

20th December 2018

Dear Parents/Carers

As you are aware, safeguarding is of utmost importance here at Priory Primary school and we will always adhere to all practices to keep your child safe whilst they are here at Nursery. To ensure our external door is only opened on one occasion to let parents/carers in and out, we are implementing a change to our session times. From **Monday 7th January 2019** the times for 'Time for two's' and Nursery sessions will be as follows:-

AM session: - 8:30am-11:30am

PM session:-12:20pm-3:20pm

If you have older siblings within school then the AM time allows you to drop your Time for Two's/Nursery child off first and then your older child and the PM time allows you pick your older child up first and then your Time for Two's/Nursery child. The external door will not open until the times outlined above, even in bad weather, so I suggest that you don't arrive too early for the start of the session.

Please be advised that due to staffing, the Children's Centre office will no longer be open after Christmas. Therefore, if your child arrives late you will need to take them to the main school office and sign them in there.

Yours faithfully,

Miss. R. Fellows

Assistant Head Teacher