



GRACELANDS NURSERY SCHOOL
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Executive Head Teacher: Samantha Richards

4th January 2023

Dear Parents / Carers,

Collection times

I am writing to inform you of a slight change to collection times for the morning sessions and encourage children with funded places to access Nursery for as much of their entitlement as possible.

Morning times

As of January 2023, as shared with those affected during parent consultation meetings in December, **the doors will open for parents to collect children at 11:25am. All children that attend for the morning only must be collected by 11:30am.**

Previously, the doors opened for collection at 11:15am for 15 minutes. The reason we have decided to make this slight change to morning collection time is that we found there to be a disruption to children's learning, particularly the group time learning at the end of the morning session, having a 15 minute collection period. We also experience some children who are collected at 11:30am becoming unsettled as their peers are collected before them. In addition, we would very much like children to receive as much of their 15 hour weekly education entitlement as possible.

May I take this opportunity to remind you that children who have a morning only place, can attend Nursery from 8:30am.

Afternoon times

Children attending funded afternoon sessions take up their 15 hour education entitlement between the hours of 12:15pm and 4:00pm, Monday – Thursday.

We are flexible in enabling parents / carers to collect children prior to 4:00pm, should that be easier for parents collecting school age children. The longer children are with us, the more of their education entitlement they access. This is particularly relevant up to 3:15pm when explicit group learning opportunities take place. We kindly ask that you avoid, where possible, collecting children earlier than 3:15pm.

Timetable for all

Below is the regular routine of the day that we follow.



Big Nursery - rhythm of the day

	08:30	09:00	09:15	09:35	10:00	10:30	10:45	10:55	11:25	11:30	12:15
AM	08:30-09:15 Hand wash, welcome, FREE PLAY (toast available)		09:15-09:35 Key person GROUP TIME	09:35-10:45 FREE PLAY (inc. outdoors)			Tidy up	10:55-11:25 STORY Singing dancing Fruit SNACK		HOME	
											11:15-12:15 Full time children lunch
	12:15	12:30	13:00	13:30	14:00	14:30	14:35	14:45	15:15	16:00	
PM	12:15-12:30 Welcome, FREE PLAY	12:30-12:50 Key person group time	12:50-14:35 Free play (indoors and outdoors from 1pm roughly)				Tidy up	14:45-15:15 SNACK Singing dancing STORY		15:15-16:00 Free play (indoors only)	

Little Nursery - rhythm of the day

	08:30	09:00	09:15	09:30	10:00	10:30	10:45	10:55	11:25	11:30	
AM	08:30-09:15 Hand wash, welcome, FREE PLAY (toast available)		09:15-09:30 Registration/group time	09:30-10:00 FREE PLAY (Little Nursery) inc. outside	10:00-10:45 FREE PLAY (Big Nursery) inc. outdoors		Tidy up	10:55-11:10 Wash hands/ SNACK	11:10-11:25 Story & singing time	HOME	
											Little Nursery
	12:15	12:30	12:45	13:00	13:30	14:00	14:30	14:35	14:45	15:15	16:00
PM	12:15-12:45 Hand wash, welcome, FREE PLAY		12:45-1:00 Registration/group time	13:00-13:45 FREE PLAY (Little Nursery) inc. outside	13:45-15:00 FREE PLAY (Big Nursery) inc. outdoors		Tidy up	14:45-15:00 Wash hands/ SNACK	15:00-15:15 Story & singing time	15:15-16:00 FREE PLAY (indoors only) Big Nursery	
											Little Nursery

Please feel free to speak to any member of staff should you have any questions or concerns.

Yours faithfully,



Samantha Richards
Executive Head Teacher