



THE WORKPLACE
WELLBEING
CHARTER



Everton Nursery School
and Family Centre

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Headteacher Head of Centre Dr Lesley Curtis OBE

Lateness to Nursery Sessions

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 8.45am.

The centre provides an additional (staggered entry) for parents/carers to take other children to primary school before coming to nursery. The class gates are open from 8.45am and 9.00am. At 9.00am the staff go in to the classrooms and will not be at the gate. After 9.00am please go to the reception area and make reception aware you have arrived. A member of class staff will then take your child to class.

Children who come in **after 9.30am are classed as late.**

Please telephone the centre on the above number if you know you are running late or leave a message on the arbor app regarding lateness.

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.

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.

Yours sincerely,

Dr. Lesley Curtis.

