



October 2024

Winnersh Primary School, Greenwood Grove, Winnersh, Wokingham, Berkshire, RG41 5LH  
Tel: 0118 979 7580 email: greenwood@weycp.org.uk

Dear Parents,

As we come to the end of the half-term, It is time for me to handover to Miss Kemp.

I have loved my time at Greenwood and am so proud in everything we have achieved over the past 5 and a half years. Thank you so much for trusting us to look after and educate your children. I will take away so many wonderful memories and will miss you all—especially the wonderful team of staff.

Take care, Emma.

### CIO

As you are aware, we are in the process of transferring over to a CIO. The main reason for transferring over was because we were struggling to find parents to join the committee and without a committee we are unable to open. I have added some information at the end of the newsletter that you may find helpful.

This is a purely administrative change, moving from an Unincorporated Charity to a Charitable Incorporated Organisation (CIO). Whilst the children will not notice any difference, it does require us to have a new legal charity registration, a new registration with Ofsted, new funding agreements and new bank accounts. This means we will no longer be able to advertise as being outstanding.

We will be officially transferring over on Friday 25th October at 4pm. After that we will be operating under a new OFSTED and charity number as well as a new bank account.

If you are making any payments after the 25th October –please do so to our new bank account which Jen will put the details about on the next invoice. If you pay via any other means, please check that the details are up to date with the new OFSTED number if required.

### Amazon Wish List

If you would like to support us in buying resources, we have the following wish list set up with Amazon and would appreciate your support in purchasing any of the items on the list:

[https://www.amazon.co.uk/hz/wishlist/dl/invite/eXwIHMT?ref\\_=wl\\_share](https://www.amazon.co.uk/hz/wishlist/dl/invite/eXwIHMT?ref_=wl_share)

### Thursday 24th October

Children are invited to attend pre-school in their Halloween costumes or any dressing up of their choosing if they would like to on Thursday 24th October. Please do not buy anything especially - we have plenty of costumes that they can borrow.



### Forms to return!

I appreciate we have sent out a lot of paper work recently, below is a reminder of what needs to be back and when:

**Friday 25th October:** 5th November  
Fun Morning Permission Slip

**Wednesday 6th November:** Christmas cards/gifts order form

**Thursday 7th November:** Sponsored Bounce Form and Sponsorship Money

### Safeguarding

Greenwood is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and external agencies to share this commitment. Should you have any concerns please speak to Mrs K Bull, Designated Safeguarding Lead or myself.

### Internet Safety

For support and practical advice on how to keep your children safe online, please visit [www.internetmatters.org](http://www.internetmatters.org). From age-specific online safety checklists to guides on how to set parental controls on a range of devices, you'll find a host of practical tips to help children get the most out of their digital world.

### TERM DATES

#### Autumn Term 2024

Half Term: Mon 28<sup>th</sup> Oct – Fri 1st Nov 2024 (CLOSED)

**Monday 4th Nov – Friday 20<sup>th</sup> Dec 2024**

**Close at 11:45am on Friday 20th Dec.**

Christmas Holidays: Mon 23rd Dec 2024 – Fri 3rd Jan 2025

#### Spring Term 2025

INSET DAY: Mon 6th Jan 2025 (Closed)

**Tues 7th Jan – Fri 14th Feb 2025**

Half Term: Mon 17<sup>th</sup> Feb – Fri 21st Feb 2025

**Mon 24th Feb– Fri 4th April 2025**

**Close at 11:45am On Fri 4th April**

Easter Holidays: Monday 7th April – Monday 21st April 2025

#### Summer Term 2025

INSET DAY: Tuesday 22nd April 2025 (CLOSED)

**Wednesday 23rd April—Friday 23rd May 2025**

Bank Holiday Mon 5<sup>th</sup> May 2025 (CLOSED)

Half Term: Mon 26<sup>th</sup> May – Fri 30th May 2025

INSET DAY: Monday 2nd Jun 2025 (CLOSED)

**Tuesday 3rd June – Wednesday 23<sup>rd</sup> July 2025**

**Close at 11:45am on Wednesday 23rd July 2025.**

## THE SHED DOOR

Don't forget to check The Shed Door. Here you will find uniform order forms, waiting list forms, copies from articles that we think you might find interesting/helpful, paper copies of permission slips that we have sent out and you will also find the parent rota sign up.

