



**King's Oak Primary School**  
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Headteacher: Mrs Ali England

Thursday 17th May 2018

Dear Parents/Carers

### **Nursery - changes**

At King's Oak Primary School it is our priority to keep children safe. Therefore, we regularly evaluate our processes and procedures and sometimes decide to make necessary changes.

In Nursery we have made some changes to our collection procedures to ensure that our staff can closely monitor the safe collection of each and every child.

In Nursery, we will not be allowing parents into the room at collection time. We ask that you come to the relevant classroom door where your child will be brought to you. The member of staff will mark your child off the register and hand them over to you.

To ensure staff can give their full attention to all the children we ask that you cooperate with us and wait until all children are collected before speaking to your child's key worker.

May I also take this opportunity to remind you that mobile phones cannot be on display within the Nursery building and garden. If you are in the middle of a telephone call please complete your call before coming through the doors or gates to Nursery.

At drop off time the gates and doors will be open from 8.30am until 8.45am and 12.30pm until 12.45pm, the Nursery register closes at this time. Therefore, if you arrive after these times you will be required to sign your child in at the school office and bring them down to Nursery with a late slip.

Thank you for your ongoing support and cooperation.

Yours sincerely,

Karen Woodcock

Assistant Headteacher - EYFS