



Dear Parents and Carers,

Welcome back to our 'returners' and a 'Big Hello' to our new children and Parents!

I hope you have all had a good Summer? It has certainly felt a little more 'normal' and we are hoping that this will continue. The glorious weather has also certainly helped us settle back into the routines of school/Preschool life and our children have really enjoyed playing outside and exploring their new environments.

### **Important information**

Mrs. Jacky has been extremely busy setting up our new online business admin system- 'Nursery in a Box.'

We apologise for the duplication of data at the moment as we are in the process of switching over from our paper based system to our new online electronic business management system. You will have been sent a link from the [Children's Workshop](#) with your [Parent Admin](#) login details. Please can you ensure that you have completed the required information so that you will be able to access the system to check invoices, request extra sessions, record your child's absence etc. We hope this new system will make our administrative processes much quicker and more streamlined.

Funding Forms: For those children who are in receipt of the Universal and Extended funding – please return your completed declaration forms as soon as possible.

### **Getting to know you**

We will spend much of this half term really getting to know you and your child.

We will be talking about families, friends, pets, favorite foods, toys, interests, feelings and emotions... to name but a few so that we really get to know your child and build strong and supportive relationships with each child.

We will be using Books as a starting point for our planning. At the Children's Workshop, we feel that promoting literacy and books is vitally important. We want to encourage a love for stories and a lifelong love of reading. Research has shown that this, alongside children being immersed in a language rich environment in the early years, is hugely beneficial for children's attainment later in life

We will let you know our 'focus book' and the links to learning on Tapestry. You can find our planning in 'memos'

### **The Early Years Foundation Stage (EYFS) 2021**

The EYFS has been updated and has had a few changes made to it which are now statutory. We have attached an information sheet to provide you with some insight into the EYFS, the changes and how we facilitate these within our setting. Please contact us if you have any questions about this.

### **Online learning journal - Tapestry**

New parents who have given us permission to use Tapestry, (our online Learning journal) should now have received an email providing information about login details to enable access. Please let me know if you are experiencing any problems - [sarah@childrensworkshop.co.uk](mailto:sarah@childrensworkshop.co.uk)

We hope you will regularly check your child's learning journal (Tapestry) and please contribute to your child's journal too. We love to hear about the learning that has taken place at home or if your child has achieved something that you would like to celebrate. You are a vital part of your child's learning and development and we really welcome your input.

Tapestry is fantastic as it provides parents with immediate updates by email of their child's learning. The aim is to build a unique picture of what each child knows feels and their learning style. This picture can then help us to pinpoint learning priorities and plan motivating learning experiences. If you are having trouble logging in to tapestry please email me- [sarah@children'sworkshop.co.uk](mailto:sarah@children'sworkshop.co.uk)

### **A few points to remember...**

Please dress your child in anything that you don't mind getting covered in paint, playdough or glue and please ensure that your child can undress themselves easily in order to go to the toilet. Please avoid belts, buckles and stiff buttons etc and please name clothes, coats, hats, gloves and uniform.

### **Covid Information**

We are hoping that this year will be a relatively 'normal' year for the children at the Children's Workshop without the restrictions that had to be put in place over the past 18 months. We really want to ensure that all of our children and staff are kept safe and well and to avoid a potential outbreak of COVID at our setting.

We would therefore like to stress that if your child is unwell, you keep them at home and get them tested if they are displaying symptoms of covid. We will send home any children who have a temperature and are unwell during the session.

At The Workshop, children and staff will continue with preventative health and hygiene measures such as:-

- frequent hand washing and sanitizing
- catch it, bin it, kill it" approach when children cough or sneeze –
- cleaning tables after learning and all high touch surfaces,
- ventilation of classrooms through windows being open

- Staff will continue to do twice weekly lateral flow tests.

Children and double vaccinated adults no longer need to self-isolate if there has been a close contact with a person who tests positive for Covid 19.

If there has been close contact with another person with Covid 19 it is recommended that PCR tests are taken.

Current Government guidance:

- *Tracing close contacts and isolation: Contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:*
  - *they are fully vaccinated*
  - *they are below the age of 18 years and 6 months*
  - *they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.*
  - *We would encourage all individuals to take a PCR test if advised to do so.*
  - *Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.*

*Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.*

**Outbreak measures:-**

The DfE requires all schools/settings to have a contingency plan for local outbreaks of Covid 19. Our risk assessments and outbreak plan can be found on our website.

