

Haven Nursery School
Harris Road, Gosport, Hampshire PO13 0UY
Tel: 01329 232095
Email: adminoffice@haven.hants.sch.uk
Web: www.haven-sch.org



Executive Headteacher: Debra Redpath

18th September 2017

Dear Parents,

Firstly we would like to welcome all the children to the nursery and hope they will enjoy their time in The Hive. The children are busy building a relationship with their key person, finding their way around their new environment and learning the daily routine. If you have any concerns at all please see your child's key person or speak to a senior member of staff on the door.

Staffing

We were sad to say goodbye to Charlotte Rix in August as she left us to pursue a new career. We wish her all the best. We are pleased to welcome Hollie Ransley who is an experienced early years practitioner and Jenny Tendler and Charlotte Pearce who are now permanent members of staff. Jenny will be working alongside Stacy. Paige Barnes has been appointed to work in the Acorn Room.

The family groups are as follows:

Hedgehog – Amanda
Ladybird – Stacy/Jenny
Mouse – Tracey
Owl – Ellen
Snail – Zoe/ Katie
Squirrel – Lisa
Frog – Mya
Spider – Joe/ Hollie
Bumble Bee - Emily

There are also some changes to the Nest team. We are sad to say goodbye to Lacey as she leaves to start a new job and thank Helen for covering Willow Room until a new practitioner is found.

To find out more about the staff in The Hive please look at the board by the internal entrance to the nursery.

Arriving at Nursery

The doors to the Hive will open promptly at 9.00am, 12.00pm and 1.00pm by a senior member of staff. To keep the Centre corridors clear and safe please can some parents wait in the family room rather than just wait in the corridor. The member of staff will open the door to ensure children are kept safe. Please don't forget to sign your child in on the register which will be found in your child's family area. Please sign your child out when they leave. Once you have signed your child out you are responsible for keeping them safe. If you need to arrange for someone else to collect your child from nursery please telephone the office. They will generate a password which will be passed to your child's key person. Office staff will not open the main door until you have been clearly identified.

Staff opening the door:

Monday – Deb

Tuesday – Sue

Wednesday – Karen

Thursday – Jane

Friday – Hannah/Michelle

The family room is open all day so please feel free to use it whenever you are in the Centre. If you would like to order a lunch please see the reception staff before 10.00am. The cost for lunch is £2.

Information

If you would like to know what your child does whilst in nursery, a weekly overview can be found on our website and will be emailed to you at the beginning of each week. It is also displayed on the green notice board in the entrance. This will start from Monday 25th September.

Forest School

All the children in the Hive start their Forest School adventure from Monday 25th September. Each family group will have a fortnightly Forest School session. The day they go to the forest will change to ensure all children have the opportunity to participate in this amazing experience. We provide suitable wet weather clothing for all the children. We follow the Scandinavian saying “there is no such thing as bad weather, just bad clothing”. If you would like to find out more about Forest School please come to our curriculum meeting on Tuesday 26th September from 6.00 – 6.45 pm. If you want to know what your child does in the forest a weekly newsletter The Woodland Whisper will be sent out with the weekly overview.

Library books

The children will soon be bringing a book home to read and share with you. Please keep this book for a week and return it on your child’s library day. We will provide a Haven book bag for each child to use for their library book. The children will be taken to the library by their key person to choose a book each week. All the children will be visiting our local library this term. Elaine Roberts is our Literacy Coordinator and is responsible for the library.

‘Over and Over’ Books

‘Over and Over’ books will be introduced from the start of term. They are shared with the children at the end of the morning and afternoon. These books are carefully chosen repetitive books which are read every day to the children. This programme helps to develop children’s ability to listen and to join in stories in a group as well as encouraging children to experiment with words, sounds and text. The children love to join in with key phrases from the books.

Book of the Month

The children will be learning about a different author each month. There will be a display in the entrance each month for you to share with your child.

Medication

If your child needs to be given medication (such as inhalers) whilst at nursery, a medical form needs to be completed and signed by you. This information will be kept in the office. Medication will be administered in the Head of Centre’s office by TMS’s (Trusted Medical Staff) A copy of our Administration of Medication policy can be found on the website.

Boots.

Thank you to everyone who has paid a £2.00 contribution for welly boots. Just a reminder, if you have not paid, this money will replace boots which are becoming worn and lost. The boots are used in the garden as well as the forest. Please hand any money into reception. Our wet weather suits are used daily and are purchased with your donations and fundraising money.

Clothing

Just to remind you to clearly label all coats/shoes with your child's name (we have lots of Asda George coats!). We strongly believe in the benefits of outdoor play and have invested in wet weather suits to allow the children to enjoy the outdoor environment in all types of weather. We always try to minimise the amount of wet clothes a child may bring home, but sometimes a puddle can prove too tempting to jump in or cycle through before the wellies and wetsuit can be put on! Please can a change of clothes be provided for your child just in case! We do not use draw string bags for safety reasons. Don't forget to label your child's lunch box and back packs!

Menu

If you would like to know what your child eats in nursery, there is a copy of the menu on the wall by the kitchen or on the Haven website. Children can also have a packed lunch. We are a healthy eating nursery and request that children do not bring chocolate, sweets or fizzy drinks to nursery. We have a number of children with nut allergies and request that no nuts are brought in.

