

## **Newsletter**

**New Starters 2025**

### **Welcome**

Welcome to Doddinghurst Community Preschool and the latest newsletter specifically for our new starters. In this newsletter we will provide you with details of staff, ways to support your child, working in partnership, safeguarding and useful information.

### **Key Person**

We operate a Key Person system. This means that when you join us you will be appointed a Key Person, this person is responsible for helping your child settle, being your point of contact and planning for your child's individual needs. Children thrive when their needs are met by special people they know, trust and respect. Children can concentrate and learn more effectively if they are not under pressure so having a key person who is attentive and know the child well will support their needs. The key person will work alongside you to ensure continuity of care and therefore support your child's emotional well-being.

### **Meet the Team**



**Nicola**  
Manager



**Rem**  
Deputy  
Manager



**Angela**  
Practitioner  
& Admin



**Anna**  
Practitioner



**Claire**  
Practitioner



**Karen**  
Practitioner



**Katie**  
Practitioner



**Louise**  
Practitioner



**Patrycja**  
Practitioner



**Sibel**  
Practitioner



**Jane**  
Bank Staff

### **Staff Roles**

Our Staff take on additional roles to support the smooth running of the preschool to ensure we meet all the welfare requirement. These additional roles are –

**Safeguarding Lead** – Rem

**Health and Safety Officer** – Patrycja

**SENCO** (Special Educational Needs Co-Ordinator) – Nicola & Patrycja

**ENCO** (Equality Named Co-Ordinator) – Rem

All Staff undertake Safeguarding training

**Safeguarding Deputy** – Angela

**Fire Safety Officer** – Nicola

**Behaviour Officer** – Angela

**First Aid** – All Staff

### **Working in Partnership**

Working in partnership with parents and/or carers is central to the Early Years Foundation Stage. During your time with us we will invite you in for termly developmental viewing where we will consult with you regarding your child's experiences to enable us to plan effectively, we will also offer tips and support with learning from home, this may be through sending books home, playdough recipes, or learning opportunity guides in our newsletter.

### **Curriculum and Planning**

We teach the curriculum through play. Children will learn at different rates and ways and we aim to offer an enriched education based on each child as an individual. Initially we will complete observations in order to gain an insight into your child's current development to give us a starting point.

Each half term we will plan to focus on particular areas of the curriculum, this may be hand and eye co-ordination, physical development, enjoying stories, making friends, role play or promoting maths skills, to name a few, and will be based on the season, story of the week, a letter, colour or shape. Each half term we cover all areas of learning – Personal Social Emotional, Communication and Language, Physical Development, Literacy, Maths, Understanding the World and Expressive Art and Design. We will include a section on Home Learning within each newsletter so that you can continue some of this learning at home, should you choose to, to enhance and secure the learning. During our sessions each child is worked with at their own rate and level of understanding to support their individual development and next steps.

## Safeguarding

Safeguarding is an important part of our role, but do you know what it means - please see below for information issued by Essex County Council.

In line with Ofsted recommendations, if your child is to be absent for any reason; sickness, holiday, an appointment (yourself or your child), visiting family etc you must inform us on the day, ideally via the Nursery in a Box app or via our mobile 07523 291553. If Attendance falls to less than 80% it could result in funding being withdrawn.

## Early Years and Childcare – Essex County Council



Your Child's Safety – 10 things you should know

### What is safeguarding?

1. In a nutshell, safeguarding is about keeping children safe and protecting them from all types of harm.
2. Whether you use a childminder, nursery, preschool, holiday club, or after school club most providers have to register with Ofsted, who will inspect them regularly to make sure that your child has the best possible care. You can find out more in the guide *Inspecting registered childcare providers: information for parents* which is available on the gov.uk website.
3. All childcare providers have to keep your children safe whilst in their care and most providers will need to have a written policy about how they do this. You can ask to see this if it hasn't been shared with you.
4. Your childcare provider should share any concerns about your child with you. However, please be aware that they have a legal duty to report any worries that they may have if they suspect a child may have been harmed.
5. All childcare providers must have a person who is specially trained and qualified to manage any safeguarding concerns. You should be told the name of this person. If you are using a childminder, this will be the childminder themselves.
6. All staff working in early years and childcare settings must have checks before they are employed to make sure that they are suitable to work with your child.
7. When employing new staff a childcare provider must also obtain suitable references and should check them before they employ anyone.
8. All members of staff should have safeguarding training which is renewed regularly.
9. You should be told how to raise an issue or make a complaint if you are unhappy about anything.
10. Does your child have music lessons or attend a sports club or something similar? Take a look at the guidance *Choosing a club, tutor or coach?* which is available on the Essex Safeguarding Children's Board (ESCB) website along with more useful information at [escb.co.uk](http://escb.co.uk)

### **Making a complaint about your childcare provider**

If you are concerned about any aspect of the care provided for your child, speak to the setting about your concerns. This will often solve most problems. If you are still not satisfied you might need to ask them about their complaints procedure. If you have made a formal complaint and feel it is unresolved you can contact Ofsted, which can investigate complaints or concern about the quality of childcare provided by Ofsted-registered childcare providers or childminders, or about people providing childcare who are not registered with them. Call them on **03330 123 4666**

If you have concerns for a child's safety or wellbeing call Health and Social Care on: **0345 603 7627**

### 'Achievements'

To support your child's learning journey and to work in partnership with us, we invite you to upload photos and observations, from home, of your child's achievements, this can be done via the Nursery in a Box app. These can be big achievements or little ones – ie learning to ride a bike, learning to clean their own teeth, sleep alone, being kind to a sibling, counting, singing, etc.... We can then share these at circle time.

