



Five Wents Pre-school  
Memorial Hall, Swanley Lane, Hextable, Swanley, Kent BR8 7LD

Telephone: 07538 561854

Email: [info@fivewentspreschool.co.uk](mailto:info@fivewentspreschool.co.uk)

Ofsted URN: EY557273

**Newsletter 31**, April 2024

Dear Parents/Carers,

Welcome to our termly newsletter, I use this to keep you up to date with our news and forthcoming dates for your diary. I hope that you all had a wonderful Spring break.

Please follow our new Facebook page: Five Wents Pre-School for regular updates and photos.

This term we are excited to be extending our hours to include a Wednesday until 2:30pm, if you have signed your child up to attend this afternoon session, they can attend from 9am.

### **Important updates**

I wanted to take this opportunity to explain a few changes that will be happening behind the scenes at Five Wents Pre-School. In September 2024, I will be opening a second Pre-School in a village in Rochester. I will be sharing my time between the two pre-schools. Jenny is currently our Deputy Manager and, from September, Jenny and I will be sharing the role of Manager. Hannah will become the Room Leader from April 2024. I am sure that you will join me in congratulating both of them in their new roles.

This has been a big decision for me, but as many of you know, I live in a village in Rochester and have two children. A big part of my decision is so that I can be closer to home with a shorter journey, also to transport my eldest to school some week days as she starts secondary in September and the school she has been allocated in about a half an hour drive away from where we live. As, I'm sure many of you know, I grew up in Swanley and attended the playgroup at our hall. I am still passionate and dedicated to ensuring Five Wents Pre-School provides each unique child with high quality care and education and I am fully confident in my staff team, led by Jenny in my absence, to continue to implement my high standards.

As part of these changes, I will be changing from a sole trader to a Limited Company. My new Limited Company is called '*Koala Moon Pre-Schools Ltd*' and I am the only Director. Unfortunately, this change means that I need to re-register with Ofsted. I will be issued with a new Ofsted registration number and our previous Ofsted report will not be linked anymore. I will update you as soon as I am allocated this new number as it will need to be changed on all funding forms, childcare voucher payments and will need to be changed on all two year old Free for two or 15 or 30 hour funding codes. I will also inform you of the new bank details when necessary.

We have taken this opportunity to create a new logo, it incorporates the three words of our culture:



## **Curriculum and Culture**

What is our curriculum and culture?

Our **intent** is for our children to be:

Happy

Curious

Engaged

The way that we **implement** this will vary as each child's experiences and learning will be unique to each unique child. Each child comes to us with different experiences and we build upon these.

We aim to implement this learning based on each child's interests, which are discovered through observations and our strong relationships with parents/carers. We aim to build warm and positive relationships between children and their key worker, alongside a child centred, enabling environment to support and guide each child's experience.

By the time our children leave we hope our **impact** will mean our children will be:

Confident

Resilient

Have an understanding of self regulation

Independent

Creative thinkers

Effective communicators

## **Health and illnesses**

We will continue to follow and update you on any guidance given to us by the Department of Education with regards to Strep A/Scarlet Fever or Covid – 19.

***Please inform me asap if your child has visited a Doctor and been diagnosed with any condition.***

I appreciate your support and if you have any further questions, please do not hesitate to ask.

## **Five Wents Pre-School Drop off and collections**

All children will enter through the front door at drop off. A member of our team will be at the door to bring your child into the building, another team member will help your child to hand their belongings in the cloakroom. Parents/Carers will say goodbye at the front door (after initial settling sessions).

At collection time, the Butterfly children (those going to school in September 2024) will leave via the front door and the Caterpillar children (those going to school in September 2025) will be dismissed via the side door into the outside area.

On Monday, Tuesday and Wednesday's all children will be collected via the front door at 12:15 and 2:30pm.

### **Key person and Next steps**

I would like to take this opportunity to remind you all that you are welcome to chat to your child's key person at any point, just ask. It can either be at the beginning of sessions or on collection. Your child's key person uses your child's interests and curiosities to engage them, which in turn will ensure they learn and develop. In addition your child's key person will assist your child to meet their next steps. Any evidence of development towards their next steps, are safely stored in the children's folders, which you will receive when they leave us.

