



Ladybirds Newsletter  
Term 3 Week 3 w/c 21st January 2019

**Our topic... "Handa's Surprise"**

The children have been very busy painting the walls of our jungle hut they are looking great. We will be building the hut over the next couple of weeks ☺. We will be helping the children to finish their monkey models this week and they will also be making an Ostrich and Guava fruit to put up on our wall display. There will also be pictures of these for the children to colour on our mark making table. We have managed to source a few items to decorate our jungle hut, but we are always open to donations. So if anyone has any ideas as to what may look good then please feel free to bring them in.

**New Starters:**

We would like to welcome Opal and Jacob to Ladybirds this week, we hope you soon feel part of the Ladybirds family.

**Mrs Collins**

Mrs Collins will be off for a few weeks w/e from 22<sup>nd</sup> January, her exact return to work date is uncertain at this time. There will be no break in her key children's observations as our other key workers will take over for the period of time she's not here.

**'Crackerjacks' Dressing up day- Wednesday 30<sup>th</sup> January**

This year we will be supporting a new charity called 'Crackerjacks' Children's trust, they support children and families with disabilities, by supplying vital equipment and respite breaks for disabled children and their families. To help raise funds for this we will be holding a fancy dress day on Wednesday 30<sup>th</sup> January for all children who attend on that day. They can dress up in any costume they wish, we are just asking for a small donation of £1 which will go to the charity. There is a poster up on the pin board in the foyer if you would like more information. This is not a compulsory event so if your child does not want to dress up then there is no pressure to donate, they can come in their own clothes.

**Topic Books**

If your child has any books which will link with our topic, please encourage them to bring them into Pre-school as we can read them at circle time. Also if anyone has any materials which may help us to make our jungle hut, (we have all the cardboard to build it), we would be very grateful. We're hoping to put some netting up inside and maybe some large artificial leaves.

**Library**

Please feel free to borrow a book from our Ladybirds Library, any of the books which are in our foyer are free for all the children to borrow and read at home. Just fill in your child's name and the name of the book on the borrowing sheet and they can take it home to enjoy with you.

**Student**

We will have another student starting with us this week Chloe Overton. Her first day is Thursday 17<sup>th</sup> January and she will be coming in Thursday and Fridays until May. Please help us to make her feel as welcome as you have Vicci our current student. Many Thanks

**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 15<sup>th</sup> January 2019. You can apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or if you would prefer a paper application they can also be downloaded from the website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). Alternatively you can ring customer services at Wiltshire Council on 01225 713010.

**Wellies**

Can all children please have a spare pair of welly boots that we can keep at Pre-school. If you have any problem supplying a pair, then please let us know what size your child is and we can see if we have a pair which they can use. It does get very wet and muddy outside at times, so boots are essential to keep shoes clean and stop the floor from getting too dirty and wet.

**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. Below is our policy of the week, please take 5 minutes to read it, we encourage any feedback you may have. Many Thanks

### 3.1 Induction of staff, volunteers and managers

#### Policy statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

#### Procedures

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including management committee members where appropriate.
  - Familiarising with the building, health and safety, and fire evacuation procedures.
  - Ensuring our policies and procedures have been read and are carried out.
  - Introduction to parents, especially parents of allocated key children where appropriate.
  - Familiarising them with confidential information where applicable in relation to any key children.
  - Details of the task and daily routines to be completed.
- The induction period lasts at least two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

#### Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

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) \_\_\_\_\_