THE WOODLAND PRE-SCHOOL

The Guide and Scout Centre, Coates Lane, Downley, High Wycombe, Bucks, HP13 5UX

01494 521953 (8.15am – 3.30pm) *www.thewoodlandpreschool.co.uk*

September 2026

Dear Parents,

Welcome to "Woodlands"! Whether you are joining us for the first time or returning after the summer break. We hope you had a good summer and enjoyed the summer weather; we are keeping our fingers crossed that we get more fine weather so we can make full use of our outside area. We sadly said goodbye to Emily over the summer, she wanted to increase her experience of supporting children with additional needs and secured a full-time job in a school SEN department, we will miss her but wish her all the best.

Arrivals and Departures and security

Your child's safety and happiness are of the utmost importance to us. Please encourage your child to hold your hand when walking to and from Woodlands. Do remember to shut the pedestrian gate when arriving and – most importantly – when leaving Woodlands. This is for everyone's safety – children often run after their friends and an open gate encourages this, we do our best to teach children road safety and appreciate your support. In a few weeks' time, we will be talking to the children about what we do in the event of a fire at Woodlands and will be carrying out fire drills when the children are more settled.

Please note that the staff at Woodlands are responsible for your child once they are inside the building and been noted on our register. You resume responsibility when you collect your child. To strengthen our security procedure, we operate a password for people collecting your child other than yourself or your regular collector e.g., childminder. Your child's password is their animal group and the first name of their key person e.g. "Katy - Deer". Please inform us if someone different will be collecting your child and advise them of your password as for safeguarding reasons we can't let children go home with somebody unknown to us.

Illness



If your child has a high temperature or a really snotty cold, please keep them at home until they are better. Pre-schoolers are generally unable to blow or wipe their own noses and therefore spread germs very quickly to other children and staff which can cause issues with adequately staffing each session. If your child has a stomach upset remember to keep them at home for 48 hours after a period of sickness and/or diarrhoea as per our sickness policy.

Absences/Holidays

If your child will not be coming to Woodlands because they are ill, please ring us between 8.15 -9.00am (if possible) and keep us informed when they are likely to return. For longer absences e.g., family holidays please send an email detailing dates and reason for the absence as our funding is based on children attending regularly, although preschool is not like school so a week's holiday in term time is not seen as an unauthorised absence.

Themes

Under the Early Years Foundation Stage Curriculum, we aim to give your child a wide range of experiences whilst incorporating their interests. The theme for the first few weeks will be All About Me. We will spend time finding out about each other, our families and how we are similar and different.

Following that we will be exploring Autumn, we usually go for walks to the Common during the first half of the term, looking at the changing trees and leaves and looks for signs of Autumn. We can't undertake these walks without a few parents coming with us. Lists requesting help will be outside the front door for you to sign if you can assist - We do vary the days for our walks throughout the year where possible.



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After half term our themes will be Occupations and Christmas. If you have an occupation that the children will be interested in, we'd love you to come and spend 15 or 20 minutes telling the children about it or show us what you do. Perhaps you are in the Police or Fire Brigade, or you're a doctor or nurse. Or maybe you are a butcher or baker and could come and make things with us to enhance our curriculum and inspire the children! We will also learn about the story of the first Nativity and practice and perform a little Christmas themed something for you at the end of term.

Key-person

It is important that children are happy at Woodlands as this is when they will learn best and having parents and staff to working together sharing knowledge about the child helps to achieve this. To aid this we allocate a "key-person" for each child, who will take a special interest in their progress and development and should be your first point of contact when you wish to tell us anything. You can help by keeping us informed about any current interests, special events, changes to the home environment, worries, concerns etc. We will keep you informed about what we have been doing at Woodlands via emails, newsletters and observations on the Tapestry app. You will be likely have been introduced to your child's key-person by now.

Key Groups

Each child has been allocated to an animal group which they usually stay in during their time at Woodlands. From the Spring Term once a week the children in the animal group who are 3 or 4, will go into the Language Shed outside, on the relevant day, for a more focused group activity time. More details will be given next term but these are the days the animal groups will meet. Mondays – Deer group, Tuesdays -Fox group, Wednesdays – Mole group, Thursdays – Squirrel group

Forest School



We are very excited that this term all children will be offered 3 free Forest Schools Sessions lead by Shayle, who has now completed her Level 3 Forest School Practitioner Qualification. Karen has emailed parents whose children will be in the first group, explaining what dates the children will attend and what they will need, emails for subsequent groups will be sent shortly.

Supervised Toothbrushing programme

Woodlands has signed up to a free Government initiative to support young children with toothbrushing with the long-term goal of developing positive brushing habits and reducing tooth decay across the country. You will have seen an email with more information and the consent form which needs to be returned. The programme will commence at the end of September and the brushing will take place each morning before group time activities and snack time.



Parent/Staff Consultations

Our "parent's evenings" are an opportunity for you to meet staff to discuss your child's progress. This term we are moving away from holding these in the evenings & will offer appointments just before or after the start of sessions or just before or after our collection times during the week of 23rd November. Towards the end of this half term, you will be sent an email offering various time slots should you wish to speak with your child's key person to find out how they are getting on and discuss any concerns .

