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**AUTUMN TERM 2025 NEWSLETTER**

**We hope you are enjoying the summer holidays.**

**We are excited to welcome our new Children and their families this term, when we return on the 9th of September.**

**Policies**

Policies have been added or updated in line with the new Early Years Foundation Stage Statutory Requirements and Guidance, 1st September 2025

Policies can be found on your Tapestry learning journal and on our website.

**Absences and Attendance – New guidance**

You must contact the pre-school every time your child is absent, you can call the pre-school on 01268 799101, email or put a message on Tapestry to let us know the reason why. Parents are advised to read our Absence and Attendance policy.

* To help keep everyone healthy we kindly ask that you please keep your child at home if they are feeling unwell or showing signs of illness. We also request that you do not give your child Calpol before attending preschool.
* We MUST be informed of any contagious diseases as soon as possible so that we can notify other parents. In these cases, your child should be kept away until the isolation or incubation period ends. We also ask that children who have had sickness or stomach upsets should not return to Pre-school for at least 48 hours after the last bout of sickness or diarrhoea.
* Please be aware that Runnymede pre-school reserves the right to exclude some infections and diseases to limit the spread for the safety of others. If your child is unwell and absent from pre-school no refunds can be offered.

**Website**

Please visit Our website [www.runnymedepreschool.co.uk](http://www.runnymedepreschool.co.uk/) there you will find all the details of our policies and procedures. Original copies of our policies can also be found in our setting.

There is also lots of other information about the pre-school on the website, the staff team and the dates for events along with useful links.

**Accidents at home**

We have an “accident from home” record as recommended by the Essex safeguarding children’s board.

This form is a record of accidents or existing injuries that happen before your child comes into pre-school.

If your child has had an accident/injury, however minor please let a member of staff know and an accident at home form can be completed on arrival.

**Accidents in the setting.**

If your child has had an accident during the session you will be asked to sign an accident record.

If we have any concerns about the accident or it was a bump to the head, we will always phone you to let you know.

**Changes to persons authorised to collect**

Please advise us if there are any changes or additions to people authorised to collect your child from pre-school. Please advise us if there will be any last-minute changes and please note that we will check by telephone if authorisation is unclear.

We have a password procedure in place which you completed on your entry form.

**We must have 2 emergency contacts on your enrolment form that we can contact, please make sure that the emergency contact details that we hold for you are up to date.**

**Snack**

We would appreciate a 50pence daily donation towards snacks, this will be sent to you as an invoice by tapestry email. If you would prefer to provide your own daily snack from a list of suitable items you must let us know, otherwise you will receive an invoice from Tapestry.

We provide healthy snacks every day in line with government guidelines e.g. fruit, vegetables, various breads, cheese etc. No child will be forced to eat anything they do not like.

If there are any special dietary requirements or allergies, please let us know immediately.

**Drinks**

We provide cows semi-skimmed milk and water. If you require alternative milk you will need to provide this as we only offer cow’s milk.

As you are aware milk provides excellent nutrition therefore, we would like to encourage all children to take advantage of the free milk offered.

Water is always readily available, please do not send in a flask for your child as we will provide water.

**Children’s bags**

We **do not** allow the use of draw string bags or plastic carrier bags (including nappy sacks). Such bags could cause a potential risk of strangulation or suffocation.

Please also **do not** leave items such as sun cream, lip salve, food or sweets, medicines or asthma pumps in your child’s bag to prevent the risk of allergic reactions or, in the case of medicines, poisoning. In the event of your child needing us to administer medicines or pumps you must advise a member of staff who will arrange safe storage and completion of a medicine consent form.

Please provide several changes of clothes as this makes it so much easier for us to change your child and much more pleasant for them. We have water play and messy play every day.

**Shoes**, please put your child’s name in their shoes as we take them off and on regularly throughout the morning. NO CROCS, SANDALS OR FLIP FLOPS, these are very dangerous. Please provide a spare pair of shoes in the back pack.

**Outdoor play**

We provide outdoor activities (regardless of weather). **Please ensure your child is appropriately dressed and provide them with a coat and outdoor shoes.**

Their bag should have a name on for easy identification.

**Please ensure all belongings are named.**

**Sun cream**

In the warmer weather please remember to put sun protection lotion on your child before they come to Preschool in the morning.

