

### THEMES FOR THIS HALF TERM:

- 14<sup>th</sup> September – Eating to be healthy
- 21<sup>st</sup> September – Exercise
- 28<sup>th</sup> September – Healthy hygiene e.g. hands & teeth
- 5<sup>th</sup> October – People who look after our health  
e.g. doctors, nurses, dentists,  
opticians
- 12<sup>th</sup> October – People who help us  
e.g. firemen, policemen, teachers.

### DATE LETTERS NUMBER SHAPE COLOUR

14 <sup>th</sup> Sept	s	1	square	blue
21 <sup>st</sup> Sept	a	2	triangle	green
28 <sup>th</sup> Sept	t	3	circle	red
5 <sup>th</sup> Oct	i	4	rectangle	yellow
12 <sup>th</sup> Oct	p	5	diamond	orange

### A very warm welcome to all the new children and families joining The Pavilion Pre-School this term

We hope you all had a very good summer. If you have any questions or queries, please don't hesitate to speak to a member of staff. Caroline Stoneham is the Manager; Julia Brown is the Group Leader and Janet Matthews is the Admin. Manager. Julia runs the Butterfly Room in the mornings while the running of the Caterpillar Room is split between Catherine King and Su Parsons. For this half term, running the afternoon sessions is the responsibility of Julia and Su.

### SHOW AND TELL

Unfortunately, due to current restrictions, the children will be unable to bring in Show and Tell items. Whilst we can't do the 'Show' part we would still love to hear the 'Tell' part, so if your child has anything exciting to tell us about a summer experience, please let us know and we will encourage them to talk about it.

### USEFUL CONTACT DETAILS

The direct line to the school is **01689 870104**  
**Pavilion mobile number is 07858 967389**  
**Caroline's home number is 01689 606487**  
**Caroline's mobile number is 07989 838010**  
**E-mail: [info@pavilionpre-school.co.uk](mailto:info@pavilionpre-school.co.uk)**  
**Website: [www.pavilionpre-school.co.uk](http://www.pavilionpre-school.co.uk)**

### TERM DATES

Autumn Term 2020

#### Half Term

Monday 26<sup>th</sup> October – Friday 30<sup>th</sup> October

#### End of Term

Wednesday 16<sup>th</sup> December  
**(no lunch club or afternoon session)**

Spring Term 2021

#### Term Dates \*

Tuesday 5<sup>th</sup> January – Wednesday 31<sup>st</sup> March  
 \*(may be subject to change)

#### Half Term

Monday 15<sup>th</sup> – Friday 19<sup>th</sup> February

Summer Term 2021 starts Monday 19<sup>th</sup> April

### COVID-19 GOVERNMENT GUIDELINES & RESTRICTIONS

We are closely following the relevant Government guidelines to ensure that our procedures are up to date.

We usually arrange lovely events, such as a new parents lunch, a school photographer's visit, Christmas performances for both rooms and a Christmas party during our autumn term. However, due to the current Covid-19 situation we have had to suspend these. If anything changes, we will, of course, update you.

We are still hoping that we can go on a woodland walk to the Petts Wood woods: details will follow in due course.

## LABELLING

Please ensure that all of your child's clothing is labelled – especially their pre-school jumpers as these are often taken off during sessions. Please also label coats, rucksacks, bags and lunch boxes. Many thanks.

## ADVISING ABSENCE

OFSTED require us to contact parents if we do not receive a phone call in the morning advising us that your child will not be in pre-school that day. Therefore, please phone/email (using the contact details given overleaf) to advise in the event of sickness on the first day of absence. Please also give us prior notice of absence for holidays. Thank you.

## DROP-OFF IN BUTTERFLY ROOM

In line with government guidelines, parents will not be able to enter the premises at the beginning of the session other than by exception. You are asked to leave your child at the door and they will be settled in by our staff.

## INVOICES

### New Children

Just a reminder that the £50 deposit paid to secure your child's place with us will be refunded at the end of your child's first full term. This will be shown as a deduction on the next invoice for the fees due for the Spring Term (issued in December).

## IMPORTANT SAFETY NOTICE

In the interest of child safety, we will not let any child go home with anyone other than the nominated person unless we have prior notice and the correct password is given on collection.

Please remember we have not always met dads or grandparents and therefore they will be unfamiliar to us.

## UP-TO-DATE INFORMATION

Please ensure that we have all your up-to-date contact information such as mobile numbers, e-mail addresses and emergency contact details.

Please email any amendments to Caroline.

## WORKING TOGETHER

**Parental Involvement.** Whilst we are usually very grateful for parental help on an occasional basis or on outings, we are unfortunately unable to welcome you into the setting at present. However, if you have a particular skill or interest that you would like to share with us, please speak to Julia, Su or Catherine and we will incorporate it into our programme.

**Observation sheets** are also available for parents – these enable you to share any achievements with us or give details of any milestones your child has reached.

**Suggestion Box.** If you have any comments or suggestions for improving our setting or the curriculum, please feel free to put any ideas into the Suggestion Box. This is located just outside the door to the Butterfly Room.

## KEY PERSONS

As you are no doubt aware, we run a key person system in the pre-school. This allows one member of staff to focus on your child and encourage development across the curriculum. We will be sending out letters shortly notifying you of your child's key person and will be displaying a complete list on the notice board in each room.

## LUNCH CLUB

Lunch Club is available to **Butterfly Room** children only who are 3 and over.

Please make sure the children's lunch is a healthy one and a drink is included.

### NO FIZZY DRINKS, SWEETS OR NUTS.

**Please ensure lunch boxes are clearly named and it would be helpful if the lunch could be in a 'cool bag' style lunch bag. The lunches are put directly into the fridge, so there is no need to put freezer blocks or ice packs into the packed lunches.**

(For children that attend Lunch Club, Guidance Notes were emailed recently, if you did not receive a copy please let us know).

## ARTWORK

Childrens' creations will not always come home each day as we like to display them on our walls. We will endeavour to make a gallery wall visible for you to admire.