Newsletter September 2026

Dear Home from Home Parents and Carers,

Please see an update below of all things here at Home from Home:

PEOPLE UPDATES

Senior Team:

Following a review of our Senior Team structure over the last few months we would like to advise on the changes that will take place from September 2026 . We are changing the structure as follows:

- Reduce the number of Room Manager roles from 3 to 2
- Change the job title from Room Manager to **Deputy Manager Under 3's (Babies and Toddlers)** and **Deputy Manager Over 3's (Pre School)**
- These roles will not be in ratio and will not have key person responsibility.
- These roles report directly to the **Nursery Manager, Sophie Eade**

Why are we doing this:

- To support development and ambition of the existing leadership team
- To allow the senior team more time to lead and coach their teams
- To ensure consistency of the daily running of the nursery with the experience of the existing leadership team members in role
- To ensure Teaching, Learning and Assessment responsibilities are delivered to the required standards

We are delighted therefore to confirm that from Monday 14th September **Danielle Fletcher**, previously **Toddler Room Manager** will be in the role of **Deputy Manager Under 3's (Babies and Toddlers)** and **Marcus Tidey** previously **Baby Room Manager** will be in the role of **Deputy Manager Over 3's.** Marcus will also continue in the role of **SENCo** for the setting**.**

There is no change to the team structure below this i.e. the Team Leader and Deputy Team Leader roles remain in place.

Nursery Manager – we are delighted to advisee that **Sophie,** who is studying for her **People Professional L5** qualification has successfully completed the first 3 units achieving a high pass in all . Sophie returns to her studies this week attending Chichester college one day a week on Thursdays.

Baby Room

Senior Lead Practitioner: we sadly said goodbye to **Rebecca Goswell** on the 26th of August, Rebecca started with us as a student in 2023 and has grown in confidence and experience, she has decided to pursue a career in a school supporting children with additional needs, we wish her the best of luck for her future. We will be advertising the Senior lead practitioner role internally and will advise when this has been filled.

Toddler Room

Deputy Team Leader: We are delighted to confirm that **Ellie Harman** who has been stepping up as **Deputy Team Leader Maternity cover** during Jess De Bues maternity leave has now been appointed permanently into the role. We would like to thank all candidates who took the time to interview with us for the role. We truly appreciate the effort put into the process and the chance to learn more about those individuals' skills and background. It was a difficult choice, and we want to commend all on a strong interview process.

Practitioner:

We are delighted to announce that **Elisha Dring** has successfully completed her Early Years Educator L3 studies with a distinction!

We would like to welcome **Evana Khuzam** to the Toddler team, Evana is L3 qualified and has much experience supporting SEN children in primary school, she is currently working towards her level 6 qualification with the open university.

Pre-school Room

Practitioner: We would like to welcome **Jennifer Edmunds** to the Pre-school team. Jen has over 5 years of experience working with children and has her level 3 qualification.

Float Nursery Assistants:

Unfortunately Adama Melrose Kanu will not be continuing in the role of Nursery Assistant due to family relocation.

Safeguarding roles

Due to changes in personnel please find below confirmed persons in relevant safeguarding roles in order of contact-

Designated Safeguarding Lead – Danielle Fletcher

Deputy Safeguarding Lead 1 – Marcus Tidey

Deputy Safeguarding Lead 2 – Nicola Law

In the absence of all 3 Sophie Eade should be contacted who is also a trained DSL.

Fire Safety Roles

Fire Officer – Sophie Eade

Deputy Fire Officer – Jacob Pippen

Deputy Fire Officer – Marcus Tidey

OUR ENVIRONMENT

Internal Decoration and Refurbishment

External Decoration

We have now completed the external decoration of all the front facing doors and windows of the ground floor of the main building and the front gates to Pre School. During September we will complete works to all the ground floor rear windows of the main building.

Air Conditioning Installation

We have been advised by our contractors that due to equipment supply and capacity installation issues the installation of additional units will be delayed December 2026. We will be pressing on with the installs from this date to ensure we have these units in place for next Summer. We are planning to install units in the Main Baby Room, Toddler sleep rooms, Pre School Art Room and Literacy Rooms

Pre School Buggy Store

This has been removed as it was dilapidated beyond repair. We will be installing a new cover to this area and are awaiting an install date from our contractor.

DAY to DAY

Pre School- Front Garden

Please can we remind all Pre-school parents of the following to ensure we meet our planning permission regulations:

• not enter the gates on the Preschool driveway until 8am onwards and keep the noise to a minimum.

• Parents must ensure children are not allowed to linger and play on the grass in the front garden when dropping off & picking up their children. Morning drop offs between 8am to 9am are of particular consideration.

We really appreciate this to help us to be good neighbours and respect and consider their privacy

Baby Room – No wearing of outdoor shoes in the baby room areas

May we please kindly remind our parents that shoes are NOT permitted into the baby room areas. Upon collection, please ensure your shoes are removed and left at the bottom of the stairs before going upstairs to collect your child/ren. This is to ensure the Baby Room floor areas can be kept as

hygienically clean as possible as during free flow our babies will explore across the landing areas and will also use the stairs when going on trips and to the garden. This is particularly important at this time of year.