If they are staying for the afternoon session you can provide sun cream that we can apply after lunch, alternatively we will use the pre-school sun cream.

If you do want to provide your own sun cream please label with their name and hand to a member of staff. Please do not leave any items in bags, such as sun protection lotion, medication, snacks or plastic bags.

**Pack Lunches.**

Please read our Food and nutrition policy and our snack and pack lunch policy.

Please **do not put sweets and chocolate bars in your child’s lunch or over fill the lunch box**.

NO items containing NUTS /PEANUTS, sweets or chocolate. We promote healthy eating. Useful links for further information on healthy lunch boxes and healthy eating ideas.

[Changing food for good | Food for Life](https://www.foodforlife.org.uk/)

[Lunchbox ideas and recipes – Healthier Families - NHS](https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/)

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Please remember that our pre-school is a **‘nut free zone’**.

**Choking hazards** : please check the food you provide for risk of choking,

For example grapes and small tomatoes should always be sliced downwards, cocktail sausages should be sliced into thin strips.

\*\***To maintain the freshness of your child’s lunch, YOU MUST insert a cool pack in their lunch box**\*\*

We shall be checking lunch boxes for items containing nuts, ice blocks and for items of unhealthy foods. We promote healthy eating, if you need any help planning pack lunches please ask.

**Extra sessions**

If you would like extra days or extended sessions for your child please ask to find out if places are available. Please think ahead for when your child will be entitled to grant funding and let us know in advance so that we can add your name to our list. Extra sessions cannot be guaranteed.

Fees per session: 9.00am - 12.00pm £21

9.00am - 3.00pm £42

Breakfast club 8.30am - 9.00am £3.00

Please note; fees are to be paid 4 weeks in advance, not arrears.

Four weeks’ notice is required prior to leaving, otherwise four weeks’ fees will be charged in lieu.

You will receive an invoice via Tapestry, it will be for the whole of the half term but you can choose to pay the invoice in 2 equal payments if you prefer.

Our banking details are:

**Account name: Runnymede Pre-school Charity Number 301250**

**Account number: 60769568**

**Sort code: 20-70-93**

**Reference: Your child’s surname.**

**Funded sessions**

All children are entitled to 15 hours free grant funded sessions per week from the beginning of the term **after** their 3rd birthday. Please return the form ASAP if you have not already done so, otherwise fees may become your responsibility to pay.

**Funding for 2 year olds and extended 30 hour funding**

To see if you are eligible and to find out if you can receive help with childcare costs please visit:

<https://www.gov.uk/childcare-calculator>

You will need to apply for extended funding and for 2-year funding and receive a code which we will need at the pre-school. Without this code we cannot claim your funding entitlement.

**Early year’s pupil premium**

We may be entitled to receive additional funding if your child meets the eligibility criteria. Please add this to your funding form if you think your child may meet the criteria as this means additional training, resources, focused intervention etc. will be available to our setting which will greatly improve the outcomes of our children in their early years. If you have any questions, please ask.

**Mobile phone policy**

Parents and visitors are not permitted to use their mobile phones whilst on the premises.

**Parental help and involvement**

All parents /carers are welcome to join us to stay and play.

We welcome any ideas and suggestions that you may have and encourage you to play an active part in your child’s time at Runnymede Pre-school. We would really like the children to experience different ways of life and different roles in the community. If you or someone you may know would like to come in and talk to the children or show what they do that would be brilliant. It could be how they may celebrate a festival or a job role or a hobby they may have. All these things help to enrich our children’s learning experiences and begin to appreciate different ways of life Please let us know any comments or suggested improvements you may have about the Pre-school. If you have any worries or queries do not hesitate to speak to a manager and we will take immediate action to try and remedy any problems.

We operate an equal opportunities policy in this Preschool. All social backgrounds, cultures, gender, abilities, religion and race are treated with a positive attitude and respected.

**How we observe and make assessments**.

Every child will have one week in each term in which their keyperson will give them the Runnymede Bear and book bag. The week before your child has the Runnymede bear, we will use tapestry to let you know. Please let us know if there is anything you would like us to particularly work on. We will also send out books, games or ideas for activities that you could do at home in the book bag.

