St James’ Pre-School Newsletter

September 2016

  
We would like to welcome all of our children to St James’ Pre-School. The new children are settling in well and beginning to learn our routines and children returning after the summer break have been friendly and welcoming. Well done and thank you to everyone. It has been a great start to the year.

**Morning Registration**

May we ask for your help at this busy time of the morning.

When paying fees, please place money in an envelope with your child’s name and what the payment is for written on the envelope. Envelopes are available at the desk, so please feel free to take one. If possible, please also try to provide the correct money as change is not always available.

Please also follow the ONE WAY SYSTEM when registering your children (entering by the main entrance and leaving through the door at the end of the corridor by the parent and toddler hall). The system is in place for health and safety reasons and staff members may have information for you at the back door such as tickets for up and coming events or book selections. It is also your opportunity to give information to staff, perhaps concerning changes in collection arrangements for your child that day.

**Annual General Meeting**

Details have been issued recently so just a reminder that our Annual General Meeting is being held at the Church Hall on Wednesday 12th October at 8.00 p.m. This year we are looking to elect a Secretary so if you would like your name to be put forward for consideration for this or election to our Governing Body, please do come along to the meeting. We also look to elect a Fundraising Sub-Committee so if you are able to volunteer to help out throughout the year at our fundraising events or if you have any ideas for raising money, we’d love to hear from you. St James’ Pre-School is a registered charity and in the past we have been fortunate to have our fundraising efforts matched by some of our local banks. If this is something you can help with, please do let me know.

**Fundraising Events**

St James’ Pre-School is a non-profit organisation and we rely heavily on fundraising so we would like to tell you about some of the events and activities we have planned.



# **Autumn Fundraising Disco**

We will be holding our Autumn Fundraising Disco on Friday 21st October from 12.15 p.m. to 1.30 p.m. The children will be entertained by Woody with a disco, face painting, refreshments and lunch will be available. Tickets costing £2.00 will be on sale shortly at the back door. We will be selling cakes on the day so we would be grateful for any donations! These can be brought into Pre-School on the morning of the disco. Thank you in anticipation!

**Photographer visit**

We will be arranging a visit from our photographer later this term. Photographs will be on sale at Pre-School shortly afterwards. We will let you know the date as soon as it has been finalised.

 **Walking Groups**

After half term, we would like to resume our Walking Groups. These are a successful and popular part of Pre-School life, giving the children opportunities to enhance their learning experiences by exploring our local parks, woodlands and shops and enjoying what our community has to offer. Importantly, the children benefit from sharing and talking about their experiences with the staff and the wonderful volunteers who come to help. Our Walking Groups are carefully planned and organised by the staff. Children wear high visibility vests that display the settings name and telephone number and our outings bag contains a register, First Aid kit and an emergency mobile phone containing all parent contact details. A qualified First Aider attends all walks but without the support of volunteers the Walking Groups could not take place. We need your help in order to adhere to the adult to child ratios laid out in the Early Years Foundation Stage document.

If you are able to volunteer we would be very grateful and we know that the children would enjoy your company.

A list of dates for each key group will be available shortly and our walks start at around 9.45 a.m.

**Changes to Staffing Structure**

We’d just like to inform you of some changes to our staffing structure. Debbie Stuart is currently working between two settings and therefore for the foreseeable future will be at St James’ two days per week. As a result of this, Deb Nichols will be our General Manager and responsible for the day to day running of the setting. Deb Stuart will now be known as our Development Manager and will oversee all areas relating to staff development and supporting quality provision within the setting. If you have any questions about these new roles, please don’t hesitate to let us know.

**Dates for your diary**

* Annual General Meeting – Wednesday 12th October at 8.00 p.m.
* Autumn Fundraising Disco – Friday 21st October from 12.15 p.m. to 1.30 p.m.
* Pre-School closes for **HALF TERM** on **Friday 21st October** and the children return on **Tuesday 1st November**
* Staff Training Day – **Monday 31st October – Pre-School will be closed (Parent and Toddler will open as usual)**

The two Debs and all the staff team would like to thank you for reading this newsletter!

St James’ Pre-School

*A non profit organisation*

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