



# Newsletter

## Autumn Term

### 2022

We are located in the Nursery building of-  
Thorley Hill Primary School  
Park Lane  
Bishop's Stortford  
Herts  
CM23 3NH

Dear Parents/Carers,

Welcome to Sunflowers Pre-School

This first newsletter contains anything you would need to know about your child's afternoons with us at Sunflowers Pre-School. We are so excited to get started and provide a safe, secure, stimulating environment for your child to learn and develop in.

#### Funding and EYPP

If you are claiming for the 30 hours funding, I will need your code and your National Insurance numbers to access the funding to pay for your child's sessions. You can find out if you are eligible on the following website-  
[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Please contact the manager if you think your child may be entitled to Early Years Pupil Premium. A copy of our policy on this can be found in our policies and procedures folder at the entrance/exit.

#### Lunch Time

Please ensure your child brings in a wipeable named lunchbox with a cool pack inside. The contents must be **Nut Free** and promote healthy eating as much as possible. There are lots of good ideas on the NHS's Change for Life website. Please also ensure that if you send your child in with grapes or anything of a similar shape and size that you cut them **lengthways** to reduce the risk of choking. We put packaging and leftover food back into your child's lunchbox, aware of trying to make minimal mess. This is so that you can see how much your child has eaten.



#### Snack Contribution

We ask for a voluntary donation towards the snack we provide. We aim to have two choices of fruit/vegetable each day. A suggested amount is 25p per session. We would suggest contributing monthly or termly if you would like to. Please email or call for bank details. Thank you in advance for this support.

### Contact During Sunflowers Time

If you would like to get in touch with us during the Pre-School session, please remember to use the contact details below and **not** Thorley Hill Primary School.

A reminder of our session times-  
Monday- Friday Term time, following Thorley Hill's term dates.

11.40-3.00

The Manager will also be available to speak to on the phone or via email up until 5pm each pre-school operating day. If you would like to discuss any matters privately in person, please try and arrange this in advance whenever possible bearing in mind the current COVID-19 guidelines at the time.

### Tapestry- Online Learning Journal

If you have returned your permission form, you will soon be receiving an email with a link to set up 'Tapestry online learning journal' for your child.

This is a separate account from Thorley Hill nursery's one. Please let me know if there are any problems during the set up or if you do not have access to the internet or a device to access it. We will be starting to add observations that you will be able to see, and we encourage you to respond and/or send in your own experiences to us.

There is also a section called 'All about me' on your child's account that we would appreciate you completing. Please ask if you cannot locate/access it. The following document and section on the next page explain more about these 7 areas of learning we will be teaching-

'What to expect, when?'

[www.foundationyears.org.uk](http://www.foundationyears.org.uk)

**Wrap-around care**  
at Thorley Hill Primary School

**Breakfast Club**  
7.45am until school starts

**Nursery school**  
8.40am - 11.40am

**Sunflowers Pre-school**  
11.40am - 3.00pm

**After school Club**  
school finish until 6.15pm

For more information please visit...  
[www.thorleyhill.herts.sch.uk](http://www.thorleyhill.herts.sch.uk) or  
[www.sunflowerspreschool.co.uk](http://www.sunflowerspreschool.co.uk)

### Pick Up Time

Please keep us informed of anyone new picking up at the end of the day. It is our Safeguarding responsibility to not allow your child to be collected by anyone unfamiliar to us unless they have the password that you have provided us and Thorley Hill with.

Please try and arrive promptly at 3pm for collection. We will endeavour to open the gates for you at around 2.55 to enter. If you ever need to arrive early to collect, please call the Sunflowers Pre-School number to let us know- 07752 562206

### Fees

If you are not using funding for your child's sessions, you should have received an invoice for the term's fees. Let me know if you would rather pay half termly so that I can adapt your invoice. Childcare vouchers are welcome with notice as sometimes it can take a while to set up with a new scheme.

Thank you in advance for your payments.



### Key Person

During the first week you will all receive a letter regarding who your child's key person is. It will explain the system more but if you have any questions please speak to one of us. If you have any concerns regarding any aspects of your child settling in or otherwise, please get in touch with the Manager and she can liaise with your child's key person if necessary.

### Teaching and Learning

At Sunflowers, we believe that young children's learning and development thrives when they are following their interests. Therefore, we seek your input early on to discover their passions so that we can then plan for enriching activities and resources to engage them. Within these activities, skilled adults will be on hand to join your child at the best time to support or move their learning on, covering the 7 areas of the Early Years Foundation Stage Framework- Communication and language; personal, social and emotional; physical; literacy; maths; understanding the world; expressive arts and design.

### Facebook

We have an informative Facebook page which keeps you and any prospective parents/carers up to date with information and what the children have been learning. Photos never include children's faces or names/personal information as this is a public page. Please search for it and follow to enjoy and support us. Feel free to 'share' with your friends and family.  
[@sunflowers17](#)

### Contact Us

Manager- Louisa Cowler

Deputy Manager (Monday-Thursday)- Tracey Corner

Deputy Manager (Monday and Friday)- Sarah Pointon

Early Years Practitioners (cover staff)- Joanne Coulson and Lisa Larke

Email- [sunflowers.preschool17@gmail.com](mailto:sunflowers.preschool17@gmail.com)

Phone- 07752 562206

Website- [www.sunflowerspreschool.co.uk](http://www.sunflowerspreschool.co.uk)

Facebook- [@sunflowers17](#)