### Requirements

In order to meet our safeguarding requirements can you please send (via messaging on the app or email – [admin@dhcps.co.uk](mailto:admin@dhcps.co.uk)) a copy of your child's birth certificate and a copy of your proof of address (Driving License or Utility bill).

### Invoicing

Invoices are issued, via email, around the 20<sup>th</sup> with payment date of the 1<sup>st</sup> of the following month. Along with your sessions fee's (which are currently charged at £7 per hour) we request a voluntary contribution of £5 per month for extra resources and £2 per session for snack. Early bird club is from 8.30 till 9 and costs £5. We only accept online payments – Sort code – 60 19 09, Account Number 96626887.

### Financial Support

**If you are having difficulties paying your fee's, or any other payments related to the preschool, then please speak to Nicola or Angela.**

### Policies

Policies are available for you to view on our website – [www.doddinghurstpreschool.co.uk](http://www.doddinghurstpreschool.co.uk). If you require a copy of these, please let Nicola or Angela know.

website home page – [www.doddinghurstpreschool.co.uk](http://www.doddinghurstpreschool.co.uk)

We are in the process of updating our website so please bear with us.

If we are unable to open for any reason we will message via Nursery in a Box.

### Photos

Please provide a family photo, which will be displayed for all children to see, it makes the children feel welcome and is a good conversation starter!

## **Good to Know!**

### First Day and Uniform.

**On your first day, please arrive at 9.30 so we can settle the other children first. After this day our usual time is 9am. We keep a small supply of uniform on site, Sweatshirts are priced at £12 and Polo-shirts £9, this is non-compulsory.**

### Comforters/toys

We request that children don't bring toys to preschool, these often end up broken or lost and children are very upset by this, so to save their tears we request their toys remain home! Comforters are still welcome and will be put in their bag when not needed to avoid unnecessary loss/damage to the item, but will be given to your child when they need them. Many thanks for your help and support.

### Children's coats

We do request that when the weather turns cold, each child arrives with a coat that is named and that pockets are empty of small items. Thank you.

### Bags and Bottles

**Please provide a bag with nappies and wipes if required, a change of clothes to include socks, pants/knickers, tops and trousers and ensure the bag is named. Please also provide a named water bottle as they are placed on a trolley and accessible at all times.**

### Sickness

If your child is poorly and experiences sickness or diarrhoea they may not return to Pre-school until they have been symptom free for 48 hrs under Ofsted guidelines. If your child has a temperature or is unwell enough to require "Calpol" please do not bring them into preschool

### **Food Requirements & Packed Lunches**

When providing a packed lunch please ensure you follow the health and safety rules –

Please ensure that no food contains nuts to protect children from nut allergies within our setting

Grapes must be sliced length ways only, in line with NHS guidelines to prevent choking

An ice pack is recommended within the child's lunch if you are providing food that needs to remain chilled eg yoghurt

Some suggestions for lunch - one slice sandwich cut in half, or a small wrap or sausage roll, crackers and cheese, hummus and pitta bread plus a piece of fruit, salad or vegetable plus crisps, yoghurt or fruit bar and a drink if your child would prefer an alternative to their usual water bottle.

### Working in Partnership with Parents - PLAYDOUGH

Playdough has a wide array of developmental, learning and sensory benefits for children. This is the reason it is available each session. Some of the benefits of play dough are

- Enhances fine motor skills
- Improves pre writing skills and develops hand-eye coordination
- Promotes creativity and imagination
- Has a calming effect
- Builds social skills and language
- Increases curiosity and knowledge

As this is an activity we have out all the time, we make our own playdough, and the beauty of this is that if you need to vary the recipe for allergy sufferers, ie no gluten. Plus, it means it is fresh each week.

Therefore, if you would like to make your own, with your child, we are attaching a recipe for you.

Not only will this be a wonderful opportunity to do something together, it promotes maths skills with measuring, promotes science skills and also gives you a wonderful versatile, tactile object at the end, where your home learning can continue.



### Home Made Playdough

2 cups self raising flour

1 cup salt

2 cups water

2 tablespoons oil

2 tablespoons tartar

(can be coloured with powder paint – added to flour. Or food colouring – added to the water)

Mix together and cook over medium heat, stirring all the time until it comes away from the side into one lump.

Remove from heat and knead.

## YOGA

Yoga and breathing exercises are scientifically proven to help relieve negative emotions while also teaching self-regularity tools. Physically it enhances flexibility, strength, co-ordination and body awareness. In addition it aids concentration, sense of calmness and relaxation. Here's a few poses to try at home!

