Horsham Nursery School

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

November 2025

Dear Mums, Dads and Carers,

I'm writing to you just as the children are having a wonderful time catching the snowflakes in the garden, so much exploration, language, awe and wonder is going on! Every day at nursery holds wonderful memories and experiences for the children whether it has been planned or not! Thank you for all your engagement in our recent planned activities; Big Draw, Nursery Rhyme week and Children in Need. We raised an amazing £347 from your donations for Children in Need- a big thank you from Pudsey and the Horsham Rotary Club.

Parent Consultations are an opportunity for you to plan next steps for your child together with your child's Key Carer. If you haven't booked your appointment yet please call the office, it's not too late to request an appointment with your Key Carer this term.

Parent Workshop

On Wednesday 26th November at 9.30am we will be holding a workshop on 'Supporting my child to emotionally regulate'. All parents are welcome to come along to hear about this important aspect of child development. Please respond to the email invitation which will follow.

This is the first event in a series of workshops running over the year to support topics such as healthy eating, sleep, positive communication and English as an additional Language, so please look out for topics you are interested in.

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

Medication and Sickness

A couple of reminders:

- Please let us know if your child regularly has medication at home, such as an inhaler, so that we are aware of any conditions that may arise at nursery.
- Thank you to everyone using our Studybugs app, it really does help our office team's workload in the mornings to follow up absences with wellbeing calls. When you report your child's absence on Studybugs you may see some advice around attendance linked to the condition you type in. This is not always aligned to our Sickness and Medication Policy and we are unable to turn off this function so please refer to our Policy for guidance. If your child has not been formally diagnosed by a professional, please enter their symptoms instead. We do have to report certain illnesses and protect any vulnerable staff; however, we would need a diagnosis to be certain.

Donation from Horsham First Responders

For a few months now we have been working in the background to put a defibrillator in place for our local community. Lisa Steele, one of our Governors, has worked hard to acquire a donated AED from Horsham First Responders and put in place all the paperwork around it with me. We were presented with the AED just before half term. Having an AED readily available outside our main entrance means that anyone in our community experiencing cardiac arrest can increase their chance of survival in the first few minutes before professional medical help arrives.

Changes in staffing

We are sad to say that Sarah Jalal is leaving us just before Christmas. Sarah joined us three years ago as Nursery Assistant, she passed her Level 3 in Childcare and became Key Carer in the Explorers team. We thank her for all her hard work and passion and wish her well as she moves on into a childminder's setting.

With some changes to the Under 3's team we have made some new appointments. I'm delighted to tell you that Lauren Bidlake, Nursery Assistant in Explorers has been appointed to Key Carer to take over Sarah's group. We have two new members of staff joining the Under 3's teams: Enya Moore as Nursery Assistant in Lauren's place and Isma Furquan will be covering Hayley Thomas's maternity leave in January.

In January Clare Burgess will be joining the Senior Leadership Team as Assistant Headteacher alongside Katie in readiness for Katie to start her maternity leave. Clare is an experienced senior teacher currently working in an infant school in West Sussex. She has already visited Nursery and will be coming again in December to get to know the children and staff.

In the office team, we are also very pleased to be welcoming Claire Chilvers from Monday 24th November as our new HR Assistant.

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

Christmas

We are busy planning for Christmas and are very grateful for all your help to make it special for the children.

Traditionally in Over 3's, we always help the children to write a letter to Father Christmas. We will be walking small groups to the post box during the week beginning **1st December**. If you can help for around an hour at the start of your child's session that week, please let us know via the office or your child's Key Carer.

If you have time to volunteer to wrap the presents from Father Christmas for the children from 9-10.30am on **Friday 5th December**, please let the office staff know, we would love your help. We will have tea, coffee and cake on offer!

Chartwells will be providing a Christmas lunch for any child in the Over 3's who usually attends on **Wednesday 10th December**. Zebedee's Christmas lunch will be on **Thursday 11th December** for Explorers and Discoverers.

We support St Catherines Hospice annually with a Reindeer Run which is great fun for the children as they get to wear Reindeer antlers provided for them and going for a themed run around the gardens. A just giving page will be sent out to you nearer the time if you wish to donate online. This will take place on **Wednesday 10th December.**

Christmas Jumper day will be on **Thursday 11th December**- please join the staff on the day by wearing a Christmas Jumper or something in Christmassy colours!

Our Christmas Singing in the Overs is on **Tuesday 16th December at 11.30am and 3.30pm**. Each family may have up to 2 tickets, if there are any left over, we will hold a waiting list for spares. Please respond to the message from the office to book your tickets.

Staff will be organising parties for the children on **Wednesday 17th December**, children who do not usually attend will be invited in; more details will follow. Nursery will be providing some light party food for the children, please make sure your Key Carer knows about any allergies. There will be lots of fun and games and a visit from you know who!

Horsham Nursery School

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

At this wonderful time of year, it's important to support everyone around us in our community. If you would like to donate any items for care packages for local families through Springboard then please see the leaflet attached to this email. Springboard are collecting toys, food, hygiene products and clothes into packages for local families and hopefully ease financial pressures this Christmas.

Please find all the dates listed below for quick reference. If you have any questions, please do not hesitate to contact us or chat at the door.

Best wishes,

Liz Mellor

Headteacher

Key Dates Autumn 25-Spring 26

Date:	Event:	Overs	Unders
Friday 28th November	Deadline for Christmas Holiday Club bookings for Overs (booking link to be issued 17/11/25).	✓	
1st-5th December	Overs visit the Post box- **Parent helpers needed!**	✓	
Friday 5th December	Wrapping presents for Father Christmas to give all children- **Parent volunteers needed!**	✓	✓
Wednesday 10th December	Reindeer Run for St Catherine's Hospice	✓	✓
Wednesday 10th December	Chartwells Christmas Lunch for the Over 3's	✓	
Thursday 11th December	Zebedees Christmas Lunch for the Under 3's		✓
Thursday 11th December	Christmas Jumper Day	✓	✓
Tuesday 16th December	Christmas Singing-11.30am and 3.30pm Two tickets per family with any spare tickets allocated by request.	✓	
Wednesday 17th December	Christmas parties for all children	✓	✓
Friday 19th December	End of term for Overs	✓	
Wednesday 24th December	Last day for Discoverers and Explorers.		✓
22nd,23rd, 24th Dec, 2nd Jan	Holiday club for Over 3's	✓	
Friday 2nd January	First day back for the new year 2026 for Discoverers and Explorers. **Children will move to their new rooms from Monday 5th Jan 2026.**		✓
Monday 5th January	First day of term for Over 3's Nursery. **Please check your offer letter for your exact start date.**	✓	