

## Short Term Planning for The Autumn Term 2013

Monday	Tuesday	Wednesday	Thursday	Friday
2 Sep	3	4	5 Stover Returns	6
9 Decoy Returns	10	11	12	13 Roald Dahl Day
16 National Play Dough Day	17	18	19 Talk Like a Pirate Day	20
23 1st Day of Autumn	24	25	26	27
30 Headcount Week 4 Funding	1 Oct	2	3	4
7	8 Harvest Moon	9	10	11 13th World Conker Champs
14	15	16	17	18
21	22	23 Stover Break up 4 ½ Term	24	25 Decoy Break up 4 ½ Term
28 (Sun 27th) BST Ends	29	30	31 Halloween	1 Nov All Saints Day
4 Decoy & Stover Return	5 Guy Fawkes Day	6	7	8
11 (Sun 10th) Remembrance	12	13	14	15 BBC Children in Need
18	19	20	21	22
25 (Sun 24th) Stir-up Sunday	26	27	28	29
2 Dec (Sun 1st) Advent Sunday	3	4	5	6
9	10	11	12	13 Stover Break up 4 Christmas
16	17	18	19	20 Decoy Break up 4 Christmas
23 Grafton Closes at 7 pm for Christmas	24th December - 1st January 2014, Grafton Childcare will be closed. We reopen on Thursday 2nd January 2014, have a great Christmas & New Year.			



# Grafton Childcare

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## Thursday 19th September is International, Talk Like a Pirate Day!

We would love to take part in this, as dressing up, using different voices and playing with language, is all great fun and extends the children's vocabulary and enhances their role play.

If your child is at Grafton on that day, they can come in dressed as a pirate if they wish to. Please make sure they are comfortable and can remove things easily if they need to go to the toilet.

If you would like some more ideas to inspire your children before the day, please check out the following link - <http://www.talklikeapirate.com/juniorporates.html>

We will be making pirate hats, treasure maps, learning a pirate song and having a treasure hunt in Grafton's grounds to find chocolate coins.



a PIRATE'S LIFE FOR ME ♡ a PIRATE'S LIFE FOR ME ♡ a PIRATE'S LIFE FOR ME ♡

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Autumn Term Calendar



in partnership with



for Childminding



# CANADA HILL PRIMARY SCHOOL

Not all that counts can be counted

Do you have a child due to start school in September 2014?

We would like to invite you to one of our informal open days where you will meet the Head Teacher, tour the school and see the staff and children enjoying their learning.

Tuesday 15th October 2013 at 9.30 am

Or Wednesday 13th November 2013 at 1.30pm

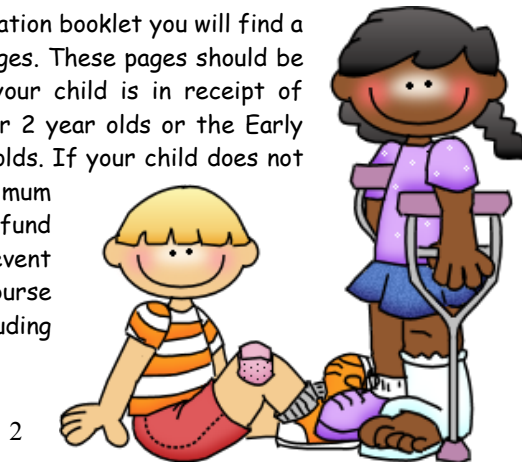
Please phone the school office on 01626 335595 or email [admin@canadahill.devon.sch.uk](mailto:admin@canadahill.devon.sch.uk) to book in to one of the sessions.

We look forward to meeting you.

## Existing Injuries and Absence Records

In your child's Daily Diary or Communication booklet you will find some pages where we ask you to record any injury, sustained by minded children when they are **not** in our care. These records must be kept by us and are a requirement of our registration with Ofsted. Please remember to complete one of the Existing Injuries boxes in your child's Diary or Booklet **before** you drop them off at Grafton. Failure to comply with this policy could result in care being declined for your child until a form is completed or your being contacted and details about the injury requested from yourself. In extreme cases Ofsted, Children & Young People's Services and our Public Liability Insurance provider might be formally notified if we had any concerns about the injury sustained by your child whilst not in our care.

Also in your child's Daily Diary or Communication booklet you will find a number of our Child Record of Absence pages. These pages should be used to record your child's absences if your child is in receipt of either funding via the 2gether Scheme for 2 year olds or the Early Years Entitlement Sessions for 3–5 year olds. If your child does not attend regularly & fails to meet the minimum attendance criteria then Grafton must refund any over payments. In this unlikely event parents will then be invoiced to reimburse Grafton for any amounts outstanding including any late fees.



