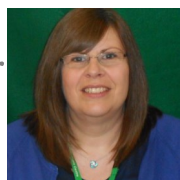




### Message from Head of Centre



Welcome to Caverstede Early Years Centre, I hope your child/ren are settling well into the nursery routine. Please do not worry if your child is taking a little time to fully settle, this is quite normal.

We will be sending out newsletters on a regular basis to keep you up to date with the events and activities that are taking place at Caverstede, please do look out for them. If you are not sure where to find information please ask your child's Key Person and they will direct you.

If there is anything you want to know about the Centre or your child's progress, please do talk to the staff or you can speak to me, Debbie Hayes.

I am usually in the playground at the start of sessions to meet and greet everyone. If you ever want to talk to me about any issues or concerns please come and see me. If I am not in the playground please do ask at reception and we can arrange a convenient time to meet. I look forward to getting to know you and your children over the course of the year.

*Debbie*

### Child Protection and Safeguarding for Schools

We take child protection issues extremely seriously; at all times we consider the protection and safety of the child in our care. Child protection issues are always dealt with in the appropriate ways. All staff have attended child protection training and are familiar with the correct procedures.

At Caverstede Early Years Centre we follow the Child Protection procedures for the Peterborough Safeguarding Board.

"It may be helpful for you to know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse. Schools are encouraged to take the attitude that where there are grounds for concern they should be over-cautious, and seek advice, rather than to risk a child's safety. Occasionally, this duty on staff means that a concern is passed on which is later shown to be unfounded. It is hoped that parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that the staff member was acting in good faith and in the best interests of all children."

We have named people for child protection they are Debbie Hayes, Katy Coles, Caroline Day and Naomi Cumberland.

The Governor responsible for overseeing Child protection is Janet Clarke.

If you have concerns regarding children's safety and protection, it is essential that you contact your child's key person, class teacher or the Head of Centre.

### Security & Safeguarding

Mobile phones and personal cameras are **not** permitted to be used at Caverstede Early Years Centre. It is important that you do not use your phone whilst settling your child into nursery. If you need to take a call please step outside the centre gate. We thank you for your co-operation in this matter.





Welcome back to all the children returning to Nursery this September and also welcome to those who are starting here for the first time. We hope you all have a wonderful time and have lots of fun whilst learning and developing throughout your experience at Caverstede.

The focus at the moment is settling the children into nursery life, so that they can fully embrace all the experiences on offer to them. Parents are a really important part of settling in – you know your child best and can help by talking to your Key Person about the best ways to help them settle. Perhaps your child has a favourite toy that will comfort them when they are sad, or maybe they have been to a nursery previously and something worked really well – let us know and we can use those strategies at Caverstede too.

All children take different amounts of time to settle but if you are worried, please talk to your Key Person. It may be helpful to keep a **full change of named clothes on your child's peg**, including socks and, if possible, shoes. Even toilet-trained children can have occasional accidents or they may get wet or messy whilst enjoying themselves in the water tray or playing outside.

You may find the **whiteboard outside the classroom useful** – we put information about activities, celebrations and upcoming events on it. Your child will have a Key Person who will get to know you and your child throughout the year and will be your first point of contact should you have anything you want to discuss, ask questions or to talk about what your child has been doing at home.

Throughout your child's time at Nursery we will be observing them and joining in with their play -helping us get to know them, their interests and their style of learning. We plan a variety of learning experiences for all the children, many of which start from their interests and learning styles. These experiences will support your child by consolidating what they already know and extending their learning and understanding further. Enhanced opportunities are offered to inspire new enquires to further enhance learning.

Over the summer all three rooms have looked at the layout of the rooms and changes have been made appropriate for the start of the year. Teams have changed slightly, so that children moving rooms have a familiar face following through with them.

We hope that you and your family enjoy your Caverstede Experience!



In the classrooms, **each child has their own pigeonhole for information**, letters etc. so please remember to check these every day that your child attends nursery as there may be something important in there for you.

## Diary Dates

**Harvest collection** - starting 26th September for 2 weeks. Items collected will then be taken to the church on our visit.

