Dear Parents,

We hope that you have all enjoyed the Summer holidays and we are looking forward to welcoming the children back to Wren’s Nursery when we open at 8.45am on Monday 8th September. We have had two staff training days this week and have lots of exciting things in the pipeline for this term!

Each week we will send out a weekly email to let you know what we have been doing and what we have planned for the following week. There will also be bits of information about how we are teaching the children and ideas for supporting this learning at home.

**Key Workers**

Each child at Wren’s Nursery is assigned a Key Worker whose role it is to help ensure that every child’s care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and carers. The children will be divided into three groups Tiddlers (Keyworkers Gracie and Josie), Gruffalo’s (Key Workers Hannah and Justine – Amy on Fridays) and Super Worms (Keyworker Claire, Jess/Amy). Key Worker groups can be found at the bottom of this email. If you have any questions or concerns about your child’s Key Worker please do not hesitate to speak with a member of staff.

**Settling In**

If this is your child’s first time at nursery it can be a very daunting experience for children and parents alike! We work as a team to ensure that each child is settled quickly, allowing the child to choose who they are comfortable with and allowing that adult the time they need to make sure that each child is happy.

If your child is familiar with the nursery please drop them off as usual. If they are a little nervous on their first few days back please do come in, help them put their drink and lunch in the correct places and help them to find an activity that they will like, give them a kiss goodbye and let them know when you will be coming back. If your child is a bit wobbly do let a member of staff know and we’ll make sure they know we are here to come to if they need some support.

If you are new to the nursery you are welcome to stay with your child until you feel confident to leave them with us. We recommend that you let your child know when you are leaving and reiterate when you will be back to collect them. Many children will cry which can be upsetting but most children settle very quickly once their parents have gone. We will give them a cuddle and try to find an activity that captures their attention, keeping a very close eye on them throughout their first sessions. If a child becomes upset throughout the session we will reassure them that mummy and daddy will always come back, repeating what you have said about when you will be back. If at any point we feel that a child is very upset and we cannot settle them we will always give you a call. We endeavour to contact all new parents when you first leave them to let you know how your child is and what they have been doing.

**Documents/ Funding Forms/ 30 Hour Funding**

Please could you ensure that you bring along all of your child’s forms and permission slips with you on your child’s first day. We will also need you to bring their Red Book, so that we can photocopy their 2 year old check, and their birth certificate.

For those children claiming Free Entitlement funding and 30 hours Free Entitlement Funding, please return them at the beginning of term if you have not already done so. If you have not received a form yet you can collect them at the beginning of term.

**Collection of Children**

We will only allow children to leave the nursery with adults that are known to us and that we are expecting to collect a particular child. If you arrange for your child/children to be collected by someone unknown to us please could you ensure that you tell the member of staff on the door when you drop off in the morning. This will be recorded on our registration sheet. In the event of an emergency and an unknown person is sent to collect your child we will ask for the password that you have provided in your child’s forms. We will also attempt to call you in this circumstance.

We will only allow children to leave the nursery with an adult. Please do not send siblings to collect your child as it is important they are accompanied by an adult to keep them safe in the car park.

Please can we remind parents that all children must be transported in suitable car seats. If we see children on laps, without seats or in unsuitable seats we have a duty to report this under our safeguarding obligations.

**Early Years Foundation Stage (EYFS)**

The EYFS is the framework that we use within the nursery to ensure the safety, welfare and learning opportunities that each child under the age of 5 is entitled to. If you would like to find out more about the EYFS the Foundation Years website provides information for both settings and parents [www.foundationyears.org.uk](http://www.foundationyears.org.uk)

**Nursery Essentials!!!**

Please could you ensure that your child comes to nursery with the following items. You are welcome to leave them in the nursery so that you do not have to remember to bring them along for each session:

* Wellies
* Full waterproofs (either all in ones or separate coat and trousers)
* Warm clothing
* Spare clothes (plenty if your child is toilet training please!)
* Water bottle
* Lunch Box
* Nappies and wipes

Please remember that it might still be warm but if we do not have waterproofs and it rains it may not be possible to take the children out in the grounds.

Please ensure that your child’s belongings are clearly labelled with their name.

**Opening Times**

The nursery opens from 8.45am each morning and closes at 3.30pm in the afternoon. Lunchtime collections are at 12pm if you collect before lunch and 1pm if you would like your child to stay for lunch. If you need to drop off children later than 8.45am or come before 3.30pm this is not a problem, please make a member of staff aware and we will make sure that we are not out in the grounds. Unfortunately, we are unable to take children prior to 8.45am or later than 3.30pm unless there are exceptional circumstances.

