

Headteacher
Joy Luxford BA, PGCE, NPQH

14th February 2020



IMPORTANT - NURSERY START & FINISH TIMES



Dear Parents and Carers,

I cannot believe that we are just about half way through the school year! Where has the time flown?

When we return to school following the half-term break on Monday 24th February, we will be making a few system changes with regards to the beginning and end of the Nursery School Sessions for our Term Time children (Orange, Green, Blue & Yellow Classes). These changes will ensure that we are able to spend as much of each session time as possible on teaching and learning and supporting the children, and will also strengthen our safety and safeguarding procedures. Details are as follows:

MORNING SESSIONS (8.45 – 11.45am)

Our Morning Sessions will continue to start at **8.45am each morning** (with Breakfast Club still from 8.00am), and children whose parents or carers have older children to drop at school may still arrive until **9.00am**. Registers will close at **9.10am**, so any children arriving at school after this time will need to be signed in by parents/carers in the school foyer. A staff member will then take the child to class.

Morning Sessions will **finish at 11.45** as usual.

For children who stay for the Morning Session and lunch, **collection time will be at 12.30pm**, and children will be waiting for collection in the Packed Lunch Room (Old Office).

AFTERNOON SESSIONS (12.30 – 3.30pm)

The Afternoon Sessions will continue to start at 12.30, and afternoon registers will close at 12.40pm. As in the morning, children arriving after this time will need to be signed in by parents/carers in the school foyer, and a staff member will take them to class.

Afternoon sessions finish at 3.30pm as usual.

As you are aware, we have made an exception for children whose **parents have children to collect from another school, who may be collected at 3.00pm each day** from the class quiet room. We then have a very quick turnaround, so if you collect at 3.00pm we would appreciate a swift collection at this time.

Your child will be registered in the office and classroom as being either a 3.00pm collection or 3.30pm collection, so this needs to be the same every day - thank you.

If you wish your child to be registered for 3.00pm collection please **complete the slip and hand in to the office on Monday 24th February.**

Many thanks for your support in this matter – and wishing you all a lovely half-term break!

Kind regards,

Joy Luxford
Head teacher

Child's Name: _____ Class: _____

I would like my child to finish Nursery at 3.00pm each day

This is to enable my older child/ren to be collected from: _____ School

Signed _____ Date: _____