

Newsletter 1 AUTUMN TERM – Sept 2018

Updates for Parents / Carers of Candystripe



3rd September 2018

Dear Parents / Carers

Welcome back to the new academic year. Please find updates about Candystripe's service and service level:

Changes to reception and Admin Service at Candystripe Cottage

We now have a fully completed reception area with regards to safeguarding. A further area to safeguard your children with access systems fully in place.

We are still developing the wall to the right as you walk in into a staff zone. This area will showcase all the staff that work across the setting. There are 28 staff who work there altogether across 4 divisions. Thankfully this wall is big enough so watch this space.

There are some mandatory notices you will see in this area but what specific info do you want to see? They are on the front of the desk including our registration details. If you have any further ideas about what information you would like to see, that is not there already please email me on info@candystripeinc.co.uk.

We have also improved our computer systems and phone systems over the summer. To get hold of any site just call us on 0113 268 9443 and follow the menu to get in touch with the person you require:

Bookings – can be emailed to info@candystripeinc.co.uk this way they can be confirmed.

Press 1 to speak to reception and staff at the Cottage site or email reception@candystripeinc.co.uk This site covers Chapel Allerton, Immaculate Heart, St Urbans and St Matthews.

Press 2 for accounts, admin and party bookings or email accounts@candystripeinc.co.uk

Press 3 to speak to staff at our Lidgett Park Church setting or email church@candystripeinc.co.uk. This site covers Moortown, Immaculate Heart and Gledhow children.

Press 4 to speak to staff at our Talbot setting or email talbot@candystripeinc.co.uk

Press 5 to speak to staff at our St Pauls setting or email stpauls@candystripeinc.co.uk

OR

Press 6 to speak to me directly, the Director about any safeguarding concerns or complaints or email me on anna@candystripeinc.co.uk

All sites will have their own GDPR encrypted laptop for use and can collect their own messages too.

They also have phone numbers you can contact which are linked and also Ofsted references:

So what is the new management system First Steps Software?

As mentioned last in Newsletter 3 last academic year we are launching the new computer system to improve security of data, safeguarding and improvement to communication across the company.

This new system is called First Steps and is an integrated management system for childcare environments. At no point is any data collected on any machine it is all held on separate servers which are covered by the data protection laws.

This system allows us to run live data ensuring that those collecting children have an immediate link to changes made and this then links to all aspects of caring for your child / children. This links to devices that enable the collection process and back on site.

Emails are a good way of getting your message across to us about any further information you have about this system. Please email info@candystripeinc.co.uk and we will get back to you asap.

Safeguarding

We take safeguarding very seriously at Candystripe, all staff receive regular training and updates to their knowledge. The knowledge and understanding of our safeguarding policies are checked by completion of safeguarding questionnaires which are handed out to all staff across the settings. These help in identifying areas of development via questions designed to check different areas of safeguarding and policies linked to this. This helps us arrange further training and ensures all staff have up to date information. If you have any concerns with regards to safeguarding please contact us to discuss them, we are happy to work with you in this matter.

Behaviour Management System

Our behaviour management system is working well, and we will continue to develop this going forward. For those of you who did not read the last newsletter let me explain. Each member of staff holds a notebook in their pocket and offer children the chance to explain their behaviour twice where it will be logged privately in a book. If their behaviour does not improve the third time it will be logged to contact parents/carers to discuss behaviour further. This enables us to work together to educate the child/children as to how to behave more appropriately.

We think this approach does not publicly select children but works with children using a system they can understand and can work towards improvements and rewards.

The notebooks are used also to list names of children whose behaviour is exemplary and requires rewards.

For those children who suffer with anxiety we have invested in "worried Wilbur" a toy and guidelines to support those children. If you feel your child/children need our support please speak to Lesley, Laura for nursery children and Jander, Sharon for out of school support.

Catering update for Nursery

The food from the Nursery Catering Company is definitely improving but we think we can make further improvements. We intend to invest money into our kitchen this term which will

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enable us to take back our catering in full and develop healthier and stay in control of our catering for all sites. The concept is to develop menus that suit the nursery children each day and cook better, healthier and more interesting snacks for out of school children.

We have been using the Nursery Catering Company for the food for nursery which has worked well but does not allow us the flexibility we would like. We are integrating better kitchen appliances, a larger range cooker and a full-time chef to join us soon. Once this is all confirmed and project plan fully in place I will update you.

Whacky updates at the Cottage

The new steps in the whacky are working extremely well and have ensured children's safety. It has been monitored during the playscheme period this summer and feedback from staff and children is positive.

