



The Portsmouth Grammar School Nursery,  
High Street,  
Portsmouth,  
PO1 2LN  
www.pgs.org.uk  
Head of Nursery  
Mrs. L. Johnson  
3 September 2010

Dear Parents,

I would like to start by welcoming all our new children and their families. Also, to familiar faces, welcome back after the summer break.

I must also welcome some new members of the nursery team. Mrs Jolene Creighton has joined us and will be taking care of children staying for tea each Tuesday and Thursday. Celebrations have been happening during the summer as Miss Sargeant married and is now Mrs Rhone. Miss O'Mara became engaged and so we are looking forward to another wedding next year.

The children in the nursery use a lot of collage bits and we love to allow them free access to these resources. This is where you can help – please collect and bring in bits of fur, ribbon, net and shiny paper.

#### *Activity Trays*

*A new addition to the Parents Room.* There are now 6 activity trays for use with your children when you use this room. Each of the activities has a sheet to help you understand the contents of the tray and an indication of the type of learning that might be taking place. If you would like to borrow one of the boxes to use at home, please sign it out using the Activity Folder by the sink. In the folder there are also some observation stickers – please kindly use these to record any learning and give the sticker to your child's 'Key person' for their 'Learning Journey'. I hope you enjoy using the activities either at home or in the Parents Room. Please give us some feedback about this development. Thank you.

*What to do about illness?* If your child becomes unwell, please check the list on the 'Parents notice board' for the length of time they must be away from nursery. For any occurrence of sickness the minimum length of absence from nursery must be 48 hours to prevent the spread of infection.

#### *Home/School Link Book*

Every child should have a Home/School Link Book. Please use it to record anything that might help us to care for your child more effectively e.g. had a bad nights sleep; really enjoyed a trip to the park; is going on holiday at the weekend. In addition, please record any achievements that can be added to your child's profile e.g. noticed numbers on car registration plates; recognised first sound in own name. The Nursery staff will record particular achievements, but will also use the book to let you know about other happenings at nursery e.g. the reason for a change of clothes, dining room messages. If you have put a note in your child's book, please hand the book in at the Reception Desk as you arrive in order for us to read and reply as necessary. This book is only a link book and not a diary – please do not expect daily communication. Thank you.

#### *Policy Folder and Action Plans*

The policies and procedures of the Nursery are updated annually, and explain in detail the organisation and standards of care and education you can expect for your child. A copy of these documents is available for you to read in the Reception Area. If you have any queries or concern about these please ask a staff member, who will be only too happy to help.

### *Nursery School Curriculum*

The Statutory Framework and Practice Guidance of the Early Years Foundation Stage are in use in the Nursery. If you would like more details, please ask.

During the school year the Nursery explores six themes – one each half term. Each week I will let you know about the activities for the coming week, ask for help with interest tables, and give suggestions for extension at home. The theme for this half term is ‘All about me’ and we began this week by considering ‘Me’.

Next week the focus is ‘Faces’. If you have a family photo, please can you bring it to nursery for us to look at with all the children. Thank you very much.

The ‘Sound Table’ in the Nursery changes each week. Please look around at home with your child, for something with the initial sound ‘s’. Bring the item to school and display on the ‘sound table’. All items will be examined in detailed during a morning ‘group time’. Please label clearly with your child’s name so that it can be returned safely at the end of the week.

Thank you very much.

### *Important Dates This Term:*

Boogie Mites Music Workshops – will visit us each Wednesday morning for the next six weeks commencing on 15 September.

‘Parents Welcome Evening’ Wednesday 15 September at 7.30 p.m. **All parents are welcome to attend – please make a note of this date in your diary – we would love to see you!** During the evening you will be able to learn about the ‘Early Years Foundation Stage’ and the way the nursery is organised to observe the progress your child is making, meet the staff, understand a little more about the ‘play’ environment; and look around the Reception classroom in PGS Junior School. Refreshments will be available in the dining room during the evening.

JSA Barn Dance The Junior School Association are having a Barn Dance on Sunday 19 September from 2 – 5 p.m. Family fun with dancing, snacks, bar, raffle. Tickets £6 available from Wendy on Reception.

