



18th April 2019

Dear Nursery Parents,

We refer to the letter dated September 2018. Once you have booked your child's days/sessions in Nursery, these will be confirmed as their set weekly sessions for the term. You will be charged for the sessions even if your child does not attend, due to illness or any other reason.

All additional requests for sessions/days will be chargeable. This means that day swaps will not be allowed.

It is necessary for us to do this to organise the correct level of staffing and ratios for your child's continued safe care.

You may change your sessions on a termly basis by giving us one month's notice of change. Changes will not be permitted mid-term, as we will have staffing levels/ratios organised.

If your normal session falls on a Bank Holiday please note we are unable to swap to a different day due to staff ratios already set in place.

Due to ratios and insurance purposes, please note that Nursery does not open until **8:45am**. If you need to drop your child before this time, please use breakfast club via the main entrance. No child will be allowed in the Nursery room before 8:45am. It is important that we start our day promptly and begin our routine, and therefore ask that all children arrive no later than 9:00am.

Thank you for your understanding.

With very best wishes

Alex Goodwin

Principal

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St Oswald's Worleston
CofE Primary School
Date Registered: 20/11/2012