On a rotation, your child's key person will complete in depth observations on your child over a week. These observations will be uploaded to Tapestry, alongside photographs of your child's learning and will indicate what they are currently working on with your child. This means that you will receive an in depth report on your child's development three times a year. Focus weeks provide an opportunity for you to ask questions and share celebrations and interests at home.

### **Tapestry**

We use Tapestry to give you a detailed report on all seven areas of learning (three prime areas for the under 3's) three times a year. The observations your key person will make are over the course of a week, or longer if your child attends fewer days. At the same time as undertaking these detailed observations, your child's key person is assessing them to ensure that they are meeting their developmental milestones, teaching them new skills and developing your child's cultural capital (their personal treasure chest of different experiences). As I'm sure you can appreciate, these observations and assessments are very time consuming. I believe my greatest assets are my staff and that they are best utilised working with your children, rather than writing up daily feedback for each child. Staff will always complete the nappy changing book so you are aware when your child was changed.

I hope that you will enjoy seeing the uploaded observations of your child's focus week. You may also see 'wow moment' observations, so maybe something we have never seen them do before, or of an activity towards their next steps or sometimes of a visitor/special event. If you see your child doing something new or that we do not see at pre-school, you are able to upload your own photos to share them with us. We can then use this evidence towards their next steps, during the early years the partnership between settings and parents is so important. If your link has expired or you require any support, please let me know.

### **Clothing**

I would like to take this opportunity to remind you that your child/ren may get messy at Pre-School, so please do not send them in wearing anything special. We will be using the outdoor area every day, regardless of the weather (unless too dangerous), so please provide your child with a ***named coat, hat and wellies (in a bag) during the winter months*** and a named sun hat and apply sun cream to them before they attend, in the summer months.

### **Monday, Tuesday & Wednesday lunchtime**

If your child stays for lunch on a Monday, Tuesday & Wednesday, we ask that you provide a **named lunchbox** and **named bottle of water**. We are a nut free setting, so please do not send your child in with food containing nuts/seeds or Nutella in sandwiches. We ask that your child has only water and that they have a healthy balanced lunch. We will leave any sweets given in their lunchbox to take home. If you choose to give your child grapes or sausages, please cut them horizontally and vertically. See the below link for more information:

[Safe Weaning | Choking | Start4Life \(www.nhs.uk\)](#)

### **Invoicing**

If you have to pay fees for your child's sessions, you will be sent a monthly invoice. In accordance with our 'Terms and Conditions', fees are due monthly, in advance. You may pay via cash or bank transfer (please use your child's name as a reference). I email invoices in advance of each month. Please note, our invoicing software takes up to 4 days to show new payments, so you may get a reminder sent if you pay on the invoice due date. If you receive a reminder and have already paid, please ignore the invoice as it will update in a few days time, thank you.

Our new fees (as explained in January) are as follows:

2 year olds:

£7 per hour = £21 per morning session

£17.50 per Tuesday afternoon session

3 and 4 year olds:

£6.50 per hour = £19.50 per morning session

£16.25 per Tuesday afternoon session

Our bank details are:

Five Wents Pre-School

Natwest

Account number: 51253755

Sort code: 60-21-10

### **Funding**

All children are entitled to 15 hours of funding (Universal), from Kent County Council, the term after their third birthday. Some of you may also be eligible to access 30 hours of funding (Extended), which you can split this between providers. To keep their 15 or 30 hours childcare place parents will need to check their details are up to date every three months.

Please see the information below:

<https://www.gov.uk/30-hours-free-childcare>

Funding can be claimed at 3 times during the year: September, January and April. If your child has turned 3 before the 1<sup>st</sup> April and is now eligible for funded hours, please complete and return the 3/4 year old funding form attached. If your child has previously claimed this funding, I will be asking you to sign your funding form again at the beginning of term.

<b>A child born between:</b>	
1 April - 31 August (inclusive)	The start of term 1 following their third birthday (after summer holidays) until statutory school age.
1 September - 31 December (inclusive)	The start of term 3 following their third birthday (after Christmas/New Year holiday) until statutory school age.
1 January - 31 March (inclusive)	The start of term 5 following their third birthday (after April holiday) until statutory school age.

