Horsham Nursery School

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

September 2025

Dear Mums, Dads and Carers,

A warm welcome back to a new academic year at Horsham Nursery! Most of our new children have started now and alongside the children moving to new rooms are settling in thanks to all the hard work that the Key Carers, their teams and you as parents have put in for their transition.

For all new families joining us we will be running New Parents Welcome meetings on Wednesday 8th October at 9am and 5pm. Invitations will come out to you individually to book in. These meetings will enable you to meet key members of staff and to get a flavour of your child's typical day at Nursery.

Our Senior Leadership Team

Our Senior leaders are available every day to talk to if you have any key messages to pass on or any concerns. Please chat to us at the door or email in via the office.

Liz Mellor Headteacher	Jane Coates, School Business Manager	Tina Fosberry Lead Practitioner of the Under 3's	Angie Stenning SENCo and SSC Teacher	Katie Dyrda Assistant Headteacher

<u>Staff news</u>

We are sad to announce that Angela Spencer is leaving us after being a longstanding member of staff for over fifteen years. Angela joined the team as a Family Aid Worker in 2010, then as Key Carer and finally as our Wellbeing Lead over the last three years. She has been instrumental in developing our wellbeing approach for children, families and staff. Angela was involved with research with Chichester University and led training for the other Maintained Nurseries in West Sussex. She inspired many other students and professionals through their involvement with Horsham Nursery. We thank her for all her support and passion over the years.

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Tea club for Over 3's: Maria Wilson has taken on the role of tea club lead. She is supported by Emma Brown, Valerie Pritchard-Brennan, Rachel Clarke, Moyi Yuen, and Jo Humphreys, and new members- Matthew Bennett and Fathima Wahab.

Overs 3's team: Welcome to Carly Owens joining the Overs team in the mornings.

Explorers team: Mellissa Hart has left to go exploring and we wish her well in her adventures! Welcome back to Tasha Webb who is returning from her maternity leave, Tammy is just starting her maternity leave following the birth of her beautiful little girl! Savanna Noel is moving to the Explorers team from the tea club team.

Discoverers Team: Congratulations to Zeta Rumble who has passed her degree in Early Years Childhood Studies and is joining the Discoverers team.

Qualifications: Congratulations to Katie Dyrda, who passed her National Professional Qualification in Early Years Leadership! Several of our staff are currently dedicated to further studies through Apprenticeships to gain their Level 3 in Early Years Childcare. Congratulations also go our bank staff students who have all passed their A Levels with flying colours, securing their places at first choice universities!

Forest school

At Horsham Nursery School we value outdoor learning and are lucky to have a qualified Forest School Lead, Sally Keene, and a dedicated Forest School area for learning on our site.

The timetable for this half term is as follows and starts from Tuesday 16th September:

	Tues	Weds	Thurs	Fri
AM	Purple group (Amy) Yellow group (Jo)	Discoverers Blue group (Becca)	Discoverers Red group (Ceri)	SSC Green group (Ami)
PM	Pink group (Bronwen)			

Please note the timetable changes every half term, to allow as many children as possible to experience forest school.

Forest school runs in most weathers, to ensure the children enjoy forest school please may we request that if your child has forest school first thing after 9am arrival, can they please wear appropriate clothing ready for the session. If it is later in the day, they will need to bring named full waterproofs, wellies and extra layers in a named bag. This helps eliminate extra changing time when getting a whole group ready for forest school. Whilst we do have a few spares, it's great if your child can bring their own waterproofs and wellies so we don't

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have to spend time searching for the right size to borrow. Your support is greatly appreciated.

A big part of forest school is exploring and creating play opportunities with loose parts, with this in mind we are always collecting items including: Pine cones, sticks, acorns, conkers and wooden curtain rings. If you have any donations, please pop them in the Forest School box in the foyer.

Thank you for your support for the continual success and growth of our forest school.

Parent Questionnaire:

Thank you to the all parents who gave us feedback at the end of July. The responses are in and once again showed a positive improvement in all questions we asked you.

The Senior Leaders place great importance in responding to your comments on the survey, drawing out common themes or individual responses and working towards further improvements. We continue to work on these this term with regards to Learning Journals, hence our introduction of Tapestry and safety in the car park. You will notice that our car park markings are repainted making the bays available clearer. We have also replaced the fencing along the front of the car park at a greater height and with a single entrance gate for pedestrians. Please keep all our children safe by using this gate rather than the double gates.

Feedback from previous questionnaires have been focused on our food provision and following this we have introduced a new provider, Zebedees, for the Under 3's and Holiday club for the Over 3's from July 2025. Due to a Capital Grant secured through West Sussex from the DfE, we have also had a new commercial kitchen fitted over the summer which is more fit for purpose for our food preparation for tea club and the Over 3's Term time lunches.

