



ST MICHAEL'S PRE-SCHOOL  
Whaddon Lane  
Hilperton  
Trowbridge  
BA14 7RN

Tel: 07849 722670  
Email: [contact@st-michaels-preschool.uk](mailto:contact@st-michaels-preschool.uk)

June 2021

Dear Parents/Guardians,

We hope that you are all keeping safe and well.

Firstly thank you for your continued support, patience and understanding at this time. We will continue to follow Government guidance and Scientific data with regard to Covid19 measures and restrictions and update you accordingly during Lockdown and as we move forward.

**COVID-19** - Please continue to wear a mask on arrival and collection (unless you are exempt) to minimise the risk to all. Staff will also be continuing to wear visors/masks when your child arrives and is collected.

We have made the decision that children will only be able to attend one setting, as outlined by Government Guidance, for the remainder of the academic year. This will be revised for the academic year 2021/2022, as we receive more information.

**REMINDER -Please note that if your child is at all unwell do not bring your child to preschool. Calpol should not be administered unnecessarily. If your child discloses that medication has been administered prior to arrival we will contact you and we will reserve the right to send your child home. Safeguarding and the wellbeing of your child are paramount.**

If your child needs to isolate due to Covid19, we will deliver a home learning pack to support learning.

### **Out of hours contact for emergencies and COVID-19 related:**

If you need to contact us out of working hours and at the weekend during COVID-19, the contact number is **07496892540**

In the event of staff shortage our plan will be to continue with the 3/4yr session and close the 2yr sessions on Tuesdays and Thursdays. We have made the decision not to use outside agencies or bank staff in order to minimise the risk of transmission of COVID-19. As we are not able to social distance with the children we feel an additional person would be a risk to our preschool bubble.

St Michael's Pre-School Registered Charity No. 1029196  
St Michael's Pre-School Committee Chairpersons – Jessica Copley and Sophie Neagu  
Supported by





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### **Warm weather -**

During the warm weather, please bring **named sunhats** and please apply sun cream before your child's arrival to preschool, such as Soltan Kids Once 8hr Protect and Play SPF30, especially if your child attends preschool for the whole day. This is so that we can maintain minimised contact at this time. We will always ensure that children are not exposed to extreme heat.

**Shoes** - Please could we ask that, wherever possible, lace up shoes are not worn. This is to minimise close contact and also to promote and support children's independence with clothing in preparation with their transition to primary school. Please continue to support your child's independence at home, with putting coats and shoes on too.

**Medication** –. If your child's circumstances change please inform us in order that we can maintain up to date records and action any individual needs for your child. If your child requires prescribed medication such as an inhaler/auto injector pen, it is imperative that we retain a duplicate on site. This is to ensure that the child is not compromised in any way.

**Medication** – please ensure that we have a duplicate of any prescribed medication at the setting. This also includes any 'temporary or occasional' medication such as an inhaler. We are happy to support this in writing with your GP if you have any issues. This is to ensure that we keep your child safe whilst in our care. Failure to comply with this request may result with your child not being able to attend their sessions.

**Registration details** – Please ensure that you inform us of any changes in order to keep our records up to date.

**Extended entitlement - for those eligible please ensure that your code is updated with HMRC and new applications need to be submitted before the 31<sup>st</sup> March 2021 for the Summer term 2021 (April to August) funding period and before 31<sup>st</sup> August 2021 for the Autumn term 2021 (September to December). If you have any queries please speak to Sonja. Failure to do this will result with fees having to be paid in full as we will not be able to claim until the next funding period.**

Please contact Wiltshire Council if you qualify for 2yr funding. We will need to see your award letter if your application is successful.

Parent meetings – you will have had or been in the process of having one to one meetings with your child's key worker. We hope that you have found these to be informative and thank you for your lovely verbal feedback. It would be really appreciated if you could put these lovely comments in writing for our evidence on the feedback form attached.

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**Show and tell-** Due to the current situation of COVID-19, as part of our planning we will compile a show and tell basket of items which the children will be invited to take turns to show and talk about, so please **do not bring items from home**, thank you.

**Sports day -** Friday 2<sup>nd</sup> July 2021 – this may change to the 9<sup>th</sup> July or the 16<sup>th</sup> July, dependent on Government guidance with Covid 19 restrictions.

The races will take place in the morning, starting at approximately 10am. Children who attend on a Friday should arrive as usual and all other children to arrive at 9.30am.

Please bring a packed lunch for a picnic, as it would be lovely for you to stay and meet one another. We are hoping to have an icecream van present too. There will not be an afternoon session on this day. We will be following Government guidance and will issue more information nearer the time.

We would like support our local Air Ambulance team and will have a donation pot on the day. If you have any spare change, your donation would be very much appreciated.

**Leavers' trip** – Due to Covid this, unfortunately, will not be possible this year.

### **Leavers - Friday 23<sup>rd</sup> July 1pm**

Following on from last year, we would like to invite all those who will be moving on to Reception school to meet in the park area so that we can say our goodbyes and give the children their leaving present and journals. This maintains safety being in an open space and time for you to chat with your child's key person. All Friday morning children in attendance will need to be collected at 12 noon please as there will not be an afternoon session on this day.

Could all school leavers please arrive at 1pm and meet in the park area, thank you.

**Feedback** – thank you for your comments, which are very much appreciated so that we can continue to evaluate our provision.

**Snack time** - We offer a variety of fruit and vegetables which differs for the morning and afternoon sessions. We do not currently display our daily snack choices because we like to involve the children in making choices on the day. As an example a morning snack could be: apple, cucumber, strawberries, kiwi, cheddars and an afternoon snack could be: grapes, satsumas, apple, pear. We offer apple at both snack times as all of the children request this.

We would value your views on how you feel we have addressed the current situation with keeping your child safe or any other comments that you would like to make, such as learning journals. If you would like to comment please email on [contact@st-michaels-preschool.uk](mailto:contact@st-michaels-preschool.uk).

Thank you.

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