



DATES FOR YOUR DIARY:



Monday 13th April:

Return to start summer term

Monday 6th May:

Bank Holiday - **setting closed**

Tuesday 12th May:

Photographer - Lucy Heath

Friday 22nd May:

Last day of half term -

Setting closed for 1 week

Monday 1st June:

Return for the second half term

Tuesday 7th July:

Day Trip with school leavers - Manor Farm **Setting closed.**

Thursday 23rd July:

Last day of term.

Wednesday 2nd September:

Start of 2026/2027 year

Welcome to the Summer Term

We would like to welcome our families, old and new to the final term of the academic year. In honour of 'Look up at the Sky Day' (April 14th), and 'International Earth Day' (April 18th) and the recent exciting trip to the moon and back, our planning this half term involves lots of talk about Space and the World. We will be incorporating shape and measure in our activities. We will also look at our planet, animals and sea creatures, and climate. Please look at the notice boards for your child's artwork.

For our school leavers, we will be focusing on 'school readiness' and therefore encouraging them to independently put on and take off outdoor clothing, to manage their hygiene skills when toileting and to engage in co-operative social play.



Outdoor Play

As the weather is so changeable, please send your child with appropriate clothing for that day, some days we will need gloves and scarves, other days we will need sunhats! Please make sure that these items are named, you can order stick on name labels online. Please use the following information:

www.mynametaqs.com

Our reference number is 50288, if you use this company Willow will receive commission on all orders.

If the weather is warm and sunny, please apply sunscreen before your child arrives, we have the Soltan brand in setting so we can top up for those who are with us all day.

Thank you.

Absence and illness

Please could you let us know if your child will be absent for any reason, particularly if you are in receipt of government funding. We are subject to auditing from the Local Authority and need to be able to justify any absences in the register with a note to say holiday or sickness, for example.

If we have not heard from you, we will telephone to ask why your child is absent, this is part of our safeguarding policy which highlights the importance of staying in touch with our families.

You do not need to email. (Mrs Coleman cannot access emails when she is in ratio) Please leave a voicemail or a text message on our phone 07565000717 and it will be picked up when we arrive at 8.30.

Many thanks for your support in this matter.



Lunch club & The Café on the Corner

Does your child attend our Lunch club? Do they prefer a hot meal? The Café on the Corner, which operates from the Lounge at St. Paul's can cook a fresh toastie, panini, or jacket potato and deliver it to us at midday.



Charges & Session times in September 2026



In April 2025 the DfE issued a directive stating that all settings were required to remove any 'artificial break' during a funded day. At Willow, we had always offered funded places for 3 hours in the morning and 3 hours in the afternoon, therefore charging for the hour in between as 'lunch club'

This directive was somewhat rushed in its implementation, leaving Local Authorities and settings with the need to swiftly accommodate the ruling. At Willow we trialled continuing to have 6 hour days and to charge an early bird fee from 9-10am. This proved somewhat unsatisfactory for those who came late and missed the beginning of the morning, it proved disruptive to those already in attendance because they often thought it was time to go home when the door opened again.

For the last 2 terms we have had a 9 am - 3 pm day for all, with a charge for the late 3-4pm slot. We have also found this to be disruptive for our afternoon children, especially our younger ones who need calm and extra nurturing when they are getting tired. Coupled with this, we have seen a drop in our receipts which potentially affects our sustainability as a setting.

A recent managers' meeting with the Local Authority confirmed that we can reinstate our previous session pattern for all of the above reasons. From September 2026, we have decided to offer 9-12 am and 1-4 pm sessions. Those who require a full day will be charged for lunch club at £8.00 per hour. You will receive an invoice for each term and be able to pay in full or in 2 instalments. Should this be a problem, please speak to Janet Coleman in confidence and she will be happy to arrange a suitable individual payment plan.

If you are not in receipt of funding, our sessional charge will increase to £24.00 for the 3-hour slots. Invoices will be issued termly and we accept bacs, correct cash, childcare vouchers and the Government tax scheme. Payments may be made in full or in 2 instalments. We will also be reinstating our admin fee which will be payable before your child starts and is set as a one-off payment of £25, including a Willow Polo shirt and Learning Journey booklet.

We are one of the only settings locally who do not make a regular separate consumables charge.

Photographer

The photographer, Lucy Heath, will be taking photos on Tuesday 12th May. All children will be photographed unless you tell us otherwise.

There is no obligation to buy and you will be given a code to access the proofs and make a selection.

If you would like to bring siblings for a family photograph, please let us know, Lucy will be available to take those photos at 8.30 am.

Lucy has been coming to us for some time and her photos are always of the highest quality.

Please visit:

Lucyheathphotography.myportfolio.com



Collection at the end of the day/session

Our morning session ends at 12 midday and our afternoon ends at 4pm. Recently we have noticed that Parents are coming to collect their child just after these times. We understand that sometimes it is unavoidable and we are pleased that most will telephone us if they are stuck in traffic or at an appointment.

However, being even a few minutes late impacts both the children and the staff, taking away an adult from another task and distressing the remaining child.

Our 3pm picks ups are also not always on time, again this impacts everyone. Please can you support us in this matter by being ready to collect your child at their allotted time.

Thank you

Staff Development

We are very proud that all our staff are able to access training through our very supportive Local Authority. We are delighted that Miss Allen & Mrs KK recently attended 'Talking Matters' training run by the local Speech and Language therapists. Mrs KK has also applied to do the Early Years Teacher Training course and is hoping to start in September. This is a level 6 course, the equivalent to a degree.

Open Day & School Leavers 2026

Thank you to everyone for putting your child's name on the school leavers list. During the next few weeks your child's Key Person will be preparing a transition document. This will be shared with you for comment and you will be able to have a 10-minute parent interview at our Open Evening taking place on Thursday 4th June from 6-7.30 pm. Your Key Person will be offering you a slot soon.

Please bring your child with you, we will have activities set up and other staff members will be happy to play with them during your interview.

Our younger children and parents are also welcome to come and have a relaxed look around and chat with Mrs Shephard or Mrs Coleman.



Manor Farm trip - Tuesday

7th July

We will be taking our older children on a trip and this day will be a designated inset day so the setting will be closed. Our younger children can come along too but they must be accompanied by an adult, the staff team will take charge of the older children in their activities.

We have booked Manor Farm at East Leake; there will be a sign-up sheet in the foyer soon. Please add your child's name and pay to secure their place. The cost for each child is £12.50 and can be paid to our bank account or in correct cash.



Contact us:

Tel/Text: 07565000717 (9am - 4pm)

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