



Shernhall Pre-School Autumn term newsletter 2025 No 1

Welcome back after the summer holidays. We hope you had a lovely break. We would like to say a big hello to our new children and their families, and we hope that they enjoy their time with us at Shernhall Pre-School. This is the first newsletter of the autumn term.

New Forest School Day

We are excited to introduce a Forest School Day on the last Friday of each month. This will enhance the curriculum for the children. Access to outdoor play helps children to thrive and quality time spent in nature supports children's health, happiness and overall wellbeing.

The children will have the opportunity to enjoy nature-based activities including den building, creating art with natural materials, learning about creatures, the seasons and growing food, all of which will improve children's communication, physical and emotional development helping them to grow in confidence. The skills they develop will include how to overcome challenges, how to take safe risks and how to problem solve.

We will be buying good quality all in one weatherproof suits for the children to wear during these sessions. They will remain at the pre-school but we would like to ask parents to make a voluntary donation to help us with this additional cost. The suits should have cost £40.00 each but were reduced to £12.00. We already ask parents to provide wellington boots for their child to wear which can be left at pre-school.

House Keeping

Contact information Please can you let us know if you have changed address or have a new contact number or have new emergency contacts. It is a very important that we have the correct address and telephone number for you. Can you also make sure that your emergency contact details are up to date and that you remember your password. **If you are unsure of it please can you speak to Pam or Liljana in the office in person.**

Online parental declaration forms We are now required to complete our funding claims online. Once you have filled in the paper declaration form when your child starts, the information is then used to complete the online version. You will have the opportunity to let the borough know if there are any errors. Once I have completed our section you will receive the form via email from walthamforest@victoriaforms.com to be checked and signed and submitted. It will then come back to me to be signed off and sent to the local authority. It is very important that you do this as soon as you receive the form to check. If you are unsure of anything speak to Pam in the office.

Holidays We ask that if you have booked a holiday during term time that you inform us of when you will be going away and when you will be back to pre-school. Please ask your child's key person for a holiday form or Pam in the office.

Mobile phones or smart watches We do not allow the use of mobile phones or smart watches with cameras in the building. This also includes the children.

Session changes If you would like to change your sessions, please can you let us know as soon as possible and be aware that if you have increased or decreased your child's funded hours you will have to complete a new parental declaration form. If you will be paying fees on top of your funding, we will ask you to pay a 2 week deposit which will be returned after all fees have been paid and your child leaves the setting.

Car Park Parents and carers are not allowed to use the car park. The car park is private and belongs to the church. The gates will be locked at peak times.

Registration and pick up time routines We ask that you observe our session times as late drop offs and early pickups disrupt the children and staff. Please can you use the door with the ramp when you drop off and pick up your child. Once in the building please can you take your child to the registration table. There will be a member of staff at the registration table who will mark your child into the register for their session. Please encourage your child to pick their name out. You can then take your child to the classroom where they will be welcomed by staff. Pick up time can be very busy, and we ask that you stand away from your child's classroom door to allow staff to see who is to be collected.

If you need to speak to your child's key person, we ask you to stay until the end of the session when the children have been picked up when staff will be free to speak to you. We ask that siblings are supervised while on the premises and that they do not bring their scooters or bikes into the building.

For those children who will be picked up at 1.30pm or 2.30pm we will make your child ready to leave and bring them to you at the door. We would like to minimise disruption to the children who are still in pre-school.

*****VERY IMPORTANT***** Do not open the doors if you want to leave the building. You **MUST** ask a member of staff to open the door for you. Please help us to keep your children safe in the pre-school.

Changing bags Your child will need to bring a changing bag to pre-school. It should contain enough changing clothes and nappies and wipes if applicable for the whole week and be labelled with your child's name. If your child is running short of anything you will be asked to replenish the bag for the next day. We do not provide nappies or wipes or spare clothes, especially underwear and we ask that you ensure that your child has what they need for the time they are with us. You are free to take your bag home each day to be re stocked if you wish.