The information that we legally have to display is on a notice board on the side of the shed. We also have Pre-loved uniform available from the shed. Please help yourself and pop any money in the tub.



## The Greenwood Library

The Greenwood Library has previously been very popular. There is a small selection of books available by the shed for children to borrow. Each book will be in a folder with a book mark which show a range of prompts and questions, they are perfect for developing children's reading skills, interest and enjoyment of books.

We ask that you record in the note book the following:

- Number on the folder
- Child's name
- Date taken out
- Date returned

If there are any particular books that your child enjoys reading at Greenwood and they would like to share them at home with you, please ask a member of staff and we will see what we can do.



In an emergency: **always call 999** If you can't speak, call 999 and dial 55.  
In a non-emergency: **Call 101** or **make a report online on our website.**

## Family Photo's & Guess Who!

For the past few years we have had a Family Photo display and photo album. The children love talking about the photos and sharing them with their peers.

We would love it if you could either send in a family photo with your child or email it to me. We will then add it to our display and photo album.

We also love playing Guess Who!

Please email 5 interesting facts about your child to this address.

Once we have a few, we will read out the facts and see if the children can recognise themselves before anyone else does!

E.g

I have a pet .....

My favourite colour is .....

I love .....

My best friend is called .....

My nickname is .....

## Puzzle Lending Library



A few of the children enjoyed taking a puzzles home last term. We will have puzzles for the children to borrow in the Greenwood Library. We would love it if you could share a picture on Tapestry of your child completing the task. This is a great way to develop children's skills in lots of different areas, especially speech and language. We do understand that bits do get lost, please let us know if any pieces are missing. We ask that you keep the puzzle packs at home for a maximum of 7 days (apart from holidays) and that all puzzles are returned complete.

## Snacks

We are always grateful for any donations of the following for the children to share at snack time.

We have a maximum of 26 children per session

Any fresh fruit or vegetable (that can be eaten raw)

Bagels, Bread, Crackers, Bread sticks, Muffins, Teacakes,

Oatcakes, Crumpets, Rice cakes,

Melba Toast, Pittas,

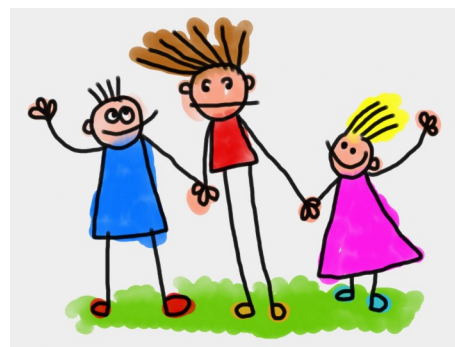
Cheese, Cheese spread, Cheese Strings, tzaiki, salsa (very mild), thousand island dip, guacamole, Yoghurts, Fromage Frais.

We would like to promote health eating so please avoid anything that is high in salt or sugar.

**Please make sure that all items are not free as we have a child with a nut allergy.**



If your child has borrowed a change of clothes, we would be grateful if you could wash and return them as soon as possible.



### Dates for the Diary

**Mon 28th October –Friday 1st November Closed—Half Term**

Tuesday 5th November: Fun morning & Sponsored Bounce (Letter has been sent out)

Thursday 7th November: Music with Heather (am)

Thursday 21st November: Music with Heather (pm)

Monday 2nd December : Photographer in for Christmas Photoshoot.

Thursday 5th December: Music with Heather (pm)

Tuesday 17th December: Christmas Party (Letter to be sent out separately)

Thursday 19th December: Music with Heather (am)

**Friday 20th December: Last day of term: Close at 11:45am.**

### Communications

#### Greenwood Website

Please visit the Greenwood Pre-school Website:

[www.thegreenwoodpreschool.co.uk](http://www.thegreenwoodpreschool.co.uk) which gives up to date information on the pre-school.