We have also

Update on activities across all sites

Lots of new resources have been put in place, especially at the church. We hope the children will enjoy them.

Further planning is in place for the church site, in particular the outside area. This will be rolled out once planning has been agreed as it involves a change to the external boundary of the garden and new gates structure; as this is also a memorial garden we have to take care to ensure all parties are happy.

All sites will have John Walton joining them again this coming year. John is an FA accredited and fully trained (first aid also) football and multi sports coach.

He will attend Talbot on Tuesdays, Church on Wednesdays and the Cottage on Fridays (these days may change but are correct when printed). John has worked with us during the summer and built a very good fan base; he is a great asset to the team.

Currently we are continuing the trial of our student guitar teacher at the cottage on Tuesdays. We can continue this and look to develop across sites for those parents interested. I can give a strong reference for Harrison who completes the guitar lessons he is very good. He has also worked for us throughout the summer and has really proven himself.

We have been researching and will continue our research to implement new activities for staff and children. One new idea to be researched is yoga. No activity will be rolled out until thorough checks are completed and those staff members have proven their abilities.

Activities are wide ranging and staff are working hard on their planning to ensure they provide the best quality of care possible.

Who is who at each site?

All staff are about to head into appraisals which happen every May / June here at Candystripe. They are also taking part in a full training needs analysis and training plan. Just in case you don't know who all the staff are I have listed them below for your info:

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Nursery staff at the Cottage

Lesley Credland – Nursery and Playscheme Manager

Laura Roberts – Deputy Nursery Manager and Playscheme Deputy Manager

Jaha Spence – Nursery Nurse Practitioner

Sophie Wicks – Early Years Educator and EYFS Co-ordinator Out of School

Simran Gill – Learning support worker and co-ordinator

Michaela Mitchell – Learning Support worker and Nursery Nurse Practitioner

Lauren Mawn – Apprentice Nursery Assistant Practitioner

Lacy Howarth – Apprentice Nursery Assistant Practitioner

Janet Perrin – Chef

Mark Parkin – Lunch supervisor and kitchen support

Out of School staff Cottage setting dealing with Immaculate Heart, Chapel Allerton, St Urbans and St Matthews

Jander Buchanan – Out of School Manager also works as a Nursery Assistant Practitioner

Sharon Jackson – Joint Out of School Manager

Michelle Elliott – Playwork Assistant

Lakeysha Mohammed – Apprentice Nursery practitioner and Playwork Assistant

Sophie Wicks – Early Years Educator and EYFS Co-ordinator Out of School

Lauren Mawn – Apprentice childcare practitioner

Helen McWilliams – SEN Assistant

John Walton – Football Coach (Fridays only)

Janette Weaver works alongside me (Anna) in the office which will be on site.

Lacy Howarth – Nursery Assistant in Out of School division

We also employ party staff who support us for parties every weekend except during August when we stop parties for maintenance purposes.

Out of School staff at Lidgett Park Church setting

Jean Weston – Out of School Manager (Moortown, IMH)

Mark Parkin – Out of School Manager (Gledhow)

Andrea Naylor – Deputy Manager (Moortown, IMH)

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Hardesh Potiwal – Deputy Manager (Gledhow)

Janet Wager – Playwork Assistant

Janet Perrin – Playwork Assistant

Dora Gromocki – Playwork Assistant

Stuart Airey – Playwork Assistant

Christine Smith – Playwork Assistant

Jo Rhoud – Playwork Assistant

Out of School staff at Talbot setting

Sarah Newton – Out of School Manager

Val Haswell – Playwork Assistant

Janet Wager – Playwork Assistant

Shannon Palmer – Playwork Assistant

Lisa Foster – Playwork Assistant

Suzy Niman – Playwork Assistant

Out of School at ST Pauls setting

Cheryl McManus – Out of School Manager

Luke Cockerill – Playworker and Deputy Manager

An update on terms and conditions:

We are currently in the process of downloading our policies and [rocuedures onto our website. If you would like to discuss any specific policy or procedure please contact me direct on 07720 053917 or anna@candystripeinc.co.uk.

Notice period will remain at 8 weeks in writing for the coming year. Changes in fees will change every July and you will be informed of the change.

Finally

Your thoughts and concerns are important to me about any of the updates. If you are unhappy with any part of the service, please let me know so I can make the improvements and / or investigate further.

Kind regards

Anna

Anna Robinson

Director and Chief Safeguarding Officer

07720 053917 / 0113 266 9443



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