## Nursery Rhyme Challenge

We would love to be able to reward the children with our '8 Rhyme Certificate'. This is given to them if they learn 8 Nursery Rhymes and are able to recite them to a member of staff. Here are some of the reasons why we would like to give the children this opportunity -

Taken from an article from the Wales Online website:

<http://www.walesonline.co.uk/news/local-news/how-nursery-rhymes-can-help-1804632>

*Experts in literacy and child development have discovered that if a child knows eight nursery rhymes by heart by the time they are four years old, they are usually among the best readers and spellers in their class by the time they are in Year 3.*

### Why is this?

1. Nursery rhymes are a great way into learning early phonic skills (the ability to hear, identify and manipulate letter sounds).
2. Nursery rhymes give children practice in pitch, volume as well as in language rhythm.
3. Nursery rhymes expand your child's imagination.
4. Nursery rhymes follow a clear sequence of events.
5. Nursery rhymes are easy to repeat, so they become some of a child's first sentences.
6. Nursery rhymes improve a child's vocabulary.
7. Nursery rhymes are an early form of poetry.
8. Nursery rhymes contain sophisticated literary devices!
9. Nursery rhymes are fun!

Please could you help your child to learn the following rhymes over the next couple of weeks and then we will get them to recite them to us in Nursery. First verse only of:-

Twinkle Twinkle Little Star,	Jack and Jill,	Incy Wincy Spider,
Baa Baa Black Sheep,	Three Blind Mice,	Humpty Dumpty,
Mary Mary Quite Contrary,	Hickory Dickory Dock,	

## Stretched offer for Early Years Entitlement

The framework within which Grafton Childcare provides Early Years Entitlement Funding (EYEF) for 3 and 4 year olds has changed. If you have an eligible 3 or 4 year old, from the 1st September 2013 you can stretch your entitlement over the whole year (i.e. NOT just 15 hours a week term-time only) up to a maximum of 570 hours per annum. Please let Grafton know if you would like to use your child's Early Years Entitlement term time only which will allow you up to 15 hours of free childcare term-time only, **or if you would now like to** stretch their entitlement across the year giving you up to 11 hours per week for the whole year. We must know by Monday 30th September as that is Headcount Week for EYEF, want to know more see our website or email Denise for advice.

We wrote in details about these checks in our October 2012 Newsletter which you can download from our website and read if you missed that edition of our newsletters. [http://www.graftonchildcare.co.uk/?page\\_id=653](http://www.graftonchildcare.co.uk/?page_id=653) so you will be pleased know we won't repeat ourselves again here!

As an accredited setting we must also complete a formal summative assessment when your child is making the transition from Grafton into their Reception Class, this is know as the [Transition Document](#), this follows a very similar format to the 2 year old Progress check. New this year each Spring we intend to provide a Summative Assessment for all children at the beginning of the Spring Term. This will provide a formal opportunity for your child's key worker to look at how your child is progressing and they will be able to highlight areas of learning in which your child is doing well and those which might require attention and further support.

#### Planning and Next Steps

We create a set of planning documents each week these documents are a means of recording the activities, interests, provocations and learning intentions for a child or a group of children. Planning must always be relevant to the stage and age of the child/children and what is planned should support and further their learning and development. Planning will be informed by knowledge of the children's age and stage which will; be understood through observation, assessment & tracking. At least once a the start of term your child's key worker will formally plan the Next Steps for your child and this will be sent home so that you can work in partnership with us here at Grafton. If you have advised us that your child attends another registered setting during the week we will also send the setting a copy and hope that they will reciprocate.

The Development Matters statements listed in the "*Areas of Learning and Development, a condensed guide for parents*". helps us to support children's learning and development, by closely matching what we provide here at Grafton Childcare to a child's current needs.

We consider the examples of development in the Development Matters (a full copy can be downloaded from [www.foundationyears.org.uk](http://www.foundationyears.org.uk).) document in the columns headed 'Unique Child: observing what children can do' to help identify where the child may be in their own developmental pathway (assessment).

We consider ways to support the child to strengthen and deepen their current learning and development, reflecting on guidance in the columns headed 'Positive Relationships' and 'Enabling Environments' in the Development Matters (planning). These columns contain some examples of what key workers might do to support learning. We will however develop many other approaches in response to the children with whom we work. Where appropriate, we will use the development statements to identify possible areas in which to challenge and extend the child's current learning and development (planning) these are our [Next Steps](#).

