



Shernhall Pre-School Autumn term newsletter 2025 No 2

We hope you have enjoyed the half term break. We have 7 weeks in this half term, and we have lots of exciting activities planned for the children. Please look at our topics and books chosen up until Christmas.

Outstanding Fees: For parents and carers paying fees for additional sessions all payments should have been made before the half term break. If you cannot pay your invoice on time, please speak to Liljana, the manager as soon as possible. You are welcome to pay your invoice in instalments during the month if that is easier for you. Your child's sessions will be reduced to their funded hours only until your outstanding balance has been paid. If you are not eligible for funding, your child's place will be withdrawn. We are happy to say that we have never had to use the services of a debt collection agency to recoup fees from parents but do reserve the right to do so if necessary. Our bank details can also be found on your invoice.

Bank Details: Co-Operative

Account Name: Shernhall Pre-School

Sort code: 08 92 99 Account Number: 65157781

Children from nine months old: From January 6th, 2026, we will be offering places to children from nine months old. We will offer 30 hour funded places for working parents who have secured their funding code and fee-paying places for anyone not eligible for funding. We will still be open during term time to ensure that parents receive their full funded 30 hours per week, and our timings will remain the same. Please let us know if you have any questions or would be interested in a place with us.

Water bottles: We have asked parents and carers to provide a water bottle for their child to use while at pre-school. The bottles should be marked with your child's name, and will be kept at pre-school. They will be washed at the end of each day and will be refilled each morning ready for your child to use.

Applying for a 2026 reception place: You will have received information on how to apply for your child's reception place for September 2026. The deadline is January 15th 2026 and any applications received after this date will be treated as a late application. You will find more information on the last page of this newsletter.

Forest School day: We will be having our Forest School in the garden on the last Friday of each month. The children will be making the most of the beautiful garden space. We have already bought the outdoor all weather play suits and would like to thank those parents who have already donated to help us cover the cost. The suits have cost £12.00 per child, and we are grateful for anything you can afford as our funding does not cover additional activities for the children.

Car Park: Please note that the car park belongs to the church for parishioners and is not to be used by parents/carers. There is free parking in the area until 10.00am each morning. The gate will be locked at peak times.

Attendance: Please be reminded that you are required to call, or e mail the pre-school on the first day of absence if your child is absent for any reason. We ask that you tell us the reason so we can mark our registers accordingly. If your child is sick, please can you tell us what is wrong with them as there are some illnesses that require us to inform our other families, for example, hand foot and mouth or measles or chickenpox. We will not share your name with other families. If you have planned a holiday, please let us know and complete a holiday form telling us when your child will be back in pre-school. **If we have not heard from you, we will contact you to ask why you have not brought your child to pre-school.** It is therefore important that we also have your up-to-date contact information. If we are unable to speak to the parent or parents on our records, we will call your emergency contacts. Part of our safeguarding duty is to ensure that children attend pre-school regularly.

Sickness and diarrhoea: If your child has had vomited or has diarrhoea, they cannot attend pre-school for 48 hours after the last episode of illness.

Potty training: Please let us know if you are ready or have started to potty train your child so we can support your child while they are with us at pre-school. Please see the link below for more information about how and when to start potty training your child. We ask that you dress your child so they can use the toilet without getting totally undressed. Children should not wear dungarees or all in one play suits to pre-school.

Please look at the link below for useful ideas and tips on potty training.

[Potty training: how to start & best age to potty train - ERIC](#)

Disability Living Allowance: If you are claiming DLA please can you let us know as we will be able to claim additional funding from the Disability Access Fund or DAF to support your child at the setting. We will need a copy of your award letter. If you are thinking about making a claim and would like advice or help, please speak to us.

Musicadoo: We will continue to have our weekly music sessions from Musicadoo. The children have really enjoyed these sessions.

Photographer visit: The Tempest photographer will be visiting us on Tuesday 25th of November. She will be here to take family photos with siblings from 8.15 and will photograph children on a first come first served basis. The children who attend the pre-school will be photographed during their session. You will receive a proof and will be able to order your photographs online direct from Tempest. You can have your order delivered to us for free at the pre-school but please be mindful that we close for the day at 3.30pm and we are closed at weekends. There is a cut of date for orders to be delivered to us which we will let you know nearer the time. We close for the Christmas holiday on Friday 19th of December.