Medication

Can we kindly remind parents of our medication policy in that children **must not** be given Calpol, ibuprofen or paracetamol 8 hours before coming into nursery. Antibiotics – children must have had 2 doses within 8 hours before returning to nursery to ensure there is not allergic reaction. The nursery can take responsibility for administering antibiotics but the medication MUST be in the original packaging with the original label clearly printed from the pharmacy. Failing to do so will result in the medication not being able to be given.

CURRICULUM

Curriculum Newsletter

From September we will be reintroducing our curriculum newsletter which is enclosed with this newsletter.

The Newsletter will keep parents informed of the themes and activities that the children will have the opportunity to explore and be focused on for the term. This term, we will be exploring the wonderful theme of Autumn.

Our activities will be planned around the children's interests and stages of development, providing opportunities for them to learn through play, exploration, creativity and hands-on experiences.

We love working in partnership with our families, so each month we will also share some simple ideas for activities that you can enjoy together at home.

Events we are focusing on in the Autumn Term:

Sept/Oct - Harvest Festival

14th -20th September - Recycle week

October - Black history month

4th-10th - October Space week

31st Oct - Halloween

5th Nov - Bonfire night

8th Nov - Diwali

8th Nov - Remembrance Day

9th-13th Nov – Nursery Rhyme week

Sustainability

At Home from Home, we recognise the importance of playing our part in looking after our environment. We now have a Sustainability Policy and a Climate Action Plan. Our plan revolves around 4 key areas:

- Decarbonisation – waste and food
- Adaptation and Resilience – energy and water
- Biodiversity
- Climate Education

At our Team Away Day we discussed our policy and how we want to improve our carbon footprint and be more impactful. Going forward we'd like to share with you in our newsletter small achievements in striving towards making a difference.

Sustainability education is part of our everyday curriculum where we teach our children how to care for our world through stories, play and hands-on activities. During the summer months we've spent lots of time nurturing our allotment. We've grown radishes, tomatoes, peppers and sweet peas. We've measured the height and growth of our sunflowers. We've observed our pears, cherries and raspberries. We've continued to deposit leftovers in our compost bin.

A favourite book has been "Betsy Buglove Saves the Bees" by Catherine Jacob and illustrated by Lucy Fleming. Fun ideas and learning activities have resulted from our love of reading similar books and we'd encourage you to read them again at home.

Please feel free to come and look at our allotment and Potting Shed at the next Parent Evening to see our climate education in practice.

Autumn 2026 Cohort transitions

Thank you for all your support with the large transition that took place last week, we are now starting to prepare for the children transitioning rooms in October and November.

The transition meetings for children moving in November are:

Monday 14th September - Babies to Toddlers

Monday 21st September - Toddlers to Pre-school

The transition meeting for children moving in January is

Monday 16th November – Babies to Toddlers

Parents will receive an e-mail invite 3-4 weeks before the transition meeting to ensure they have time to plan.

All November movers will start in their new rooms from Monday 2nd November

All January movers will start in their new rooms from Monday 4th January

Parents Evenings Wednesday 4th and Wednesday 18th November

please note the date change from the 11th to the 4th November

We have our parents' evenings coming up for the Baby room and Pre School on Wednesday 4th November and Toddlers and Pre School on Wednesday 18th November. Nearer the time we will send an e-mail to remind you when you will be able to book your time slot with the Deputy Manager .

ADMINISTRATION

Monitoring Children's Attendance - Daily Registration of Children moving to Famly.

Under the **Early Years Foundation Stage (EYFS) statutory framework**, early years settings have a clear legal and professional responsibility to monitor children's attendance. Although school attendance is not legally mandatory for children under the age of five, monitoring attendance is treated as a **core safeguarding duty** to protect vulnerable children and support their early development.

The primary responsibilities for EYFS providers regarding attendance monitoring include:

1. Maintaining Accurate Registers

- **Daily Recording**: Settings must keep a daily attendance register. This means clearly recording whether a child is present, alongside their exact times of arrival and departure
- **Contact Information:** Providers must maintain accurate records of parents, carers, and anyone authorised to collect the child, including at least **two emergency contacts** per child

2. Having an Attendance Policy

- **Clear Procedures:** Providers are required to implement a formal Attendance and Absence Policy.
- **Parent Communication:** This policy must be shared with parents and carers during registration. It should clearly outline parental expectations for reporting absences (e.g., cut-off times) and the exact steps the provider will take if a child does not show up**.**

3. Rigorous Tracking and Investigating Absences

- **Day 1 Follow-up:** If a child is absent without prior notification, staff must follow up in a timely manner (often on the first day of absence) to determine the reason.
- **Persistent Explanations:** Staff must be persistent in seeking and logging explanations for every missing session. If the primary parents/carers cannot be reached, alternative emergency contacts must be used

