



Nursery School

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18th May 2017

Dear parents and carers,

From **Monday 22nd May 2017** the procedure for when you drop off and collect your child is changing slightly.

We will be no longer using the signing in and out sheets in reception. **You will be able to take your child directly to their key worker where the attendance for each child will be recorded.** This will ensure that we have a record of all of the children who are in attendance in the event of an emergency.

To ensure all children are recorded correctly as present, if you **arrive** with your child **10 minutes or more after** the start of the sessions, you will be asked to sign them into school using the late arrivals sheet held in reception. **Sessions start at 9:00 AM and 12:30 PM.**

If you **collect** your child **10 minutes or more before** the sessions have ended, you will be asked to sign the early leavers' sheet held in reception. **Sessions end at 1200 PM and 3:30 PM.**

As stressed before this is to ensure the correct records of children, physically in the school, are available in the case of an emergency.

Breakfast Club

Current procedure remains unchanged. You will still sign your child in with the BC key worker at time of arrival.

Afterschool Club

Current procedure still remains but you will still be required to sign them out on the register held at reception when you come to collect them.

Your help and understanding in these slightly different procedures will be greatly appreciated.

Thank you

Sue Conron
Head teacher