

# Aspire Day Nursery Newsletter

Date - April 2017

Manager - Christine Moxon

Deputy Managers - Beth Watson and Hayley Hooper



## April 2017

Welcome to our April newsletter. I hope you find it useful and enjoy reading it.

### Easter hat day

#### IMPORTANT DATE

On Thursday 13<sup>th</sup> April we invite the children to wear an Easter hat made by them. The children loved creating their master pieces last year with their parents, and we would love to see the children dressed up again. Many parents brought hats last year from Poundland, Sainsbury's etc and then decorated them.

#### LANGUAGE OF THE MONTH -

Our language of the month this month will be Russian, we will be concentrating on every day words. If you have any resources that will help with this we would love to know!



Parents - please note we operate a **NO MOBILE PHONE** policy whilst you are onsite. We ask that all parents respect this rule and do not use phones for any reason while onsite. This is in the best interests of your child.

#### Policy update

This month the policy of the month is online safety (inc mobile phones and cameras).

This policy can be found at the end of the newsletter.



#### First aid

Last week 12 of our staff took part in first aid training. I am pleased to announce that 27 members of staff out of 29 have first aid training.



#### Staffing

This month we have Emma starting in Inventors. Emma was at chill out after school club, but it unfortunately closes this month. Luckily for us, Emma will be joining the nursery fulltime. Emma is known to a few of you as some of the older children were going to the club. We welcome Emma, who will be starting on 18<sup>th</sup> April. This month (10<sup>th</sup> April) it will be Christian's last day at the nursery, he will be leaving as he is adopting a little boy. We are very excited for Christian and his partner and wish them all the best as his family grows.

We will also see Shannon (Adventurers) and Chloe (Discoverers) swapping rooms. This change will happen after Easter

## Explorers News

This month we are exploring Easter and spring through a variety of sensory experiences including planting, sensory trays and arts and crafts. Our song of the month is baa baa black sheep.

## Discoverers News

In discoverers we will be focusing on Easter and doing activities around it.

Our nursery rhyme of the month is once I caught a fish alive and the children will help make crafts based around this. We will be talking to the children about our families, and looking at family photos. If we do not have a photo yet, please can you bring one in or email it to us.

## Creators News

This month we are focusing on the song 5 little men in a flying saucer. We will be using the song to help form sequencing with numbers and counting, by the end they will hopefully be able to recite some numbers. We will plan activities that enhance children's learning and development such as number rhymes and mark making. We are also looking at transportation and understanding the world around us. We will look at how we travel around, asking the children open ended questions. We will go on outings to see transport. We will also be encouraging small world play and expanding imaginations.

## Adventurers News

We are focusing on recognizing our names, learning about spring and Easter.

We are recognizing our names during our circle time in the morning. The children are really picking up this skill very quickly.

The children will be doing planting and growing their own cress as well.

## Inventors News

This month we have a variety of activities that are based around Spring and Easter, looking at hibernation and new life.

Arts and crafts will include Easter trees.

Our monthly story is Titch

The role play area will be camping themed.

In Literacy we will be focusing on CVC words (consonant, vowel, consonant) this is mainly for the older children, teaching them early reading. (C, O, A, D, G, Qu)

In maths we will look at shapes and how they are in and around the environment. PSED will look at managing our feelings, talking about what makes us happy, sad, being kind.

Our language we are focusing on is going to be Russian and we will look at this within our UTW area.

## New fees

We have been informed that there is a new funding rates for 3 and 4 year olds. Therefore from May 2017 (the 25<sup>th</sup> April payment) will be at a new rate. I am happy to say the local authority have increased the funding rate. Therefore this means a saving for our parents.

**Over 3's (and a term) – May 17 to August 17 –** new fees from September to be announced soon when we have finalized the 30 hour funding.

Number of days	Daily rate	Monthly fee	Funded children Monthly	Amount of funded hours a week
5	£68	£1445	£1217	15
4	£68	£1156	£928	15
3	£68	£867	£639	15
2	£68	£578	£395.60	12
1	£68	£289	£137	10

Funding starts from the term after they turn 3 years old

(Funded hours are split over 51 weeks a year rather than 38 weeks, therefore children receiving 15 hours a week is actually using just over 11 hours a week. They receive their full entitlement over the year).



# Policy of the month

## 1.6 Online safety (inc. mobile phones and cameras)

### Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

### Procedures

- Our designated person responsible for coordinating action taken to protect children is: Beth Watson

---

### *Information Communication Technology (ICT) equipment*

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

### *Internet access*

- Children do not normally have access to the internet and never have unsupervised access.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded in relation to online safety.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
  - only go online with a grown up
  - be kind online
  - keep information about me safely
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet
- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.
- If a second hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.

- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk).
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).

### *Email*

- Children are not permitted to use email in the setting. Parents and staff are not normally permitted to use setting equipment to access personal emails.
- Staff do not access personal or work email whilst supervising children.
- Staff send personal information by encrypted email and share information securely at all times.

### *Mobile phones - children*

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the office until the parent collects them at the end of the session.

### *Mobile phones - staff and visitors*

- Personal mobile phones are not used by our staff on the premises during working hours. They will be stored in the staff room.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- If our members of staff or volunteers take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

### *Cameras and videos*

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents. Such use is monitored by the manager.
- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.

### *Social media*

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.

### *Electronic learning journals for recording children's progress*

- Managers seek permission from the senior management team prior to using any online learning journal.
- Staff adheres to the guidance provided with the system at all times.
- Staff only have access to Tapestry at work on devices provided by the nursery
- Parents, carers, practitioners are not allowed to use photos off tapestry for any use other than learning journeys.

### *Use and/or distribution of inappropriate images*

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

### Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: [www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

## Reminders

### Sickness

If your child has had pain relief medication within 8 hours of nursery it is our policy that they do not come into nursery that day.

### Collecting your child

When collecting your children from nursery please ensure you are here by 6.10pm if you would like to receive a detailed handover, after this time, basic information will be given. Please bear in mind we close at 6.30pm and this is when staff shifts end, they are keen to go home after a long day.

### Books

If you have any unwanted story books at home we are more than happy to take them off your hands, we seem to get through books quickly, plus we love a new story. Unwanted items - if you have any unwanted items at home, such as things with buttons, flashing lights, keys to be honest anything you think is random, let us know, we might be able to take it off your hands, just ask us before you throw it away, that includes small world, toys and resources to. Thank you.

### Security

If you greet a parent at the door when entering or exiting, instead of closing the door you ask 'what's the password?' the answer will be the last three digits in the gate code. Please do not let anyone in that you do not know

### 2 Year old progress check

If your child is turning two, make sure you contact us about the 2 year old progress check.

### Allergies

I would like to remind parents that we request children do not enter the nursery eating any outside food. This is due to having children with serious allergies. Please respect that we are doing it for the best interests of the children.

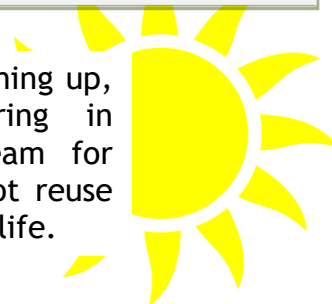
### No mobile phones

Please note we ask that parents do not use mobile phones while onsite.



Have you brought in your child's ID for funding? Please do so, as without they will no longer be able to claim it.

As the weather is warming up, please can you bring in sunhats and sun cream for your child. We will not reuse last years due to shelf life.



Sainsbury's  
**Active Kids 2017**  
Eat well • Move well • Live well

Sainsbury's active kid's vouchers  
Don't forget we are collecting!