In the event of five children or staff testing positive for Covid 19 we will revert to the restrictions we had in place during last academic year and will notify parents. This would mean the reintroduction of bubbles; Red Blue group staff and children will be kept completely separate.

Please refer to our Covid19 Risk Assessment and Contingency Plan on our website.

**Social media**

We do have a Children's Workshop Facebook page and Instagram account, which we would love you to follow. We would like to stress that we will NEVER put any identifiable photos of your children on social Media or our Website. It is purely a means to illustrate the many activities we provide for the children.

Please do take the time to have a look at our website; there is a lot of information on it.

All our policies and procedures are available and there is a calendar with dates and events.

Details:



The Children's Workshop



Children's Workshop EM

Website: **[Childrensworkshop.co.uk](http://Childrensworkshop.co.uk)**

**Absence**

If your child is unwell or unable to attend the Children's Workshop, please ring us as soon as possible and before 10am or update your Parent Admin account. If we have not heard from you by then, we will then follow our attendance policy and give you a ring to find out why your child is not in. We would also be very grateful if you could let us know in advance of any holidays.

Our phone number is 0208 979 0692

Email [sarah@childrensworkshop.co.uk](mailto:sarah@childrensworkshop.co.uk)

Or [admin@childrensworkshop.co.uk](mailto:admin@childrensworkshop.co.uk)

Please note that children who have had sickness and diarrhoea should not return for 48 hours after the last episode and when they are fully recovered.

### Lunch

Due to severe allergies we ask that you provide a healthy packed lunch for your child that **does not** include **nuts** (tree nuts, peanuts and/or pine nuts) and **sesame** (including pesto and breads/bread-sticks that contain sesame). Please **DO NOT** include fruit bars (including the Organix range) without checking the ingredients as many of these contain nuts. We would also like to take this opportunity to ask that you do not include fizzy drinks or sweets.

We ask, that if you would like to include grapes, olives, cherry tomatoes and 'party sausages', that you ensure that these have been cut in half to avoid choking.

There is not a great amount of time for the children to eat so please be mindful of this. A lunch which contains maximum 4 items is more than enough. Anything that is not eaten will be put back into their lunch box to take home.

### School Applications

If your child was born between 1st September 2017 and 31st Aug 2018 you will need to apply for a school place between 1st November 2021 and 15th Jan 2022.

The quickest and easiest way to apply in online at <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

### Term DATES: 2021-2022

<b>AUTUMN Term 2021</b>	
<b>AUTUMN Term starts</b>	<b>Thursday 9<sup>th</sup> September</b>
<b>HALF TERM</b>	<b>Monday 25<sup>th</sup> –Friday 29<sup>th</sup> October</b>
<b>AUTUMN Term ends</b>	<b>Tuesday 14<sup>th</sup> December</b>
<b>Blue Group</b> Xmas Concert & Party	Wednesday 15 <sup>th</sup> December
<b>Red Group</b> Xmas Concert & Party	Thursday 16 <sup>th</sup> December
<b>XMAS HOLIDAYS</b>	
<b>SPRING TERM 2022</b>	

<b>SPRING Term starts</b>	<b>Wednesday 5<sup>th</sup> January</b>
<b>HALF TERM</b>	<b>Monday 14<sup>th</sup> – Friday 18<sup>th</sup> February</b>
<b>SPRING Term ends</b>	<b>Tuesday 29<sup>th</sup> March</b>
<b>EASTER HOLIDAYS</b>	
<b>SUMMER TERM 20212</b>	
<b>SUMMER Term starts</b>	<b>Wednesday 20<sup>th</sup> April</b>
<b>HALF TERM</b>	<b>Monday 30<sup>th</sup> May – Friday 3<sup>rd</sup> June</b>
<b>SUMMER Term ends</b>	<b>Tuesday 19<sup>th</sup> July</b>
<b>Leavers Concert &amp; Party</b>	<b>Wednesday 20<sup>th</sup> July</b>
<b>SUMMER HOLIDAYS</b>	