



## Out of School Clubs Newsletter

Autumn Term 2022

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! 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

##### Nursery Building

##### After School Club- Years N, R, 1 and 2 (Group 1)

All green gates will be open to collect from approximately 5pm. If you arrive earlier, please call the number to the left and a member of staff will let you through or bring your children to you. Towards the end of the evening when numbers allow, we may move group 1 to the Hub to join group 2. This will allow us to clean and make it easier for you to collect if you have siblings in separate groups.

##### The Hub- (New building at the front of the school)

##### Breakfast club (for all year groups)

Please bring your child/ren through the green gate with the sunflowers sign on, just to the left of the main school's entrance. There is a doorbell to use on the door if a member of staff is not there.

##### After School Club- Years 3, 4, 5 and 6 (Group 2)

Same procedure to collect as arriving for breakfast club.

#### Photos

We will endeavour to continue to send out photos of your children engaged in activities but please bear with us if you have not received anything for a while. Sometimes the camera is just not to hand, and we miss that perfect shot!

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 for safeguarding reasons.

### Own Property

We do discourage children to bring their own property to the clubs from home. We do however understand that there may be on occasion some sociable reasons they may wish to do so, such as trading cards etc. Sunflowers staff cannot account and be responsible for any such item so would encourage you to discuss with your child the risks of bringing things in that are important to them. Please note electrical items/mobile phones are not permitted to be used during the clubs operating hours.

Thank you for your understanding.

### Early Years

If you have a child in nursery or reception, (aged between 3-5) they are in 'Early Years' and we will be using the Early Years Framework to guide our planned activities as well as the care of this age group. As we are not an educational setting, we will be focussing particularly on providing opportunities for the children to be supported in the prime areas of the foundation stage curriculum- Personal, social and emotional development, communication and language and physical development. A useful Early Years guide for parents can be found by searching online for this document- 'What to expect, when?'

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 always have a continuous stock of age-appropriate resources available to the children 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 2 categories and can be adapted for our older and younger children.

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

Craft/Skill- A craft technique or new skill to acquire.

### 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 Louisa Cowler- Manager You can find our safeguarding policy on our website.

## Staffing

We have a wonderful team of staff at Sunflowers. I have included all staff in this list as pre-school staff sometimes do cover out of school club sessions and vice versa.



Mrs Cowler- Manager



Mrs Shore- Out of School Clubs Leader



Mrs Corner- Pre-School Deputy



Mrs Pointon- Pre-School Deputy



Ms Galati- Play worker



Mrs Larke- Play worker



Miss Chard- Play worker



Mrs Gent- Play worker



Miss Smith- Tea co-ordinator



Mrs Coulson- EY practitioner

Any concerns or queries should be directed to the Manager or in her absence Mrs Shore if it's regarding the clubs or Mrs Corner or Mrs Pointon for pre-school.

## 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 2 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.

*The first few weeks we will be settling in and getting used to our new environment.*

<u>Week beginning</u>	<u>Craft/Skill</u>	<u>Active</u>
26.09.22	Sunflowers badges/lanyards	Balloon tennis
03.10.22	Loom band animals	Mini golf
10.10.22	Make own swap cards	Football skills
17.10.22	Textured leaf collage	Yoga
24.10.22	Half Term week	Half Term week
31.10.22	Halloween crafts	Bikes/scooters
07.11.22	Making lanterns	Hip hop
14.11.22	Lego builders challenge	Badminton
21.11.22	Card games	Stacking cups
28.11.22	Xmas crafts	Rugby skills
05.12.22	Reindeer food	Dance
12.12.22	Xmas baking	Xmas party games
19.12.22	Xmas party games	Xmas party games

## 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. 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 Tuna -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