Tel: 0118 9812927 or 07960 030240

The Saplings Pre-School

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Friday, 21 August 2026 Saplings/2026-2027/30

September 2026 Newsletter

Welcome



I trust you have all had a wonderful and safe, albeit very hot, summer and welcome you all back to the start of the Autumn Term.

We welcome the following children this term: Aarush, Djoussé, Felix and Ivy who will be moving up from Seedlings to Saplings, Beau O and Summer new to Seedlings and Arthur, Hallie, John, Jude and Nuh new to Acorns. We look forward to having you all with us.

Parking



Please do not park in front of the emergency exit gate and please be considerate when parking near to the school. There are sufficient spaces at the parade of shops so please use these whenever possible or use the available space outside the front of Burnham Copse Primary school. Please ensure that this information is passed on to any other adult responsible for collecting your child at any time during the year. If any parent or child holds a blue parking badge please see me so that I can discuss where to park with the Headteacher of the school.

Be Ready to Enter



pre-school with your coat hung up, registration tag and drink in your hands and if necessary, change bag ready to be handed over to a member of staff. Lunch boxes on the blue trolley for Seedlings and Acorns and handed over if in Saplings.

Acorns' babies can hand all items to a member of staff. Thank you for your cooperation with this.

Open Door Policy



We operate an 'open door' policy where you can come in and have a chat when you drop off or collect. If you are wishing to chat at the end of the day please ensure that you arrive early for collection so that we are still able to be closed on time. If you notice that your child is in different clothes and a member of staff has not told you why, then please ask as sometimes staff simply forget to pass on the message. There is always so much to remember at the end of the day so your understanding is appreciated with this.

Lunches



Please clearly label your child's lunch bag/box and drinks bottle on the outside. Please try to limit their lunch to four items. It is much better for your child to eat all of their lunch than be overwhelmed with the content. If you wish to provide more choice please reduce the quantity of each.

Please ensure there are **no sweets or chocolate** and provide at least one item of fruit or vegetable per day to encourage healthy eating. Alternatives to sandwiches can be put in lunch boxes.

We request that **no nuts or nut products** are consumed on the premises eg peanut butter, Nutella, pesto and fruit and nut bars. Should these items be brought into pre-school your child will not be allowed to eat them.

Please could you ensure that grapes, tomatoes, olives and cocktail sausages are chopped lengthways as these are major choking hazards for children of this age. Grapes to be quartered please as per the new directive.

Organisation



Carol is **The Manager of The Saplings Pre-School with overall responsibility, Chloe** is **The Assistant Manager**, responsible for the setting in Carol's absence, **Vicky** is the **Supervisor** supporting the 'manager' and will be the room leader for Seedlings and Acorns.

Senior staff are here to help you and for information the following members of staff should be approached for the following: Safeguarding Officer: Carol, **Deputy Safeguard** Chloe, **Special Educational Needs:** Zoe, **Health and Safety:** Carol and **Inclusion (Equality and Diversity), Bereavement:** Chloe.

Fees remain as follows:
Under 1 £8 per hour, Age 1-2 £7 per hour,
Age 2-3 £6 per hour,Age 3-5 £5 per hour
Age 5 (Year R) £4 per hour

Health and Safety



Outdoor Policy: It is our policy to use sun cream during periods of hot weather and you will be asked to provide your own if you child cannot use Nivea factor 50 that we provide. In all cases a signature must be obtained to enable us to apply cream to your child. Children are also required to wear a hat during hot weather. It is also our policy to ensure children have appropriate footwear, so no open toes shoes/sandals please and please provide wellington boots for use in the garden area at all times. This helps to keep the classroom as clean as physically possible.
Medication or creams: Please ensure that these are handed to a member of staff and with the exception of sun cream, nappy creams and teething gels, must be prescribed by your GP for us to administer it. All medication must be signed for before it is administered. Do not leave in your child's bag including sun cream as other children may be allergic to it.

Inhalers



Please note that inhalers must be provided in their labelled box



Routine **Breakfast and Tea**
All children arriving at 8.30am will be provided with breakfast. All children leaving after 3.30pm will be provided with a simple tea of toast. Both will be served in Seedlings.

Education



Starting School in September 2027: If your child will be 4 years old between 1st September 2026 and 31 August 2027, that is, born between 1 September 2022 and 31 August 2023, they will be entitled to start school in September 2027. You can apply online for a place. Look out for details of school open days.

Items your child will require:

All children/babies will require a **draw-string bag** for spare clothes to hang on their peg. Please avoid rucksacks as there is insufficient room for them all.

All children will require wellington boots to be placed under their peg.

All children and babies will require a drinks bottle.

Those in **Saplings MUST have indoor shoes**, which they can change into on arrival and which they can climb in, as well as outdoor shoes. This room is carpeted!

Key Worker and Buddie



Many staff are currently working on a part time basis within the setting. Your child has been allocated a key worker for the term but in most cases your child's key worker is not present on all days that your child attends. Therefore, it is important that you familiarize yourself with your child's allocated 'buddie'.
Key Worker lists are displayed on the parent board in the entrance area.

Telephone



Please note that our land line 0118 9812927 is your first point of call as the office is not always manned . Please use this or email on ey333449@saplingspreschool.co.uk to contact us outside of opening hours. Please do not contact staff on their person accounts or via personal facebook. This puts our staff in breach of their safeguarding conditions.

Dates for Diary



First day of Autumn Term Monday 7th September 2026
Half Term 26th October – 30th October 2026
Last day of Autumn Term 2026 Friday 18th December 2026
First Day of Spring Term Monday 4th January 2027

Absent



As part of the new Statutory Guidance we are now required to follow up on absences from pre-school. If your child and/or baby is going to be absent for whatever reason please telephone us in the morning to let us know or in advance if it is for a holiday or day out.

Planning



We will be welcoming all children and babies and talking 'All About Us' and getting to know your families. We will then look at Autumn.

Farewell



Last years' cohort will be starting school on a staggered entry. Good luck to all of you who have been spending some time with us until you start full time.

With thanks, Carol and the pre-school' team