Horsham Nursery School

Headteacher: Mrs L Mellor, BEd Hons
Harwood Road, Horsham
West Sussex, RH13 5UT
Tel: 01403 224430
Email: office@horshamnursery.co.uk

April 2025

Dear Mums, Dads and Carers,

As we move into our Summer Term we would like to welcome all our new families to Horsham Nursery. This is always a busy term and we have lots of special events for you to become involved in. A list of key dates is at the end of the letter for easy reference!

Soft play

Thank you again to all of you who donated money for our soft play refurbishment. We have been able to order lovely new purple matting and the redecorations are now complete. The children can now begin to enjoy this space again!

Play Park

Our front Play Park is the next project for us to focus on. Many of you will know that this was originally part of the Family Centre which is now closed. The maintenance of this space falls to us as a school, despite it not being a part of the original Nursery School space. We receive a small budget to maintain the parts of the building that are unused, however the play park is not factored into this budget. We intend to remove the broken equipment and refresh the space.

Felix Padure, a parent of our Over 3's, has very kindly spent a day cutting back the overgrown plants. We are really grateful to him for his time and energy! I have also had a number of offers of help to continue the gardening and clearing. We are beginning to build a team of parents who are able to offer some time on **Saturday 3rd of May** in the morning. If you are able to come along with some gardening tools for 30 minutes, an hour or more then please come and join the team between **9.00am and 12.00 midday**. Many hands make light work! It would be lovely to be able to open this space up again to families as I know how many of you value it as a space to socialise throughout different parts of the day. Please contact me through the Nursery office if you have some time to join us.

Update from our Safeguarding Puppet:

This half term Haven will be talking to the children about how to keep safe in the sunshine- wearing a hat, putting on suncream and drinking lots of water. He will also talk about road safety, how to cross a road safely with an adult, holding their hand and how to keep safe in our car park.

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Forest School

Forest School sessions start again this week. Please see the **updated** timetable for this half term below. As it is such a short half term, this timetable will change mid-June for another rotation of groups.

	Tues	**Weds**	**Thurs**	**Fri**
Morning session	Discoverers Green group (Kim)	Purple group (Katie) Red group (Ceri)	Discoverers Yellow group (Jo)	SSC Pink group (Bronwen)
Afternoon session	Blue group (Becca T)			

Suncream:

As the weather starts to change for the better, we will all need to be mindful of applying sun cream to the children. On sunny days, please send your child in with all day sun cream already applied. Over the session or whole day, staff will reapply sun cream, especially where it has worn off due to messy/water play. We purchase Factor 50 sun cream for you so that we do not end up with numerous bottles to store. We request a voluntary donation of £5 per child to support the cost of this. Please either send in the donation in a named envelope to the office, or you may prefer to add it on to your next invoice payment. If you child has specific allergies, you may provide your own suncream. Please label it with your child's name and hand it in on arrival at Nursery for us to store.

Family Open Day: Saturday 21st June-save the date!

We would like to welcome you into our Family Open day on **Saturday 21st June from 10.30-12.00am.** Staff will be available to talk to you about our bespoke curriculum here at Horsham Nursery and answer any other questions you may have. There will be an opportunity to see your child's rooms. We hope to run some fundraising activities to support our extra-curricular activities. Save the date and bring along your family members. We look forward to seeing you all there!

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Staffing

An update on staffing for this term:

Emma Scott has decided not to return following her maternity leave. Sarah Jalal will be taking over her Key Carer role permanently.

We would like to congratulate both Sarah Jalal and Michelle Charlton on passing their Apprenticeship programmes this term, both of them gaining their Level 3 in Childcare with flying colours! We have several other staff studying for their Level 3 at the moment. We are very proud of them all for putting in the incredible hard work alongside working their roles here and we wish them well for their final assessments.

Michelle Charlton has also passed her assessment for ELSA (Emotional Literacy Support Assistant) and will be supporting the wellbeing of our children in the Nursery where we feel they will benefit.

