



WUFA Newsletter September 2016

We hope you all had a lovely summer holiday and welcome back!

This newsletter contains important information including an update on staffing, planning and general notices

Meet the Team:

Over the Summer Holidays we have been recruiting and training new staff. You will hopefully have received your new home Pre-School links book by now and in this it will tell you who your child's Key Person is, Name of their Key Group and their buddy! Please keep this in your child's bag so we can use it to communicate with you. You will also find a Key Person board and WOW moment board in our front hall.

As parents ourselves we understand the need for communication and clarification, so please find below photos and a brief on Staff names and roles. All our current staff are qualified at Level 2 or above with the exception of one staff member who is working hard towards her Level 2 in Early Years.



Kate

Manager of all settings, Pre School, Breakfast & After School Clubs.

Safeguarding – Lead SENCO - Lead



June

We welcome June who will be taking over as Overall Deputy Manager from October 2016. June will be with us 4 days per week. 4 days in Pre School and 4 days as Supervisor during Breakfast Club. June will also be Supervisor in After School club, WUFA building on a Thursday and Friday.



Donna

Donna works in Pre School during the day and she is Supervisor for After School Club in the WUFA building on Monday, Tuesday and Wednesday.



Leve

Deputy Manager of all settings, Pre School, Breakfast & After School Clubs. Leve will be leaving us at Half Term on Maternity Leave.



Caron

Caron will be at Breakfast Club every day, Pre School & After School Club on a Weds, Thursday and Friday (WUFA Building)



Michele

Michele is with us 4 days per week. 4 days in Pre School and 4 days in After School Club. Michele is after School Supervisor over at the Youth Club on a Monday, Wednesday, and Thursday.



Rosie

We welcome Rosie who will be with us on Tuesdays and Wednesday, she will be at Breakfast Club on both days, Pre School and After School Club on a Wednesday.



Krissy

Krissy works in Pre School as an Assistant and is currently studying Level 2 in Early Years.

Planning for Term 1

September 2016 – December 2016

All about me:

This term we are focusing on all about me, this is broad topic and can spread out over various areas of learning. In the first few weeks we will be looking at our WUFA routine with the children, who we are and where we come from. Health and Safety, hygiene, self-care, stranger danger, internet safety, friendships, body awareness, settling in new children.

More in depth individual planning and further information can be found on our Notice board in WUFA front hall and in our main room, individual plans can change daily due to our children's interests and likes. We also have "Next Steps" that we are working towards.

Each child's Keyperson is responsible for their child's individual Learning Journey whilst at WUFA. Please ask to see it or contribute to it at any time!

Allergies:

We have a list of current allergens from the Food Standards Agency that can be found in certain foods, this list can be found by our front door. If your child has an allergy or changing dietary requirements, please inform WUFA management via the

office@wufa.co.uk.

Important Notices:

PASSWORD & COLLECTION: If your child is being collected by someone else you MUST inform WUFA office on 01993 810044 or Email: office@wufa.co.uk.

INSET DAY: In line with local arrangements WUFA will be closed for Inset day on Friday 21st October. (This includes Breakfast Club, Pre School and After School Club) Woodstock Primary School and Nursery are also closed.

MBL PHONES & Hand held devices: WUFA premises and Youth Club building is a MBL and internet free zone, parents/carers/children found to be using such devices will be asked to leave immediately.

CANCELLATION POLICY: Half a terms notice in writing of any changes or cancellations to sessions. No refund or cancellation on any additional sessions.

INVOICES: If you would like to receive your invoice via email please email office@wufa.co.uk from the account you wish to receive it.

LATE COLLECTION: Whilst we appreciate that occasionally you may be late, in line with our "Late Collection Policy" there is a charge of £5 for every 15 minutes.