



~ Every Child Matters Every Day ~

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Head Teacher: Mrs Fiona Feeney

18th September 2020

Dear Parents,

### **Nursery/ Teeny Weenies Temporary Entrance**

Next week building work begins in our Nursery and Teeny Weenies classroom to knock down a wall. As Mrs Feeney has explained, unfortunately the planned building work was unable to take place over summer holiday. We are unable to say how long this will take but we hope to be back to normal within the next 2-3 weeks.

We are relocating Nursery and Teeny Weenies temporarily to our Families at the Front room. For those of you who are new to school, the temporary entrance are the white double doors, located at the front of the school to the left of the main school entrance.

Dropping off and collection times remain the same for both classes. A reminder these are as follows:

|                |                     |                  |                    |
|----------------|---------------------|------------------|--------------------|
| Nursery-       | Morning session -   | Drop off 8.50am  | Collection 11.50am |
|                | Afternoon session - | Drop off 12.30pm | Collection 3.30pm  |
| Teeny Weenies- | Morning session -   | Drop off 9.10am  | Collection 12.10pm |
|                | Afternoon session - | Drop off 12.40pm | Collection 3.40pm  |

Please collect promptly, this is particularly important for our morning session, as staff need to have at lunch break and clean the classroom ready for our afternoon session.

### **Procedure for dropping off**

Please enter the school grounds, through the Early Years/Key Stage 1 gate.

- If you have siblings in school please drop them off first, follow the one-way system around school then drop off your Nursery/Teeny Weenies child at double white doors next to Families at the Front Room. Exit School grounds along the Key Stage 2 path.
- If your child has no siblings at school - turn right at the end of the path for the Early Years/Key Stage 1 entrance and walk to the double white doors next to the Families at the Front Room. Exit School grounds along the Key Stage 2 path.

### **Procedure for collection**

Please enter the school grounds through the Early Years/Key Stage 1 gate.

- If you have siblings in school collect them first, follow the one-way system around school then collect your Nursery/Teeny Weenies child at double white doors next to Families at the Front



Room. Exit School grounds along the Key Stage 2 path. Unfortunately, we cannot arrange early collection of siblings in Teeny Weenies and Nursery whilst the building work is taking place.

- If your child has no siblings at school - turn right at the end of the path for the Early Years/Key Stage One and walk to the double white doors next to the Families at the Front Room. Exit School grounds along the Key Stage Two path.

Staff will be around the front of the school to help direct you to the Families at the Front entrance.

Many thanks for your cooperation with this change.

A handwritten signature in black ink, appearing to read 'Helen Brown', written in a cursive style.

Mrs Helen Brown  
Assistant Head Teacher