## Protecting Your Child Against Flu

This year, two and three year olds (but not four years or older) are being offered a vaccine against flu. This is the first age-group to get the vaccine as part of a programme that aims to protect all children aged 2 to 17 years. To see how best to do this, in certain areas of the country, all children aged two years up to the end of primary school will be offered the vaccine this winter.



#### Why are children being offered the flu vaccine?

Flu can be a very unpleasant illness in children causing fever, stuffy nose, dry cough, sore throat, aching muscles and joints, and extreme tiredness, often lasting for several days. Some children can also get a very high fever, sometimes without the usual flu symptoms, and may need to go to hospital for treatment. Complications of flu can include bronchitis, pneumonia, and a painful ear infection - these may be very severe.

#### What are the benefits of the vaccine?

Having the vaccine will help protect your child from what can be a very nasty illness and reduce the chance of others in your family getting it. You will also avoid having to take time out because you are ill or looking after your sick child.

#### Why is the vaccine limited this year to certain age groups?

The children's flu vaccination programme is being introduced in stages. This year it will be offered to children aged two or three years on 1st September 2013 and to some primary school children in certain areas. Children with long term health conditions are already offered an annual flu vaccination.

#### Why is the vaccine for primary school children only offered in certain areas?

Vaccinating all children aged 2 to 16 years will require millions of appointments during a short period of time. We need to find the best way of doing this, so in certain areas of the country older children will be offered the vaccine as well. If your child is invited to have the vaccination through their primary school, it means you are in one of these areas.

#### How will the vaccine be given?

For most children, flu vaccination is given as a nasal spray up each nostril.

#### Who will give my child their flu vaccination?

That will depend on your child's age and whether they are still at home, at nursery or other pre-school childcare, or at primary school, e.g. It could be the nurse at your GP surgery or a nurse or healthcare assistant at your child's school.

### How does the new nasal vaccine work?

The nasal vaccine contains viruses that have been weakened to prevent them from causing flu but still allow your child to build up immunity, so that when your child comes into contact with the seasonal flu virus they are very unlikely to get ill.

### Are there any side effect of the vaccine?

Some common side effects are headache, a runny or blocked nose, general tiredness and some loss of appetite. The vaccine is absorbed quickly so there's no need to worry it hasn't worked even if your child sneezes immediately after having had the spray.

### Are there any children who shouldn't have the nasal vaccine?

Children should not have the vaccine if they are:

- ◆ Severely asthmatic or wheezy on the vaccination day
- ◆ Allergic to eggs or to any part of the vaccine (search the web for 'Fluenz PIL')
- ◆ Have a condition that severely weakens their immune system.

Also, people with a very severely weakened immune systems should avoid close contact with children who have been vaccinated because there's a very remote chance that the vaccine virus may be passed to them. You should speak to your GP before your child has the vaccination if any of these issues concern you.

### Has the vaccine been used in other countries?

Yes; the nasal flu vaccine has been used safely and successfully in America for many years.

### What will happen next?

You will be contact by your GP or through your child's school about getting your child vaccinated.

Talk to your GP, practice nurse, your child's school nurse or your health visitor if you have any further questions about the children's flu vaccine.

Or you can visit [www.nhs.uk/child-flu](http://www.nhs.uk/child-flu) for more information

### Initial Child Profile and Baseline Assessments

It's very important that we are able to work in Partnership with Parents so that we can make sure that we are meeting the needs of your child at all times. In order to help us with our ongoing planning of activities and themes for your child and to help develop future planning of Child Led Activities specifically geared towards the current interests and developmental needs of your child, as part of our initial short term observation, assessment and planning cycle we ask all parents to complete an "Initial Child Profile", which needs to be completed before your child's first day here at Grafton.

Your child's Key Worker will also during the first month that your child starts with us complete a "Baseline Summative Assessment". This baseline is a 'summing up' of an **individual** child's achievement at the start of their care with us. The information we gather during this baseline assessment helps your child's key worker to make a decision about which age and stage of the Early Years Developmental Matters Outcomes best fits your child. Prime areas will be more relevant for the youngest children or both prime and specific areas as appropriate. Formative evidence that has been collated will be used to support and inform these assessments.

### Photo Observations

Our formal observations will provide information about a child's learning, skills and knowledge. It is important to record 'what the child is doing and saying' and to ensure that what is being recorded is significant and meaningful. We make short observations that are brief and to the point. For the under twos we will cover the Prime areas and include the specific areas as the children get older.

