

September 2023

Dear Parents/ Carers,

We have been welcoming and settling all our new pupils into nursery over the past few weeks. It is always such an exciting time for the children and families as they start their academic journey.

It is important that the guidelines and procedures set out are followed to ensure that the transition is as smooth as possible for your children.

Please ensure all the children's clothing, water bottles and bags are clearly labelled with your child's name. Can you please also ensure children attend sessions on time as attending late can distress your child and prolong the settling in period.

You must arrive on time to collect your child at the end of each session. Please note: If someone else is collecting your child but is not on the list you will need to inform the office beforehand as we cannot release children to anyone who has not been authorised for safeguarding purposes.

- When you arrive to collect your child please make a line at the white line painted on the floor outside the nursery door so that we can send out your children one at a time. This may take a bit longer over the first few weeks as we become familiar with the adults who are collecting the children. (When parents crowd around the door and call out names it makes it difficult for the staff to ensure that the children leaving are doing so safely with the correct adult). The children's safety is our priority.
- **30HRS ONLY** – please ensure children are provided with a healthy packed lunch daily. We are a nut-free, healthy school and do not allow products containing nuts e.g. peanut butter, chocolate spread, chocolate fillings in pancakes, buns, sandwiches etc. in order to safeguard children with extreme allergies. (If your child has developed an allergy please make staff aware of the allergy as soon as possible)
- **Please note:** Staff are unable to deal with queries at the door when welcoming and dismissing children to ensure the safe arrival and dismissal of all children. If you do need to talk to a member of nursery staff please call the school and make an appointment or email the nursery alternatively you can wait on the side until the children have all been collected.
- Throughout the year there will be a variety of activities and events taking place at school. To ensure you do not miss events and start dates it is recommended that you use a calendar to record relevant dates and timings.
- You will receive regular emails and text messages as well as reminders for weekly/ termly events and latest news

If you have any further queries please contact the nursery via email at enquiries@belmore.school

Thank you.

Mrs Mughal