

Merridale Primary School

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Headteacher: Mrs Laura Towle

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Date: Thursday 11th September 2025

Dear Nursery Parents and Carers,

Nursery Punctuality

Please can I remind you that the Nursery sessions begin at 8.30am (morning) and 12.15pm (afternoon) promptly. Staff will be available on the Nursery gate between 8.30am and 8.35am and 12.15 and 12.20pm to receive the children and any messages you may need to give. If you arrive after this time, the gate will be opened again at 8.50am and 12.35pm. This is to ensure that Nursery staff are able to register and settle children into Nursery at the start of the session.

I am sure you can appreciate that the start of the Nursery session is an important time for children to transition into the school day and it is important that Nursery staff are available to support them with this. Very young children can often be unsettled and dysregulated as they come into school at the start of their session.

If you arrive late, please ring the bell once and wait until 8.50am/12.35pm. Please be aware that Nursery staff will not be able to spend time talking to parents and carers and receiving messages if you arrive late. If you have something important to pass on, please go to the main school office and give the message to Mrs Hitch or Miss Kirkham who will ensure that the message is given to Nursery staff.

To ensure that children get into a good routine and are able to settle into Nursery successfully, it is important that they arrive at school on time at 8.30am or 12.15pm. We appreciate that sometimes you may be a little late but, if this becomes a regular occurrence, your child's place may be at risk in accordance with our Nursery Admissions Policy. If you have any attendance or punctuality issues that you would like to discuss, please contact Miss Brown at school to arrange an appointment.

Yours sincerely

Mrs L Towle
Headteacher