**Visit to Paston Church for pre-school children** - 7th October

**Individual school photos**; 20th October

**Half term**; 24th - 28th October

**Diwali** - 30th October

**Scholastic book fair** - 9th - 16th November



### **Harvest collection - 26th September**

We will be collecting items - tins, food packets, toiletries etc for 2 weeks leading up to our visit to the church. These will be donated to the Peterborough Food Bank. Please bring any items that you can spare during this time and either add to the display in reception or take to your child's classroom.

### **ParentMail;**

Please activate your ParentMail account so that messages can be sent to you quickly and efficiently. Please ask if you are unsure of this facility. Thank you

## **MISSING SCHOOL IS MISSING OUT - EVERY DAY COUNTS!!**

Attending school **every day** is very important. Even a short time of absence from school can mean that a child misses out on a significant part of the curriculum, which can impact on their learning. Ofsted always ask for the school's attendance data. We monitor each child's attendance and absence record and you will receive copies of this information. **If your child is ill and will not be attending school please telephone the school on the day of absence to inform us.** Thank you.

### **Keeping safe and considerate parking**

If you drive to the centre, could we please ask that you park with care and **avoid double parking or parking on yellow lines**. This is illegal and makes the road dangerous for all the children and families who are using it. There is also a disabled parking bay at the front of the nursery which is there for the use of those who need this facility so please do not park here. Please also consider our neighbours along Caverstede Road and avoid parking across driveways or on the grass verges.

We work closely with the local Police and Peterborough City Council road safety team to keep Caverstede Road safe for all so please do help us in this aim.

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**Payment of nursery sessions and lunches;** Nursery fees for sessions and lunches can be paid by cash, cheque or via your bank by the BACs method. Please make sure payments are up to date. If you have any query on payments, please ask at reception to speak to Helen, our Finance Administrator.

### **Lunches**

Please let us know if your child will be absent from nursery and therefore not be in for lunch by 9.15am as this helps to prevent waste.

**You will be charged for the lunch if we do not receive notice in time.**

## **Caverstede SEN and Family Support Service**

Caverstede Special Educational Needs and Family Support Service provides a friendly and relaxed environment for young children and their families. It is a place where you can make friends, get advice and join in organised activities to help your child's learning and development. We offer groups for parents/carers and their pre school children to learn together through play, singing and exploring, specialist services for children with additional needs, home visiting and summer holiday respite care.

We and our partner agencies offer a variety of services to support families with young children. Parents/carers can benefit from attending Baby Clinics and informal chat time.

For more information on what is available, please speak to Caroline, our Family Services Manager. To find out more about our Universal Groups that run throughout the school year, please pick up leaflets at reception or visit our website.

### **Dropping off and collecting your children.**

You may have noticed that at the start and end of our session times, the reception area can get very busy. To avoid this and to keep the area safe, if you do arrive earlier than the session times, could we ask that you **please wait in the café area wherever possible**.

If you do need to collect your child earlier, please let the classroom know. If reception has not been advised, we will check with the class before letting you through into the nursery. This is for safety and security. It's also useful for the classes to know as the end of session time is when the children have their group time and you may not want your child to miss this.

Thank you



Last year we introduced our 'Library Explorers' scheme to help encourage more children to borrow books to enjoy at home from our library. Children were given a reward card which would be stamped at least once each week that they borrowed a book during the period - usually between 5 - 7 weeks. At the end of the time, they handed in their completed card and received their very own brand new book to keep!

This runs once each term and will start after the October half term holiday. Cards will be available from reception. Books can be chosen from the library, you then take it to the desk where it is scanned out to your child - this is with a barcode scanner and the children enjoy doing this themselves! We have lots of books to choose from in the library and aim to rotate them regularly to give lots of variety. We do ask that you use a suitable bag, book bag etc to take the books home in as this will keep them in good condition. We do have book bags available and these cost £4 each. We hope that you will enjoy being a 'Library Explorer!'

## **IMPORTANT!**

We realise that the beginning and end of the sessions are very busy. Please make sure you keep hold of your child once you have collected them and before you leave the Centre.

For your child's safety and the safety of others, please make sure that you **close the main gate after you**.

And whilst we know the garden and equipment is very inviting, PLEASE do not allow your child and siblings play on them when you collect after the sessions.



We have a Facebook page - Official Caverstede Early Years Centre. Please request to be added.

