



Highwood News - November, December & January

Welcome to the winter edition of our newsletter.

We are starting to feel very festive at the nursery, the children are beginning to get excited and we thrive on their enthusiasm. We will be very busy doing lots of Christmas activities preparing the children for "The most wonderful time of the year..."

So as we are fast approach a very busy but exciting time of the year let us start by giving you some very important dates for your diary.....



Friday 14th November

We will be dressing up to raise monies for children in need. Please send your child dressed in a spotacular outfit or in a Pudsey T- Shirt. We are asking for a small donation of £2.00 from each child which will be donated to this charity. Thank-You



Fancy Dress Day: - Wednesday 23rd November.

We are hoping to make our very popular Chocolate and gift tombola a huge success , so would be very grateful if bring your child dressed in their favourite costume on this day along with a donation of chocolate or gift for the stall.



Christmas Fayre: - 12.30~ 2.30 Saturday 3rd December

Please join us for our annual Christmas Fayre. There will be a variety of stalls, Tombola, Bouncy Castle, Refreshments, Face painting, Raffle, Winter Wonderland leading to Santa's Grotto and lots more.



Christmas Nativity and Carol Concert: - Tuesday 6th December.
Christmas is a wonderful time of year, especially when you are surrounded by children.

Our nativity is a special event where staff and our pre-school children work together to celebrate the meaning of Christmas.

The children always look forward to learning the words to new songs and practicing their part ready for the day when we invite parents along to share our nativity performance. **Due to health and safety we have to limit the amount of guests to 2 adults per pre-school child, sorry for any inconvenience this may cause.**



Christmas Party Day: - Thursday 15th December

We are expecting a special visitor to the Christmas Party and have been reliably informed that we are booked for an afternoon visit from this very special guest!?!)



Christmas Lunch: - Wednesday 21st December

Christmas lunch will be served for all the children attending on this day.

Our Nursery Cook, Sue will be making roast turkey with all the trimmings.



Christmas Jumper Day: - Friday 16th December.

This year it's all about doing your bit in a Christmas knit and supporting [Macmillan Cancer Support](#), [Save the Children UK](#) and [Make-A-Wish UK](#)

So dig out your Christmas jumpers and please donate for these very worthy charities.



Christmas Opening Times:

Friday 16th December
All Nursery Grant Funding Finishes.

Friday 23rd December
Nursery Closes for Christmas.

Tuesday 3rd January 2017
Nursery re opens, Nursery grant funding recommences for the spring term.

All the staff would like to wish all the parents and children a very Merry Christmas and Happy New Year.

General information.....

New Arrival

We would like to congratulate Becci (baby/Caterpillar room) and her family on the safe arrival of beautiful baby Elsie who was born on 27th September weighing 6lb 3oz.

Safeguarding

Safeguarding the children in our care is paramount. All staff members in the nursery have received safeguarding training and are able to deal with any issues that may arise. Safeguarding however is everyone's responsibility and therefore we ask that if you see, hear or know anything which may cause you concern please do not hesitate to mention it to a staff member.

Mobile phones

Please can we ask that mobile phones are not used when in the nursery. This is to safeguard all the children in our care. Staff will ask you to wait outside whilst using your mobile.

We are a mobile phone free site.

Absence

We know you all lead a busy life but could we ask that if you are not going to be bringing your child in to nursery you let us know as soon as possible. This can be done either by phone call or by dropping us an email.

This is to ensure we monitor attendance in accordance to our safeguarding policy.

No smoking

Please note that our nursery and the premises surrounding it -including the car park are a No Smoking Area. This is for the health and safety of all who attend the nursery including children, staff, parents and visitors.

Fee Increase

Just a reminder that as of January our fee's are increasing. Please take extra care when looking at your invoices and note the change in price. If you have any questions regarding this please don't hesitate to speak to us.

Nursery Car Park

As you will know the nights are getting very dark (we hope our new car park lighting helps) and the car park is very busy at pick-up times. Could you please give extra attention to those who may be walking with children to cars or walking home. Can we also remind parents that the entrance to the car park is on the left to our building and the exit is on the right.

Please do not park at the side of the nursery as this is staff parking only.

Late Collection

A polite reminder that nursery closes at 6.15pm. On a number of occasions recently parents have not turned up until well after this time. This is not fair on the staff as they should finish at 6.15p.m. For this reason we are going to start invoicing parents who are late, as per the terms and conditions.