Stay and Play: Our Stay and Play session on Tuesday morning from 9.15am to 11.00am is extremely popular and great value for money. We charge £3.00 per child and £2.00 for siblings. These sessions give families the chance to experience our setting and resources. We only accept cash. Come and meet our team and join in with music and singing and story time. Please tell your friends and family. There's no need to book, but places are allocated on a first come first served basis.

Healthy lunch club: We ask that your child has a healthy packed lunch if they stay for lunch. Please do not include nut products of any kind including nut spread or chocolate of any kind. This is due to other children who may have allergies. A sandwich, wrap or a portion of a pasta or rice dish, a yoghurt and a piece of fruit or vegetable would be enough for pre-school children. We provide milk and water for the children every day free of charge so there is no need to pack a drink. Please be aware that some foods should be cut in a certain way to minimise choking. Grapes should be cut in half lengthways. Olives and cherry tomatoes should be cut in half. Sausages should be cut lengthways and not into chunks.

Changing bags: Please can you ensure that there are enough changing clothes and nappies and wipes if applicable for the whole week. If your child is running short of any items, we will call you to let you know, and the item can be brought in the next day for the staff to replenish your child's bag.

Coats: Please can you make sure that your child has a coat that is warm and waterproof as we intend to use the outdoor space as much as possible throughout the half term. **Please write their name inside to avoid coats being taken by mistake.** Can we also ask that if your child wears a hat, scarf, or gloves that their name is also in them.

Wellies: We ask that you provide a pair of wellies for your child. They can be left here at the pre-school.

Items brought into school: Please do not let your child bring items into pre-school i.e.: toys, money etc. Children may have items that we do not allow at pre-school in their pockets or bags, and we cannot guarantee that these items will not be lost or damaged.

Please do not bring plastic carrier bags or bags with long strings to pre-school.

Prescribed medication: All medicines must be prescribed by your GP and be signed into our medical book. Your child's medication will be left at pre-school until your child leaves the setting (please see Kay, the deputy manager). You may have to ask your GP to prescribe an additional item just for pre-school. This includes skin cream. Please do not put these items in your child's changing or lunch bag. **Please note, we do not administer paracetamol, ibuprofen, or antibiotics.**

Pick ups: If your child is collected up by someone we have never met, even a parent they must have the correct password. If it is an ongoing arrangement for a friend or relative to collect your child, please can you put this in writing to us. Can you also give us advanced warning. People must be over the age of 16 to collect children.

Passwords: Please can you familiarise yourself with the password you gave when your child started with us. If you are unsure, please can you come into the office in person, and we will be able to help you. If your child is being collected by a parent we have not yet met, please can you make sure you have shared the password with them too.

30 hours Funding for working parents: Please remember to keep your information up to date by looking out for your reminders from HMRC. We revalidate your codes every 3 months to ensure that you are still eligible to receive this funding. It is advisable to re confirm your details when you get the reminders and not go into your grace period. If your child has or will turn three during this term and before 31st of December, now is the time to apply for 30 hours funding for next term.

Early Years Pupil Premium: We can claim additional funding from the borough for those children who are eligible. It does not affect parents and is claimed by the pre-school from the LBWF and is based on your household income. It is designed to enable us to buy additional resources or experiences that the children will enjoy and that they may not normally have access to. Please ensure that you complete our paperwork fully by including your National Insurance number.

Christmas Fundraising: We would be very grateful if you could donate any unwanted gifts, toys, toiletries or bottles for our Christmas raffle. If you work for a company who may willing to donate items, please let us know and we can give you a headed letter. We will be selling raffle tickets for £1.00 per strip from December 1st, and the raffle will be drawn on the last day, Thursday 19th of December after the Christmas party at 11.45am. We will also be selling calendars for the new year during the last week of term.

Christmas party: We will be having our Christmas party on Friday 19th of December. All children are invited to attend. We will not be having a normal session, and the party will start at 10.00 am and finish at 12 noon. We will be having a visit from Father Christmas. Parents are welcome to donate finger food and drinks for the party, and we ask that you do not include nuts of any kind. **Parents are not required to stay with their children.** We will draw the raffle at 11.45 am if you would like to attend then.

