



Out of School Clubs Newsletter

Autumn Term 2021

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

Welcome to Sunflowers Out of School Clubs

If you are new to us this year, then a very warm welcome and welcome back to everybody else! Our first year was fantastic and we are looking forward to getting started again in September with an updated activity programme and menu. This newsletter will be a welcome reminder for some families so please do read through it carefully and do not hesitate to get in touch with any questions or queries if you are still unsure about any subject.

Louisa Cowler- Manager

Contact Us

Please only use the contact information here regarding a matter for the Out of School Clubs, NOT the school office. Any important messages for your child's class teacher should be sent to them by the usual method, not via our staff. Thank you.

Louisa Cowler-Manager

07752 562206- Pre-School and Direct line to

Manager

07999 478766- Out of School Clubs during
operating hours

Email-sunflowers.outofschool@gmail.com

Website-www.sunflowerspreschool.co.uk

Session Times

We follow Thorley Hill's Term Dates

Breakfast Club- 7.45am until school starts

After School Club- From school finish until 6.15pm

Please endeavour to collect promptly to ensure we have time to follow our enhanced cleaning schedule effectively before our working day finishes. Thank you.

Drop off and Collection

We will be following Thorley Hill's dropping off and collecting system from September onwards. Our drop off and collection points are the green gates at either side of the school field. (See below for nursery and reception)

Drop off- A member of staff will be waiting at either side door of the nursery building to welcome your child safely and sign them in. Children can be brought a little further into the grounds and brought to the gates of the Early Years garden to meet a member of staff. At the end of breakfast club staff ensure that all children are walked to their classrooms and left with a supervising adult from Thorley Hill.

Collection- Towards the end of the after-school club the children will come inside, and the gates will be opened by a member of staff. A member of staff will keep watch and send your child out to you safely when you arrive for collection. Please store the Sunflowers Out of School clubs' number into your phone so you can call us if you have been waiting a few minutes-

07999 478766

Photos

Last year we sent out photos of your children at the clubs via text or email. We will endeavour to continue to do this despite the clubs getting busier but please bear with us if you have not received anything for a while. Early Years children will receive photos with more detail via Tapestry- please see the Early years section on the next page.

Please also follow our Facebook page @sunflowersclubs which will have updates on our activities, however I do not like to post pictures of children's faces on here.

COVID-19

Hopefully, everyone has read our Coronavirus (COVID-19) policy and understand our protective measures in place to try and keep us as safe as possible. Please have a regard to the flowchart attached to the policy. We will continue to follow the government guidelines and will notify you of any changes we may have to put into place. We follow Thorley Hill's policies so if the school choose to keep face coverings on the school premises, then we politely ask you to do so when dropping off/collecting your child. Please also allow us to open and close the main door to keep touch points to a minimum. Thank you.

Early Years

If you have a child in nursery or reception, (aged between 3-5) they are in 'Early Years' and we will be following the Early Years Framework within the clubs. You should soon receive an email inviting you to activate your child's Tapestry Learning Journal account which you will have had a letter about and signed permission for. As we are not an educational setting the observations you receive may not be as detailed as what you will get from school or Sunflowers Pre-School but they will link to the Early Years Foundation Stage and the Characteristics of Effective Learning. A useful Early Years guide for parents can be found by searching online for this document- 'What to expect, when?' which explains a little more about the 7 areas of learning and what we teach. Mrs Cowler is the Key worker for all Early Years children.

Activities

Every term you will find an activity plan attached to this newsletter. We have a continuous stock of age-appropriate resources available to the children at all times but once we have all settled in for the term, we will be arranging more set up activities weekly that the children can partake in if they wish. They will be under 3 categories and can be adapted for our older and younger children.

Active- To encourage new activities to keep us fit and promote teamwork.

Craft- A new craft technique or idea.

Skill- A language taster, baking or Lego master challenge? Endless possibilities.

Breakfast and Light Tea

Every term you will find a meal plan attached to this newsletter. We will work on a 2-week rolling timetable for Light Tea at first, with everything moving on a day after the 2 weeks so that if your child only does a Tuesday for example, they are not always having the same choices. We have found that it works best to have a buffet style for breakfast to ensure that there is something everyone will eat every morning. As the term begins, we would love you and your child/ren's input. Please let us know if they are enjoying something on the menu or if something appears too often. Obviously, we would not be able to cater for every single individual's taste, but it may help us to continually reflect and improve our service.

Please do not send in your child with their own food for hygiene and safety purposes. We operate a strict NUT-FREE environment.



Safeguarding

Safeguarding children is of paramount importance to us. Please ensure that you inform us personally if someone other than the people named on your parent agreement are going to collect your child/ren.

The designated safeguarding person for our setting is myself- Louisa Cowler- Manager.

You can find our safeguarding policy on our website.

Sunflowers Staff

As we work so closely with Thorley Hill, we will continue to be called Mrs Cowler, Ms Galati and Mrs Shore at the clubs. We also have a new member of staff that joined us towards the end of the summer term- Mrs Larke. We also have some of Sunflowers Pre-School staff joining us for some sessions so I have included them here so that you and your child/ren can become familiar with our faces.



