

# Hilltop Newsletter Term 1

Dear Parent/carer,

The team and I wish you a very warm welcome to Hilltop Pre-School and look forward to working with you and your children over this next academic year. If you have any questions or queries please speak to a member of the team who will be happy to help you. As I manage both Brampton and Hilltop preschools my time is divided between both settings, however if you need to contact me please ask the team or email [manager@portisheadpreschool.co.uk](mailto:manager@portisheadpreschool.co.uk)

## **Useful information**

Hilltop Pre-School, St Barnabas Centre, West Hill, Portishead, Bristol, BS20 6LN

Tel: 01275 390947 Mobile:07768685530 email: [manager@portisheadpreschool.co.uk](mailto:manager@portisheadpreschool.co.uk)

Website:portisheadpreschool.co.uk

**The main door of the children's centre is not unlocked before 9:00am**

**Morning session 9:00-12:00 Lunch club 12:00-12:30 Afternoon session 12:30-3:30**

## **Staff details**

Manager Brampton and Hilltop Pre-Schools: Sarah Bailey

Deputy Manager/safeguarding Officer: Claire Godby

Business administrator/Support staff: Chris Brown

Inclusion lead/ Preschool assistant: Amanda Gallagher

Health & Safety and Fire officer/ Preschool assistant: Joanna Gill

Preschool assistant: Debbie Balson

Preschool assistant: Sarah Mumby

## **Keyperson**

All staff have keyperson responsibilities and have a number of children in their group.

Please speak to them in the first instance with any details regarding your child. If they are not in on that day please refer to the Manager/Deputy.

## **Settling your child into preschool**

When starting preschool children and parents require varying levels of support and can become tearful at times. We are all parents ourselves and have been working with children for many, many years and understand that sometimes it can be a challenging time for different reasons. We are all here to support you and your child through this transitional stage, answer questions and offer tissues if needed. ☺

## **Collection of your child**

If you are unable to collect your child or have arranged for another adult to collect, staff must be informed and information recorded prior to pick up. Your child will not be released from our care to anyone without authorisation given by you. To ensure security of all children, staff will ask for identification and password from person collecting.

## **Absence/Holiday**

If children are unwell or you have planned holiday please contact the setting on 01275 390947 to let us know. Holiday forms are available for you to advise us of planned absence.

## **Learning diary**

Learning diaries are a collection of written observations and photographs of your child's learning. They are available for you to see by speaking to your child's keyperson. Learning and development is summarised three times per year and next steps set. The diary will then be sent home for you to read through. Please return to your child's keyperson within a few days of receiving, sign and make any comments on page provided.

**Snack time** To enable us to provide a healthy snack each session we ask that **£5 is paid in cash** at the beginning of each term.

## **Medication/allergy/contact details**

Please ensure you advise your child's keyperson of any changes to medication/allergy or if your contact details need updating. Thank you.