If you do have any queries then please ask a member of staff.

#### Facebook

All parents are invited to join the Greenwood Facebook group "Greenwood Pre-school, Winnersh (Parents Group)". This is a closed group for information and question/answer purposes. Please do not post pictures other Greenwood children.

### Sweatshirts and Polo Shirts

Don't forget to protect your children's own clothes by investing in one of Greenwood's sweatshirts or polo shirts. For security and identification purposes all children are required to wear Greenwood sweatshirts on any school trips. Painting Bags are also available and are great for taking children's work and letters home.

Sweatshirts	£12.50
Polo shirts	£10.50
T-shirts	£6.50
Baseball Hats	£7.50
Legionnaires	£8.00
Painting Bag	£7.50
Order forms will be available in the shed door!	

### Parent Stay and Play—SIGN UP NOW

The Parent Rota is now up on the Shed Door. It is open to parents (both Mummy & Daddy) or grandparents, whose child has been at Greenwood for a half term. Sometimes, if your child has been unsettled at pre-school, staff might delay asking you to participate in the rota at that particular time.

We would ask all parents to sign up to 2 half day sessions per term, if at all possible. Please ensure that this is a session your child attends. Coming in on parent rota is a positive experience both for the child and parent. Children enjoy showing their parents what they do when they are here and it is equally important for parents as they see what happens during the session and get a greater understanding of what the children are doing. We understand that it is often difficult when parents work and have such busy lives but it really is a worthwhile opportunity for both you and your child.

Unfortunately, at the present time, no siblings are able to attend the session. We understand that this can cause problems with childcare for siblings, but accidents with younger siblings can and do happen and also parent rota is considered a special time for you and your pre-school child to share if at all possible.

**PLEASE NAME EVERYTHING!**

**We have already had a number of Greenwood jumpers lost that have not been named!**

### Illness and Absence

There have been lots of illnesses this term. Thank you for keeping us informed so that we can let others know. Please can I remind you to let us know if your child will not be attending a session and the reasons why. You can let us know via email: [greenwood@weycp.org.uk](mailto:greenwood@weycp.org.uk) or leave a message on 01189797580.



## **Why have we changed to a CIO?**

As you know, we rely upon families and members of the local community taking on a role as trustee and contributing to the running of the setting.

Volunteering can be highly rewarding, offering parents/carers opportunities to learn new skills and build new relationships, and can also be beneficial for future career prospects. However, the level of responsibility can sometimes be daunting, particularly as, with some charity structures, there are a number of obligations – such as being personally liable for the charity – that can unfortunately be a barrier for families becoming a trustee. Some of these obligations are removed or reduced when the charity operates as a charitable incorporated organisation (CIO).

### **What is a CIO?**

The CIO is an incorporated charity structure that is most suited to small and medium-sized organisations.

Operating as a CIO has the benefit of incorporated status, meaning trustees do not have personal liability for the organisation as they do for unincorporated associations.

In addition, a CIO is solely regulated by the Charity Commission and not also by Companies House, as a charitable company would be, meaning there is less bureaucracy, reduced paperwork and reduced costs. It is, therefore, often the preferred option for most charities.

### **Benefits of being a CIO**

We have already outlined a few reasons that organisations may choose to opt for the CIO structure, but there are a number of other benefits for doing so:

CIOs have a separate identity to trustees/ members: meaning they can directly enter into contracts as an organisation, rather than trustees being required to do this personally, feeding into limited liability for trustees. However, there's still an obligation for trustees to act responsibly in their role – if they were ever proven to have acted recklessly, negligently or illegally, they could be found personally responsible.

The CIO constitution doesn't allocate fixed officer roles: these are trustees who are given certain key tasks to perform. These duties are still required to be undertaken, but these responsibilities can be shared amongst trustees.

The charity can run with a minimum of three trustees, unlike charitable companies and unincorporated associations, for which five are required.

