



Staff meeting

February 2024

Reminders



Back-packs



Adult's belongings in the
classroom



Outside shoes

Breaks



It is possible to split your break, you can't leave the room for extended periods to 'fill your water bottle' or get coffee! You can take a break if needed



Stick to allocated times



Be back on times, to allow others to go!

Sickness



Try to keep healthy, by sleeping and eating well, and plenty of handwashing during the day!



Up to 2 days self-certification, from 3 day you must be signed off sick by a doctor



Call in sick, as soon as you know you are sick; up to 10pm and between 6am and 6:45am



MUST Inform Sammy by 3pm whether or not you will return to work the next day when you are off sick... **don't make me chase you!**



Message to Emma, and if you do not get a reply, to Sammy

6am – 6:45am
morning
window

By 3pm –
message about
tomorrow!

Café discounts

- 30% of all coffee (and hot drinks)
- 10% off all food and packaged drinks & goods



Break rooms

- Rooms opposite the lift on the 2nd floor will be new break rooms
- Until they are ready, please only use the allocated areas, and not any of the small offices or spaces around the 2nd floor
- (Obviously)... you can go out for your breaks, and do not need to stay in the building

Keep the break room door closed

- When you enter, close the door
- When you leave, close the door
- When you pass by, close the door
- When you close the building, close the door

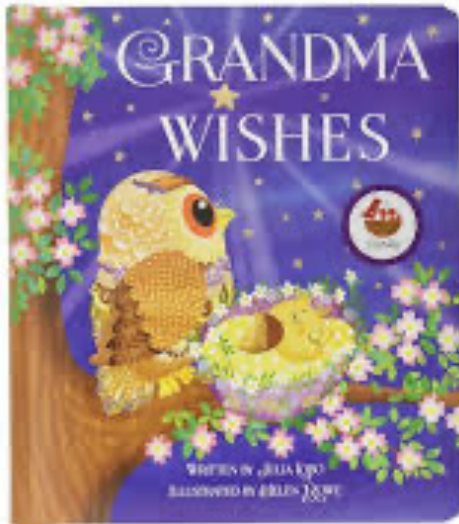
Children coming in...

- Side entrances are open until 9am
- Parents have the internal security door codes (1212#) – not the classroom doors, and can come in/our for pick up and drop off
- Blackout -> 3:45 til 4pm
- There is a timetable displayed in the lobby for each class, so the parents know where to go
- We should encourage all parents to drop off by 9am for the children's benefit

Parents

- We expect to see more parents around the building
- More parents in the classrooms (approved by team leader)
- Parents could start coming in to do activities, stories etc
- Working towards more parent involvement
- A chance to show off our good practice

Safta Tuesdays



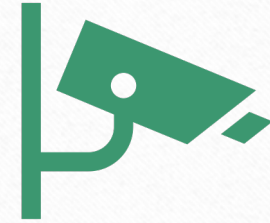
- Once a month we will invite Saftas to a workshop on the 2nd floor
- David will co-ordinate the programme
- They will repair and fix books
- Then go to a classroom to read stories to their grandchildren
- 3-4pm fixing workshop
- 4-4:30pm storytime



Please encourage parents out of the building as soon as drop off is done; no lingering



Ensure all security doors are closed by 9am, and if they get propped open by a parent or visitor, take the initiative to close them yourself



Security doors are opened again at 4pm

Security reminders

Aviv's Role



Day to day maintenance



Major fixing and renovations



Liaison and managing all building contractors (locks, electricians, health and safety etc)



Creating new resources and areas



Working with practitioners to do activities (build and realisation) with the children



The 'Aviva' group

How to use the Rainbow Room

- Role of the adult/s
- Setting up
- Mark making area
- Tidying away

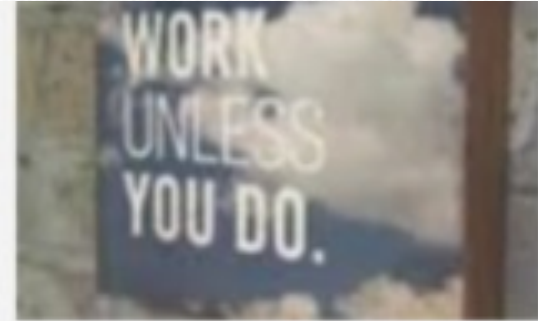
Outside space/s

- Setting up (and tidying away)
- Encouraging more use of the outside
- Planting on the roof
- Adult's role outside