4. Identifying Absence Patterns & Safeguarding Risks

- **Pattern Analysis:** Senior leaders and practitioners must look out for "broken weeks" or erratic attendance patterns.
- **Escalation:** If a setting is unsatisfied with the reasons given for an absence, or if a child missing education is deemed at risk, they are required to share information with other professionals and escalate concerns to **Local Authority Children's Social Care** or the police
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5. Promoting the Benefits of Attendance

- **Support-First Approach:** Rather than enforcing punitive measures, early years settings must work collaboratively with families. Staff should discuss the benefits of regular attendance for early language, social skills, and school readiness, helping families overcome any practical barriers

From the 14th September we will be moving the daily registration of children into and out of the setting via Famly rather than the paper registers we use now. This function will be completed by being entered onto Famly via an ipad which will be actioned by the Senior Manager on the door on that day. At Home from Home we do not see any concerns in this area and whilst the current monitoring system meets the requirements under the EYFS moving the process on line to Famly will enable data to be more easily available for all.

FUNDING

Autumn Term Funding claims for NEW Children Eligible to claim 9month,2 & 3 year funding from term commencing 1st September 2026

All children who turn 9months, 2 years & 3 years before 1st September 2026 will have now received an email containing information with regard eligibility and the funding claim process.

Parent Declaration Form – Pleas can we ask that any funding form still to be returned are returned by **Tuesday 14th September** otherwise the funding claim deadline will be missed and funding will not be able to be claimed

AUTUMN Term Funding Claims – for children already claiming 9month, 2 year & 3 year funding prior to 1st September but have a change in funding claim from 1st September 2025.

Parent Declaration Form - Parents of Children already claiming 15 or 30 hours working parents funding but have a change in funding claim, will be required to complete an updated 'Parent Declaration' form .Please ensure any forms not yet submitted by **Tuesday 14th September** to enable a funding claim to be processed by Home from Home on a child's behalf. To comply with statutory guidance which governs he use of government funds a new funding claim must be completed for any change in funding claim irrespective of when the last form was completed

Spring TERM 2027: Reconfirming Working Parent Funding Eligibility Code - A reminder to ensure your child's eligibility code is revalidated with a date no later than the **31st December 2026** to be valid for the term commencing from the **1st January 2027**. We recommend parents action this no later than the **15th December 2026** to ensure the admin checks Home from Home completes to check eligibility code validity can be done in good time before the **23rd December 2026**. No action can be taken by Home from Home after this date to notify parents of any issues prior to the eligibility code re validation deadline of the **31st December**. Any code re validated and dated **after 31st December 2026** would compromise 15 or 30 hours eligibility and would require parent appeal to WSCC. Parents will be liable for any fees not covered by funding in this situation. If you have any queries with regard funding please contact Patsy Alleyne-Wake on nursery@worthingnurseryschool.co.uk

The below link will provide further guidance to parents/carers regarding Early Years Working Families funding entitlement, and will be able to provide further answers to any questions you may have:

https://www.westsussex.gov.uk/education-children-and-families/childcare-and-earlyeducation/childcare-options-and-funding/early-years-funded-entitlement-for-working-families/

Children attending another setting and claiming funding at both – Can we please ask parents of children who are making claims at another setting as well as Home from Home to clearly identify the other setting on the parent declaration form. This is a statutory requirement and enables us to speak with the other setting to ensure the claims do not clash and the funding claim is not therefore rejected for all settings and funding payments delayed.

Policies and Procedures

Policy of the Month

- Outdoor Policy
- Media use with Children Policy – This is a new policy that has been introduced to meet statutory requirements issued in the Early Years Foundation Stage updated in September 2026

New Policies

- Environmental Sustainability Policy – new policy to meet our obligations with regard the Early Years Foundation Stage and Home from Homes sustainability goals

Updated Policies:

- Attendance and Absence Reporting Procedure and Policy – Children
- Fire Safety Management Plan and Emergency Evacuation Policy – change in personnel
- Food Handling, Hygiene and Nutrition Policy – improved guidelines with regard staff provision of food and eating with children
- Safeguarding Policy – change in personnel

Dates for your diary 2026 – new dates in yellow

Tuesday 1st September – Children transition to new age cohorts/room

Monday 14th September – Babies to Toddler Transition meeting (November movers)

Tuesday 15th September – Zoolab visiting BR, TR & PS

Thursday 17th September – WSCC Headcount Day for funding submissions

Monday 21st September – Toddlers to Pre-school transition meeting (November movers)

Tuesday 22nd September – WSCC deadline for Autumn Term Funding submission claims

Wednesday 4th November – Parents evening

Wednesday 18th November – Parents evening

Monday 16th November – Babies to Toddlers transition meeting (for children moving in January)

Tuesday 8th & Thursday 10th December – Pre School-Christmas Parties

Thursday 24th December – Christmas Eve - CLOSE at 1pm

Friday 25th December to Friday 1st January 2026 - CLOSED

Monday 4th January 2027 – Nursery Reopens

TBC – INSET Day 2026 – Nursery closed for annual staff training

Best Wishes, The Home from Home Team