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| **No act of kindness, no matter how small is ever wasted** | **Cromdale Way**  **Pre-School** | **Tim Parry Community Centre Cromdale Way Great Sankey**  **Warrington WA5 3NY**  **Tel: 01925 726357**  **Charity Number: 701507**  **cromdalewaypreschool@gmail.com** |

**22nd September 2017**

**Dear Parents,**

**We have updated our system of recording injuries that occur outside of the setting. If your child has an injury that has occurred at home please share this with staff when you or your child’s carer for the day drops off at the start of the session. A member of staff will then complete a form with you and record on a body map where your child has sustained the injury. This is part of our safe guarding children process as required by the early year’s foundation stage. These forms will be stored with your child’s registration forms in a locked filing cabinet. If you have any queries or questions about this please speak to myself or Jo our Acting Deputy Manager.**

**Thank you for all the replies that we received in the questionnaires in July, we were really pleased with the response and the feedback that they contained.**

**In the responses some parents said that they didn’t know that they could take their child’s learning journal home. So apologies if this was the case, please feel free to take these home whenever you wish to. Ask a member of staff and they will sign out the learning journal for you at any time. We only ask that you return them after a few days please, so that the key person can then add more learning and observations. We would also like for you to add any learning that has taken place at home and pictures of family events/special occasions etc for the children to share with staff. Staff can use this information to log the learning in the children’s early years’ outcomes. If you require any more information please speak to your child’s key person.**

**Kind regards**

**Dawn Mullin**

**Setting Manager**