

# Westfield Nursery Class

August 2016



## Suggestions, Concerns and Complaints

Please remember that you can make suggestions to the nursery staff using the suggestions board and box in the cloakroom, using the slip at the bottom of the newsletters or by speaking to a member of staff.

If you have any concerns or complaints you may also report these to nursery staff, Mrs Ellington or by following the complaints procedure on the cloakroom notice board. Thank you.

## Open Door Policy

Please remember if you have any concerns or anything you wish to discuss please do not hesitate to approach your child's key worker or any other member of staff. Although it is not always possible to enter into discussions when all of the children are entering the nursery, the staff are usually able to discuss concerns once the busy period is over.

Mrs Ellington, Miss Reilly and Mrs Alston are also available by appointment if there is something you wish to discuss with management. Thank you.



## Nursery Staff

Mrs McClure - Nursery Teacher  
Mrs Kerr - Ladybirds Key Worker  
Mrs Simpson - Grasshoppers Key Worker (M, T)  
Mrs Bell - Grasshoppers Key Worker (W, Th, F)  
Mrs Paul - Butterflies Key Worker (supply contract)

**Suggestions / Comments:** If you have any suggestions or comments please fill in below, tear off and return to a member of staff.

## Sickness

In the case that your child is unable to attend nursery please notify the school office by phone before the start of the session. If they have been sick or had diarrhoea they cannot return to nursery until 48 hours after the last period of sickness / diarrhoea.



## Topic

In August and September we will be learning about 'Transport.'

## PLPs and Data Checks

PLPs have been handed out to all new children and returning children who set their targets in January and February. Please fill in or check the details, return the PLP to a member of staff and make an appointment using the sheet in the cloakroom to discuss a target for the next 6 months.

The school office are currently compiling the nursery Data Checks. Please check all of the details and return as soon as possible. This ensures that all details are correctly stored on our emergency contacts list. Thank you.

## PTA and Parent Council

The first PTA and Parent Council meetings will be held on Tuesday 13<sup>th</sup> September. New members are always welcome to join. Please contact the school office if this is something you are interested in joining. Thank you.

## Parking

We would like to remind parents that the car park is for staff only and children are not permitted at any time. Your support in keeping our children safe and well is much appreciated.

## Dates for your Diary

### Holidays and In-service Days

\*Nursery closed: Friday 23<sup>rd</sup> and Monday 26<sup>th</sup> September

\*Nursery closed: Monday 17<sup>th</sup> - Friday 21<sup>st</sup> October

### Events

\*Pre-school vision screening: Friday 16<sup>th</sup> September

\*Parents' Meeting week: week beginning Monday 3<sup>rd</sup> October, evening appointments available Thursday 6<sup>th</sup> October

(more information to follow nearer the time.)

## Session Times

Morning Session: 8.40 - 11.50  
Afternoon Session: 1.00 - 4.10

We would like to remind all afternoon parents and carers to use the whiteboard marker to indicate the time that they will be collecting their child. This helps the nursery staff to structure the day and ensure that the child has the opportunity to attend snack before leaving. Thank you.



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