Thank you in advance for your cooperation with this matter.

Contact

If you would like to pass any messages on to the nursery you can contact us by the land line or email.

The land line number is: 01283 565069

The email address is: info@highwooddaynursery.co.uk

Our Staff Team

Proprietors

Debbie & Jan Hughes

Manager

Vicki Johnson

Deputy Manager

Aimee Matthews
(Head of Ladybird Room)

Caterpillars (3 months-2 year olds)



Senior - Tanya O'Brien
Nursery Practitioners
Jade Wright
Sam Bennett
Amanda Bendall
Hannah Matthews

Butterflies (2 - 3 year olds)



Senior - Laura Farmer
Nursery Practitioners
Lily Chambers
Tayla Keable
Alice Naunton

Ladybirds (3-5 year olds)



Senior~ Aimee Matthews
Nursery Practitioner
Jayne Smith

Play-worker

Tracey Hickman

Cook

Sue Staley

Brief description of designated roles:

Key workers

Your child's key worker may have changed as of this month so please take a look on your child's key worker board located in their room.

The key worker is also there for you to speak to should you have any concerns or questions regarding your child at nursery.

However Vicki or Aimee is also always available to talk to should you need to talk to them.

Designated Safeguarding officers

Vicki Johnson /Aimee Matthews /Sam Bennett

- are available to go to with any safeguarding concerns. They make decisions linked to the course of action taken when safeguarding concern is raised.

SENCO /Special Education Needs and Disabilities Co-Coordinator.

Highwood's SENCO is **Sam Bennett**

It is her role to ensure that if a child attends the setting who may need extra support (big or small) receives it. She also liaises with other agencies to ensure support is in place and works with the child's parents and key worker put individual plans (ILPs) in place to support learning and development.

Please speak to her if you have any concerns relating to your child.

Medication co-ordinance - **Laura Farmer** oversees all the medication in the nursery ensuring that they are in date and staff have relevant training to administer medication.

Lead First Aider - **Laura Farmer / Hannah Matthews** Ensures all first aid boxes are replenished and in date. Laura Oversees First Aid in the setting.

Fire Marshall - **Jade Wright / Alice Naunton** are in charge of making sure we prevent fire risks and in the event of a fire everyone in the setting is safe.

Behaviour Coordinator - Vicki Johnson is the person to go to if you have any questions or queries regarding children's behaviour. We have up to date training and can offer some great advice.

Equality and Diversity Coordinator - Tanya O'Brien / Lily Chambers are in charge of making sure that as a nursery we include all religions, cultures, race and sex etc. This can be done in a large number of ways but some are; having people that represent differing skin tones, providing dressing up clothes from differing countries or educating the children about different festivals.

Health and Safety Officer - Aimee Matthews / Jan Hughes is the person is in charge of making sure the nursery is a safe place for everyone to enjoy. If a hazard is noticed it should be reported to her and she will then deal with this as is seen appropriate.

News from the rooms.....

Caterpillar room



We would like to introduce and give a warm welcome to the new member Tanya, Jade and wish Becci all the best on her maternity leave with baby Elsie.

We welcome all of our new babies into the room - Arna, Florence, Jacob, Oliver, Charlie, Lily who have all settled in brilliantly. Over the next few months we will be saying goodbye to some of our older caterpillars who will be moving into the Butterfly room. We wish them lots of luck but know they will have so much fun!!

We kindly ask parents to bring in photographs for our Family Display, the children love to point out

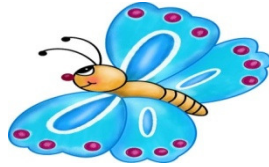
The caterpillars have been very busy over the recent weeks creating lots of different craft and displays in and around the baby room. We have explored autumn and collected leaves to create autumn collages. The older caterpillars have also created a lovely autumn display with lots of paint and leaves.

The babies love to go outside to play and get fresh air. Could we please ask parent/carers to bring in warm coats and hats and suitable shoes so that we can explore the outdoor environment on colder days.

Bonfire night is fast approaching and the caterpillars will be splatter painting bold colourful pictures and using glitter to make their own fireworks! This is closely followed by Remembrance Day where the babies will be using their handprints to create their very own unique poppy!

