



Ladybirds Newsletter  
Term 3 Week 5 w/c 4<sup>th</sup> February 2019

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

As well as continuing with our topic we will be celebrating Chinese new Year this week, this year is the year of the pig. The children will all have a chance to make Chinese dragons, and lanterns to take home, we will also have Chinese new year pictures for the children to colour in on our mark making table. On Thursday a few of the residents from Fairfax House will be visiting the Pre-school in the morning session, they will be helping us to celebrate the Chinese new year and showing us what they have been making to celebrate. We are really excited to welcome them back as their visit before Christmas was a huge success!. The children will also be finishing any Monkey models ready to be displayed, some are already hanging up in the Pre-school room and they look amazing. We will be adding the Elephant and the Mango to our 'Handa's Surprise' topic wall this week, the children will all have fun helping to make these.

**'Crackerjacks' Dressing up day**

It was so lovely to see so many of you dressed up to support this charity, thank you to all of you for your donations and support. We will be sending our fundraising money off soon.

**Mrs Collins**

I'm pleased to let you all know that Mrs Collins is recovering well from her operation, she will be taking some extra time off and will hopefully return on Monday 25<sup>th</sup> February after the half term. The other team members will continue to support her key children in her absence and all help to keep their record keeping up to date.

**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.

**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>

**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

## 8.5 Fire safety and emergency evacuation

## Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

## Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff. This will follow the Government guidance *Fire Safety Risk Assessment – Educational Premises* (HMG 2006).
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every six weeks.
  - Records are kept of fire drills and the servicing of fire safety equipment.

### *Emergency evacuation procedure*

*Our setting's emergency evacuation procedure covers the following:*

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

*The fire drill record book must contain:*

- The date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.

- Any further action taken to improve the drill procedure.

### Legal framework

- Regulatory Reform (Fire Safety) Order 2005

### Further guidance

- Fire Safety Risk Assessment - Educational Premises (**HMG 2006**)

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) \_\_\_\_\_