Kelly Bachenheimer has been promoted to Finance and HR Assistant to support Jane Coates, our Business Manager as our numbers of children grow and the management of the childcare expansion funding increases.

We welcome Kathy Clifton to the office team, she will be working full time to support families and staff, in addition to being the main contact for the Explorers and Discoverers administration/admissions.

Parent questionnaire responses

Thank you to all parents who answered our Parent Questionnaire. Where you have individual concerns we will contact you, however overall we had many positive reflections. Thank you for all the lovely supportive responses about our passionate, hardworking team. We had some very useful comments to reflect on and the Senior Leaders are already reflecting on how we can improve your experience here at Nursery further.

These were the following themes:

You said that you had concerns around the choice of lunch menu, healthy options and the quality of the food. ……the Chartwells contract is coming to an end in West Sussex in the next year, however we have already been trialling one new provider called Zebedees to see if we can improve our offer. We had a trial in the Easter Holidays for tea time, with lots of positive feedback from the children and staff. We will be involving you for food tasting too in the summer term.

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You said that parking is still an issue…….we do send regular reminders that our car park is only for staff between 8.30am and 4.15pm, including over lunch times. Most of our parents are respecting this, however senior staff do have to spend time reminding the public and some of our parents too. If you are using breakfast club before 8.30 and tea club after 4.15pm you are still welcome to park in our car park if there is a space. It is important that our staff can park so that they can start their shifts and be with the children so please do not park in the car park between 8.30am and 4.15pm. If you block the spaces, there will not be the staffing for you to drop off your child and for us to have adequate staff ratios. If you have a Blue Badge, you can request a Permit to use during the day. If you have a permit, this is by agreement that you will use our car park safely, parking only in marked bays. Please park locally and walk to Nursery.

You said that you would like more feedback on your child's day in the Over 3's……..we are working on this continually and are still in the development stage of using Parent Passport for updates. If your child stays on to tea club, the Key Carers and Teachers are unavailable for a verbal handover at pick up as they finish teaching at 4pm. The staff in tea club are able to give you some detail of your child's day, they are also able to pass on any key messages to or from your child's Key Carer. The Key Carers do a handover with the tea club staff for any information that is significant, they will also give you a call for anything urgent. If you have any questions or information to share with your Key Carer they can be contacted via the office email for more detail or a call back.

You said that you would like the play park to be available for use again….we are working on making it safe for the children to use again, including adding higher fencing so that we can use the park safely during the children's sessions. If you are available to volunteer to help on Saturday 3rd at 9am, please let us know.

If you have any individual concerns please contact us through the office email: office@horshamnursery.co.uk

Attendance

Government funded early years education places are not subject to compulsory education laws which take effect from the start of statutory schooling at age of 5. However at Horsham Nursery School we strongly promote maintaining high levels of attendance in order that your child can achieve the maximum benefit from their funded hours (and any additional hours which families may choose to take). We keep a register and record attendance and the reasons given for absence each day. We ask families to let us know by 9:00am each day if your child will not be attending via our app- Studybugs. If you do not then make contact we will give you a call as part of our duty to ensure the welfare and safeguarding of all children. We recognise that sometimes families may need extra support to maintain high levels of attendance and punctuality so we will communicate with you around this subject to see how we can support you.

Over 3's drop off and pick up reminders

We are kindly asking parents to please try to stick to the drop off and pick up times for the Overs. When we have lots of children arriving and going at different times it becomes very difficult for staff to be with the children in the nursery. We are a Nursery School with strong routines during the sessions which get disrupted if there is lots of coming and going.

