



Ladybirds Newsletter  
Term 5 Week 6 w/c 21st May 2018

**Our topic... "Five little men in a flying saucer"**

The children have had a lot of fun with our topic this term, they've had some wonderful ideas for the topic wall and created some space themed master pieces! To finish our space theme the children will be decorating a space themed biscuit of their choice, either a planet or alien. All of the children's work which is on display will be sent home either this week or at the beginning of next term. The children will be taking part in a Storycise session this week at circle time, we will also share the children's wow moments with them.

**Birthdays:**

Happy Birthday to Isabella this week, and also to Reuben who's birthday is in the half term, we hope you have a lovely day!

**Fire Station Trip:**

Very soon into the new term we have our annual Fire Station trip, on Wednesday 13<sup>th</sup> June between 9.30am and 12pm. All children are welcome to attend, if however it is not your child's normal day but you would like them to come then a parent must accompany them on the morning. Slips will be sent home this week so that we can get an idea of numbers.

**Photos:**

Just a pre warning that the photographs will be picked up on the 6<sup>th</sup> June from Ladybirds so all orders will need to be sent in by this date.

**Easy Fundraising:**

Just a gentle reminder 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>

**Farewell:**

We would like to say a fond farewell to Yae who will be heading back to Japan over the half term, it has been lovely having you here at Ladybirds and we wish you all the best for the future. Please feel free to come back and visit us when you come back to Salisbury.

**Sun Hats and Sun Cream:**

As we are finally having some sunny weather could you please make sure your child has a sun hat and has sun cream applied before being dropped at Pre-school, if your child is attending all day could you please leave a bottle of sun cream with them so it can be reapplied during the afternoon session. Many Thanks

**Wow moments:**

Thank you to all of you who have been using our 'wow' moments board in the foyer, we have been taking the slips in at circle time and sharing them with the children. It gives them a wonderful sense of achievement.

**Reminder:**

Could we remind all parents that older siblings are not permitted in the playroom at drop off or pick up unless they are accompanied by their parent/carer. Many Thanks

**Nappy Changing:**

If your child currently wears nappies at Ladybirds, could we please request that there is a packet of baby wipes in your child's bag please for when we change them. Many thanks

**Named Items:**

Could you please ensure that all your child's belongings are clearly named when coming into Pre-school, including any bags and backpacks. This will ensure that no confusion is made at home time. Also could all children have a spare pair of named wellies in Pre-school. Many Thanks

**Snack time:**

We are running extremely low on snack donations, if any parents/carers are able to make any small donations of some healthy snacks in the new term we would be extremely grateful.

### **Policy Of The Week:**

Please could you spare 5 minutes to review our policy of the week. We encourage any feedback which you may have. Many thanks

**Have a Lovely half term, Ladybirds will re-open on the 4<sup>th</sup> June.**

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.

## **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) \_\_\_\_\_