ROLE OF THE ADULT IN THE GARDEN

- Keep children safe, and help them to take risks
- Create, set up and maintain imaginative, creative and playful spaces and opportunities
- Support children to resolve conflict, take turns and negotiate with different children, groups and ages
- Engage children, and help them choose and take part in play
- Provide adult led activities
- Carry out observations
- Find ways to extend and develop play
- Take part in children's play when appropriate
- Lead and initiate activities and games
- Keep the garden tidy and organised





- 1. Sweep and clear leaves
- 2. Wash pots and pans in the kitchen area
- 3. Look for objects that have fallen behind the stage and under the pallets
- 4. Wipe storage boxes and clean resources
- 5. Empty ball pools with children, clean them and refill them!
- 6. Water plants
- 7. Wash the bimbos
- 8. Clear and set up the stage area – bring some dressing up clothes!
- 9. Use your imagination and set up a new play space!
- 10. 'Treasure Hunt' the *lost toys* - how many can **you** find?

Friday working arrangements



All staff (apart from Team Leaders) are required to work 1 in every 3 Fridays, per your terms and conditions



No one is required to work over your 42 hour working week



If we already have lots of staff available, you will automatically be booked 5 hours off during the week of your Friday club



If we do not have lots of staff available, you will be staffed for a full week, PLUS Friday (and be paid overtime for Friday). If you do not wish to work Friday as 'overtime', you should inform Sammy the week before, of when you would like your 5 hours off.

Check the Friday schedule



The schedule comes out Monthly



It is your responsibility to check it, and book 5 hours off the week you are working (if you want it)



If you are 'unavailable' on a particular Friday, you must inform Dejah before the schedule for the month is done, after this you must swap with someone, and inform us of the change



You may not ask someone else to work your Friday for you, without you doing a Friday for them

Friday club & Training programme



Last Friday of every month,
there is no club



Training sessions will be
scheduled on the last Friday
of every month



These may include diploma
sessions, first aid courses,
training for specific units, or
special courses we want to
deliver.



Diploma sessions are not
paid, but all other training is
paid, unless otherwise stated

Reminders for Fridays

Children's belongings need to be looked after carefully and returned at the end of Friday club. Label children's belongings if parents have not done so

Children need to be changed regularly (recommended twice) during the morning

Use children's How-To-Care for me sheets if you are unclear about their care routines

Record sleep, food and toileting for younger children (Aleph)

Lauren says...

Leave Meadows tidy!

My little Chickens!



More reminders...



Use the ground floor, Rainbow Room and no other rooms in the building



Many things go missing on a Friday.... Please take care to return everything to its place, and flag in advance if something has gone missing



Stay in the Friday club group until the end of the day on Sunday when you work, in case we need to check with the team about something that happened



After Sunday evening, you can exit the group, until you are next scheduled

Lost property



LOST AND FOUND

© 2012 | [unreadable] | [unreadable]

- Its not lost if it has a name in it
- Put children's 'found' clothes and things on their pegs

Partner work





5 ways you can comfort an upset child!

Comforting is:

- Holding or hugging the child
- Soft soothing voices
- Gentle calming touch
- Looking in their eyes
- Reassuring that everything will be OK
- Showing understanding
- Re-engaging the child
- Showing the child their family photo on the wall

Comforting is NOT:

- Hushing
- Laughing at
- Making fun of/mocking
- Overreacting and panicking
- Ignoring
- Asking our children to comfort us

Comfort children when they are upset, ill,
hurt, distressed

Ways to support children

No dangling things in front of
their face!

Get children interested and
engaged

Use a 'repetitive' play
approach....

Ease children towards
independence



What is the role of the
keyworker?

What is the role of the keyworker?

