

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.

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 Spring Term 1st Half will be Monday 9th February.

NEWSLETTER

January 2026

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
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Deputy & Safeguarding	Ruth Houghton
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SENCO	Donna Broom
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Practitioners	Vanessa, Amber, Lisa, Nicole, Emma, Alana, Loren, Hayley, Vicki, Bethan, and Sue (bank staff)
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Support Staff	Lorna
Admin Assistant	Denise

School Dinners

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

DIARY DATES

Feb

16th - 22nd Half Term

Mar

9th - 13th Mother's Day Activities - information to follow nearer the time

27th

30th - 12th Apr Last day of term

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

At Calmore
Registered Charity No. 1062510

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.

In the event of snow or other unscheduled closure

If Caterpillars is closed, you will be notified by phone and there will also be a message on Facebook.

If Calmore Infant School is closed due to snow, we will be closed too.

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

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](http://www.hants.gov.uk/child-protection)