



29th October 2018

Redlands Robins
Under New Leadership

Dear Parent/Carer,

I would like to take this opportunity to introduce myself to you all, as I begin my journey as the Early Year Practitioner for the Redlands Robins. I am very excited to be part of such a lovely Pre-School and am looking forward to working with you to continue to build upon our successfully and work together in aiming for excellence.

After spending some time reviewing the procedures currently in place at the Pre-School, I believe that there are some changes that need to be made to ensure that we can continue to provide a safe and comfortable environment, where myself and Miss Haberfield can support every child in their development.

As you may already be aware, we have now put in place new dropping off procedures in which the children are met at the main Pre-School door by myself or Miss Haberfield and signed in at this point, rather than parents accompanying their child into the classroom. This decision has been made in line with the school's safeguarding policy and we feel that this will support us in not only establishing which children have arrived, but also provide us with an opportunity to build relationships and familiarity with parents/carers who are dropping off their children.

We would also like to ask parents to send their child to Pre-School each day with a pair of spare clothes for each session – this is to ensure that they can change their clothes should they need to. If you have any old clothes that you wouldn't mind donating to the Pre-School, we would be very grateful as this will provide us with spare clothes for any occasions that we may need them.

Due to changes to the Leicestershire County Council Early Years Funding Scheme, which will come into effect on Monday 29th October, I must inform you that moving forward parents will not have the flexibility to swap any of their child's funded sessions. If you wish to put your child into the Pre-School on a day other than those outlined in your registration paperwork, these days will be invoiced. Should you wish to change your child's funded days on a more permanent basis, we ask that you provide a written request and this will be reviewed within the funding calendar.

With regards to all paid sessions (including lunchtimes), please note that you will be charged for all sessions you have agreed to on your registration form, irrelevant of whether your child attends or not. This is in line with the practice of other Pre-Schools and Nurseries, as this directly affects staffing levels (especially at lunchtimes).

You will be invoiced at the start of each half term for that period and we ask that you log into ParentPay and make payment by the date stated on the invoice.

Please do not hesitate to contact me if you have any queries.

Thank you for your continued support.

Miss SJ Booth
Early Years Practitioner