



At Calmore
Registered Charity No. 1062510

Picking up your child from pre-school

If someone different needs to pick up your child and they are not on our known contact list, please could you phone us in advance and let your relative/friend know the password. We will not be able to allow them to take the child otherwise.

Thank you

Drinks

Please could we ask that you only fill drinks bottles with water. It's so much healthier generally and kinder to teeth.

Thanks for your co-operation.

School Dinners

Please send us your orders & payments by midday on Wednesdays for the following week. The cost per meal is £3.10.

Parent Meetings

We are now taking bookings for parent meetings taking place this term. It's an opportunity for you to meet and talk to your child's keyperson.

NEWSLETTER

November 2025

Sickness at Pre-School

If your child has a high temperature or is feeling unwell, please keep them off pre-school until they no longer have a high temperature and are feeling well enough to attend.

If your child has a sickness bug, they cannot return until 48 hours after the last episode.

Staff Structure

Manager Tracy Mitchell

Deputy & Safeguarding Ruth Houghton

SENCO Donna Broom

Practitioners

Marlene, Vanessa, Amber, Lisa, Nicole, Emma, Alana, Loren, Hayley, Vicki, and Sue (bank staff)

Support Staff Lorna & Bethan
Admin Assistant Denise

Payment of Invoices

Please be aware that it is our policy that unless the previous half term's invoice has been paid in full, your child will not be able to attend sessions the following term until the debt is cleared. If they are funded, they will be restricted to funded hours only.

Payment deadline for Autumn Term 2nd Half is Monday 15th December.

DIARY DATES

Dec

15th - 19th

Christmas Crafts Week - Butterfly children
School Christmas Dinner (info to follow)

17th

Last day of term

19th

22nd - 4th Jan

Christmas Holidays

Jan

5th

Inset day (pre-school closed)

6th

Pre-school reopens

Feb

16th - 22nd

Half Term

Mar

27th

Last day of term

30th - 12th Apr

Easter Holidays

Apr

13th

Inset day (pre-school closed)

14th

Pre-school reopens

May

4th

Bank Holiday

25th - 31st

Half Term

Jul

22nd

Inset day (pre-school closed)

23rd

Summer Holidays begin

School Christmas Dinner 17th December

If your child attends pre-school at lunchtime on this day and would like a cooked Christmas dinner, please be aware that we will shortly be sending out the menu for this day and that ordering & payment will be due no later than Wednesday 10th December. The cost will be the usual £3.10.



NEWSLETTER

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Pre-school Policies

Please be aware that a folder containing our policies is kept in the foyer so that parents can read or refer to them at any time.

Privacy Notice

Our privacy statement will be posted on facebook and on our website so you will be able to refer to it as & when needed. The Hampshire County Council privacy statement will be displayed at Caterpillars.

Tapestry

Please don't forget to log in to Tapestry regularly as it contains lots of information on what your child has been doing at pre-school. It would be lovely if you could add what your child has been doing at home too.

Christmas Crafts Week for Butterfly Children

15th - 19th December

8:30 - 10:30 & 1:30 - 2:30

Please remember that you need to book a time slot for coming into pre-school to take part in Christmas Crafts with your child.

PLEASE, please, please make sure all your child's belongings eg clothes, shoes, bags, lunch boxes and drink bottles are **NAMED**.

Also please make sure you provide your child with a coat as they do go outside to play on the Infant School playground. We do not have any spare coats at preschool. **If you think your child is not well enough to play outside, please consider carefully whether they are well enough to be at pre-school. Thank you for your cooperation.**

Updating emergency contacts

Please make sure that we have your up to date contact numbers, addresses and child health forms. It can be very distressing for the children, parent and staff if we can't get hold of you in an emergency.



Facebook

Please ask to join our Caterpillars at Calmore Facebook Group. It's a quick way of getting messages and updates to you and for you to contact us.

Folder/Bookbags

Please remember to send in your child's folder/bookbag each day. Also check your child's bag for regular information and letters.

Safeguarding Information

If you have any concerns because you think that a child might be being abused and you want to talk to someone, or ask someone to find out what is going on, you should contact the Children's Services Dept.

During office hours (8:30am - 5:00pm) you should contact Children's

Services: **0300 555 1384**

At all other times you should contact the out-of-hours Service:

0300 555 1373

For all emergency situations call 999.

NSPCC Helpline: 0808 800 5000

Women's Aid: 0808 2000 247

(Free phone 24 Hour National Domestic Violence Helpline)

Hampshire Police: 0845 045 4545

You can find out more about child protection at

www.hants.gov.uk/child-protection