Morning drop off: **9.00am**
Afternoon drop off: **1.00pm**

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Morning pick up: **11.50-12.00am**
Lunch pick up: **12.50-1.00pm**

Afternoon pick up: **3.20-3.25pm** (by arrangement with the Headteacher) Please note if you have chosen to collect early during a paid session there will not always be a key carer handover as they are teaching in the nursery. If you arrive after 3.25pm your child will be dismissed at the usual 4.00pm time.
Afternoon pick up **3.50-4.00pm**

The pick ups above are from the sliding doors. At pick up times we will ask you to wait outside for your child as we use the foyer as a safe space for the groups waiting to be dismissed so please come with a coat/umbrella**.**
Staff will seat the children on the carpet and dismiss them from the main door. Should you wish to talk to your Key Carer at this point, please allow them to dismiss their group first and wait to talk to them after they have said goodbye to all their children. If you come to pick up at other times, staff will ask you to wait in the foyer for your child until the above times unless you have made a special request.

Tea club pick ups are from the foyer, either before 4.30pm or after 5pm to allow the staff to focus on the children eating between these times.

Please kindly use the buggy park for your pushchairs to keep our foyer clear in case of emergency.

Transition to school

If your child is moving onto Primary School this September, we have lots planned to help them with their transition. I am currently contacting their new schools to arrange for their new teachers to visit Nursery to play during one of their sessions, in order to have a handover of information about your child. We will also run a 'Meet the teacher' event here on **Tuesday June 10th** 4.30-5.15pm, where your child will be invited to stay on after their session and their new teachers will be invited to join them in the garden. The cohort of children moving on are going to many different schools so as we make arrangements, your Key Carer will let you know when your child's new teacher is visiting- either during the session or the Garden Meet the teacher event or both. There will also be meetings between teachers and our SENCo if appropriate.

At Horsham Nursery we realise this is a huge step for your child. We tend to wait until nearer the end of the term to talk about it with the children as it is such a long way off and children can become anxious about it. Going to 'big school' can be a scary phrase for some children so we try not to say this. In the second half of term we introduce the idea gently, looking at photos of the new schools and adding uniforms into the dressing up box. Our aim is for the children to be really confident and independent in this setting and to enjoy their last term here with us!

If you have any questions or need any further information, please do get in touch.

Best wishes,

Liz Mellor
Headteacher

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KEY DATES FOR THIS TERM:

Dates		Overs	Explorers and Discoverers
Monday 28th April	Bookings open for May Holiday club	✓	
Monday 5th May, Monday 26th May,	Bank holidays: Whole Nursery closed	✓	✓
Friday 9th May	Deadline for bookings for May Holiday club	✓	
Tuesday 27th -Friday 30th May	Overs closed, Holiday club open	✓	
Monday 2nd June	INSET Day-whole Nursery closed for staff training	✓	✓
Tuesday 10th June	Meet the Teacher event for children transitioning to school. We will send you invitations if your child's new teacher is attending.	✓	
Monday 23rd June	Bookings open for Summer Holiday club (available for all children attending the Over 3's this term, including school starters.)	✓	
Wednesday 18th June	Photograph Day- Smiles Photography	✓	✓
Saturday 21st June 10.30-12.00am	Horsham Nursery School Family Open Day	✓	✓
Monday 23rd – Friday 27th June	Music Week- if you play an instrument we would love you to come in and play some music to the children!	✓	✓
Tuesday 24th and Thursday 25th June	Over 3's parent consultations These will be for children staying on at nursery next year. For children starting school in September 2024, written reports will be given out from Monday 7th July.	✓	
Friday 30th June	Deadline for bookings for Summer Holiday club	✓	
Wc 30th June	Stay and Play sessions- come along to play for the first half hour of the day.	✓	✓
Wc 14th July	Summer Parties for children	✓	✓
Tuesday 22nd July	Last day of term for Overs	✓	
August by arrangement	Under 3's Parent Consultations		✓
INSET DAYS for 2025-2026:	Wednesday 3rd September 2025 Thursday 4th September 2025 Monday 3rd November 2025 Friday 13th February 2026 Tuesday 5th May 2026	✓	✓