JSA Meeting – Wednesday 22 September at 7.30 p.m in the Willis Room. The Junior School Association organises fund raising events throughout the year as well as Social Events for parents. During 2007-08 the JSA bought the nursery the wonderful ‘play house’ in the garden. The nursery does need a representative – please let me know if you are able to help.

Packed lunch – is needed on Friday 24<sup>th</sup> September. The school dining room is closed to prepare for Open Morning.

‘The Portsmouth Grammar School Open Morning’ takes place on Saturday 25 September from 9.30 a.m. -12.30 p.m. The whole school is open for family and friends to visit. The nursery is also open all morning – please bring family and friends to look around. There are so many things happening around the school – it really is worth putting this date in your diary!

Harvest Festival for the Nursery will take place on Monday 4 October. Tea and coffee will be available in the JS Hall from 8.30a.m. The children will celebrate by singing to you at 9.30 a.m. Family and friends are very welcome.

Packed Lunches – are needed during the week commencing 18 October – Nursery is open as usual.

**Holiday Club will be open during half term – 25 – 29 October for those attending 45 weeks per year. A number of spaces will be available for term time children – please let Mrs Heyes know if you would like a space as soon as possible. The last date for booking a space is Friday 8 October.**

Tea with Parents / Carers

Parents / Grandparents / friends are invited to join the nursery children for a snack on Wednesday 3 November between 3.30 – 4.30 p.m. This is just an opportunity for you to find out how snack time is organised in the nursery. You can arrive and leave at any time during the hour – just enjoy snack with your child!

Periodic Progress Reviews – During the weeks commencing 8 November and 15 November. This is a chance for you to chat informally to your child's 'Key Person' about your child's 'Learning Journey'. It also gives you an opportunity to add achievements noticed at home.

Pudsey Bear – Children in Need – Friday 19 November. The whole school will be raising money for charity on this day!!

PGS Junior School 10<sup>th</sup> Anniversary Ball – Saturday 4 December on The Warrior from 6.30 – midnight. If you would like more details please ask.

Christmas Songs – Friday 10 December at 9.30 a.m. in the David Russell Theatre. Refreshments will be available from 8.30 a.m. in the Dining Room. The children will dress up and sing Christmas songs for you to enjoy – family and friends very welcome.

Christmas Party – Tuesday 14 December 10 a.m. – 11.45 a.m. (Normal opening hours will also operate on this day) Children who do not attend on Tuesday are welcome to attend for the duration of the party!

End of term – Tuesday 14 December.

Christmas Holiday Care – Wednesday 15 December – Tuesday 21 December.

There is vacancy for an Early Years Assistant in the nursery commencing in January 2011 if you are interested please read the job advertisement below.

Have a very pleasant weekend.

Lois Johnson

**The Portsmouth Grammar School Nursery**  
**High Street, Portsmouth . PO1 2LN**  
**Early Years Assistant**

Full time – Term Time only

We are seeking to appoint an enthusiastic, appropriately qualified and experienced person to work in this busy, thriving nursery. The successful applicant should have NVQ3 or equivalent qualification. Knowledge of the EYFS document is essential. This role includes taking ‘key person’ responsibility for a small group of children including compiling ‘Learning Journeys’, leading some activities and working within a large team of Early Years Assistants. You will assist the Head of Nursery in all aspects of this provision. Hours of work will be Monday 8.30 a.m. – 5.45 p.m, Tuesday - Thursday 8.30a.m. – 4 p.m. and Friday 8.30 a.m. – 4.45 p.m. These hours may change to an 8.15 a.m. start depending on the needs of the nursery, with finish time adjusted accordingly. CRB clearance is required. The rate of pay is dependent on qualification level. The Portsmouth Grammar School is an equal opportunities employer and promotes a diverse workforce.

This post will commence on 4 January 2011

Application form available from [www.pgs.org.uk](http://www.pgs.org.uk) or by phoning 02392 681337.

Contact: Mrs L Johnson (l.johnson@pgs.org.uk)

Closing date for applications: Friday 24 September 2010

Interviews will take place in the week commencing: 4 October 2010