be accompanied to the canteen with Early Years Practitioners. We will make a note of what the children have eaten so you can ask when they are picked up. All children will receive a snack during their nursery hours.

### **Information**

Could parents and carers please ensure that 'All about Me' booklets, medical forms and permission documents are returned to Nursery as soon as possible. If you require further copies please just ask a member of the ELCC team.

### **Sickness**

If your child is sick or has had diarrhoea, please make sure they don't return to Nursery until 48 hours after the last episode, this helps prevent the spread of germs to other children and staff. If your child will be absent please contact the Nursery team on **01463 251 921** or contact the school absence line and leave a message on **01463 251 920**

### **Ad hoc bookings**

Everyone should now be settling into the pattern of attendance with their permanent hours at Nursery. However, if you find the need to access additional hours on an ad hoc basis, please complete a booking form which is available in the Nursery cloakroom, and allow 48 hours notice if



possible. Once complete, please hand it into the school office. These additional hours are currently charged at £4.40 per hour.

### **Keyworkers**

Your child has been allocated a keyworker who is responsible for promoting, supporting and safeguarding the wellbeing of your child whilst with us. They will also have day-to-day knowledge of your child and how they are settling in and progressing. They are also a first line of contact for parents and carers. If you are unsure of whom that person is, please check the Nursery window for more information or just ask one of the team.

Due to staffing rotas your child's key worker may not be on duty when you drop off or collect your child – please feel free to speak to any of the team and be reassured that they will make sure the information is passed on.

### **Newsletter distribution**

We usually send out our newsletter by email to avoid huge printing costs. However, this time we have sent it both by email and paper copy. If you did not receive an email version but would like to in the future, please email [tracey.walsh@highland.gov.uk](mailto:tracey.walsh@highland.gov.uk) stating your child's name, that they are in Nursery and that you are requesting future newsletters by email. A copy of the current newsletter will always be displayed in the Nursery for reading.

## **Staff information**

### **Early Years Practitioners**

Mrs Jeanette Bain	Miss Meghan Smith
Mrs Rita Craig	Mrs Emma MacRae
Mrs Fiona Carey	Mrs Sonya Morrison
Miss Chloe Morrison	Mrs Gillian Morrison
Mrs Elaine Christie	

Head teacher – Mrs Margaret Matheson

Acting Head teacher with responsibility for Nursery – Mrs Janine Webb

**We look forward to working alongside you this year in Nursery**

