



Ladybirds Newsletter
Term 2 Week 3 w/c 19th November 2018

Our topic... 'The Nativity'

The children will all be starting to make their Christmas stars this week, ready to be displayed on our Christmas tree at the St Thomas's Christmas tree festival. They will be making one clay star and one cardboard star and decorating them however they choose. We will also be making Mary, Joseph and baby Jesus for our Nativity wall display and popping them up. We have starting to practice our songs for the Nativity now, there is a sheet attached to the newsletter with all the songs we will be teaching the children. If you have a spare five minutes at home we would greatly appreciate it if you could practice the songs with your children as well so they are as confident as they can be on the morning of the nativity. Many Thanks

Photographs

Photograph orders are being picked up on the 21st November so all orders will need to be returned before this date.

Accident reporting

Please could we ask that if your child has an accident at home etc, that when dropping them into pre-school you fill in a Pre-existing injuries sheet before you leave your child for their session, if they have a visible bruise, cut etc.

Baby Wipes.

If your child is still in nappies or toilet training please could you provide a pack of baby wipes for them so if we need to change them or they have an accident we can clean them properly to prevent any soreness occurring. Many Thanks

Lunch Boxes

Could we kindly ask you to not include any nuts or nut products including peanut butter in your child's lunchboxes, could we also ask that any small fruit or vegetables are cut up e.g grapes, tomatoes etc. Many Thanks

St Thomas's Christmas tree festival Thursday 6th December Morning session 9.30-11.15am

Attendance letters have been sent out for this visit, as in previous years if it is not your child's normal session then they will need a parent/carer to accompany them. There is plenty of room on the coach to accommodate this. If all reply slips could be returned no later than the 30th November, it would be greatly appreciated as we can then confirm numbers.

Christmas Morning and Nativity Monday 17th December 10am-12pm St Francis Church

As in previous years we will be holding our nativity and fundraising morning in St Francis Church. The children will all be given a part in the nativity in the coming weeks, all parent/carers/grandparents etc are welcome to attend. On the day the nativity will start the morning and then there will be a chance for the children to do a craft and play games which we will have set out at a small cost (between 10 & 20p). Refreshments will be available and we will have a cake stall where you can purchase some yummy treats, (hopefully with cakes supplied by parents ☺). We will also hold our famous Ladybirds raffle, tickets for this will be sent home with the children over the next couple of weeks. For now there will be a raffle donation basket in the foyer if you feel you can donate a prize however small we would be very grateful, all the funds raised will be put back into buying resources for the pre-school. We will also be looking for a willing volunteer to fit our Santa suit as all the children will have a visit and present from the big man ;-), and an avid face painter as this is always a popular stall. If you feel you can help on the morning or you have any ideas please feel free to come and speak to me in the office. Many Thanks

Tax Free Childcare

Ladybirds is now signed up to Tax free Childcare. This is a digital service which Gov.uk are providing to help parents pay for childcare. If you qualify for every £8 a parent pays into their childcare service account, they will pay in £2. This can then be used to pay the childcare provider. For more information you can visit Gov.uk.

Easy Fundraising:

If you have time and shop online please feel free to sign up to our Ladybirds easy fundraising page to help raise money for Ladybirds, simply shop with any of over 3,300 online retailers including Amazon, Argos, John Lewis, and when you make a purchase, the retailer will send us a free donation at no extra cost to you. Just follow our link to sign up and start raising funds for Ladybirds, <http://www.easyfundraising.org.uk/causes/ladybirdssalisbury>

Primary School Places

If your child will be starting Primary School in September 2019, please be aware that the deadline for applications is 15th January 2019. You can apply online at www.wiltshire.gov.uk or if you would prefer a paper application they can also be downloaded from the website www.wiltshire.gov.uk. Alternatively you can ring customer services at Wiltshire Council on 01225 713010.

Named Items

Please make sure all of your child's items which they bring to Pre-school are named, e.g lunchboxes, drinks bottles etc. This just helps to stop any confusion. Many Thanks

Wellies

Please could you make sure that your child has a named pair of wellies in the pre-school, this means that they can still go out to play when it's wet. Many Thanks

Snack Donations

There is a snack donation bowl in our foyer, if you feel that you can donate either some fruit, raisins, breadsticks etc occasionally we will be most grateful.

Wow moments:

On the notice board in the foyer there is a 'WOW' moments section if your child does anything at home no matter how small (as it's normally massive to them 😊) we would love to share their achievements with them in Ladybirds at circle time, please feel free to fill in one of our slips and pop it on the board and we will make sure we share it with them.

Please remember that our door is always open and if you have any issues or concerns, we are always happy to speak with you. Thank You, From the Ladybirds team

Below is our policy of the week, if you can spare 5 minutes to have a read through we encourage any feedback you may have. Many thanks.

6.3 Recording and reporting of accidents and incidents

(Including the procedure for reporting accidents and incidents to the HSE under RIDDOR requirements)

Policy statement

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

Procedures

Our accident book:

- is kept in a safe and secure place;
- is accessible to staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents:

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

Information for reporting incidents to the Health and Safety Executive is provided in the Pre-school Learning Alliance's *Accident Record* publication. Any dangerous occurrence is recorded in our incident book (see below).

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. As we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording major incidents, including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the centre's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
 - the death of a child or adult, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also be recorded.

- In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further guidance

- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

Other useful Pre-school Learning Alliance publications

- Accident Record (2010)
- Reportable Incident Record (2012)

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	