



The Sue Hedley Nursery School

Campbell Park Road,
Hebburn,
Tyne and Wear,
NE31 1QY.

Phone: (0191) 4287656

Website: www.thesuehedleynurseryschool.co.uk

Email: thesuehedleynurseryschool@southtyneside.gov.uk

Tuesday 7th June 2016

Dear Parents / Carer

I am pleased to welcome the children back to Nursery after half term and hope you all had a lovely break. There will be some slight changes implemented in the Nursery which I have outlined below – please take note of these changes as they come into effect on **Wednesday 8th June 2016**.

Morning Sessions

- The entry security door will be opened at **08:50** to allow parents and children access to the coat peg area.
- Any child arriving after 09:00 is required to be registered as late and parents/carers must ensure that they sign the late register at the office. This is to ensure we have accurate registers of who is in the building.
- When collecting your child doors will be opened to the cloakroom area at **11:50**.

Afternoon Sessions

- The entry security door will be opened at **12:20** to allow parents and children access to the coat peg area.
- Any child arriving after 12:45 is required to be registered as late and parents/carers will have to ensure that they sign the late register at the office. This is to ensure we have accurate registers of who is in the building.
- When collecting your child doors will be opened to the cloakroom area at **15:20**.

You may be aware that children with additional needs from Keelman's Way Special School share our entrance area and can find it difficult to cope if there is congestion in communal areas. On Forest School Days some children find it difficult to concentrate and follow the routine if there are many adults in the area. This will ensure your child remains safe and settled at all times with us.

I am always available before and after sessions if you need to see me, please ask the office staff. Keyworkers will be available to speak to you concerning your child **at the end of the Nursery Session when the other children have been collected**, this will allow staff at the start of the session to give the children their full attention. If you have any urgent messages to pass on please see the office staff who would be happy to help.

Thank you for your co-operation

Yours sincerely

Judith Reay
Headteacher