You will be offered a meeting with your keyperson each term where you can discuss progress and next steps for your child. Our next parent meeting will be on Friday 19th December 2025.

Pease remember that you do not need to wait for a meeting to speak to your keyperson, you are welcome to speak to your keyperson at any time and can make an appointment for a meeting or a telephone call.

We use Tapestry to stay in touch with our parents and for parents to communicate with their keyperson. We would love to see any photos or receive any information that you would like to share with us. It is important that we have a two-way dialogue, and that we can share information about the children’s family, culture, events, and interests.

We need to work together so that we can understand our children’s interests and provide them with the best learning opportunities.

Please let us know if there is anything we can help to support them with and to keep us updated with any changes.

We really value your contributions, and you are welcome to add anything to Tapestry at any time or you can call the setting anytime on 01268 799101.

If your child has found it hard to settle when you drop them off, we will send you photos to reassure you they have settled.

Some of the experiences and activities which your child has the opportunity to participate in during the week will be added to your Tapestry account

The staff at Runnymede pre-school work hard to ensure they know your child extremely well. We observe their play, development and interests. We assess what they know and what we want them to learn; we then plan activities and provision which will extend their development.

All these things are done by using our understanding of child development and our knowledge of the child as an individual person.

The Early Years foundation stage does not require us to spend time away from the children to carry out unnecessary paperwork, it’s about interacting with the child.

This is why we have reduced the number of photos and observations the keyperson needs to complete away from the children.

These links will let you know more about the Early Years foundation stage and what to expect:

[What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf (foundationyears.org.uk)](https://foundationyears.org.uk/files/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf)

[Download or buy a copy – Birth To 5 Matters](https://birthto5matters.org.uk/download-or-buy-a-copy/)

[Development Matters - Non-statutory curriculum guidance for the early years foundation stage (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web__2_.pdf)

**Show and tell items**

The children are welcome to bring in items for show and tell of something that is important to them.

You can also take photos of something special and add to your tapestry account at any time, these can then be shared and can be a good idea to start conversations about things that interest them.

Please label all items and hand to a member of staff so they can be kept somewhere safe.

Please do not bring in toys from home unless it is an item for show and tell as this causes distress and problems during the session and at home time.

**Wishlist**

To help us with the cost of some of our daily resources we will be sending out a wishlist of items we need.

We really appreciate your support with donating items from our wish list.

These items are our most frequently used items such as; Tissues, wet wipes, water wipe, kitchen roll, blue roll.

We will also need messy play items: cornflour, cereals, pasta, shaving foam, card, paper, compost, sand.

The list of items we use to enhance the children’s play is endless.

**Committee**

Our chairperson is Julie Lawrence who was previously a manager at Runnymede preschool and we have several parents on our committee. We have a fantastic committee who help with fundraising and decision making, we really do need some new members. If you are interested in getting involved, please speak to Catherine, Alison, or any committee member.

**OFSTED**

Our OFSTED report is available for you to read on the OFSTED website- [www.ofsted.gov.uk](http://www.ofsted.gov.uk/)

**DATES FOR THE DIARY 2025 / 2026**

**AUTUMN TERM**

**TUESDAY 9TH SEPTEMBER TO THURSDAY 18TH DECEMBER**

**Closed for 1 week half term 27/10/25 – 31/10/25**

**Friday 19th December we will be holding Parent consultations in the morning and our Christmas party will be in the afternoon.**

**Friday 19th September 9.15am committee meeting**

**Friday 28th November Annual General Meeting (to be confirmed)**

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**SPRING TERM 2026**

**TUESDAY 6TH JANUARY TO THURSDAY 26TH MARCH**

**Closed for 1 week half term 16/02/26 – 20/02/26**

**Friday 27th March we shall be closed for parent consultations in the morning and Easter craft parent involvement session in the afternoon.**

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**SUMMER TERM 2026**

**MONDAY 13TH APRIL TO THURSDAY 16TH JULY**

**Closed for 1 week half term 25/05/26 – 29/05/26**

**We shall be closed on Monday 4th of May for the May day bank holiday**

**Friday 17th July – Preschool will be closed for Parent consultations in the morning,**

**and our Summer party with graduation in the afternoon.**

These dates have been arranged in advanced but could be changed, you would be given at least 1 months notice of any changes.