

Dear parents,

Time is fast approaching for the start of the new academic year. We are looking forward to welcoming back our children and families, we are also excited to welcome all our new children and their families.

For our new children we will spend a time getting to know your child and then we will decide who your child’ Key Person’. The ‘Key Person will work closely with you and your child as the start their ‘learning journey’ with us.

**‘All About Me’, issued in paper form, please fill in and return on the day your child will be having a stay and play session with you.**

**Important Guidelines** **and Advice** **for Parents and Carers.**

**Important Policies:**

**Please look at our web page to view our Data Protection, Whistleblowing, Safeguarding, Special Educational Needs and Disability (SEND) Policy, Parental Behaviour Policy, Parental Agreement Policy. If you wish a paper copy, please ask Hazel Hilton (manager) for a paper or emailed copy.**

Please could you fill in your child’s ‘All About Me’ sheets and sign the other two data sheets and return them on your child’s first day at pre-school. This is very important data and helps us to settle your children in.

You can view the following documents in full that we have requested you sign:

I**mportant Guidelines** **and Advice** **for Parents and Carers** and **Data Protection Policy** on our web site, Sandbach Heath Preschool. These can be found when opening the Info Tab: they are on the drop-down menu headed **‘Important Information for Parents and Carers.**

<http://www.sandbachheathpreschool.co.uk/>

Important information you will need to know regarding 2022/23 cohort year can also be found under the heading, **Info Tab**: this can be found in the drop-down menu headed **‘Important Information for Parents and Carers’.** We also like to draw parent attentionto our **Safeguarding Policies,** these can be found under the drop-down Info Tab, then open Policies and Procedure, section **N and O.** Our **Whistleblowing Policy** can be accessed **under A. Safeguarding and Child Protection: Section 1.13**. A hard copy of any policies can be accessed on request in the setting. We also have a Child Protection and Safeguarding Board opposite the main entrance with emergency numbers and detailed information on what to do if you have safeguarding concerns. This information is also on the parent’s board adjacent to the sinks. There is also a copy on the notice board on the outside of the premisses.

If you wish to leave a parent comment, there is a post box on the wall near the entrance. This can be an anonymous message if you prefer.

We used to send all data for the new term out via post. There are now so many documents to send out and these can prove quite costly as they are quite bulky. To save postage and reams of paper we are asking parents to access these via our Web Page. We have worked hard this summer to update our Web Page to include any data you may need to view or access. This includes Term Dates/Holidays, a full and comprehensive set of Policies and Procedures. These should now be easy to access and download. If you need to access something and are struggling to open the link, please do not hesitate to contact me. Please bear with us as we are still working on our Web Page. If any of your information has changed, please inform a member of staff when you arrive at pre-school.

Yours Sincerely

Hazel J. Hilton (Manager)