



# TOTS AND SCHOLARS NURSERY AND PRE-SCHOOL

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Dear TAS parents and carers,

We are ready for another fanTAStic month of learning, exploring and discovering! As we have now entered the colder season, may we please kindly ask that you bring in coats/jackets for your little ones (labelled). In the month of November, we have a few events across our settings as well as parent consultations. Please do add the following dates to your diary:

## EVENTS FOR THE MONTH

### Bonfire Night

On **Thursday 2nd November** we will be holding our very own Bonfire Night across the settings. We will be using lots of different resources to create beautiful, bright firework displays! We will also use this opportunity to discuss Fire Safety with the children and how to take the right precautions when around fire.

### Diwali

We are so excited to be celebrating Diwali which is the festival of light. The festival symbolises victory of light over darkness, good over evil, and knowledge over ignorance. We would love to invite parents to join us in this beautiful celebration of light! We will be holding a variety of different activities including Henna card making and more. For health and safety purposes, may we please kindly ask to confirm your attendance. If you **DO NOT** wish for your little one to have Henna applied, please inform management. Diwali events will be held on the following dates:

- **Shenley: 8th November @ 10am**
- **Elstree & Sullivan Way: 9th Nov @ 10am**

For those that have children in both Sullivan Way & Elstree, you will be able to join one of the settings with both children for the event. May we please kindly ask that you inform the manager at your setting.

### Remembrance Day

Every year on 11th November we look back and reflect on the first world war and pay homage to those that lost their lives during the war. To mark this day, the children will be encouraged to create their own wreaths using poppies that we will be making at the nurseries. This will take place on **Friday 10th November 2023**.

### Thanksgiving

**Tuesday 23rd November** will be Thanksgiving Day. The children will be spending the day reflecting on the things in life that they are most grateful for. We will be incorporating activities into the theme of 'Thankfulness' and 'Gratitude', together with a warm hearty soup that our chefs will make to donate to the Gratitude Hub in Borehamwood for those in need.

### Parents Consultations

As we are approaching the end of the year, we would like to ask all parents to book a suitable time for your parent consultation and this will be held throughout the month of **November**. Please note that consultations will run Monday-Friday from 9:30am-4pm. Teams meetings can also be arranged on request.

## NEWSLETTER

NOVEMBER 2023

### Dates for your calendar

- **1st-30th November** - Parent Consultations - Across all settings
- **2nd November** - Bonfire Night
- **8th November** - Diwali - Shenley
- **9th November** - Diwali - Elstree & Sullivan Way
- **10th November** - Remembrance Day
- **23rd November** - Thanksgiving
- **4th December** - Santa's Workshop/Xmas Concert - Shenley Caterpillar Room @ 10am-11:30am
- **5th December** - Xmas Concert - Shenley Butterfly Room @ 10am-12pm
- **11th December** - TAS Photo Day - Elstree Caterpillar Room
- **12th December** - TAS Photo Day - Sullivan Way
- **13th December** - TAS Photo Day - Shenley
- **13th December** - Santa's Workshop/Xmas Concert - Elstree Caterpillar Room @ 10am-11:30am
- **14th December** - Xmas Concert - Sullivan Way @ 10am-12pm

### Safeguarding at TAS

One of the ways in which we make sure your child is safe is by implementing our responsibility to take all necessary steps to ensure the safety and welfare of all the children in our care in line with the procedures laid out by our local Safeguarding Partnership ("LSP"). **TAS Designated Safeguarding Lead is Vanda and secondary is Demi.**

During the day you can reach them on the nursery landline and out of hours in case of an emergency you can reach Demi on 07501218646. **In an emergency, contact the Police Child Abuse Investigation Team or dial 999.** Police Child Abuse Investigation Team 020 8733 5070.

### Reminders for parents

- **Please ensure you are sending sufficient nappies and wipes for your child.**
- Can we kindly remind you that if a child gets sick during nursery hours please make arrangements to collect them as soon as possible.
- Please make sure your child has **spare labelled clothes** at all times.
- **Labelling** - All children's spare clothing and school uniform **MUST** be labelled, to avoid confusion in the cloakroom.
- **Please like and follow our Facebook!** You can find us by searching @totsandscholarsnursery
- **Show and Tell Days!** Every Wednesday your child can bring a toy from home. Please ensure toys are labelled as children will be encouraged to take turns and share them.

