

## To Parents of Children in Pre-Nursery to Reception

Friday 4 October 2019

Dear Parents

### Mini Manor Fun

Here at The Manor we are very proud of our Manor Fun holiday programmes. Hopefully this week you will have seen the new Manor Fun video on our social media channels. If you missed it, please visit our website to watch it <https://www.manorprep.org/Videos>.

This year our Christmas Mini Manor Fun programme will run for 5 days, **commencing on Monday 16 December** at a daily charge of £49, inclusive of all activities. This is available for children who are aged from 2 years to 5 years in our Pre-Nursery, Nursery and Reception classes. The sessions run from 8:00am – 4:00pm and will be held in Pre-Nursery. For our youngest children who currently only attend The Manor until lunchtime, half day sessions are available at a reduced cost. We would strongly advise that our younger children only attend their usual hours. There will be a planned programme of activities suitable for this age range and stage of development. Staff working within the Early Years will supervise the day, along with other adults to ensure the correct ratios.

You are welcome to send your children (provided they are aged 3 or over to the Extended Day session, running from 4:00pm - 6:00pm, where the children will join the group from Manor Fun. The cost of Extended Day is £6.00 from 4:00-4:30pm, £6.00 from 4:30–5:00pm, £6.00 from 5:00 – 5:30pm and £6.00 between 5:30-6:00pm. An additional charge of £16 (per half hour) will be made for any late collection after 6:00pm.

We are delighted to inform you of the programme this holiday:

Monday 16 December	Tuesday 17 December	Wednesday 18 December	Thursday 19 December	Friday 20 December
Sports	Arts and Crafts	Forest School with Mrs Gillies	Cookery with Mrs Duff	Musical and Christmas fun day

On Monday 16 December, we will be running an action-packed day of practical sports games, where children will learn and practise a variety of skills. There will also be lots of team-building games that will be initiated by the children themselves. Children should wear suitable clothing and footwear.

On Tuesday 17 December, we will be running Arts and Crafts activities based around the theme of Christmas. The children can explore a variety of materials and media when creating their masterpieces which they can take home at the end of the day or leave in school to display.

On Wednesday 18 December, Mrs Gillies, one of our Forest School teachers, will be taking the children in small groups with Mini Manor Fun staff to the school Forest School site. The children will learn a variety of things about the environment around them and if we are very lucky we may even toast marshmallows on the fire. Please send children in wearing suitable clothing that is appropriate for the weather on the day.

Following on from Mrs Duff's fantastic cookery clubs during last summer's Mini Manor Fun programme, on Thursday 19 December, the children will be cooking traditional Christmas food to enjoy with their family. Mrs Duff aims to teach the children a variety of skills needed when preparing food from scratch.

On Friday 20 December we are having a Christmas fun day. We have lots of fun Christmas crafts and activities planned as well as a Christmas-based music session. At 3:00pm in the afternoon we will go to the Main Hall to watch the older children perform their Christingle as a lovely way to end our Christmas Manor Fun programme. You are most welcome to come along and watch too.

All the children will need a packed lunch, plus suitable indoor and outdoor clothing each day. Please remember that **ALL FOOD** brought into school **MUST NOT CONTAIN NUTS OF ANY KIND** especially as we have children with severe nut allergies who regularly attend the holiday club. Children will be taking part in sporting activities so we ask that they wear trainers at all times please.

The school cannot accept liability for loss or damage to personal property belonging to children who attend Manor Fun days. In terms of insurance, cover will continue to apply for all children in the same way as during normal school term, with the exception of the School Fees Protection Scheme.

If the children have any problems at all that may affect them during their attendance at these Manor Fun days, please remember that it is the responsibility of the parents to ensure that this is brought to the attention of the staff involved.

Once a booking has been made, a charge will be incurred if your child is absent due to illness or for any other reason.

Please do check the school website and your school messages in the event of adverse weather that may impact on Manor Fun being open and able to run.

The closing date for applications is Friday 29 November 2019 with confirmations sent out by Monday 2 December 2019. If you do not receive a confirmation email, please email me at [theath@manorprep.org](mailto:theath@manorprep.org) as your application may not have been processed. Once the confirmation deadline has passed you will be charged for all sessions booked.

**Please note as Manor Fun is becoming more popular, places are limited and will be filled on a first-come, first-served basis.**

Yours sincerely

Miss Tracy Heath  
Manor Fun and Mini-Manor Fun Co-ordinator  
Pre-Nursery Co-ordinator  
Breakfast Club Co-ordinator  
Email address: [theath@manorprep.org](mailto:theath@manorprep.org)