And before we know it....it will be Christmas! The caterpillars will be creating new displays for over the festive period and will be very busy creating some little surprises for their lovely Mummy's and Daddy's.

Butterflies



A big warm welcome to all of the new children that have joined us and we wish all the best to the butterflies that have become ladybirds.

As the cold weather arrives we would like parents to bring their children with warm suitable clothing as we will still be venturing out to enjoy the outdoor environment. Can we also remind parents whose children are potty training to ensure that they have spare clothes in their bags.

November 5th is Bonfire night and the children will be taking part in lots of creative activities - splatter painting, spinning patterns on Catherine wheels. We will be having fun exploring messy play such as sparkly corn flour, swirly coloured shaving foam.

We will be discussing how to keep safe /fire safety with the children and link this to people who help us. Starting with Fire fighters using story books, dress up and role play to extend the children's knowledge and understanding. We will then go on to teach the children about all the different people that job is to help us and keep us safe. We may even be lucky enough to have a visit from the fire fighters or police?? Make sure that you look out for our new displays showing you how busy we have been learning about "People Who help us".

The Winter season will be well on truly upon us, therefore we will be discussing the change in weather and what happens in the winter. There will be a winter sensory basket for the children to explore. We will be creating a winter themed display also. The free flow area will be transformed into a winter wonderland that you will be able to walk through and admire the children's creations.

During the festive period leading up to Christmas the children will be participating in Christmas crafts and creating some festive craft that they can bring home to share with you.

In the New Year we will be changing the kitchen role play area into a supermarket role play area. They will have opportunity to extend their imagination through first hand experiences and building relationships together with their friends.

One of the butterfly children's favourite number stories is "10 bears in a bed" we will be getting creative and making 10 bears in a bed with the children developing their counting from 1-10.

Ladybird room



A big warm welcome to our new starters and those that are trialling and beginning a new Journey in the Ladybird room.

Week Commencing 31st October we will be discussing "Diwali" the festival of light. The children will have opportunity to make their own cards and lanterns and have a try at creating beautiful Rangoli patterns as well as developing their hand eye co-ordination threading pipe cleaners through colanders to create fire work effects.

Understanding the world- comment and ask questions about aspects of their familiar world

We will be talking to the children about fire safety and keeping safe during bonfire night, if you go to any bonfire/firework displays please send some photographs to us you can do this by email info@highwooddaynursery.co.uk. We will be developing the children's listening and attention when identifying what sounds they might hear.

Communication and language- uses talk to connect idea to explain what is happening, recall and relive past experiences

On 11th November we will be having a red day, creating poppies and having lots of red themed activities related to Remembrance Day.

Understanding the world- comment and ask questions about aspects of their familiar world

In group time we will be talking to the children about people who help us enabling the children to join in speaking about occupations and what special jobs people do. We are hoping to get some special visitors to come in and speak to the children.

Understanding the world- show interest in occupations of life

Over the festive period the children will be writing their Christmas wish lists, we will be planning a walk into the environment to the local post office to post our letters to Father Christmas at the North pole. This will be linked to changing our role play area into a post office, encouraging children's imagination and basing it on first hand experiences.

Literacy-sometimes give meaning to marks as they draw/paint

The children will be beginning their countdown to Christmas also developing recognition with their names as they will be hidden inside the advent calendar.

Maths-show interest in numbers in the environment

The children will be practising their nativity play and will be performing to parents/ carers on Tuesday 6th December, please speak to Aimee or Vicki who will discuss your child's role, any words they will need to rehearse at home and whether you may need to supply your child with a costume.

We will be busy creating our goodies to bring home to our families. We will be measuring out ingredients for a yummy treat, complete with a calendar and card to bring home and share with you.

In January - New year, new term !!!

We will be introducing children to the new season "Winter". We will be using our observation and problem solving skills to watch and explore the changes to ice when it melts.

The children will be busy working together to sort out clothing suitable for hot and cold weather.

P.S.E.D-Can play in a group extending and elaborating play ideas.

The story the children are most familiar with is "Frozen" we will be having a frozen themed day with lots of messy play and activities. Please bring your child dressed in an outfit linked to the "Frozen" theme, Aimee will let you know the date.

All activities linked will enable to develop in their learning.

Literacy- join in with repeated refrains and anticipate key events, phrases in rhymes and stories