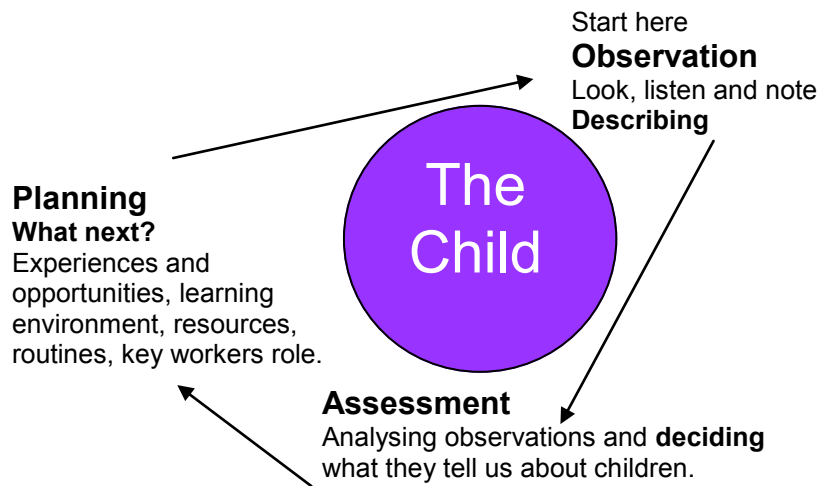
### Formative Assessments - Learning Journals

Our Learning Journals contain all of the Formative Assessments and evidence that has been collated during your child's time at Grafton. We use this evidence to gain an understanding of your child's learning, development and progress. The types of evidence which can be included in your child's Learning Journal includes observations, photographs, samples of your child's work, comments from parents and your child's own voice.

### Summative Assessments

Our summative assessments are a 'summing up' of your individual child's achievements at certain points during their time here at Grafton. This could be a baseline, termly or end of year assessment in which a decision is made about which age and stage best fits your child. Prime areas will be more relevant for the youngest children or both prime and specific areas as appropriate. Formative evidence that has been collated will be used to support and inform these. One of our first formal summative assessments is the **Two Year Old Progress Check** which we must completed when your child is between 2 and 3 years of age.

## Areas of Learning and Development - a condensed guide for Parents



When your child first started here at Grafton Childcare you will have been given within your child's 14 day settling in period an A3 booklet called "Areas of Learning and Development, a condensed guide for parents". We hope that you still have your copy at home somewhere and refer to it regularly. If you have mislaid your copy, please let us know and we can pop another copy into your child's bag. Although please don't keep it in your child's bag as it will get tatty, keep it somewhere accessible at home possibly in the portfolio folder you were given on your first visit and hopefully refer to it every couple of months as your child progresses here at Grafton.

Here at Grafton we have written and use a number of documents and forms to support us when we were developing our planning and assessment formats to ensure that they reflect the language and ethos of the revised Early Years Foundation Stage, which some parents refer to as our syllabus. At the start of a new academic year this gives us the opportunity to reflect upon and adapt our current formats. We use a range of documents and forms which have been designed to meet the needs of all of the age groups for whom we provide childcare i.e. From babies to toddlers and preschoolers right up to our four and five year olds in their reception year at local primary schools.

Our management team here at Grafton, have been trialling and evaluating the documents and forms which we use and would like to use and their findings have been valued and incorporated into our Observation, Assessment and Planning cycle for the coming Academic year and they are as follows:-

## New Toys & Resources

Since our last newsletter which we know was only a couple of weeks ago we have been busy adding new equipment and resources for the children to use here at Grafton.

We did an audit of our mealtime seating arrangements for our under two's now that our numbers are increasing steadily here at Grafton.

However we were keen to continue to feed the babies and toddlers in small groups to keep the family ethos we have here at Grafton. It is also very important for the key workers to be able to sit at eye level with the children so that mealtimes can be as relaxed as possible for everybody and give lots of opportunities for positive interactions between the children and their individual key workers.

Back to our seating arrangements, we have always used a combination of wooden highchairs for the older babies and toddlers and our clip on table chairs for the babies. However with 6 highchairs it was becoming a bit of a production line with them all lined up in the dinning room and they were only used during mealtimes so took up a lot of space for the amount they were used during our day.

So we have purchased 14 of the above beautiful mealtime chairs from community playthings, they have lovely moulded wooden seats which are a dream to keep clean and very easy for the older babies and toddlers to get into themselves. In fact in the last week that we have been using them we can't keep the children out of them. The great thing is that the 14 mealtime chairs take up the same amount of floor space when packed away onto their two neat little trolleys that our 6 highchairs did previously, so they are not intruding into the children's play space.