Reminders.....

Passwords

We ask all families to set up a confidential password in order to safeguard your child. If someone different is picking up your child please tell us when you drop off and ensure that person knows the password. You may also be asked this password by the office staff when discussing your child over the phone.

Parking

Our car park is only for staff parking unless there are special circumstances in which case a permit will be issued. Between the hours of 8.30am and 4.15pm we politely ask you not to park in our car park. This will enable our staff to park and be on time for their shifts. The disabled spaces remain available for Blue Badge holders.

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What to bring to Nursery- a reminder from the Overs Team:

Please bring spare clothes, wellies and waterproofs in a small fabric bag that can fit on your peg. At Nursery we are active all day long so please send your child in wearing shoes that they can climb in, and that they can take on and off themselves. (No open toes or laces please.)

It is important not to send in plastic bags for storing belongings on pegs, snacks or drinks in bags and especially not toys or comforters as these are easily lost in our large space when misplaced. Thank you for your support with this.

We welcome your fruit and veg donations which we share at snack times. Please pop your donations in the baskets by the door any day of the week so that we have enough to share all week.

Pick up times for the Over 3's

Please see the separate letters attached for our routine pick up times. We have strong routines as a Nursery School that are disrupted if the doorbell is constantly ringing when staff are involved in tidy up time and group times at the end of the session. New guidance from the DFE also requires our staff to be seated with children whilst they are eating so we request that children are not picked up between 4.30 and 5pm at tea club.

Pick up time at the end of the day for **all children in all rooms** should be by **5.50pm** to allow us to give you a handover from the day. Nursery closes at 6pm allowing the staff to finish their shifts on time.

DLA applications

If you have a child with Special Educational Needs you may be eligible for Disability Living Allowance for children (DLA). This is a weekly rate to support parents financially who are looking after children considered to have Special Educational Needs. The Disability Living Allowance is between £23.70-£152.15 a week, depending on which rate you are eligible for. It is parental choice whether to apply for Disability Living Allowance or not. If you do choose to claim Disability Living Allowance, please inform the office. If you are already in receipt of DLA please email the office to confirm this. If you are in receipt of Disability Living Allowance, we are able to claim some extra funding to use at nursery to further support your child.
If you would like a paper copy of the form please ask the office and if you would like support in completing aspects of this form please contact your Key Carer or the SENCo, Angie, via the school office.

Overview of DLA: https://www.gov.uk/disability-living-allowance-children

Eligibility: https://www.gov.uk/disability-living-allowance-children/eligibility

DLA form: https://www.gov.uk/government/publications/disability-living-allowance-for-children-claim-form

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Childcare choices website

You may have previously used the Childcare choices website to apply for your funded hours. The government have now redirected this address to https://www.beststartinlife.gov.uk/ which also has some useful information about child development, transition to school and a whole range of information to support you, in addition to applying for your codes for funded hours.

On the following page there is a list of key dates for the term to help you plan your calendars. As you can see below, there is lots going on for the children and families this term at Nursery. We always love to have parents, carers and grandparents in to help so you will see the key dates there when we will be asking for your involvement- all welcome! Please don't hesitate to ask us any questions for further detail, give us feedback and request any support by speaking to your Key Carer, the Senior Leadership Team or through the office.

Warm wishes,

Liz Mellor

Headteacher

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Key Dates Autumn 25

Date:	Event:	Overs	Unders
Friday 3rd October	Deadline for Holiday Club bookings for Overs (booking link to be sent out on 22/9/25).	✓	
Wednesday 8th October	**New parents meeting for all children** who started in September 9.15am or 5.00pm	✓	✓
Thursday 16th October		✓	✓
Wc 20th October	Big Draw week: a focus on mark making across the week. Join in the fun for the first half hour of one of your child's sessions.	✓	
27th -31st October	Half term closure for Overs (Holiday club available). Explorers and Discoverers stay open.	✓	
Monday 3rd November	**INSET Day**- whole Nursery closed for staff training	✓	✓
10th – 14th November	National Nursery Rhyme week will be celebrated- **parents and grandparents invited in** to join in the fun! More details to follow.	✓	✓
Friday 14th November	Children in Need: wear something spotty to Nursery!	✓	✓
Weeks beginning 10th and 17th November	**Parent Consultation Meetings**- Discoverers and Explorers- time slots will be open for you to book from 27th October		✓
Tuesday 18th November and Thursday 20th November	**Parent Consultation Meetings** – Overs-time slots will be open for you to book from 21st October	✓	
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!**	✓	
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 5th Jan 2026.		✓
Monday 5th January	First day of term for Over 3's Nursery	✓	