



# Willow Bank Pre-School

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7th September 2010

Dear Parents,

Welcome back to Pre-School. We hope you all had an enjoyable summer and made the most of the six week break. We ended the summer term with the leaver's party, which were enjoyed by all and would like to wish the children who left us, 'Good Luck' in their new schools. We also said goodbye to Akanksha as her 1:1 child moved on to school. This term, we have fourteen new starters and we would like to welcome them to Willow Bank Pre-School.

## **New Session times**

Reminder that we will be starting the new session times of  
08.45 to 11.45 and 12.30 to 15.30

11.45 to 12.30 Lunch Club

We do understand that you may have difficulty, dropping off and picking up please talk to a member of staff so we can help.

## **Contact**

Should you need to ring us during our stay at Vauxhall drive please can you contact us on the pre-school mobile **0795 699 5155**

## **Re-Build**

Thank you for your patience during this difficult time, we will try and make things as easy as possible. We have only a small amount of storage space in Vauxhall drive so access to some activities will be limited. We will keep you informed of progress as and when it happens.

**Update planning permission was granted on 18<sup>th</sup> August, footings and base have been prepared and building ordered.**

### **Autumn/Planning**

This half term we will be focusing loosely on 'Autumn'. We will be talking about what happens to trees/plants, harvest etc and touching on animals that hibernate. We will also be covering Eid, Diwali and Christmas.

### **Library**

This terms library, will resume on **Monday 13<sup>th</sup> September**. Children will change their books on Mondays and Thursdays in their key worker groups. Children will only change their books on return of the last book. All books must be returned at the end of term

### **Healthy Eating**

We have introduced a healthy eating policy in line with the start of our new lunch club please make sure you have a copy, it will also be available on the pre-school web site. We will be cooking with the children this half term (subject to the cooker working) -please update a member of staff if your child has any allergies or intolerances.

### **Water bottles**

Could you please make sure all children bring a named bottle of **water** (not juice/squash of any sort) with a sports style cap in each day, enabling them to have free access to drinking water throughout the session, which is an Ofsted requirement.

### **Old Ink Cartridges/Tesco/Sainsbury Vouchers**

We take part in a recycling scheme for Ink Cartridges to help raise funds for Pre-School. If you have any that you could donate, please bring them in, we will collate them and send them away for recycling for which we then receive TESCO points.

Thank you to all those who handed in Tesco/Sainsbury vouchers, we have banked them this time so we spend them on a larger item for the new building.

### **Health and Safety**

Please can you make sure that you drive carefully in and out of the car park at Vauxhall Drive as children, will be coming and going. The large gates at the entrance to the drive will be closed but not locked during the day, to deter other people using the car park. The children will be able to access the outside areas of the scout hut, and will require sturdy footwear to safeguard against slips and falls. We have only room for a few spare clothes so please make sure **your child has a set of spare clothes in hi/her bag, in case of accidents.**

### **Illness/Absence**

If your child has a temperature, is sick or has diarrhoea, please **do not send them in until a clear 48 hours after symptoms have stopped.** Also we need to request that if you or any

**other member of your family is suffering from an illness with these symptoms that you or they do not come into Pre-School, as these types of bugs spread very easily and quickly in the setting.** If your child is absent for any reason, please bring in a note (if you know in advance) or telephone on the day. This enables us to distinguish the difference between 'Authorised Absent' and 'Absent' for the register, which we have to record.

### **Key Workers**

This term we have introduced a fourth key worker group (stars) to allow smaller groups to give children more quality time with their key worker. The staff felt that they would be able to focus on 6 or less children rather than 8 children. All children will still cover planned activities on the days they attend. If you have any comments please see your child's key worker.

Thank you all again for your continued help and support. As always, if you have any questions or concerns, please do not hesitate to speak to either myself or your child's key person.

Yours truly,

Zoë Crabb  
Manager