



FAIRLANDS PRIMARY SCHOOL & NURSERY

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

6th January 2010

Parents / Carers

I am writing to inform you of some new procedures relating to the start of the school day in Foundation Stage. There was an ongoing problem last term with some parents and children arriving late and coming straight to either the Reception or Nursery doors, which is highly disruptive for registration time and compromises school safety and security.

- As part of our new extended sessions in the Nursery, parents of **Nursery** children are welcome to come into the setting with their child from 8.30am – 8.45am, when parents are expected to leave so that registration can commence.
- The start time for **Reception** children is as usual: the bell is rung at 8.50am and children are escorted in.
- **The Foundation Stage gate will then be padlocked at 8.50am.**
- **If you arrive after this time please sign your child in at the late book** which is in the lower building hall doorway **until 9.10am.**
- **If you arrive after 9.10am**, you must book your child in at the office in the upper building. In the event of a fire or evacuation it is vital that we know exactly how many children are in the building.

PLEASE DO NOT TAKE YOUR CHILD TO THE NURSERY DOOR

These steps are being taken for the security of the children as we are trying to minimise the number of accessible doors to the building once the school day has started.

If you need to speak to a member of Foundation Stage staff before school, they are out in the playground 5 minutes before the bell in the mornings. It is not possible to discuss matters once the session has started at 8.50am, but we have an open door policy every day after school and welcome any parents / carers in at that time.

We are sure that you will agree that the safety of your child is paramount and look forward to receiving your support with this matter.

Yours sincerely

Robert Staples
HEADTEACHER