



THE WORKPLACE  
WELLBEING  
CHARTER



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Headteacher Head of Centre Dr Lesley Curtis OBE

## Lateness to Nursery Sessions Policy

Dear Parents/Carers,

I am writing to make you aware of the lateness to nursery session's policy (particularly the morning nursery sessions).

Nursery sessions start at 9.00am. Children cannot arrive on a number of occasions after registration time (which is 9.30am). The centre provides an additional 30 minutes (staggered entry) for parents/carers to take other children to primary school before coming to nursery, hence the 9.30am registration time. If you do not have children to take to primary schools then your child's starting time is 9.00am. In traditional schools this registration time can be between 8.50am—9.00am.

Please telephone the centre on the above number if you know you are running late. The Admin Team will give you a password that you will have to share with them when you arrive after 9.30am. You will be asked to sign a late book when you arrive. If you think you are going to be late — please ring ahead to let the centre, know.

Please be aware that 9.30am will be taken from the centre plasma screen not the admin team's watch or your watch! If you do not telephone to say that your child will be late and you enter after 9.30am you will be asked to collect your child at 11.30am and return at 12.30pm, as no lunch will have been booked for your child.

Please do not be offended by this when the Admin Team share this with you as this is the policy of the centre — even if you arrive late at 9.31am and have not telephoned the centre, you will be asked to collect your child at 11.30am and take them home for lunch and return at 12.30pm for the afternoon session.

Please try to adhere to arriving on time with your child as this helps them to get into a routine ready for their formal primary school education. Please be aware that if your child has a free full day place and has 10 latest in a month, their place will be reviewed and maybe reverted to a part—time place.

Yours sincerely,

Dr. Lesley Curtis.

Headteacher/Head of School/Center

