



stockbridge

Primary and Pre-school



Newsletter 1

5th September 2025

As we begin the year we want to make sure everyone is fully informed of key information to ensure a positive experience for all and the best start to your child's day.

Arriving/ Start of the day

Our day starts at 9am but we open the doors at 8:50am to help the morning rush.

We are keen to ensure that every child has the opportunity to be welcomed individually and parents have chance to hand over any useful information/prior injuries etc.

WE NEED YOUR HELP!

Please form a queue **behind the door mat** allowing space at the main front door and respect the privacy of the person in front. This is a good learning point for the children in patience and waiting their turn too. This mimics other times in their young lives when attention can't be given straight away such as queuing in shops or when they come to primary school

If you have something longer to discuss with a member of staff, please say goodbye to your child and wait to one side outside of the door so that staff can get all children in safely and then catch up with you properly, with privacy.

Absence

If your child is ill please call the school office and notify them of the reason for absence. This helps with our infection control.

Early years is not compulsory to attend however if your child is enrolled with us we have a duty of care to know where they are if they are not attending. Please notify pre-school staff if you are planning a family day or trip away on days when booked to attend. This will avoid us calling and interrupting your day.

If your child has conjunctivitis or any discharge from their eyes, please ensure you have treatment for them before sending them into the setting. Mrs Evans has a long term eye condition which, if she contracts conjunctivitis, could render her blind – we really don't want that! Thanks, Mrs Jefferies x

Collection/ End of sessions

Collection times are 12 noon, 1pm or 3pm prompt from the side door adjacent to the playground.

AGAIN, WE NEED YOUR HELP!

Please wait at the far end of the fenced area with only one parent at a time on the 'patio' part so that we can handover sensitively and ensure messages are calmly and discreetly conveyed.

If someone different is collecting your child, a password or photo ID is required for unfamiliar adults please to help us keep your child safe.

Prior Injuries

We understand accidents happen both at pre-school and home. At pre-school you will receive a red slip with details of the accident or a call if head bump to notify you.

As part of our safeguarding practice, if your child comes to the setting with an injury from outside of pre-school eg. a scratch or bump, please complete a prior injuries form – they are available under the noticeboard by the front door.

Clothing and footwear

We are very active and have lots of fun at pre-school. Clothing needs to be practical and manageable for your child. Easy leggings, jogging trousers etc they can pull up and down and you don't mind getting dirty! School jumpers are provided at home visits and t shirts are available but red supermarket tops are also fine. Comfortable footwear that children can attempt or manage No high tops or crocs. Wellies are for outdoor only.

All clothes to be named please!

Mobile phones

As part of our safeguarding policy, **please refrain from using your mobile phone at drop off and collection times.** Your child wants your attention at these key times. Your child is important to us and we may need to pass on information as well as safeguard others.