



## NEWSLETTER

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Dear Parents/Carers

Please accept our apologies for the previous newsletter sent out in error and we now have an update for you that we hope you find satisfactory.

Firstly, we hope you all had a lovely Christmas with your family and friends, which I am sure you will agree, went far too quickly. Welcome back to the nursery (Existing and new families) and we would like to take this opportunity to wish you all a Happy New Year for 2018.

### **Facebook**

Just a reminder to all families that we have a closed Facebook group for parents/carers whose children currently attend the nursery. We post regular photographs of what is happening in nursery, together with photos although we do not put the children's names on these to protect the children's identify. So if you want to join us go to the Sawston Nursery page and put in your request.

### **New Starters and Room Transitions**

If your child has just started at the nursery or recently moved rooms, please do not hesitate to talk to the staff members in the new room about how he/she is settling and any concerns you may have. Remember each child has their own key person responsible for working with your child (together with a small group of other children) giving reassurance to feel safe and cared for and to build relationships with parents/carers. Therefore, please ensure you find out from the Room Leader which member of staff is working with your child.

We understand that parting with your child at nursery can be an anxious time for some parents so we are happy for you to call the nursery during the day where we can transfer you to your child's classroom and give you an update on their day. Just pick up the phone and call us on - 01223 472018 - we are happy to help. However, please can we ask you to try not to call between 12.00pm-2.00pm as the younger children are asleep and it is a very busy time during the lunch period for staff. If you call and receive no answer please leave us a message and we will ensure that someone returns your call.

### **Absent Children**

If your child will not be attending nursery on their session days please can you let us know as soon as possible preferably before 9.30am. We can then inform the kitchen how many meals are required, also it supports the working out of our staffing ratios and finally, we do like to know if your child is unwell or maybe just spending a day at home with family.

## Exciting News

Congratulations to Louise and Sumit, on the safe arrival of baby Olivia, a new sister to Isobelle born on December 10<sup>th</sup> 2017. Best wishes and happiness to all the family.

## Staff News and Changes

Quite a few changes this year in the nursery due to maternity leave and qualified staff now moving on to pursue their careers further.

Sam Swann who worked in the Yellow Room up until Christmas 2017 is now our temporary Blue Room Leader from 3<sup>rd</sup> January 2018 and will cover the remainder of Kelly Dunne's maternity absence until April 2018. Sam is a very experienced Level 3 practitioner who is very excited about her new role and joining the Blue Room team. Please feel free to have a chat with Sam about your child and welcome her to the Blue Room.

- Katie Lloyd who currently works in the Yellow Room will be increasing her working hours to include a Monday so will now be in the Yellow Room five days a week.
- Gemma Muir will be working in the Yellow Room 3 full days a week on a Monday, Tuesday and Friday whilst we welcome Kelly Gouldthorp to the Yellow Room to work on a Wednesday and Thursday. Kelly is an experienced Level 3 practitioner to the nursery and has been a bank member of the team until recently. She will now work in the Yellow Room temporarily until this is reviewed in April 2018 upon Sam's return.
- Millie W has moved from the Orange Room to Purple Room this month and taken the place of Emma D who will be supporting all rooms across the Nursery as a floating member of staff, until she goes on maternity leave in May 2018. Millie is looking forward to working with your children and please stop and have a chat to introduce yourself to her.
- Welcome to Chloe Wells and Saaliha Patel who are new to the nursery and joined us just before Christmas.
- Chloe will be working in the Orange Room and has a level 2 qualification in Early Years Education and Development. She will be taking on Millie's role and key children so please feel free to approach Chloe and have a chat with her about your child and welcome her to the Orange Room if you have not already introduced yourself.
- Please welcome Sal (Saaliha) who is also working in the Orange Room to replace Josh. Sal has a BA Degree in Early Years and Childcare and has a lot of experience and skills working with young children. She will be taking on Josh's key children shortly so please approach her and say hello.
- Josh is currently a temporary float member of the team until 19<sup>th</sup> January 2018 when Stacey A leaves us to her new role in administration. Josh will then be working in the Blue

Room to replace Stacey and the great news is that Josh will be pursuing his Level 3 in Childcare shortly so 'Well done Josh'.

If you want to talk about any staff changes please feel free to talk with the staff about the above changes or please do not hesitate to ask Tina who will be happy to help.

**Happy January Birthday to:**  
**Matilda HW, Lucas B, Isobelle LE, Eleanor B**  
**Welcome to:**  
**Scarlett M**

### **Employee of the Month**

Thank you for your nominations last year, we shall continue to recognise staff who have gone over and above their role at the Nursery. The winners over the year are as follows:

- January - Millie, Leisa & Stacey W
- February - Sam, Hannah, Marc & Emily
- March - Emma T & Michelle W
- April - Debbie, Shani & Stacey A
- May - Josh, Sam & Emma St
- June - Zoe, Debbie & Amanda
- July - Karen Sa, Emma W-D & Karen E
- August - Zoe
- September - Abi, Tracy, Carla
- October - Katie L, Diane C, Laura D
- November - Tracey R, Elouise G, Carla G
- **December - Stacey A, Sal P, Chloe W**

If you wish to nominate a member of staff throughout the year for anything, which you feel, deserves this recognition, please feel free to e-mail us or speak to **Tina as we appreciate your feedback.**

### **Some Important Dates for your Diary 2018**

Back to Nursery	Wednesday 3 <sup>rd</sup> January 2018
Grandparent's Week	Monday 19 <sup>th</sup> - Friday 23 <sup>rd</sup> February 2018
Group/class Photographs	Friday 18 <sup>th</sup> May 2018 Time to be arranged
Training day	Tuesday 28 <sup>th</sup> August Closed

**(If your child attends nursery on 28<sup>th</sup> August, your fees will be reimbursed).**

**Best Wishes from Tina and the Sawston Team**