- Be 'responsible' for one colour group
- First and main point of contact with parents
- Home visit (if new)
- Weekly feedback to parents
- Create and review monthly targets
- Update 'How to care for me sheet'
- Carry out two observations a month (per child)

Monthly Targets



Imri Puss's targets

Date Set: *10/9/21* (11 months old)

Target: *To hold self up on classroom furniture and walk around with support of holding onto things*

Date Set: *10/10/21* (12 months old)

Target: *To recognise and select own dummy*

Imri Puss's Targets | Review

Date Set: *10/9/21* (11 months old)

Target: *To hold self up on classroom furniture and walk around with support of holding onto things*

Progress notes & Review Date:

10/10/21 – Now able to hold onto table, Kalax and other classroom objects and take up to 5 steps whilst holding on

Date Set: *10/10/21* (12 months old)

Target: *To recognise and select own dummy*

Progress notes & Review Date:

10/11/21 – Able to recognise own dummy when its on his bed, can put it back to mouth independently, can select dummy from up to 3 others, but not yet find it in the box if there are too many to choose from

Can you complete the last one?

Targets: Child's name <i>Imri Puss</i>		Key worker <i>Gan. A. Worker</i>	
<p>Date Set: <i>10/9/21</i> (11 months old)</p> <p>Target: To hold self up on classroom furniture and walk around with support of holding onto things</p> <p>Progress notes & Review Date: <i>10/10/21</i> – Now able to hold onto table, Kalax and other classroom objects and take up to 5 steps whilst holding on</p>	<p>Date Set: <i>10/10/21</i> (12 months old)</p> <p>Target: To recognise and select own dummy</p> <p>Progress notes & Review Date: <i>10/11/21</i> – Able to recognise own dummy when its on his bed, can put it back to mouth independently, can select dummy from up to 3 others, but not yet find it in the box if there are too many to choose from</p>	<p>Date Set: <i>10/11/21</i> (13 months old)</p> <p>Target: To open and close the tap independently at the sink for handwashing</p> <p>Progress notes & Review Date: <i>10/12/21</i> – Easily able to turn tap on. Is able to turn off tap, but often forgets... needs reminding "Imri; now turn off the tap please". Usually responds well to reminders!</p>	<p>Date Set: <i>10/12/21</i> (14 months old)</p> <p>Target: To sit on a bimba and make it move without adult support</p> <p>Progress notes & Review Date: <i>10/11/22</i> – Sits on bimbos, and now pushes with his feet on the floor to make it move. Not able to do this will all bumba models yet, but can for the lower 'cars'</p>
<p>Date Set: <i>10/2/22</i> (15 months old)</p> <p>Target: To use actions to join in with songs at circle and other times</p> <p>Progress notes & Review Date: <i>10/3/22</i> – Claps hands for 'happy and you know it', but no other actions yet. Holds hand and rocks back and forth for Row, Row; and says 'Row Row Row'... Stands up and sits down for 'La shevet, La com'</p>	<p>Date Set:</p> <p>Target:</p> <p>Progress notes & Review Date:</p>		