Clothing Please can you make sure that your child is dressed appropriately for the weather. Layers are best for inside and a warm coat and hat and gloves for the garden as we approach colder temperatures, especially when we use the garden. We ask that your child's name is written on their clothes, especially things that they take off including shoes and any spare clothing. We will ask you to provide a pair of wellies for your child later in the autumn.

Reading books Your child will have the opportunity to pick a reading book during our 'library time' to take home each week to share with you. Parents can also communicate with their child's key person by leaving a message in their child's reading record book. Library day is Friday for most children but if your child doesn't attend on Friday, it will be their last day in the setting each week.

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

Packed lunches The Department of education have given nurseries new guidelines for packed lunches and healthy eating. We have already given this information to the children already staying for lunch. If your child stays for lunch, please can you make sure that you bring a healthy packed lunch. You do not need to include a drink as we provide water and milk, free of charge. We do not allow crisps, sweets, chocolate, popcorn, fizzy drinks, cereal or snack type bars or any products that contain nuts This includes Nutella or chocolate spreads. Your child should also have a separate packed lunch bag from their changing bag. We do not re heat food brought in from home and we ask that you use an ice pack in your child's packed lunch as we are unable to refrigerate packed lunches. Where possible we will leave anything, your child has not eaten in their lunch box so you will be able to see how much your child has eaten. Please can you ensure that any prepacked food is still within the use by date and that their lunchbox is kept clean. If you are unsure of anything please feel free to speak to us.

Felix Project We are registered with the Felix project who deliver food from supermarkets and other outlets to schools and charities across London. Our delivery arrives on Monday afternoon and is offered for free to our families. We don't know what will be in the delivery each week, but we have been very happy with what we have received to date. Please bring a bag and help yourself.

Prescribed medication Including skin cream must be signed in the medical book (please see a member of staff) Any prescribed medicine **MUST** be in original packaging that clearly shows the prescription is for your child. Please do not put these items in your child's changing or lunch bag. **Please note, we do not administer calpol, nurofen or antibiotics. If your child is unwell and needs to take medicine, they should be at home.**

Sickness and diarrhoea If your child has vomitted or has had diarrhoea they cannot attend pre-school for 48 hours after the last episode of sickness. This is to prevent other children and the staff from being ill.

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.

Attendance If your child is absent for any reason, please give us a call or send an e mail on the first day of their absence to let us know why your child is not in. This will enable us to keep our registers accurate. **If we have not heard from you on the first day of absence, we will give you a call to ask why you have not brought your child to pre-school. If we cannot speak to you, we will contact your emergency contacts.** We take our safeguarding duty seriously. If you are paying for your child's sessions, you will still be required to pay for any missed sessions. Please note that we do not swap sessions.

People who pick up your child If you have arranged for another person to collect your child from pre-school, please can you tell us in advance and give us the person's name and relationship to your child. You will need to give them your password. Without this we will not let your child leave, and we will call you on the number we have for you to confirm the identity of the person or if we are unsure of anything. It is vital that we have your up-to-date telephone number to do this.

Buggies, Scooters, Bikes etc Cannot be left in the building during the day. We do not have room in the hall.

Fees If you are paying for your child's place you will receive an invoice every month. You should have received your September fees and autumn term snack invoice. Fee invoices must be paid in full by the end of each month. Failure to do so will result in your child losing their place or only attending their funded hours if also in receipt of FEEE. **Snack invoices for 30p per session will continue to be issued on a termly basis and will be given to every child. Snack payments are voluntary.** This covers the cost of the food we buy and the staff time when preparing and serving snacks. We do not receive any funding from the borough to provide snacks. We provide milk and water to the children free of charge. Please speak to the Manager, Liljana if you are having financial difficulties. If you have any questions about invoices or funding please speak to Pam, in the office.

Payments We take cash payments in addition to payments directly to our bank. We would prefer all payments to be made to our bank **using your child's first name only or invoice number as the reference**. You will find our bank details on at the bottom of your invoice. The company name is Shernhall Pre-School.

