



Merridale Primary School

Aspen Way Wolverhampton WV3 0UP
Telephone: 01902 558760
E Mail: office@merridaleprimary.co.uk
Headteacher: Mrs Laura Towle
www.merridaleprimary.co.uk

Date: Wednesday 7th February 2024

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 these times, please be aware that Nursery staff are now supervising children and teaching in the classroom and they may not be able to come and open the gate straight away. Please ring the Nursery bell and wait for someone to come. If you arrive late, Nursery staff will not be able to spend time talking to parents and carers and receiving messages. 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