Dear Parent/Carer,

Welcome to the new year of Monkleigh FSU! We warmly welcome all of our new families to life at Monkleigh School. We look forward to you and your family being part of our Monkleigh Family. Welcome back to families who already have children in the unit or who have younger children starting with us. Welcome back to all of our wonderful Sunflowers, Caterpillars and Butterflies.

We have had a very busy summer and the fun is not quite over yet. The builders and Monkleigh FSU staff have been working so hard to get all set up in our new space. Unfortunately the builders have come across some extra challenges along the way which has delayed the completion of our outside area. We thank you in advance for your patience while we safely care for your wonderful children while also continuing to develop our FSU space into an excellent learning environment for our Early Years children. The development will continue into the first half of the academic year as we work hard to put planning permission in place for a new Reception classroom. We will keep in close communication with developments. If you have any questions, please do not hesitate to contact Mrs Emptage or Mrs Reeves.

Alongside the building restructuring we also have some staff restructuring to inform you about.

Mrs Kate Emptage will be working in FSU full time and will continue to lead and oversee the whole of the Foundation Stage Unit. She will be based with the Nursery children Monday to Wednesday and Butterflies Thursday and Fridays. Mrs Hinchliffe will be teaching Butterflies Monday to Wednesday and initially on Thursday mornings. If your child is in a Nursery Class, your first line of communication is Mrs Emptage and if they are in Butterflies please contact Mrs Hinchliffe. All children in the Nursery classes will be allocated a keyworker, details of your child's keyworker will be sent to you via Dojo.

Joining Mrs Emptage and Mrs Hinchliffe in caring for your children are Jodie, Nikki, Mrs Beer (Becky), Julie, Emily, Mrs Ley (Cathy) and Anela. All of our adults are highly experienced and skilled at providing the best care, nurturing and learning opportunities for your children. We would like to officially welcome Jodie back from her maternity leave. I know that the children will be very excited to see her! We would also like to welcome Mrs Ley to our FSU team. Mrs Ley brings a wealth of experience and smiles with her. Mrs Ley will be caring for our EYFS children at Breakfast Club and Mrs Ley and Jodie will care for the children at Tea Club.

We are keeping everything crossed that we will be able to open Daisies - our new provision for children who are under the age of two - from Monday 5th October 2026. We will keep you updated on the developments with this.

We are looking forward to an exciting term of learning. Our FSU curriculum page on the Monkleigh School Website has a number of informative links. Please visit the link below for the Parent Information Booklet and other supporting documents:

https://monkleigh-primary.devon.sch.uk/classes/class-r

You will also find a blog which is updated weekly and shows the most up to date learning and experiences that have been on offer for all three age groups - scroll down the page below all supporting documents and you will find this.

The links on the FSU Curriculum Page give an overview of the learning which will take place each week for Sunflowers, Caterpillars and Butterflies. The overview provides information about key books that we will be reading and songs that we will be learning. There is a section which shows possible experiences, visits and visitors. If you have any particular interests or skills that you would like to share with our children or you know of someone please do get in touch as it is lovely to have visitors.

You can find the detailed overviews of our learning here:

Sunflowers:

https://www.monkleigh-primary.devon.sch.uk/images/Sunflowers_Autumn_1_Overview_Me_and_My_Community_Final_2024.pdf

Caterpillars

https://www.monkleigh-primary.devon.sch.uk/images/Monkleigh_FSU_Curriculum_Overview_Autumn_1_2025.pdf

Butterflies

https://www.monkleigh-primary.devon.sch.uk/images/Autumn_1_Butterflies_Overview_Me_and_My_Community.docx.pdf

As you will see, our main focus of learning for this term is 'All About Me' We would be very grateful if the parents of children in Sunflowers and Caterpillars could provide us with a small framed photograph of their family. A 6 by 4 photograph framed in a basic frame with a plastic cover would be perfect. We will then display these in the unit - they will provide an excellent talking point!

Please ensure that the children have coats, full waterproofs, wellies and a change of clothes in school every day.

They will also need to bring their book bag and a named water bottle into school every day. Please put a keyring on your child's book bag so that it is easy to identify - it is important that your child can recognise their own belongings. There are also details of other ways to label book bags in our parent information booklet. Please make sure that books are in book bags every day.

We are working hard to promote independence and would ask that you are mindful when preparing packed lunches. Will your child be able to access their packed lunches and clear up independently? We are always on hand to help if needed.

Children in Butterflies will take part in PE on Thursdays. Children can come to school in their PE kit in the morning. Please see the parent information booklet for further information regarding uniform:

https://www.monkleigh-primary.devon.sch.uk/images/FSU_Information_Booklet_Updated_June_2025.pdf

Sunflowers will take part in Forest School on Tuesday mornings and Wednesday mornings.

Caterpillars will take part in Forest School on Tuesday mornings and Wednesday mornings and Wednesday afternoons.

Please make sure that children wear their PE kit with a plain long sleeved top underneath and long trousers. They will need full waterproofs and wellies - please make sure that they are named.

Snacks - all children in Caterpillars and Butterflies are provided with a fresh fruit snack and milk. This is normally apples, bananas, carrots or tomatoes. If you would like to send your child in with a different fresh fruit snack please feel free. **We are an allergy aware school and ask that you do not send mango, nuts, kiwi, into school.** Sunflowers are required to provide their own snack. We are asking for a snack donation - a packet of savoury snacks - crackers, breadsticks, rice cakes (not chocolate topped - due to allergies) per child which will be shared with your child's friends to supplement the fruit snack.

The Morning Routine - We ask that you drop off your child and collect them from the **front** school gate. Staff members of the FSU team will be at the gate to welcome your little ones into school and help them with their belongings. If your little one is struggling with the transition and is upset when you leave, we will telephone you to provide you with an update of how they are getting on.

Communication - To tighten up communication channels, we will be applying the following steps regarding communication and Class Dojo from September:

- All parents of Nursery children - Sunflowers and Caterpillars should send any messages or questions via Dojo to Mrs Emptage.
- Mrs Hinchliffe is the point of communication for children in Butterflies.
- Please note that all staff are busy working with the children during the day and will not see Dojo messages that you send. **Please send any urgent messages that require an immediate or same day response via the School Office either by phoning the school office on 01805 623269 or sending a Dojo message to Mrs Hobbs.**
- Mrs Emptage and Mrs Hinchliffe will access their Dojo between 8am and 5pm, however please note that they will be teaching during the day.

- If your child is receiving support with Speech and Language and you have any questions, please send a message to Mrs Beer who will check her messages on Monday afternoons and Thursday mornings.

We are looking forward to settling all of the children into our new space and as we get to know them, we will assign them a keyworker. We will communicate information regarding your child's keyworker via Dojo. Your child's key worker will be responsible for developing your child's confidence and helping them to progress. Please send any messages for your child's key worker via Mrs Emptage.

On a Monday, we will communicate the story and song of the week via dojo. During the week, your child's keyworker will post at least one Wow moment to your child's portfolio. Butterflies will be learning how to post their own work. On a Friday there will be a summary of the learning from the week posted on Dojo, to our FSU Facebook page and on the school website.

If you ever have any questions or concerns please do not hesitate to contact Mrs Emptage or Mrs Hinchliffe via Dojo.

We are sending a paper copy of this letter home so that you can refer to it when needed for important dates and day to day information.

We look forward to an exciting and successful year for all of your children.

Yours Sincerely

Mrs Emptage and the FSU Team