Snack

Just a reminder that the subsidised cost of cooking and fruit money is £1.00 per week or £7.00 for the half term. This amount has not changed since the nursery opened! This money is essential for providing a wide range of ingredients for cooking (including Forest School cooking) for the children. Please put your donations in the money box which will be kept in the entrance in the morning and afternoon. Thank you for your support with this as we do not receive any funding for these activities.

Mobile Phones

Please note that mobile phones are only permitted in the corridors and not allowed to be in use in any areas of The Hive.

Tapestry

You will receive more information about Tapestry at the curriculum meeting. If you have any queries about Tapestry please ask in the office. Michelle Holmes is responsible for Tapestry and will answer your queries.

Texting

Like many schools in Hampshire we operate a texting service for parents where we can inform parents of important events/dates etc. Please let the office know as soon as possible if you **do not** wish to be included in this service or if you change your mobile number. If you are not receiving texts please check the office has your correct number so that you do not miss out on important information.

Email

All letters and information will be sent via email to the addresses given on your child's registration forms. Copies will also be available on our website with hard copies placed on the noticeboard near the nursery entrance or available on request from the office. Please let us know if you are not receiving our emails so we can update your details.

Fees

For those parents paying for additional hours or meals, please note that monthly invoices are placed in the rack near the main entrance at the beginning of each month. Fees are payable within 28 days of the date of the invoice and can be paid by debit/credit card or by cash at our office. The easiest way to pay fees is online at <http://einvoicepayments.hants.gov.uk>. There is also a link to this on the Haven website.

Birth Certificate

If you have not yet shown the office your child's birth certificate or passport we would be grateful if you could bring it as soon as possible. This is part of our registration process and is required to support our funding claims.

Car Park

There is no general long stay parking facility at Haven. Vehicle owners are requested to park off site. Please see attached car parking policy

Curriculum Meeting

Come and find out what your child does at nursery on Tuesday 26th September 6.00 - 6.45pm

Nursery Open Evening

Come and meet your child's key person and find out what your child has been learning during their time in nursery on Wednesday 18th October (Frog, Ladybird, Bumble Bee and Spider groups) and Thursday 19th October (Squirrel, Snail, Mouse, Owl, Hedgehog groups) 4.30pm – 5.30pm

Applications for School

If your child is 4 years old between 1st September 2017 and 31st August 2018 you will need to apply for a school place by **15th January 2018**. Application for a school place starts from **1st November 2017**. Admission to school is not automatic so you need to apply online www.hants.gov.uk/admissions for a school place for your child by the deadline. If you need help with your application please visit the Hampshire County Council website or ask your child's key person. You will be notified about your school place on 18th April 2018.

Adverse Weather

With winter approaching, none of us know what the weather will hold in store. We will always try our hardest to ensure the Centre is able to open after, for example, snowfall. In the unfortunate event that the Centre cannot open, we will use the texting service and our website to keep you informed.

Hallett Photography

Hallett Photography Company will be in the Nursery to take photographs of Hive children on Monday 6th November. There will be an opportunity to purchase photographs along with a number of other items such as keyrings/coasters/fridge magnets etc... if you wish to. However, there is no obligation to buy anything. You will be sent a proof envelope shortly after the photos are taken and then given a deadline to order by. The easiest way to order is online. Please allow a couple of weeks after the deadline for your products to arrive. **If your child does not attend on a Monday you are welcome to bring them in on this date between 9.00am – 11.30am or 1.00pm – 2.30pm and stay with them while they have their photo taken.**

Dates for your diary	
Curriculum Meeting	Tuesday 26th September from 6pm – 6.45pm
Poetry Day	Thursday 28 th September
Macmillan Coffee Morning	Friday 29 th September – all morning
Hive Open Evening (Frog, Ladybird, Bumble Bee and Spider groups)	Wednesday 18 th October: 4.30pm – 5.30pm
Hive Open Evening (Squirrel, Snail, Mouse, Owl, Hedgehog groups)	Thursday 19 th October 4.30pm – 5.30pm
Half term	Monday 23 rd October – Friday 27 th October
Inset Day (Whole Centre closed)	Monday 30 th October
Hallett Photography (Hive only)	Monday 6 th November 9.00–11.30 OR 1.00-2.30
Santa Walk at The Alverbank Hotel	Saturday 2 nd December 10am -11.30am
Christmas Forest Celebrations	Week beginning Monday 4 th December – please see your key person for date
Acorn Room Christmas Party	Thursday 7 th December
Local Residents sing a long	Friday 15 th December
Christmas lunch for the children	Friday 15 th December
Carols in the Car Park	Monday 18 th December (Time to be confirmed)
Party Day for the children	Tuesday 19 th December
Last day of term (for term time only children)	Thursday 21 st December
Centre closes (daycare children in this day)	Friday 22 nd December
Daycare Children return	Tuesday 2 nd January
First day of Spring Term (term time only children)	Thursday 4 th January
World Book Day	1 st March 2018

As a nursery school we have five staff training days a year when the Hive is closed. The dates for the year are:

Monday 4th September 2017

Monday 30th October 2017

Monday 19th February 2018

Thursday 29th March 2018

Monday 25th June 2018

Don't forget to keep checking our website www.haven-sch.org for the latest information.

Yours faithfully

Karen Hooper.

Karen Hooper
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