

## **CHANGES FROM JANUARY**

Health and Safety of the children in our care is always taken seriously. Since September we have trialled different procedures on arrival to reduce concerns with regard to:

- buggies blocking fire exits and causing a trip hazard to children;
- Ongoing concerns around the speed of traffic along Church Road – there is currently no school sign, slow down sign or yellow lines outside the Nursery on Church Road;
- Anti-social behaviour outside the gate in Lord Street

The problem in Lord Street has now been resolved as a result of action by the local community and the Anti –Social Behaviour Unit.

### **Arriving and Leaving Nursery**

As a result of a review of these procedures, the following measures will be put in place from January to enable us to continue to offer a safe and engaging learning environment for all the children:

- The gate will open a few minutes before the published start and finish time and will remain open for ten minutes – not the current 20 minutes which appears to have become the expectation of some parents;
- A member of staff will no longer remain on the yard as they will be needed to supervise the children;
- A member of staff will still be stood on the door at the entrance to the Community Room therefore should you bring a buggy with a younger sibling with you the member of staff on the door will watch the buggy while you assist your child;
- Rainbows and Sunbeams will continue to have separate entrances to reduce congestion and waiting time when picking children up, however to maximise staff all children will go into the Creative Room on arrival until the gate is closed;

### **Punctuality and attendance**

We have a number of parents who arrive late which impacts on all the children in Nursery. Letters to individual parents will be sent from the Governors at the end of this term to any parent who **has arrived or picked up late on a number of occasions or whose child's attendance is less than 90%** for this term.

- Please arrive at the published time (9.15 a.m. or 12.45 p.m.) as late arrival means a member of staff needs to leave their group to open the gate;
- The local authority system for tracking of attendance and lateness will be utilised to send letters to parents of children with poor attendance and punctuality at the end of each term from March 2018.

Should you have any questions about the changes in arrangements please speak to the headteacher who will be happy to answer them for you. Any changes being made are to ensure the health and safety and wellbeing of the children.