The mealtime chairs do have an optional tray which clips onto the top, however we have not purchased any at the moment because we have bought two beautiful community playthings semi circle tables, designed for 6 or 7 littleones to sit up at and eat their meals. Their key workers can easily join them on our teacher's low chair, which is low enough to interact with young children at their level. But with adequate depth, width and back support for most adults. Plus it's easy to move from one location to another - but also very importantly that we are able to remain at eye level with our key children for all of those positive interactions between the children and their individual key workers. Our old highchairs have been donated to Teignbridge Homestart.



## Blogging and Social Networking Sites, Grafton's Staff Policy

*Following the serious case review by Birmingham Safeguarding Children Board into the case of Paul Wilson, who was jailed in 2011, we thought it might be a timely reminder to both parents and staff what Grafton Childcare's Policy is on both Social Networking Sites and the use of Mobile Telephone and Cameras.*

The viewing of or contribution to blogs, content sharing and social networking sites such as "Facebook", "Myspace", "Bebo", "YouTube", "Pinterest" and "Yahoo Groups" using the Company's communications systems is prohibited without specific task only consent of the Manager. The Company recognises that there may be other sites of this type of which it is not aware and therefore Users are reminded that despite any existence of such websites, the visiting of them is nonetheless prohibited.

The Company recognises that in their private time Users may wish to publish content on the internet through a variety of means. Even outside of work Users must adhere to this policy when creating, modifying or contributing to websites.

If a User makes any posting, contribution or creation or publishes any other content which identifies or could identify the User as an employee, contractor, student on work placements or agent or other member or associate of Grafton Childcare, or in which the User discusses his/her work or experiences relating to the Company, the User must at all times ensure that his/her conduct is appropriate and consistent with their contract of employment and the corporate image of the Company, and should bear in mind that the User as an employee owes a duty of fidelity to the Company.

If a User is unsure as to the appropriateness of a posting or other content published by him/her, they should speak to the Manager at the earliest opportunity to seek clarification.

If, in any contribution or posting which identifies or could identify the User as an employee, agent or other affiliate of the Company, the User expresses an idea or opinion he/she should include a disclaimer which clearly states that the opinion or idea expressed is that of the User and does not represent that of the Company.

The User should be aware that any material which they upload which is pornographic, sexist, racist, homophobic, paedophilic or any other discriminatory or otherwise offensive material could amount to gross misconduct with the possibility of summary dismissal;

Material and information which the User uploads and knows or ought to know is confidential or restricted information and which they are not authorised to deal with could amount to gross misconduct with the possibility of summary dismissal; Users may not at any time hold discussions or express opinions with any ex-clients, current clients or prospective clients of Grafton Childcare which refer to

any aspect of the care for which we provide here at Grafton Childcare and will amount to gross misconduct with the possibility of summary dismissal;

If any User is contacted by ex-clients, current clients or prospective clients of Grafton Childcare they are advised to direct all enquires to the Manager and advice the Manager immediately of the approach or face the possibility of gross misconduct with the possibility of summary dismissal;

Any content which has the object or effect of causing harassment to the recipient, including but not limited to ex-clients, current clients or prospective clients of Grafton Childcare will amount to gross misconduct with the possibility of summary dismissal;

## Mobile Phones

The making and receiving of private calls or texting on mobile telephones or using Users telephones or cameras to take photographs of any child at Grafton Childcare may not be undertaken whilst working. Users' may use their mobile telephones during designated breaks away from any child for essential personal telephone calls regarding Users' domestic arrangements.

At all other times all employees mobile telephones and cameras must be kept in staff bags in the designated cloakroom areas and may not be checked for messages or texts without prior consent of the Manager. In order to avoid disruption to others, mobile phones should be set to silent during normal working hours. Disciplinary action will be taken against anyone disregarding these rules. Where necessary, emergency calls may be received through Grafton Childcare's BT Landline.

## Staff Providing Babysitting Services for Parents Out of Hours

We are aware that over the years some ex-members of staff have provided a babysitting service as a private arrangement out of hours in the clients own homes. As Grafton Childcare is open from 7am till 7pm Monday to Friday and also registered for overnight childcare, we do not feel that it is appropriate for any members of staff to provide a babysitting service and would appreciate it if parents did not ask staff members to provide out of hours babysitting services for their child and possibly put our staff in the position where they have to refuse a request. Parents need to be aware that staff are not covered under Grafton's Childcare's insurance should there be any accidents or incidents whilst a member of staff were offering a private babysitting service Grafton cannot be held in any way responsible. There might also be an issue with confidentiality with staff feeling pressured by a parent into sharing information which they are not authorised to do so. In order to protect our staff, could we respectfully ask that parents do not approach our staff to provide a babysitting service, thank you.