

The TLC Nursery Federation

Interim Headteacher: Mrs Zoe Keating



Slough Centre Nursery School

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9th October 2020

Dear Parents/Carers,

RE: Drop off and pick up at nursery

At our nursery safeguarding and well-being is an extremely important consideration and something we keep under close review.

As such, we have made a few small changes to our drop off and pick up arrangements, which are outlined below. This is also a good opportunity to share with you all the procedures we currently have in place for these times so you know what to do and what to expect when you come to the nursery.

Drop off times:

8.30am – 9.00am parents drop off morning session children in their homebase.

9.25am – 9.45am parents drop off 30hr children in their homebase.

12.30pm – 1.00pm parents drop off afternoon session children in their homebase.

- Parents will need to wait outside until the nursery door opens at the designated times. Please sanitise hands on entry, keep socially distanced and wear a face covering that covers your nose and mouth.
- Please note that the nursery doors are closed between 9.00am and 9.25am. It is not possible to drop off children at these times.

Pick up times:

11.10 – 11.30am parents pick up morning session children from their homebase.

3.10pm – 3.30pm parents pick up afternoon session and 30hr children from their homebase.

- If you need to pick up early, you may do this by prior arrangement between 10.30am and 10.45am or 2.30pm and 2.45pm.
- Please note that the nursery doors are closed between 10.45am and 11.10am also 2.45pm – 3.10pm. It is not possible to pick up children between these times.

This reduces the disruptions to the children and staff learning and working in the classrooms. It also minimises risk with fewer people entering and leaving through the

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nursery door at different times. Please do not embarrass staff or expect them to compromise child safety by requesting or attempting to enter the nursery classroom area other than at the designated times.

Coats and bags

At pick up time we would like to try it so parents pick up their child from the homebase first and then go with their child to the cloakroom to collect their belongings on the way out. Having monitored the situation over the last couple of weeks we feel that this will be manageable given that we don't tend to have everyone collecting all at exactly the same time causing congestion. We will trial this from Monday 12th October.

How you can help our school and local community

'Community' is one of our school values and as such we believe that everyone matters and that we are all connected, so what we do has an impact on others. As such, we ask parents to be mindful of this at drop off and pick up times. Our nursery is situated in a residential street and we do not have allocated parking. We are lucky that the road is not permit parking and that parents can park relatively near the nursery without incurring any charges. To help ensure that this remains possible, please park legally and with consideration for others. This means not blocking residents' driveways or other access at any time.

We appreciate your ongoing support with these arrangements for the benefit of everyone.

Yours faithfully

Mrs Z Keating
(Interim Headteacher)