



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 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 17th 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: - Tuesday 21st November.

We are hoping to make our very popular Chocolate 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 for the stall.



Christmas Fayre: - 12.30~ 2.30 Saturday 25th November

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: - Wednesday 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 1 adult per pre-school child, sorry for any inconvenience this may cause.**



Christmas Party Day: - Thursday 14th 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 20th 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 15th 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 15th December
All Nursery Grant Funding Finishes.

Friday 22nd December
Nursery Closes for Christmas.

Tuesday 2nd January 2018
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.....

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 setting. 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 No Smoking Areas. 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 fees 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
Sam Bennett
Amanda Bendall

Butterflies (2 - 3 year olds)



Senior ~ Laura Farmer
Nursery Practitioners
Jayne Smith
Emma Hillcox
Jade Wright
Amber Mullis
Aleigha Smith

Ladybirds (3-5 year olds)



Senior~ Aimee Matthews
Nursery Practitioner
Lily Chambers
Alice Naunton
Megan Pointon

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 are also always available to talk to should you need to do so.

Designated Safeguarding officers

Vicki Johnson /Aimee Matthews /Sam Bennett

- are available to go to with any safeguarding concerns. They make decisions linked to the nature of the safeguarding concern raised and inform the necessary outside agencies.

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) he/she receives it. Sam also liaises with other agencies to ensure support is in place and works with the child's parents and key worker to put an individual plan (ILPs) in place to support the child's 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** 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.

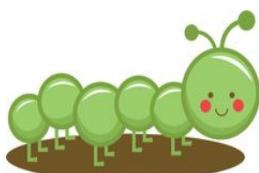
Behaviour Coordinator - Vicki Johnson is the person to go to if you have any questions or queries regarding children's behaviour. We have up to date training and can offer some great advice.

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 are 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 an officer and he/she will then deal with it as seen appropriate.

News from the rooms.....

Caterpillar room



We welcome all of our new babies into the room - Emelia, Ethan, Yuri, Caleb, Obie, Charlie and Max who are all settling 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!!

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. Over the next few months we will be starting to prepare for our Winter display that will look festive in the baby room for when it is turned into Santa's grotto for the Christmas Fayre.

We would like to kindly ask for family photographs to go on our family tree display if you would like to send them by email ... info@highwooddaynursery.co.uk , the children love to look at their photographs on the board and spot some familiar faces.

In November we will be celebrating Bonfire/fireworks night. We will be doing some firework painting using cardboard rolls tubes cut out to create effect of fireworks with lots of brightly coloured paints.

Physical development:16-26- making connections between movements and the marks that they make.

Remembrance Day - the babies will be using their handprints to create their very own unique poppy! And exploring red materials developing their senses.

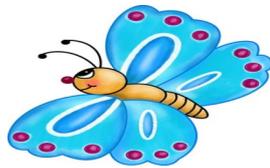
Expressive arts and design: 8-20/16-26 months-notices and is interested in the effects of making movements which leaves marks.

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.

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.

Expressive arts and design: 8-20/16-26 months-notices and is interested in the effects of making movements which leaves marks.

Butterflies



We would like to welcome all of the new children that have now turned into beautiful butterflies, we hope you have lots of fun and enjoy your time with us and good luck to those children that are now in the ladybird room continuing their learning journey.

We would also like to welcome Aleigha who will be working with the children in the butterfly room.

Now that we are entering the colder months of the year we would like to ask parents to bring their children with coats, gloves and hats so they are still able to enjoy their time outdoors.

Children remove their shoes upon entry into the butterfly room so we would like to kindly ask parents if they would be able to bring in slippers for their children to use indoors.

To celebrate bonfire night we are going to be getting creative making some very bright artwork using different materials to explore the textures, the children's artwork will be displayed in our room so please keep a look out!!

Expressive arts and design- exploring media and materials (22-36)

"Experimenting with blocks, colour and marks"
(30-50) " beginning to be interested in and describe the texture of things".

Continuing with the bonfire night theme we are going to be learning about fire safety and how to be safe during the firework season. To do this we will be reading the people who help us stories , learning about people's occupations and special jobs. We will demonstrate knowledge of what we know already through role play acting out people's jobs e.g firefighter, police, doctor, vet etc.

Expressive arts and design : being imaginative " beginning to make believe by pretending" (22-36)

We are going to be exploring different materials and paints to get creative with making our poppies for Remembrance Day on the 13th November.

Throughout December we are going to be discussing the new season and the weather changes. We are going to be talking about what clothes we need to wear during the cold months. We are also going to update our seasonal display board ... getting into the festive spirit!

The free flow area outside will be turning into a white winter wonderland so as you walk through you will be able to see the glitter sparkling and the white decorations we have been busy making.

Understanding the world - the world (22-36)

"Noticing detailed features of objects in the environment"

With Christmas just around the corner we are going to be even busier making some special gifts for our loved ones.

We will be learning Christmas songs at circle time, which I am sure they will remember to share with you at home.

Expressive arts and design: exploring media and materials (22-36)

"Joins in singing favourite songs"

Communication and language: listening and attention (22-36)

"show interest in play with sounds , songs and rhymes"

The butterfly room would like to wish you all a Merry Christmas and a Happy New Year☺

We are going to be collecting white and silver objects together to put them into a box to make a winter treasure basket. The children will have access to the basket where they can explore different objects.

The butterfly children are going to be getting creative making pictures for our new story board " One snowy night". We will be reading the story in small groups talking about what happens and using props to support the story.

Communication and language : listening and attention (22-36) " listen with interest to the noises adults make when they read stories "

Ladybird room



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

We would like to welcome Megan into the ladybird room who will be working closely with the children.

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

The children will be listening to Frances the firefly story developing their listening and attention throughout story time enabling them recall and show understanding.

**Literacy-reading - Listens to stories with increasing attention and recall.
Describes main story settings, events and principal characters**

On 13th 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

Over the festive period the children will be writing their Christmas wish lists demonstrating their hand eye co-ordination and scissor control to cut out developing confidence when choosing what they would like for Christmas. 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 and Santas work shop encouraging children's imagination and basing it on first hand experiences getting into the festive spirit!

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

As the countdown to Christmas begins the children will be recognising their own names in our sock advent calendar complete with chocolate coins delicious !!!

Maths-show interest in numbers in the environment

Over the following weeks the children will be listening to the story of " the first Christmas" they will be acting this out as part of their nativity play..

The children will be practising their nativity play and Christmas carols. They will 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.

The children will be learning about winter festival of light " Hanukkah" a jewish festival on Tuesday 12th December, the children will be making some brightly coloured pictures with potato printing and making star formations using lollipop sticks.

We will getting involved in Christmas crafts as well as making cards and gifts for our loved ones. We will be developing our hand eye co-ordination designing our own wrapping paper and using this to wrap up boxes using cellotape and different sizes and shapes.

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 children will be looking at the story the Gruffalo's child they will be using the story sack to retell the story-using puppets and joining in with repeated words and phrases.

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

The children will be making cock-a-leekie soup (chicken and vegetable) to celebrate burns night developing knife control to cut up vegetables to make this recipe themselves.

The children will be decorating Scottish flags and colouring in pictures.

Maths -number-Uses some number names accurately in play.

Physical-Uses one-handed tools and equipment, e.g. makes snips in paper with child Scissors.

