



Ladybirds Newsletter
Term 5 Week 1 w/c 22nd April 2019

Our topic... "Farms, Things that Grow"

This term our new topic will be all about life on the farm, and things that grow. Over the term the children will all help to make a giant farm picture on our topic wall, it will include a barn and all of the animals the children can think of which live on the farm. Next week we have our trip to Riverboure Community farm in Laverstock, the children will get a chance to see the animals there and see how working farms are run. The children will also have a chance to take part in a bug/minibeast hunt over the course of the term, if any children would like to bring in any books which they have at home which relates to our topic we would happily share these at circle time with the rest of the Pre-school.

New Starters

We would like to welcome Jack, Aela and their families to Ladybirds this week, we hope you settle quickly and soon feel part of the Ladybirds family.

School Allocations

Could you please let Mrs Defeo know which school your child will be attending from September, she will then put a list on the wall in the foyer so you can see who will be attending the same school as your child.

Easter Celebration Morning

It was lovely to see you all at our Easter morning at the end of last term, everyone had a wonderful time and the children's Easter bonnets were amazing! Thank you for all of your ongoing support we managed to raise a brilliant £206 which we will help to buy new outside resources for the children.

Riverboure Community Farm Visit 2nd May

Thank you for all of the parents who have returned their slips already, if possible could we please have any outstanding reply slips by the end of this week, just so we can confirm numbers with the coach company. Also could all children bring wellies for the visit as we will change their footwear before visiting the farm and when we return to Pre-school. Many Thanks

Photographer

We will be having a photographer in on Tuesday 14th may from 10am. All children who attend a Tuesday morning session will automatically have their photograph taken, unless you tell us otherwise. If your child does not attend this session but you would like them to have photographs taken, there will be a sign up sheet on the front door of the Pre-school from next week. You can then pick a time slot and accompany your child whilst their photograph is being taken.

Nappy Changing

Can parents please ensure that there are nappy bags and nappy cream in your child's bag if they are coming to pre-school in nappies. Many Thanks

Home-made cakes

If you and your child make any cakes to bring in and share at Pre-school please could we have a list of ingredients so we can check for anybody who has an allergy. We really enjoy children bringing food items which they have made in to share, but need to be vigilant for any allergic reactions. Many Thanks

'Holding Box'

If your child brings a toy from home in they will be asked to keep it in our red holding box which is on top of the drawers just inside the Pre-school door. We will take them out at circle time so the children can show and tell them, we have had some toys from home go missing recently and whilst we don't want to discourage them from bringing their own toys in, they are very sad if they get lost. So we felt having the box would be the best solution. Many Thanks

Wiltshire Air Ambulance – crisp packet collection

Wiltshire air ambulance are raising funds by asking for people's empty crisp packets, for every 2kg that are collected £2 will go to the Air Ambulance service. We have decided to collect them at Ladybirds and would welcome any donations of crisps packets which you would can donate, if you are all happy for us to do so we would also like to take any packets the children have out of the lunch boxes to donate if anybody is not happy for us to do this then please let us know. There is a poster on our notice board of the packets which they will accept and the packets which they won't. If you have a spare minute please take a look. Many Thanks for your support with this.

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.

Many Thanks
The Ladybirds team.

Attached is our policy of the week, if you have a spare 5 minutes to have a read we would be most grateful, we welcome any feedback you may wish to give. Many Thanks

8.1 Health and safety general standards

Policy statement

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is:
Barbara Defeo
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in

Our kitchen

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:

The entrance foyer

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Health Protection Agency to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;

- cleaning and checking toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes; and
- ensuring individual use of flannels and towels.

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the management team.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (as Amended 2004)
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling – Frequently Asked Questions: A Short Guide (HSE 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) _____