**Social Media**

Many of you have kindly asked us to be friends on social media , we would love to be able to do this but unfortunately due to Safeguarding requirements within all nurseries all staff are sadly prevented from being able to be friends on social networking sites with children and families that currently attend the nursery.

**Policies**

We have an extensive list of policies which are accessible on our website for you. If you wish to see any of our policies please ask a member of staff and we will be happy to provide you with a copy.

**Complaints and Concerns**

If at any point you have any complaints, concerns or general queries about any aspect of the nursery please do not hesitate to make a member of staff aware. We strive to make the nursery the best possible environment for each child but understand there may be circumstances when parents may be worried about their child. We operate an open house policy at the beginning of each session where you may have a chat with your child’s Keyworker or Amy. If you would prefer to talk in private it will be possible to speak in the office. If at any point you wish to have a longer conversation we will be happy to arrange an appointment at a convenient time for you to come and speak with us. We will endeavour to make any necessary changes that arise to ensure that both the children and their families are happy with our service. Never worry about taking up too much of our time or that your concerns are silly, happy parents make happy children which is the best result for us!

**Mobile Phones**

In line with our safeguarding procedures we do not allow mobile phones to be used within the nursery. If you need to answer your phone when you are in the nursery building could we please ask you to take your call outside of the front door. All nursery staff keep their phones in the office and are not allowed to use their phones outside of this room. While out on a walk in the grounds the most senior member of staff will carry their phone in case of an emergency. All photographs taken of the children to update their learning journals will be taken using the nursery Ipads, nursery staff will never take any photographs using their own personal equipment.

**Nappies, Potty Training and Toileting**

Children will be at all different stages of toileting when coming along to the nursery. Please could you make your child’s Keyworker aware if your child has recently been potty trained at home or if there is anything we need to be aware of with regards to their toileting. Please do not worry if they are having accidents, we are very used to helping the children through this stage! Just bring along plenty of spare clothes and wipes and we will do our best to follow the routines that you have set up at home. If your child is in nappies could we please ask that you provide plenty of nappies and wipes and we will place them in their basket in the changing area.

**Illness**

If your child is ill and unable to attend nursery please could we ask that you notify us as soon as possible. If you are unsure whether to bring your child please do give us a call and we will let you know whether or not there is an exclusion period for the illness that your child has. If they have had sickness or diarrhoea your child must not attend the nursery until 48 hours after their last episode. Please do not bring older siblings into the nursery if they are unwell and not attending school. If we experience any sickness bugs or other illnesses that appear to be being passed on between the children we will notify all parents and will ensure that the nursery is deep cleaned to help prevent the spread of any illnesses. If you have particular circumstances that may make your child or their family more susceptible to health risks when in contact with common childhood diseases please do let us know and we will alert you as soon as possible.

**Important Notices – Please Read**

Please be aware that we are a nut free nursery to protect those that have a severe nut allergy. Please do not include nuts or products that contain nuts in your child’s lunchbox.

Many thanks,

Amy, Claire, Josie, Justine, Hannah, Jess and Gracie. ☺

**Autumn Term 2025:**

Term Starts: Monday 8th September 2025 Term Ends: Wednesday 17th December 2025

Half Term Holiday: Monday 27th October Friday 31st October 2025

Christmas Play TBC

Elfstravaganza Saturday 29th November

Staff Training Thursday 4th and Friday 5th September

**Spring Term 2026:**

Term Starts: Tuesday 6th January 2026 Term Ends: Wednesday 25th March 2026

Half Term Holiday: Monday 16th February 2026 – Friday 20th February 2026

Easter Activity Morning Thursday 26th March

Staff Training Monday 5th January

**Summer Term 2026:**

Term Starts: Tuesday 14th April 2026 Term Ends: Thursday 16th July 2026

Half Term Holiday: Monday 25th May 2026 – Friday 29th May 2026

Staff Training Monday 13th April

Summer Play and Sports Days TBC

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| --- | --- | --- |
| **Tiddlers** | **Gruffalos** | **Superworms** |
| Hebe | Josie | Indy |
| Inigo | Asa | Oscar |
| Lockie | Thea | Rupert |
| Alice | Torran | Quinn |
| Isaac | Orson | Noor |
| Aurelius | Harper | Minnow |
|  | Mathilde | Ethel |
| Evie (Oct) | Wilbur | Hector |
| Murphy (Jan) | Ellis | Cecilia |
| Max (Jan) |  | Teddy |
| Ella (Jan) |  | Alec |
| Ronnie (Jan) |  | Fabien |
| Caspar (Oct) |  | Amos |
| Hector F (April) |  |  |
| Bodhi (May) |  |  |
| Aubrey (April) |  |  |
| Albie (Jan) |  |  |