



Dear Parents,

Leavers

Over the next few weeks, your child's key person will be preparing the final documentation for your child. After this, we will no longer be publishing further observations. *(This means there may be fewer observations for our younger children for a couple of weeks, but this will not be for long after which we will resume regular observations as we do now).*

When your child leaves, we must 'unregister' them from *Iconnect* (data protection regulations) and you will no longer be able to access your child's observations through *parentzone*. Some parents may wish to send themselves 'A Day in the Life' report (through *parentzone*) to keep (or print) at home.

Parents with leavers will soon receive an invitation to a 'Transition Drop-In', where you can see the information that we will be sharing with schools. Please make every effort to attend as staff will only attend for the evening they are allocated for their key children.

Recently all the photos & observations of your children are available for you to see through *Parentzone*. However, many of your children who were with us before we began to use *Iconnect* have photos that we would like to give to you before they are deleted. If you would like a copy of these, please provide us with a NEW (still wrapped) pen-drive so that we can transfer your child's photos onto it and return it to you. Again, we will not be able to do this after your child has left as the photos will be destroyed. In future, all photos are put directly onto *iconnect* and this will not be necessary.

We have been invited to use the beautiful chapel next door Co-operative Funeral Parlour for a *Leavers' Celebration*. This will take place at **2.30 pm on Monday 23rd July**. The doors will be open from 2.15 and we are invited to stay for afternoon tea afterwards. Please do not come earlier than this as we have a lot to set up! We will also bring the children's bags as many of you like to collect your children and their belongings so that you can leave directly after the celebration and tea. If your child is booked in that afternoon, we will escort them to the chapel and we will hand them into your care at the end of the celebration. If your child does not attend on Monday afternoons, please bring them to the event and encourage them to sit with their friends for the duration of the event. *Please note, this event is just for children who are leaving to start Primary School. Please do NOT take photographs, there are some very good reasons why some parents and carers do not wish their child's photograph to be taken!*



You may want to take photos after the Celebration with your child's friends (if parents agree) and staff members.

And finally, please advise us of your child's last day with us by competing and returning the notice below. *Thank you.*

Fun & fundraising

Bags to School collection is on **Monday 11th June**. All bags MUST be dropped off by 5.30 tomorrow (Friday) so we can get them to the collection point. Thank you!

A reminder that our Lawford setting is hosting an 'Open Morning Fun Event' on **Saturday 28th July** in their lovely garden. Included will be a 'Bake Off' (£2.50 per baking entry), Raffle, Market Stalls, Bouncy Castle, craft activities and 'Look Around our Nursery'. All welcome to join in the fun.

The summer picnic in the park is for children and their families who are NOT leaving for school this year. We will invite new families so that you can meet and greet in an informal relaxed way. This will be on Friday 24th August at 10 am. We will walk the children we have in that day to the recreation ground beside the play park. Please do join us with your children and bring picnic blankets and a picnic!

We would welcome any parent to help FoOM (Friends of Oaklea Montessori). It may be possible to link up with our St John's setting for certain events. The resources that we have been able to buy have really transformed the setting over recent months.

Fees & Funding

We are delighted that last year we were able to maintain the current fee rates. This is in spite of considerable financial pressures, such as increases to national minimum wages, increased employers' contributions to pensions & training as well as a general uplift in operating costs. In addition, there has been no increase in government funding for childcare (FEEE).

The CIC directors have closely monitored the impact of all these influences and conclude that we **do** need to increase fees simply to stand still! We are committed to retaining a small child : staff ratio, flexibility in terms of hours of attendance and a commitment to a well-trained staff team.

From September 2018 the new fee rate for hours outside the FEEE sessions is:

Little Sparrows (Under 2's): £5.40 / hour

Squirrels (2 year olds) £5.25 / hour

Squirrels (3 & 4 year olds) £5.25 / hour

After School / Holiday care (for Oaklea Leavers): £6.10 / hour

The declaration forms for next term are being prepared for you to sign shortly. If you are anticipating any changes to your child(ren)'s sessions next term, please advise us as soon as possible. *Thank you.*

Holiday Activities

Over the summer break, we shall be engaging with Essex Wildlife Trust '30 Days Wild'. Every day, our challenge will be to help nature in some way. We invite you to do the same over the summer period. The Essex Wildlife Trust website

has more information (we will not be sticking to the same dates though!). Please feel free to join in with this, whether or not your child is attending through the summer.

A reminder that the end of the summer term is **Friday 20th July**. We are open throughout the summer apart from **27th August** (Bank Holiday Monday). The autumn term is from **Tuesday 4th September to Monday 17th December**. Please note this is a slight change to the previously published dates, which needed to match Essex County Council's first day of term.

Please continue to dress your children ready for the weather and activities that children engage in. Please make sure your child has sun protection applied *before* they arrive at nursery. Even in the summer, children need to arrive wearing wellies/crocs with easy-to-put-on indoor shoes in their bags. They also need a change of clothing in their bags. Please make sure that all clothing is clearly NAMED and please check the Lost Property boxes before the end of term.

Please return your photo orders no later than **15th June**, so that your orders can be printed and returned to you before the summer break. Sally reminds all parents that the printers make an extra charge for late orders.

Staff news

We are all delighted that Hannah is nearing her due date. Her last day before Maternity Leave will be 6th July. I am sure that you will want to pass on your best wishes as she approaches this wonderful point!

I know many of you will be sorry to hear that Katie will sadly leave our team at the end of July as she moves to Norwich. I know many of you will miss her (as will we!) and will want to wish her well.

And finally, some of you may be aware of Michelle's plans to leave our team in order to emigrate to Australia in the Autumn (probably just a little too far to commute!!!)

So...you need to know what the plan is! Three members of staff are stepping up: Emma Calver, who has been with us just two days/week and is to assume a full time position from 1st July.

Helen (our wonderful mealtime assistant) is also training as a Montessori practitioner and will cover the core hours as a practitioner.

Dawn is moving into a full year contract from July.

We are looking to appoint a level 3 practitioner over the next few weeks so they will be up to speed before Michelle leaves us in September.

That's all for now... we trust you all enjoy a wonderful summer, whether or not you are able to get away! (Please bring in any family snaps or postcards for children to display, talk about and put into their Journey Books or send them via parentzone!).

Yours sincerely,



Dawn Lewis
Setting Manager



Caroline Allen
Managing Director

PTO

NEWTOWN



LEAVING NOTICE

Child's Name:

.....

I wish to give 4 weeks' notice of my child's leaving nursery.

His/her last day will be

Date.....

School.....

Notified by:

Date: / /

**THIS IS TO COMPLY WITH OAKLEA MONTESSORI NURSERY'S POLICY
TO GIVE FOUR WEEKS WRITTEN NOTICE OF LEAVING**