



**Education Resources**  
Executive Director **Tony McDaid**  
**Woodhead Primary School and Nursery Class**  
Head Teacher – **Mr Scott Jasnosz-Clark**

Parent/Carers of  
Nursery Children

**Our ref:** CW/AH  
**Your ref:** Nursery  
**If calling ask for:** Mrs Watson/Miss Harkness  
**Phone:** 01698 457669  
**Date:** 3<sup>rd</sup> September 2020

Dear Parent/Carer,

**Revised Procedures for Nursery Entrance/Exit**

Thank you to all parents/ carers who have assisted us in ensuring social distancing by adhering to your child's allocated drop-off time. As you will understand, we are regularly reviewing procedures to ensure that the nursery entrance is not congested and that people can remain at a social distance. Therefore, we would like to inform you of some changes to our drop-off and collection times from **MONDAY 7<sup>TH</sup> SEPTEMBER 2020**.

Nursery parents/children should now enter **via the playground gate near the MUGA pitch and then proceed to the black gate at the side of the nursery playground**. This gate will be opened at 8:45am. Once you have entered, please stand at one of the markers which will be 2m apart. At your child's drop off time, parents/ carers will leave children at the nursery gate with a key worker who will take them into the nursery playroom. Parents/ carers must then follow the one way system to leave the school playground.

At the end of the day, children will leave via the playground gate at their allocated time. Parents should wait at one of the markers beside the fence.

**Lunch Orders**

In response to some feedback, we have amended how we will take lunch orders for the children. You will be given a lunch order slip to complete for the following week. Please use this form to indicate your child's lunch choices and return each Friday for the following week. This will ensure that each child receives the correct lunch.

**Twitter**

In addition to the Learning Journals, we will now be regularly posting pictures of the nursery children on the school's Twitter page. You can follow us @WoodheadPrimary. If you do not wish for your child to be featured in these photographs, please inform the nursery office.

We appreciate your understanding and co-operation.

Yours sincerely,

Mrs C Watson  
Depute Head Teacher

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