

10th September 2020

Dear Parent/Carer

**CHANGES TO DROP OFF AND COLLECTION PROCEDURES AT NURSERY**

A concern raised with the council regarding nursery parents using the same pen to complete our test and protect paperwork has led to us having to review our entire drop off and collection procedure.

Please note that the current procedures were fully risk assessed when put in place, including the use of the pen.

Everyone using the pen is required to sanitise hands before lifting it. We then also made wipes available for anyone wishing to wrap the pen or clean it. Parents have also always been able to use their own pen if preferred.

In spite of fully risk assessing all aspects of our drop off and collection procedures, we have now received notice to prevent any parent from touching a pen or from even entering the building.

**As a result, from Monday 14th September, our drop off and collection procedures will be as follows:**

**DROP OFF**

* Continue to arrive at your designated entry time and enter through the same gate.
* Instead of making your way to the ramp and nursery entrance, follow the white arrows to the nursery garden and make your way to the white double doors. (The ones you have been using to exit).
* Please hand your child over to a staff member who will take them inside. Parents should not enter the building at all.
* Staff members will mark when your child has arrived and the name of the person expected to collect.
* Please leave by the same gate as you came in.

**COLLECTION**

* Continue to return at your designated collection time and enter through the same gate.
* Again, go straight to the white double doors from the nursery garden and knock the door.
* A member of nursery staff will bring your child out to you and mark that the child has been collected.
* You should both exit by the same gate as you came in.

**Only one parent should enter the playground.**

**Parents should remember to socially distance when waiting in the garden.**

**Parents should leave the playground as soon as their child is collected.**

Parents will only be permitted to enter the building if it is deemed essential. In such circumstances, parents should follow our existing procedures; entering by the main door, wearing a mask and completing the Test and Protect paperwork.

**1140 hours**

As intimated in a previous letter, we move to deliver 1140 hours provision on the 21st September. This means that we will be offering 8.30am-2.30pm, 8.40am-2.40pm or 8.50am-2.50pm over 5 days. We are aware that some parents wish to collect earlier and that is also fine, provided you have let us know. If collecting out-with the stated times, please go to the main door (green zone) and buzz the school door. A member of staff will bring your child out to you.

**HOT MEALS**

A site visit has now been carried out in preparation for the introduction of hot meals. Appropriate resources for the delivery of this service have now been ordered and we hope to be able to introduce this very shortly. We will keep you updated.

Nursery children will go to the dinner hall at 11.30am for lunch. Any child with any dietary requirements must complete the necessary paperwork and supply a doctor’s letter before they can receive lunch. This is an essential requirement. If your child does have dietary requirements, please speak to a member of staff and your doctor as soon as possible so that everything is in place before the service starts.

**SNACKS**

In place of morning snack, we now plan to introduce optional toast and drink on arrival to nursery.

We will keep you up to date with any further developments as we get them.

Thanks for your patience and co-operation.

Yours sincerely

Gillian Matthews

Head Teacher