Examples of Targets



Now for real



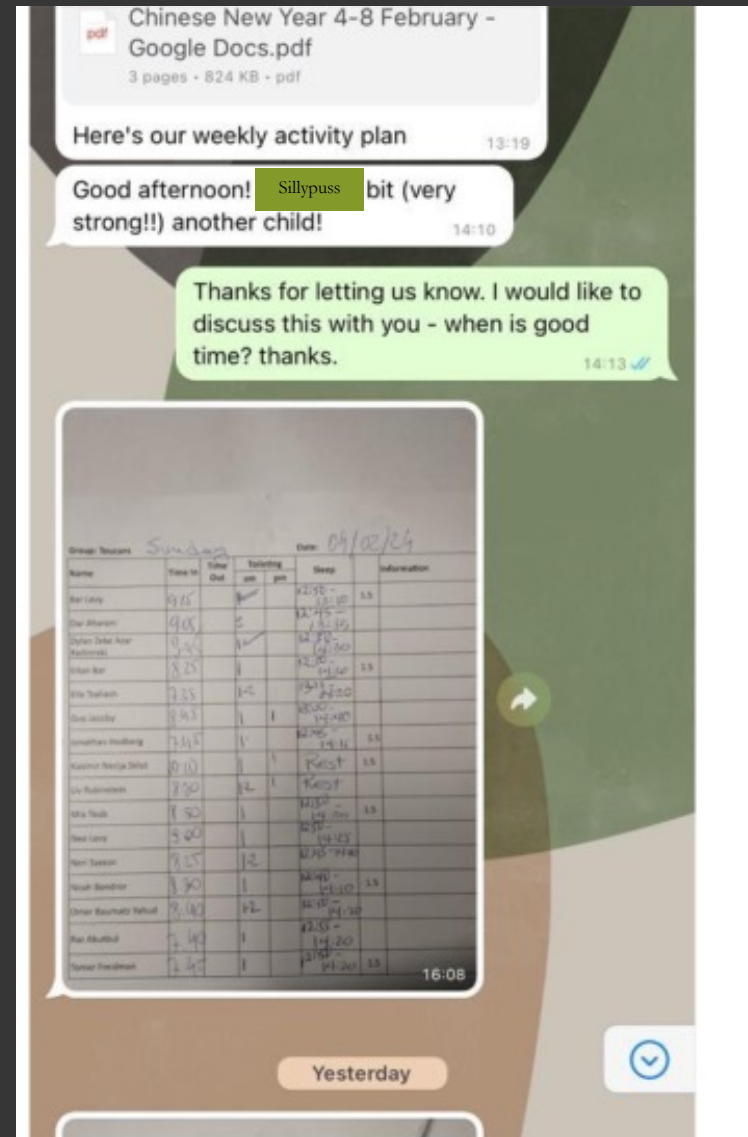
Take a sheet per key child
(2 children)

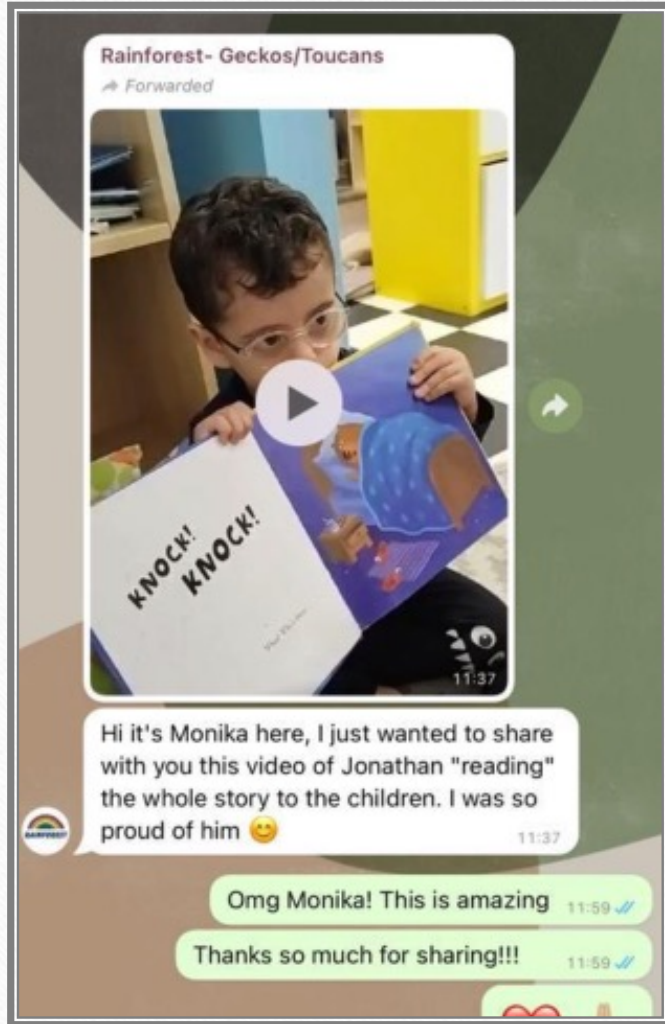


Create a target for the
month of February

How is this message?

How's the reply?





How's this one?

Diploma update



People who have finished!



People who are yet to start...
overview of the structure, and
application process



You can complete the diploma at
any institution, it does not need to
be with London Bridge College

Thanks for listening

Sammy Fugler

February, 2024