Dates for your diary

Tuesday 5th of November - Guy Fawkes night

Sunday 10th of November - Remembrance Sunday

Friday 14th of November - Dress up day and face painting, Shernhall fundraiser

Tuesday 25th of November - Photographer visit

Thursday 4th of December - Zoo Lab animal workshop

Thursday 11th of December - Christmas Jumper Day, Shernhall fundraiser

Thursday 19th December - Christmas party and last day of term
10 am to 12 noon (No normal session. Parents are not required to stay)

Themes and books for this half term

<u>Week</u>	<u>Theme</u>	<u>Book</u>
3rd November to 7th November	Dark and Light	Owl Babies
10th November to 14th November	Nursery Rhyme Week	Nursery Rhymes
17th November to 21st November	Princesses and Superheroes	
24th November to 28th November	People who help us	Police / Doctor
1 st December to 5th December	Feelings and emotions	I love you just the way you are
8th December to 12 th December	Houses and Homes	Three Little Pigs
15th December to 19 th December	Celebration	Christmas

We return to pre-school after Christmas on
Tuesday 6th of January 2026

School Place application information in Waltham Forest

If your child was born between 1 September 2020 and 31 August 2021, you can now apply for them to start reception in September 2025.

When should I apply for a primary place?

You can apply for a place from autumn the year before they are due to start reception. This year's application window runs from **1 September 2024** until 11.59pm on **15 January 2025**. It's important to apply as soon as you can.

If your child attends a school nursery or has an older brother or sister at your chosen school, you must still apply. Children who go to a school nursery will not automatically receive a reception place at the school.

If you live in Waltham Forest, you must apply through us, even if you are applying for schools in other local authorities. If you live outside Waltham Forest, you must apply through your home local authority, even if you are applying for schools elsewhere.

Researching primary schools

Before you apply, you should research the local primary schools. This will help you decide which schools to put down as your preferences. You can choose up to six preferences.

To find out more about a school, you could:

- Go to a school open day
- Visit school websites
- Ask other parents what they think of the school
- Look at the latest Ofsted reports and school performance tables

Schools have cut-off distances which can change every year based on demand. Be realistic when choosing your preferences and always read the school's admission arrangements.

How to apply for a primary school place

You can apply now through the [eAdmissions website](#). The [Starting Primary School 2024 guide](#) (PDF) has all you need to know.

Section 3 (pages 26 to 29) of the Starting Primary School 2024 brochure shows details regarding the schools in Waltham Forest.

The [eAdmissions](#) (PDF) guide explains how to apply for your child's school place online .

When completing your application form please ensure that you tick the box to indicate any additional priority your child may have for being allocated a place in your preferred school (such as a sibling, medical or social criteria or looked after child status).

It is your responsibility to provide evidence to support your priority claim and this must be submitted with your application by the closing date. If you submit the evidence after the closing date, it may not be possible for school admissions to consider it before places are allocated on national offer day. If you tick the box on the application form but you do not provide any supporting evidence, your application will not be considered under this priority, and you will not be reminded to submit your evidence.

If you have any technical issues when applying online, please go to [eAdmissions support page](#). If you still require help after visiting this page, please contact the admissions team by email: admissions@walthamforest.gov.uk.

If you are unable to apply online, you can use the [primary common application form](#) (PDF). It has instructions on the back explaining how to submit your printed application.

Supplementary Information Forms (SIF) for Primary schools

Some schools need extra information we do not collect on our application form. You will still need to complete an online or paper form, as this is in addition to completing the application form.

The schools listed below will ask you to complete a supplementary information form (SIF) or Certificate of Catholic Practice (CCP). This should be returned directly to the school, or the address on the form. Please visit the school website or see below for a copy of their SIF or CCP (click on the school name):

- [Emmanuel Community School](#)
- [St Mary's Catholic Primary School](#)
- [St Mary's Church of England Primary School](#)
- [St Joseph's Infant School](#)
- [Our Lady and St. George's Primary School](#)
- [St Patrick's Catholic Primary School](#)
- [St Saviour's Church of England Primary School](#)

If you do not complete a SIF or CCP your child may not be offered a place at the school.