### **Working Parents entitlement**

Starting from April 2024, existing childcare support will be expanded in phases. By September 2025, most working families with children under the age of 5 will be entitled to 30 hours of childcare support.

From **April 2024**, eligible working parents of 2-year-olds will be able to apply for 15 hours childcare support.

From **September 2024**, 15 hours childcare support will be extended to eligible working parents of children from the age of 9 months to 3-year-olds.

From **September 2025**, eligible working parents of children aged 9 months to the age of 5 will be entitled to 30 hours of childcare a week.

Families can sign up for more details about the upcoming expansion from April 2024, as well as how and when to register for support with childcare costs on the [Childcare Choices website](#)

A child can start their childcare place the term after they are eligible and have received a valid eligibility code, **whichever is later**. Term start dates are 1 September, 1 January and 1 April.

To keep their 15 or 30 hours childcare place parents will need to check their details are up to date every three months.

Some families of 2 year olds may also be entitled to free early education; again this is based on your family circumstances. If you are eligible, please speak to me and give me your code (Please note, I have been advised by Kent county Council that you will need to show me your confirmation email). Attached to this is the '2 Year Old Parent Declaration', this will need to be completed and returned to me in order to claim your funded hours. Please visit here:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

You can also pay in Childcare Vouchers from your employer, please email me asap so I can set up an account with the supplier your employer uses. For new users, this system is changing on

4<sup>th</sup> October 2018 to Tax-free childcare; I am also signed up to this scheme, please visit here for more information:

<https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

[Tax-Free Childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Voluntary Contribution**

You will also receive a letter each half term asking you for a voluntary contribution towards consumables and activities. This includes, snacks, sand, mud and craft resources as well as a weekly Music and Movement session on a Tuesday with Simply Lizzie (Usually £3 per session) and a Tiny Tekkers session on a Friday with Concept 4 Football (Usually £3 per session).

The contribution that we suggest is:

£2 per week if your child does not attend on a Tuesday or Friday

£5 per week if your child attends 1-3 days, including either a Tuesday or a Friday

£8 per week if your child attends 4-5 days, including both Tuesday and Friday

This term is 6 weeks.

We really appreciate your support in this matter and it will enable us to provide a rich learning environment and give the children access to a wide variety of snacks and experiences. The continuation of these additional sessions relies on your voluntary contributions. To pay your voluntary contribution, please use the bank details above and your child's initials and the word contribution, thank you.

*Miss Lizzie from Simply Performers will be providing a Music and Movement session every Tuesday 11:30-12pm. The class will include nursery rhymes, songs and props which will not only improve your child's vocabulary, but also help develop their interaction, confidence and social skills. These sessions are high energy, fun and not to be missed...*



You can visit the Facebook page: Concept4Football. Sessions will be Friday between 9.30 and 10.30am. Please see the attached brochure for further information on the sessions.



Below are our confirmed term dates for the academic year 2023-2024

Monday 15<sup>th</sup> April – Friday 24<sup>th</sup> May – 5 weeks 4 days (excluding bank holiday on Monday 6<sup>th</sup> May)

Monday 3<sup>rd</sup> June – Friday 19<sup>th</sup> July – 7 weeks

### **Late collections**

I would like to take this opportunity to politely remind you to collect your children promptly at 12.15pm or 2.30pm on Monday, Tuesdays & Wednesdays. We reserve the right to charge for each additional 15 minutes. If you are going to be late please phone and let us know.

### **Changing your child's attendance hours**

If you would like to change your child's attendance hours, please let me know at least one month in advance. If you claim funded hours for your child, your hours can only be changed at the beginning of a new term; September, January and April. If you are invoiced, you can change your hours with a months notice. Please note you may not be able to add additional hours to sessions if they are already full, so if you are planning to add extra hours over the year, please let me know by reserving them in advance. If you are planning on leaving us, we ask for one months notice.

If you are going away on a lovely holiday, please email us.

If you would like to ask anything further, please do not hesitate to contact me or speak to a member of staff.

All updated policies and procedures, including our Privacy Notice, can be found on our website [www.fivewentspreschool.co.uk](http://www.fivewentspreschool.co.uk) or you can find us on Facebook Five Wents Pre-School.

Many thanks,

Sasha and the Five Wents Pre-School Team