Horsham Nursery School

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

May 2026

Dear Mums, Dads and Carers,

As we step into our Summer Term, we are delighted to welcome all our new families to Horsham Nursery. This is one of our most exciting and energetic terms of the year, packed full of special events and lovely opportunities for you to get involved in nursery life. You'll find a handy list of key dates at the end of this newsletter, so you don't miss a thing!

Parent Workshop

English as an additional language: We will be running a parent workshop on supporting children with English as an additional language. This will take place on Monday 11th May at 9.15am. This session covers how to support your child who is learning English, dispels common myths and highlights the benefits of being bilingual. This will be run by the West Sussex Early Help Team.

Staffing update

I'm pleased to tell you that Katie, our Assistant Head, has given birth to a beautiful little girl and is now home with her. We wish them well as a family and can't wait to meet her!

Update from our Safeguarding Puppet: Haven

This half term Haven has regularly attended group times to remind the children about how they can keep safe in different ways.
Haven has said hello to the new members of the Over 3s. The children told their new friends about some of the ways that Haven reminds them to keep safe.
Haven has reminded the children about how to keep safe around plants in the garden. Haven says; "beware of stinging nettles, don't eat unusual berries or plants and don't pick wildflowers." Haven also helped the children to think about how we can take care of plants.
Haven reminded the children about keeping safe at nursery as part of our home time routine. Haven says:
"You get your home things ready, then line up with your key carer. You walk to the blue carpet in the foyer and sit down. You keep your belongings with you and wait until your key carer calls your name. You walk with your key carer to your grown up. You listen to your grown up and stay with them whilst your key carer tells them about your day."
In the coming weeks Haven will be focussing on keeping safe in the sun!

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.

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Ready for your Nursery day?

We provide all drinks at Nursery for your child. This helps us to monitor how much your child is drinking, protect children with allergies and ensure that drinks are healthy ones. If your child brings packed meals you do not need to provide any extra drinks. Please don't send in any food or drinks with your child unless arranged with your Key Carer as we must safeguard children with allergies. Food stored in bags can be a danger to other children with allergies.

Please don't send in any toys with your child to Nursery. It's always disappointing to lose a favourite toy and we have plenty here to play with!

We have wonderful garden spaces here at Horsham Nursery. To keep your child safe on the equipment please ensure they are wearing closed toe shoes and not flip flops or crocs either.

If your child is in the Over 3's we do rely on snacks being provided by parents as the 15 and 30 hour funding does not cover this cost. Please pop your donations in the baskets by the main doors for your child to share.

Thank you for your support for your child to come to Nursery ready and to keep everyone safe.

Tapestry

Thank you so much for all your contributions to your child's learning journal on Tapestry. Everyone has been highly involved in introducing this way of recording and celebrating your child's learning at Nursery- the office staff and all the Nursery staff included. For those children who are leaving us in the summer there will be an option to purchase your child's Learning Journal in a bound book through the Tapestry app. More details will follow, but in the meantime please share experiences from home to add to your child's journal.

Family Open Day: Saturday 27th June-save the date!

We would like to welcome you into our Family Open day on **Saturday 27th June from 10.30-12.00am.** There will be an opportunity to see your child's rooms and the whole Nursery will be open for you and your family members to look around. Staff will be available to talk to you about our bespoke curriculum here at Horsham Nursery and answer any other questions you may have. We hope to run some fundraising activities to support our extra-curricular activities. Save the date and bring along your family members. If you'd like to help run a game or donate or run the cake stall, please let us know via the office. We look forward to seeing you all there!

INSET Days 2026-2027

Our INSET days are now set for the next academic year: these are days when the whole Nursery will be closed for staff training.

Tuesday 1st September 2026

Monday 2nd November 2026

Wednesday 24th March 2027

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Thursday 25th March 2027

Friday 28th May 2027

Parking and safety in the car park and surrounding roads

Unfortunately we have had some near misses recently where there could have been a serious accident. Please keep your child safe by holding their hands around cars both in the car park and on the local pavements.

We would like to remind families that our car park is for staff use only between 8:30am and 4:15pm, including over lunchtime. We appreciate that most parents are respecting this arrangement; however, senior staff are still frequently having to remind both members of the public and some parents.

To be clear, parents must not park in the nursery car park between 8:30am and 4:15pm. This applies even for short drop-offs and collections. Staff need guaranteed access to parking so they can start their shifts on time and be with the children. When parking spaces are blocked, safe staffing ratios cannot be maintained.

Families using Breakfast Club before 8:30am or Tea Club after 4:15pm may use the car park *if a space is available*.

Parents who hold a Blue Badge may request a daytime parking permit. Permits are issued by agreement and must be used responsibly, with vehicles parked safely and only in marked bays.

At all other times, we ask families to park locally and walk to Nursery. Thank you for your cooperation in helping us keep the nursery safe, fully staffed, and running smoothly for all children.

Attendance

Government-funded early years education places are not subject to compulsory school attendance laws, which apply from the start of statutory schooling at age five. However, at Horsham Nursery School we strongly encourage high levels of attendance so that every child gains the greatest possible benefit from their funded hours (and any additional hours families may choose).

We keep a daily register and record attendance and reasons for absence. If your child will not be attending, we ask that you inform us by 9:00am via our Studybugs app. If we have not received a message, we will contact you as part of our duty to safeguard and ensure the welfare of all children.

We understand that there may be times when families need extra support to maintain good attendance and punctuality. If this is the case, we will work with you to discuss any concerns and identify how we can help.

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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.

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 full key carer handover as they are still teaching in the nursery. If you arrive after 3.25pm your child will be dismissed at the usual 4.00pm time.

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

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, to have a handover of information about your child.

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

KEY DATES FOR THIS TERM:

Date	Event		Overs	Explorers Discoverers
Friday 1st May	Holiday club link	Link sent out for bookings for half term	✓	
Monday 4th May	Bank Holiday	Whole nursery closed	✓	✓
Tuesday 5th May	INSET day	Whole Nursery closed for staff training	✓	✓
Monday 11th May	Parent workshop 9.15-10am	Workshop for parents with children with English as a second language.	✓	✓
Monday 11th May	Holiday club link	Deadline for holiday club bookings	✓	
Monday 25th May	Bank Holiday	Whole nursery closed	✓	✓
Tuesday 26th May-Friday 29th May	Half Term Holiday for Overs	Overs closed. Holiday club open for working parents.	✓	

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Tuesday 16th and Thursday 18th June	Parent Consultations for Overs	Meet your child's Key Carer to discuss your child's progress and next steps	✓	
Wednesday 24th June	Photographer	Individual and sibling photos	✓	✓
Friday 26th June	Holiday club link	Link sent out for bookings for summer holiday club	✓	
Saturday 27th June	Family Open Day 10.30-12.00am	All families are welcome to come along for a fun morning showcasing our nursery. There will be games to play and a cake stall!	✓	✓
Monday 6th July	Holiday club link	Deadline for holiday club bookings	✓	
W/C Monday 6th July	Overs end of Nursery reports	School leavers reports sent out	✓	
W/C 13th July	Summer Parties	Summer parties for all children	✓	✓
W/C 13th July 27th July & 3rd August	Parent consultations for Under 3's			✓
Wednesday 22nd July	End of term	Last day of term for Overs	✓	
Thursday 23rd July	Holiday club for Overs starts		✓	