



NEWSLETTER

Autumn Term 2025

Welcome Back!!

Welcome back! And Hello to all new starters. Though we are sad to see some of the older children leave and move on to school, we are happy to have helped them on their way to new adventures and we wish them every success. We are also happy to welcome new children to Playgroup and hope both they, and their families, are settling in well with us.

Did you know that our Playgroup is a committee led setting? This means that in order for us to open our doors each day we need to have a committee Chairperson, Treasurer and Secretary as well as other committee members. We cannot run our setting without a committee. Whether you would like to have a more involved role or simply join our committee as an interested parent ... we really cannot do it without you. Meetings take place once a term with a lot of our communication done electronically. If you have any questions about the committee and what we do then please ask, as we would love to welcome you and your ideas for making Playgroup as successful as we can be!

Bag for Each Child

Would you please make sure your child arrives with a bag with a spare set of clothes that are labelled. This will also allow us to have somewhere to put items from home or to be sent home.

Absences (new EYFS guidelines)

In line with the new EYFS guidelines, we will record why a child is absent from Playgroup when not attending. Attendance is not mandatory in early years, so please do not worry if you want to keep your child at home. Please let us know via email or phone if/when your child will be absent and why.

Names on Lunch Boxes & Water Bottles

Would parents please make sure to clearly put names on their child's lunch box and water bottle as it takes time trying to match water bottles to the correct child during lunch time. We want to avoid children drinking out of someone else's bottle! It would be very helpful if names would be on the OUTSIDE of the lunch boxes.

Chocolate, Sweets & Healthy Eating

As we are a **Nut-Free** setting, please ensure that your children do not have any items in their lunch boxes that contain nuts including any chocolate spread. We encourage healthy eating, So please be thoughtful and keep your child's lunch box healthy, nut free with maybe **ONE small treat!**

Future Committee Meetings

Wednesday, 24th September 2025 - 6:30pm via Zoom

AGM - Wednesday, 15th October 2025 - 6:30pm via Zoom

Last Day of Term

Our last regular day of term before the Christmas holidays is Thursday, 18th December.

On Friday, 19th December we will have a Christmas Craft Morning for all children and their siblings. All children must be accompanied by an adult on that day. It will begin at 9:30am and finish no later than 11:30am.

Our first day back will be Tuesday, 6th January 2025.

Our Staff

Please find below the list of staff from Feltwell Playgroup:

June ~ Manager	Jon ~ Chairman
Carolyn ~ Deputy Manager	Anne ~ Treasurer
Emily ~ Early Years Practitioner	Merle ~ Secretary
Emma ~ Early Years Practitioner	Joe ~ Trustee
Kerry ~ Early Years Practitioner	Chris ~ Trustee
Kirsty ~ Early Years Practitioner	
Rebecca ~ Early Years Practitioner	
Lily ~ Early Years Practitioner	
Merle ~ Administrator	

Late Collection Fee

Please note in line with our policies, if you are late picking up your child by more than 5 minutes (therefore after 11:35am, 12:35pm or 3:05pm), we will charge a late fee. Our drop off times are 9am to 9:10am, and 12:30pm to 12:40pm. If you arrive after these times, your child will not be able to attend these sessions.

Approaching Staff outside Playgroup

While we understand that some parents are friends with members of staff, we kindly ask you to find out about your child at Playgroup only during staff working hours and only via our phone number, email or Tapestry. Staff are not permitted to discuss any progress or development outside their working hours or on their personal devices.

Sessions from September 2026 (next year)

We are currently receiving a lot of enquiries for any sessions for September 2026. If you would like to change your child's hours or know of anyone who is looking for childcare for the next school year, please make sure to get in touch with us as soon as possible, to secure them.

Term Dates

Half-Term: 27th to 31st October 2025

Christmas Holidays: 22nd Dec* - 5th Jan 2026 (first day back is Tuesday, 6th Jan 2026)

*the last regular day of term is Thursday, 18th December, as we will have a Christmas Craft Morning on Friday, 19th December 2025 that requires parents to accompany their child/ren



Thanks for your Patience

We would like to thank all families for standing so patiently on the playground in the mornings. Please remember not to allow your children to play on the equipment while you wait and not to cross the barrier.

Medicine & Illness

Children who have been given medicine like Calpol, Ibuprofen, cough medicine etc should **not** attend Playgroup.

If your child is not well enough to attend without this kind of medication, please do not send them in.

Our complete Illness Table can be found here:
<https://www.feltwellplaygroup.com/info>

Paying Fees

Please remember that fees must be paid in advance of sessions attended. As per the policy, fees are now expected to be paid at least a half-term in advance. However, in some circumstances, it can be arranged for fees to be paid weekly. If your child is absent (half fees are payable in this instance) then any money remaining from what has been paid in advance will be credited to your account.

No Accessories

Please ensure your child does not wear any accessories to Playgroup. This is to avoid choking and breaking of the item.

Tapestry Journal

We like sharing your child's learning and experiences at Playgroup with you and we hope that you enjoy receiving these regular updates via *Tapestry*. If you have any questions about using your child's online learning journal on *Tapestry* please speak to your child's keyworker or send us an email. We love learning about what your children do at home, too. *Tapestry* can also be used for this or, of course, you can always fill in a High 5 slip with your child's achievement or news for them to bring in and share with us!

Mobile Phones on Premises

For safeguarding reasons please **DO NOT** use your mobile phone whilst on the Playgroup premises, this includes the playground areas, unless you have been given permission by the Manager.

Your co-operation is much appreciated. Whilst we appreciate you sometimes wanting to take pictures of your child/ren, we would request that you take them once you have left the premises so that you don't accidentally photograph another child.

Future Events

Feltwell Playgroup Christmas Photo Fundraiser - week commencing 10th November 2025



Watching Children Play Outside

If you arrive early to collect your child, would you please stand out of view, so as not to distract the children. Although they love to see you, it can be disruptive and lead to them stopping play to stand at the fence/gate. It can also be upsetting for them to come back inside, once they realise you are here.

Photographs & Videos

Please be reminded that it is not allowed to take any photos or videos whilst on Playgroup premises.

Early Collection

If needed we can accommodate an earlier collection for your child in the afternoon. We are aware we have some families that need to do the school run in Hockwold. To make this possible we allow the child to be collected from Playgroup at 2:30pm. Please note the collection time is either 2:30pm or 3pm and nothing in between.

Any Questions?

If there are any questions you may have or if there is anything you would like to talk about (child related or not), please know that we are always here for you. You can speak to any member of staff or send an email if you prefer. We will try our best to help and support you in any way. Please be assured that any conversation will be kept confidential.

Email: playgroup.feltwell@gmail.com
Phone: 07582371984

Still Summer...

As the weather might still be warm, all children need to bring in name labelled sun cream and name labelled water bottles to keep at Playgroup (if your child doesn't already have one).

Please make sure they are wearing appropriate clothing: no strappy vest tops as they are a sunburn risk, sturdy shoes which can be removed and put back on again by the child, no open toed sandals for safety.

We will let you know once we feel it's time to prepare for warmer temperatures.

Help at no Cost

We've registered with *easyfundraising* and we need your help at no cost to you at all! *easyfundraising* is a great website where you can help Feltwell Playgroup raise funds simply by doing your everyday online shopping with over 4,000 big name retailers like Amazon, Argos, John Lewis, ASOS, Booking.com, eBay, Boden, and M&S. Every time you shop, we receive a small donation to say 'thank you' and it's completely free too!

We want to raise as much as possible so please sign up and help us at:
<https://www.easyfundraising.org.uk/causes/feltwellplaygroup/>