## HYGIENE POLICY

We regularly model the hand-washing routine in a slow and deliberate manner ourselves to ensure that the correct washing and drying steps are taken and invite the children to follow suit in this fun activity. We also provide steps for children to access easily washing units available at the child's level, which promotes independence and self-esteem. Occasionally, we give reminders and supervise the activity.

We assist children with wiping their noses when they have colds and model slow deliberate actions ourselves, explaining to them how to blow their noses correctly. We will model and explain to them the importance of safely throwing away dirty tissues to prevent the spread of germs. We also encourage them to put their hand over their mouths when they cough. Similarly, tissues and bins are accessible at the child's level to promote independence and self-esteem.

Any spills of body fluids (blood, faeces, nasal and eye discharges, saliva and vomit) are immediately cleaned up with disposable antibacterial cloths and gloves. Sterilising of our changing mat for each child and use disposable gloves for every nappy change is vital.

We follow strict hygiene routines in our kitchen, ensuring our fridge is at the correct temperature and that food is stored correctly in it (see separate Health & Safety policy). In order for us to carry out these procedures effectively we need your help including provision of some resources, for example nappies, wipes, labelled cream, spare clothes... We also request that you let us know if your child is feeling or has been unwell.

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the setting, which includes play room(s), kitchen, rest area, toilets and nappy changing areas.

We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.

The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

We implement good hygiene practices by:

- Cleaning tables between activities
- Checking toilets regularly;
- Wearing protective clothing – such as aprons and disposable gloves – as appropriate
- Providing sets of clean clothes
- Providing tissues and wipes.

## TAS Borehamwood - Parent Q&A

1) When is the setting due to open?

Due to the building/maintenance work that needed to be carried out, there has been some delays in opening our doors. However, we anticipate that we will be welcoming parents to see the setting in November. Thank you for your patience

2) Will Borehamwood be a setting that caters for all Early Years age groups?

Ofsted have given us the green light, for children from 3 months-5 years old

3) Will existing staff move to Borehamwood or will there be a new team?

Key members of the team will remain in their settings, to ensure there is no disruption to our current children. A new team is currently in training at the moment across all of our settings.

4) Will there be a difference to the other TAS settings?

Our ethos will be fully implemented at the Borehamwood site, where teaching through play, structured learning and outdoor play will be seen in the daily routines.

5) Will there be an option for current TAS children to move to the new setting?

Children currently registered with us will have priority if any parents are interested in moving their little ones.

*Thank you and have a wonderful month ahead!*

# Staff Update



**Ms Tan**



## Deputy Manager - Sullivan Way

Some of you may have already met Ms Tan, who is currently under probation for the position of Deputy Manager at our Sullivan Way setting.

**Mr Cata**



## Nursery Implementation Officer/Maintenance Man

Mr Cata has been our Maintenance Man for quite some time, but has now joined our team on a permanent basis, helping to ensure our settings are safe and manages the health and safety aspects

## Ms Mary - Trainee Manager - Elstree

Due to doctors orders, Ms Mary will be taking early maternity leave so that she can rest and ensure to take good care of herself and her little one. We wish her a happy healthy pregnancy and look forward to welcoming her bundle of joy in the near future. Ms Mary's last day will be Friday 27th October. Ms Lucy & Ms Ionela will be ensuring to keep our outstanding expectations as part of management.

## Ms Charlie - Butterfly Room - Sullivan Way

Due to long term ongoing medical needs, Ms Charlie has decided to leave TAS to take some time to focus on her health and wellbeing.

We wish Ms Charlie all the best in her future endeavours and she will be deeply missed by both staff and children.

# First point of contact (Room Leaders & Assistants) at the Settings

### Sullivan Way:

- Bumble Bee Room: Ms Maria/Ms Niza
- Butterfly Room: Ms Kim/Ms Adelina

### Elstree:

• Caterpillar Room: Ms Ionela/Ms Beth

### Shenley:

- Caterpillar Room: Ms Ausrà/Ms Neelam
- Butterfly Room: Ms Lynne/Ms Lorena