

05/12/2021

Dear Pre-School Families,

Following our safer recruitment and interview processes, I am delighted to announce that Tracey Lewarne has accepted our offer to become pre-school manager from January 2022. Tracey joined the team in October 2018 and was promoted to Assistant Manager in May 2020, with a focus on learning and development. Tracey is currently studying a foundation degree in Early Years Education. She has so much zest for her role, I know she will be an amazing lead for the pre-school.

I am also delighted that Ali Coles has accepted a promotion to deputy manager. Watching Tracey and Ali work together over the last few years, I know they will make a great management team.

I am very pleased to announce that Beth Williams will take over the Special Educational Needs and Disabilities Coordinator role. Beth also works for Cornwall Council as an Early Years Inclusion Officer, and currently supports over 90 settings in East Cornwall. Her expertise will be invaluable.

I am super-excited to announce that Jen will be returning to work, following maternity leave, from January (and also super-gutted I won't be there for this!).

I would also like to say a huge thanks to the rest of the staff team, particularly Teresa, who has been my brain and rock over the last ten years.

We also now have a financial administrator, Lucy Pemberton. Lucy has been the treasurer and various other committee roles for the last few years, so she has solid knowledge of our setting. Lucy can be contacted at [financetywplaygroup@yahoo.co.uk](mailto:financetywplaygroup@yahoo.co.uk)

For reference, I am the Designated Safeguarding Lead, until further notice. Tracey will become the DSL in January 2022 on completion of the Level 3 Safeguarding training and I will transfer to second DSL. In February, our committee chairperson Kelly will have completed her Level 3 training and will become second DSL. I can then resign from the committee!

Our new committee chairperson, Kelly Tardivel has now received back her DBS and we have notified Ofsted that she is now our settings 'nominated person'. Kelly can be contacted on [tywardreathpreschoolchair@gmail.com](mailto:tywardreathpreschoolchair@gmail.com)

The last day of pre-school will be on Thursday 16<sup>th</sup> December. We have arranged Father Christmas to visit the children outside at 11.45am. If your child does not attend on Thursdays and you would like to pop up to the front door at 11.40am – 11.50am, you would be welcome. Father Christmas will be bringing an early present for all of the pre-schoolers and we are happy to pass on any presents for children not seeing Father Christmas at the Christmas party on Friday 17<sup>th</sup> December, 10.00am at the village hall.

Our first day of spring term will be Monday 10<sup>th</sup> January 2022 (we go back later than schools due to the shorter amount of funded weeks we receive from the local authority).

Best wishes,

Sarah O'Toole

Setting manager and SENDCo