



Hilltop Pre-school Term 1 Newsletter September 2020

Dear Parent/carer,

What a year everyone has been through! I'm sure none of us would have predicted the events of this year with schools closing, no pasta and toilet rolls in the shops and lock down for all but keyworkers!

I'm so pleased we are now back for the Autumn term and running a new normal. It has been lovely to welcome back our returning and new children to the pre-school and hear the sound of fun and laughter once again.....

We are and continue to follow gov. guidance which we will update accordingly and appreciate your support and cooperation to protect staff and families that attend.

The latest copy of our risk assessment will be sent out in the next email to everyone.

The team and I look forward to working in partnership with you to support your children's learning and development over the next academic year and hopefully you've all returned your new blue learning diaries that were given out at the open day to enable staff to start recording observations.

To all our new parents, we are a term time only setting and therefore all of the team do not work and are unavailable during the holidays. Emails and phone messages will not be collected until the start of the next term.

Newsletters and invoices are sent out via email each term and you will receive information periodically from our preschool committee.

If you have any questions or queries please speak to a member of staff.

As Manager of both Brampton and Hilltop Pre-schools my time is divided between both settings, if you need to contact me please speak to Claire (Deputy) or email me directly. manager@portisheadpreschool.co.uk Best wishes Sarah ☺

Contact details

Hilltop Preschool

St Barnabas Centre,

West Hill,

Portishead,

BS20 6LN

Tel: 01275 390947

Mobile: 07768685530

manager@portisheadpreschool.co.uk

Hilltop team

Manager Brampton & Hilltop – Sarah Bailey

Business admin/Preschool assistant- Chris Hunter

Hilltop Deputy – Claire Godby

Preschool assistant/Inclusion officer- Laura

Preschool assistant/H & S Officer – Joanna

Preschool assistant – Debbie

Preschool assistant- Libby

Preschool assistant – Kirsty

Bank details for payment

Portishead Pre-school bank details
Sort code: 543006
Account Number: 99648024

Session times

Morning session 9:00-12:00
Lunch club 12:00-12:30 (Charged at £3.50 invoiced termly, a packed lunch is required)
Afternoon session 12:30-3:30

Settling your child into preschool

During the settling in period, children and parents require varying levels of support sometimes there are tears from both parties; however I would like to reassure you as parents ourselves we do understand your concerns. We have many years' experience and will be on hand to offer support through this transitional stage, answer questions and offer tissues if required! Please do ring the setting on 01275 390947 if you are worried about your child, we will always make time for you to discuss any concerns.

Keyperson

Your child's keyperson has the responsibility for recording your child's progress in their blue learning diary. Learning is assessed and summarised 3 times during the academic year. The learning diary will then be sent home for you to view your child's progress and what we are planning to work on next. We appreciate your support with continued home learning and you are very welcome to add anything to the diary, which will become yours to keep once your child finishes at the pre-school. The team work part time so your keyperson may not be in attendance every time your child attends, please rest assured they will be cared for by all other team members.

Medical/dietary information

All medication must be in its original packaging, have your child's name on it and handed to a staff member for safe keeping. All medication will be returned to you at the end of your child's session. It is imperative that you inform us of any change to your child's medical or dietary needs, please speak to a staff member if you have any questions.

Lunch boxes

If your child attends lunch, we would appreciate if you place this in a named hard box to enable us to keep to our covid-19 guidelines. We also ask that nuts are not brought into the setting due to allergies and to encourage healthy eating at pre-school sweets are kept for home only.

<p><u>Children's bags and waterproof coats</u> (We play outside in all weathers) Can you please ensure your child has a named coat and bag that contains a change of clothing, any nappies and wipes that may be needed. Soiled nappies and or clothing will be bagged and returned to you at the end of your child's session.</p>	<p><u>Drop off/Pick up</u> Due to Covid-19 we are continuing to stagger start and finish times to prevent a build-up of people at the gate. e.g. morning session between 9:00-9:30 finish 11:30-12:00 If your child attends lunch club and afternoon session please bring them to the gate between 11:45-12:00 If your child attend morning and lunch please pick up promptly at 12:30 Afternoon session 12:30-1:00 start and 3:00-3:30pm pick up.</p>
<p>As a charity and receiving minimal funding we fundraise for items that are required through-out the year. To enable us to provide snack for the children, baking, craft materials and many tissues we also ask for £8.00 per term. Details to follow.....</p>	<p><u>Donations</u> If you have toys that are no longer used at home and you think they would be beneficial for the children at pre-school please speak to the team. We need to follow covid-19 guidelines so as long as they can be cleaned and have no intricate parts we are always grateful.</p>
<p><u>Business administrator</u> Chris deals with all invoices and works in the office Monday, Tuesday and Thursday afternoons. Please use these times to contact her if you have any queries on 01275 817834 or alternatively email administrator@portisheadpreschool.co.uk</p>	<p><u>Committee members</u> We are looking for new members to join our friendly committee. Due to how we are structured as a pre-school we need members to help with the business side of the pre-school and fundraising each year. Please email our current committee thecommittee@portisheadpreschool.co.uk If you are interested in helping to support Brampton & Hilltop Pre-schools.</p>
<p><u>Here to help</u> We are here to help and support you and your child, so please contact us if you need to discuss anything. Due to parents unable to enter the building due to covid-19 restrictions staff will contact you periodically by phone to discuss your child with you during their non-contact time.</p>	<p><u>Further Information</u> Pre-school website: https://portisheadpreschool.co.uk/ Pre-school Facebook page https://www.facebook.com/PortisheadPreSchool/ Portishead Pre-school Charity 1180880</p>