Mrs Cowler- Manager



Ms Galati- Playworker



Mrs Shore- Play Leader



Mrs Larke- Playworker



Miss Jaycock- Pre-School Deputy



Mrs Coulson- Pre-School EYP



Mrs Pointon- Pre-School EYP

Behaviour

At Sunflowers we are very keen to encourage positive behaviour as much as possible. We have created 'Sunflowers British Values' posters which promote positive interactions and teamwork. We promote these things by encouraging the children to listen nicely to each other, having a zero tolerance on being unkind and looking after their surroundings. They will be encouraged to the children throughout their sessions and adapted to the varying ages. It includes statements such as,

'We listen to each other's beliefs and opinions'

'We are kind to all others'

'We respect our environment and its contents'

If we feel that we need to speak to you regarding your child's behaviour we will get in touch accordingly either at the gate at collection or over the phone. We want all Sunflowers children to feel happy, safe, and secure when in our care so please get in touch if there is anything they are concerned or anxious about.

Activity Timetable

At Sunflowers, the children will always have access to a wide range of resources. This timetable is for the more adult guided activities that aim to enrich the 3 different areas they are broken down into. These activities are subject to change based on the weather and/or availability of resources needed. In addition to these, our trained staff will be on hand to offer ideas on a more 'In the moment' way, based on something that has happened to a child at the weekend maybe or environmental influences. For example, on a windy day/week we may suggest kite making and flying.

We will strive to include activities based on a range of religious festivals/beliefs throughout the year but please let us know if we have missed something that is important to your child/ren and your family and we will endeavour to incorporate it into our schedule.

We will take some photos of the children engaged in activities over the week and will share them either on our Facebook page (If you have signed permission on your parent agreement for us to do so), Tapestry if your child is Early Years or directly to you via email.

The first month we will be settling in and getting used to our new environment.

<u>Week Beginning</u>	<u>Active</u>	<u>Craft</u>	<u>Skill</u>
27.09.21	Mini golf	Sunflowers Badges/lanyards	Lego builders challenge
04.10.21	Football skills	Loom band animals	Making puppets
11.10.21	Hip Hop	Bunting- Children can choose theme	Juggling
18.10.21	Balloon Tennis	Moon sand	Secret Writing
01.11.21	Badminton/Ball Games for Younger children	Diwali Peacock	Making Lanterns
08.11.21	Winter Sports Week	Textured Leaf Collage	Card games
15.11.21	Yoga	Watercolour Painting	The Mummy Game- (problem solving)
22.11.21	Bikes/scooters	Make own board game challenge	Sunflowers quiz week
29.11.21	Party Games	Reindeer food	Christmas Baking
06.12.21-21.12.21	Party Games	Christmas crafts	Christmas Baking

Breakfast and Light Tea Plan

As mentioned on Page 2, these weekly meal plans will move on a day after each cycle to ensure everyone gets to experience the range of food on offer despite their sessions. They are just a guide and as we get to know what works well and what might not, we can create a finely tuned timetable.

We have 2 weeks for Light Tea as we can offer more of a range. If your child does not like anything on offer the day that they attend, please ensure they do not worry- alternatives will always be in stock (cereal for example). The timetable is just a guide and hopefully will make it more interesting for them and may encourage them to try new things.

Things on offer may also change depending on being able to source the fresh ingredients and we may decide to offer some alternatives based on a child's interest or seasonal influences. There will be variations within each item, eg. Pasta may be of a different type each time and fruits will be varied depending on seasonal availability.

All dietary requirements/allergies will always be observed, and I would like to remind you again that we operate a completely NUT FREE environment. Thank You.

Drinks- Unsweetened fruit juice, water, and milk available at Breakfast. Water and sugar free squash available with Light Tea. Please let me know if you have a preference for what your child is allowed to drink.

<u>Breakfast</u>	<u>On offer all week</u> -Toast with a range of toppings, jam, marmalade, honey, marmite. -A range of fresh fruit. -A range of wholegrain cereals.
	<u>As an occasional treat</u> -Pancakes with a range of toppings. -Fruit salad with yogurt. -Crumpets.

<u>Light Tea</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Week 1	-Sandwiches, range of bread/rolls Ham Cheese -Salad -Yogurts	-Pasta with cheesy sauce -Garlic bread -Fresh fruit	-Pitta breads/wraps with a range of fillings -Carrot sticks -Dried Fruit	-Beans or spaghetti on toast -Jelly	-Mini sausage rolls -Bread and butter -Cucumber and carrot sticks -Yogurts
Week 2	-Bagel Pizzas -Cucumber sticks -A baked treat	-Crackers with cheese -Mixed pepper sticks -Yogurts	-Scrambled egg on toast -Cherry tomatoes -Fruit salad	-Pasta with tomato sauce -Grated cheese to top -Fruit salad	-Baked potato with cheese, tuna or beans -Jelly