

Littledean Church of England Primary School

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People with time for Children

7th April 2017

Dear Parents,

Pre-School

Firstly we welcome you officially to Littledean C of E Primary School. Thank you for your patience whilst we have worked to open our new Pre-School Class.

The Pre-School will open on Thursday 4th May 2017 at 8.45 a.m. and will be held in Acorns Classroom, which will be refurbished over the next few weeks. At present we will close at 11.45 a.m. each day, but hope to be able to open for 30 hours per week from September.

Our Staff

We would like to introduce you to our new staff members; some of you may already know them from other settings.

Mrs Pamela Bayliss is the Pre-School Leader

Mrs Rimmini Hopkins is the Pre-School Assistant

Ms Michelle Jannetta is the Pre-School Apprentice

We welcome them on to the school team. Should you have any queries or concerns please do not hesitate to contact them in the first instance. Alternatively contact Mrs Worgan in the School Office.

Contact Details

It is important that we have up to date contact details for your children – you never know when we might need to contact you in an emergency. Please complete the attached data sheets and return with your child at their first session. We will not be able to accept your child into school unless we have contact details for you. Thank you.

Delivery and Collection of Children

As with the other children in the school we ask that parents wait with their children in the rear playground and staff will come to the main entrance door at 8.45 a.m. to collect your child. Staff will have a short time to be able to discuss any concerns that you may have. For more involved conversations we ask that you arrange to speak to the staff either at the end of the session or at a suitably convenient time.

If you are running late or someone other than the normal adults will be collecting your child from the session please let the staff know. Please wait by the main entrance doors to collect your child at 11.45 a.m.

Also if your child is ill or not able to attend the setting on their usual day please telephone the school to advise us. An answerphone is available for you to leave a message.

Communication between home and School

We have an open door policy and encourage parents into school to share their children's learning. Pre-School staff will welcome children into school at the beginning of each day where quick messages can be passed on. They are also available after session for more lengthy matters. Reading records will be issued to all children and can also be used for messages as well as making notes on the activities that you have shared at home.

Head teacher: Mrs Hayley McGoldrick

The Schools telephone number and email address are at the top of this letter should you wish to contact us. The School website – www.littledeanprimary.co.uk is updated frequently and Acorns will have its own class page where school activities will be posted. All letters will also be posted on the letters tab, where we have details we will also send an email to you. Paper copies of letters will be issued to the oldest child in each family and copies of all school letters are available to read in the main entrance.

The school will also use a text message service through our website provider E-schools to contact you.

Snacks and Milk

We will organise free milk for your child each day. As part of the Early Years curriculum snacks will be available to the children and we ask for a donation of 30 pence per day to cover the cost of providing this. Please let us know if your child has any food allergies.

Money in School

Over the past few years we have moved away from cash/cheques in school and prefer to use Parent Pay for parents to make payments to the school. The majority of parents have found this a very easy system to use. (Far easier than Amazon or Tesco Groceries I've been told!).

Activation letters and instructions will be issued to you in May for Parent Pay. You are welcome to use the school computers if you do not have access to one at home, alternatively we will issue you with a paypoint card that can be used at Littledean Stores.

Nursery Vouchers, Kiddie Vouchers and Tax Free Childcare

The Pre-School will accept children that are entitled to 15 hours of free funding, either wholly at this setting or shared with other settings. For those who use the 15 free hours in other settings we are able to invoice you for sessions here. Also we are able to accept Kiddie Vouchers as payment for the sessions. Please contact Mrs Worgan in the School Office if you wish to do this.

Also we have signed up to the Governments Tax Free Childcare Scheme.

Activities and Topics

At the start of May our main topic will be 'Spring and Growing'. We will spend a great deal of time in the school grounds so ask that you bring a set of outdoor clothes for your child to wear when we are outside – Wellington boots, joggers, long sleeved t-shirts, waterproof coat would be ideal.

Uniform

School uniform is optional for the pre-school children. Items with a logo on can be purchased from Macron Store in Gloucester. Tel 01452 386400, www.macronstoregloucester.com - free delivery to school during term time.

As a new setting we may change routines if we find that they are not working well for the children. We will try to keep you informed at all times. Should you have questions, queries or concerns please do not hesitate to contact us so that we can work together to resolve issues.

Many thanks

Hayley McGoldrick
Head Teacher

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