Allergies

We do have some children who are allergic to various foods such as nuts, milk and eggs etc and like all settings we have a strict 'NO NUTS' policy. Whilst we appreciate that children like to share treats on birthdays, we would ask you to ensure that any sweets etc brought in for sharing are handed to a member of staff. We will arrange for their distribution at the end of the session and ask that they are only opened once you have left Woodlands. Children SHOULD NOT bring their own sweets to Woodlands to eat – please check their pockets! Please also remind your child not to share the contents of their lunchboxes. Please inform us if you have any concerns about your child handling or consuming any products.

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Water Bottles
Please remember to send a named water bottle filled with fresh water with you each day. Children can freely access this throughout the day and it will be replenished as required. Please don't send squash or flavoured water as it is sticky when spilt and less healthy than water as it can cause tooth decay.

Breakfast Club
We are running our breakfast club again this year from 8.30-9.00am at a charge of £3.50. We have a few spaces available for on an adhoc basis should you have a last-minute early meeting or appointment. Please contact Karen to book a space for your child.

Lunch Boxes



Please do not send in any additional sugary drinks as children have access to their water bottles, staff can refill these when necessary. **Please also remember not to include sweets or chocolates in lunch boxes and to cut grapes lengthways to reduce the risk of choking.** Lunch will not be required on the last day of term, Thursday 17th December.

Clothing



Please ensure that your child brings a named pair of wellies to leave at Woodlands & wears a suitable coat everyday as we will be using our outside area on a regular basis even if it is raining. It is essential that jumpers, coats & shoes are named.

Reminders
If you have moved house, changed your telephone number or the name of your emergency contact person, please let us know by emailing or writing down the new details. Should your child start taking medication for asthma, develop an allergy or anything else please keep us informed.



If you bring your child to Woodlands in the car please park considerately. **Do not park across local resident's driveways, on double yellow lines, the single white line near to Woodlands or on the corner of Littleworth Road and Commonside.** Parking wardens have been known to patrol our local roads and issue tickets.

Many of the children are having toileting accidents, which is to be expected as they are settling in, but please check your child's bag each day for to make sure there are enough spare clothes or nappies, wipes and nappy bags for your child. Please also pop a carrier bag in to your child's bag for wet clothes to go home in as we often run out

IMPORTANT
Our termly newsletter and weekly updates plus other correspondence will be sent to you by e-mail Please forward our newsletter and other important correspondence to your childminder/nanny if you have one. Grandparents may also appreciate seeing what we are up to if they are involved in your child's care. In line with data processing laws we do not pass your address to other organisations. Our newsletter will continue to be placed on our web-site www.thewoodlandpreschool.co.uk

Annual General Meeting & Coffee morning – Friday 13th November 9.30



We would love to see you at our AGM where you can find out what has been happening during the last 12 months; how much we raised at our various fundraising events and what we spent it on. You may not have had chance to meet many of the other Woodlands parents and so following on from the AGM there will be an informal Coffee morning – a chance for a cup of tea or coffee and some home baked treats & a chat.

With best wishes

Katy, Natalie and the Woodlands Team

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Dates for your diary Autumn term 2026

Wk 1 w/c 7th September -All about me Monday 7th First day of term

Wk 2 w/c 14th September -All about me Tuesday 15th Forest School



Wk 3 w/c 21st September -All about me Fire drills this week
Tuesday 22nd Forest School

Wk 4 w/c 28th September- All about me Tuesday 29th Forest School
Wednesday 30th Dance with Gemma from Stage Plus

Wk 5 w/c 5th October - Autumn Monday 5th Forest School
Thursday 8th Music & Singing with Ali



Wk 6 w/c 12th October - Autumn Monday 12th Forest School
Tuesday 13th Yoga with Jo from First Yoga

Wk 7 w/c 19th October - Autumn Monday 21st Forest School
Tuesday 20th Autumn Walk (adult volunteers required please.)
Friday 23rd Woodlands closes for Half Term Holiday

Half Term - Monday 26th – Friday 30th October



Wk 8 w/c 2nd November- Occupations Monday 2nd Forest School

Wk 9 w/c 9th November - Occupations Monday 9th Forest School
Tuesday 10th Photos at Woodlands
Thursday 12th Music & Singing with Ali
Friday 13th AGM & coffee morning

Wk 10 w/c 16th November – Occupations Monday 16th Forest School
Tuesday 17th Yoga with Jo from First Yoga

Wk 11 w/c 23rd November- Occupations. Parent consultations over the whole week
Monday 23rd walk to the Community Library & playground
Tuesday 24th Forest School
Wednesday 25th Dance with Gemma from Stage Plus

Wk 12 w/c 30th November - Christmas Tuesday 1st Forest School



Wk 13 w/c 7th December - Christmas Tuesday 8th Forest School

Wk 14 w/c 14th December - Christmas Tuesday 15th am - Christmas performance
Wednesday 16th last normal session of the term
Thursday 17th 9.30-12.30 Christmas party, all children welcome

More details of themes will be included in our weekly emails.