Bank Details: Co-Operative

Sort code: 08 92 99 Account Number: 65157781

Account Name: Shernhall Pre-School

Deposits We will be asking parents that pay fees to pay a 2-week deposit as mentioned in your place offer letter. **This will be refunded after your child leaves the pre-school and when all fees have been paid in full.**

Additional funding We can claim additional funding for some children who receive funding or FEEE, (free early education entitlement). This funding is called **Early Years Pupil Premium** and enables us to organise special enrichment activities and visitors for the children. Please help us to apply for this funding by including your National Insurance Number and date of birth on the parental declaration form.

30 hour and working parents funding Please remember to keep your information up to date by looking out for your reminders from HMRC. We will be revalidating your codes every 3 months to ensure that you are still eligible to receive this funding. Without this your child will lose their expanded funding.

Junk modelling Please can you save and bring in any cardboard items, kitchen roll tubes, egg boxes, cereal boxes etc. The children use them to create art works. We cannot accept toilet rolls.

Cultural Capital We have planned several activities which will build on the life experiences of the children. The children will continue to be able to take part in music and movement sessions. We will continue to offer children Musicadoo sessions which connect children to other cultures through music and instruments.

Our staff training will continue throughout the year and will help us keep up to date with any changes to the early years curriculum and safeguarding.

The Early Years Foundation Stage has 7 areas

1. Personal, social, and emotional development
2. Communication and Language
3. Physical Development
4. Understanding of the world
5. Mathematics
6. Literacy
7. Expressive Arts and Design

Our staff have planning meetings half termly to ensure all these areas are covered.

Themes and books for this half term

<u>Theme</u>	<u>Book</u>
<u>Settling in</u>	<u>How to make a new friend</u>
<u>Settling in</u>	<u>Becoming myself</u>
<u>My family and languages</u>	<u>My family</u>
<u>Recycle week</u>	<u>Everyday packaging</u>
<u>Autumn</u>	<u>Going on a bear hunt / Autumn week</u>
<u>Space week</u>	<u>Aliens wear underpants</u>
<u>Harvest</u>	<u>Dingle dangle scarecrow</u>
<u>Fun with leaves and exploring pumpkins</u>	<u>Room on a broom</u>

When can my child start school?

Children start school in the September after their fourth birthday.

If your child was born between 1 September 2021 and 31 August 2022, you can now apply for them to start reception in September 2026.

If your child has an education, health and care plan (EHCP), the arrangements for your child's start in reception will be different. The SEND team will contact you directly to explain the process further.

You must apply for a reception class place for your child even if they attend a school nursery or have an older brother or sister at your preferred school. If your child currently attends a nursery attached to a school this does not give them any priority for a place in reception class at that school. If you and your child live in Waltham Forest, you must apply through us. If you and your child live outside Waltham Forest, you must apply to the local authority in which you live, even if you are applying for schools in other areas

The closing date for applications is 15th January 2026

If you are applying after this date, your application will be considered as late.

<https://www.walthamforest.gov.uk/content/applying-primary-school-place>

Shernhall Pre-School Dates for your Diary
2025 - 2026

Wednesday 3rd of September - Start of autumn term

22nd to 24th of September - Jewish new year

October - Black history month

27th of October to Friday 31st October - Closed for HALF TERM

Tuesday 21st October - Diwali

Wednesday 5th of November - Guy Fawkes night

Sunday 9th November - Remembrance Sunday

Tuesday 25th November - Tempest Photographer

Thursday 4th December - Zoolab

Friday 12th December - Christmas Jumper Day

Friday 19th December - Christmas party and last day of term

10am to 1pm (No normal session)

More information to be given nearer the time.

We return to Pre-School after Christmas on Tuesday 6th of January 2026

16th of February to 20th February - Closed for HALF TERM

Wednesday 25th February - Zoolab

Friday 27th of March - Last day of spring term. Finish at 2pm

27th March to 10th April - Closed for EASTER HOLIDAY

Monday 13th of April - Start of Summer Term

Monday 4th of May - Closed for May Day bank holiday

25th May to 29th May - Closed for HALF TERM

Thursday 25th June - Zoolab

Thursday 16th July - Graduation party and last day of term

10am to 1pm (No normal session)

More information to be given nearer the time