

Dear Parent/Guardian,

24th May 2017

New System

As the amount of children we have in Nursery grows, we have noticed it becoming very busy around the entrance to the community centre in the morning. As a result of this we will be making some changes to the way that the children come into Nursery in the morning and leave at the end of the day.

If your child attends the morning session – arriving for an 8.45am start, then we ask that you bring them in via the school gates which will be open from 8.40am. You can wait safely in the Nursery garden for the doors to open. If you are picking up at 3.30pm we also ask that you use the school gates and wait in the playground for the session to finish.

Children who are picked up at 11.45am and dropped off at 12.30pm will still be able to use the community centre entrance at the specific times. This is because we are able to stagger the flow of children and parents and make sure that everyone is safe whilst waiting.

The school gate entrance to Nursery will close at 9.15am, this means that if you arrive after this time, you must report to the main reception to sign your child in. If you arrive after 12.45pm for the afternoon session, then you must also report to the main reception.

These changes will commence as of Monday 5th June 2017.

Yours sincerely,



Linda Culbert
Head Teacher